Oracle® Banking Trade Finance Process Management Import Documentary Collection Return -Islamic User Guide



Release 14.8.0.0.0 G28646-01 April 2025

ORACLE

Oracle Banking Trade Finance Process Management Import Documentary Collection Return - Islamic User Guide, Release 14.8.0.0.0

G28646-01

Copyright © 2022, 2025, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Preface

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

1 Oracle Banking Trade Finance Process Management

2 Import Documentary Collection Booking Return - Close - Islamic

2.1	Com	nmon Initiation Stage	2-1
2.2	Regi	istration	2-2
2.3	Data	a Enrichment	2-8
	2.3.1	Main Details	2-10
	2.3.2	Closure/Return Details	2-15
	2.3.3	Draft Details	2-18
	2.3.4	Additional Fields	2-21
	2.3.5	Advices	2-23
	2.3.6	Additional Details	2-27
	2.3.7	Settlement Details	2-40
	2.3.8	Summary	2-44
2.4	Mult	i Level Approval	2-47



Index



Preface

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

Purpose

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

Access to Oracle Support

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



Critical Patches

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

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

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

Related Documents

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

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

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

Table 1 Acronyms and Abbreviations

Basic Actions

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

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

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

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

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

Symbols and Icons

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

Table 3 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
л г	
r 7	Maximize
L J	
×	Close
Q	Perform Search
•	Open a list



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

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



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

Table 4 Symbols and Icons - Widget



Oracle Banking Trade Finance Process Management

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

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

This document will take you through following activities in OBTFPM:

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

Overview

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

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

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

Key Features

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



Import Documentary Collection Booking Return - Close - Islamic

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

Import Documentary Collection can be Returned/Closed before liquidation. The Return/Close can be requested through Online/Offline channels.

The various stages involved for Import Doc Collection Return/Close are:

- · Receive and verify documents and basic details(Non Online Channel)- Registration stage
- Verify documents and capture details (Online/Non Online Channels)- Data Enrichment stage
- Input/Modify details of Return/Close Collection Data Enrichment stage
- Check balance availability for amount block if applicable
- Check for sanctions & KYC status Create amount block for charges if applicable
- Capture remarks for other users to check and act
- Hand off request to back office

The Islamic Import Doc Collection Return process flow is similar to that of conventional Import Doc Collection Return/Close process flow.

This topic contains following subtopics:

Common Initiation Stage

This topic provides the systematic instructions to initiate the **Islamic Import Documentary Collection Return Update** request.

- Registration
 This topic provides the systematic instructions to initiate the Registration stage of Islamic Import Documentary Collection Return/Close request.
 - Data Enrichment
 This topic provides the systematic instructions to initiate the Data Enrichment stage of Islamic Import Documentary Collection Return/Close request.
 - Multi Level Approval This topic helps you quickly get acquainted with the Multi Level Approval process.

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Islamic Import Documentary Collection Return Update** 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	Branch			
Bank Guarantee Advise		Islamic Import Documentary Cr 🔻	PK2-Oracle Banking Trade Fina 🔻			
Bank Guarantee Issuance					Procee	ed Cl
Buyers Credit						
Common Group Message						
Enquiry						
Export - Documentary Collection						
Export - Documentary Credit						
Import - Documentary Collection						
Import - Documentary Credit						

Figure 2-1 Initiate Task

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

Note:

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

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

 Table 2-1
 Initiate Task - Field Description

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

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

Table 2-2 Action Buttons - Field Description

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

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

2.2 Registration

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

User can register request for an Islamic Import Documentary Collection Return/Close at the front desk (as an application received physically/Courier). During Registration stage, user can capture the basic details of the transaction, check the signature of the applicant and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.



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

Figure 2-2	LogIn Screen
	11/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1
	ORACLE
	User Name
	ATEST11
	Password
	Sign In

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

		(DEFAULTENTITY) Cracle Banking Trade Fin	anc Q ADMIN01 V
Menu Item Search Q	Dashboard		
< Import - Documentary Coll			+
Import Documentary Collection Booking - Islamic	Swift Processing	×	
Import Documentary Collection Liquidation - Islamic	Date December 5, 2024 🛗		
Import Documentary Collection Return - Close - Islamic			
Import Documentary Collection Update Booking - Islamic			
	No data to display		
	No data to display		

Figure 2-3 Import Documentary Collection Return - Islamic



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

		(DEFAULTENTITY)	ULTENTITY) Dracle Banking Trade Financ O ADMIN01 V		
Import Documentary Colle	ection Return - Close - Islamic	Documents Rema	arks Customer Instruction Common Group Messages		
 Application Details 					
Documentary Collection Number	Drawee	Branch	Priority		
PK2IINA221103007 Q	001044 GOODCARE 🕻	PK2-Oracle Banking Trade Fina 🔻	Medium		
Submission Mode	Remitting Bank/Remitter	Remitting Bank/Remitter Reference	Process Reference Number		
Desk 👻	001183 RABO BANH 🕻	1	PK2IIDC000064251		
Remitting Bank Date/Remitting Date	Return Date	Version Number			
April 20, 2022	April 20, 2022	1			
✓ Collection Details			View Collection Events		
Documents Received	Tenor Type	Product Code	Product Description		
	Usance *	INA	INCOMING USANCE BILLS NOT UN		
Operation Type	Stage	Co Acceptance Required	Contract Reference Number		
ACC	FINAL		PK2IINA221103007		
Bill Amount	Amount In Local Currency	Bill Outstanding Amount	Finance Amount		
USD - \$1,000.00	GBP - £400.00	USD - \$1,000.00	USD -		
Protest Date	Acceptance Date	Drawer	Rebate Amount		

Figure 2-4 Import Documentary Collection Return - Islamic - Registration - Application Details

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

Note:

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

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

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

Table 2-3Import Documentary Collection Return - Islamic - Registration -Application Details - Field Description



