

Export Documentary Collection Update User Guide
Oracle Banking Trade Finance Process Management
Release 14.4.0.0.0

Part No. F30794-01

May 2020

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 Update

Export Documentary collection Update process involves update of an existing documentary collection under Export LC.

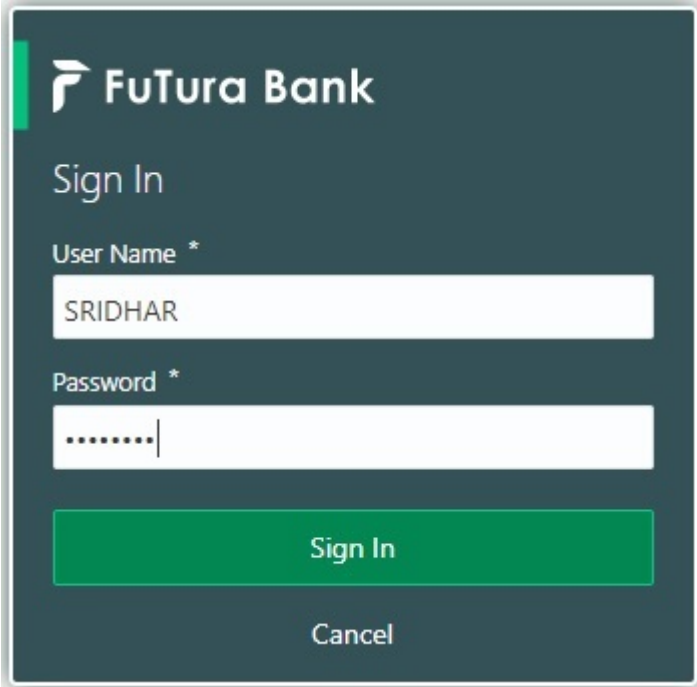
This section contains the following topics:

Registration	Data Enrichment
Exceptions	Multi Level Approval
Reject Approval	

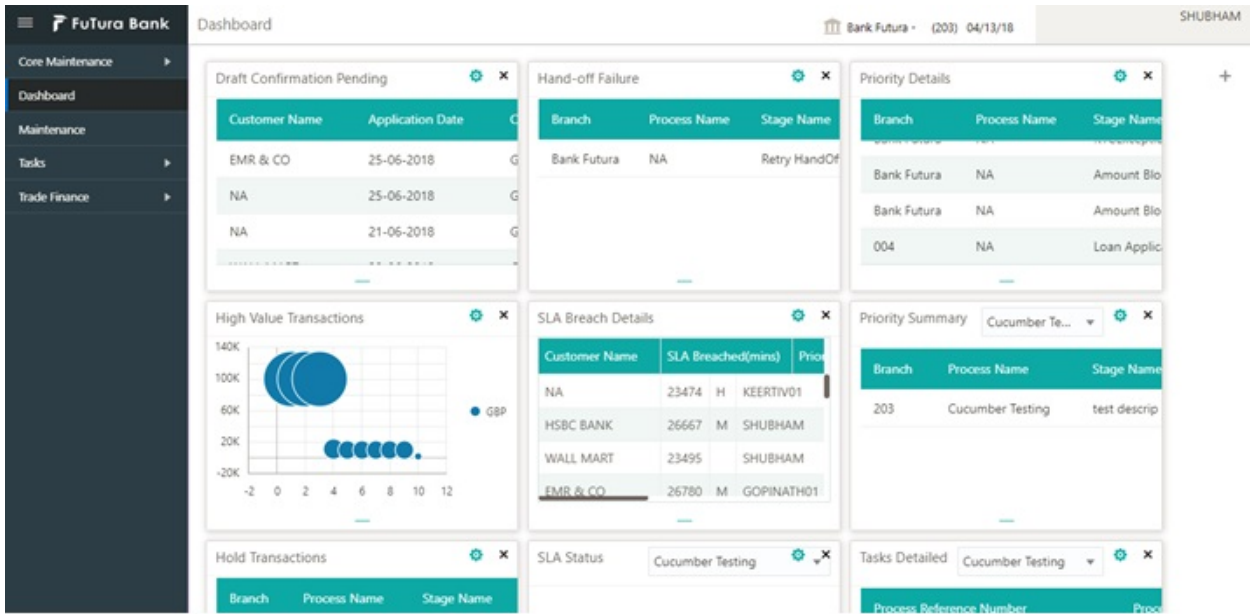
Registration

The process starts from Registration stage, on registering the task in OBTFPM, 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.

