

Import LC Issuance User Guide  
**Oracle FLEXCUBE Universal Banking**  
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Import LC Issuance User Guide  
Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India  
Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax: +91 22 6718 3001  
<https://www.oracle.com/industries/financial-services/index.html>

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# 1. Preface

## 1.1 Introduction

This manual is designed to help you quickly get acquainted with the workflow of Letter of Credit Issuance to Bank customers and features supported for the same in Oracle FLEXCUBE.

## 1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Corporate Customer Service Executive	Collection of applications
Trade Finance Executive	Updation of details of contracts
Trade Finance Manager	Verification and authorization of contracts
Compliance Executive	Performance of compliance details of all parties in a contract
Compliance Manager	Verification of compliance check carried out by Compliance Executive

## 1.3 Documentation Accessibility

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

## 1.4 Abbreviations

The following abbreviations are used in this User Manual:

Abbreviation	Description
LC	Letter of Credit
TFE	Trade Finance Executive

## 1.5 Organization

This manual is organized into the following chapters:

Chapter	Description
Chapter 1	<i>About this Manual</i> gives information on the intended audience. It also lists the various chapters covered in this User Manual.

<b>Chapter 2</b>	<i>Import LC Issuance</i> provides a basic understanding of the workflow and its features. It also explains the process of updating and maintaining LC contracts.
<b>Chapter 3</b>	<i>Function ID Glossary</i> has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

## 1.6 Related Documents

- Procedures User Manual

## 1.7 Glossary of Icons

This User Manual may refer to all or some of the following icons:

Icons	Function
	Exit
	Add row
	Delete row
	Option List

---

## 2. Import LC Issuance

An Import LC issuance is providing a letter of credit to a customer; to issue, advice or confirm a letter of credit, for a trade transaction. Your bank thus verifies the customer limit to enable the transaction. After compliance checks and validations are performed, your bank requests an acceptance instruction from your customer. The customer may accept the data entry and may ask your bank to include further details, which if acceptable, are included in the LC transaction. If the customer modifications are not acceptable to the bank, the same can be communicated to the customer and the record may be consequently deleted.

This chapter contains the following sections:

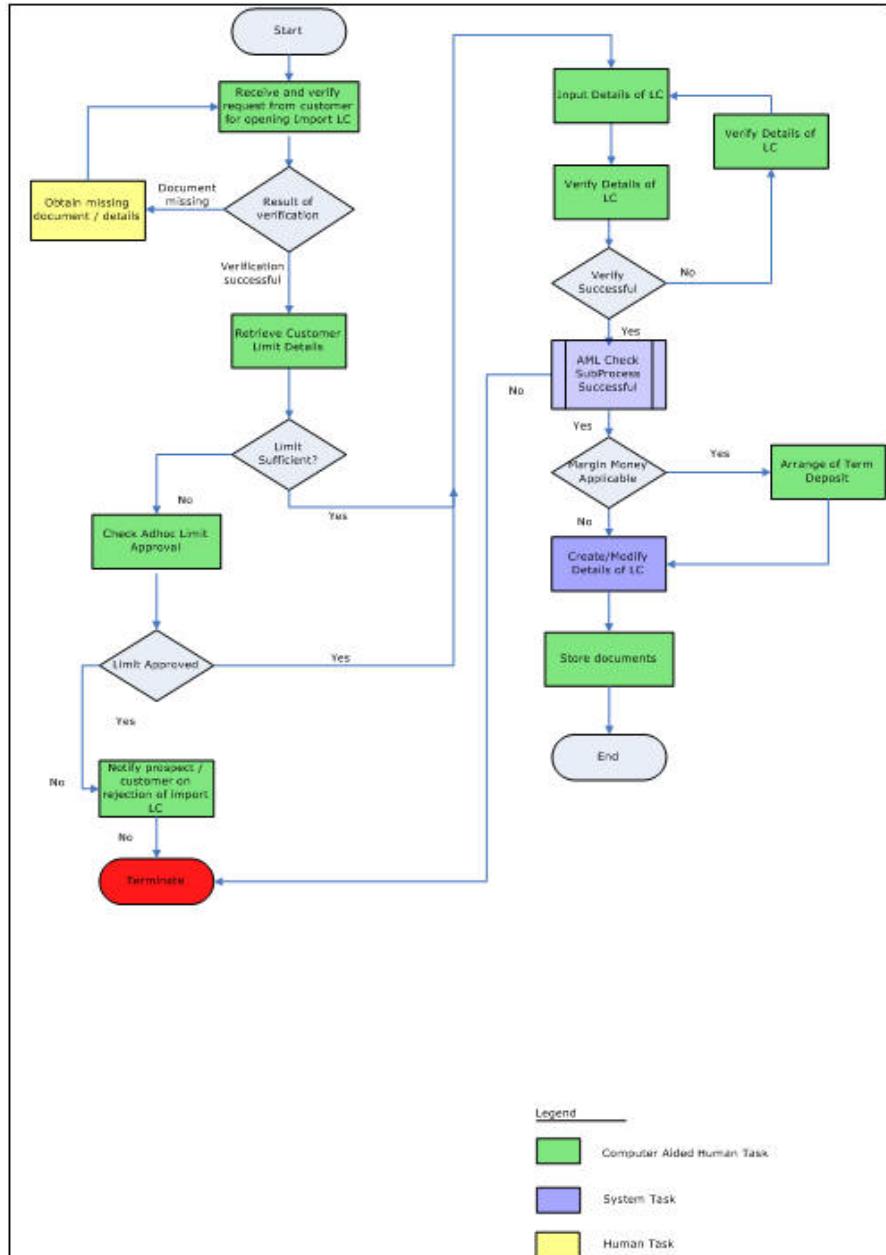
- [Section 2.1, "Stages in Import LC Issuance"](#)
- [Section 2.2, "Receive and Verify Documents"](#)
- [Section 2.3, "Retrieve Limit Details and Check for Limit Approval"](#)
- [Section 2.4, "Check for Limit Approval"](#)
- [Section 2.5, "Input Details of Import LC "](#)
- [Section 2.6, "Verify Details of Import LC"](#)
- [Section 2.7, "Modify Details of Import LC"](#)
- [Section 2.8, "AML Checks"](#)
- [Section 2.9, "Arrange Term Deposit"](#)
- [Section 2.10, "Create Import LC"](#)
- [Section 2.11, "Store Documents"](#)
- [Section 2.12, "Viewing Import/Export LC Origination Template"](#)

### 2.1 Stages in Import LC Issuance

In Oracle FLEXCUBE, the process for issuing an import LC is governed by several user roles created to perform different tasks. At every stage, the users (with requisite rights) need to fetch the relevant transactions from their task lists and act upon them. Similarly, at different times, the system will make calls to certain web services to process the transaction. This process is composed of the following stages:

1. Receive and verify LC import opening form and other documents
2. Retrieve customer limit details and check for limit approval
3. Notify prospect/customer on negative status of limit
4. Input details of LC import issuance
5. Verify details of LC import issuance
6. Modify details of LC import issuance
7. Sub process – AML checks
8. Arrange term deposit
9. Create LC import in Oracle FLEXCUBE
10. Store documents

Only users who have procured the relevant access rights can perform activities under a stage.



## 2.2 Receive and Verify Documents

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities.

This section contains the following topics:

- [Section 2.2.1, "Receive and Verify"](#)
- [Section 2.2.2, "Capturing Document Details"](#)
- [Section 2.2.3, "Viewing Customer Details"](#)

### 2.2.1 Receive and Verify

The bank receives the required documents from the customer for issuing an import LC. If you have the required access rights, you can capture document details using the 'Receive and

Verify' screen. To invoke this screen, type 'ORDLCREQ' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The screen is displayed below:

The screenshot shows the 'Contract Details' screen with the following sections:

- Application Details:** Includes fields for Workflow Reference #, Application Number, Application Category, Application Branch, Application Date, Priority (Low), Application Priority (Low), Application Status, and Customer Information (Customer, Customer Name).
- LC Details:** Includes fields for Product Code, Product Description, Product Type, Currency, Contract Amount, Expiry Date, and Contract Branch.
- Customer Information:** Includes fields for Customer and Customer Name.
- Buttons:** Previous Remarks, Remarks, Outcome, and Exit.

Here you can capture the following details.

### **Application Details**

#### **Application Number**

System displays the application number.