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

Field	Description
Drawee	Read only field.
	This field displays the Drawer ID and name based on the selected Documentary Collection Number.
Branch	Read only field.
	Branch details is auto-populated based on the selected Documentary Collection Reference.
Priority	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate Medium as the default priority. User can change the priority populated any time before submit.
Submission Mode	Select the submission mode of Export Documentary Collection Booking request from the drop-down ist.
	By default the submission mode will have the value as 'Desk'.
	 Desk - Request received through Desk Courier - Request received through Courier
Remitting Bank/Remitter	Read only field. Remitter bank will be auto-populated based on the selected Documentary Collection Number. Remitting Bank and Collecting Bank can transfer a collection document to another bank.
Remitting Bank/Remitter Reference	Read only field. Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.
Process Reference	Read only field.
Number	Unique sequence 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. Remitter Name will be auto-populated based on the selected Documentary Collection Number.
Return Date	System displays the return date of the application.
	By default, the application displays branch's current date.
	Return date cannot be later then the branch 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.



Documents Received	Tenor Type	Product Code	Product Description
Ŧ	Usance *	IINA Q	INCOMING USANCE BILLS NOT UN
Operation Type	Stage	Co Acceptance Required	Contract Reference Number
ACC	FINAL		PK2IINA221103007
Bill Amount	Amount In Local Currency	Bill Outstanding Amount	Finance Amount
USD × \$1,000.00	GBP 👻 £400.00	USD - \$1,000.00	USD *
Protest Date	Acceptance Date	Drawer	Rebate Amount
E E E E E E E E E E E E E E E E E E E		001043 MARKS ANI	USD 👻

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



The fields which are marked in asterisk are mandatory.

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

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

Field	Description
Documents Received	Read only field. This field displays the documents received based on the selected Documentary Collection Number.
Tenor Type	Read only field.
	This field displays the tenor details based on the selected Documentary Collection Number.
Product Code	Read only field.
	This field displays the product code 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.
Operation Type	Read only field.
	This field displays the operation type based on the selected Documentary Collection Number.
Stage	Read only field.
	This field displays the stage based on the selected Documentary Collection Number.
Co-Acceptance Required	Read only field.
	Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number.



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

Field	Description
Contract Reference Number	System populates the contract reference number from the back end system once the product is selected.
Bill Amount	Read only field. This field displays the bill currency and the Bill Amount 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.
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.
Protest Date	Read only field. Protest Date will be auto-populated based on the selected Documentary Collection Number.
Acceptance Date	Read only field. Acceptance Date will be auto-populated based on the selected Documentary Collection Number.
Drawer	Read only field. Drawer ID will be auto-populated based on the selected Documentary Collection Number.
Rebate Amount	Read only field. The rebate to the bill outstanding amount.

5. Click Submit.

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

Table 2-5Import Documentary Collection Return - Islamic - Registration - ActionButtons - Field Description

Field	Description
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Customer Instruction	 Click to view/ input the following. Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
View Collection	Click to view the latest collection values displayed in the respective fields.



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

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

2.3 Data Enrichment

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

On successful completion of Registration of an Islamic Import Documentary Collection Return -Close, the request moves to Data Enrichment stage. As part of data enrichment, user enters Return/Close basic details of the incoming request.

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

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



Menu Item Search Q	Fre	e Tasks								
< Tasks	0	Refresh Or A	cquire 🖁 🛱 F	low Diagram						
Awaiting Customer Clarification		Acquire and Edit	Priority 0		Process Name	≎ Pr Re	roces ef≎	Application Number 0	Stage 0	Application Date
Business Process Maintenance		Acquire and Edit	Medium	Islamic In	nport Documentary Collection	on R Pk	K2IIDC	PK2IIDC000064251	DataEnrichment	22-04-20
Completed Tasks		Acquire and Edit	Medium	Guarante	e Advise Claim Lodging	P	K2GA	PK2GADC000064245	AmountBlock Exception A	22-04-20
Free Tasks		Acquire and Edit	Medium	Guarante	e Advise Claim Lodging	Pk	K2GA	PK2GADC000064245	Sanction Check Exceptiona	
Hold Tasks		Acquire and Edit	Medium	Guarante	e Advise Internal Amendme	nt Pk	K2GTA	PK2GTAI000064250	DataEnrichment	22-04-20
My Tasks		Acquire and Edit	Medium	Guarante	e Advise Internal Amendme	nt Is Pk	K2IGIA	PK2IGIA000064249	DataEnrichment	22-04-20
Other User tasks		Acquire and Edit	Medium	Guarante	e Advise Internal Amendme	nt Pk	K2GTA	PK2GTAI000064248	DataEnrichment	22-04-20
Search		Acquire and Edit	Medium	Guarante	e Advise Internal Amendme	nt Is Pł	K2IGIA	PK2IGIA000064247	DataEnrichment	22-04-20
SubProcess Tasks		Acquire and Edit	Medium	Export LC	Amendment	P	K2ELC	PK2ELCA000064244	Scrutiny	22-04-20
		Acquire and Edit		STP Proce	ess Allocation	P	K2STP	PK2STPP000064241	Process Identification	22-04-20
Supervisor Tasks		Acquire and Edit		STP Proce	ess Allocation	P	K2STP	PK2STPP000064240	Process Identification	22-04-20
		Acquire and Edit	Medium	Islamic Ex	port LC Transfer Amendme	nt B Pk	K2IET	PK2IETB000064229	Sanction Check Exceptiona	22-04-20
		Acquire and Edit	Medium	Guarante	e Advise Internal Amendme	nt Is Pk	K2IGIA	PK2IGIA000064237	DataEnrichment	22-04-20
		Acquire and Edit	Medium	Guarante	e Advise Internal Amendme	nt Is Pk	K2IGIA	PK2IGIA000064236	DataEnrichment	22-04-20

Figure 2-5 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.