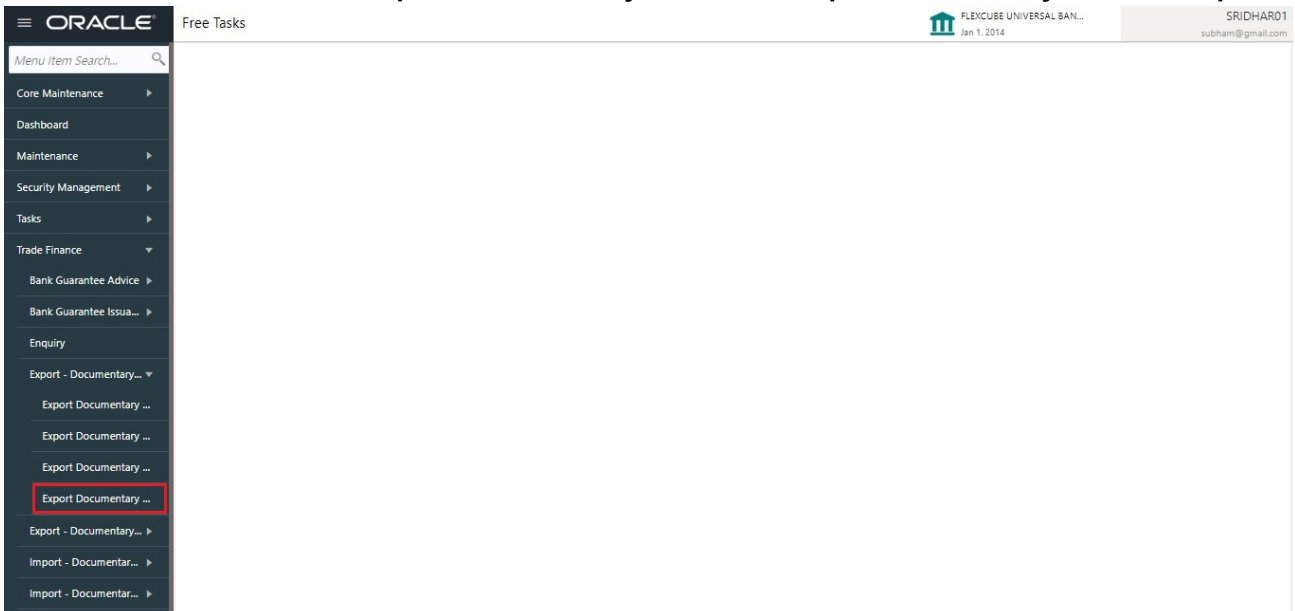
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.



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



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



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

Application Details

Free Tasks

FLEXCUBE UNIVERSAL BAN...
Jan 1, 2014

SRIDHAR01
subham@gmail.com

Export Documentary Collection Update Booking

Documents
Remarks

Application Details

Documentary Collection Number *	Drawer *	Branch	Bill Amount *
000ECLT140010001	000009 NESTLE	000-FLEXCUBE UNIVERSAL BANK	GBP £30,000.00
Process Reference Number	Customer Reference Number	Priority	Submission Mode
000EDCU000029610	12345	Medium	Desk
Update Date *	Version Number		
Jan 1, 2014	1		

View Collection
Events

Collection Details

Documents Received	Tenor	Product Code	Product Description
	Usance	ECLT	OUTGOING DOCUMENTARY USANCE E
Operation Type	Stage	Contract Reference Number	Drawee
COL	Final	000ECLT140010001	000010 Wall Mart
Outstanding Bill Amount *	Collecting Bank	CollectingBank Reference Number	Finance Amount
GBP £29,988.00	000903 NY_BANK	536747	GBP

Hold
Cancel
Save & Close
Submit

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

Field	Description	Sample Values
Documentary Collection Reference	Provide the documentary collection reference. Alternatively, user can search the documentary collection reference using LOV. In the LOV, user can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.	
Drawer ID	Read only field. Drawer ID will be auto-populated based on the selected Documentary Collection Reference.	
Drawer Name	Read only field. Drawer Name will be auto-populated based on the selected Documentary Collection Reference.	
Branch	Read only field. Branch details will be auto-populated based on the selected Documentary Collection Reference.	203-Bank Futura -Branch FZ1
Bill Amount	Read only field. Bill amount will be auto-populated based on the selected Documentary Collection Reference. Amendment to this field is enabled only if the Stage is Initial.	

Field	Description	Sample Values
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.	
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 Collection Booking Update request. By default the submission mode will have the value as 'Desk'. Desk- Request received through Desk Courier- Request received through Courier	Desk
Update Date	By default, the application will display branch's current date.	04/13/2018
Version Number	Version Number will be auto-generated.	

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 Flexcube Universal Bank interface for 'Export Documentary Collection Update Booking'. The 'Collection Details' section is highlighted with a red border. The details are as follows:

Field	Value
Documents Received	[Dropdown]
Operation Type	COL
Outstanding Bill Amount	GBP £29,988.00
Tenor	Usance
Stage	Final
Collecting Bank	000903 NY_BANK
Product Code	ECLT
Contract Reference Number	000ECLT140010001
Collecting Bank Reference Number	536747
Product Description	OUTGOING DOCUMENTARY USANCE E
Drawee	000010 Wall Mart
Finance Amount	GBP

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

Field	Description	Sample Values
Documents Received	Documents Received will be auto-populated from the collection booking.	

