

Export Documentary Collection Booking 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.

# Export Documentary Collection Booking

Export Documentary Collection Booking process enables the Drawee (exporter) to collect payment for document under collection from the Drawer (Importer) through intermediate banks (Remitting/Collecting Bank).

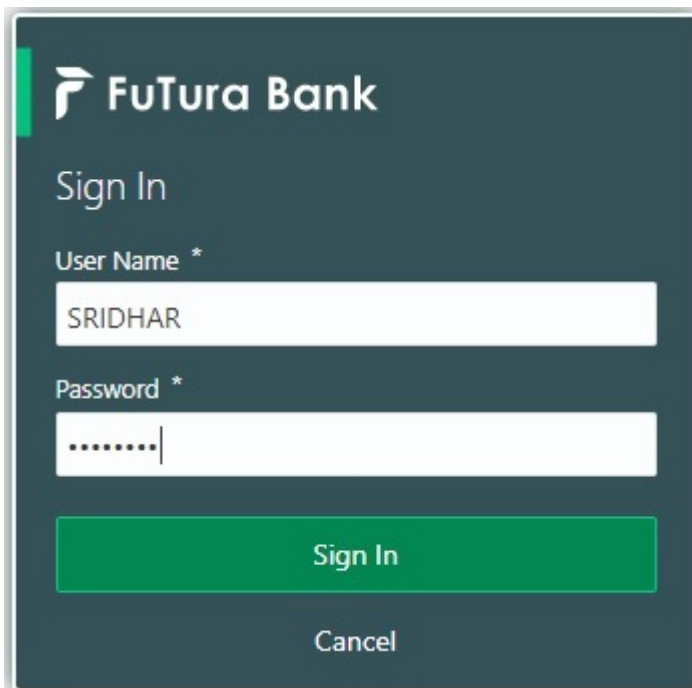
This section contains the following topics:

<a href="#">Registration</a>	<a href="#">Data Enrichment</a>
<a href="#">Exceptions</a>	<a href="#">Multi Level Approval</a>
<a href="#">Reject Approval</a>	

## Registration

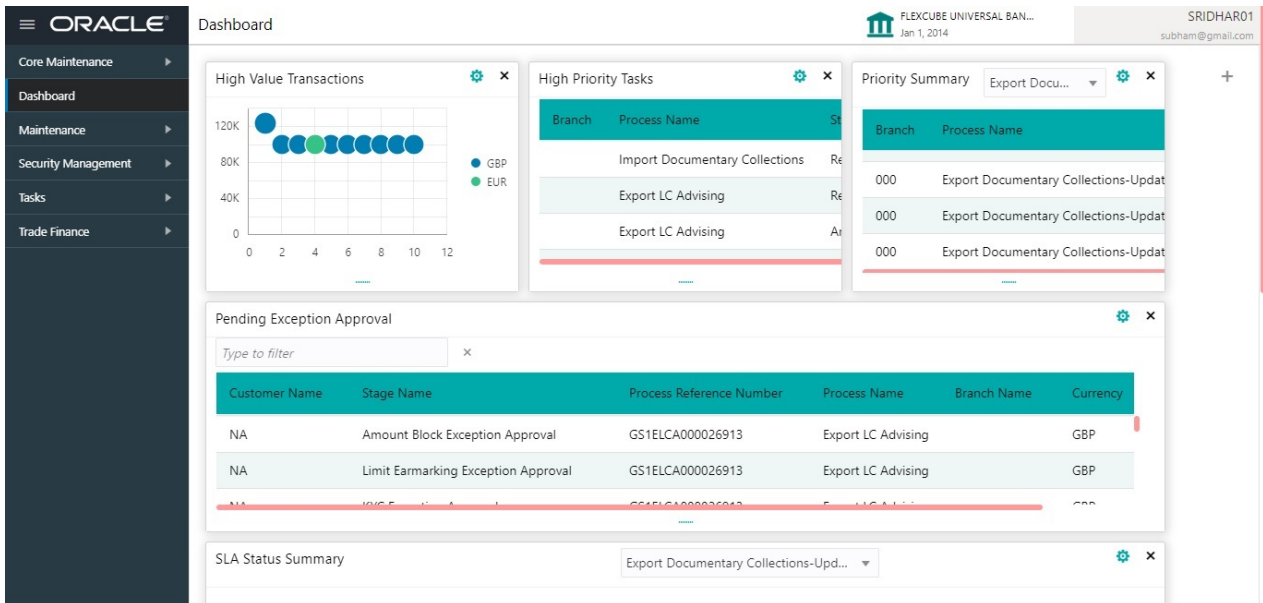
The process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

