# Oracle Banking Trade Finance Process Management Import Documentary Collection Liquidation User Guide



Release 14.8.0.0.0 G28641-01 April 2025

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Oracle Banking Trade Finance Process Management Import Documentary Collection Liquidation User Guide, Release 14.8.0.0.0

G28641-01

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# 1 Preface

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

## 1.1 Purpose

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

## 1.2 Audience

This document is intended for the following audience:

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

## **1.3 Documentation Accessibility**

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

#### Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.



## **1.4 Critical Patches**

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

## 1.5 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.

## 1.6 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.

## **1.7 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.		
monospace Monospace type indicates commands within a paragraph, URI examples, text that appears on the screen, or text that you ent		

## 1.8 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

## 1.9 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.



## 1.10 Acronyms and Abbreviations

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

 Table 1-1
 Acronyms and Abbreviations

Abbreviation	Description
ОВТЕРМ	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

## 1.11 Basic Actions

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

Table 1-2 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:		
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>		
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.		

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 received from applicant.			
Cancel	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.			
Save & Close	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.			
Next	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.			
Submit	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.			

Table 1-2	(Cont.) Common Action Buttons and its Definitions
-----------	---

# 1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
<b>ч</b> г	
<b>г</b> 7	Maximize
L J	
×	Close
Q	Perform Search
•	Open a list



Symbol/Icon	Function
$\leftrightarrow$	Date Range
Ŧ	Add a new record
К	Navigate to the first record
X	Navigate to the last record
•	Navigate to the previous record
•	Navigate to the next record
88	Grid view
BΞ	List view
Ģ	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
<u>الله</u>	Calendar
Û	Alerts
6	Unlock Option
Ð	View Option
<b>\$</b>	Reopen Option



Symbol/Icon	Function
6	Open status
D	Unauthorized status
<b>Ľ</b> ∗	Rejected status
£	Closed status
D.	Authorized status
	Modification Number

 Table 1-4
 Symbols and Icons - Widget



# 2

# 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 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

Oracle Banking Trade Finance Process Management is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management 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** 

Oracle Banking Trade Finance Process Management 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.



# 3 Import Documentary Collection Liquidation

Import Documentary Collection Liquidation process facilitates the user to handle the payment under a Documentary Collection.

This topic contains following sub-topics:

- Common Initiation Stage
   This topic provides the systematic instructions to initiate the Import Documentary
   Collection Liguidation request.
- Registration
   This topic provides the systematic instructions to initiate the Registration stage of Import
   Documentary Collection Liquidation request.

### Data Enrichment

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

Exceptions

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

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

## 3.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Import Documentary Collection Liquidation** 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.

Menu Item Search	Q	Initiate Task						
Trade Finance		Registration						
Administration		Process Name	Documentary Collection Number		Branch			
Bank Guarantee Advise		Import Documentary Collection 💌	PK2ISNC221108548	۹	PK2-Oracle Banking Trade	Fina 🔻		
Bank Guarantee Issuance								
Buyers Credit							Proceed	Cle
Common Group Message								
Enquiry								
Export - Documentary Collection								
Export - Documentary Credit								
mport - Documentary Collection								
mport - Documentary Credit								

Figure 3-1 Initiate Task

2. On Initiate Task screen, specify the fields.



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

Table 3-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Documentary Collection Number	Click <b>Search</b> to search and select the required documentary collection number.
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 3-2 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.

## 3.2 Registration

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

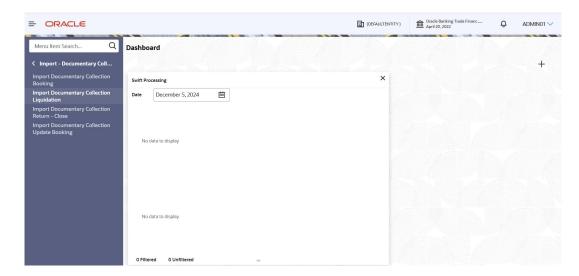
The process starts from Registration stage, during Registration stage, user captures the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

Figure 3-2 LogIn Screen

ORACLE	Ξ
User Name	
ATEST11	
Password	
Sign In	
	User Name ATEST11 Password

- 1. On Home screen, click Trade Finance. Under Trade Finance, click Import Documentary Collection.
- 2. Under Import Documentary Collection, click Import Documentary Collection Liquidation.



### Figure 3-3 Import Documentary Collection Liquidation

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

# Figure 3-4 Import Documentary Collection Liquidation - Registration - Application Details

		(DEFAULTENTITY)	☐ Oracle Banking Trade Financ Q PRADEEP01 ∨
	ection Liquidation Registration :: App	lication No:-	Remarks Overrides Customer Instruction
PK2IDCL000062506			Signatures
<ul> <li>Application Details</li> <li>Documentary Collection Number</li> </ul>	Drawee	Branch	Priority
IUNM221100002002 Q	001044 GOODCARE	PK2-Oracle Banking Trade Fina 🔹	Medium
Submission Mode	Remitting Bank/Remitter	Remitting Bank/Remitter Reference	Process Reference Number
Desk 🔹	001041 WELLS FAR 🕻	1	PK2IDCL000062506
Remitting Bank Date/Remitting Date	Liquidation Date	Version Number	
April 20, 2022	April 20, 2022	2	
			View Collection Events
✓ Collection Details			TER COLCUM
Documents Received	Tenor Type	Product Code	Product Description
	Multi Tenor 🔹	IUNM Q	INCOMING CLEAN MULTI TENOR B
User Reference Number	Operation Type	Stage	Co Acceptance Required
IUNM221100002002	ACC *	FINAL	
Contract Reference Number	Bill Amount	Amount In Local Currency	Bill Outstanding Amount
IUNM221100002002	GBP • E1,000.00	GBP ~ £1,000.00	GBP ~ £400.00
Liquidation Amount	Finance Amount	Drawer	Unlinked FX Rate
GBP - £100.00	GBP 👻	001043 MARKS ANI 🕻	~ ^
Rebate Amount			
GBP + £0.00			

3. On Import Documentary Collection Liquidation - Registration - Application Details screen, specify the fields.



Note:

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

Table 3-3	Import Documentary Collection Liquidation - Registration - Application	
Details - F	Details - Field Description	

Description
Specify the Documentary Collection Number.
Alternatively, click <b>Search</b> to search and select the Documentary Collection Number. In the lookup, you can search search giving any combination details of Documentary Collection Number,Customer ID, Currency, Amount, Product Code and Value Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.
Read only field.
Drawee ID and Drawee Name will be auto-populated based on the selected Documentary Collection Number.
Read only field.
Branch details is auto-populated based on the selected Documentary Collection Number.
System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate <b>Medium</b> as the default priority. User can change the priority populated any time before submit.
<ul> <li>Select the submission mode of Export Collection Liquidation request from the drop-down list.</li> <li>By default the submission mode will have the value as 'Desk'.</li> <li>Desk - Request received through Desk</li> <li>Courier - Request received through Courier</li> </ul>
Read only field. Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number.
Read only field.
Remitting Bank/Remitting Bank Reference will be auto- populated based on the selected Documentary Collection Number.
Read only field. Unique OBTFPM task reference number for the transaction.
This is auto generated by the system based on process name and branch code.



# Table 3-3 (Cont.) Import Documentary Collection Liquidation - Registration -Application Details - Field Description

Field	Description
Remitting Bank Date/ Remitting Date	Read only field. Remitting Bank Date/Remitting Date will be auto-populated based on the selected Documentary Collection Number.
Liquidation Date	Read only field. By default, the application displays branch's current date. User can change the liquidation date.
Version Number	Read only field. This field displays the latest version of the bill.

### **Collection Details**

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

4. On Import Documentary Collection Liquidation - Registration - Collection Details screen, specify the fields.

<ul> <li>Collection Details</li> </ul>			
Documents Received	Tenor Type	Product Code	Product Description
	Multi Tenor 👻	IUNM Q	INCOMING CLEAN MULTI TENOR B
User Reference Number	Operation Type	Stage	Co Acceptance Required
IUNM221100002002	ACC	FINAL	
Contract Reference Number	Bill Amount	Amount in Local Currency	Bill Outstanding Amount
IUNM221100002002	GBP - £1,000.00	GBP • £1,000.00	GBP - £400.00
Liquidation Amount	Finance Amount	Drawer	Unlinked FX Rate
GBP - £100.00	GBP +	001043 MARKS ANI	~ ^
Rebate Amount			
GBP - £0.00			
			Hold Cancel Save & Close Subm

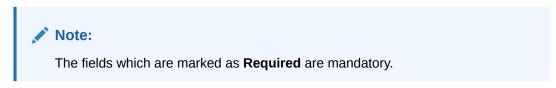


Table 3-4	Import Documentary Collection Liquidation - Registration - Collection
Details - Fi	ield Description

Field	Description
Documents Received	Read only field.
	Documents received details will be auto-populated based on the selected Documentary Collection Number.
Tenor Type	Read only field.
	Tenor will be auto-populated based on the selected Documentary Collection Number.



# Table 3-4 (Cont.) Import Documentary Collection Liquidation - Registration -Collection Details - Field Description

r al d	Description
Field	Description
Product Code	Read only field.
	Product code will be auto-populated based on the selected Documentary Collection Number.
Product Description	Read only field.
	This field displays the description of the product as per the product code.
User Reference Number	Read only field.
	User reference number is defaulted based on the description of the product as per the product code.
Operation Type	Read only field.
	Operation Code will be auto-populated from the collection booking.
Stage	Read only field. System displays the stage of the transaction.
Co Acceptance Required	Read only field. Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number.
Contract Reference	Read only field.
Number	System populates contract reference number from the back end system once the Documentary Collection Number is selected.
Bill Amount	Read only field.
	Bill currency and amount will be auto-populated based on the selected Documentary Collection Number.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Bill Outstanding Amount	Read only field.
	Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number from the look-up.
Liquidation Amount	Specify the bill amount to be liquidated. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
Finance Amount	Read only field.
	Finance Amount will be auto-populated based on the selected Documentary Collection Number.