Menu Item Search Q	Му	Tasks							
< Tasks	0	Refresh	Release	Escalate E Delegate	Ba Flow	Diagram			
Awaiting Customer Clarification		Edit	Priority 0	Process Name	٥	Process Reference 0	Application Number	Stage	C Application Date C
Business Process Maintenance		Edit	Medium	Islamic Import Documentary Co	llection R	PK2IIDC00006	PK2IIDC0000	DataEnrichment	22-04-20
Completed Tasks		Edit	Medium	Islamic Import LC Amendment E	Beneficia	PK2IILA000063	PK2IILA0000	DataEnrichment	22-04-20
Free Tasks		Edit	Medium	Import LC Internal Amendment	Islamic	PK2IIIA000063	PK2IIIA00006	Approval Task Level 1	22-04-20
Hold Tasks		Edit	Medium	Import Documentary Collection	Booking	PK2IDCU00006	PK2IDCU000	DataEnrichment	22-04-20
My Tasks		Edit	Medium	Import LC Reopen Islamic		PK2IIIR000063	PK2IIIR00006	DataEnrichment	22-04-20
Other User tasks		Edit	Medium	Import LC Reopen		PK2ILCR00006	PK2ILCR0000	DataEnrichment	22-04-20
Search		Edit	Medium	Islamic Import LC Drawing		PK2IILD000003	. PK2IILD0000	DataEnrichment	22-04-20
SubProcess Tasks		Edit	Medium	Import LC Liquidation		PK2ILCL000061	. PK2ILCL0000	Approval Task Level 1	22-04-20
Supervisor Tasks		Edit	Medium	Guarantee SBLC Advised -Claim	Settlem	PK2GADC0000	PK2GADC000	Approval Task Level 1	22-04-20
		Edit	Medium	Import LC Drawing Update		PK2ILCU00006	PK2ILCU0000	Scrutiny	22-04-20
		Edit		Import LC Drawing Update		PK2ILCU00006	PK2ILCU0000	Registration	22-04-20
		Edit	Medium	Import LC Drawing Update		PK2ILCU00001	PK2ILCU0000	DataEnrichment	22-04-20
		Edit	Medium	Import LC Drawing		PK2ILCD00000	PK2ILCD0000	DataEnrichment	22-04-20

Figure 2-6 My Tasks

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

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

• Main Details

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



Closure/Return Details

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

- Draft Details This topic provides the systematic instructions to capture the draft details to process the return/close.
- Additional Fields This topic provides the systematic instructions to capture the additional fields.
- Advices This topic provides the systematic instructions to capture the advices details.
- Additional Details This topic provides the systematic instructions to capture the additional details.
- Settlement Details
 This topic provides the systematic instructions to capture the settlement details of import documentary collection return close request.
- Summary

This topic provides the systematic instructions to view the summary of Islamic Import Documentary Collection Return/Close request.

2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- Collection Details.

Application Details

All fields displayed under Basic details section, would be read only except the **Priority**, 'Submission Mode' and 'Return Date', 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.



slamic Import Do	ocumentary Colleg	tion Return	/Close DataEr	richment ::	c	larification Details	Documents Re	marks Overrides		
Application No:-	PK2IIDC00006425	51					Customer Instruction	View Collection		
Main Details	Main Details					Screen(1				
Closure/Return Details	✓ Application Detai									
Draft Details	Documentary Collection No	imber	Drawee		Branch		Priority			
Additional Fields	PK2IINA221103007		001044	GOODCARE 🕻	PK2-Oracle B	anking Trade Fina	* Medi	ım	•	
Advices	Submission Mode		Remitting Bank/Re	nitter	Remitting Bank/R	emitter Reference	Process I	eference Number		
Additional Details	Desk	-	001183	RABO BANF 🕻	1		PK2IIDC000064251			
Settlement Details	Remitting Bank Date/Remitting Date		Return Date		Version Number					
Summary	April 20, 2022		April 20, 2022	pril 20, 2022 🛗		1				
	 Collection Details Documents Received 		Tenor Type		Product Code		Product	Description		
			Usance -		IINA Q		Q INCO	INCOMING USANCE BILLS NOT UN		
	Operation Type ACC Bill Amount		Stage FINAL -		Co Acceptance Required		Contract	Contract Reference Number		
							PK2III	PK2IINA221103007		
			Amount in Local Cu	rrency	Bill Outstanding Amount		Finance	Finance Amount		
	USD *	\$1,000.00	GBP *	£400.00	USD *	\$1,000	.00 USD	*		
			Acceptance Date		Drawer		Rebate A	mount		
	Protest Date		Acceptance Date							

Figure 2-7 Data Enrichment - Main Details

Note:

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

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

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

Field	Description
Documentary Collection Number	Read only field. This field displays the documentary collection reference number as selected in Registration stage.
Drawee	Read only field. This field displays the Drawer ID and name based on the selected Documentary Collection Number in Registration stage.
Branch	Read only field. Branch details is auto-populated based on the selected Documentary Collection Reference in Registration stage.
Priority	Read only field. System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.



Field	Description
Submission Mode	Select the submission mode of Import Documentary Collection Return/Close request from the drop-down ist.
	By default the submission mode will have the value as 'Desk'.
	Desk - Request received through Desk
	Courier - Request received through Courier
Remitting Bank/Remitter	Read only field. Remitter bank will be auto-populated based on the selected Documentary Collection Number.
	Remitting Bank and Collecting Bank can transfer a collection document to another bank.
Remitting Bank/Remitter Reference	Read only field. Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.
Process Reference Number	Read only field.
Number	Unique sequence number for the transaction.
	This is auto generated by the system based on process name and branch code.
Remitting Bank Date/ Remitting Date	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.
Return Date	System displays the return date of the application.
	By default, the application displays branch's current date.
Version Number	Read only field.
	This field displays the latest version of the bill.