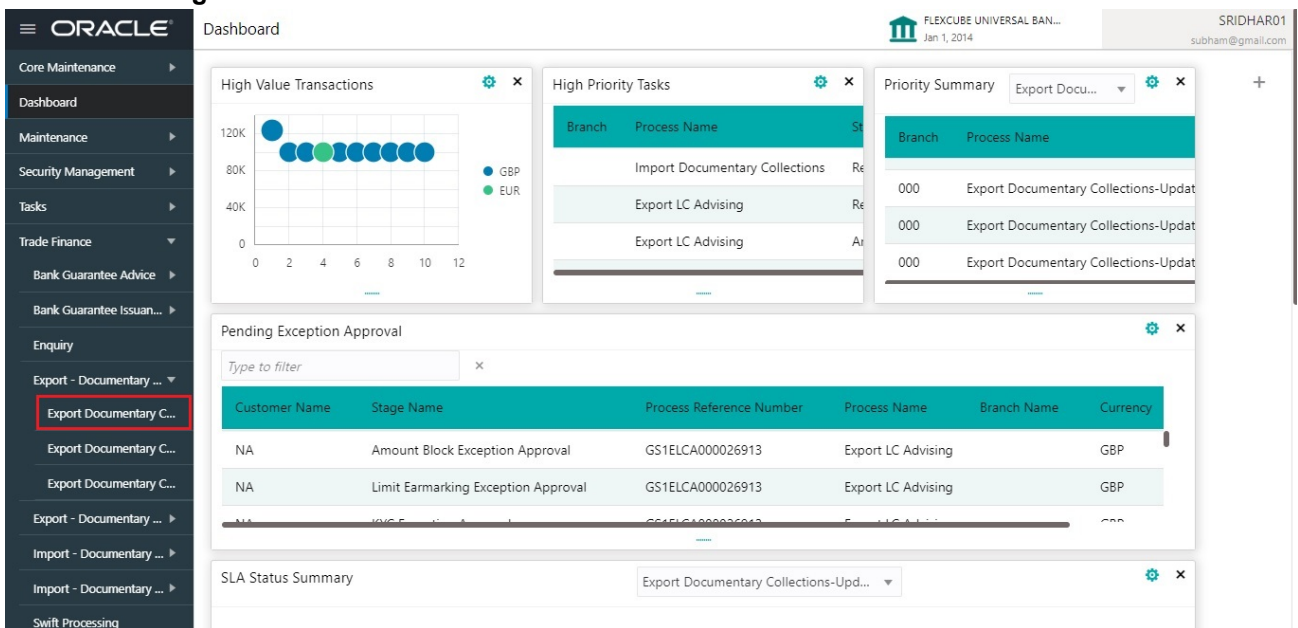


The screenshot shows a dark-themed login interface for FuTura Bank. At the top left is the FuTura Bank logo. Below it, the text 'Sign In' is displayed. There are two input fields: 'User Name \*' containing the text 'SRIDHAR' and 'Password \*' containing masked characters. Below the input fields are two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

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



3. Click Trade Finance> Export - Documentary Collection> Export Documentary Collection Booking.



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

# Application Details

Enquiry

International Payments-Fas...  
Jan 1, 2016

SRIDHAR01  
subham@gmail.com

Export Documentary Collection Booking Documents Remarks

**Application Details**

Drawer * 001506 <input type="text"/> <input type="button" value="Marks and Sp..."/>	Branch 300-International Payments-Fast ...	Bill Amount * GBP £30,000.00	Process Reference Number 300EDCB000029479
Customer Reference Number 122222	Priority Medium	Submission Mode Desk	Booking Date * Jan 1, 2016

**Collection Details**

Documents Received First	Tenor Sight	Product Code * ESNC	Product Description OUTGOING DOCUMENTARY SIGHT BILL
Operation Type COL	Stage Initial	Contract Reference Number 300ESNC160013006	Drawee 001507 <input type="text"/> <input type="button" value="GOODCARE P..."/>
Collecting Bank 001505 <input type="text"/> <input type="button" value="WELLS FARGO"/>	Finance Amount		

Hold Cancel Save & Close Submit

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

Field	Description	Sample Values
Drawer ID	Provide the Drawer ID. Alternatively, user can search the Drawing reference number using LOV.  In the LOV, user can search giving any combination details of party ID and the Party Name to fetch the drawing details. Based on the search result, select the applicable Drawer.	
Drawer Name	Read only field.  Drawer Name will be auto-populated based on the selected Drawer ID from the LOV.	
Branch	Read only field.  Branch details will be auto-populated based on the selected Drawer ID from the LOV.	203-Bank Futura -Branch FZ1
Bill Currency and Amount	Select the Bill currency and provide the Bill Amount.	
Process Reference Number	Unique OBTFPM task reference number for the transaction.  This is auto generated by the system based on process name and branch code.	
Customer Reference Number	Provide the customer reference number if available.	

Field	Description	Sample Values
Priority	System will populate 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.	High
Submission Mode	Select the submission mode of Export Documentary Collection Booking request. By default the submission mode will have the value as 'Desk'.  <b>Desk-</b> Request received through Desk <b>Courier-</b> Request received through Courier	Desk
Booking Date	By default, the application will display branch's current date.	04/13/2018

## Collection Details


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

The screenshot shows the Oracle International Payments - Fast Lane application interface. The main heading is 'Export Documentary Collection Booking'. The form is divided into two main sections: 'Application Details' and 'Collection Details'. The 'Collection Details' section is highlighted with a red border. The 'Application Details' section includes fields for Drawer (001506), Branch (300-International Payments-Fast...), Bill Amount (GBP, £30,000.00), Process Reference Number (300EDCB000029479), Customer Reference Number (122222), Priority (Medium), Submission Mode (Desk), and Booking Date (Jan 1, 2016). The 'Collection Details' section includes Documents Received (First), Tenor (Sight), Product Code (ESNC), Product Description (OUTGOING DOCUMENTARY SIGHT BILL), Operation Type (COL), Stage (Initial), Contract Reference Number (300ESNC160013006), Drawee (001507), Collecting Bank (WELLS FARGO), and Finance Amount. At the bottom of the form, there are buttons for Hold, Cancel, Save & Close, and Submit.