# Table 3-4(Cont.) Import Documentary Collection Liquidation - Registration -Collection Details - Field Description

Field	Description
Drawer	Read only field. Drawer ID and Drawer Name will be auto-populated based on the selected Documentary Collection Number.
Unlinked FX Rate	Specify the unlinked FX rate. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
Rebate Amount	Read only field. This field displays the rebate to the bill outstanding amount.

### 5. Click Submit.

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

# Table 3-5Import Documentary Collection Liquidation - Registration - ActionButtons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required.
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is required, system should display all the signatures.
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Customer Instruction	<ul> <li>Click to view/ input the following.</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Events	On click, system will display the details of all the events



# Table 3-5(Cont.) Import Documentary Collection Liquidation - Registration - ActionButtons - 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	Cancels the Import Documentary Collection Liquidation Task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	The task will move to next logical stage of Import Documentary Collection Liquidation. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

### OBTFPM- OBDX Bidirectional Flow

This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional Flow for the import documentary collection liquidation process.

### 3.2.1 OBTFPM- OBDX Bidirectional Flow

This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional Flow for the import documentary collection liquidation process.

As a part of Digital Experience, customers can initiate Trade Finance Transactions from online channels and the respective task will be available in OBTFPM for further handling. OBTFPM user, for task received from online channel, raise clarification and receive response from the customer.

Specify User ID and Password, and login to Home screen of OBDX application.

 Customer initiates the Trade Finance transaction in Online channel (OBDX) and upload the necessary documents.

nport LC Issuance - So	crutiny :: Application No: PK2ILCI00	0042424	🔢 Clarification Details
Main	Main		Screen (1/
Availability Payment Additional Fields	Application Details Received From Applicant Ban	Documents	Branch E = PR2-FLEXCUSE UNIVERSAL BANK *
Additional Details	Priority Medium	Proforma Inv 1.pdf	Process Reference Number PR2ILC/000042424
	Customer Reference Number		Template Name
	Advising Bank		23 - Reference To Pre-Advice
	31C - Date Of Issue * Mar 22, 2019		31D - Place Of Expiry *
	51A - Applicant Bank		Close 39A - Percentage Credit Amount Tolerance
	Limits/Collateral Required	39C - Additional Amount Covered	

The task created will land in the **Scrutiny** stage of OBTFPM for handling by Trade expert for reviewing and identifying mismatch/incomplete data.



2. In the Scrutiny, Data Enrichment or Approval stage, the OBTFPM user clicks Request Clarification button to request for online clarification from customer.

Main Details		ion No: PK2IDCL000042600		arification Details 🛛 🕪 🗛 🖡 Overrides 🛛 🕪 View Collection 🚽
Main Desais	Main Details			Screen
Liquidation	Application Details			
Additional Fields	Documentary Collection Number *	Drawee *	Branch	Priority
Advices	PK2ICLC19081A3UY	001044 GOODCARE PLC 🂽	PK2-FLEXCUBE UNIVERSAL BANK	Medium 👻
Additional Details	Submission Mode	Remitting Bank/Remitter	Remitting Bank/Remitter Reference	Process Reference Number
Settlement Details	Desk 🔻	001041 WELLS FARGO L	ABC1234	PK2IDCL000042600
Summary	Remitting Bank Date/Remitting Date *	Liquidation Date *	Version Number	
	Mar 22, 2019	Mar 22, 2019	2	
	Documents Received	Tenor Type *	Product Code *	Product Description
		Sight v	ICLC Q	INCOMING CLEAN SIGHT BILLS NOT UI
	Operation Type *	Stage *	Co Acceptance Required	Contract Reference Number
		FINAL		PK2ICLC19081A3UY
	Bill Amount *	Bill Outstanding Amount	Liquidation Amount *	Finance Amount
	GBP - £1.002.00	GBP v £1,002.00	GBP 🐨	GBP w
	Drawer *	Unlinked FX Rate		
	001043 MARKS AND SPI	~ ~		

The Request Clarification detailed screen appears.

3. Specify the required information and click Save.

The information is sent to the customer.

4. You can view the details in the View Clarification window and the status will be Clarification Requested. Click Re clarification , if required.

t Docume	ntary (	Collecti	on Liqu	uidatior	1 Scru	utiny	:: Aj	pplication	No:- P	K2IDC	:L0000	00913	2											I V Cian	fication	Details	1	<b>₽Q</b> Overnde	es.
larificat	on De	tails -	Appli	cation	No :	PK2	ILCI	0000424	124																				,
5	2	В	I	Ų	Ŧ		A	- size -	,		E	×	Ш	=	Ð	E	=	н	1 H	2	GĐ	00		Я	T,	T,			
Proforma Please de	Invoice lete the	e is not e preser	upload nt docu	ied. Inst ument a	tead s nd up	ome	othe the p	r docume proforma	nt is up invoice	loaded	d as pr	roform	na invo	ice.															



	ustomer Clarificatio	on				1	(PK2) Mar 22, 2019			SRIDHA subham@gmail
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ick Edit. ORACLE Awaiting C artification Details - Application Ne Clarification Insurance Certificate required. Please submit ASAP. Re Clarification	o : PK2ILCA000042 Raised By SRIDHAR02	586 Clarification Date 2019-03-21T18:3	и			pe Status Clarification Requested			urfcation C	x x
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Carification Details - Application Net Clarification Details - Application Net Insurance Certificate required. Please submit ASAP. Re Clarificator Manuel Update Carificator Manuel Update	o : PK2ILCA000042 Raised By SRIDHAR02	586 Clarification Date 2019-03-21T18:3	и			pe Status Clarification Requested			urfration C	x x

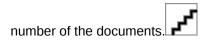
## The task goes to **Awaiting Customer Clarification**state, until the response received from the customer.

6. Click Accept Clarification, if the query raised has been answered by the customer.

The status should change to **Clarification Accepted** on next the task moves to the next logical stage.

7. View the clarification and click **Documents** Tab.

System displays both the new document uploaded and the metadata for deleted document and the deleted document is displayed in a blurred way. User can open the new document, the deleted document cannot be opened. System should also increment the version



## 3.3 Data Enrichment

5.

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

On successful completion of Registration of an Import Documentary Collection Liquidation, the task moves to Data Enrichment stage. In this stage the gathered information during registration are scrutinized.



### Note:

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

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

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

Menu Item Search Q	0	Refresh	On Acquire	Ra Flo	w Diagram				
Tasks		Acquire a	nd Edit Pric	ority ≎	Process Name	≎ Process Reference ≎	Application Number 0	Stage 0	Application Date
waiting Customer Clarification		Acquire a	nd Edit	dium	Import Documentary Collection L	iq PK2IDCL000	PK2IDCL000002173	DataEnrichment	22-04-20
usiness Process Maintenance		Acquire a	nd Edit	dium	Guarantee Advise Amendment B	en PK2GTEA000	PK2GTEA000002172	DataEnrichment	22-04-20
		Acquire a	nd Edit	dium	Import Documentary Collection L	iq PK2IDCL000	PK2IDCL000002171	DataEnrichment	22-04-20
ompleted Tasks		Acquire a	nd Edit	dium	Import Documentary Collection L	iq PK2IDCL000	PK2IDCL000002170	DataEnrichment	22-04-20
ree Tasks		Acquire a	nd Edit 🛛 🕅	dium	Guarantee Advise Amendment B	en PK2GTEA000	PK2GTEA000002169	DataEnrichment	22-04-20
old Tasks		Acquire a	nd Edit M	dium	Guarantee Advise Amendment B	en PK2GTEA000	PK2GTEA000002168	DataEnrichment	22-04-20
ly Tasks		Acquire a	nd Edit	dium	Guarantee Advise Amendment B	en PK2GTEA000	PK2GTEA000002167	DataEnrichment	22-04-20
ther User tasks		Acquire a	nd Edit	dium	Export LC Amendment	PK2ELCA000	PK2ELCA000002162	Registration	22-04-20
earch		Acquire a	nd Edit M	dium	Guarantee Advise Claim Lodging	PK2GADC00	PK2GADC000002158	DataEnrichment	22-04-20
ıbProcess Tasks		Acquire a	nd Edit	dium	Guarantee Issuance	PK2GTEI000	PK2GTEI000002118	Scrutiny	22-04-20
ıpervisor Tasks		Acquire a	nd Edit	dium	Guarantee Issuance	PK2GTEI000	PK2GTEI000002117	Scrutiny	22-04-20
		Acquire a	nd Edit	dium	Export Documentary Collection B	oo PK2EDCB000	PK2EDCB000002089	DataEnrichment	22-04-20
		Acquire a	nd Edit	dium	Guarantee Issuance	PK2GTEI000	PK2GTEI000002082	Scrutiny	22-04-20

### Figure 3-5 Free Tasks

The Free Tasks screen is displayed.