#### **Application Category**

Specify the application category from the adjoining option list.

#### **Application Branch**

System displays the current branch code.

#### **Application Date**

System displays the application date here.

#### **Application Priority**

Select the priority for the creating export LC from the adjoining drop-down list. This list displays the following options

- Low
- Medium
- High

#### **Application Status**

System displays the status of the application.

### **LC Details**

You can capture the following LC details here.

#### **Product Code**

Specify a valid product to which you want to link the import LC. The adjoining option list displays all valid import LC products maintained in the category.. You can select the appropriate one.

#### **Product Description**

The system displays a brief description of the chosen product.

### **Product Type**

The system displays the product type as 'Import'.

If you have specified a valid product, the system will display the corresponding LC type in this field. You will not be able to modify it.

### **Contract Branch**

System displays the current logged in branch here. However you can specify another branch code for the contract from the adjoining option list.

### **Currency**

Specify the currency in which the LC should be issued. You can also select the appropriate currency from the adjoining option list. This list displays all the valid currency codes maintained in the system.

### **Contract Amount**

Specify the amount for which the LC should be issued.

### **Expiry Date**

Specify the date on which the contract is going to expire.

## **Customer Information**

You can capture the following details.

### **Customer**

Specify a valid customer number (CIF) for whom the LC should be issued. You can also select the appropriate CIF from the adjoining option list. The list displays all valid customers maintained in the system.

### **Customer Name**

The name of the selected customer is displayed here.

## **2.2.2 Capturing Document Details**

You can capture the customer related documents in central content management repository through the 'Documents' screen. Click 'Documents' button to invoke this screen.

Here, you need to specify the following details:

### Document Category

Specify the category of the document to be uploaded.

### Document Reference

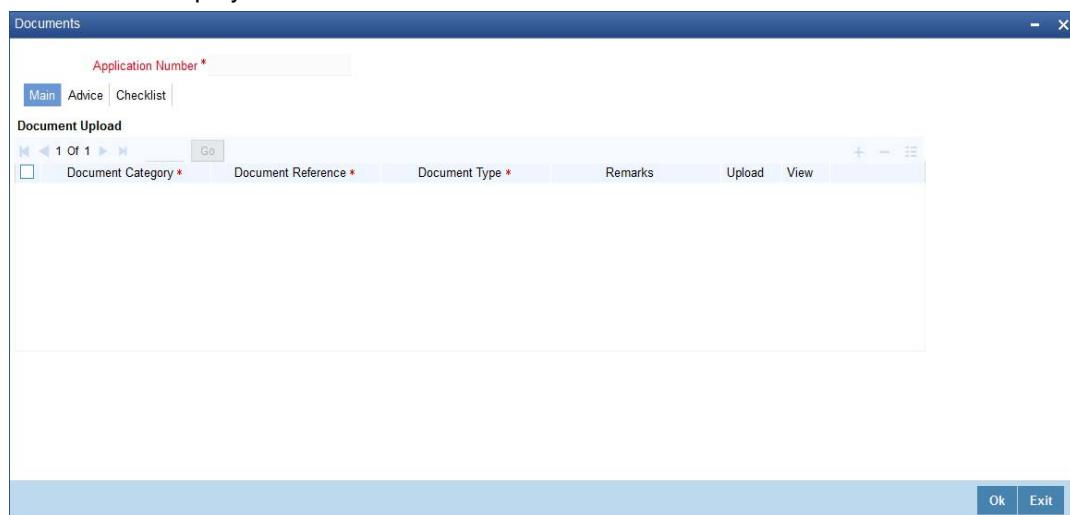
The system generates and displays a unique identifier for the document.

### Document Type

Specify the type of document that is to be uploaded.

### Upload

Click 'Upload' button to open the 'Document Upload' sub-screen. The 'Document Upload' sub-screen is displayed below:



The screenshot shows the 'Document Upload' sub-screen. At the top, there is a header bar with tabs: 'Main' (selected), 'Advice', and 'Checklist'. Below the header, the title 'Document Upload' is displayed. The main area contains a table with the following columns: 'Document Category\*', 'Document Reference\*', 'Document Type\*', 'Remarks', 'Upload', and 'View'. The 'Upload' button is highlighted in blue. The 'Document Category' column has a dropdown menu open, showing 'Document Category \*'. The 'Document Reference' column shows '1 Of 1'. The 'Document Type' column shows 'Document Type \*'. The 'Remarks' column is empty. The 'Upload' button is blue and labeled 'Upload'. The 'View' button is grey and labeled 'View'. The bottom right of the screen has 'Ok' and 'Exit' buttons.

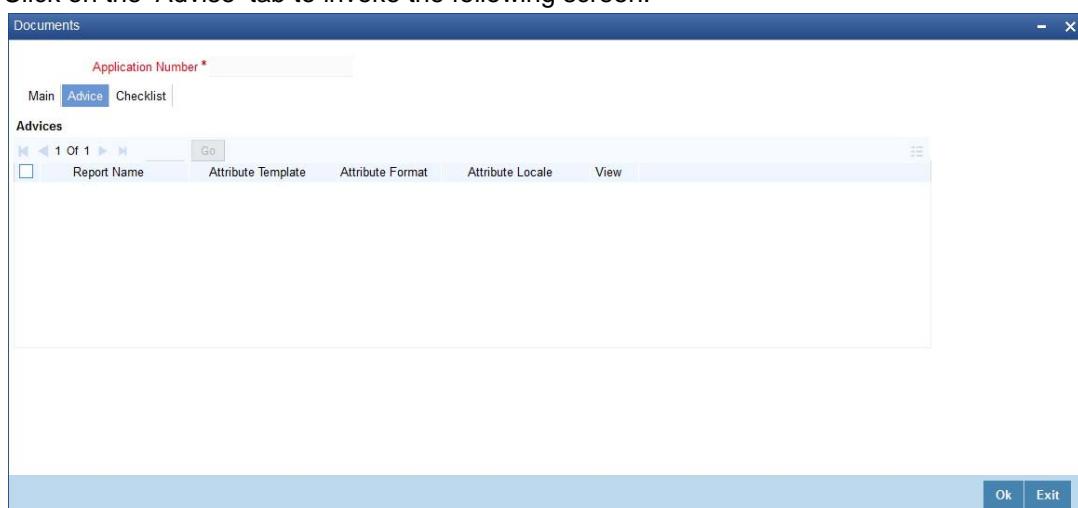
In the 'Document Upload' sub-screen, specify the corresponding document path and click the 'Submit' button. Once the document is uploaded through the upload button, the system displays the document reference number.

### View

Click 'View' to view the document uploaded.

#### 2.2.2.1 Advise Tab

Click on the 'Advise' tab to invoke the following screen:



The screenshot shows the 'Advise' tab sub-screen. At the top, there is a header bar with tabs: 'Main' (selected), 'Advice' (selected), and 'Checklist'. Below the header, the title 'Advices' is displayed. The main area contains a table with the following columns: 'Report Name', 'Attribute Template', 'Attribute Format', 'Attribute Locale', and 'View'. The 'Report Name' column has a dropdown menu open, showing 'Report Name'. The 'Attribute Template' column shows 'Attribute Template'. The 'Attribute Format' column shows 'Attribute Format'. The 'Attribute Locale' column shows 'Attribute Locale'. The 'View' column is empty. The bottom right of the screen has 'Ok' and 'Exit' buttons.

You can specify the following details:

**Report Name**

System displays the name of the report.