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

Field	Description	Sample Values
Documents Received	Select the number of sets of documents received: <ul style="list-style-type: none"> <li>• First</li> <li>• Second</li> <li>• Both</li> </ul>	
Tenor	Provide the tenor details based on the document received.	



Field	Description	Sample Values
Product Code	Select the product code for the collection booking.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Contract Reference Number	System to populate contract reference number from the back end system once the product code is selected.	
Operation Type	Read only field. Operation type will be defaulted based on the product code.	
Stage	Select the stage from the following options: <ul style="list-style-type: none"> <li>• Initial</li> <li>• Final</li> </ul> By default, stage is set to 'Initial'.	
Bill Amount	Provide the Bill amount.	
Drawee ID	Select the Drawee from LOV.	
Drawee Name	Read only field. This field displays the Drawee Name as per the Drawee ID.	
Collecting Bank ID	Select the collecting bank from LOV.   <p><b>Note</b> This field is not applicable if the documents are to be received directly by Drawee.</p>	
Collecting Bank Name	Read only field. This field displays the collecting bank name as per the Collecting Bank ID Selected.	
Finance Amount	Provide the amount that requires finance.	

# Miscellaneous

ORACLE Enquiry International Payments-Fas... SRIDHAR01  
Jan 1, 2016 tusham@gmail.com

Export Documentary Collection Booking Documents Remarks

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**Application Details**

Drawer * 001506 <input type="text"/> <input type="button" value="Marks and Sp"/>	Branch 300-International Payments-Fast ...	Bill Amount * GBP £30,000.00	Process Reference Number 300EDC8000029479
Customer Reference Number 122222	Priority Medium	Submission Mode Desk	Booking Date * Jan 1, 2016

---

**Collection Details**

Documents Received First	Tenor Sight	Product Code * ESNC	Product Description OUTGOING DOCUMENTARY SIGHT BIL
Operation Type COL	Stage Initial	Contract Reference Number 300ESNC160013006	Drawee 001507 <input type="text"/> <input type="button" value="GOODCARE P"/>
Collecting Bank 001505 <input type="text"/> <input type="button" value="WELLS FARGO"/>	Finance Amount		

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

Field	Description	Sample Values
Documents	Upload the documents received under the Documentary Collection.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Checklist</p> <p>Registration</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Application signed and stamped <span style="float: right; border: 1px solid gray; padding: 2px 5px;">Remarks</span></li> <li><input checked="" type="checkbox"/> Any correction or alteration initialled by the app <span style="float: right; border: 1px solid gray; padding: 2px 5px;">Remarks</span></li> <li><input type="checkbox"/> Amount in words and numbers are matching <span style="float: right; border: 1px solid gray; padding: 2px 5px;">Remarks</span></li> <li><input checked="" type="checkbox"/> LC amt and ccy are uniform across the application <span style="float: right; border: 1px solid gray; padding: 2px 5px;">Remarks</span></li> <li><input checked="" type="checkbox"/> customer signature verified <span style="float: right; border: 1px solid gray; padding: 2px 5px;">Remarks</span></li> </ul> <p style="text-align: left; margin-top: 5px;"><input type="button" value="Save Checklist"/></p> <p style="text-align: right; margin-top: 5px;"><input type="button" value="Close"/></p> </div>	

## Action Buttons

Field	Description	Sample Values
Submit	On submit, task will move to next logical stage of Export Documentary Collection Booking. 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 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Export Documentary Collection Booking Task. Details entered will not be saved and the task will be removed.	
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.	

## Data Enrichment

On successful completion of Registration of an Export Documentary Collection Booking, the task moves to Data Enrichment stage. At this stage the gathered information during registration are validated.

Do the following steps to acquire a task currently at Scrutiny stage:

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

**FuTura Bank**

Sign In

User Name \*

SRIDHAR

Password \*

.....

Sign In

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

The screenshot shows the Oracle dashboard interface. The left sidebar contains navigation options: Core Maintenance, Dashboard, Maintenance, Security Management, Tasks, and Trade Finance. The main content area displays several widgets:

- High Value Transactions:** A bubble chart showing transaction values for GBP and EUR across a range of 0 to 12.
- High Priority Tasks:** A table listing tasks such as 'Import Documentary Collections', 'Export LC Advising', and 'Export LC Advising' with columns for Branch and Process Name.
- Priority Summary:** A table showing a list of tasks with columns for Branch and Process Name.
- Pending Exception Approval:** A table with a search filter and columns for Customer Name, Stage Name, Process Reference Number, Process Name, Branch Name, and Currency. It lists entries like 'Amount Block Exception Approval' and 'Limit Earmarking Exception Approval'.
- SLA Status Summary:** A summary widget with a dropdown menu.