- 3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
- The acquired task will be available in My Tasks tab. Click Edit to scrutinize the registered task.



lenu Item Search Q	Ģ	Refresh	Release	← Escalate	R Flo	w Diagram			
Tasks		Edit	Priority 🗘	Process Name	٥	Process Refere 0	Application Number 🗘	Stage 0	Application Date 0
		Edit	Medium	Import Documentary Collection Lie	quid	PK2IDCL0	PK2IDCL000002173	DataEnrichment	22-04-20
vaiting Customer Clarification		Edit	Medium	Export LC Advise		PK2ELCA0	PK2ELCA000002757	Scrutiny	22-04-20
siness Process Maintenance		Edit	Medium	Export LC Advise		PK2ELCA0	PK2ELCA000002726	Registration	22-04-20
mpleted Tasks		Edit	Medium	Import LC Issuance Islamic		PK2IILI000	PK2IILI000002646	Scrutiny	22-04-20
e Tasks		Edit	Medium	Import LC Issuance Islamic		PK2IILI000	PK2IILI000002606	Scrutiny	22-04-20
ld Tasks		Edit	Medium	Export LC Amendment		PK2ELCA0	PK2ELCA000002587	Registration	22-04-20
Tasks		Edit	Medium	Export LC Amendment		PK2ELCA0	PK2ELCA000002584	Registration	22-04-20
ner User tasks		Edit	Medium	Export LC Amendment		PK2ELCA0	PK2ELCA000002524	Scrutiny	22-04-20
		Edit	Medium	Export LC Amendment		PK2ELCA0	PK2ELCA000002517	Registration	22-04-20
Process Tasks		Edit	Medium	Import LC Issuance Islamic		PK2IILI000	PK2IILI000002237	Approval Task Level 1	22-04-20
ervisor Tasks		Edit	Medium	Guarantee Advise Amendment Ber	nefi	PK2GTEA0	PK2GTEA000002221	DataEnrichment	22-04-20
		Edit	Medium	Import LC Issuance		PK2ILCI00	PK2ILCI000002196	DataEnrichment	22-04-20
		Edit	Medium	Export LC Advise		PK2ELCA0	PK2ELCA000002757	Scrutiny	22-04-20

Figure 3-6 My Tasks

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

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

• Main Details

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

Liquidation

This topic provides the systematic instructions to capture the liquidation details of import documentary collection liquidation request.

- Additional Fields This topic provides the systematic instructions to capture the additional fields.
- Advices
   This topic provides the systematic instructions to capture the advices details.
- Additional Details
   This topic provides the systematic instructions to capture the additional details
- Settlement Details

This topic provides the systematic instructions to capture the settlement details of Import Documentary Collection Liquidation request.

Summary

This topic provides the systematic instructions to view the summary of Import Documentary Collection Liquidation request.

### 3.3.1 Main Details

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

Main details section has two sub section as follows:

Application Details



Collection Details.

#### **Application Details**

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

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

Figure 3-7 Data Enrichment - Main Details - Application Details

	entary Collection Liquidation	1 DataEnrichment	t ::	Cla	rification Details Docur	nents Remarks	Overrides
Application No:	- PK2IDCL000062325				Customer Instruction	View Collection	Signatures
Main Details	Main Details						So
Liquidation	✓ Application Details						
Additional Fields	Documentary Collection Number	Drawee		Branch		Priority	
Advices	ISNC221100057002	001044	GOODCARE 🕻	PK2-Oracle Bar	king Trade Fina 🔹	Medium	•
Additional Details	Submission Mode	Remitting Bank/Re	mitter	Remitting Bank/Rer	nitter Reference	Process Reference	Number
Settlement Details	Desk 🗸	001183	RABO BANK	8765RGHJK		PK2IDCL0000	062325
Summary	Remitting Bank Date/Remitting Date	Liquidation Date		Version Number			
	April 20, 2022	April 20, 2022	<b></b>	3			
	Documents Received	Tenor Type		Product Code		Product Descriptio	
	First *	Sight	-	ISNC	Q		DCUMENTARY SIGH
		On service Trees		64		C. A	
	User Reference Number	Operation Type	•	Stage FINAI		Co Acceptance Re	quired
	User Reference Number ISNC221100057002	Operation Type COL	-	Stage FINAL	•	Co Acceptance Re	quired
	ISNC221100057002 Contract Reference Number	COL Bill Amount	-	FINAL Amount In Local Cu		Bill Outstanding A	mount
	ISNC221100057002	COL	÷ £10,000.00	FINAL	+ rency £10,000.00		
	ISNC221100057002 Contract Reference Number	COL Bill Amount	÷ £10,000.00	FINAL Amount In Local Cu		Bill Outstanding A	mount
	ISNC221100057002 Contract Reference Number ISNC221100057002	COL Bill Amount GBP * Finance Amount	¥ £10,000.00	FINAL Amount In Local Cu GBP -		Bill Outstanding A	mount
	ISNC221100057002 Contract Reference Number ISNC221100057002 Liquidation Amount	COL Bill Amount GBP * Finance Amount	£10,000.00	FINAL Amount In Local Cu GBP T	£10,000.00	Bill Outstanding A	£10,000.0



 Table 3-6
 Main - Application Details - Field Description

Field	Description
Documentary Collection Number	Read only field. This field displays the documentary collection reference number as selected in <b>Registration</b> stage.
Drawee	Read only field. Drawee ID and Drawee Name will be auto-populated from <b>Registration</b> stage.



Field	Description
Branch	Read only field.
	Branch details is auto-populated from <b>Registration</b> stage.
Priority	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.
Submission Mode	The submission mode of Import Collection Liquidation request. By default the submission mode will have the value as 'Desk'.
Remitting Bank/Remitter	Read only field. Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number in <b>Registration</b> stage.
Remitting Bank/Remitter Reference	Read only field. Remitting Bank/Remitting Bank Reference will be auto- populated based on the selected Documentary Collection Numbe in <b>Registration</b> stage.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Remitting Bank Date/ Remitting Date	Read only field. Remitting Bank Date/Remitting Date will be auto-populated from <b>Registration</b> stage.
Liquidation Date	Read only field. By default, the application displays branch's current date. User can change the liquidation date.
Version Number	Read only field.
	This field displays the latest version of the bill.

Table 3-6 (Cont.) Main - Application Details - Field Description

### **Collection Details**

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

### Figure 3-8 Data Enrichment - Collection Details

Advices	<ul> <li>Collection Details</li> </ul>			
Additional Details	Documents Received	Tenor Type	Product Code	Product Description
Settlement Details	First	Sight ~	ISNC Q	INCOMING DOCUMENTARY SIGHT
Summary	User Reference Number	Operation Type	Stage	Co Acceptance Required
	ISNC221100057002	COL	FINAL	
	Contract Reference Number	Bill Amount	Amount In Local Currency	Bill Outstanding Amount
	ISNC221100057002	GBP * £10,000.00	GBP - £10,000.00	GBP * £10,000.00
	Liquidation Amount	Finance Amount	Drawer	Unlinked FX Rate
	GBP - £10,000.00	GBP *	001043 MARKS ANI 🕻	× •
	Rebate Amount			
	GBP -			

Table 3-7 Main - Collection Details - Field Description

Field	Description
Documents Received	Read only field.
	Documents received details will be auto-populated from <b>Registration</b> stage.
Tenor Type	Read only field.
	Tenor will be auto-populated from <b>Registration</b> stage.
Product Code	Read only field.
	Product code will be auto-populated from <b>Registration</b> stage.
Product Description	Read only field.
	This field displays the description of the product as per the product code.
User Reference Number	Read only field.
	User reference number is defaulted based on the description of the product as per the product code.
Operation Type	Read only field.
	Operation Code will be auto-populated from the collection booking.
Stage	Read only field. System displays the stage of the transaction.
Co Acceptance Required	Read only field. Co-Acceptance Required will be auto-populated from <b>Registration</b> stage.
Contract Reference	Read only field.
	System populates contract reference number from the back end system once the Documentary Collection Number is selected in <b>Registration</b> stage



Field	Description
Bill Amount	Read only field.
	Bill currency and amount will be auto-populated from <b>Registration</b> stage.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Bill Outstanding Amount	Read only field.
	Bill Outstanding Amount will be auto-populated from <b>Registration</b> stage.
Liquidation Amount	Specify the bill amount to be liquidated. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
Finance Amount	Read only field.
	Finance Amount will be auto-populated from <b>Registration</b> stage.
Drawer	Read only field.
	Drawer ID and Drawer Name will be auto-populated from <b>Registration</b> stage.
Unlinked FX Rate	Specify the unlinked FX rate. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
Rebate Amount	Read only field.
	This field displays the rebate to the bill outstanding amount.

Table 3-7 (Cont.) Main - Collection Details - Field Description

#### 2. Click Next.

The task will move to next data segment.

### Table 3-8 Main Details - Action Buttons - Field Description

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



Field	Description
Documents	View/Upload the required document.
	<ul> <li>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</li> <li>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</li> </ul>
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is required, system should display all the signatures.</li> </ul>
Request Clarification	User can specify the clarification details for requests received online
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in thi stage are not saved. The task will be available in 'My Task' queue.
Hold	<ul><li>The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.</li><li>This option is used, if there are any pending information yet to be received from applicant.</li></ul>

Table 3-8	(Cont.) Main Details - Action Buttons - Field Description	
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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
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

### Table 3-8 (Cont.) Main Details - Action Buttons - Field Description

### 3.3.2 Liquidation

This topic provides the systematic instructions to capture the liquidation details of import documentary collection liquidation request.

Liquidation hop enables the user to view Documents, Shipment, Maturity Details and Draft Details to process the liquidation.

