Oracle Banking Trade Finance Process Management
Export LC Cancellation Islamic User Guide

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Preface

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Export LC Cancellation - Islamic** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

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Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.

- The subsequent chapters provide an overview to the module.

Conventions

The following text conventions are used in this document:

Convention	Meaning
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:

Table 1   Acronyms and Abbreviations

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

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.

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

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.

Symbols and Icons

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

Table 3   Symbols and Icons - Common

Symbol/Icon	Function
⌐ ⌐ ⌐ ⌐	Minimize
⌐ ⌐ ⌐ ⌐	Maximize
✕	Close
🔍	Perform Search
▼	Open a list

Table 3   (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
↔	Date Range
+	Add a new record
⃒<	Navigate to the first record
>⃒	Navigate to the last record
◀	Navigate to the previous record
▶	Navigate to the next record
⊞	Grid view
☰	List view
↻	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
📅	Calendar
🔔	Alerts
🔓	Unlock Option
🗐	View Option
❈	Reopen Option

Table 4   Symbols and Icons - Widget

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

1
Oracle Banking Trade Finance Process Management

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

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

This document will take you through following activities in OBTFPM:

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

Overview

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

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

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

Key Features

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

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2
Export LC Cancellation - Islamic

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

As part of Conventional Export LC Cancel, System enables the user to Cancel to the LC which had been already issued.

The various stages involved for Export LC Cancel are:

- Receive and verify documents and Input Basic details(Non Online Channel)- Registration stage
- Upload of related mandatory and non-mandatory documents
- Input/Modify details of Cancel of LC - Data Enrichment stage
- Capture remarks for other users to check and act
- Hand off request to back office

The design, development and functionality of the Export LC Cancel - Islamic process flow is similar to that of conventional Export LC Cancel process flow.

In the following sections, let's look at the details for export LC cancellation - Islamic process.

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 Cancellation - Islamic** request.

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

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

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

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

2-1
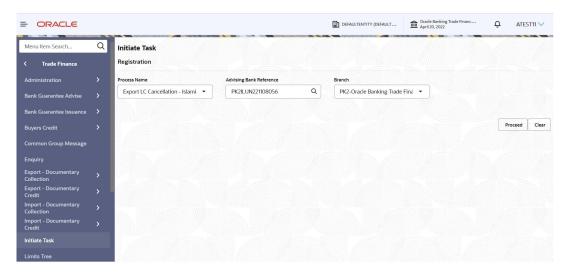
2.1 Common Initiation Stage

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

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

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

   The **Initiate Task** screen appears.

   Figure 2-1   Initiate Task

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

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

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

Table 2-1   Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Advising Bank Reference	Click **Search** to search and select the advising bank reference of the applicant or applicant's bank 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.
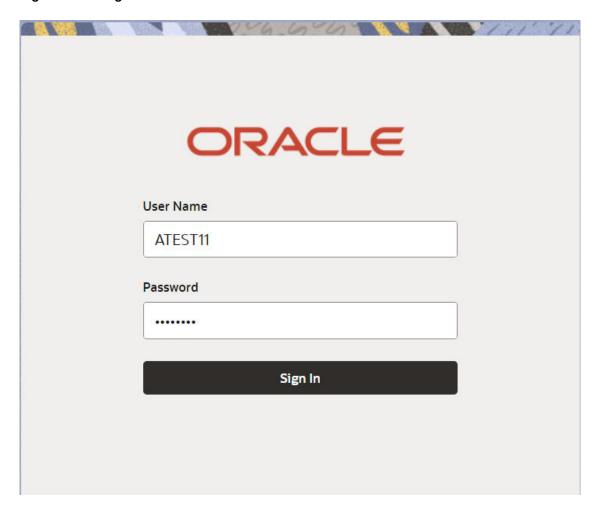
2.2 Registration

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

A user can register request for an Islamic Export LC Cancel received at the front desk (as an application received physically/received by mail/fax). During registration user can capture the basic details of the application and upload the related documents of the applicant. On submit of the request, the request will be available for an LC cancellation expert to handle the request in the next stage.

Specify **User ID** and **Password**, and login to **Home** screen.
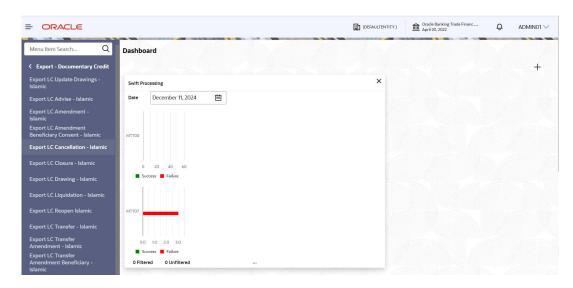
Figure 2-2   LogIn Screen

1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Export Documentary Credit**.