3. Click Trade Finance> Tasks> Free Tasks.

The screenshot shows the 'Free Tasks' page in Oracle. The left sidebar has 'Free Tasks' highlighted in red. The main content area displays a table of tasks with the following columns: Action, Priority, Process Name, Process Reference, Stage, Application Date, Branch, and Customer Number. The table contains multiple rows of task data, including 'Export Documentary Collections', 'Guarantee Issuance', and 'Import Documentary Li...'. Below the table, there is a pagination control showing 'Page 1 of 31 (1 - 20 of 612 items)'.

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	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number	Amount
Acquire & Edit	M	Export Documentary- B...	300EDCB000029479	DataEnrichment	70-01-01	300	001506	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028744	Registration	70-01-01	300	000947	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028743	Registration	70-01-01	300	000947	
Acquire & Edit	M	Import Documentary Li...	300IDCL000028742	Registration	70-01-01	300	001506	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028741	Registration	70-01-01	300	000947	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028740	Registration	70-01-01	300	000947	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028739	Registration	70-01-01	300	000947	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028738	Registration	70-01-01	300	000947	
Acquire & Edit	M	Guarantee Issuance	000GTEI000028737	Registration	70-01-01	300	000947	

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

Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number	Amount
Edit	M	Export Documentary- B...	300EDCB000029479	DataEnrichment	70-01-01	300	001506	
Edit	M	Export Documentary Up...	000EDCU000029469	Registration	70-01-01	000	000009	
Edit	M	Export Documentary- B...	000EDCB000029467	Registration	70-01-01	000	000947	
Edit	M	Export LC Drawing	000ELCD000029464	Registration	70-01-01	000	000009	
Edit	M	Guarantee Advice	300GTEA000029335	Scrutiny	70-01-01	000		
Edit	M	Guarantee Advice	000GTEA000029297	Scrutiny	70-01-01	000		
Edit	M	Guarantee Advice	000GTEA000029121	Scrutiny	70-01-01	000		
Edit	M	Guarantee Issuance	000GTEI000028706	DataEnrichment	70-01-01	000	000947	
Edit	M	Guarantee Issuance	000GTEI000028811	Scrutiny	70-01-01	000	000947	

The data enrichment stage has the following hops for data capture:

- Main Details
- Document Details
- Drafts Details
- Shipment Details
- Maturity Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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 channels may not be editable.

## Main Details

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 for the **Priority**. Refer to [Application Details](#) for more information of the fields.

Oracle International Payments-Fast... SRIDHAR01 subham@gmail.com

Export Documentary- Booking - DataEnrichment :: Application No: 300EDCB000029479

Main Details

Application Details

Drawer *	Branch	Bill Amount *	Process Reference Number
001506 Marks and Spen	300-International Payments-Fast ...	GBP £30,000.00	300EDCB000029479
Customer Reference Number	Priority	Submission Mode	Booking Date *
122222	Medium	Desk	Jan 1, 2016

Collection Details

Documents Received	Tenor	Product Code *	Product Description
First	Sight	ESNC	OUTGOING DOCUMENTARY SIGHT BIL
Operation Type	Stage	Contract Reference Number	Drawee *
COL	Initial	300ESNC160013006	001507 GOODCARE P
Collecting Bank	Finance Amount		
001505 WELLS FARGC			

Audit Reject Refer Hold Cancel Save & Close Back Next

## Collection Details

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

Oracle International Payments-Fast... SRIDHAR01 subham@gmail.com

Export Documentary- Booking - DataEnrichment :: Application No: 300EDCB000029479

Main Details

Application Details

Drawer *	Branch	Bill Amount *	Process Reference Number
001506 Marks and Spen	300-International Payments-Fast ...	GBP £30,000.00	300EDCB000029479
Customer Reference Number	Priority	Submission Mode	Booking Date *
122222	Medium	Desk	Jan 1, 2016

Collection Details

Documents Received	Tenor	Product Code *	Product Description
First	Sight	ESNC	OUTGOING DOCUMENTARY SIGHT BIL
Operation Type	Stage	Contract Reference Number	Drawee *
COL	Initial	300ESNC160013006	001507 GOODCARE P
Collecting Bank	Finance Amount		
001505 WELLS FARGC			

Audit Reject Refer Hold Cancel Save & Close Back Next

## Action Buttons

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

Field	Description	Sample Values
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: <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 screen of Data Enrichment stage.	

## Document Details

This section enables the user to capture the details of the documents received.

Capture the information based on the description in the following table:

Field	Description	Sample Values
S.No	Provide the serial number for the entry.	
Document Code	Select the document code from the LOV based on the document received . User can add or delete the code by deleting the line on the grid.	
Document Description	System will populate the document description based on the document code. User can edit the description.	
Document Reference	Enables the user to capture the document reference.	
Received First Mail		
Received - Original	Provide the number of original documents received from the Drawer.	
Received - Copy	Provide the number copies received from the Drawer.	
Received Second Mail		
Received - Original	Provide the number of original documents received from the Drawer.	
Received - Copy	Provide the number copies received from the Drawer.	



