

Import LC Amendment - Beneficiary Consent User Guide  
**Oracle Banking Trade Finance Process Management**  
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# Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

- To create and handle trade finance transaction.
- Help users to conveniently create and process trade finance transaction

## Overview

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

## Benefits

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

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

## Key Features

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

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## Import LC Amendment - Beneficiary Consent

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

This section contains the following topics:

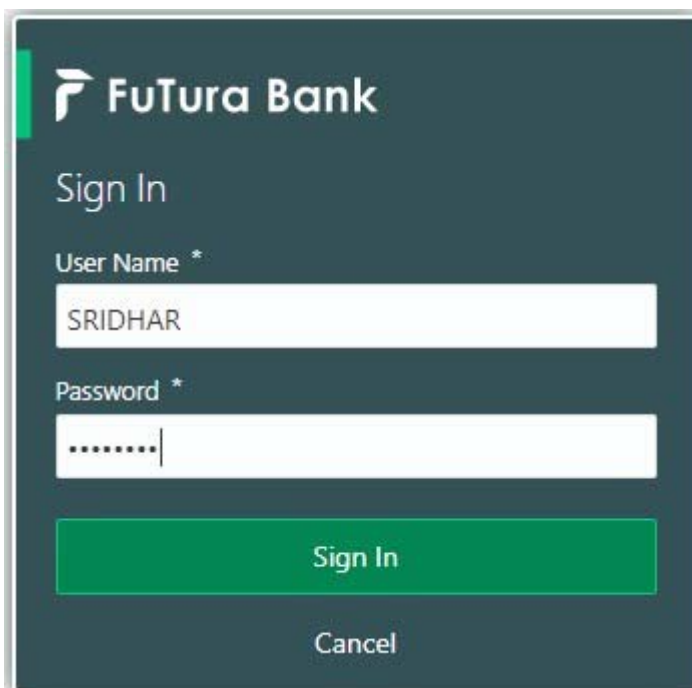
<a href="#">Registration</a>	<a href="#">Beneficiary Consent Response Capture</a>
<a href="#">Approval</a>	

### Registration

If beneficiary response is given through branch either by fax, mail, or paper, the Import LC amendment - Beneficiary Consent process starts from the Registration Stage.

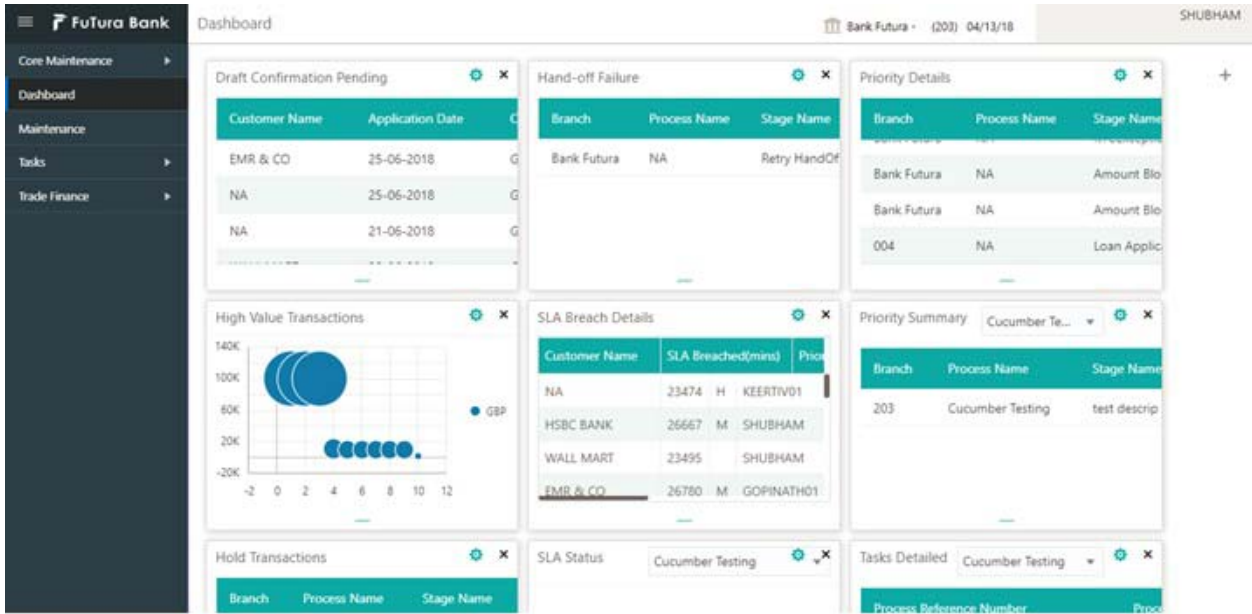
During registration stage, user can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. It also enables the user to capture beneficiary response.