2. Under **Export Documentary Credit**, click **Export LC Cancellation - Islamic**.

Figure 2-3   Export LC Cancellation - Islamic
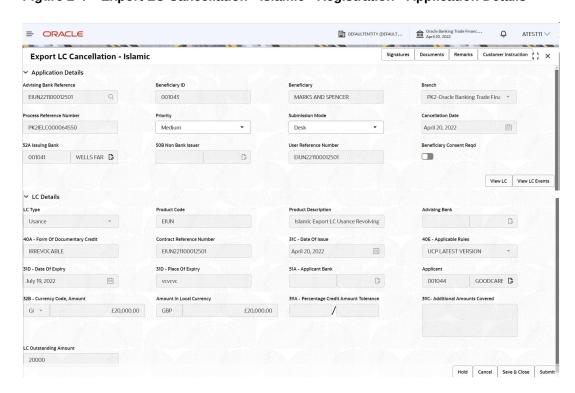
The **Export LC Cancellation - Islamic - Registration** screen appears.
The Export LC Cancellation - Islamic - Registration stage has two sections Application Details and LC Details. Let's look at the details of Registration screens below:

Figure 2-4   Export LC Cancellation - Islamic - Registration - Application Details

3. On **Export LC Cancellation - Islamic - Registration - Application Details** screen, specify the fields.

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

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

Table 2-3   Export LC Cancellation - Islamic - Registration - Application Details - Field Description

Field	Description
Advising Bank Reference	Click **Search** to search and select the advising bank reference number from the look-up. Alternatively, specify the advising bank reference number. In the look-up serach, user can specify the DCN Reference Number, Applicant, Currency, Amount and User Reference to fetch the Export LC details. Based on the search result, select the applicable Export LC to be canceled.
Beneficiary ID	Read only field. Beneficiary ID is auto-populated based on the selected Export LC from the look-up.
Beneficiary	Read only field. Beneficiary name will be auto-populated based on the selected Export LC from the look-up.
Branch	Read only field. Branch details will be auto-populated based on the selected Export LC from the look-up.
Process Reference 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. Set the priority of the Export LC Cancellation request as Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.
Submission Mode	System populates the submission mode of Export LC Cancellation - Islamic request. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
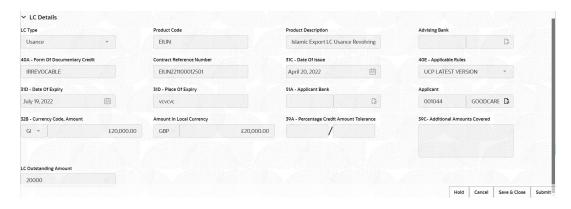
**Table 2-3   (Cont.) Export LC Cancellation - Islamic - Registration - Application
Details - Field Description**

Field	Description
Cancellation Date	By default, the application will display branch's current date.
52A Issuing Bank	Read only field. Issuing Bank details is auto-populated based on the selected Export LC from the look-up.
Non Bank Issuer	Read only field. Non Bank Issuer details is auto-populated based on the selected Export LC from the look-up.
User Reference Number	Read only field. User Reference Number will be auto populated by the system based on the selected Export LC.
Beneficiary Consent Reqd	Enable the option, if beneficiary consent is required. Disable the option, if beneficiary consent is not required. By default, the toggle must be 'On' for Export LC Cancellation - Islamic process.

LC Details

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

4. On **Export LC Cancellation - Islamic - LC Details** screen, specify the fields.

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

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

Table 2-4   Export LC Cancellation - Islamic - Registration - LC Details - Field Description

Field	Description
LC Type	Read only field. LC type is auto-populated based on the selected Export LC from the look-up.
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/B - 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 form of contract reference number of the selected LC.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	Read only field. This field displays the rules of the selected export LC.
Date of Expiry	Read only field. This field displays the expiry date of the selected LC.
Place of Expiry	Read only field. 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 LC.
Applicant	Read only field. This field displays the details of the applicant of the selected LC.
Currency Code, Amount	Read only field. This field displays the details of the currency/amount of the selected LC.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Percentage Credit Amount Tolerance	Read only field. This field displays the details of the percentage credit amount tolerance of the selected LC.

Table 2-4   (Cont.) Export LC Cancellation - Islamic - Registration - LC Details - Field Description

Field	Description
Additional Amount Covered	Read only field. This field displays the details of the additional amount covered of the selected LC.
LC Outstanding Amount	Read only field. This field displays the details of the LC outstanding amount of the selected LC.

5. Click **Submit**.

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

Table 2-5   Export LC Cancellation - Islamic - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the Export LC Cancellation - Islamic.
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. 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.
Signatures	Click the **Signatures** 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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
View LC Events	Click to view the LC events.
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 Cancellation - Islamic task. Details entered will not be saved and the task will be removed

Table 2-5   (Cont.) Export LC Cancellation - Islamic - Registration - Action Buttons - Field Description

Field	Description
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 Cancellation - Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

2.3 Data Enrichment

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

A Data Enrichment User can input new Export LC Cancellation - Islamic request. As part of data enrichment user can enter/update basic details of the incoming request.
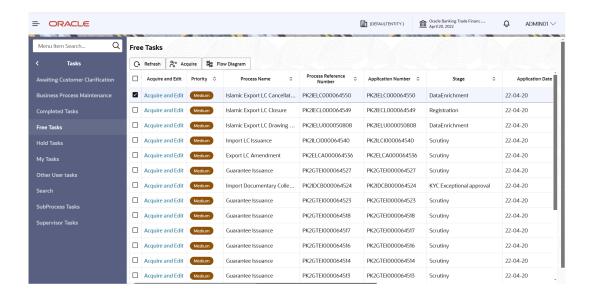
> **Note:**
>
> For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