Table 2-6 (Cont.) Main Details - Application Details - Field Description

Data Enrichment - Main Details - Collection Details

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

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

Additional Details	✓ Collection Details				
Settlement Details	Documents Received	Tenor Type	Product Code	Product Description	
Summary	-	Usance 👻	IINA Q	INCOMING USANCE BILLS NOT UN	
	Operation Type	Stage	Co Acceptance Required	Contract Reference Number	
	ACC	FINAL +		PK2IINA221103007 Finance Amount	
	Bill Amount	Amount In Local Currency	Bill Outstanding Amount		
	USD - \$1,000.00	GBP - £400.00	USD - \$1,000.00	USD +	
	Protest Date	Acceptance Date	Drawer	Rebate Amount	
	i i i i i i i i i i i i i i i i i i i	i i i i i i i i i i i i i i i i i i i	001043 MARKS ANI	USD 💌	



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

Table 2-7	Import Documentary Collection Return - Close - Registration - Collection
Details - F	ield Description

Field	Description
Documents Received	Read only field. Documents received details are auto-populated from Registration stage.
Tenor Type	Read only field.
	Tenor details are auto-populated from Registration stage.
Product Code	Read only field.
	Product code are auto-populated from Registration stage.
Product Description	Read only field.
	This field displays the description of the product as per the product code.
Operation Type	Read only field.
	Operation type is auto-populated from Registration stage.
Stage	Read only field.
	Stage is auto-populated based on the selected Documentary Collection Number in Registration stage.
Co-Acceptance Required	Read only field.
	Co-Acceptance Required is auto-populated from Registration stage.
Contract Reference Number	Read only field.
Number	System populates the contract reference number from the back end system once the product is selected.
Bill Amount	Read only field. Bill currency and the Bill Amount is auto-populated based on the selected Documentary Collection Number in Registration 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 is auto-populated from Registration stage.
Finance Amount	Read only field. Finance Amount is auto-populated from Registration stage.
Protest Date	Read only field. Protest Date is auto-populated based on the selected Documentary Collection Number.
Acceptance Date	Read only field. Acceptance Date is auto-populated based on the selected Documentary Collection Number.

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

Field	Description
Drawer	Read only field. Drawer ID and name will be auto-populated from Registration stage.
Rebate Amount	Read only field. The rebate to the bill outstanding amount.

2. Click Next.

The task will move to next data segment.

Table 2-8 Additional Details - Action Buttons - Field Description

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

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

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

2.3.2 Closure/Return Details

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

Return details data segment enables the user to provide return details to process the return request.

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

	ocumentary Collection Return/Close DataEnrichment :: PK2IIDC000064251		Clarification Details	Documents Customer Inst	Remarks	Overrides	11
				Customer Inst	ruction	lew Collection	
Main Details	Closure/Return Details						Screen(2
losure/Return Details	✓ Return Details						
oraft Details	Return Document	Remarks					
dditional Fields	Protested Bill of Exchange						
dvices	Unaccepted Bill of Exchange						
dditional Details							
ettlement Details	Other Documents						
ummary							
	✓ Document Details						
	Documents Disposal	Remarks					
	Documents Delivered to Drawee Free of Payment						
	Documents Returned to Remitting Bank						
	Documents Handed over to 3rd Party						
	✓ Closure/Return Reason						
	Closure/Return Reason						

Figure 2-9 Closure/Return Details

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

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

Field	Description			
Return Details	Specify the Return Details based on the description in the table below: :			
Protested Bill of Exchange	Switch on the protested bill of exchange option, if returned.			
Remarks	Specify the remarks, if required.			
Unaccepted Bill of Exchange	Switch on the unaccepted bill of exchange option, if returned.			
Remarks	Specify the remarks, if required.			
Other Documents	Switch on the the other documents option, if any other documents are returned.			
Remarks	Specify the remarks, if required.			
Document Details	Specify the Document Details based on the description in the table below:			
Documents Disposal	The user can enable the relevant toggle indicating the instructions received from the remitting bank towards disposal of documents. The user can also input additional remarks/description about the document disposal			
Documents Delivered to Drawee Free of Payment	Switch on the the documents delivered to drawee free of payment option, if returned.			
Remarks	Specify the remarks, if required.			

Table 2-9 Closure/Return Details - Field Description



Field	Description			
Documents Returned to Remitting Bank	Switch on the the documents returned to remitting bank option, if returned.			
Remarks	Specify the remarks, if required.			
Documents Handed over to 3rd Party	Switch on the the documents handed over to 3rd party option, if returned.			
Remarks	Specify the remarks, if required.			
Closure/Return Reason	Specify the Closure/Return Reason based on the description in the table below:			
Closure/Return Reason	Specify the reason for closing the Bill.			

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

2. Click Next.

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

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

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



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

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

2.3.3 Draft Details

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

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

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

K2IIDC000064251 Draft Details ~ Shipping Guarantee Reference				Customer Inst	ruction	/lew Collection	Screen((3/8)
							Screen((3/8)
✓ Shipping Guarantee Reference								
								+
Shipping Guarantee Reference	Transport Docume	ent Reference	Transport Document	Date	٥	Amount	Action	٥
No data to display.								
✓ Draft Details								
Draft Code	٥	Draft Amount				Action		٥
No data to display.								
Page 1 (0 of 0 items) K ≪ 1 > >								
	No data to display.	No data to display.	No data to display.	No data to display; Draft Details Draft Code	No data to display.			

Figure 2-10 Draft Details

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

Table 2-11 Draft Details - Field Description

Field	Description
Shipping Guarantee Refere	nce
Shipping Guarantee Reference	Shipping Guarantee Reference is auto populated from the linked Shipping Guarantee details in the Shipping Detail Grid, based on the Transport Document Reference and Date provided in Bill, which is linked with the Shipping Guarantee.
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 populatedbased on the date provided in Bill, which is linked with the Shipping Guarantee.
Amount	Shipping Guarantee amount is displayed in this field.
Action	Edit: Click edit to edit the shipping guarantee details. Delete: Click edit to edit the shipping guarantee detail.
Draft Details	
Draft Code	Indicates the documentary draft code.
Draft Amount	Indicates the draft amount.
Action	Edit: This button is disabled. Delete: Click edit to edit the draft details.