1. Using the entitled login credentials for registration stage, login to the OBTFPM application.

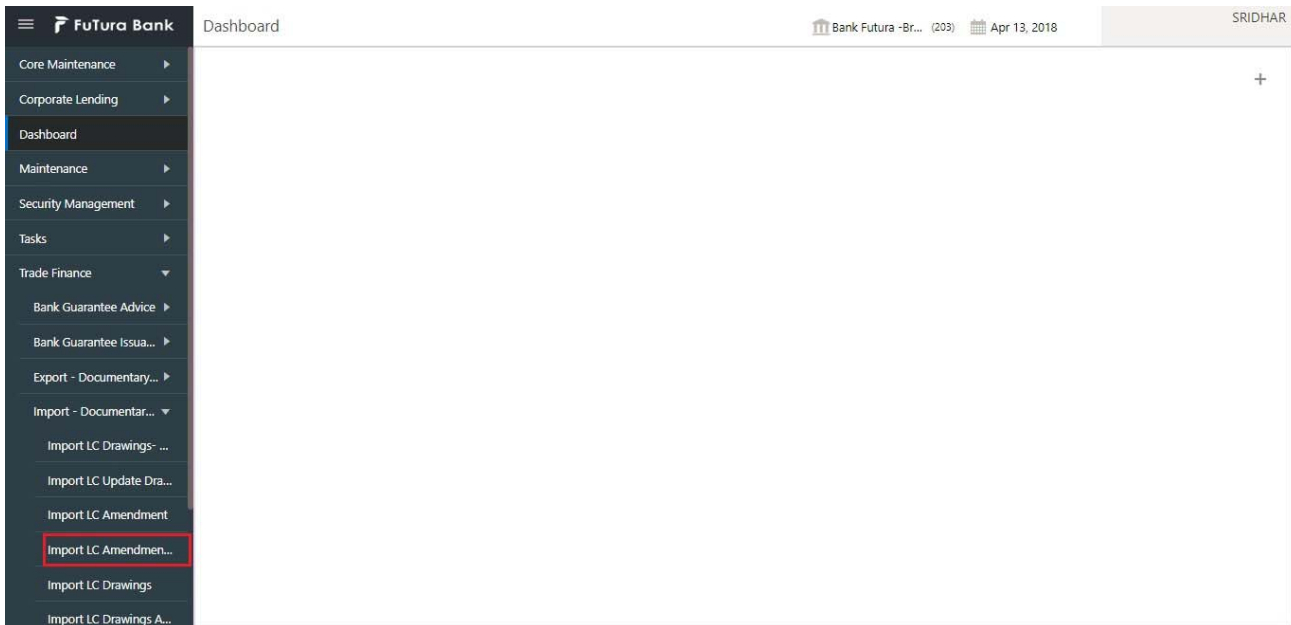


The screenshot shows a dark-themed login window for FuTura Bank. At the top left is the FuTura Bank logo. Below it, the text 'Sign In' is displayed. There are two input fields: 'User Name \*' containing the text 'SRIDHAR' and 'Password \*' containing masked characters. Below these fields are two buttons: a green 'Sign In' button and a white 'Cancel' button.

2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



3. Click Trade Finance> Import - Documentary Credit> Import LC Amendment (Beneficiary Consent).



The registration stage has two sections Application Details and Beneficiary Response Capture. Let's look at the details of registration screens below:

# Application Details

FuTura Bank Dashboard
Bank Futura - Br... (203) Apr 13, 2018
SRIDHAR

Import LC Amendment Beneficiary Consent - Registration Documents Remarks

---

**Application Details**

20 - Documentary Credit Number 2031LUN18103AXYZ	Received From - Customer ID 001344	Received From - Customer Name EMR & CO	Branch 203-Bank Futura -Branch FZ1
Process Reference Number 203ILCAB0017766	Priority Low	Submission Mode Desk	Response Received Date Apr 13, 2018
Customer Reference Number			


**Beneficiary Response Capture**

Amendment Number	Amendment Date	BenRequired	Beneficiary Response	Remarks
1	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	
2	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	
3	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	

Hold Cancel Save & Close Submit

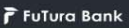
Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV.  In the LOV, user can input Applicant, Currency, Amount and User Reference to fetch the LC Amendment details. Based on the search result, select the applicable LC to add the Beneficiary response.	
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the LOV.	001344
Customer Name	Read only field. Customer Name will be auto-populated based on the selected LC from the LOV.	EMR & CO
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the LOV.	203-Bank Futura -Branch FZ1
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	Set the priority of the Import LC Amendment - Beneficiary Consent request as Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.	High