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

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

1. On **Home** screen, click, **Task**.

2. Under **Task**, click **Free Task**.
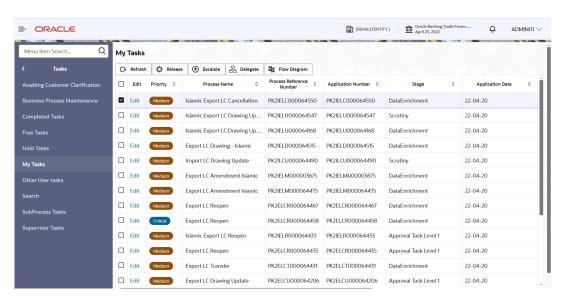
Figure 2-5   Free Task

The **Free Task** screen appears.

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

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

Figure 2-6   My Task

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

• Main Details

• Payment 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 Cancellation - Islamic request.

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

- • Payment Details
  This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Cancellation - Islamic request.

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

- • Advices
  This topic provides the systematic instructions to capture the advices details of Export LC Cancellation - Islamic process.

- • Additional Details
  This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Cancellation - Islamic process.

- • Settlement Details
  This topic provides the systematic instructions to capture the settlement details of Export LC Cancellation - Islamic request.

- • Summary
  This topic provides the systematic instructions to view the summary details in Data Enrichmen stage of Export LC Cancellation - Islamic request.

2.3.1 Main Details

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

Main details section has two sub section as follows:

- • Application Details

- • LC Details.
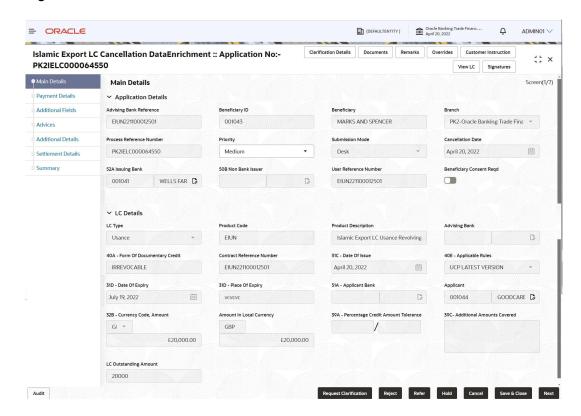
Application Details
All fields displayed under Application Details section, would be read only except for the **Priority** and **Beneficiary Consent Reqd**.

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

Figure 2-7   Main Details

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

> **✎ Note:**
>
> The fields which are marked as **Required** are mandatory.
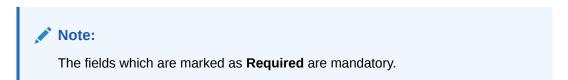
Table 2-6   Export LC Cancellation - Main Details - Application Details - Field Description

Field	Description
Advising Bank Reference	Read only field. The value is auto-populated from the Registration stage.
Beneficiary ID	Read only field. Beneficiary ID is auto-populated based on the selected Export LC in the Registration stage.
Beneficiary	Read only field. Beneficiary name will be auto-populated based on the selected Export LC in the Registration stage.

Table 2-6   (Cont.) Export LC Cancellation - Main Details - Application Details - Field Description
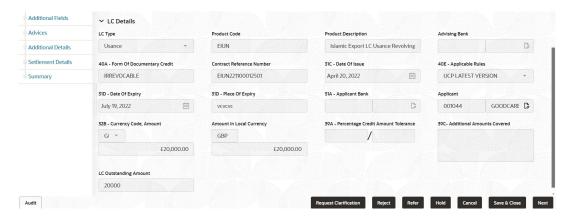
Field	Description
Branch	Read only field. Branch details will be auto-populated based on the selected Export LC.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement. Set the priority of the Export LC Cancellation request as Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.
Submission Mode	Read only field. System populates the submission mode of Export LC Cancellation request. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
Cancellation Date	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 Cancellation.
Non Bank Issuer	Read only field. Non Bank Issuer details is auto-populated based on the Export LC.
User Reference Number	Read only field. User reference number will be auto-populated by the system based on selected Export LC.
Beneficiary Consent Reqd	Enable the option, if beneficiary consent is required. Disable the option, if beneficiary consent is not required. By default, the toggle must be 'On' for Export LC Cancellation process.

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

Figure 2-8   LC Details

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

Table 2-7   Export LC Cancellation - LC Details - Field Description
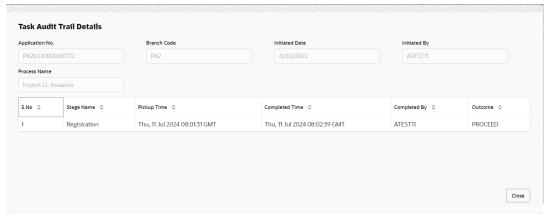
Field	Description
LC Type	Read only field. This field displays the LC type as selected in Registration stage.
Product Code	Read only field. This field displays the product code of the selected LC in Registration stage.
Product Description	Read only field. This field displays the description of the product as per the product code.
Advising Bank	Read only field. This field displays the advising bank details of the selected LC in Registration stage.
40A - Form of Documentary Credit	Read only field. The form of documentary credit details is defaulted from the Registrartion stage.
Contract Reference Number	Read only field. This is auto generated by the back end system.
Date of Issue	Read only field. This field displays the date of issue of LC.
Applicable Rules	Read only field. This field displays the rules of the selected export LC in Registration stage.
Date of Expiry	This field displays the expiry date of the selected Export LC.
Place of Expiry	This field displays the place of expiry of the selected Export LC.