2. Click Next.

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

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	Click the Documents icon to View/Upload the required documents.				
	Application displays the mandatory and optional documents.				
	The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the				
	document allows to view and on the other side allows to input/view the details in the application.				
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.				
	Content from Remarks field should be handed off to Remarks field in Backend application.				
Overrides	Click to view the overrides accepted by the user.				
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. 				
	 Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 				
View Collection	Enables the user to view the latest collection values displayed in the respective fields.				
Request Clarification	User can specify the clarification details for requests received online.				
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.				
	Reject Codes are:				
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits 				
	• R5 - Others				
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.				
Refer	Select a Refer Reason from the values displayed by the system.				
	Refer Codes are:				
	R1- Documents missing				
	R2- Signature Missing				
	R3- Input Error				
	 R4- Insufficient Balance/Limits R5 - Others 				

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



Field	Description
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	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 2-12 (Cont.) Draft Details - Action Buttons - Field Description

2.3.4 Additional Fields

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

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

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

Islamic Import Documentary Collection Return/Close DataEnrichment :: Application No:- PK2IIDC000064251		Clarification Details	Documents Remai	rks Overrides	:: ×
		Customer Instruction	View Collection	,, ×	
) Main Details	Additional Fields				Screen(4/8)
Closure/Return Details	✓ Additional Fields				
) Draft Details	No Additional fields configured!				
Additional Fields					
Advices					
Additional Details					
Settlement Details					
Summary					
					5111/2/8111/2

Figure 2-11 Additional Fields

2. Click Next.

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

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	Click the Documents icon to View/Upload the required documents.			
	Application displays the mandatory and optional documents.			
	The user can view and input/view application details simultaneously.			
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.			
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.			
	Content from Remarks field should be handed off to Remarks field in Backend application.			
Overrides	Click to view the overrides accepted by the user.			
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. 			
	 Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 			
View Collection	Enables the user to view the latest collection values displayed in the respective fields.			
Request Clarification	User can specify the clarification details for requests received online.			
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 B3- Input Error			
	 R3- Input Error R4- Insufficient Balance/Limits 			
	R5 - Others			
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.			
Refer	Select a Refer Reason from the values displayed by the system.			
	Refer Codes are:			
	R1- Documents missing			
	R2- Signature Missing			
	 R3- Input Error R4- Insufficient Balance/Limits 			
	 R5 - Others 			

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



Field	Description
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, 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 2-13 (Cont.) Additional Fields - Action Buttons - Field Description

2.3.5 Advices

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

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

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

	t Documentary Collection Return/Close DataEnrichment :: Application			Documents	Remark	Overrides	:: ×	
No:- PK2IIDC0000	064251			Customer Instru	iction	View Collection	11 1	
Main Details	Advices						Screen(5/8	
Closure/Return Details	Advice : CLOSURE_ADVICE	Advice : PAYMENT_MESSAGE						
Draft Details								
Additional Fields	Advice Name : CLOSURE_ADVICE Advice Party : DRAWEE Party Name : GOODCARE PLC	Advice Name : PAYMENT_MESSAGE Advice Party : Party Name :						
Advices	Suppress Advice : NO	Suppress Advice : NO						
Additional Details								
Settlement Details	0	l						
Summary								

Figure 2-12 Advices

Advice Details

This section displays the advice details.



 Advice Details Suppress Advice 		Advice Name	Medium	Ad	lvice Party	
		LC_AMND_INSTR			АВК	
arty ID		Party Name				
001204		ABC BANK				
FFT Code	FFT Description	ı			Action ≎	
FFT Code	FFT Description	ı			Action \Diamond	
					100 C C C C C C C C C C C C C C C C C C	
FREEVP	TESTING FF	T			1	
FREEVP	TESTING FF	T			/ ₫	
	TESTING FF	T				+
		T Instruction Description		Edit 0	Action 0	+

Figure 2-13 Advice Details

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

Table 2-14 Advice Details

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. 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.			
Free Format Text	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.			



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

Table 2-14 (Cont.) Advice Details

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	Click the Documents icon to View/Upload the required documents. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
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 Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.
	 Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	User can specify the clarification details for requests received online
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, 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 2-15	(Cont.) Advices - Action Buttons - Field Description



2.3.6 Additional Details

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

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

Islamic Import Do	cumentary Collection Retur	n/Clo	se DataEnrichment ::		Clarification Details	Documents	Remarks	Overrides	
Application No:- F	K2IIDC000064251					Customer Instruc	tion	view Collection	::>
Main Details	Additional Details								Screen(6/8
Closure/Return Details	Charge Details	00	Preview Message	ŝ	Payment Details	8			
Draft Details	Charge : GBP 100.00		Language :		Allow Rollover :	Â			
Additional Fields	Commission : Tax :		Preview Message :-		Auto Change from : Acceptance to :				
Advices	Block Status :			Advance Liquidate using					
Additional Details					Collateral	-			
Settlement Details		0	peeseenningsson mees	0		0			
Summary	FX Linkage	000	Interest Details	000	Tracer Details	8			
	Reference Number : Currency : Contract Amount :	ļ	Component : Amount : Event :	ļ	Payment Tracer : No Acceptance Tracer Charges Details : No	ļ			
	Pre-Shipment Details	000							
	No data to display.								

Charge Details

This section displays charge details.

Recalculate	Re-default													
 Commissi 	ion Details													
Component	Rate	Mod. Rate	Currency		Amount	Modifi	ed D	Defer	Waive	Charge Party	Settl. Acco	int	Amendable	
No data to dis	splay.													
Page 1 ((0 of 0 items)	<	► >											
Charge D			▶ > Amount	Currenc	:y An	nount	Modified	Billin	Defe	r Waive	Charge Party	Settlement	Account	0
 Charge Do Component 	etails Tag currer			Currenc	:y An	nount	Modified	Billin	Defe	r Waive	Charge Party	Settlement	Account	o
Charge D	etails Tag currer	icy Tag		Currenc	ry An	nount	Modified	Billin	Defe	r Waive	Charge Party	Settlement	Account	0
Charge D Component No data to dis	etails Tag currer splay. (0 of 0 items)	icy Tag	Amount	Currenc	:y An	nount	Modified	Billin	Defe	. Waive	Charge Party	Settlement	Account	0



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.
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 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
Charge Party	the 'Remarks' place holder. 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.