Field	Description	Sample Values
Tenor	Read only field. Tenor Details will be auto-populated from the collection booking.	
Product Code	Read only field. Product Code will be auto-populated from the Documentary Collection Number.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Operation Code	Operation Code will be auto-populated from the collection booking. User can update the operation code, if required. Amendment to this field is enabled only if the Stage is not Initial.	
Stage	Stage will be auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already.	
Contract Reference Number	System to populate contract reference number from the back end system once the Documentary Collection Number is selected.	
Drawee ID	Read only field. Drawee ID will be auto-populated from the collection booking.	
Drawee Name	Read only field. Drawee Name will be auto-populated from the collection booking.	
Outstanding Bill Amount	Read only field. Outstanding Bill Amount will be auto-populated from the collection booking.	
Collecting Bank ID	Read only field. Collecting Bank ID will be auto-populated from the collection booking.	
Collecting Bank Name	Read only field. Collecting Bank Name will be auto-populated from the collection booking.	
Finance Amount	Finance Amount will be auto-populated from the collection booking. User can update the Finance Amount, if the operation if the operation is set to PUR or DIS.	
Acceptance Date	Provide the acceptance date.	

Miscellaneous

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

Export Documentary Collection Update Booking

Documents
Remarks

Application Details

Documentary Collection Number * 000ECLT140010001	Drawer * 000009 NESTLE	Branch 000-FLEXCUBE UNIVERSAL BANK	Bill Amount * GBP £30,000.00
Process Reference Number 000EDCU000029610	Customer Reference Number 12345	Priority Medium	Submission Mode Desk
Update Date * Jan 1, 2014	Version Number 1		

View Collection
Events

Collection Details

Documents Received	Tenor Usance	Product Code ECLT	Product Description OUTGOING DOCUMENTARY USANCE E
Operation Type COL	Stage Final	Contract Reference Number 000ECLT140010001	Drawee 000010 Wall Mart
Outstanding Bill Amount * GBP £29,988.00	Collecting Bank 000903 NY_BANK	CollectingBank Reference Number 536747	Finance Amount GBP

Hold
Cancel
Save & Close
Submit

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 marked, system will display an error on submit.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Checklist</p> <p>Registration</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Application signed and stamped Remarks <input checked="" type="checkbox"/> Any correction or alteration initialled by the app Remarks <input type="checkbox"/> Amount in words and numbers are matching Remarks <input checked="" type="checkbox"/> LC amt and ccy are uniform across the application Remarks <input checked="" type="checkbox"/> customer signature verified Remarks <p style="text-align: left; margin-top: 5px;">Save Checklist</p> <p style="text-align: right; margin-top: 5px;">Close</p> </div>	

Action Buttons

Field	Description	Sample Values
Submit	On submit, task will move to next logical stage of Import 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 Import 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 Update, 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 Data Enrichment stage:

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

FuTura Bank

Sign In

User Name *

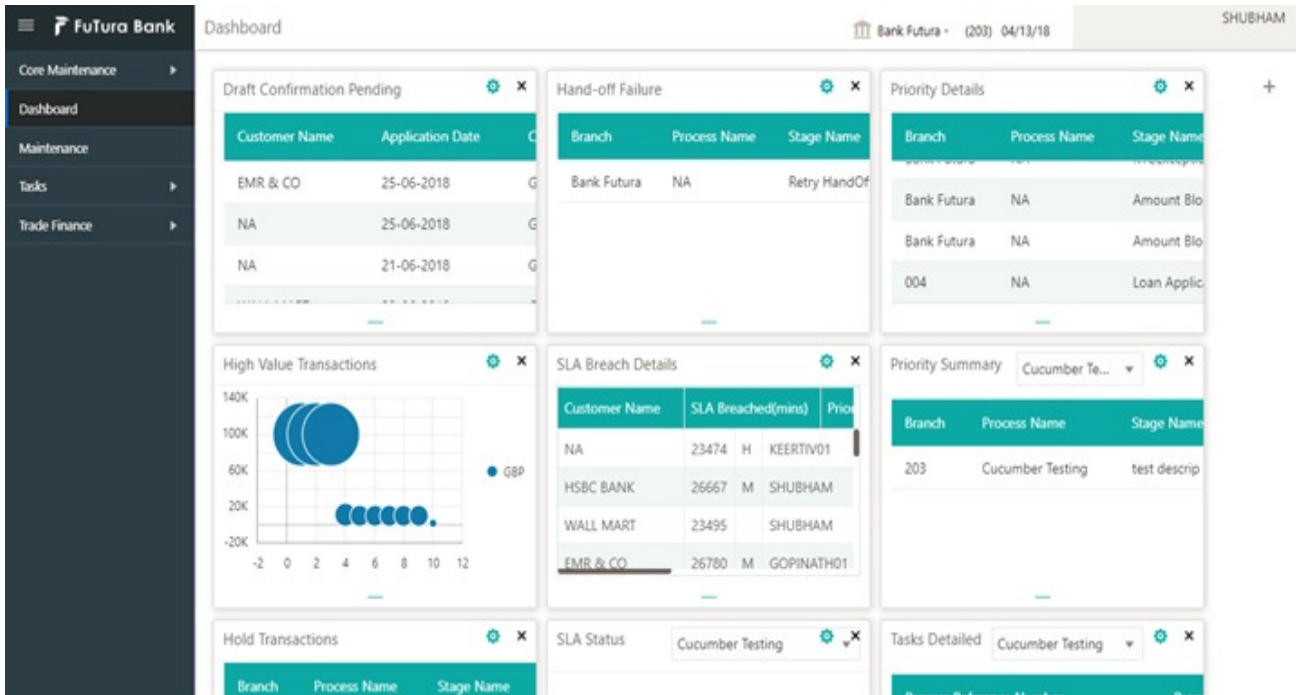
SRIDHAR

Password *

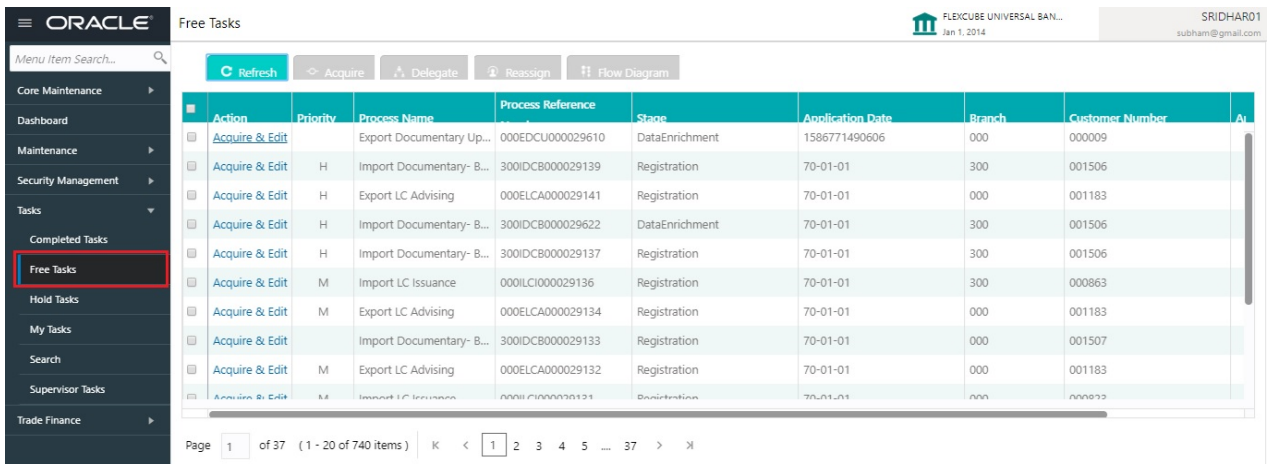
.....

Sign In

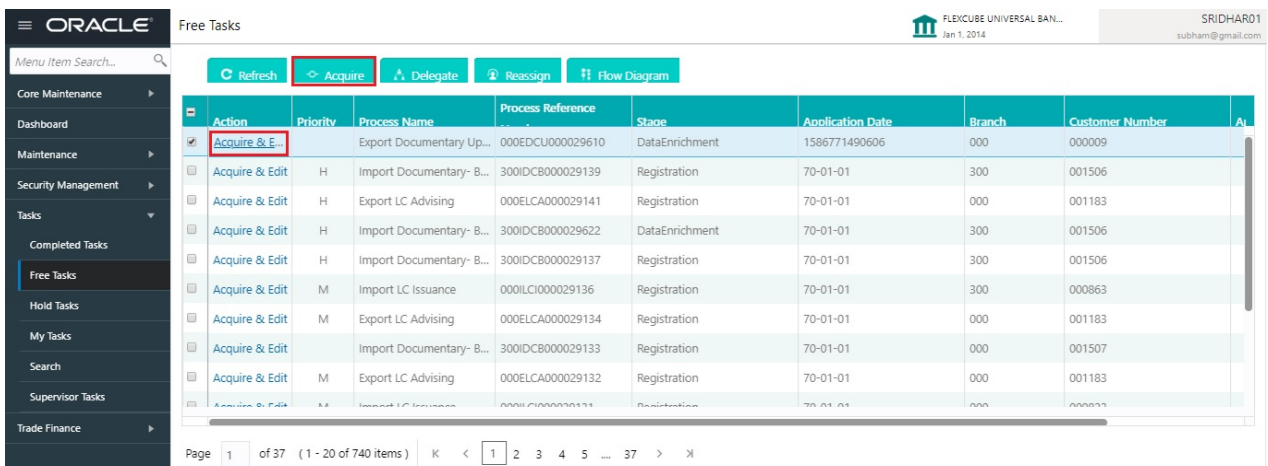
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



3. Click Trade Finance> Tasks> Free Tasks.



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



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

The screenshot shows the Oracle My Tasks interface. On the left is a navigation menu with 'My Tasks' highlighted. The main area displays a table with the following data:

Ac...	Priority	Process Name	Process Reference	Application Number	Stage	Application Date	Branch	Customer N
Edit		Export Documentary Up...	000EDCU000029469	000EDCU000029469	DataEnrichment	70-01-01	000	000009

At the bottom, there is a pagination control showing 'Page 1 of 1 (1 - 1 of 1 items)'.