Table 2-7 (Cont.) Export LC Cancellation - LC Details - Field Description

Field	Description
Applicant Bank	Read only field. Applicant bank details is defaulted from the Registrartion stage.
Applicant	Read only field. Applicant details is defaulted from the Registrartion stage.
Currency Code, Amount	Read only field. This field displays the details of the currency/amount of the selected LC.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details of the selected Export LC in Registration stage.
Additional Amount Covered	This field displays the details of additional amount covered of the selected LC and user can amend if required.
LC Outstanding Amount	Read only field. This field displays the details of the LC outstanding amount of the selected LC in Registration stage.

Audit

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

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

Table 2-8 Audit - Field Description

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

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

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

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
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 Cancellation - Islamic. 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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. 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 Cancellation - Islamic 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.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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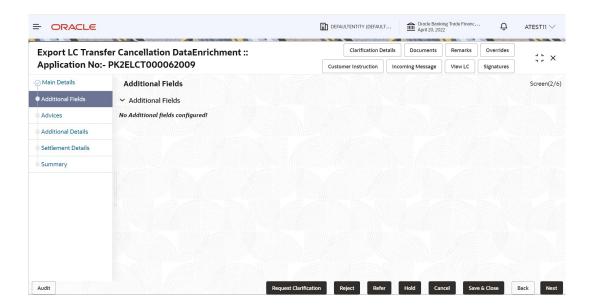
This topic provides the systematic instructions to capture the additional fields.

A DE user can verify the additional fields implemented by the bank. Any user defined fields maintained at the bank level will be available in this Additional field details. Banks can configure these additional fields during implementation.

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

Figure 2-9   Additional Fields

2. Click **Next**.

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

Table 2-10   Additional Fields - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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	Click the Remarks icon to provide any additional information. 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 Messages	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Enables the user to view the latest LC of transfer LC values displayed in the respective fields.

Table 2-10 (Cont.) Additional Fields - Action Buttons - Field Description
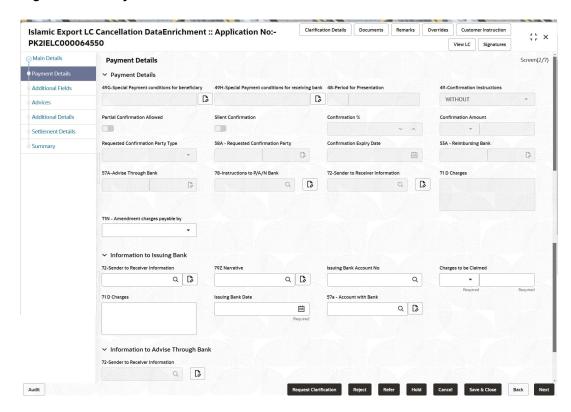
Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
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.

2.3.3 Payment Details

This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Cancellation - Islamic request.

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

Figure 2-10   Payment Details

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

Table 2-11   Payment - Field Description

Field	Description
Payment Details	
Special Payment conditions for beneficiary	Specify the details of special payment condition to the beneficiary, if any, in case of online and non-online channels.
Special Payment conditions for receiving bank	Specify the details of special payment condition to receiving bank, if any, in case of online and non-online channels. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.
Period for Presentation	Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment, in case of non-online channel. In case of Online channel, this field is read only.

Table 2-11   (Cont.) Payment - Field Description

Field	Description
Confirmation Instructions	Select the confirmation instruction for the LC from the available list, in case of non-online channels. The options are: • CONFIRM • MAY ADD • WITHOUT Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system should display the • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted. In case of Online channel, this field is read only.
Partial Confirmation Allowed	Enable the option for partial confirmation. Diasable the option, if partial confirmation denied. This field is enabled, if **Confirmation Instructions** is set to **Confirm**.
Silent Confirmation	Enable the option to add silent confirmation to an LC already advised to the beneficiary and Confirmation Percentage should default as 100 and Silent Confirmation Amount should display the full LC outstanding value. User can not modify the option. This field is added only for LC in which Issuing Bank does not request confirmation.
Confirmation %	Specify the confirmation percentage. This field is enabled, if **Confirmation Instructions** is set to **Confirm** and **Partial Confirmation Allowed** Toggle is enabled. This field is alternate to **Confirmation Amount** field.
Confirmation Amount	Specify the confirmation amount. This field is enabled, if **Confirmation Instructions** is set to **Confirm** and **Partial Confirmation Allowed** toggle is enabled.
To be confirmed by Advising Bank	Enable the option to confirm by advising bank. Diasable the option, if not to be confirmed by advising bank.
Requested Confirmation Party	Click **Search** to search and select the appropriate requested confirmation party. This field is enabled if the **Confirmation Instructions** is **CONFIRM**.
Requested Confirmation Party	Specify the requested confirmation party details, in case of online and non-online channels. This field is enabled if the **Confirmation Instructions** is **CONFIRM**.
Confirmation Expiry Date	This field dispalys the confirmation expiry date.