Field	Description	Sample Values
Submission Mode	Select the submission mode of Import LC Amendment - Beneficiary Consent request. By default the submission mode will have the value as 'Desk'.  <b>Desk</b> - Request received through Desk <b>Fax</b> - Request received through Fax <b>Email</b> - Request received through Email <b>Courier</b> - Request received through Courier	Desk
Response Received Date	By default, the application will display branch's current date and enables the user to change the date to any back date.   <b>Note</b> Future date selection is not allowed.	04/13/2018
Customer Reference Number	User can enter the 'Reference number' provided by the applicant/ applicant bank. Enables the user to provide a unique Customer Reference Number which will be the User Reference Number in LC.	

## Beneficiary Response Capture

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


Dashboard

Bank Futura -Br... (203)
Apr 13, 2018
SRIDHAR

Documents
Remarks
✕

**Application Details**

20 - Documentary Credit Number <input type="text" value="2031LUN18103AXYZ"/>	Received From - Customer ID <input type="text" value="001344"/>	Received From - Customer Name <input type="text" value="EMR &amp; CO"/>	Branch <input type="text" value="203-Bank Futura -Branch FZ1"/>
Process Reference Number <input type="text" value="2031LCAB0017766"/>	Priority <input type="text" value="Low"/>	Submission Mode <input type="text" value="Desk"/>	Response Received Date <input type="text" value="Apr 13, 2018"/>
Customer Reference Number <input type="text"/>			


**Beneficiary Response Capture**

Amendment Number	Amendment Date	BenRequired	Beneficiary Response	Remarks
1	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	<input type="text"/>
2	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	<input type="text"/>
3	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	<input type="text"/>

Hold
Cancel
Save & Close
Submit



Capture the beneficiary response based on the description in the following table:

Field	Description	Sample Values
Amendment Number	<p>Read only field.</p> <p>Amendment number will be auto-populated based on selected LC using documentary credit number.</p>	
Amendment Date	<p>Read only field.</p> <p>Amendment Date will be auto-populated based on selected LC using documentary credit number. This field displays the date on which the amendment was made to LC.</p>	
Beneficiary Consent Required	<p>Read only field.</p> <p>Beneficiary Consent Required (Y/N) will be auto-populated based on selected LC using documentary credit number.</p>	
Beneficiary Response	<p>Select the beneficiary response from the LOV.</p> <ul style="list-style-type: none"> <li>• Confirmed</li> <li>• Rejected</li> </ul> <p> <b>Note</b></p> <p>Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.</p>	
Remarks	Capture the remarks of the beneficiary response.	

# Miscellaneous

FuTura Bank Dashboard
Bank Futura -Br... (203) Apr 13, 2018
SRIDHAR

Documents
Remarks
✕

Import LC Amendment Beneficiary Consent - Registration

Application Details

20 - Documentary Credit Number 203ILUN18103AXYZ	Received From - Customer ID 001344	Received From - Customer Name EMR & CO	Branch 203-Bank Futura -Branch FZ1
Process Reference Number 203ILCAB0017766	Priority Low	Submission Mode Desk	Response Received Date Apr 13, 2018
Customer Reference Number			

Beneficiary Response Capture

Amendment Number	Amendment Date	BenRequired	Beneficiary Response	Remarks
1	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	
2	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	
3	2018-04-13	<input checked="" type="checkbox"/>	Unconfirmed	

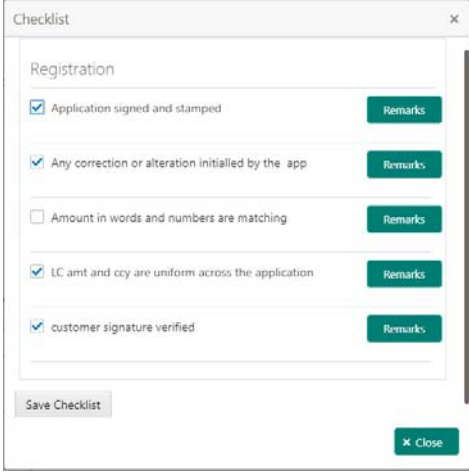
Hold
Cancel
Save & Close
Submit

Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the Beneficiary Consent. This information can be viewed by other users processing the request.	