## Action Buttons

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

Field	Description	Sample Values
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: <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 screen of Data Enrichment stage.	

## Draft Details

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

Field	Description	Sample Values
Draft Details	Provide the draft details. Alternatively, user can search the draft details like Cost of Goods, Freight, Insurance etc., using LOV.	
Draft Amount	Provide the draft amount.	

## Shipment Details

Update the goods and shipment details from the documents received.

# Shipment Details

ORACLE My Tasks FLEXCUBE UNIVERSAL BAN... SRIDHAR01  
 Jan 1, 2014 subham@gmail.com

Export Documentary- Booking - DataEnrichment :: Application No: 300EDCB000029479

Documents Remarks

Main Details Document Details Draft Details **Shipment Details** Maturity Details Additional Fields Advices Additional Details Settlement Details Summary

Screen ( 4 / 10)

**Shipment Details**

Transshipment: ALLOWED Partial Shipments: NOT ALLOWED Date of Shipment: Apr 9, 2013 Place of Taking in Charge: [ ]

Port of Loading: LONDON Port of Discharge: CHENNAI Place of Final Delivery: [ ] Carrier Name: [ ]

Shipping Agent Name: [ ] Shipping Agent Address: [ ]

INCO Terms: DAP INCO Terms Description: Delivered At Place


45A Description of Goods and/or Services




Goods Code	Goods Type	Goods Description
<input type="checkbox"/> COTTON	Allowed Freely	Import of POLO T-Shirts as per purchase order dated 1stAug

Country of Origin Insurance Company Insurance Company Address

Audit Reject Refer Hold Cancel Save & Close Back Next

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

Field	Description	Sample Values
Date Of Shipment	Provide the date of shipment from the document received. Shipment date can be back dated but not future dated.  This is a mandatory field, an error message will be displayed if not provided.	
Place Of Taking In Charge	This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.  Provide the details of place of taking in charge from the document received.  <div style="text-align: center;">   <b>Note</b>            This field is alternate to <b>Port Of Loading</b>.         </div>	

Field	Description	Sample Values
Port Of Loading	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Provide the details of Port/Airport of Loading from the document received.</p>  <p><b>Note</b> This field is alternate to <b>Place Of Taking In Charge</b>.</p>	
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Provide the details of Port/Airport of Discharge from the document received.</p>  <p><b>Note</b> This field is alternate to <b>Place Of Final Destination</b>.</p>	
Place Of Final Delivery	<p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p>Provide the details of Place Of Final Destination from the document received.</p>  <p><b>Note</b> This field is alternate to <b>Port Of Discharge</b>.</p>	
Carrier Name	Provide the name of the carrier through which the goods were shipped.	
Shipping Agent	Provide the shipping agent name from the document received.	
Shipping Agent Address	Provide the shipping agent address from the document received.	
Transshipment	Provide the transshipment details of goods (if any) from the document received.	
Partial Shipment	Provide the partial shipment details of goods (if any) from the document received.	

## Goods Details

The screenshot shows the Oracle Goods Details form. The 'Shipment Details' section includes fields for Transshipment (ALLOWED), Partial Shipments (NOT ALLOWED), Date of Shipment (Apr 9, 2013), Place of Taking in Charge, Port of Loading (LONDON), Port of Discharge (CHENNAI), Place of Final Delivery, and Carrier Name. The '45A Description of Goods and/or Services' section is highlighted with a red box and contains the following details:

INCO Terms	INCO Terms Description
DAP	Delivered At Place

Goods Code	Goods Type	Goods Description
COTTON	Allowed Freely	Import of POLO T-Shirts as per purchase order dated 1stAug

Below the table are fields for Country of Origin, Insurance Company, and Insurance Company Address.

The 'Multimodal/ Transshipment details' section is currently empty, showing 'No data to display.'

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

Field	Description	Sample Values
INCO Terms	Select the INCO terms from the document received.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.	
Goods Description	This field displays the description of goods based on goods code.	
Country of Origin	Provide the country of origin details from the documents received.	
Insurance Company Code	Select the Insurance Company Code from the LOV.	
Insurance Company	Read only field. Insurance company details will be displayed as per the selected Insurance Company Code from the LOV.	

Field	Description	Sample Values
Insurance Company Address	Read only field. Insurance company address will be displayed as per the selected Insurance Company Code from the LOV.	

## Multimodal/Transshipment Details

During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section.

The screenshot shows the Oracle Flexcube Universal Banking interface for 'Export Documentary- Booking - DataEnrichment'. The 'Shipment Details' section is active, showing various fields like Transshipment (ALLOWED), Date of Shipment (Apr 9, 2013), and Port of Loading (LONDON). A red box highlights the 'Multimodal/ Transshipment details' section, which includes fields for 'Carrier Name' and 'Port'. Below these fields, it says 'No data to display.' At the bottom of the interface, there are buttons for 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'.

Field	Description	Sample Values
Carrier Name	Provide the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.	
Ports	Provide the port details as per the document received, if the ship has transit on its way to the destination.	

## Action Buttons

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

Field	Description	Sample Values
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: <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 screen of Data Enrichment stage.	