**Attribute Template**

System displays the

**Attribute Format**

Select the format of the attribute. The adjoining drop-down list displays the following options:

- PDF
- RTF

**Attribute Locate**

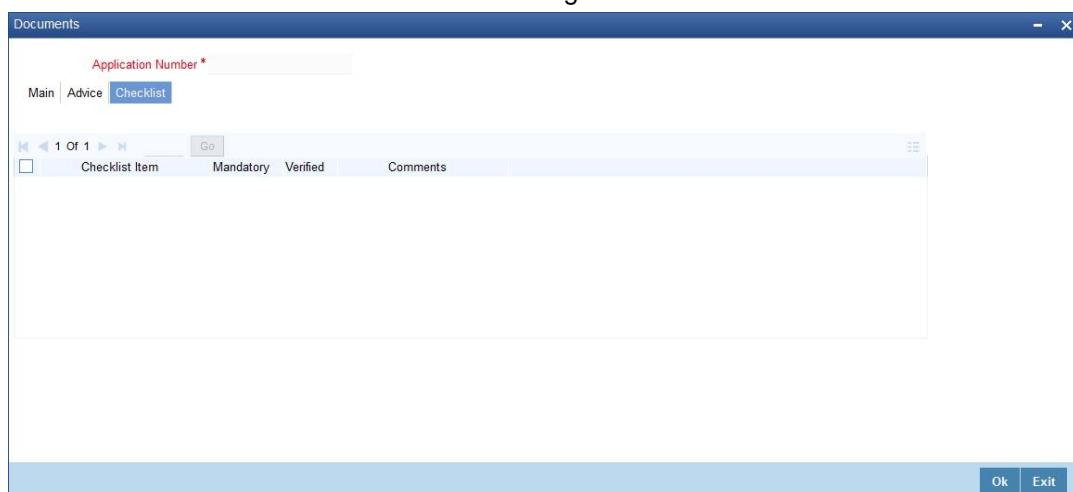
System displays the attribute locate.

**View**

Click 'View' to view the advice.

### **2.2.2.2 Checklist Tab**

Click on the 'Checklist' tab to invoke the following screen:



You can specify the following details:

**Checklist Item**

Specify the checklist item.

**Mandatory**

Check this box to indicate that the verification is mandatory,

**Verified**

Check this box to indicate that the fields are verified.

**Comments**

Specify the comments, if any.

In 'Import LC Issuance' process, 'Document Upload' feature is not available in all the stages. Its availability in this process is given below:

Stage Title	Function Id	Doc Callform Exists	Upload(Available /Not Available)	View(Available/Not Available)
Receive and verify LC import opening form and other documents	ORDLCREQ	Available	Available	Available
Retrieve Customer Limit Details.	ORDLCCLM	Available	Available	Available
Check for limit approval	ORDLCALC	Available	Available	Available
Notify prospect / customer on negative status of limit	ORDLCRAD	Available	Available	Available
Input details of LC import issuance	ORDLCIPD	Available	Available	Available
Verify details of LC import issuance	ORDLCVER	Available	Available	Available
Modify details of LC import	ORDLCMDY	Available	Available	Available
Verify prospect / customer details	ORDAMLCV	Available	Available	Available
SDN check				
Verify SDN Match		Available	Available	Available
Inform Regulatory / Internal authorities on AML checks failure	ORDAMLRB	Available	Available	Available
Internal blacklist check	ORDAMLBL	Available	Available	Available
Verify Prospect / Customer Contact Details	ORDAMLVD	Available	Available	Available
Verify Nature / Details of Transaction	ORDAMLVT	Available	Available	Available
Obtain Additional Information	ORDAMLA1			
Sub process – AML checks				

Stage Title	Function Id	Doc Callform Exists	Upload(Available /Not Available)	View(Available/Not Available)
Arrange for TD	ORDLCLNM	Available	Available	Available
Create import LC in FLEXCUBE	ORDLCCRT	Available	Available	Available
Store Document	ORDSTDOC	Available	Available	Available

### **2.2.3 Viewing Customer Details**

Click 'Customer Information' button in the 'Receive and Verify' screen and invoke the 'Customer Details' screen.

You can view the following details.

#### **Customer No**

The system displays the customer identification number (CIF) specified in the 'Receive and Verify' screen.

#### **Full Name**

The system displays customer name based on the customer identification number (CIF) specified in the 'Receive and Verify' screen.

#### **Existing Customer**

If the LC customer is an existing customer, the system will check this box.

#### **Customer Information**

If the customer is an existing customer, the system will display the following details based on the existing maintenance.

- Address.
- Permanent Address – Line 1, 2 and 3.
- Telephone
- Mobile Number
- E-mail

Click 'OK' button to return to the 'Receive and Verify' screen.

## Outcome

If documents are missing, select 'DOCMISSING' from the adjoining drop-down list. If everything is found acceptable, select 'PROCEED' from the adjoining drop-down list.

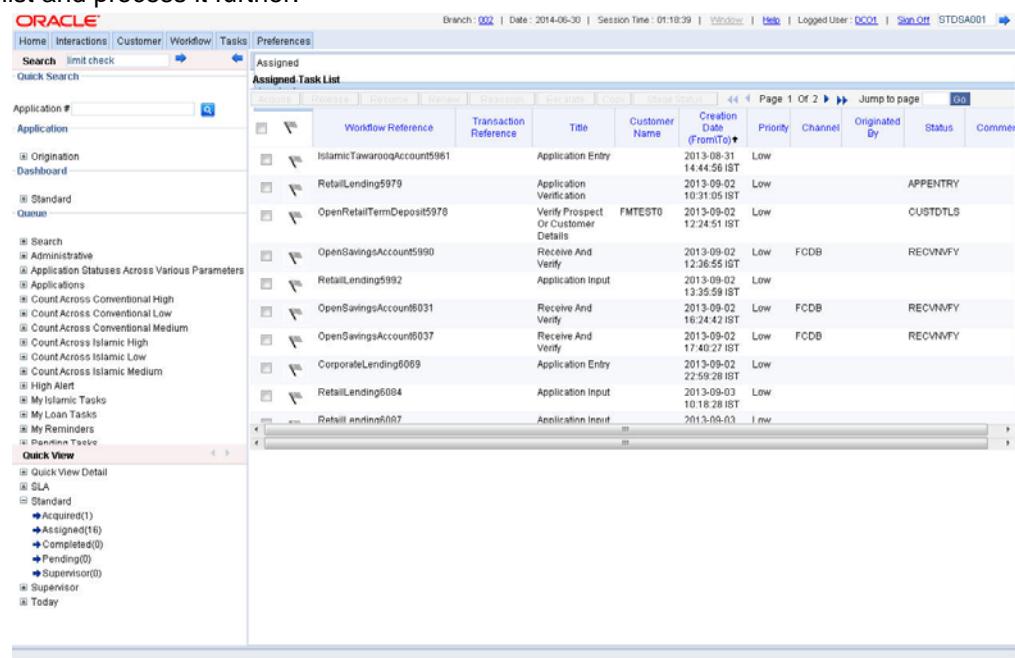
## Remarks

Specify remarks if you have chosen any outcome other than 'Proceed'.

Choose 'Save' from the Actions menu or click save icon to save the record. The system displays the information message as "The task is completed successfully. The workflow reference number is xxx"

## 2.3 Retrieve Limit Details and Check for Limit Approval

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

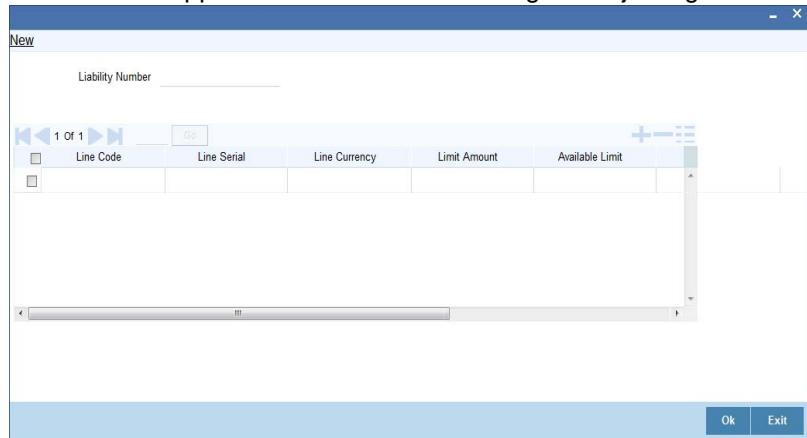


Workflow Reference	Transaction Reference	Title	Customer Name	Creation Date (FromTo)	Priority	Channel	Originated By	Status	Comments
IslamicTawaroogAccount5961		Application Entry		2013-08-31 14:44:56 IST	Low				
RetailLending979		Application Verification		2013-09-02 10:31:05 IST	Low		APPENTRY		
OpenRetailTermDeposit5978		Verify Prospect Or Customer Details	FMTEST0	2013-09-02 12:24:51 IST	Low		CUSTDTLS		
OpenSavingsAccount5990		Receive And Verify		2013-09-02 12:36:55 IST	Low	FCDB	RECVNVFY		
RetailLending5992		Application Input		2013-09-02 13:35:59 IST	Low				
OpenSavingsAccount6031		Receive And Verify		2013-09-02 16:24:42 IST	Low	FCDB	RECVNVFY		
OpenSavingsAccount6037		Receive And Verify		2013-09-02 17:40:27 IST	Low	FCDB	RECVNVFY		
CorporateLending6069		Application Entry		2013-09-02 22:59:28 IST	Low				
RetailLending6084		Application Input		2013-09-03 10:18:28 IST	Low				
RetailLending6087		Application Input		2013-09-03 11:00:00 IST	Low				

Select the required task and click 'Acquire' button to acquire it. The system will display the following screen.