### Action Buttons

Submit	<p>On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Import LC Amendment - Beneficiary Consent.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancels the Import LC Amendment - Beneficiary Consent Registration stage inputs.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	

Field	Description	Sample Values
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p> 	

## Beneficiary Consent Response Capture

**Non-Online Channel** - Import LC Amendment - Beneficiary Consent request that were received at the desk will move to Beneficiary Consent Response Capture stage post successful registration. The requests will have the details entered during the registration stage.

**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Beneficiary Consent Response Capture stage.

Do the following steps to acquire a task currently at Beneficiary Consent Response Capture stage:

1. Using the entitled login credentials for scrutiny stage, login to the OBTFPM application.



2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The dashboard displays several widgets:

- Draft Confirmation Pending:** Table with columns: Customer Name, Application Date, Status. Rows include EMR & CO (25-06-2018), NA (25-06-2018), and NA (21-06-2018).
- Hand-off Failure:** Table with columns: Branch, Process Name, Stage Name. Row: Bank Futura, NA, Retry HandOf.
- Priority Details:** Table with columns: Branch, Process Name, Stage Name. Rows include Bank Futura, NA, Amount Blo; Bank Futura, NA, Amount Blo; 004, NA, Loan Applic.
- High Value Transactions:** Bubble chart showing transactions for GBP. Y-axis ranges from -20K to 140K. X-axis ranges from -2 to 12.
- SLA Breach Details:** Table with columns: Customer Name, SLA Breached(mins), Priority. Rows include NA (23474, H, KEERTIV01), HSBC BANK (26667, M, SHUBHAM), WALL MART (23495, SHUBHAM), and EMR & CO (26780, M, GOPINATH01).
- Priority Summary:** Table with columns: Branch, Process Name, Stage Name. Row: 203, Cucumber Testing, test descrip.
- Hold Transactions:** Table with columns: Branch, Process Name, Stage Name.
- SLA Status:** Cucumber Testing.
- Tasks Detailed:** Cucumber Testing.

3. Click Trade Finance> Tasks> Free Tasks.

The Free Tasks page shows a table of tasks:

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1LCAB0024048	GS1	000262	£11,000.00	Import LC Amendment-Ben...	Beneficiary Response Capture
Acquire & Edit	M	GS1ELCAM0024043	GS1	000262	£1,000.00	Export LC Amendment	Retry HandOff
Acquire & Edit	M	GS1IDCBK0024041	GS1	000262	£14,500.00	Import Documentary- Booki...	Data Enrichment
Acquire & Edit	M	GS1ILCAM0024028	GS1	000262	£12,000.00	Import LC Amendment	Release Amount Block Exception ...
Acquire & Edit	M	GS1LCDR0023982	GS1	000262	£123.00	Import LC Drawing	Scrutiny
Acquire & Edit	M	GS1IDCBK0023966	GS1	000263	£1,000.00	Import Documentary- Booki...	Approval1

Page 1 of 1 (1-10 of 10 items) | Previous 1 - 10 of 3206 records Next

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

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1ILCAB0024048	GS1	000262	£11,000.00	Import LC Amendment-Be...	Beneficiary Response Capture
Acquire & Edit	M	GS1ELCAM0024043	GS1	000262	£1,000.00	Export LC Amendment	Retry HandOff
Acquire & Edit	M	GS1IDCBK0024041	GS1	000262	£14,500.00	Import Documentary- Booki...	Data Enrichment
Acquire & Edit	M	GS1ILCAM0024028	GS1	000262	£12,000.00	Import LC Amendment	Release Amount Block Exception ...
Acquire & Edit	M	GS1ILCDR0023982	GS1	000262	£123.00	Import LC Drawing	Scrutiny
Acquire & Edit	M	GS1IDCBK0023966	GS1	000263	£1,000.00	Import Documentary- Booki...	Approval1

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to capture responses of the registered task.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Edit	M	GS1ILCAB0024048	GS1	000262	£11,000.00	Import LC Amendment-Beneficiar...	Beneficiary Response Capture
Edit		GS1ILCDR0024000	GS1	000262	£11,000.00	Import LC Drawing	Registration

The beneficiary consent response capture stage has three sections as follows:

- Main Details
- Additional Details
- Summary

Let's look at the details for beneficiary consent response capture stage. User can enter/update the following fields. Some of the fields that are already having value from registration/online channels may not be editable.

## Main Details

Main details section has three sub section as follows:

- Application
- Application Details
- Beneficiary Response Capture

## Application

This section provides a quick snapshot of details of LC. This Application section will be available in all the sections of beneficiary consent response capture stage and the fields will be read only. This section is collapsible. The can also update the values captured during the registration stage here.