1. On Liquidation screen, specify the fields.



) Main Details	Liquidation								Screen(2/7
Liquidation	Other Details	0	Document Det	mile	§ Shipme	nt Details		8	
Additional Fields		ō ^						ō	
Advices	Value Date :2022-04-20 Debit Value Date :2022-04-20 Credit Value Date :2022-04-20	Ļ	Document1 Document2	: INVOICE : AIRDOC	INCO Te Date of 9 Port of L	hipment	: CFR : 2022-04-19 :		
Additional Details			Document3	: INSDOC					
Settlement Details									
Summary			b			/////			
	Maturity Details	8							
	Interest From Date : Interest To Date : Acceptance : Commission From : Date Acceptance Commission To Date								

### Figure 3-9 Liquidation

### **Other Details**

### Figure 3-10 Other Details

Other Details			
✓ Shipping Guarantee Reference			
Shipping Guarantee Reference	C Transport Document Reference	C Transport Document Date	C Amount Action C
No data to display.			
✓ Other Details			
Debit Value Date	Credit Value Date	Value Date	
April 20, 2022	April 20, 2022	April 20, 2022	
✓ Other Bank Charges			
Other Bank Charges-1	Other Bank Charges-2	Other Bank Charges-3	Other Bank Charge Description-1
•	·	•	
Other Bank Charge Description-2	Other Bank Charge Description-3		
✓ Other Bank Interest			
Start Date	Calculate		
<b></b>			
Other Bank Interest-1	Other Bank Interest-2	Other Bank Interest-3	
Component	Component	Component	
INT1	INT2	INT3	
Component Description	Component Description	Component Description	
Interest Rate	Interest Rate	Interest Rate	
	Interest Rate		
Interest Basis	Interest Basis	Interest Basis	
~	~	~	
Interest Amount	Interest Amount	Interest Amount	
GBP	GBP	GBP	
Waive	Waive	Waive	
<b>•</b>	<b>~</b>	¥	
			Save & Close Close



Table 3-9	Other Details -	- Field Description
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Field	Description
Shipping Guarantee Reference	Specify the Shipping Guarantee Reference details.
Shipping Guarantee Reference	Shipping Guarantee Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee.
Transport Document Reference	Transport Document Reference is auto populated from the underlying Shipping Guarantee details. System validates the Shipping Guarantee Transport Document reference number with Transport Document Reference number in a Bill, if user manually provides the Shipping Guarantee detail.
Transport Document Date	Transport Document Date is auto populated based on the date provided in Bill.
Amount	Shipping Guarantee amount is displayed in this field.
Other Details	Specify the Other details.
Debit Value Date	Displays the debit value date. The user can change the date.
Credit Value Date	Displays the credit value date. The user can change the date.
Value Date	Displays the value date. The user can change the date.
Other Bank Charges	Specify the Other Bank Charges details.
Other Bank Charges - 1	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 2	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 3	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Description - 1	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 2	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 3	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Interest	Specify the Interest details to be captured as a part of <b>Other Bank Interest</b> details.
Start Date	Read only field. The date from which the system starts calculating the Interest.
Other Bank Interest-1, 2 and 3	Specify the Interest details to be captured as a part of <b>Other Bank</b> Interest-1, 2 and 3 details.
Component	This field displays the name of the interest component.
Component Description	The description of the interest component.
Interest Rate	The rate to be applied for the interest component.
Interest Basis	The calculation basis on which the Interest to be computed.
Interest Amount	This field displays the calculated interest amount.

### Table 3-9 (Cont.) Other Details – Field Description

Field	Description
Waive	Indicates whether the interest to be waived off. The options are: • Yes • No

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

### **Document Details**

Documen												-
Document Code	٥	Document Type $\diamond$	Documents Description		Document Reference	٥	Copies Received ≎	Originals Received	Document Clause	Document Date \$	Actio	n ≎
INVOICE		v	INVOICE	ß					INVOICE		P	⊡
AIRDOC		т	Air Way	Ľ					AIRDOC		P	⊡
INSDOC		I.	Insurance	Ľ					INSDOC		I	₫
BOL		т	Bill of Lading	ß					BOL		I	₫

Table 3-10	<b>Document Details - Field Description</b>
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Field	Description
Document Code	Read only field.
	This field displays the document code from Import Collection Booking.
Document Type	This field dispalys the document type based on the document code.
Document Description	Read only field.
	This field displays the document description from Import Collection Booking.
Document Reference	Read only field.
	This field displays the document reference from Import Collection Booking.
Copies Received	Read only field.
	This field displays the number of copies from Import Collection Booking.
Originals Received	Read only field.
	This field displays the number of original from Import Collection Booking.



Field	Description			
Document Clause	Read only field. This field displays the document clause of Import Collection Liquidation.			
Document Date	Read only field. This field displays the date on which the document is received.			
Action	Edit: This action button is disabled. Delete: This action button is disabled.			

### Table 3-10 (Cont.) Document Details - Field Description

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

### **Shipment Details**

User can view the shipment details updated during Import Collection Booking.

Transhipment     Partial Shipments       ALLOWED <ul> <li>ALLOWED</li> <li>Port of Loading</li> <li>Port of Discharge</li> <li>Shipping Agent Name</li> <li>Shipping Agent Address</li> <li>Shipping Agent Address</li> <li>INCO Terms</li> <li>CFR</li> <li>Cost and Freight (named destinatio</li> <li>45A Description of Goods and/or Services</li> <li>Goods Cost</li> <li>Coods Code</li> <li>Coods Type</li> <li>Goods Description</li> </ul>	April 19, 2022	Place of Taking in Charge Carrier Name MV VISTA	
Abort of Loading Port of Discharge Port of Disch			
Ihipping Agent Name       Shipping Agent Address         NCO Terms       INCO Terms Description         CFR       Q         SA Description of Goods and/or Services	Place of Final Delivery		
ICO Terms INCO Terms Description CFR Q Cost and Freight (named destinatio SA Description of Goods and/or Services		MV VISTA	
ICO Terms INCO Terms Description CFR Q Cost and Freight (named destinatio SA Description of Goods and/or Services			
CFR Q Cost and Freight (named destinatio			
CFR Q Cost and Freight (named destinatio			
CFR Q Cost and Freight (named destinatio			
iA Description of Goods and/or Services			
iA Description of Goods and/or Services			<b>_</b>
		Action	<
ROLLNGCHAIR G ROLLNGCHAIR			
untry of Origin Insurance Company Code	Insurance Company	Policy Number	
۹		,	
<ul> <li>Multi-model/ Transshipment details</li> </ul>			
Carrier Name	Port O	Action	<
No data to display.			

 Table 3-11
 Shipment Details – Field Description

Field	Description
Shipment Details	



Field	Description						
Transshipment	Read only field.						
	This field displays the transshipment details of goods from Import Collection Booking.						
Partial Shipments	Read only field.						
	This field displays the partial shipment details of goods from Import Collection Booking.						
Date Of Shipment	Read only field. This field displays date of shipment from Import Collection Booking.						
Place Of Taking In Charge	Read only field. This field specifies the place of taking in charge from Import Collection Booking.						
Port Of Loading	Read only field. This field specifies the port of discharge or airport of destination to be indicated on the transport document from Import Collection Booking.						
Port Of Discharge	Read only field. This field specifies the port of discharge or airport of destination to be indicated on the transport document from Import Collection Booking.						
Place Of Final Delivery	Read only field. This field specifies the final destination or place of delivery to be indicated on the transport document.						
Carrier Name	Read only field. This field displays the name of the carrier through which the goods were shipped from Import Collection Booking.						
Shipping Agent Name	Read only field. This field displays the shipping agent name from Import Collection Booking.						
Shipping Agent Address	Read only field. This field displays the name shipping agent address from Export Collection Booking.						
INCO Terms	Read only field. This field displays the INCO Terms from Import Collection Booking.						
INCO Terms Description	Read only field. The description of the INCO Term from Import Collection Booking.						
<b>Description of Goods and/</b> This section displays the goo	or Services ods details from Import Collection Booking.						
Goods Code	Read only field. This field displays the goods code from Export Collection Booking.						
Goods Type	Read only field. This field displays the goods type auto populated depending on goods code.						
Goods Description	Read only field. This field displays the goods description from Import Collection Booking.						
Action	Click Delete icon to delete the goods record.						

Table 3-11 (Cont.) Shipment Details – Field Description



Field	Description			
Country of Origin	Read only field. This field displays the country of origin from Import Collection Booking.			
Insurance Company Code	Read only field. This field displays the insurance company code from Import Collection Booking.			
Insurance Company Read only field. This field displays the insurance company details from Impor Collection Booking.				
Policy Number	Read only field. This field displays the policy number of the insurance.			
Multi-model/ Transshipmen This section displays the mult	t details imodal/transshipment details from Import Collection Booking.			
Carrier Name	Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.			
Port	Specify the port details as per the document received, if the ship has transit on its way to the destination.			
Action	Edit: This action button is disabled.			
	Delete: This action button is disabled.			

Table 3-11 (Cont.) Shipment Details – Field Description

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

### **Maturity Details**

	aft Det	ans											+
Draft	Code					Draft An	nount				Action		
Cost	of the s	hipment						ł	E100.00		1 1	I	
5.No	Tenor Basis	Tenor Description	Start Date	Tenor Days	Transit [	Days	Maturity Date	Bill Amount	Liquidated Amount	Exchange Rate	Liquidation Date	Liquidation Amount	+ Action
1			April 20, 2022	0	0		April 20, 2022				April 20, 2022	£10,000.00	P
teres	From D	ate	Int	erest To Date			Acceptance Commission I	From Date		Acceptan	ce Commission To	Date	
			(iiii)		đ				(iii)			(iii)	

Table 3-12 Maturity Details - Field Description

Field Description				
<b>Draft Details</b> The user can click + to add m	ultiple Draft Details.			



Field	Description
Draft Code	Click <b>Search</b> to search and select the draft code.
Draft Amount	Specify the draft amount.
Action	Click Edit icon to edit the draft code/ draft amount.
	Click Delete icon to delete the draft code.
Maturity and Multi Tenor Li The user can click + to add n	quidation Details nultiple Maturity and Multi Tenor Liquidation Details.
S. No	Serial number of the tenor record.
Tenor Basis	Read only field. Tenor Basis is auto-populated from Import Collection Liquidation.
Tenor Description	Read only field. The tenor base code description is displayed based on the selected tenor basis.
Start Date	Read only field. Tenor Start Date is auto-populated from Import Collection Liquidation.
Tenor Days	Read only field. Tenor Days is auto-populated from Import Collection Liquidation.
Transit Days	Transit Days is auto-populated from Import Collection Booking Update. The user can change the value
Maturity Date	Read only field. Maturity Date is auto-populated from Import Collection Liquidation.
Bill Amount	Read only field. Bill amount is auto-populated from Import CollectionLiquidation.
Liquidated Amount	If a liquidation has already happened in the bill, system should display the Liquidated amount. System validates that the Total Liquidation Amount is not greater than the Bill amount and should display an Error Message
Exchange Rate	Specify the exchange rate.
Liquidation Date	Liquidation date is auto-populated from Import Collection Liquidation. The user can change the date.
Liquidation Amount	Liquidation amount is auto-populated from Import Collection Liquidation. The user can change the value.
Action	Click Edit icon to edit the tenor record.
Interest From Date	Interest from Date is auto-populated from Import Collection Liquidation.
Interest To Date	Interest to Date is auto-populated from Import Collection Liquidation.
Acceptance Commission From Date	Acceptance Commission from Date is auto-populated from Import Collection Liquidation.
Acceptance Commission To Date	Acceptance Commission to Date is auto-populated from Import CollectionLiquidation.