The system displays all details captured in the previous stage. However, you can modify them. Additionally, you can also check limits details of the customer. Click 'Limits' button and

invoke the following screen. You can invoke the screen by typing 'ORDLCCLM' at the top right corner of the Application tool bar and clicking the adjoining arrow button.



Here you can view the following details.

- Liability Number
- Line Code
- Line Serial
- Line Sanctioned
- Available Limit
- Limit Expiry Date

Click 'OK' button to return to the 'Retrieve Customer Limit Details' screen.

#### Outcome

If limits are insufficient for processing an LC, select 'InsufficientLimit' from the drop-down list adjoining 'Outcome' in the 'Retrieve Customer Limit Details' screen. You may then notify the customer of the negative status of limits. The system will move the task to the stage 'Check for limit approval'.

If limit details are found to be acceptable, select 'SufficientLimit' from the drop-down list and save the record. The system will move the task to the next stage 'Input Details of Import LC'.

Choose 'Save' from the Actions menu or click save icon to save the record.

## 2.4 Check for Limit Approval

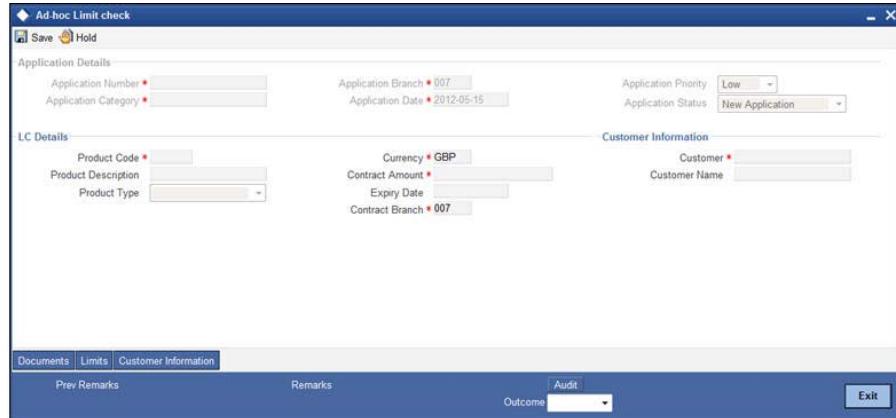
Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

This section contains the following topics:

- [Section 2.4.1, "Checking Limits"](#)
- [Section 2.4.2, "Notify Prospect / Customer on Negative Status of Limit"](#)

## 2.4.1 Checking Limits

You can invoke the screen by typing 'ORDLCALC' at the top right corner of the Application tool bar and clicking the adjoining arrow button.



### Outcome

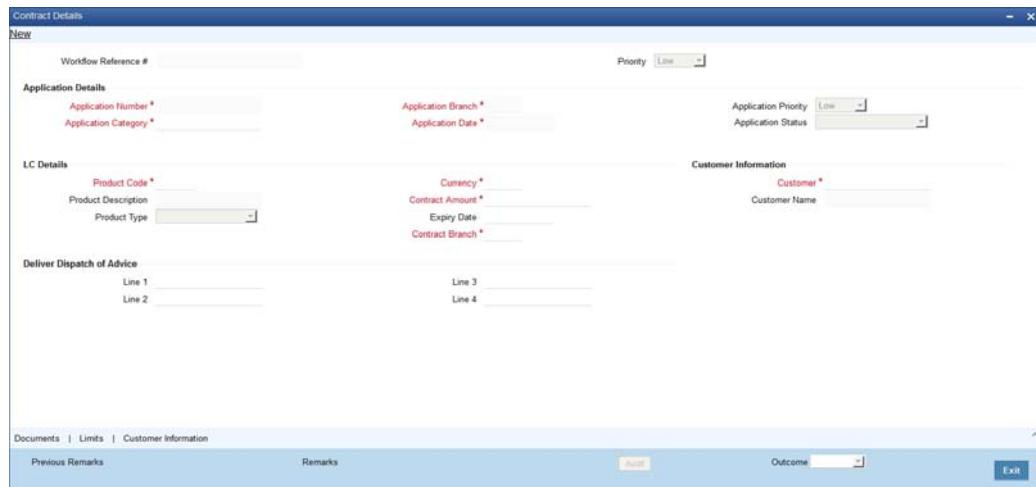
If sufficient limits are not approved, select 'Limit Not approved' from the drop-down list adjoining 'Outcome'. The system will move the task to the stage 'Notify the customer of the negative status of limits'.

If limit details are found to be acceptable, select 'Limit Approved' from the drop-down list and save the record. The system will move the task to the next stage 'Input Details of Import LC'.

Choose 'Save' from the Actions menu or click save icon to save the record.

## 2.4.2 Notify Prospect / Customer on Negative Status of Limit

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further. You can invoke the screen by typing 'ORDLCRAD' at the top right corner of the Application tool bar and clicking the adjoining arrow button.



The system displays all details captured in the 'Receive and Verify' screen. Additionally you can specify the following details:

### Deliver Dispatch of Advice

In case the prospect/customer does not clear adhoc limit checks, you can terminate the import LC opening process and notify the prospect accordingly.

### Line 1 to 4

Specify the notification message that should be sent to the customer/prospect.

### Outcome

Select 'Proceed' from the adjoining drop-down list and save the record. The task will get terminated after saving the stage.

## 2.5 Input Details of Import LC

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

This section contains the following topics:

- [Section 2.5.1, "Input Details"](#)
- [Section 2.5.2, "Preferences Tab"](#)
- [Section 2.5.3, "Advices Tab"](#)

### 2.5.1 Input Details

You can invoke the screen by typing 'ORDLCIPD' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Contract Details' screen with the title 'New'. The 'Main' tab is selected. The screen is divided into several sections: 'Application Details' (Workflow Reference #, Priority: Low, Application Number, Application Category, Application Branch, Application Date, Application Priority, Application Status), 'Product Details' (Product Code, Product Description, Product Type, Contract Branch, Contract Reference, User Reference, Source Reference, Operation Code, Source Code: FLEXCUBE, Margin Money Applicable), and 'LC Details' (Currency, Contract Amount, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Auto Closure, Closure Date, Stop Date, Default). At the bottom, there are buttons for 'Audit', 'Outcome' (set to 'Proceed'), 'Preview', and 'Exit'.

The system displays all details captured in the 'Receive and Verify' screen. You can further specify required details to initiate an import LC. This screen is identical to the 'Letters of Credit Contract Input' screen.

### Auto Closure

Check this option to indicate that the LC should be automatically closed.

## **Pre Advice**

### **Pre Advice Date**

Specify date on which the pre-advice was initiated from the adjoining calendar. The current date is defaulted as pre-advice date, if the operation is Pre-advice LC; however you can change to an earlier date.

---

#### **Note**

Modifications are not allowed after first authorization.

---

### **Reference to Pre-advice**

Specify reference to the pre-advice, if any, generated for the LC contract.

A pre-advice is a brief advice of documentary credit sent by the Issuing Bank to the Advising Bank. This is to be followed by the LC instrument that contains all the details of the LC. It notifies the recipient that the named buyer has opened an LC for a specified amount on a named seller (beneficiary).

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#### **Note**

Modifications are not allowed after first authorization.