## Maturity Details

Provide the maturity details based on the description in the following table:

Field	Description	Sample Values
Tenor Type	Select the tenor type as per the document received.	
Tenor Basis	Provide the tenor basis, if the tenor is not sight.	
Tenor Start Date	Provide the tenor start date.	
Tenor Days	Provide the number of tenor days	
Transit Days	Provide the transit days, if the tenor is sight.	
Maturity date	System displays the due date for the bill based on tenor and tenor basis. If tenor is sight, system will calculate the maturity date as 5 working days from Document Received Date. If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
Usance Interest Rate	Provide the usance interest rate.	
Usance Interest Amount	Provide the usance interest amount for the Bill value as per the tenor basis.	

In case of multi tenor, user can provide multiple maturity details by clicking the plus icon.

Field	Description	Sample Values
Interest from Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.	



Field	Description	Sample Values
Interest to Date	Application defaults Maturity Date in this field, if Interest from Date is provided.	

## Additional Fields

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

## Advices

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

## Additional Details

ORACLE My Tasks FLEXCUBE UNIVERSAL BAN... SRIDHAR01  
Jan 1, 2014 subham@gmail.com

Export Documentary- Booking - DataEnrichment :: Application No: 300EDCB000029479 Documents Remarks

Main Details | Document Details | Draft Details | Shipment Details | Maturity Details | Additional Fields | Advices | **Additional Details** | Settlement Details | Summary

Screen ( 8 / 10)

**Charge Details**

Charge : **GBP 250**  
 Commission :  
 Tax : **GBP 4500**  
 Block Status : **Not Initiated**

**Preview Details**

Language :  
 Preview Message : -

**Payment Details**

Allow Rollover : **No**  
 Auto Change from : **No**  
 Acceptance to Advance : **function**  
 Liquidate using Collateral

**FX Linkage**

Reference Number :  
 Currency :  
 Amount :

**Tracer Details**

Payment Tracer : **No**  
 Acceptance Tracer : **No**  
 Charges Details : **No**

No data to display.

Reject Refer Hold Cancel Save & Close Back Next

## Charge Details

This section displays charge details:

Charge Details

Recalculate Redefault

Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURISS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017
LCSWIFTIS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017
OTHBNKCHG	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017

Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
-----------	------	----------	--------	----------	-------	-------

Save & Close Cancel

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.	
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.	

Field	Description	Sample Values
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.	
Charge Party	Charge party will be Drawer by default. You can change the value to Drawee.	
Settlement Account	Details of the settlement account.	

This section displays the commission details:

Charge Details

---

▲ 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	This field displays the commission component.	
Rate	Defaults from product.	
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.	
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	If check box is selected, charges/commissions has to be deferred and collected at any future step.	

Field	Description	Sample Values
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.  If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Drawer' by Default. You can change the value to Drawee.	
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.

This section displays the tax details:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="checkbox"/>	<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 applicable.	
Settlement Account	Details of the settlement account.	

## Payment Details

Provide payment details based on the description in the following table:

Field	Description	Sample Values
Auto Liquidation Required	<p><b>Toggle On:</b> Set the toggle 'On' if the auto liquidation is required.</p> <p><b>Toggle Off:</b> Set the toggle 'Off' if the auto liquidation is not required.</p>	
Repay Pre-shipment Credit	<p><b>Yes:</b> Select Yes, if pre-shipment credit to be repaid.</p> <p><b>No:</b> Select No if there is no pre-shipment credit to be repaid.</p>	
Pre-shipment Credit Account Number	This field displays the pre-shipment credit account number.	
Pre-shipment Credit Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Pre-shipment Credit Repayment Amount	This field displays the pre-shipment credit repayment amount.	

## FX Linkage

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

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

Provide the FX linkage detail based on the description in the following table:

FX Linkage
✕

---

Drawing Currency

Drawing Amount


Drawing Maturity Date

+
-

Contract Reference Number	Contract Currency	Contract Amount	Contract Available Amount	Linkage Amount	Rate	Amount in Contract Currency
No data to display.						

Average FX Rate

✓ Save & Close
✕ Cancel

Field	Description	Sample Values
Bill Currency	Read only field. This field displays the currency details from the bill.	
Bill Amount	Read only field. This field displays the amount from the Bill.	
Bill Maturity Date	System to display the due date for the bill in case of a Usance bill. In case of a sight bill, the system should display the current branch date as Maturity Date (for processing immediate payment).	
FX Reference Number	Select the FX contract from the LOV.	
FX Currency	This field displays the currency of the FX contract.	
FX Amount	This field displays the amount of the FX contract.	
FX Available Amount	This field displays the unlinked/ available amount under the FX contract.	
FX Linkage Amount	<p>If FX contract is linked already for the underlying LC, system will display the amount linked. If FX contract is not linked, user can provide the Linkage amount.</p> <div style="text-align: center; margin-top: 10px;">  <p><b>Note</b></p> <p>The linkage amount must not be more than the amount.</p> </div>	
Rate	This field displays the rate at which the contract is booked.	
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.	
Expiry Date	This field displays the expiry date of the contract.	