Table 3-12	(Cont.)	Maturity	/ Details	- Field Description
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5. Click Next.

The task will move to next data segment.

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	<ul> <li>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</li> <li>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</li> </ul>
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is required, system should display all the signatures.</li> </ul>
Request Clarification	User can specify the clarification details for requests received online
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.

Table 3-13	Liquidation Details - Action Buttons - Field Description
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Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>
	R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

#### Table 3-13 (Cont.) Liquidation Details - Action Buttons - Field Description

# 3.3.3 Additional Fields

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

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

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



	ntary Collection Liquidation DataEnrichment ::		Carme	tion Details	Docum		Remarks	Overrides	:: ×
Application No:	PK2IDCL000062325			Customer Ins	truction	View	Collection	Signatures	1. 0
Main Details	Additional Fields								Screen(3/
Liquidation	✓ Additional Fields								
Additional Fields	No Additional fields configured!								
Advices									
Additional Details									
Settlement Details									
Summary									
Audit		Request Clarification Rej	iect	Refer	Hold	Cano	el Sav	e & Close	Back Next

# Figure 3-11 Additional Fields

2. Click Next.

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

Table 3-14	Additional Fields - Action Buttons - Field Description
------------	--

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the
	other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>



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

Table 3-14 (Cont.) Ad	ditional Fields - Action Buttons - Field Description
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# 3.3.4 Advices

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

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

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

#### Figure 3-12 Advices

Import Documer	ntary Collection Liquidation DataEnrichr	nent	t::	Clarific	ation Details	Docum	ents	Remarks	Overrides	::×
Application No:-	PK2IDCL000062325				Customer Instr	uction	View	Collection	Signatures	^
O Main Details	Advices									Screen(4/7)
Liquidation	Advice : COLL_PAY_ADV	000	Advice : PAYMENT_MESSAGE		ê					
Additional Fields		0		<i></i>	0					
Advices	Advice Name : COLL_PAY_ADV Advice Party : REMITTING BANK Party Name : RABO BANK		Advice Name : PAYMENT_MESSAG Advice Party : Party Name :	GE						
Additional Details	Suppress Advice : NO		Suppress Advice : NO							
Settlement Details										
Summary	0		))							
Audit			Request Clarification Re	teject	Refer	Hold	Canc	el Sav	re & Close	Back

#### **Advice Details**

<ul> <li>Advice Detail</li> <li>uppress Advice</li> </ul>	S	Advice Name	Medium	Ad	dvice Party		
		LC_AMND_INSTR		•	ABK		
arty ID		Party Name					
001204		ABC BANK					
FFT Code	FFT Descript	ion				Action 🗘	+
FFT Code	FFT Descript	ion				Action ≎	
FREEVP	TESTING F	FT				1	
<ul> <li>Instructions</li> </ul>							+
nstruction Code		Instruction Description		Edit 🗘		Action 0	
Instruction code			NK IN NEW YORK, FAILS TO F			∥⊡	



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

Table 3-15 Advid
------------------

Field	Description
Suppress Advice	Switch to , to suppress the advice. Switch to , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.
Medium	Displays the medium of advices is defaulted from the Collection Liquidation. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the system.
Party ID	Read only field. Displays the party Id defaulted from the system.
Party Name	Read only field. Displays the defaulted from the system.
FTT Code	Specify the free format text based on the following table. 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 edit icon to edit the existing FFT code.
	Click delete icon to remove any existing FFT code.
Instructions	Specify the instrunction details based on the following table. Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
Action	Click 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.



Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	<ul> <li>Application displays the mandatory and optional documents.</li> <li>The user can view and input/view application details simultaneously.</li> <li>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</li> </ul>
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.

## Table 3-16 Advices - 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
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

#### Table 3-16 (Cont.) Advices - Action Buttons - Field Description

# 3.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details

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



Main Details	Additional Details							Screen(5/
Liquidation	Limit & Collateral	0	Charge Details	000	Preview Message	°		
Additional Fields	Contribution :		Charge : GBP 80.00		Language :			
Advices	Currency : Contribution Amount : Limit Status : Collateral Currency :		Commission : Tax :		Preview Message :-			
Additional Details			Block Status : Not Initiated					
Settlement Details	Collateral : Contribution. Collateral Status							
Summary	percentilities nece	0						
	Payment Details	000	FX Linkage	000	Loan Preferences	0		
	Allow Rollover : Advance by Loan : Liquidate using : Collateral		Reference Number : Currency : Contract Amount :	Ļ	Loan Product : Linkage Ref. No : Loan Tenor Loan : Currency : Loan Amount : Loan Maturity Date :	ļ		
	Linked Loan Details	00						
	Loan Account : Loan Currency : Loan Amount :	Ĵ						

#### Figure 3-13 Additional Details

#### **Charge Details**

This section displays charge details.

Add Rate Currency	Amount Model		Iling Defer		Charge Party Charge Party	Settl. Account	Amendable     Settlement Account	\$
<ul> <li>↓ )</li> <li>Tag Amount Currency</li> </ul>		dified Bi				Settl. Account		\$
<ul> <li>↓ )</li> <li>Tag Amount Currency</li> </ul>		dified Bi				Settl. Account		\$
Tag Amount Currency	Amount Modi		lling Defer	Walve Ct	Charge Party		Settlement Account	\$
Tag Amount Currency	Amount Modi		lling Defer	Waive Cf	Charge Party		Settlement Account	\$
GBP								
GBP								
	£50.00	£50.00					PK20010440017	_
$ \langle                                     $								
C Value Date		о ссу	Amount	Bi	Billing Defe	er Settl. Acc	ount	٥

Table 3-17 Charge Details - Field Description

Field	Description
Commission Details	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
Component	Displays the commission component. Click the link to view the commission component details.



Field	Description
Rate	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM The user is able to change the rate.
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Defer	Switch to for charges/commissions has to be deferred and collected at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.
Waive	Switch to Switch to waive the charges/commissions. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party will be applicant by defaultt. User can change the value to beneficiary.
Settlement Account	Click Search to search and select the settlement account.
Amendable	The value is auto-populated as the commission can be amended or not.
Charge Details	This section displays the charge details.
Component	Displays the charge component type.
Tag Currency	Displays the tag currency in which the charges have to be collected.
Tag Amount	Displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

Table 3-17 (	(Cont.)	<b>Charge Details -</b>	Field Description
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Field	Description
Billing	Switch to to make the details available for billing engine for further processing, if charges are handled by separate billing engine On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM.
	The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
Defer	Switch to Switch to before the charges and collect at any future step On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.
	The user can enable/disable the option the check box. On de- selection the user has to click on 'Recalculate' charges button for re- simulation.
Waive	Switch to be waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer.
	This field is disabled, if <b>Defer</b> toggle is enabled.
Charge Party	Read only field. Displays the charge party. By default the charge party is 'Applicant'.
Settlement Account	System defaults the Settlement Account. User can change the settlement account.
Tax Details	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	Read only field. This field displays the tax component type.
Currency	Read only field. This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	Read only field. This field displays the tax amount based on the percentage of commission maintained.
Billing	Switch to to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.



Field	Description
Defer	Switch to defer the taxes and collect at any future step.
	Switch to fi you do not want to defer the taxes.
	On disabling the user has to click on 'Recalculate' charges button for re-simulation.
Settlement Account	System defaults the Settlement Account. Click <b>Search</b> to search and select the settlement account.

## Table 3-17 (Cont.) Charge Details - Field Description

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

#### **Preview Message**

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

<ul> <li>Preview - SWIFT Message</li> </ul>		Preview - Mail Advice	
Language	Message Type	Language	Advice Type
English -	202	✓ English	▼ DEBIT_ADVICE ▼
Message Status	Repair Reason	Message Status	Repair Reason
EXTERNAL UNGENERATED		REPAIRED	Could not get the Address
Preview Message		Preview Message	

Table 3-18	Preview Message	- Field Description
------------	-----------------	---------------------