The Data Enrichment stage has six sections as follows:

- Main Details
- Consolidated Update
- 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 fields that are already having value from Registration/online 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.

The screenshot shows the Oracle application interface for 'Export Documentary Update Booking - DataEnrichment'. The 'Main Details' section is expanded to show 'Application Details' and 'Collection Details'. The 'Application Details' section includes fields for Documentary Collection Number (000ECLT140010001), Process Reference Number (000EDCU000029469), Update Date (Jan 1, 2014), Drawer (000009 NESTLE), Customer Reference Number, Version Number (1), Branch (000-FLEXCUBE UNIVERSAL BANK), Priority (Medium), and Bill Amount (GBP £30,000.00). The 'Collection Details' section includes Documents Received, Operation Type (COL), Outstanding Bill Amount (GBP £29,988.00), Tenor (Usance), Stage (Final), Product Code (ECLT), Contract Reference Number (000ECLT140010001), Collecting Bank Reference Number, Product Description (OUTGOING DOCUMENTARY USANCE E), Drawee (000010 Wall Mart), and Finance Amount (GBP).

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.

This screenshot is identical to the one above, showing the Oracle application interface. In this view, the 'Collection Details' section is highlighted with a red border, indicating that these fields are the focus of this section. The 'Application Details' section is also visible but not highlighted.

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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical screen of Data Enrichment stage.	

Consolidated Update

User can review and update the collection booking details.

Draft Details

Update the draft details from the documents submitted under Import Collection Booking Update as per the description in the following table:

Field	Description	Sample Values
Draft Code	Select the Draft Code.	
Draft Amount	Provide the Draft Amount based on the documents submitted under Import Collection Booking.	

Maturity Details

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

Field	Description	Sample Values
Tenor Type	Modify the tenor type, if required.	
Tenor Basis	Update the tenor basis, if the tenor is not sight.	
Tenor Start Date	Update the tenor start date, if required.	
Tenor Days	Update the number of tenor days, if required	
Transit Days	Update the transit days, if the tenor is sight.	
Maturity date	<p>System displays the due date for the drawing based on tenor and tenor basis.</p> <p>If tenor is sight, system will calculate the maturity date as 5 working days from document Received date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date.</p> <p>If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.</p>	
Usance Interest Rate	Update the usance interest rate, if required.	
Usance Interest Amount	Update the usance interest amount for the LC value as per the tenor basis, if required.	

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

Field	Description	Sample Values
Interest From Date	Update 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	Update the interest To date. The interest from date cannot be earlier than branch date and later than maturity date.	
Pass Interest To	Select the party responsible for the interest charges.	
Pass Our Charges To	Select the party responsible for the charges.	

Other Bank Charges

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Other Bank Charges - 1	Charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Charges - 2	Charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Charges - 3	Charges to be collected for the other bank as part of the drawings transaction.	
Debit Value Date	Provide the debit value date.	
Credit Value Date	Provide the credit value date.	
Value Date	Provide the value date.	
Allow Pre-Payment	Toggle On: Set the toggle 'On' to enable pre-payment. Toggle Off: Set the toggle 'Off' to disable pre-payment.	
Refund Interest	Toggle On: Set the toggle 'On' to refund the interest. Toggle Off: Set the toggle 'Off' to deny the interest refund.	
Transfer Collateral from LC	Toggle On: Set the toggle 'On' to enable the transfer collateral from LC. Toggle Off: Set the toggle 'Off' to disable the transfer collateral from LC.	

Shipment Details

User can update the goods and shipment details from the documents received/Export Collection Booking.

Shipment Details

Shipment Details ×

Transshipment

Partial Shipments

Date of Shipment

Place of Taking in Charge

Port of Loading

Port of Discharge

Place of Final Delivery

Carrier Name

Shipping Agent Name

Shipping Agent Address

INCO Terms

INCO Terms Description

45A Description of Goods and/or Services

Goods Code	Goods Type	Goods Description	
No data to display.			

Country of Origin

Insurance Company


Insurance Company Address




Multimodal/ Transshipment details

Carrier Name	Port
No data to display.	

Save & Close
Close

This section displays the shipment details from Export Collection Booking:

Field	Description	Sample Values
Date Of Shipment	<p>Read only field.</p> <p>This field displays date of shipment from Export Collection Booking.</p>	
Place Of Taking In Charge	<p>Read only filed.</p> <p>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.</p> <div style="text-align: center; margin-top: 10px;">  <p>Note</p> <p>This field is alternate to Port Of Loading.</p> </div>	

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

Goods Details

This section displays the goods details from Export Collection Booking:

Shipment Details
✕

Transshipment

Port of Loading

Shipping Agent Name

Partial Shipments

Port of Discharge

Shipping Agent Address

Date of Shipment

Place of Final Delivery

Place of Taking in Charge

Carrier Name

INCO Terms

INCO Terms Description

45A Description of Goods and/or Services

Goods Code	Goods Type	Goods Description
No data to display.		