Field	Description	Sample Values
Delivery Period - From	This field displays the date from which the contract is available for utilization.	
Delivery Period - To	This field displays the date to which the contract is available for utilization.	
Average FX Rate	Average rate for more than one contract if linked.	




## Tracers

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:

Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.

The screenshot shows a 'Tracer Details' window with two sections: 'Payment Tracer' and 'Acknowledgement Tracer'.  
**Payment Tracer:** Tracer Required is checked. Number of Tracers is 3. Tracer Frequency is Weekly. Tracer Medium is SWIFT. Tracer Receiver Party is empty. Tracer Start Date is Jan 1, 2014.  
**Acknowledgement Tracer:** Tracer Required is unchecked. Number of Tracers is empty. Tracer Frequency is empty. Tracer Medium is empty. Tracer Receiver Party is Advising Bank. Tracer Start Date is Jan 1, 1970.  
 Buttons for 'Save & Close' and 'Close' are visible at the bottom right.

Field	Description	Sample Values
Tracer Required	Select if tracer is required or nor from the available drop list: <ul style="list-style-type: none"> <li>• Required</li> <li>• Not required</li> <li>• Till resolved</li> </ul>	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	Provide the frequency for generation of the Tracer.  <div style="text-align: center;">   <b>Note</b>            This field is applicable only if <b>Tracer Required</b> has value as <b>Till Resolved</b>.         </div>	

Field	Description	Sample Values
Tracer Medium	Select the tracer medium from the LOV.   <b>Note</b> This field is applicable only if <b>Tracer Required</b> has value as <b>Required</b> or <b>Till Resolved</b> .	
Tracer Receiver Party	Select the tracer receiver party from the LOV.   <b>Note</b> This field is applicable only if <b>Tracer Required</b> has value as <b>Required</b> or <b>Till Resolved</b> .	
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.   <b>Note</b> This field is applicable only if <b>Tracer Required</b> has value as <b>Required</b> or <b>Till Resolved</b> .	

### Preview Message

User can preview the message simulated for correspondence with Remitting Bank.

### Action Buttons

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

Field	Description	Sample Values
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.	



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>	
Next	Click Next to move to next logical screen of Data Enrichment stage.	

## Settlement Details

Provide the settlement details based on the description in the following table:

The screenshot shows the Oracle Financials Settlement Details screen. The main table displays the following data:

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator
AMT_PURCHASED	GBP	Debit	30000015050028	WELLS FARGO LA	USD	No
AMT_PURCHASEDEQ	GBP	Debit	30000015060012	Marks and Spencer	USD	No
BCCOUR_LIQD	KWD	Debit	30000015060012	Marks and Spencer	USD	
BCTAX1_AMT	GBP	Debit	30000015060012	Marks and Spencer	USD	
BCTAX2_AMT	GBP	Debit	30000015060012	Marks and Spencer	USD	
BILL_LIQ_AMT	GBP	Debit	30000015050028	WELLS FARGO LA	USD	No
BILL_LIQ_AMTEQ	GBP	Credit	30000015060012	Marks and Spencer	USD	No
CHG3_LIQD	GBP	Debit	30000015050028	WELLS FARGO LA	USD	No
COLL_LIQ_AMT	GBP	Debit	30000015050028	WELLS FARGO LA	USD	No
COLL_LIQ_AMTEQ	GBP	Credit	30000015060012	Marks and Spencer	USD	No
EBC_PUR_IN_ADJ	GBP	Credit	30000015060012	Marks and Spencer	USD	No
EBC_PUR_IN_LIQD	GBP	Debit	30000015060012	Marks and Spencer	USD	No

Field	Description	Sample Values
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	

Field	Description	Sample Values
Account Description	Application displays the description of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Amount	Amount for each component. This is populated from the transaction details of the drawing.	

## Summary

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

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

The screenshot shows the Oracle application interface for an Export Documentary Booking request. The main content area is titled "Summary" and contains 16 summary tiles arranged in a grid. Each tile displays key information for a specific data segment, such as Main Details, Document Details, Draft Details, Shipment Details, Maturity Details, Additional Fields, Advices, Commission, Charges and Taxes, Preview Messages, Limits and Collaterals, Payment Details, FX Linkage Details, Compliance, and Party Details. The interface includes a navigation menu on the left, a top header with the Oracle logo and user information, and a bottom navigation bar with buttons like Reject, Refer, Hold, Cancel, Save & Close, Back, Next, and Submit.

### Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Party Details - User can view party details like applicant, advising bank etc.
- Maturity Details - User can view the maturity details.
- Documents - User can view the document details.
- Draft Details - User can view the draft details.
- Additional Fields - User can view the details of additional fields.

- Advice Details - User can view the details of advices.
- Payment Details - User can view the payment details.
- Shipment Details - User can view the shipment details.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- Tracers - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Preview message - User can view the preview message.
- Compliance - User can view the compliance details.

## Action Buttons

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

Field	Description	Sample Values
Submit	<p>Task will move to next logical stage of Export Documentary Collection Booking.</p> <p>If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
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>	

## Exceptions

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

### Exception - Amount Block

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

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

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

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

Approve:

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

Refer:

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

Reject:

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

### Amount Bock Exception

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charge Details - User can view and modify details provided for charges, if required.