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



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

## Table 3-18 (Cont.) Preview Message - Field Description

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

#### **Payment Details**

Payment Detai	15													
<ul> <li>Payment Deta</li> </ul>	ils													
uto Liquidate						Settle Available	Amount			Allow Ro	llover			
uto Change from Acc	eptance to Advar	nce Liq	uidate using Colla	iteral		Outstanding C	ollateral Amount			Split Set	tlement			
						GBP -								
✓ Settlement De	tails - Liquida	ation												
Component 🗘	Currency 🗘	Debit/Credit 🗘	Account		Account Description	Branch 🗘	Account Currency	Origin Rate	al Exchan	<sup>ge</sup> ≎	Exchange Rate		al Referen mber	nce ≎
BCLIQCG_LIQD	GBP	Debit	PK200104400	017	GOODCARE PLC	PK2	GBP	1						
			PK200104400	117	GOODCARE PLC	PK2	GBP	1						
BILL_LIQ_AMT	GBP	Debit	FK200104400		GOODCARE FEC									
BILL_LIQ_AMT BILL_LIQ_AMTEQ		Debit Credit	PK200104400		RABO BANK	PK2	EUR	1.411	41		1.41141			
BILL_LIQ_AMTEQ		Credit Debit	PK2001183001 PK200104400	17		PK2 PK2	EUR GBP	1.411	41	_	1.41141	_	_	_
BILL_LIQ_AMTEQ	GBP GBP (1-4 of 4 item	Credit Debit	PK2001183001 PK200104400	17 017	RABO BANK			1.411	41	Amount				\$
BILL_LIQ_AMTEQ INT1_LIQD Page 1 of 1 • Split Settlemen	GBP GBP (1-4 of 4 item	Credit Debit	PK2001183001 PK200104400	17 017	RABO BANK GOODCARE PLC			1.411		Amount 10000				\$
BILL_LIQ_AMTEQ INT1_LIQD Page 1 of 1 Split Settlemen Component BILL_LIQ_AMTEQ	GBP GBP (1-4 of 4 item	Credit Debit	PK2001183001 PK200104400 )	17 017 Contract	RABO BANK GOODCARE PLC			1.411						\$
BILL_LIQ_AMTEQ INT1_LIQD Page 1 of 1 Split Settlemen Component BILL_LIQ_AMTEQ	GBP GBP (1-4 of 4 item: nt (1 of 1 items)	Credit Debit s) K ( 1	PK2001183001 PK200104400 )	17 017 Contract	RABO BANK GOODCARE PLC			1.411					Fetch Excl	≎ hange Rate
BILL_LIQ_AMTEQ INT1_LIQD Page 1 of 1 < Split Settlemen Component BILL_LIQ_AMTEQ Page 1 of 1 plit Settlement [	GBP GBP (1-4 of 4 item nt (1 of 1 items) Details	Credit Debit s) K ( 1	PK2001183001 PK200104400 )	Contract GBP	RABO BANK GOODCARE PLC		GBP			10000	t	+	Fetch Excl	
BILL_LIQ_AMTEQ INT1_LIQD Page 1 of 1 < Split Settlemen Component BILL_LIQ_AMTEQ Page 1 of 1 plit Settlement [	GBP GBP (1-4 of 4 item nt (1 of 1 items) Details ount 0 Sett According	Credit Debit s)  < ( 1	PK2001183001 PK20010440C > > > > > > > > > > > > > > > > > > >	Contract GBP	Account Currency C A	PK2	GBP Original Excha		¢	10000	t Deal Refere	+ nce		hange Rate

Table 3-19 Payment Details - Field Description

Field	Description
Payment Details	Specify the payment details based on the description in the following table:
Auto Liquidate	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.

Field	Description
Advance by Loan	Switch to to enable the creation of loan at the time of final liquidation. System defaults the value as per the value available in contract in back office. User can change value.
	Note: Bill product should support Advance by loan, for enabling Advance by loan at contract level.
Settle Available Amount	Switch to , if during settlement, the amount as available in the CASA account of the customer has to be utilized and for the balance if a loan has to be availed.
Allow Rollover	Switch to , if rollover is allowed.
Auto Change from Acceptance to Advance	Read only field. This option indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.
	Note: This option is applicable only for the bills that are co- accepted by the bank.
Liquidate using Collateral	Switch to , if liquidation is done using collateral.
Outstanding Collateral Amount	Read only field. The outstanding collateral amount along with the currency.
Split Settlement	Switch to , to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
	Switch to disable the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.

## Table 3-19 (Cont.) Payment Details - Field Description



Field	Description
Settlement Details - Liquidation	This section displays the Settlement Details - Liquidation details. When Advance by loan option is selected, system simulate and display the settlement details along with split settlement detail for loan component and settlement account as Loan GL as defined at product level. If contract currency and Debit account currency is different system defaults card rate. User can change Exchange rate if there any specific Exchange Rate If FX contract linked, system considers the linked FX for the conversion.
Component	This field displays the component based on the product selected.
Currency	This field displays the 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. The user can change the account number.
Account Description	This field displays the description of the selected account.
Branch	This field displays the branch of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	System defaults card rate. User can provide specific rate for the contract for liquidation if contract currency and debit account currency is different.
Deal Reference Number	The exchange deal reference number.
Split Settlement	This section displays the Split Settlement details.
Component	Components gets defaulted based on the product selected.
Contract Currency	This field displays the default currency for the component.
Amount	This field displays the amount for each component. This is populated from the transaction details of the drawing.
Split Settlement Details	Specify the Split Settlement details based on the description in the following table: The user can click + to add multiple <b>Split Settlement Details</b> .
Sequence	Indicates the sequence of the settlement details.
Amount	Specify the amount for the split settlement.
Settlement Account	Click Search to search and select the settlement account.
Account Customer	This field displays customer account based on the selected settlement account.
Account Currency	This field displays currency of the account based on the selected settlement account.
Account Branch	This field displays branch of the customer's account.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF. Click the <b>Fetch Exchange Rate</b> button, the field displays the exchange rate for the split settlement.
Exchange Rate	Specify the exchange rate for the split settlement.
Deal Reference Number	Specify the exchange deal reference number.
Action	Click Edit icon to edit the Split Settlement.
	Click Delete icon to delete the Split Settlement.

 Table 3-19
 (Cont.) Payment Details - Field Description



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

#### **FX Linkage**

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

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

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- Multiple forward FX contract could be linked and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. The same will be populated in the Average FX Rate.

<b>X Linkage</b> FX Linkage										
X Reference O	Bought Currency	¢	SOLD Currency 0	Available Contract ≎ Amount	Rate 0	Linked Amount 0	Total Utilized Amount $\diamond$	FX Expiry Date 0	Action	-
000FNDF20076A9N9				£4,000.00	1.35	£4,000.00		March 19, 2020	∥ ⊡	
erage FX Rate										



000FNDF20076A9N9			
000FINDF20070A9IN9	Q	USD	
Contract Amount		Available FX Cont	ract Amount
USD 🔻 \$4	4,000.00	USD 🔻	\$4,000.00
Linkage Amount		Rate	
USD 🕶 🛛 💲	4,000.00	1.35	
FX Amount in Local Currency		FX Expiry Date	
▼ <u>1</u>	2,962.96	March 19, 2020	i
FX Delivery Period From		FX Delivery Period	d To
			i

Figure 3-14 FX Linkage Details

Table 3-20 FX Linkage - Field Description

Field	Description
+	Click + to add multiple <b>FX Details</b> . Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.
FX Reference Number	<ul> <li>Click Search to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows,</li> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul>
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
Currency	Read only field. This field displays the FX SOLD currency from the linked FX contract.



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

## Table 3-20 (Cont.) FX Linkage - Field Description

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

#### Table 3-20 (Cont.) FX Linkage - Field Description

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

#### Loan Preferences

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

oan Preferences								
<ul> <li>Loan Preferences</li> </ul>								
Drawing/Collection Ref	Bill Currency-Amount		Customer Id		Cus	tomer Name		
ISNC221100057002	GBP ~	£10,000.00	001044		0	GOODCARE F	PLC	
Product Code	Loan Currency		Original Exchange	Rate	Exc	hange Rate		
TAD2 Q		-						
.oan Tenor Units	Tenor Type		Rate Type		Rat	e Code		
NaN	Days	v						
.oan/Finance Value Date	Loan Maturity Date							
Ē	December 17, 2024	Ħ						
Loan Interest/UDE Details     Us     UDE Description			≎ Usage	٥	UDE Value	\$		
<ul> <li>Loan Interest/UDE Details</li> </ul>	December 17, 2024		≎ Usage	0	UDE Value	٥		
Loan Interest/UDE Details     J     UDE Description No data to display.	December 17, 2024		≎ Usage	\$	UDE Value	¢		
<ul> <li>Loan Interest/UDE Details</li> <li>UDE Description</li> </ul>	December 17, 2024		≎ Usage		UDE Value	\$		
Loan Interest/UDE Details     J     UDE Description No data to display.	December 17, 2024	e	€ Usage	©	UDE Value		mit Amount	, []∂ + ≎
Loan Interest/UDE Details Us D. UDE Description No data to display. Limits	December 17, 2024	e			UDE Value		mit Amount	
Loan Interest/UDE Details Us D     UDE Description No data to display.      Limits      Linkage Type	December 17, 2024	e			UDE Value		mit Amount	

Table 3-21 Loan Preferences

Field	Description
Drawing/Collection Ref	Defaults from the underlying task. User cannot change the value.
Bill Currency-Amount	Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task. User cannot change the value.
Customer Id	Customer Id defaults from the underlying task. User cannot change the value.
Customer Name	Applicant/ Drawee Name defaults from the underlying task. User cannot change the value.



Table 3-21	(Cont.) Loan Preferences	
------------	--------------------------	--

e:	
Field	Description
Product Code	Product Code defaults from the underlying Collection/ Drawing Product maintenance. User can change the value.
Loan Currency-Amount	Loan currency is defaulted from the bill currency. System should displays an error message on tab out if the currency is not a Bill currency or Local Currency. If collateral amount is linked to the underlying drawing/ collection bill, the Loan Currency- amount to be utilized for liquidation to be input by the user here.
Original Exchange Rate	This field displays the original exchange rate applicable for Local Currency. System displays the Exchange rate from maintenance. User cannot change the value. System validates the exchange rate is within the allowed range.
Exchange Rate	The exchange rate.
Loan Tenor Units	Indicates the period of loan defaults from the underlying task. The numerical value for Days or months or Years is applicable.
Tenor Type	System defaults the tenor type. User cannot change the value. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
Rate Type	Defaults from the underlying task. User cannot change the value.
Rate Code	Defaults from the underlying task. User cannot change the value.
Loan/Finance Value Date	This field displays the branch date as Value date. User cannot change the value.
Loan Maturity Date	Loan maturity date defaults based on Tenor type and Tenor units.
Loan Interest/UDE Details	
User Defined Element ID	This field displays the UDE Element ID as part of simulation.
UDE Description	This field displays the UDE description as part of simulation.
Rate Code	This field displays the Rate code as part of simulation.
Usage	This field displays the details as part of simulation.
UDE Value	This field displays the UDE value as part of simulation.
Limits	Specify the limit details. Click + to add limits. Clicking the plus icon displays a pop windows and allows the user to select the line code.
Serial Number	This field displays the serial number.
Linkage Type	This field displays the linkage type as "Facility" from back office.
Linkage Reference Number	This field displays the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.
Linked Percentage	Specify the value for linked percentage. Maximum value is 100. User cannot enter negative values.
Limit Amount	This field displays the value for limit amount. System populates the value based on the contribution percentage.