Country of Origin

Insurance Company

Insurance Company Address

Multimodal/ Transshipment details

Carrier Name	Port
No data to display.	

Save & Close
Close

Field	Description	Sample Values
INCO Terms	Read only field. This field displays the INCO Terms from Export Collection Booking.	
Goods Code	Read only field. This field displays the goods code from Export Collection Booking.	
Goods Description	Read only field. This field displays the goods description from Export Collection Booking.	
Country of Origin	Read only field. This field displays the country of origin from Export Collection Booking.	
Insurance Company Code	Read only field. This field displays the insurance company code from Export Collection Booking.	
Insurance Company	Read only field. This field displays the insurance company details from Export Collection Booking.	

Field	Description	Sample Values
Insurance Company Address	Read only field. This field displays the insurance address from Export Collection Booking.	

Multimodal/Transshipment Details

This section displays the multimodal/transshipment details from Export Collection Booking.

Field	Description	Sample Values
Carrier Name	Read only field. This field displays the carrier name from Export Collection Booking.	
Port	Read only field. This field displays the port details from Export Collection Booking.	

Document Details

This section displays details of the documents received from Export Collection Booking.

The screenshot shows a window titled 'Document Details' with a close button (x) in the top right corner. Below the title bar is a section labeled 'Documents Details' containing a table. The table has the following columns: 'Select', 'Document Code', 'Documents Description', 'Action', 'Document Reference', 'First Mail Received Copy', 'First Mail Received Original', 'Second Mail Received Copy', and 'Second Mail Received Original'. There are six rows of data, each with a checkbox in the 'Select' column and a green button with a magnifying glass icon in the 'Action' column. The document codes listed are AIRDOC, BOL, INSDOC, INVDOC, MARDOC, and OTHERDOC. At the bottom right of the table area, there are two buttons: 'Save & Close' and 'Close'.

Field	Description	Sample Values
Document Code	Read only field. This field displays the document code from Export Collection Booking.	
Document Description	Read only field. This field displays the document description from Export Collection Booking.	
Document Reference	Read only field. This field displays the document reference from Export Collection Booking.	
Received - Original	Read only field. This field displays the number of original from Export Collection Booking.	

Field	Description	Sample Values
Received - Copy	Read only field. This field displays the number of copies from Export Collection Booking.	

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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical screen of Data Enrichment stage.	

Updated Details

This section enables the user to view the details of the updated fields along with the old values for the Data Enrichment user to compare.

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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. <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.	

Additional Fields

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

The screenshot displays the Oracle International Payments-Fas... interface. The top navigation bar shows the Oracle logo, 'Free Tasks', and user details for SRIDHAR01. The main content area is titled 'Additional Fields' and indicates that no additional fields are currently configured. A left-hand navigation pane lists various screen options, with 'Additional Fields' being the active selection. At the bottom of the screen, a set of action buttons is visible, including 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'.

Advices

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

The screenshot displays the Oracle interface for the 'Advices' menu. The top navigation bar includes the Oracle logo, 'Free Tasks', and user information: 'International Payments-Fas...', 'Jan 1, 2016', and 'SRIDHAR01 subhram@gmail.com'. The main header shows 'Export Documentary Update Booking - DataEnrichment :: Application No: 300EDCU000030956' and action buttons for 'Documents', 'Remarks', and 'View Collection'. A sidebar on the left lists menu items: 'Main Details', 'Consolidated Update', 'Updated Details', 'Additional Fields', 'Advices' (selected), 'Additional Details', 'Settlement Details', and 'Summary'. The main content area, titled 'Advices', contains two tiles. The first tile, 'Advice : AMNDMNT_OF_INS', lists: 'Advice Name : AMNDMNT_OF_INS', 'Advice Party : COLLECTING BANK', 'Party Name : WELLS FARGO LA', and 'Suppress : N'. The second tile, 'Advice : PAYMENT_MESSAGE', lists: 'Advice Name : PAYMENT_MESSAGE', 'Advice Party :', 'Party Name :', 'Suppress : N', and 'Advice :'. At the bottom, there is an 'Audit' button on the left and a row of action buttons: 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'. The page number 'Screen (5 / 8)' is visible in the top right corner.

Additional Details

Charge Details

This section displays charge details:

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.	

Field	Description	Sample Values
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.	

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.	

Field	Description	Sample Values
Defer	If check box is selected, charges/commissions has to be deferred and collected at any future step.	
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 'Applicant' by Default. You can change the value to Beneficiary	
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="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.	

Payment Details

Payment Details x


PaymentDetails

Immediate Liquidation Required
 Immediate Acceptance Required
 Reimbursing Bank: 001610
 Reimbursement Claimed

Reimbursement Date: Dec 8, 2018

Preferences

Select the preferences options based on the description in the following table:

Field	Description	Sample Values
Auto Liquidate	Select Auto Liquidate check box, if required. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Advance by Loan	Select Advance by Loan check box, if required. Advance by Loan enables creation of loan at the time of Final liquidation.	
Allow Roll over	Select Allow Rollover check box, if required.	
Auto Change from Acceptance to Advance	Select Auto Change from Acceptance to Advance, if required. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. <div style="text-align: center;">  Note </div> This option is applicable only for the bills that are co-accepted by the bank.	