Table 2-11 (Cont.) Payment - Field Description

Field	Description
Reimbursing Bank	Click **Search** to search and select the reimbursing bank, in case of Non - Online channel. Party type with banks will be displayed in look-up. SWIFT code (if available), Name and address of the bank. • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. In case of Online channel, update the details received.
Advise Through Bank	Click **Search** to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. **Note:** In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available". In case of Online channel, update the details received. In case of SWIFT MT707 message, this field is empty.
Instructions to P/A/N Bank	Click **Search** to search and select the instructions to P/A/N Bank, in case of Non - Online channel. In case of Online channel, update the details received.
Sender to Receiver Information	Click **Search** to search and select the sender to receiver information (FFT), in case of Non - Online channel. In case of Online channel, update the details received.
Charges	Specify the charges details(FFT), in case of non-online channel. In case of Online channel, this field is read only.
Amendment Charges payable by	This field displays the party to pay the amendment charges. The parties can be: • Applicant • Beneficiary • Others
Information to Issuing Bank	
Sender to Receiver Information	Click **Search** to search and select the FFT to provide the additional information to receiver.
Narrative	Click **Search** to search and select the FFT to provide the additional information from the advising bank to the issuing bank.
Issuing Bank Account No	Click **Search** to search and select the issuing bank account number from the look-up.
Charges to be Claimed	Select the currency and specify the charges to be claimed.
Charges	Specify the charge details for advising.

Table 2-11   (Cont.) Payment - Field Description

Field	Description
Issuing Bank Date	Select the issuing bank date from the date picker.
Account with Bank	Click **Search** to search and select the account to which the charges needs to be paid.
Information to Advise Through Bank	
Sender to Receiver Information	Click **Search** to search and select the FFT to provide the additional information to receiver.

2. Click **Next**.

The task will move to next data segment. For more information refer Additional Fields.

Table 2-12   Payment 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 Cancellation - Islamic. This information can be viewed by other users handling the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. 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.

2.3.4 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Figure 2-11   Additional Fields

2. Click **Next**.

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

Table 2-13   Additional Fields - 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 Cancellation - Islamic. This information can be viewed by other users handling the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..

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

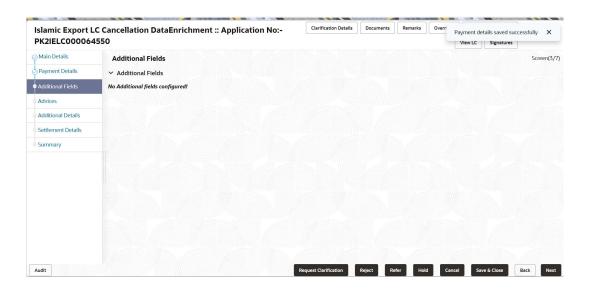| Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
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.

2.3.5 Advices

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

This section defaults the advices maintained for the product/event simulated from the advices maintained at the Product level. The user can verify the advices details Data Segment of the Islamic Export LC Cancel request. The user can also suppress the Advise, if required

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

Figure 2-12   Advices

Advice Details

For more information on fields, refer to the field description table below.
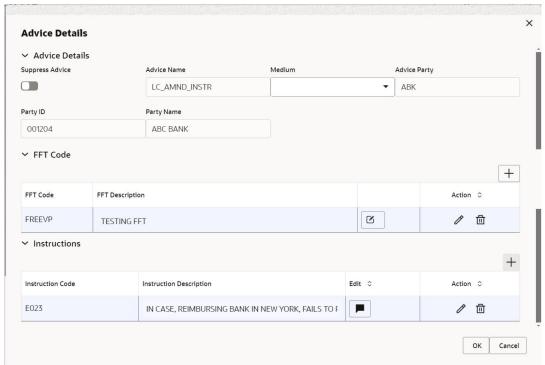
Table 2-14   Advice Details

Field	Description
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	Specify the FFT Code details. 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.
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instructions	Specify the **Instruction Details**. Click plus icon to add new instruction code.
Instruction Code	Click **Search** to search and select the instruction Code.

Table 2-14   (Cont.) Advice Details

Field	Description
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
[icon]	Click edit icon to edit the existing instruction 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 on fields, refer to the field description table below.

Table 2-15   Advices - Action Buttons - Field Description

Field	Description
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..

Table 2-15   (Cont.) Advices - Action Buttons - 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.
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. sUser must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
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	Clicking on Back button, takes the user to the previous screen.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
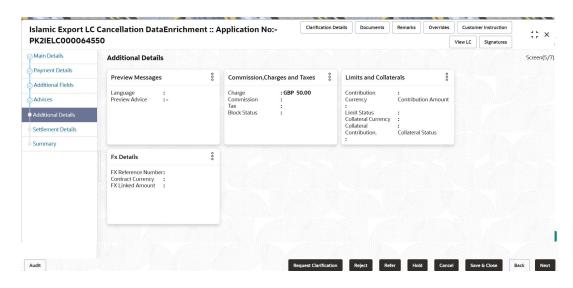
2.3.6 Additional Details

This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Cancellation - Islamic process.