## 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>	
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	<p>Cancel the Export Collection Booking Amount Block Exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	

## Exception - Know Your Customer (KYC)

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

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

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

## Approve

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

## Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Party Details - User can view party details like applicant, advising bank etc.
- Document Details - User can view document details.
- Draft Details - User can view the draft details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Advices - User can view the advices.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the FX Linkage details.
- Settlement Details - User can view the settlement details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## 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>	
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
Refer	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. Refer 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>	
Cancel	Cancel the Export Collection Booking KYC exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

### Exception - Limit Check/Credit

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

Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for trade finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

Limit check Exception approver can do the following actions:

#### Approve

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

#### Refer

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

#### Reject

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

### Limit/Credit Check

This section will display the amount block exception details.

### Summary

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.

- Payments - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## 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>	
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	<p>Cancel the Export Collection Booking Limit exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	



## Multi Level Approval

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

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

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

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

- Drawee Name
- Drawer Name
- Bill Currency
- Bill Amount

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

The screenshot displays the FuTura Bank OBTFPM application interface. On the left is a navigation menu with categories like Core Maintenance, Dashboard, Maintenance, Security Management, Tasks, and Trade Finance. The main area shows a 'Free Tasks' table with columns for Action, Priority, and Application Number. A modal dialog titled 'Approval Rekey' is open, containing fields for 'Applicant Party' (000262) and 'Application Date' (Feb 1, 2019), both with green checkmarks. The dialog also has buttons for 'Incoming Message', 'Documents', 'Remarks', 'Proceed', 'Refer', and 'Cancel'. In the background, a table lists process details with columns for Process Name, Stage, and Back Office Ref No.

Action	Priority	Application Number
Acquire & Edit	M	GS11LCA000006126
Acquire & Edit	H	GS1ELCA000006127
Acquire & Edit	M	GS11LCA000006124
Acquire & Edit	H	GS1ELCA000006125
Acquire & Edit	H	GS1ELCA000006123
Acquire & Edit	H	GS1ELCA000006122

Process Name	Stage	Back Office Ref No.
Import LC Liquidation	Approval1	NA
Export LC Advising	Scrutiny	GS1ELAC19032BLHM
Import LC Amendment	Retry HandOff	GS11LSN19032ABYN
Export LC Advising	Data Enrichment	GS1ELAC19032BLHL
Export LC Advising	Scrutiny	GS1ELAC19032BLHK
Export LC Advising	Data Enrichment	GS1ELAC19032BLHU

# Summary

ORACLE Free Tasks FLEXCUBE UNIVERSAL BAN... SRIDHAR02  
 Jan 1, 2014 subham@gmail.com

Export Documentary- Booking - Approval Task Level 1 :: Application No: 300EDC8000029479 Documents Remarks

Summary Screen ( 1 / 1)

<b>Main Details</b> bookingDate : 2016-01-01 Submission Mode : Desk billAmount : 30000	<b>Shipment Details</b> Port of Loading : LONDON Port of Discharge : CHENNAI shipmentDate : 2013-04-09 carrierName :	<b>Maturity Details</b> Tenor Type : Sight Tenor Basis : Maturity Date : 2014-01-01	<b>Document Details</b> Document 1 : AIR Document 2 : BOL Document 3 : PACKINGLIST
<b>Draft Details</b> draft1 : Cost of th...	<b>Party Details</b> Drawee : GOODCARE PLC Drawer : Marks and ... CollectingBank : WELLS FARG...	<b>Additional Fields</b> Click here to view : Additional fields :	<b>Advice Details</b> advice1 : PAYMENT_ME... advice2 : REMITTANCE...
<b>Payment Details</b> LiquidateusingCollateral : AdvanceByLoan : AllowRollover :	<b>Charge</b> Charge : GBP250 Commission : Tax : GBP4500 Block Status : Not Initia...	<b>Limits Details</b> Limit Currency : Limit Contribution : Limit Status : Not Verified Collateral Currency : Collateral Contr. : Collateral Status : Not Verified	<b>FX Linkage Details</b> Reference No. : Contract Amount : Linkage Amount :
<b>Settlement Details</b> Component : LOAN_LIQD_... Account Number : 3000001505... Currency : GBP	<b>Preview Message</b> Language : ENG Preview Message : -	<b>Compliance</b> KYC : Verified Sanctions : Verified AML : Verified	

Audit Reject Hold Refer Cancel Approve

## Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Party Details - User can view party details like applicant, advising bank etc.
- Maturity Details - User can view the maturity details.
- Documents - User can view the document details.
- Draft Details - User can view the draft details.
- Additional Fields - User can view the details of additional fields.
- Advice Details - User can view the details of advices.
- Payment Details - User can view the payment details.
- Shipment Details - User can view the shipment details.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- Tracers - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Preview message - User can view the preview message.
- Compliance - User can view the compliance details.

## 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>	
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>	

## Reject Approval

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

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

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

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

## Summary

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

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

- Main Details - User can view details about application details and document under collection.
- Party Details - User can view party details like applicant, Remitting Bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

## Action Buttons

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

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	

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### 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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