Table 2-16 Charge Details - Field Description



Field	Description
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	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 to defer the charges and collect at any future step On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.
	The user can enable/disable the option the check box. On de- selection the user has to click on 'Recalculate' charges button for re- simulation.
Waive	Switch to to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer 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.

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



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

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

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

Preview Message

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

 Preview - SWIFT Messa 	ge	 Preview - Mail Advice 		
anguage	Message Type	Language	Advice Type	
English	•	▼ English	CLOSURE_ADVICE	•
lessage Status	Repair Reason	Message Status	Repair Reason	
review Message		Preview Message		
		<closure advice<="" td=""><td></td><td></td></closure>		
		DATE : 20-APR-22 PAGE : 1		

Table 2-17 Prev	iew - 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 collection details.
Repair Reason	Read only field. Display the message repair reason of draft message of collection 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 collection details.
Repair Reason	Read only field. Display the message repair reason of draft message of collection details.
Preview Message	This field displays a preview of the draft message.

Table 2-17 (Cont.) Preview - Field Description

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

Payment Details

e-shipment Credit Outstanding Amount Pre-shipment C			dit Repayn	ment Amount	Reimbursement Claimed	ment Claimed Reimbursing Bank					
-	£1,000.00)	-					847640	06 (Q CIF8550927	2
eimbursement Date			Liquidate using C	ollateral							
April 30, 2022	Ē	1									
April 30, 2022 Settlement Deta											
	iils - Liquidat				Account	Account Description	\$	Branch	0	Account Currency	\$

Table 2-18 Payment Details - Field Description

Field	Description
Payment Details	
Pre-shipment Credit Outstanding Amount	Specify the pre-shipment credit outstanding amount.
Pre-shipment Credit Repayment Amount	Read only field. This field displays the pre-shipment credit repayment amount.
Reimbursement Claimed	Switch to , if the reimbursement is already claimed. This field is applicable only if reimbursement is applicable and LC has reimbursement bank details.

Field	Description
Reimbursing Bank	Click Search to search and select the Reimbursing bank details from the lookup.
	Note: If the user selects another bank and in case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".
	This field is enabled for selection, if Reimbursement Claimed toggle is enabled.
Reimbursement Date	Select the reimbursement date. If reimbursement date is later than the branch date, system will display an error.
Liquidate using Collateral	witch to , to liquidate using collateral.
Settlement Details - Liquidation	This section displays the Settlement Details - Liquidation .
Component	Read only field. Components gets defaulted based on the product selected.
Currency	Read only field. Application displays the default currency for the component.
Debit/Credit	Read only field. Application displays the debit/credit indicators for the components.
Account	Application displays the account details for the components. User can change the account number.
Account Description	Application displays the description of the selected account.
Branch	Application displays the branch of the selected account.
Account Currency	Application displays the currency for all the items based on the account number.

Table 2-18 (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 de-link one or more FX contract(s) linked to the bill.

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



FX Linkage Ƴ FX Linkage										×
FX Reference Number	Bought Currency	¢	SOLD Currency 0	Available Contract O Amount	Rate 0	Linked Amount 0	Total Utilized Amount	FX Expiry Date 0	Action	+
000FNDF20076A9N9				£4,000.00	1.35	£4,000.00		March 19, 2020	/ 団	
Page 1 of 1 (1 of Average FX Rate	r i items)	4	1 > >						Save & Close	Cancel

Figure 2-15 FX Linkage Details

FX Reference Number		Currency	
000FNDF20076A9N9	Q	USD	
Contract Amount		Available FX Contrac	t Amount
USD 🔻	\$4,000.00	USD 🔻	\$4,000.00
Linkage Amount		Rate	
USD 🔻	\$4,000.00	1.35	
FX Amount in Local Currency		FX Expiry Date	
•	£2,962.96	March 19, 2020	
FX Delivery Period From		FX Delivery Period T	0



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

Table 2-19 FX Linkage - Field Description

Field	Description
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 .
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 2-19 (Cont.) FX Linkage - Field Description

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

Finance Preferences

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

nance Preferences			
Finance Preferences			
wing/Collection Ref	Bill Currency-Amount	Customer Id	Customer Name
	·		
duct Code	Finance Currency	Original Exchange Rate	Exchange Rate
TAD2 Q	· ·		
ance Tenor Units	Tenor Type	Rate Type	Rate Code
NaN	Days		
ance Value Date	Finance Maturity Date		
	December 3, 2022		
Finance Profit/UDE Details	≎ Rate Code	≎ Usage ≎	UDE Value 🗘
o data to display.			
Limits			
Linkage Type	C Linkage Reference Number	C Linked Percentage	C Limit Amount
o data to display.			

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	Read-only field. This field displays the customer ID of the drawee.
Customer Name	Read-only field. This field displays the drawee name.
Product Code	This field displays the loan product code linked to the bill. User can change the value.
Fianance Currency- Amount	The currency and amount for the finance amount.
Original Exchange Rate	Read-only field. 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	Displays the exchange rate. This field will be enabled only if the Drawing currency and Finance Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.
Finance Tenor Units	Indicates the period of finance, defaults from the underlying task. The numerical value for Days or months or Years is applicable.

Table 2-20 Finance Preferences

Field	Description
Tenor Type	System defaults the tenor type. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
Finance Value Date	This field displays the branch date as Value date.
Finance Maturity Date	This field displays the date, that is defaulted from the system based on the finance value date and finance tenor.
Finance Interest/UDE Detail	S
User Defined Element ID	Indicates the UDE Element ID as part of simulation. User are allowed to change the selection.
UDE Description	This field displays the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.
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	
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.