A Data Enrichment user can verify/input/update the basic additional details of the Export LC Cancellation - Islamic request.

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

Figure 2-13   Additional Details

Limits and Collaterals

Limit availability needs to be checked if involves increase in amount or tolerance or both. TThis is applicable for confirmation of the unconfirmed LC or increasing the amount or tolerance if already LC is already confirmed.

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

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.
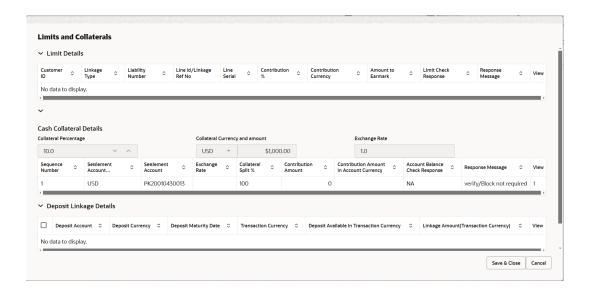
Figure 2-14　Limit Details
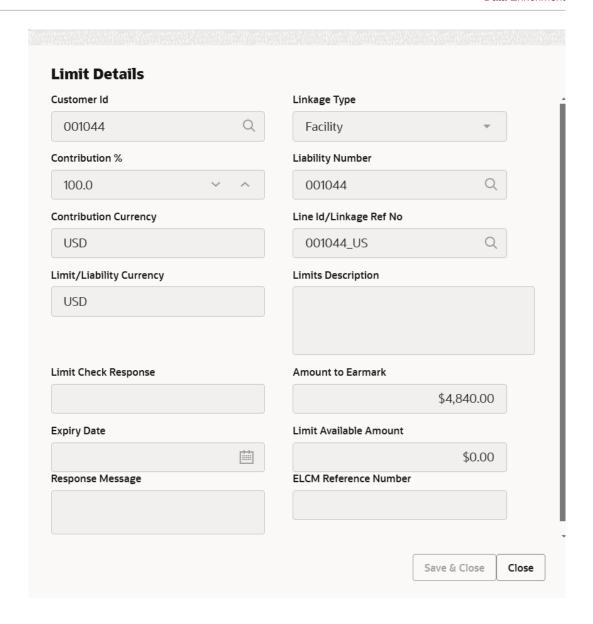
Figure 2-15   Collateral Details

For more information on fields, refer to the field description table below.
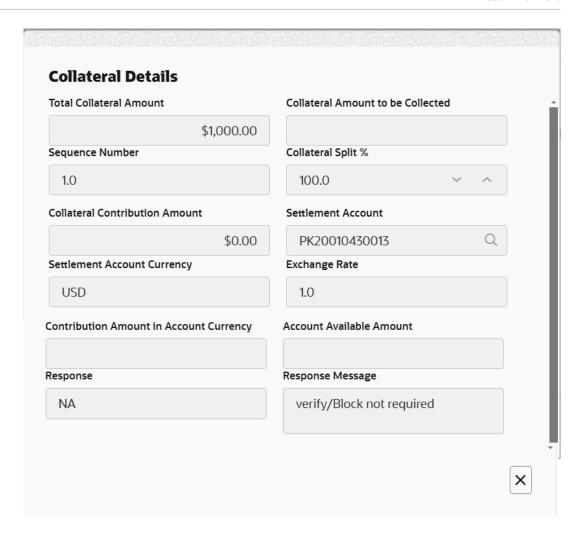
Table 2-16   Limit Details - Field Description

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

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

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

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

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

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

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

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

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

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

Commission, Charges and Taxes

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

For more information on fields, refer to the field description table below.
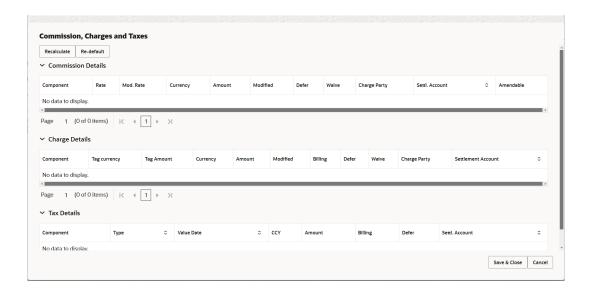
Table 2-17   Charge Details - Field Description

Field	Description
Commission Details	This section displays the **Commission Details**.
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
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.

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

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

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

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

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

Preview Messages
The bank user can view a preview of the message and advice simulated from back office which is based on the export LC Cancellation captured in the previous screen.

For more information on fields, refer to the field description table below.
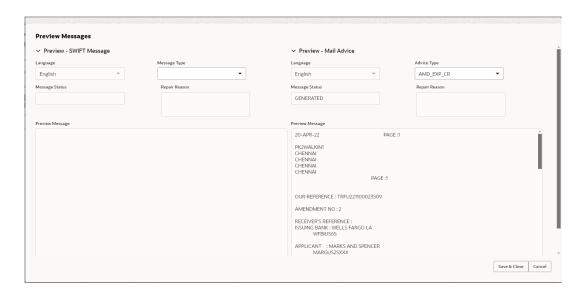
Table 2-18   Preview Messages - Field Description

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.