Cash Collateral Details

Select the cash collateral details options based on the description in the following table:



Cash collateral is applicable only for the bills which are co-accepted by the bank.

Field	Description	Sample Values
Outstanding Collateral Amount	Select Auto Liquidate check box, if required. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Liquidate using Collateral	Select Liquidate using Collateral check box, if required.	


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.


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

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.	

Field	Description	Sample Values
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> <p> Note The linkage amount must not be more than the amount.</p>	
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.	
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.	

Pre-Shipment Credit

Liquidation of pre-shipment credit is applicable only if the operation type is PUR or DIS. Provide the pre-shipment credit details based on the description in the following table:




Field	Description	Sample Values
Pre-Shipment Credit Number	<p>Provide the Pre-Shipment Credit Number. Alternatively, user can search the Pre-Shipment Credit Number in the LOV.</p> <p> Note If there are any pre-shipment credits available for the selected pre-shipment credit number, application will display message: There are earlier pre-shipment credit/s. Do you want to continue?</p>	


Field	Description	Sample Values
Currency	Read only field. Application defaults the currency based on the selected pre-shipment credit number.	
Outstanding Amount	Read only field. Application defaults the outstanding amount based on the selected pre-shipment credit number.	
Repayment Amount	Provide the repayment amount for the respective pre-shipment credit number.	

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.

Field	Description	Sample Values
Tracer Required	Select if tracer is required or nor from the available drop list: <ul style="list-style-type: none"> • Required • Not required • Till resolved 	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	Provide the frequency for generation of the Tracer.  <p>Note This field is applicable only if Tracer Required has value as Till Resolved.</p>	
Tracer Medium	Select the tracer medium from the LOV.  <p>Note This field is applicable only if Tracer Required has value as Required or Till Resolved.</p>	
Tracer Receiver Party	Select the tracer receiver party from the LOV.  <p>Note This field is applicable only if Tracer Required has value as Required or Till Resolved.</p>	

Field	Description	Sample Values
Tracer Start Date	<p>Select the tracer start date. Start date cannot be earlier than the branch date.</p>  <p>Note This field is applicable only if Tracer Required has value as Required or Till Resolved.</p>	

Preview Message

User can view the draft message being displayed on the preview message text box.

Action Buttons

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

Field	Description	Sample Values
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update. 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. 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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>Click Next to move to next logical screen of Data Enrichment stage.</p>	

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator
AMT_PURCHASED	GBP	Debit	30000015050028	WELLS FARGO LA	USD	No
AMT_PURCHASEDEQ	GBP	Credit	30000015060012	Marks and Spencer	USD	No
BCCOUR_LIQD	KWD	Debit	30000015060012	Marks and Spencer	USD	No
BCOPNGC_LIQD	GBP	Debit	30000015060012	Marks and Spencer	USD	No
BCTAX1_AMT	GBP	Debit	30000015060012	Marks and Spencer	USD	No
BCTAX2_AMT	GBP	Debit	30000015060012	Marks and Spencer	USD	No
BILL_LIQ_AMT	GBP	Debit	30000015050028	WELLS FARGO LA	USD	No
BILL_LIQ_AMTEQ	GBP	Credit	30000015060012	Marks and Spencer	USD	No
CHG1_LIQD	GBP	Credit	30000015060012	Marks and Spencer	USD	No
CHG1_LIQD_AMTEQ	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

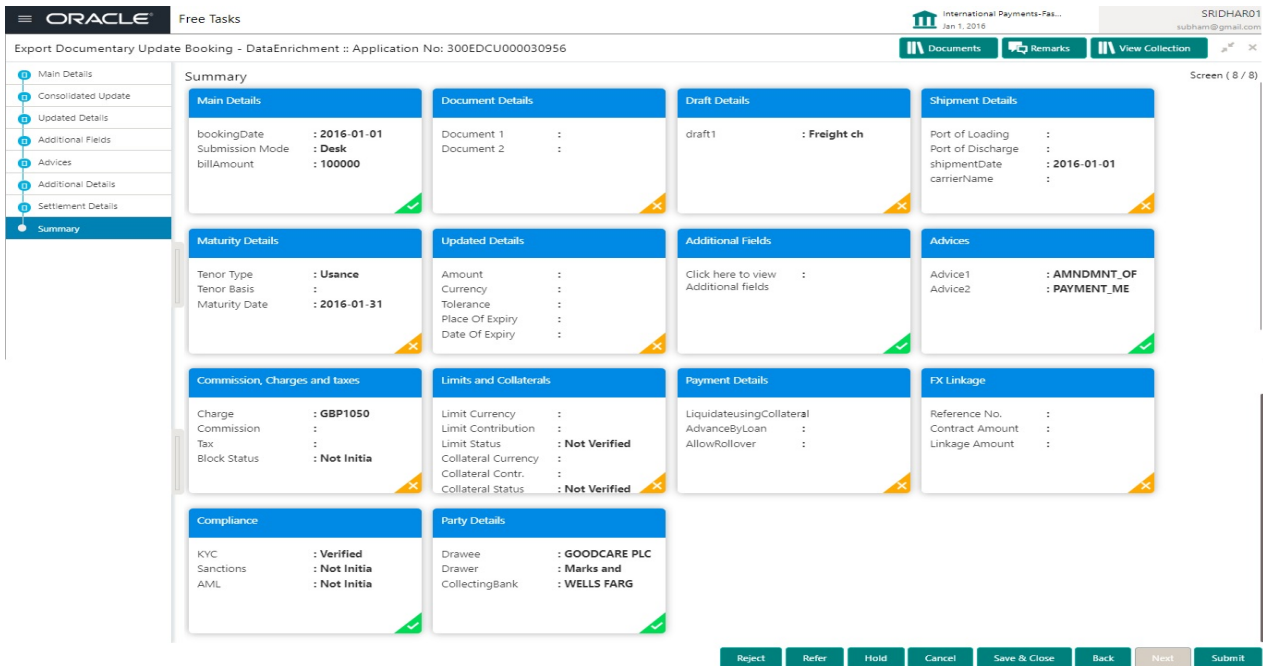
Provide the settlement details based on the description in the following table:

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.	
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 Update request.

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



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.
- Document Details - User can view the document details.
- Draft Details - User can view the draft details.
- Updated Details - User can view the updated details.
- Charges - User can view the charge details
- Additional Fields - User can view the additional fields.
- Payment Details - User can view the payment details.
- Advices - User can view the advices.
- Shipment Details - User can view the shipment details.
- Preview Message - User can view the draft 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	Task will move to next logical stage of Export Documentary Collection Update. 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.	

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

Exceptions

The Export Collection Update 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 Block 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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. <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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance- Limits ● R5 - Others 	
Cancel	Cancel the Export Collection Update Amount Block 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 - 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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. <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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others 	
Cancel	<p>Cancel the Export Collection Booking KYC 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 - 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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. <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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance- Limits ● R5 - Others 	
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 to see the summary tiles and the details in the screen by drill down from tiles.

The screenshot shows the FuTura Bank interface. On the left is a navigation menu with categories like Core Maintenance, Dashboard, Maintenance, Security Management, Tasks, and Trade Finance. The main area displays a 'Free Tasks' table with columns for Action, Priority, and Application Number. An 'Approval Rekey' modal window is open, showing fields for 'Applicant Party' (000262) and 'Application Date' (Feb 1, 2019). The modal also has buttons for 'Incoming Message', 'Documents', and 'Remarks', and a 'Proceed' button at the bottom.

Summary

The screenshot shows the Oracle interface for 'Free Tasks'. The main area displays a 'Summary' screen for application number 000EDCU000029469. The screen is divided into multiple tiles, each representing a different category of details. The tiles include:

- Main Details:** bookingDate: 2014-01-01, Submission Mode: Desk, billAmount: 30000.
- Shipment Details:** Port of Loading, Port of Discharge, shipmentDate, carrierName.
- Maturity Details:** Maturity Date: 2014-01-02, Currency, Amount.
- Document Details:** Document 1: AIRDOC, Document 2: BOL, Document 3: INSDOC, Document 4: INVDOC, Document 5: MARDOC.
- Draft Details:** draft1, draft2.
- Party Details:** Drawee: Wall Mart, Drawer: NESTLE.
- Maturity Details (2nd):** Tenor Type: Usance, Tenor Basis, Maturity Date: 2014-01-02.
- Additional Fields:** Click here to view Additional fields.
- Advice Details:** advice1: PAYMENT_ME, advice2: AMNDMNT_OF.
- Payment Details:** LiquidateusingCollateral, AdvanceByLoan, AllowRollover.
- Charge:** Charge: GBP1050, Commission, Tax, Block Status: Not Initia.
- Limits Details:** Limit Currency, Limit Contribution, Limit Status: Not Verified, Collateral Currency, Collateral Contr., Collateral Status: Not Verified.
- FX Linkage Details:** Reference No., Contract Amount, Linkage Amount.
- Settlement Details:** Component: LOAN_LIQD_, Account Number: 000356780180, Currency: GBP.
- Preview Message:** Language: ENG, Preview Message: -.

At the bottom of the screen, there are buttons for 'Audit', 'Reject', 'Hold', 'Refer', 'Cancel', and '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.
- Shipment Details - User can view the shipment details.
- Limits and Collaterals - User can view limits and collateral details
- Additional Fields - User can view the additional fields.
- Advice Details - User can view the advice details.
- Payment Details - User can view the Payment details.
- Settlement Details - User can view the settlement details.
- Preview Message - User can view the preview message.
- Pre-shipment Finance - User can view the pre-shipment finance details.
- Charges - User can view charge details.
- Tracers - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.

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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. <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"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance- Limits ● R5 - Others 	

Field	Description	Sample Values
Cancel	Cancel the approval.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

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.	

Field	Description	Sample Values
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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