Table 2-20 (Cont.) Finance Preferences

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

Pre-Shipment Details

This section links an existing Preshipment Credit.

Pre-shipment Details										
										+
oan Account Number	٥	Currency	<	>	Outstanding Amount			٥	Action	٥
		GBP			10000				/ 団	
ge 1 of 1 (1 of 1 items) Settled Loan	$ \langle \langle \rangle \rangle$									
			Currency	٥	Outstanding Amount	٥	Event	٥	Settled Amount	٥
equence Number 🗘	Loan Account Number	٥	currency		-					



Field	Description
Pre Shipment Details The user can click + to add m	ultiple Pre Shipment Details.
Loan Account Number	Click Search to search and select the pre-shipment loan account number.
Currency	This field displays the currency of the pre-shipment loan account number. The user can change the currency.
Outstanding Amount	Specify the pre-shipment credit outstanding amount. The user can change the outstanding amount.
Action	Click Edit icon to edit the pre-shipment details. Click Delete icon to delete the pre-shipment details.
Setteled Finance	
Sequence Number	This field displays the sequence of the settled loan.
Loan Account Number	This field displays the settled loan account number.
Currency	This field displays the currency of the settled loan account number.
Outstanding Amount	This field displays the outstanding amount.
Event	This field displays the event.
Setteled Amount	This field displays the settled amount.

Table 2-21 Pre-Shipment Details - Field Description

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

8. Next.

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

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

Field	Description
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	Click the Documents icon to View/Upload the required documents. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
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 Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	User can specify the clarification details for requests received online
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, 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 2-22 (Cont.) Additional Details - Action Buttons - Field Description



2.3.7 Settlement Details

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

As part of DE user verifies and enter the basic additional details available in the Islamic Import Collection Return/Close. In case the request is received through online channel user will verify the details populated.

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

Application No:- I	- PK2IIDC0000642	251					Customer I	estruction	View Collection	::>
Main Details										c
ſ	Settlement Det	alis								Screen(7/8
Closure/Return Details	Current Event									
Draft Details										
Additional Fields	✓ Settlement Det	tans								
Advices	Component 0	Currency 0	Debit/Credit 0	Account 0	Account Description 0	Account Currency	0 Nett	ng Indicator	Current E	vent 0
Additional Details	BILL_FX_LEQV	USD	Credit	PK20011830	RABO BANK	EUR	No		No	
Settlement Details	BILL_FX_LIQD	USD	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
Summary	BILL_LIQ_AMT	USD	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
Summary	BILL_LIQ_AMTEQ	USD	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
	BKTAX_AMT	GBP	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
	IBCLCG_LIQD	GBP	Debit	PK2001044	GOODCARE PLC	GBP	No		Yes	
	IBCOUR_LIQD	GBP	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
	IBOPNCG_LIQD	GBP	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
	IBSWIFT_LIQD	GBP	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
	IIB_ACP_IN_LIQD	USD	Debit	PK2001044	GOODCARE PLC	GBP	No		No	
	LOTAX AMT	GRP	Debit	PK2001044	GOODCARE PLC	GRP	No		No	

Figure 2-16 Settlement Details

Table 2-23 Settlement Details – Field Description

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



Field	Description				
Party Details Click any component in the gr Remittance Information.	rid, the application displays Party Details, Payment Details and				
Transfer Type	 Select the transfer type from the drop list. The options are: Customer Transfer Bank Transfer for own account Direct Debit Advice Managers Check Customer Transfer with Cover Bank Transfer None 				
Charge Details	 Select the charge details for the transactions from the drop list. The options are: Beneficiary All Charges Remitter Our Charges Remitter All Charges 				
Netting Indicator	Select the netting indicator for the component from the drop list. The options are: • 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 Search to search and select the intermediary reimbursement institution.				
Receiver	Click Search to search and select the receiver.				
Payment Details					
Sender to Receiver 1 to 6	Specify the sender to receiver message.				
Remittance Information					
Payment Details 1 to 6	Specify the payment details.				

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

2. Click any component in the grid.

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

Table 2-24 Party Details - Field Description

Field	Description
Party Details	

Field	Description
Transfer Type	 Select the transfer type from the drop list: Customer Transfer Bank Transfer for own account Direct Debit Advice Managers Check Customer Transfer with Cover Bank Transfer
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 Search to search and select the intermediary reimbursement institution.
Payment Details	
Sender to Receiver 1to 6	Specify the sender to receiver message.
Remittance Information	
Payment Detail 1 to 5	Specify the payment details.

 Table 2-24
 (Cont.) Party Details - Field Description

3. Click Next.

The task will move to next data segment.

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

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



Field	Description			
Overrides	Click to view the overrides accepted by the user.			
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 			
View Collection	Enables the user to view the latest collection values displayed in the respective fields.			
Request Clarification	User can specify the clarification details for requests received online.			
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.			
	Reject Codes are:			
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 			
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.			
Refer	Select a Refer Reason from the values displayed by the system.			
	Refer Codes are:			
	R1- Documents missing			
	R2- Signature Missing			
	R3- Input Error			
	 R4- Insufficient Balance/Limits R5 - Others 			
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.			
	This option is used, if there are any pending information yet to be received from applicant.			
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.			
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.			
Back	On click of Back, 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 2-25 (Cont.) Settlement Details - Action Buttons - Field Description



2.3.8 Summary

This topic provides the systematic instructions to view the summary of Islamic Import Documentary Collection Return/Close request.