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Table 2-18   (Cont.) Preview Messages - Field Description

Field	Description
Message Type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
Message Status	Read only field. This field displays the message status of draft message of liquidation details.
Repair Reason	Read only field. This field displays 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. This field displays the message status of draft message of liquidation details.
Repair Reason	Read only field. This field displays the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the advice.

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

5. Click **Next**.

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

Table 2-19   Additional 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 Cancellation - Islamic. This information can be viewed by other users handling the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

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Table 2-19   (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only 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 Scrutiny 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.

Table 2-19   (Cont.) Additional Details - Action Buttons - Field Description

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

2.3.7 Settlement Details

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

The user can view, verify and enter the basic settlement details of Export LC Cancellation - Islamic request.

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

Figure 2-16   Settlement Details

For more information on fields, refer to the field description table below.
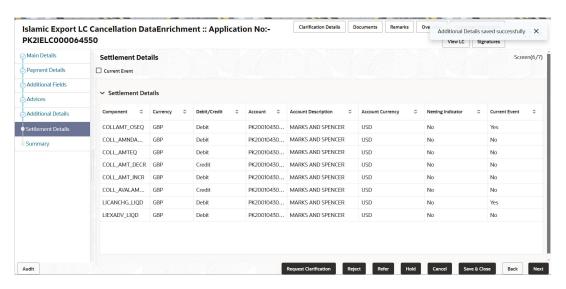
Table 2-20   Settlement Details – Field Description

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.

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

Field	Description
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 2-21   Party Details – Field Description

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are: • **Customer Transfer** • **Bank Transfer for own account** • **None** • **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.
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.

Table 2-21   (Cont.) Party Details – Field Description

Field	Description
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Receiver	Click search icon to search and select the Receiver from the look up.

Payment Details

Table 2-22   Payment Details - Field Description

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

Remittance Information

Table 2-23   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. For more information refer Summary.

Table 2-24   Settlement Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

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

Field	Description
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only 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

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

| Field	Description
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
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	Click the Back button, to go back to the previous screen.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.8 Summary
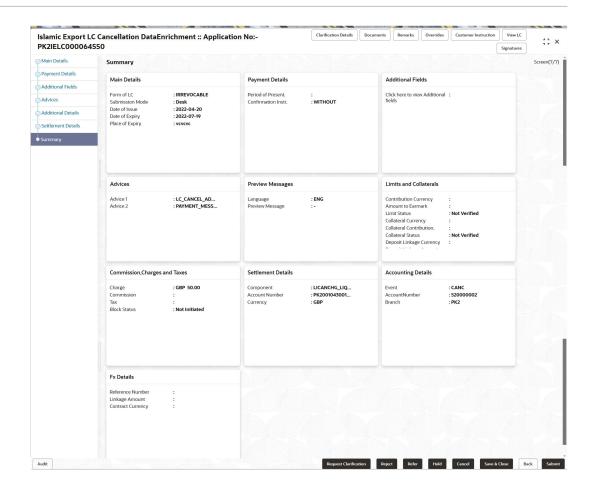
This topic provides the systematic instructions to view the summary details in Data Enrichmen stage of Export LC Cancellation - Islamic request.

User can review the summary of details updated in Data Enrichment stage of Export LC Cancellation - Islamic request.
As part of summary screen, user can see the summary tiles. 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 ⸪ on any tile to view the details.

Figure 2-17   Summary

Tiles Displayed in Summary

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

- Payment Details - User can view all the details related to payments.

- Additional Fields - User can view the details of additional fields.

- Advices - User can view the details of advices.

- Preview Messages - User can view the preview messages.

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

- Commission, Charges and taxes - User can view the Commission, charges and taxes details.

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

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

- Settlement Details - User can view the settlement details.

- Party Details - User can view the details like beneficiary, advising bank etc.

2. Click **Submit**.

The task will move to next logical stage.

Table 2-25   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.
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. This information can be viewed by other users handling the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. 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.
Submit	Task will get moved to next logical stage of Export LC Cancellation - Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

2.4 Exceptions

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

The Export LC Cancellation - Islamic 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. Amount block check will be done for all the parties related to the LC.

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

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

*   Main Details - User can view the application details and LC details.

*   Payment Details - User can view all the details related to payments.

*   Additional Fields - User can view the details of additional fields.

*   Settlement Details - User can view the settlement details.

*   Advices - User can view the details of advices.

*   Preview Messages - User can view the preview messages.

*   Limits and Collaterals - User can view the limits and collateral details.

*   Commission, Charges and taxes - User can view the Commission, charges and taxes details.

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

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

- Party Details - User can view the details like beneficiary, advising bank etc.
- Exception(Approval) - User can view the exception(approval) details.

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

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

Table 2-26   Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

Table 2-26   (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	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.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

Exception - Know Your Customer (KYC)

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

1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.

2. Open the task, to see summary tiles that display a summary of available updated fields with values.
    User can pick up a transaction and do the following actions:

    Approve

    •   After changing the KYC status in the back end application (outside this process).

    •   Without changing the KYC status in the back end application.

    •   Reject (with appropriate reject reason).

Summary

Figure 2-18   Know Your Customer (KYC) Exception

Tiles Displayed in Summary:

•   Main Details - User can view the application details and LC details.

•   Payment Details - User can view all the details related to payments.