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

Linked Loan Details

The bank user can view the details of linked loan accounts.

Linked Loan Details			×
Loan Account	Loan Currency	Loan Amount	
No data to display.			
			Close

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

Table 3-22 Linked Loan Details - Field Description

Field	Description
Linked Loan Details	
Loan Account	This field displays the loan account number.
Loan Currency	This field displays the currency of the loan account.
Loan Amount	This field displays the loan amout.

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

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

Table 3-23 Ad	lditional Details -	Action Buttons -	<b>Field Description</b>
---------------	---------------------	------------------	--------------------------

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



Field	Description
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is required, system should display</li> </ul>
	all the signatures.
Request Clarification	User can specify the clarification details for requests received online
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in thi stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> </ul>

# Table 3-23 (Cont.) Additional Details - Action Buttons - Field Description



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

#### Table 3-23 (Cont.) Additional Details - Action Buttons - Field Description

# 3.3.6 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Import Documentary Collection Liquidation request.

1. On Settlement Details screen, specify the fields.

Application No:	- PK2IDCL0000	62325									:: ×
Аррисаціон No.	- PRZIDCL00000	02325					Customer Inst	ruction	View Collection	Signatures	
Main Details	Settlement D	etails								Sci	een(6/7
Liquidation	Current Event										
Additional Fields											
Advices	✓ Settlement	Details									
Additional Details	Component 0	Currency 🗘	Debit/Credit 0	Account 🗘	Account Description \$	Account Currency 0	Netting Indica	ntor ≎	Current Event 0	Original Exchange Rat	e O
Settlement Details	BCCOUR_LIQD	EUR	Debit	PK20010	GOODCARE PLC	GBP	No		No	1.41141	
Summary	BCLIQCG_LIQD	GBP	Debit	PK20010	GOODCARE PLC	GBP	No		Yes	1	
	BCSWIFT_LIQD	GBP	Debit	PK20010	GOODCARE PLC	GBP	No		No		
	BILL_LIQ_AMT	GBP	Debit	PK20010	GOODCARE PLC	GBP	No		Yes	1	
	BILL_LIQ_A	GBP	Credit	PK200118	RABO BANK	EUR	No		Yes	1.41141	
	BKTAX_AMT	GBP	Debit	PK20010	GOODCARE PLC	GBP	No		No	1	
	INT1_LIQD	GBP	Debit	PK20010	GOODCARE PLC	GBP	No		Yes		

Figure 3-15 Settlement Details

Table 3-24 Settlement Details – Field Description

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



Field	Description
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 current event as Y or N.

## Table 3-24 (Cont.) Settlement Details – Field Description

2. Click any component in the grid.

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

Table 3-25 Party Details - Field Description

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

3. Click Next.

The task will move to next data segment.

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	<ul> <li>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</li> <li>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</li> </ul>
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is required, system should display all the signatures.</li> </ul>
Request Clarification	User can specify the clarification details for requests received online
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.

## Table 3-26 Settlement Details - Action Buttons - Field Description



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

#### Table 3-26 (Cont.) Settlement Details - Action Buttons - Field Description

# 3.3.7 Summary

This topic provides the systematic instructions to view the summary of Import Documentary Collection Liquidation request.

User can review the summary of details updated in Data Enrichment stage of Import Documentary Collection Liquidation request.

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

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

	25					View Collection Signature
5	Summary					
	Main Details		Document Details		Maturity Details	
ïelds	Booking Date	: 2022-04-20	Document 1	: INVOICE	Tenor Type	: Sight
	Submission Mode Liquidation Amount	: Desk : GBP 10000	Document 2 Document 3	: AIRDOC : INSDOC	Tenor Basis Maturity Date	: : 2022-04-20
oetails	Equidation Amount	. 357 10000	Document 4	: BOL	Maturity Date	. 2022-04-20
Details						
	T					
	Other Details		Additional Fields		Advices	
	Value Date Debit Value Date Credit Value Date	: 2022-04-20 : 2022-04-20 : 2022-04-20	Click here to view Additio fields	onal :	Advice 1 Advice 2	: COLL_PAY_ADV : PAYMENT_MESS
	Limits and Collaterals		Commission, Charge	s and taxes	Preview Messages	
	Contribution Currency	:	Charge	: GBP 80.00	Language	: ENG
	Amount to Earmark Limit Status	: : Not Verified	Commission Tax	:	Preview Message	:-
	Collateral Currency Collateral Contribution. Collateral Status Deposit Linkage Currency Deposit Linkage Amount	: : Not Verified y : :	Block Status	: Not Initiated		
	Loan Preferences	Wayminiaanoonnii 2	FX Linkage	111111 <u>&gt; 221111111111111111111111111111</u>	Settlement Details	
	Loan Product	:	Reference Number	:	Component	: INT1_LIQD
	linkageRefNo Loan Tenor Loan Currency Loan Amount Loan Maturity	:	Linkage Amount Contract Currency	:	Account Number Currency	: PK2001044001 : GBP
	Parties Details		Compliance details		Payment Details	
	Drawer	: MARKS AND SP	кус	: Not Initiate	Advance by Loan Allow Rollover	: No
	Drawee Remitting Bank	: GOODCARE PLC : RABO BANK	Sanctions AML	: Not Initiate : Not Initiate	Allow Kollover	:No :No
	Accounting Details	2////////	Linked Loan Details			
	Event AccountNumber Branch	: LIQD : PK2001044001 : PK2	IoanAcc Loan Currency Loan Amount	:		

#### Figure 3-16 Summary

Tiles Displayed in Summary

- Main Details User can view details about application details and collection details.
- Documents Details User can view the document details.
- Maturity Details User can view the maturity details.
- Other Details User can view the other details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the details of advices.
- Limits and Collaterals User can view limits and collateral details.
- Commission, Charges and Taxes User can view the commission, charges and taxes details.



- Preview message User can view the preview of the simulated messages to remitting bank.
- Loan Preferences User can view the details of the loan preferences.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.
- Parties Details User can view parties details like remitting bank, drawee, drawer etc.
- Compliance Details User can view the compliance details.
- Payment Details User can view the linked loan details.
- Accounting Details User can view the accounting entries generated by back office system.

#### Note:

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

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

The task will move to next logical stage.

Table 3-27	Summary - Action Buttons - Field Description
------------	--

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



Field	Description
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is required, system should display all the signatures.</li> </ul>
Request Clarification	User can specify the clarification details for requests received online
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are:</li> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>

# Table 3-27 (Cont.) Summary - Action Buttons - Field Description



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

#### Table 3-27 (Cont.) Summary - Action Buttons - Field Description

# 3.4 Exceptions

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

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

#### **Exception - Amount Block**

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

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

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

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

Approve:

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

Refer:

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

#### Reject:

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

**Amount Bock Exception** 



NZIDCLU	00062325								
						Customer In	struction	View Collection	
Amount	Block Exception A	pproval							Screen(1,
nary									
Туре ≎	Contract Currency 🗘	Block Amount 🗘	Account 0	Branch 🗘	Account Currency 0	Block Ref No 🗘	Block Status	Block State	itus Details
Charge		80	PK20010440017	PK2	GBP		Failed		
									Screen
	∽ Amoun <sub>Type</sub> ≎	✓ Amount Block Exception Deta     Type      Contract Currency      ◆	Type   Contract Currency  Block Amount	✓ Amount Block Exception Details      Type      ○ Contract Currency      ○ Block Amount      ○ Account      ○	✓ Amount Block Exception Details      Type      ○ Contract Currency      ○ Block Amount      ◇ Account      ○ Branch      ◇	<ul> <li>✓ Amount Block Exception Details</li> <li>Type ○ Contract Currency ○ Block Amount ○ Account ○ Branch ○ Account Currency ○</li> </ul>	✓ Amount Block Exception Details           Type ◇         Contract Currency ◇         Block Amount ◇         Account ◇         Branch ◇         Account Currency ◇         Block Ref No ◇	✓ Amount Block Exception Details           Type ○         Contract Currency ○         Block Amount ○         Account ○         Branch ○         Account Currency ○         Block Ref No ○         Block Status	✓ Amount Block Exception Details       Type ○     Contract Currency ○     Block Amount ○     Account ○     Branch ○     Account Currency ○     Block Ref No ○     Block Status ○     Block Status ○

This section will display the amount block exception details.