User can review the summary of details updated in Data Enrichment stage of Islamic Import Documentary Collection Return/Close 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.

slamic import Do	cumentary Collect	ion Return/Close Dat	aEnrichment :: Applica	tion	Clarification Details	Documents	Remark	s Overrides	
lo:- PK2IIDC000	064251					Customer Instruction View Collection			::>
Main Details	Summary								Screen(8/8
Closure/Return Details	Main Details		Closure/Return Details		Additional Fields				
Draft Details									
Additional Fields	Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : USD 1000		e : Desk Unaccepted Bill : No fields		onal :				
Advices			Other Documents						
Additional Details									
Settlement Details									
Summary	R) R								
	Advices	///>somminum	Limits and Collaterals		Commission, Charge	s and taxes			
	Advice 1 Advice 2	: CLOSURE_ADVI : PAYMENT_MESS	Contribution Currency Amount to Earmark Limit Status Collateral Currency Collateral Contribution. Collateral Status Deposit Linkage Currency Deposit Linkage Amount	: : Not Verified : Not Verified :	Charge Commission Tax Block Status	: GBP 10 : : : Not Init			
	Preview Messages Language Preview Message	:ENG :-	Payment Details Advance by Loan Allow Rollover Liquidate using Collateral	: No : No : No	FX Linkage Reference Number Linkage Amount Contract Currency	:			
	Settlement Details		Parties Details		Compliance details	-1100000000		_	
	Component Account Number Currency	: IBCLCG_LIQD : PK2001044001 : GBP	Remitting Bank Drawee Drawer	: RABO BANK : GOODCARE PLC : MARKS AND SP	KYC Sanctions AML	: Not Init : Not Init : Not Init	iate		
	Accounting Details		Draft Details						
	Event AccountNumber Branch	: CLOS : PK2001044001 : PK2	Draft 1 Draft 2	:					

Figure 2-17 Summary

Tiles Displayed in Summary

- Main Details User can view details about application details and LC details.
- Closure/Return Details User can view return details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the details of advices.



- Limits and Collaterals User can view limits and collateral details
- Commision, Charges and Taxes User can view the Commision, charges and taxes details.
- Preview message User can view the preview message.
- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance User can view the compliance details.
- Accounting Details User can view the accounting entries generated by back office system.

Note:

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

• Draft Details - User can view the draft details.

2. Click Submit.

The task will move to next logical stage.

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

Field	Description
Documents	Click to view/upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document
	window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the 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 Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	 On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. 	
Refer	 Select a Refer Reason from the values displayed by the system. Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 	
Back	On click of Back, system moves the task back to previous data segment.	
Submit	Task will get moved to next logical stage of Islamic Import Documentary Collection Return/Close. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
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 2-26 (Cont.) Summary - Action Buttons - Field Description



2.4 Multi Level Approval

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

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

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

The Approval Re-Key pop-up screen appears.

Figure 2-18 Approval Re-Key



Reman	rks
mount	
BP ▼ £1,000.00 Ø	
Currency Code	
BP • 😵	

For non online channel, the application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

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

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

Bill Amount



Bill Currency Code

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

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

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

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

Note:

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



Approval Summar	Approval Su	mmary	1
-----------------	-------------	-------	---

lamic Import Documentary pplication No:- PK2IIDC00	Collection Return/Close Approval Task Le 0064251	evel 1 ::	Documents Remarks Overrides
lain Details	Closure/Return Details	Additional Fields	
boking Date : 2022-04-20 ubmission Mode : Desk II Amount : USD 1000	Protested Bill : No Unaccepted Bill : No Other Documents : No	Click here to view Additio fields	nal :
dvices	Limits and Collaterals	Commission, Charges	and taxes
dvice 1 :CLOSURE_A dvice 2 :PAYMENT_M		Charge Commission Tax Block Status	: GBP 100.00 : : : Failed
review Messages	Payment Details	FX Linkage	
nguage :ENG eview Message :-	Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No	Reference Number Linkage Amount Contract Currency	
ettlement Details	Parties Details	Compliance details	
omponent :IBCLCG_LIQ ccount Number :PK20010444 urrency :GBP		Sanctions	: Not Initiate : Verified : Verified
ccounting Details	Exception(Approval)		
vent :CLOS ccountNumber :311120001 anch :PK2	AmountBlock,Sanction : EXCEPTION PLEASE VISIT REMARKS :- FOR MORE DETAILS	ļ	

Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Closure/Return Details User can view return details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the details of advices.
- Limits and Collaterals User can view limits and collateral details.
- Commissions, Charges and Taxes User can view commissions, charges and taxes details.
- Preview Messages User can view the preview message.
- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.



- Parties Details User can view party details like applicant, collecting bank etc.
- Compliance User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated by back office system.

Note:

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

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

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

Table 2-27	Approval Summary -	Action Buttons -	Field Description
------------	--------------------	------------------	-------------------

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Islamic Import Collection Return/Close request. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View 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:	
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 	
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.	
	This option is used, if there are any pending information yet to be received from applicant.	
Refer	Select a Refer Reason from the values displayed by the system.	
	Refer Codes are:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	 R4- Insufficient Balance/Limits R5 - Others 	
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

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

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

Index

А

Additional Details, 2-27 Additional Details - Action Buttons, 2-27 Additional Fields, 2-21 Additional Fields - Action Buttons, 2-21 Advices - Action Buttons, 2-23 Application Details, 2-10 Approval Summary, 2-47 Approval Summary - Action Buttons, 2-47 Authorization Re-Key (Non-Online Channel, 2-47

В

Benefits, 1-1

С

Charge Details, 2-27 Collection Details, 2-2, 2-10 Commission Details, 2-27

D

Data Enrichment, 2-8 Document Details, 2-23

F

Finance Preferences, 2-27 FX Linkage, 2-27

Κ

Key Features, 1-1

Μ

Main Details, *2-10* Main Details - Action Buttons, *2-10* Multi Level Approval, *2-47*

0

Other Details - Action Buttons, 2-15, 2-18 Overview, 1-1

Ρ

Payment Details, 2-27 Preview, 2-27 Preview Message, 2-27

R

Registration, 2-2 Registration - Application Details, 2-2 Return Details, 2-15, 2-18

S

Settlement Details, 2-40 Settlement Details - Action Buttons - Field Description, 2-40 Summary, 2-44 Summary - Action Buttons, 2-44

Т

Tax Details, 2-27