Import LC Amendment Beneficiary Consent - Beneficiary Consent Response Capture

Main Details

Application :- 203ILCAB0017782

Priority	Branch	Applicant	Beneficiary
Low	203 - Bank Futura	001344 - XXX	001346 - XXX
Amount	Issue Date	Expiry Date	Advising/Issuing Bank
£99,999.00	Apr 13, 2018	Aug 31, 2018	001342 - XXX

Application Details

20 - Documentary Credit Number	Received From - Customer ID	Received From - Customer Name	Branch
203ILUN18103AXYZ	001344	EMR & CO	203-Bank Futura -Branch FZ1
Process Reference Number	Priority	Submission Mode	Response Received Date
203ILCAB0017782	Low	Desk	Apr 13, 2018
Customer Reference Number			

Beneficiary Response Capture

Reject Hold Cancel Save & Close Back Next

## Application Details

All fields displayed under Application details section, would be read only except for the **Priority**. Refer to [Application Details](#) for more information of the fields.

Import LC Amendment Beneficiary Consent - Beneficiary Consent Response Capture

Main Details

Application :- 203ILCAB0017782

Priority	Branch	Applicant	Beneficiary
Low	203 - Bank Futura	001344 - XXX	001346 - XXX
Amount	Issue Date	Expiry Date	Advising/Issuing Bank
£99,999.00	Apr 13, 2018	Aug 31, 2018	001342 - XXX

Application Details

20 - Documentary Credit Number	Received From - Customer ID	Received From - Customer Name	Branch
203ILUN18103AXYZ	001344	EMR & CO	203-Bank Futura -Branch FZ1
Process Reference Number	Priority	Submission Mode	Response Received Date
203ILCAB0017782	Low	Desk	Apr 13, 2018
Customer Reference Number			

Beneficiary Response Capture


Reject Hold Cancel Save & Close Back Next

## Beneficiary Response Capture

The fields listed under this section are same as the fields listed under the [Beneficiary Response Capture](#) section in [Registration](#). Refer to [Beneficiary Response Capture](#) for more information of the fields. During registration, if user has not captured input, then user can capture the details in this section.

Amendment Number	Amendment Date	BenRequired	Beneficiary Response	Remarks
1	2018-04-13	<input checked="" type="checkbox"/>	Confirmed	
2	2018-04-13	<input checked="" type="checkbox"/>	Rejected	
3	2018-04-13	<input checked="" type="checkbox"/>	Confirmed	

Following are the fields which can be amended apart from the fields carried over from [Beneficiary Response Capture](#) of [Registration](#). Provide the details for the amendable fields based on the description in the following table:

Field	Description	Sample Values
Beneficiary Response	<p>Select the beneficiary response from the LOV.</p> <ul style="list-style-type: none"> <li>Confirmed</li> <li>Unconfirmed</li> <li>Rejected</li> </ul> <p> <b>Note</b> Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.</p>	
Remarks	Capture the remarks of the beneficiary response.	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	

Field	Description	Sample Values
Cancel	Cancel the Beneficiary Consent Response Capture stage inputs.	
Hold	The details provided will be on hold. 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: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Beneficiary Consent Response stage.	

## Additional Details

### Charge Details

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

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



Charge Details are auto-populated from the back-end system.

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
Waive	If charges have to be waived, this check box has to be selected.  Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

Commission Details are auto-populated from back-end system.

Charge Details x

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▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILSN_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission.  Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.  If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	

Field	Description	Sample Values
Settlement Account	Details of the Settlement Account.	

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.

Tax details are auto-populated from the back-end system.

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	
Charges From Beneficiary	Detail of charges to be collected from beneficiary.	

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Next	Task will get moved to next logical stage of Import LC Amendment - Beneficiary Consent. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	

Field	Description	Sample Values
Cancel	Cancel the Beneficiary Consent Response Capture stage inputs.	
Hold	The details provided will be registered and status will be on hold. 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: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Beneficiary Consent Response Capture stage.	
Back	On Click of Back, the application loads previous stage inputs.	

## Summary

User can review the summary of details updated in Beneficiary Consent Response Capture section. User can drill down from summary Tiles into respective data segments.

### Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Charges - User can view and modify charge details, if required.

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Amendment - Beneficiary Consent. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Back	On Click of Back, the application loads previous stage inputs.	

## Approval

Log in into OBTFPM application and open the task to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

### Main Details

Refer to [Main Details](#).

### Summary

Refer to [Summary](#).

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	

Field	Description	Sample Values
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	Cancel the approval.	
Approve	<p>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.</p>	

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### References

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

- Getting Started User Guide
- Common Core User Guide

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