## Summary



0000623	25							View Collection
k Exceptio	Summary							
	Main Details		Document Details	Maturity Details				
	Booking Date : 2022-04-20 Submission Mode : Desk Liquidation Amount : GBP 10000		sk Document 2 : AIRDOC		Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20			
	Other Details		Additional Fields	w SS-antinomininezsi	Advices		111111112355	
	Debit Value Date : 202	22-04-20 22-04-20 22-04-20	Click here to view Additional fields	:	Advice 1 Advice 2		COLL_PAY_ PAYMENT_I	
	Limits and Collaterals	0.646/00/00/00/00/00/00/00/00/00/00/00/00/00	Commission, Charges an	Preview Messages				
	Collateral Currency : Collateral Contribution. :	t Verified t Verified	Charge Commission Tax Block Status	: GBP 80.00 : : : Failed	Language Preview Message		ENG -	
	Loan Preferences	200000 NAXON OTTOS	FX Linkage		Settlement De	tails		
	Loan Product : linkagehefNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :		Reference Number Linkage Amount Contract Currency	:	Component Account Number Currency	r :	INT1_LIQD PK2001044 GBP	001
	Parties Details		Compliance details		Payment Deta	ils		
	Remitting Bank : RA	ARKS AND SP BO BANK DODCARE PLC	KYC Sanctions AML	: Not Initiate : Verified : Verified	Advance by Loan Allow Rollover Liquidate using (	:	No No No	

Tiles Displayed in Summary:

- Main Details User can view details about application details and collection details.
- Documents Details User can view the document details.
- Maturity Details User can view the maturity details.
- Other Details User can view the other details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the details of advices.
- Limits and Collaterals User can view limits and collateral details.
- Commission, Charges and Taxes User can view the commission, charges and taxes details.
- Preview message User can view the preview of the simulated messages to remitting bank.
- Loan Preferences User can view the details of the loan preferences.
- FX Linkage User can view the details of FX Linkage.



- Settlement Details User can view settlement details.
- Parties Details User can view parties details like remitting bank, drawee, drawer etc.
- Compliance Details User can view the compliance details.
- Payment Details User can view the linked loan 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 3-28 Amount Bock Exception - Action Buttons - Field Description

Field	Description	
Documents	View/Upload the required document.	
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.	
	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	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Cancel	Cancel the Import Collection Booking Amount Block Exception check.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> </ul>	
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

Field	Description		
Refer	Select a Refer Reason from the values displayed by the system.         User can refer the task back to the Data Enrichment user.User must         select a Refer Reason from the values displayed by the system. Refer         Codes         Refer Codes are:         • R1- Documents missing         • R2- Signature Missing         • R3- Input Error         • R4- Insufficient Balance/Limits		
	R5 - Others		
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.		
Back	Task moves to previous logical step.		

#### Table 3-28 (Cont.) Amount Bock Exception - Action Buttons - Field Description

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

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

- 1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
- 2. Open the task, to see summary tiles that display a summary of available updated fields with values.

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

Import Docum	entary Collection I	.iquidatio	n KYC Exception	nal approval	:: Application	Docu	ments	Remarks	Overrides	:: ×
No:- PK2IDCL0	00062325					Custo	mer Instru	ction V	iew Collection	·· ^
• KYC Exception	KYC Exception									Screen(1/2
Summary	~									
	KYC Details									
	Party ID	٥	KYC Status	٥	KYC Verified On	٥	KYC Verifie	ed Till		٥
	No data to display.									
Audit						Reje	ect	Refer	Hold Appr	ove Next

#### 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

	ntary Collection Liquidation KYC Excep	itional approval :: Application No:-	Documents Remarks Overrides Customer Instruction	
CL000062	2325		View Collection	
ception	Summary			Scre
iry	Main Details	Document Details	Maturity Details	
	Booking Date : 2022-04-20 Submission Mode : Desk Liquidation Amount : GBP 10000	Document 1 : INVOICE Document 2 : INSDOC Document 3 : AIRDOC	Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20	
		Document 4 : BOL		
	Other Details	Additional Fields	Advices	
	Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20	Click here to view Additional : fields	Advice 1 :COLL_PAY_ADV Advice 2 :PAYMENT_MESS	
	Limits and Collaterals	Commission, Charges and taxes	Preview Messages	
	Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Charge : GBP 80.00 Cormission : Tax : Block Status : Not Initiated	Language : ENG Preview Message :-	
	Loan Preferences	FX Linkage	Settlement Details	
	Loan Product : IinkageRetNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :	Reference Number : Linkage Amount : Contract Currency :	Component :INT1_LQD Account Number :PK2001044001 Currency :GBP	
	Parties Details Drawee : GOODCARE PLC	Compliance details KYC :Not Initiate	Payment Details Advance by Loan : No	
	Drawer : MARKS AND SP Remitting Bank : RABO BANK	Sanctions : Not Initiate AML : Not Initiate	Advance of Loon . No Adlow Rollover : No Liquidate using Collateral : No	

#### Figure 3-17 Exception - Know Your Customer (KYC) Summary

Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Document Details User can view document details.
- Maturity Details User can view the maturity details.
- Other Details User can view the other details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the advices.
- Limits and Collaterals User can view limits and collateral details.
- Commission, Charges and Taxes User can view the commission, charges and taxes details.
- Preview Message User can view the preview of the simulating message to the remitting bank.

- Loan Preferences User can view the details of the loan preferences.
- FX Linkage User can view the FX Linkage details. Settlement Details User can view the settlement details.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Payment Details User can view the linked loan details.

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

# Table 3-29Exception - Know Your Customer (KYC) Summary - Action Buttons - FieldDescription

Field	Description
	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	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	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>

Field	Description
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are:</li> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
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. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.
Back	Task moves to previous logical step.

# Table 3-29 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons -Field Description

#### **Exception - Limit Check/Credit**

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

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

Limit check Exception approver can do the following actions:

#### Approve

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

#### Refer

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

#### Reject

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

#### Limit/Credit Check

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:



- Main Details User can view details about application details and LC details.
- Document Details User can view document details.
- Maturity Details User can view the maturity details.
- Other Details User can view the other details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the advices.
- Limits and Collaterals User can view limits and collateral details.
- Commission, Charges and Taxes User can view the commission, charges and taxes details.
- Preview Message User can view the preview of the simulating message to the remitting bank.
- Loan Preferences User can view the details of the loan preferences.
- FX Linkage User can view the FX Linkage details. Settlement Details User can view the settlement details.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Payment Details User can view the linked loan details.

Table 3-30	<b>Exception - Limit Check/Credit</b>	- Action Buttons -	- Field Description
------------	---------------------------------------	--------------------	---------------------

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. 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	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.



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

#### Table 3-30 (Cont.) Exception - Limit Check/Credit - Action Buttons - Field Description

# 3.5 Multi Level Approval

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

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

#### Authorization Re-Key (Non-Online Channel)

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

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

- Applicant Party
- Application Date

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

Figure 3-18 Authorization Re-Key

		View Signat	ure 🛛 🖽	Documents
				Remarks
iquidation /	Amount			
GBP	•	£10,0	00.00	$\oslash$
iquidation (	Currency	Code		J
GBP			•	$\oslash$
				)



#### **Approval Summary**

	uidation Approval Task Level 1 ::	
Application No:- PK2IDCL00006232	5	View Collection Signatures
/ain Details	Document Details	Maturity Details
kooking Date : 2022-04-20 ubmission Mode : Desk iquidation Amount : GBP 10000	Document 1 : INSDOC Document 2 : BOL Document 3 : AIRDOC Document 4 : INVOICE	Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20
Dther Details	Additional Fields	Advices
Value Date         : 2022-04-20           bebit Value Date         : 2022-04-20           redit Value Date         : 2022-04-20	Click here to view Additional : fields	Advice 1 : COLL_PAY_ADV Advice 2 : PAYMENT_MESS
imits and Collaterals	Commission,Charges and Taxes	Preview Messages
ontribution Currency : mount to Earmark : Initi Status : Not Verified ollateral Contribution, : ollateral Status : Not Verified	Charge : GBP 80.00 Commission : Tax : Block Status : Failed	Language : ENG Preview Message :-
.oan Preferences	FX Linkage	Settlement Details
oan Product : nkageReNo : oan Tenor : oan Currency : oan Amount : oan Maturity :	Reference Number : Linkage Amount : Contract Currency :	Component :INT1_LIQD Account Number : PK2001044001 Currency : GBP
Parties Details	Linked Loan Details	Payment Details
emitting Bank : RABO BANK Irawer : MARKS AND SP Irawee : GOODCARE PLC	loanAcc : Loan Currency : Loan Amount :	Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No
Parties Details	Linked Loan Details	Payment Details
emitting Bank : WELLS FARGO Irawer : MARKS AND SP rawee : GOODCARE PLC	loanAcc : Loan Currency : Loan Amount :	Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No

Tiles Displayed in Summary:

- Main Details User can view details about application details and collection details.
- Document Details User can view the document details.
- Maturity Details User can view the maturity details.
- Other Details User can view the other details.
- Additional Fields User can view the details of additional fields.



- Advices User can view the details of advices.
- Limits and Collaterals User can view limits and collateral details.
- Commission, Charges and Taxes User can view commission, charges and taxes details.
- Preview message User can view the preview message.
- Loan Preferences User can view the details of the loan preferences.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.
- Parties Details User can view party details like remitting bank, drawee, drawer etc.
- Linked Loan Details User can view the linked loan details.
- Compliance User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated by back office system.

#### Note:

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

- Exception User can view the exception(approval) details.
- 1. Click Approve.

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

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

<b>Table 3-31</b>	Approval Summary	/ - Action Buttons	- Field Description



Field	Description
Customer Instruction	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is required, system should display all the signatures.</li> </ul>
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> </ul>

## Table 3-31 (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.
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

Table 3-31 (Cont.) Approval Summary - Action Buttons - Field Descripti
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# 3.6 Reject Approval

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

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

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

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

#### Summary

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

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

- Main Details User can view details about application details and collection details.
- Document Details User can view the document details.
- Maturity Details User can view the maturity details in case usance and multi tenor.
- Other Details User can view the other details.
- Additional Fields User can view the additional fields. Advices User can view the details of advices.
- · Limits and Collaterals User can view limits and collateral details.
- Commission, Charges and Taxes User can view commission, charges and taxes details.
- Preview message User can view the preview of the simulated messages to remitting bank.
- Loan Preferences User can view the details of the loan preferences selected.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details. Parties Details User can view party details like remitting bank, drawee, drawer etc.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- 1. Click **Reject Approve** to reject the transaction.



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

Table 3-32 Action Buttons - Field Description
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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.



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