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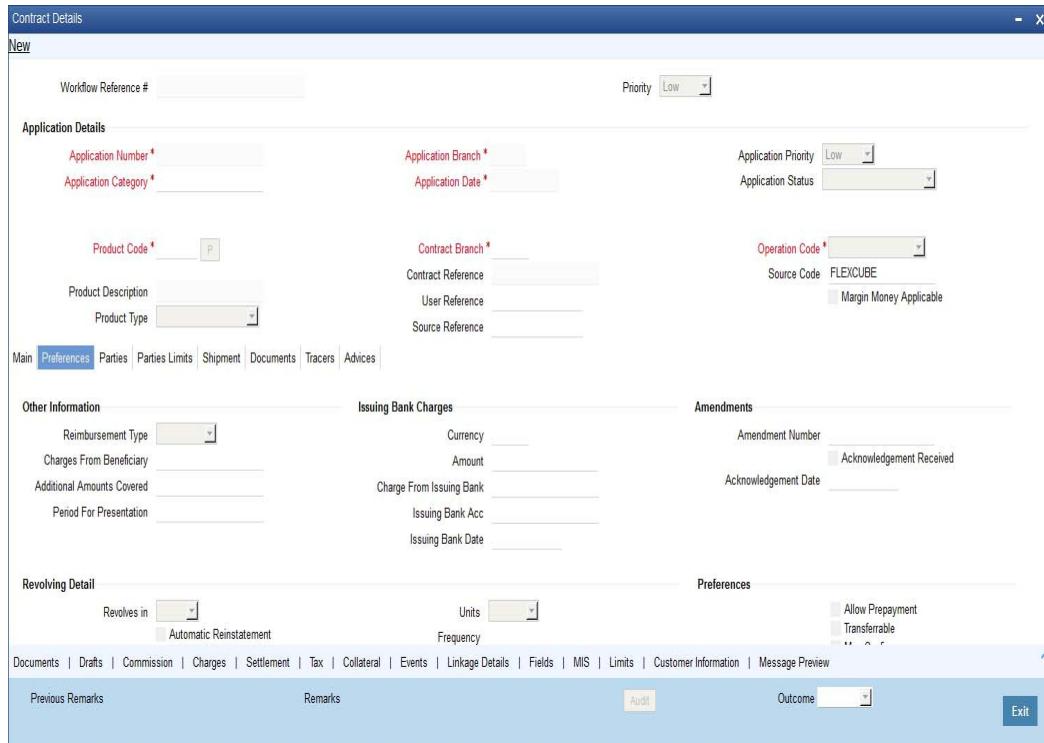
*Refer the chapter titled 'Processing a LC Contract' in the Letter of Credit User Manual for further details about the fields, tabs and buttons in the screen.*

### **Outcome**

After specifying all required details, select 'Proceed' from the adjoining drop-down list and save the record.

## 2.5.2 Preferences Tab

Click 'Preferences' tab to specify the letter of credit preferences.



The screenshot shows the 'Contract Details' window with the 'New' tab selected. The 'Preferences' tab is highlighted. The window is divided into several sections:

- Application Details:** Fields for Application Number, Application Category, Application Branch, Application Date, Application Priority, Application Status, Product Code, Contract Branch, Operation Code, Source Code, Product Description, User Reference, Source Reference, Product Type, and Margin Money Applicable.
- Other Information:** Fields for Reimbursement Type, Charges From Beneficiary, Additional Amounts Covered, Period For Presentation, Currency, Amount, Charge From Issuing Bank, Issuing Bank Acc, Issuing Bank Date, and Revolving Detail (Revolves in, Automatic Reinstatement, Units, Frequency).
- Issuing Bank Charges:** Fields for Currency, Amount, Charge From Issuing Bank, Issuing Bank Acc, and Issuing Bank Date.
- Amendments:** Fields for Amendment Number, Acknowledgement Received, and Acknowledgement Date.
- Preferences:** Fields for Allow Prepayment, Transferable, and other options.

At the bottom, there are tabs for Main, Preferences, Parties, Parties Limits, Shipment, Documents, Tracers, and Advices. There are also buttons for Audit, Outcome, and Exit.

Refer the chapter titled 'Processing a LC Contract' in the Letter of Credit User Manual for further details about the fields, tabs and buttons in the screen.

### Auto Status Change

Check this box to enable automatic status change of the LC.

If you check this box, when the risk rating of a customer increases to unacceptable level, the system will change the status of all outstanding LCs related to the account. This will stop further recovery of the commission.

### User Defined Status

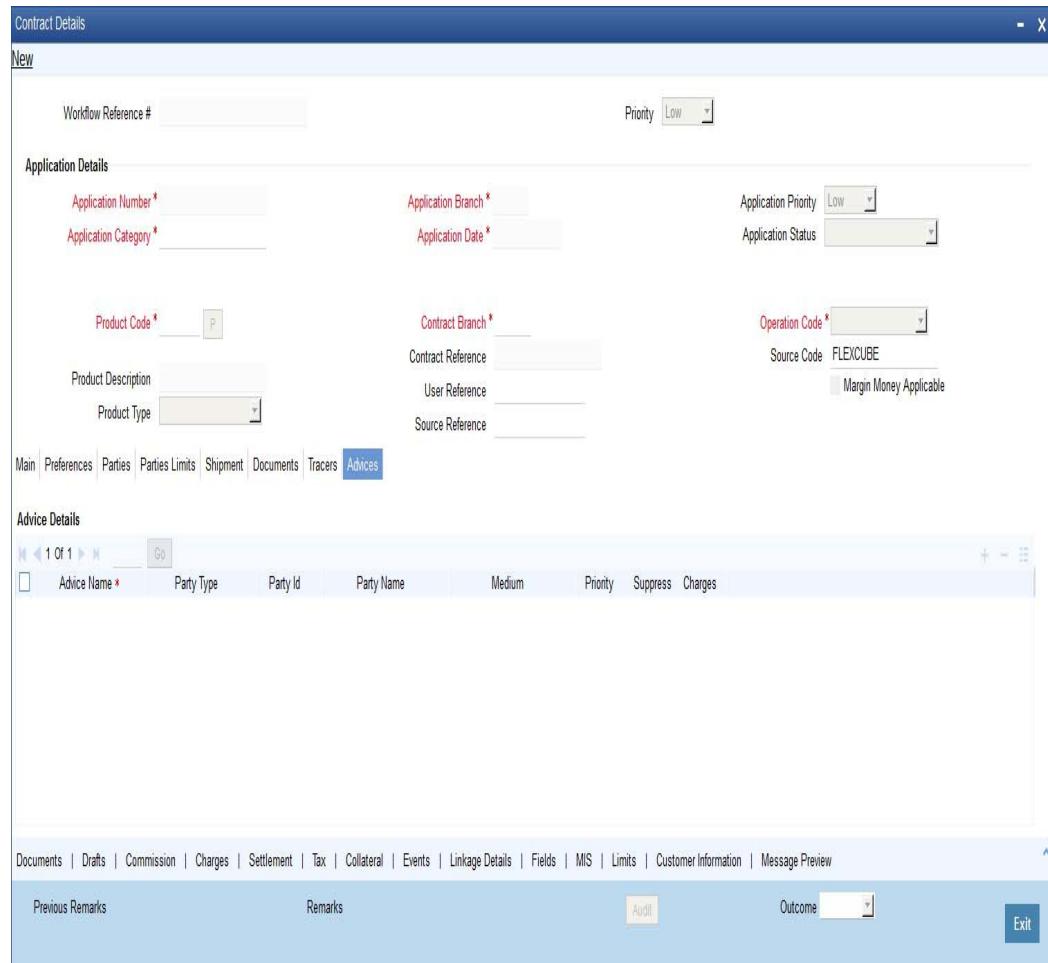
The system displays the user defined status of the LC. You can unlock the LC contract and change the user defined status whenever required. The option list displays all valid LC statuses maintained in the system. Choose the appropriate one.

### Derived Status

The system displays the derived status of the LC. You cannot modify the derived status. In case of automatic status change, you can view the current status of the LC in this field.

### 2.5.3 Advices Tab

Click ‘Advices’ tab to specify the letter of credit advice details.



The screenshot shows the 'Contract Details' screen with the 'Advices' tab selected. The interface is a standard web-based form with various input fields and a grid for managing advice details. The 'Advices' tab is highlighted in blue, indicating it is the active tab.

Refer to the chapter titled ‘Processing a LC Contract’ in the Letter of Credit User Manual for further details about the fields, tabs and buttons in the screen.

#### Message Confirmation Required

Check this box to indicate that the customer's confirmation for the previewed message or advice is required before the contract is moved to the authorization stage. If you check this box, the contract will not move to the authorization stage and will remain in maker queue or input stage.

#### Message Confirmation Received

Check this box to indicate the customer's confirmation has been received for the previewed message or advice. If you have checked the box ‘Customer Confirmation Required’, then this field becomes active. When you receive the customer's confirmation, you can check this box.

Once you save the record after checking this box, the system will move the contract to the authorization stage.