•   Additional Fields - User can view the details of additional fields.

•   Settlement Details - User can view the settlement details.

•   Advices - User can view the details of advices.

•   Preview Messages - User can view the preview messages.

•   Limits and Collaterals - User can view the limits and collateral details.

•   Commission, Charges and taxes - User can view the Commission, charges and taxes details.

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

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

•   Party Details - User can view the details like beneficiary, advising bank etc.

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

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

Table 2-27   Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-27   (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only 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. 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 2-27   (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 the application details and LC details.

- Payment Details - User can view all the details related to payments.

- Additional Fields - User can view the details of additional fields.

- Settlement Details - User can view the settlement details.

- Advices - User can view the details of advices.

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- Preview Messages - User can view the preview messages.

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

- Commission, Charges and taxes - User can view the Commission, charges and taxes details.

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

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

- Party Details - User can view the details like beneficiary, advising bank etc.

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

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

Table 2-28   Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Cancellation - Islamic. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields..
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

Table 2-28   (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. 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.
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.

2.5 Multi Level Approval

This topic helps you quickly get acquainted with the Multi Level Approval process.
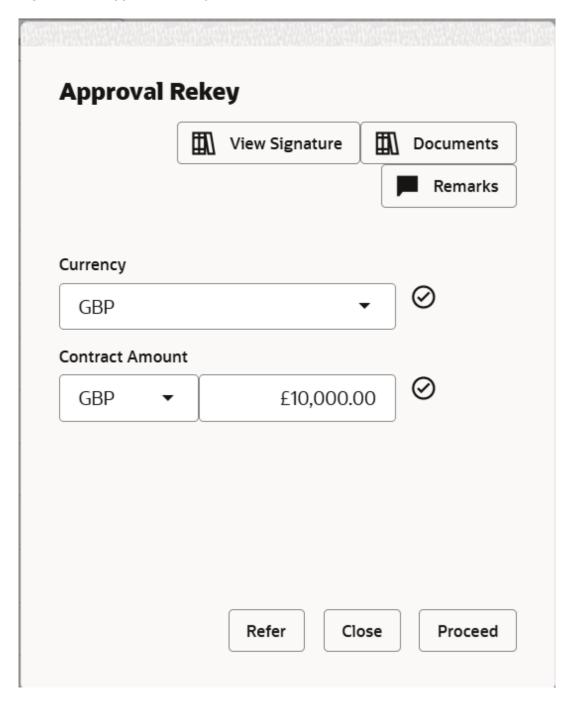
A User can view the summary of details updated in multilevel approval stage of Islamic Export LC Cancel request. The Approval user can approve a Export LC Cancellation - Islamic transaction.

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 Re-Key** pop-up screen appears.

Figure 2-19   Approval Re-Key

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

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

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

- Currency
- Contract Amount

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

6. Click **Proceed** to proceed for the approval.
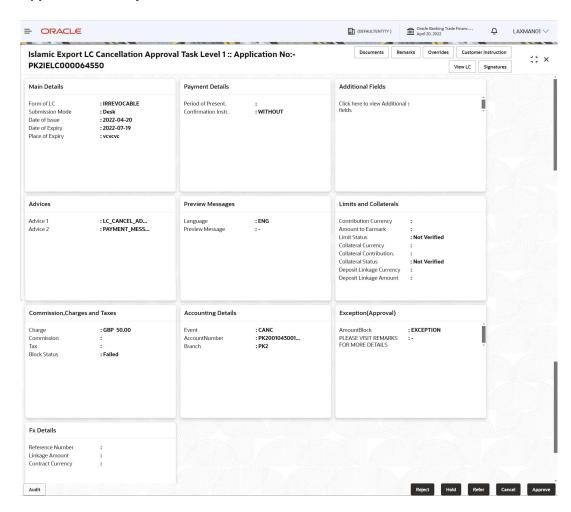
   The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.

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

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

Approval Summary

Tiles Displayed in Summary:

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

- Payment Details - User can view all the details related to payments.

- Additional Fields - User can view the details of additional fields.

- Settlement Details - User can view the settlement details.

- Advices - User can view the details of advices.

- Preview Messages - User can view the preview messages.

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

- Commission, Charges and taxes - User can view the Commission, charges and taxes details.

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

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

- Party Details - User can view the details like beneficiary, advising bank etc.

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

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

Table 2-29   Approval Summary - Action Buttons - Field Description

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

Table 2-29   (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
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.
View LC	Click **View LC** to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only 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.
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.

Table 2-29   (Cont.) Approval Summary - Action Buttons - Field Description

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

8. Click **Approve**.

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

2.5.1 Reject Approval

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

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

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.

5. 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

   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 the application details and LC details.

   • Payment Details - User can view all the details related to payments.

   • Additional Fields - User can view the details of additional fields.

   • Settlement Details - User can view the settlement details.

   • Advices - User can view the details of advices.

   • Preview Messages - User can view the preview messages.

   • Limits and Collaterals - User can view the limits and collateral details.

   • Commission, Charges and taxes - User can view the Commission, charges and taxes details.

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

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

- Party Details - User can view the details like beneficiary, advising bank etc.
- Exception(Approval) - User can view the exception(approval) details.

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

Table 2-30   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.

Glossary

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