---

#### Note

If you save the contract without selecting any of the above fields, then the contract will be moved to the authorization stage.

## 2.6 Verify Details of Import LC

Users belonging to the user role 'TFMROLE' (Trade Finance Manager) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further. You can invoke the screen by typing 'ORDLCVER' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Contract Details' screen with the following details:

- Application Details:**
  - Application Number: [Text Box]
  - Application Category: [Text Box]
  - Application Branch: [Text Box]
  - Application Date: [Text Box]
  - Application Priority: [Drop-down: Low]
  - Application Status: [Text Box]
- Product Details:**
  - Product Code: [Text Box]
  - Product Description: [Text Box]
  - Product Type: [Text Box]
  - Contract Branch: [Text Box]
  - User Reference: [Text Box]
  - Source Reference: [Text Box]
  - Operation Code: [Text Box]
  - Source Code: FLEXCUBE
  - Confirmation required: [Check Box]
  - Margin Money Applicable: [Check Box]
- LC Details:**

Column 1	Column 2	Column 3
Currency: *	Customer: *	Issue Date
Contract Amount	Customer Name	Effective Date
Positive Tolerance	Party Type: *	Tenor
Negative Tolerance	Dated	Expiry Date
Max Amount	Customer Reference	Expiry Place
Liability Tolerance	License Expiry Date	Auto Closure
Liability Amount	Remarks	Closure Date
Tolerance Text		Stop Date
- Buttons and Links:**
  - Main, Preferences, Parties, Parties Limits, Shipment, Documents, Tracers, Advices, STP Details, Message, SMFT Message, Free Format Text
  - Documents, Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Limits, Customer Information, Internal Blacklist Check, Signature Verification
  - User Defined Fields, Message Preview
  - Previous Remarks, Remarks, Audit, Outcome [Drop-down: Approved], Exit

Here, the system displays all details captured in the 'Input Details of Import LC' stage. You can verify them. You can navigate to all tabs and verify the data that has been entered or corrected.

### Outcome

If the details are acceptable, select 'Approved' from the adjoining drop-down list and save the record. The system will update the status of this stage as 'Verification Successful' and move the task to the 'AML Check' stage. If the details are incorrect or insufficient, select 'Reject' from the adjoining drop-down list and save the record. The system will update the status of this stage as 'Verification Failed' and move the task to the 'Modify details of import LC' stage.

### Remarks

If verification is a failure, you need specify remarks stating the reason for failure.

## 2.7 Modify Details of Import LC

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process

it further. You can invoke the screen by typing 'ORDLCMDY' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Contract Details' window. At the top, there are fields for 'Workflow Reference #' and 'Priority' (set to 'Low'). The 'Application Details' section includes 'Application Number' and 'Category', and dropdowns for 'Application Branch', 'Priority', and 'Status'. Below this are fields for 'Product Code' (with a 'P' icon), 'Contract Branch', 'Operation Code', 'Source Code' (set to 'FLEXCUBE'), and 'Confirmation required'. The 'Product Details' section contains 'Product Description' and 'Product Type' dropdowns, along with 'User Reference' and 'Source Reference' fields. The 'LC Details' section includes fields for 'Currency', 'Contract Amount', 'Positive Tolerance', 'Negative Tolerance', 'Max Amount', 'Liability Tolerance', 'Liability Amount', 'Tolerance Text', 'Customer', 'Party Type', 'Dated', 'Customer Reference', 'License Expiry Date', 'Remarks', and various dates like 'Issue Date', 'Effective Date', 'Tenor', 'Expiry Date', 'Expiry Place', 'Auto Closure', 'Closure Date', and 'Stop Date'. At the bottom, there are links for 'Documents', 'Drafts', 'Commission', 'Charges', 'Settlement', 'Tax', 'Collateral', 'Events', 'Linkage Details', 'Fields', 'MIS', 'Limits', 'Customer Information', 'Internal Blacklist Check', 'Signature Verification', 'User Defined Fields', and 'Message Preview'. The bottom right features buttons for 'Audit', 'Outcome' (with a dropdown menu), and 'Exit'.

You can modify the required details in this screen.

### Outcome

Select 'Proceed' from the adjoining drop-down list and save the record. The task will move to the 'Verify Details of Import LC' stage. In that stage if it gets verified successfully, it will move to the 'AML Check' stage.

## 2.8 AML Checks

This process includes checks like SDN check, internal blacklist check, contact details verification, etc. The LC is created only when the customer passes all these checks. In case of 'Failed' of any of the checks, the LC initiation process is terminated. The bank verifies all the details/documents to ensure that the information/documents required for AML checks are obtained. In case the details captured are incorrect, the bank makes the necessary modifications. If the verification is 'Passed', the bank may proceed to conduct AML checks. Once AML checks are carried out, the result is passed on to the parent process.

If any of the checks fail, the relevant regulatory /internal authorities may be informed. Once AML checks are carried out, the result is passed on to the parent process.

The AML check depends upon the regulatory environment within which your bank operates and its internal policies.

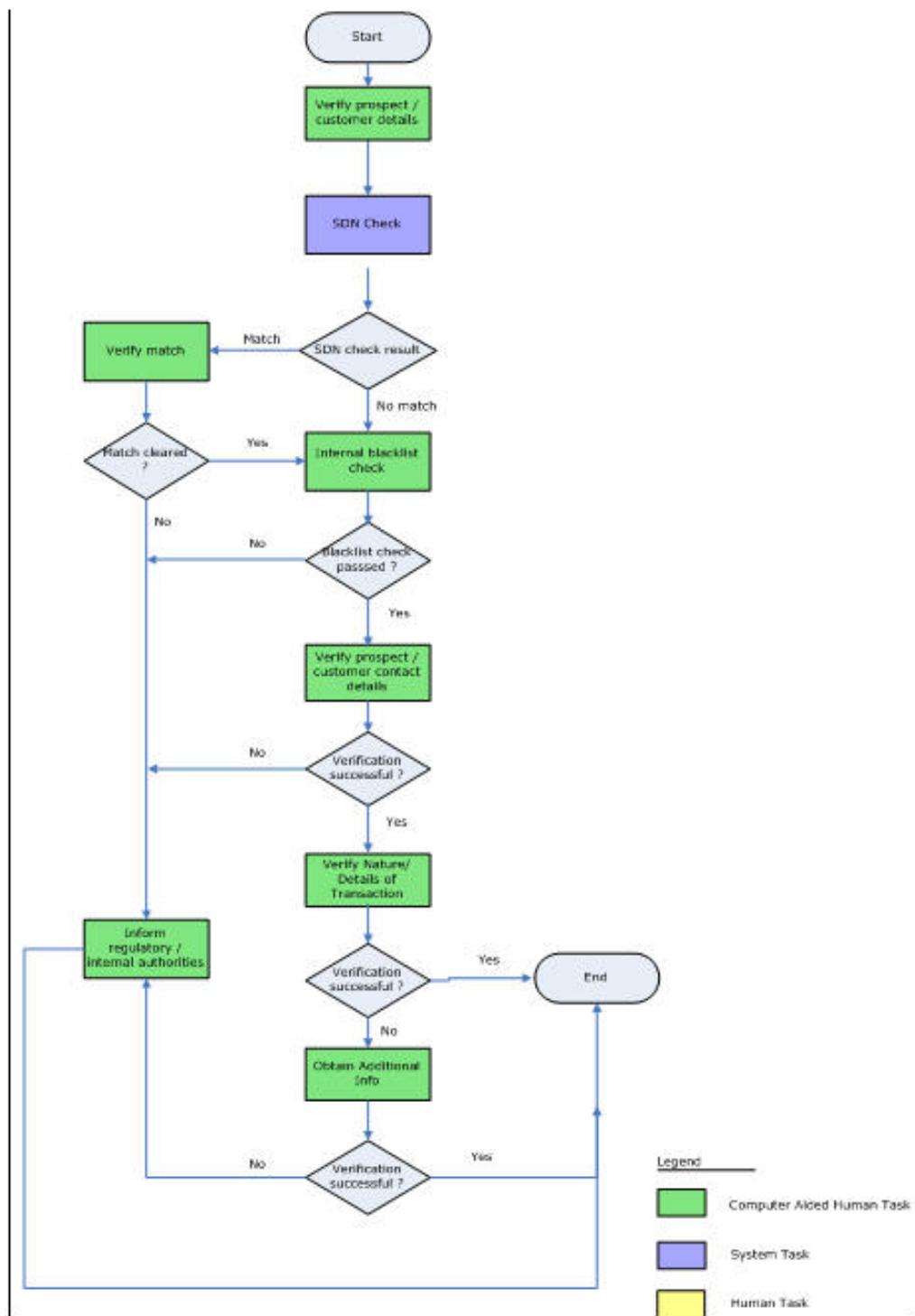
This section contains the following topics:

- [Section 2.8.1, "AML Check Process"](#)
- [Section 2.8.2, "Verify Prospect /Customer Details"](#)
- [Section 2.8.3, "SDN Check"](#)
- [Section 2.8.4, "Verify SDN Match"](#)
- [Section 2.8.5, "Inform Regulatory/Internal Authorities on AML Checks Failure"](#)
- [Section 2.8.6, "Internal Blacklist Check"](#)
- [Section 2.8.7, "Verify Customer/Prospect Contact Details"](#)
- [Section 2.8.8, "Verify Nature/Details of Transaction"](#)
- [Section 2.8.9, "Obtain Additional Information"](#)

## **2.8.1 AML Check Process**

Bank initiates the process of AML for a customer as a part of parent process with all the relevant information in the system. This process comprises the following stages:

- Verify prospect/customer details
- SDN checks
- Verify SDN Match
- Inform Regulatory/Internal authorities on checks failure
- Internal Blacklist check
- AML Decision



## 2.8.2 Verify Prospect /Customer Details

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Sub-process AML' task to acquire it. The system displays the information message as "The task was successfully acquired!"

If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke the screen by typing 'ORDAMLCV' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The 'Contract Details' screen is a 'New' record entry form. It contains several sections: 'Application Details' (Workflow Reference #, Application Number\*, Application Category\*), 'LC Details' (Product Code\*, Product Description, Product Type), 'Application Branch' (Application Date\*, Currency\*, Contract Amount\*, Expiry Date, Contract Branch\*), 'Customer Information' (Customer\*, Customer Name), and a 'Remarks' section. The bottom of the screen shows tabs for 'Documents' and 'Customer Information', and a toolbar with 'Ok', 'Exit', and 'Save' buttons.

Click 'Document' button to invoke 'Document Upload' screen. As a verifier, you can view the uploaded documents.

The 'Document Upload' screen displays a list of uploaded documents. The columns include Document Category\*, Document Type\*, Document Reference\*, Remarks, Upload, and View. The bottom of the screen has 'Ok' and 'Exit' buttons.

You can view the customer details in this screen. If the customer information is complete, then select the outcome as 'Proceed' and save the record by clicking save icon in the tool bar. The system displays the information message as "The task is completed successfully. The workflow reference number is xxx"

Click 'Ok' button. You will be taken back to the 'Verify Prospect Customer Details' screen. Click 'Proceed' button to exit the screen. The task is then moved to the next activity. Click 'Reject' button to go back to the 'Verify Customer Details'.

### 2.8.3 SDN Check

In this stage, the bank checks the applicant's name for terrorism-related black-listing against the SDN database maintained by the Office of Foreign Assets Control (OFAC). In case of a no match, the process proceeds. In case of a match (positive/partial), you can verify the match again using the OFAC guidelines.

A system Task is created which invokes the external service to do the SDN check for all new applicants and any existing customers whose information is modified.

## 2.8.4 Verify SDN Match

The bank checks the applicant's name for terrorism-related black-listing against the SDN database maintained by the Office of Foreign Assets Control (OFAC). In case of a no match, the process proceeds. In case of a match (positive/partial), you can verify the match again using the OFAC guidelines.

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Verify SDN Match' task to acquire it. The system displays the information message as "The task was successfully acquired!"

If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke the screen by typing 'ORDAMLSM' at the top right corner of the Application tool bar and clicking the adjoining arrow button.



The screenshot shows a software interface for managing contracts. The main title is 'Contract Details'. It includes sections for 'Application Details' (Workflow Reference #, Application Number, Application Category, Application Branch, Application Date, Application Priority, Application Status), 'LC Details' (Product Code, Product Description, Product Type, Currency, Contract Amount, Expiry Date, Contract Branch), and 'Customer Information' (Customer Name). On the right, there is a 'SDN Check Details' section with a 'SDN Result' field. At the bottom, there are buttons for 'Save', 'Outcome', and 'Exit'.

In this screen, you can view the applicant's details. In case of a positive SDN match, the bank informs the regulatory agency (OFAC or any other similar agency) about the SDN match of the prospect/customer. However, if the match is cleared, you can continue with the subsequent AML checks. Select the outcome as 'NO MATCH' and save the record by clicking the save icon in the tool bar. Select the outcome as 'MATCH' and save the record by clicking the save icon in the tool bar to move the task to 'Inform Regulatory/Internal authorities on AML checks failure'. The system displays the information message as "The task is completed successfully. The workflow reference number is xxx"

Click 'Ok' button. You will be taken back to the 'Verify Partial Match' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 2.8.5 Inform Regulatory/Internal Authorities on AML Checks Failure

In case of a positive SDN match, the bank informs the regulatory agency (OFAC or any other similar agency) about the SDN match of the prospect/customer. The bank may also inform its internal authorities in case of positive SDN match and/or if the prospect/customer is blacklisted internally.

Users belonging to the user role 'RCHROLE' (Risk and Control Head) can perform these activities. You can invoke this screen by typing 'ORDAMLRB' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Select an outcome as 'Proceed' and then click 'Save'. The system displays the information message as "The task is completed successfully. The workflow reference number is.xxx"

If you click 'Ok', LC can be terminated.

### 2.8.6 Internal Blacklist Check

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Blacklist Check' task to acquire it. The system displays the information message as "The task was successfully acquired"

If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen.

Click 'BlackList Check' button to invoke 'Blacklist Check' screen. As a verifier, you will be able to update only remarks in this stage. You can invoke this screen by typing 'ORDAMLBL' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

In this screen, you can view the applicant's details. If the applicant's name is listed in the bank's internal list of global blacklisted customers, you can report it to the internal authorities of the bank. You can continue with the process of creating LC only when the customer passes these checks. The system displays the information message as "The task is completed successfully. The workflow reference number is xxx"

Select the outcome as 'Passed' and save the record by clicking the save icon in the tool bar. The following screen will be displayed. If the selected outcome is 'Failed', inform internal regularity authority. The system displays the information message as "The task is completed successfully. The workflow reference number is.xxx"

Click 'Ok' button. You will be taken back to the 'Blacklist Checks' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 2.8.7 Verify Customer/Prospect Contact Details

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Verify Customer/Prospect Contact Details' task to acquire it. The system displays the information message as "The task was successfully acquired!"

If you have requisite rights, double click on the task in your 'Acquired' task list and invoke the following screen. You can invoke this screen by typing 'ORDAMLVD' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Contract Details' screen. At the top, there are fields for 'Workflow Reference #' and 'Priority' (set to 'Low'). Below this is the 'Application Details' section, which includes fields for 'Application Number', 'Application Category', 'Application Branch', 'Application Date', 'Application Priority', 'Application Status', 'Product Code', 'Contract Branch', 'Operation Code', and 'Source Code' (set to 'FLEXICUBE'). There are also checkboxes for 'Confirmation required' and 'Margin Money Applicable'. The 'Product Description' and 'Product Type' fields are also present. The 'LC Details' section contains fields for 'Currency', 'Contract Amount', 'Positive Tolerance', 'Negative Tolerance', 'Max Amount', 'Liability Tolerance', 'Liability Amount', 'Tolerance Text', 'Customer Name', 'Party Type', 'Dated', 'Customer Reference', 'License Expiry Date', 'Remarks', 'Issue Date', 'Effective Date', 'Tenor', 'Expiry Date', 'Expiry Place', 'Auto Closure', 'Closure Date', and 'Stop Date'. At the bottom of the screen, there are links for 'Documents', 'Drafts', 'Commission', 'Charges', 'Settlement', 'Tax', 'Collateral', 'Events', 'Linkage Details', 'Fields', 'MIS', 'Limits', 'Customer Information', 'Internal Blacklist Check', 'Signature Verification', 'User Defined Fields', and 'Message Preview'. The toolbar at the bottom right includes buttons for 'Audit', 'Outcome' (set to 'Audit'), and 'Exit'.

In this screen, you can view the applicant's details. As per the bank's mandated policy, you will have to perform the customer identification check. This involves verification of customer address, phone number etc. You can enter the outcome of various stages in the Audit block for the verifier to make a decision. After verification, select the outcome as 'PROCEED' and save the record by clicking the save icon in the tool bar. The system displays the information message as "The task is completed successfully. The workflow reference number is ..xxx"

You can continue with the process of creating LC only when the customer passes these checks. Select the outcome as 'PROCEED' and save the record by clicking the save icon in the tool bar to continue with the subsequent KYC checks. Select the outcome as 'REJECT' and save the record by clicking the save icon in the tool bar to move the task to 'Inform Regulatory/Internal authorities on AML checks failure'

Click 'Ok' button. You will be taken back to the 'Verify Prospect Contact Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 2.8.8 Verify Nature/Details of Transaction

The bank may decide whether or not to enter into a relationship with the prospect or to continue relationship (in case of an existing customer). Users belonging to the user role 'CMROLE' (Compliance Manager) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Verify Nature/Details of Transaction' task to acquire it. The system displays the information message as "The task was successfully acquired!"

If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke the screen by typing 'ORDAMLV' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Contract Details' screen. The top section, 'Application Details', includes fields for Workflow Reference #, Priority (set to Low), Application Number, Application Category, Application Branch, Application Date, Application Priority, Application Status, Product Code, Contract Branch, Operation Code, Source Code (set to FLEXICUBE), User Reference, Confirmation required, Product Description, Product Type, and Source Reference. The bottom section, 'LC Details', includes fields for Currency, Customer, Issue Date, Contract Amount, Customer Name, Effective Date, Positive Tolerance, Party Type, Tenor, Negative Tolerance, Dated, Expiry Date, Max Amount, Customer Reference, Expiry Place, Liability Tolerance, License Expiry Date, Closure Date, Liability Amount, Remarks, Stop Date, and Tolerance Text. The tool bar at the bottom includes buttons for Audit, Outcome (dropdown), and Exit.

In this screen, you can view and verify the LC details. After verifying the details, select the outcome as 'Satisfactory' and save the record by clicking the save icon in the tool bar. If transaction details are incorrect or insufficient, select the outcome as 'NotSatisfactory' and save the record by clicking the save icon in the tool bar. The system displays the information message as "The task is completed successfully. The workflow reference number is ..xxx"

The task moves to 'Obtain Additional Information' stage. Click 'Ok' button. You will be taken back to the 'Verify Transaction Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 2.8.9 Obtain Additional Information

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Obtain Additional Information' task to acquire it. The system displays the information message as "The task was successfully acquired!"

If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke the screen by typing 'ORDAMLA1' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

In this screen, you can view and verify the LC details. After verifying the details, select the outcome as 'Satisfactory' and save the record by clicking the save icon in the tool bar to proceed the LC issuance. If transaction details are incorrect or insufficient, select the outcome as 'NotSatisfactory' and save the record by clicking the save icon in the tool bar to move the task to 'Inform Regulatory / Internal authorities on AML checks failure' stage

The system displays the information message as "The task is completed successfully. The workflow reference number is xxx"

Click 'Ok' button. You will be taken back to the 'Obtain Additional Information' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 2.9 Arrange Term Deposit

Users belonging to the user role 'CORMROLE' (Compliance Manager) can perform these activities. If task is marked as Margin money applicable in Input LC stage, then a term deposit has to be arranged for the process to proceed further. You can invoke this screen by typing

'ORDLCLNM' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows the 'Contract Details' application window. At the top, there is a toolbar with a 'Workflow Reference #' field, a 'Priority' dropdown set to 'Low', and a status bar showing 'ORDLCLNM'. The main area has several tabs: 'Main', 'Preferences', 'Parties', 'Parties Limits', 'Shipment', 'Documents', 'Tracers', 'Adices', 'STP Details', 'Message', 'SWIFT Message', and 'Free Format Text'. The 'Main' tab is selected. Below the tabs, there are sections for 'Application Details' (Application Number, Application Branch, Application Priority, Application Status), 'Product Details' (Product Code, Contract Branch, Operation Code, Source Code), and 'LC Details' (Currency, Contract Amount, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Closure Date, Stop Date). At the bottom, there are buttons for 'Previous Remarks', 'Remarks', 'Audit', 'Outcome' (a dropdown menu), and 'Exit'.

Once a TD is arranged outside you can select 'Proceed' to Continue with LC issuance.

## 2.10 Create Import LC

The data captured in the 'Input LC Details' stage is saved in Oracle FLEXCUBE as a system task after all the validations are successful. In case of business errors, the system creates a human task to retry the save operation. Users belonging to the user role 'ADMINROLE' can perform these activities.

Once saved successfully, the contract will be available in the 'Letters of Credit Contract Input' screen. You can invoke this screen by typing 'ORDLCCRT' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

Click 'Proceed' to move on to the next stage.

## 2.11 Store Documents

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

The system creates a task to display primary customer name, customer number and account number in the 'Document Storage Details' screen. This screen allows you to capture document storage details and the details of the documents stored. You can invoke the screen

by typing 'ORDSTDOC' at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Contract Details' window with the following fields:

- Application Details:** Workflow Reference #, Priority (Low), Application Number\*, Application Category\*, Application Branch\*, Application Date\*, Application Priority (Low), Application Status.
- LC Details:** Customer\*, Customer Name, Contract Reference.
- Storage Details:** Storage Reference, Place of Storage, Date of Storage.
- Documents:** Previous Remarks, Remarks, Outcome (button), Exit (button).

In this screen the following information can be stored:

### **LC Details**

The following customer information is displayed:

- Contract Reference Number
- Customer Name
- Customer Number

### **Storage Details**

Capture the following storage details in this section:

#### **Storage Reference**

Specify the storage reference number.

#### **Place of Storage**

Mention the place where the document is stored.

#### **Date of Storage**

Capture the date of storing the documents.

Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The system displays the information message as "The task is completed successfully. The workflow reference number is xxx"

Click 'Ok' button. You will be taken back to the 'Store Documents' screen. Click 'Documents' button to view the documents stored. The following screen is displayed:

The screenshot shows a 'Documents' screen with a table header 'Document Upload'. The table has columns for Document Category, Document Reference, Document Type, Remarks, Upload, and View. There is a toolbar above the table with buttons for Main, Advice, Checklist, and a search bar. The bottom right of the screen has 'Ok' and 'Exit' buttons.

## 2.12 Viewing Import/Export LC Origination Template

After saving the LC process, you can query the existing details using 'Import/Export LC Origination Template' screen.

You can this screen by typing 'ORDLCTEM' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

The screenshot shows the 'Contract Details' screen with the following sections:

- Application Details:** Includes fields for Application Number, Application Category, Application Branch, Application Date, Application Priority, Application Status, Product Code, Contract Branch, Operation Code, Source Code (set to FLEXCUBE), and checkboxes for Confirmation required and Margin Money Applicable.
- LC Details:** Includes fields for Currency, Contract Amount, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Auto Closure, Closure Date, and Stop Date.
- Footer:** Contains links for Documents, Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Limits, Customer Information, Internal Blacklist Check, Signature Verification, User Defined Fields, and Message Preview. It also includes Previous Remarks, Remarks, Audit, Outcome, and Exit buttons.

Specify the Application number to view the existing records through this screen. Users belonging to any kind of role can perform this activity.

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### 3. Function ID Glossary

**C**

CCSEROLE ..... 2-2  
CEROLE ..... 2-19

**O**

ORDAMLAI ..... 2-26  
ORDAMLBL ..... 2-23  
ORDAMLCV ..... 2-20  
ORDAMLRB ..... 2-22  
ORDAMLSM ..... 2-21  
ORDAMLVD ..... 2-24  
ORDAMLVT ..... 2-25  
ORDLCALC ..... 2-11  
ORDLCCLM ..... 2-10  
ORDLCCRT ..... 2-28

ORDLCIPD ..... 2-12

ORDLCLNM ..... 2-27

ORDLCMDY ..... 2-17

ORDLCRAD ..... 2-11

ORDLCREQ ..... 2-3

ORDLCTEM ..... 2-30

ORDLCVER ..... 2-16

ORDSTDOC ..... 2-29

**R**

RCHROLE ..... 2-22

**T**

TFEROLE ..... 2-12

TFMROLE ..... 2-16