

Import Documentary Collection Booking User Guide  
**Oracle Banking Trade Finance Process Management**  
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Oracle Banking Trade Finance Process Management  
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# Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

## Overview

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

## Benefits

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

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

## Key Features

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

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## Import Documentary Collection Booking

This process handles the import document under collection. The Documents under Collection are submitted by the Exporter( also referred to as Drawer) directly to the Collecting Bank (Bank of the Importer or Drawee) or through the Exporter's Bank, the Remitting Bank. The collecting bank in turn will handle the documents under collection as instructed by the Drawer/Remitting bank.

This section contains the following topics:

[Registration](#)

[Data Enrichment](#)

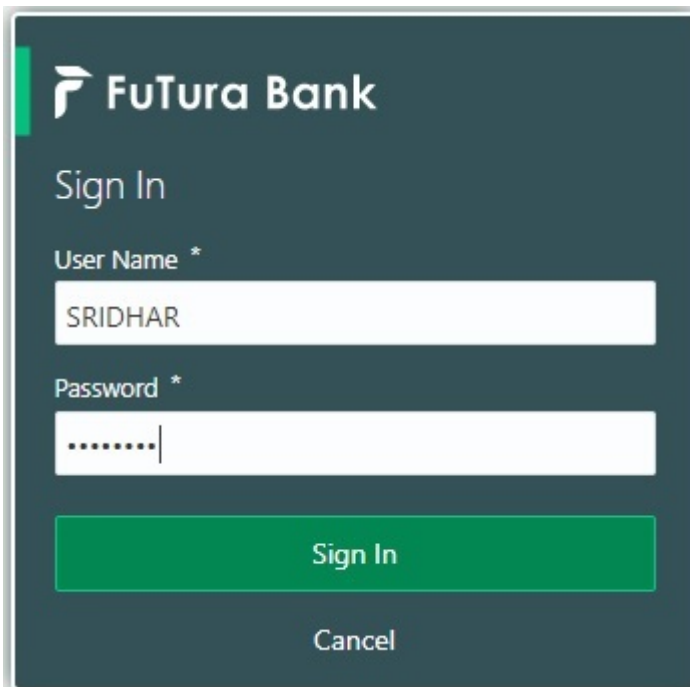
[Multi Level Approval](#)

[Reject Approval](#)

### Registration

If the request the request will be available for an Bill expert to handle the request in the next stage.

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



**FuTura Bank**

Sign In

User Name \*

SRIDHAR

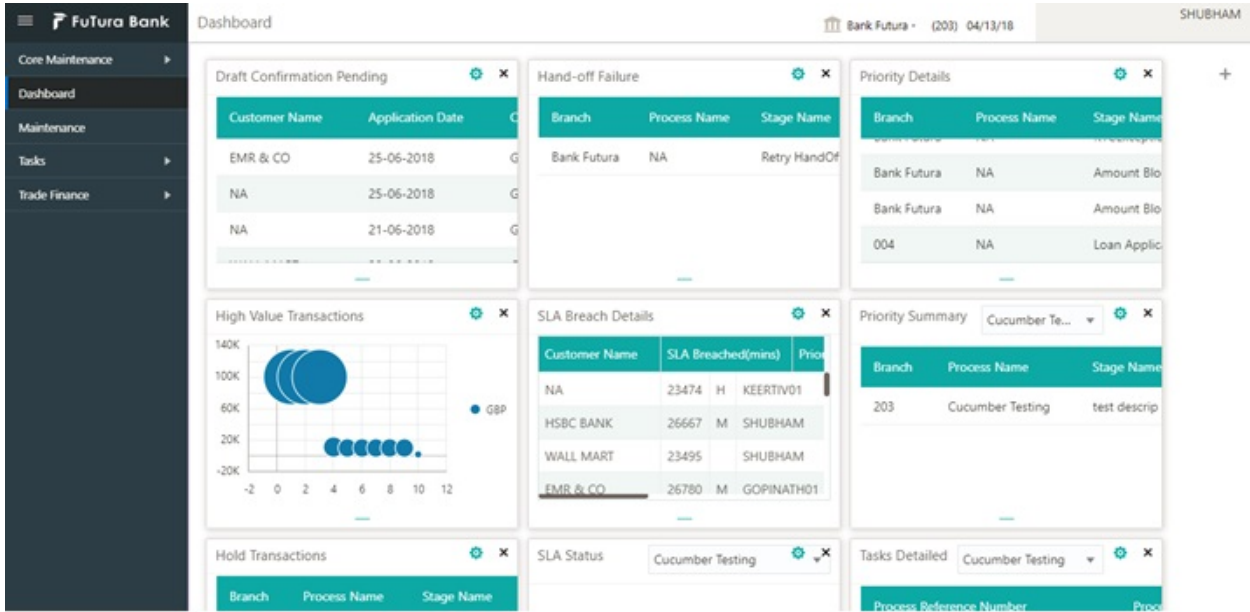
Password \*

.....|

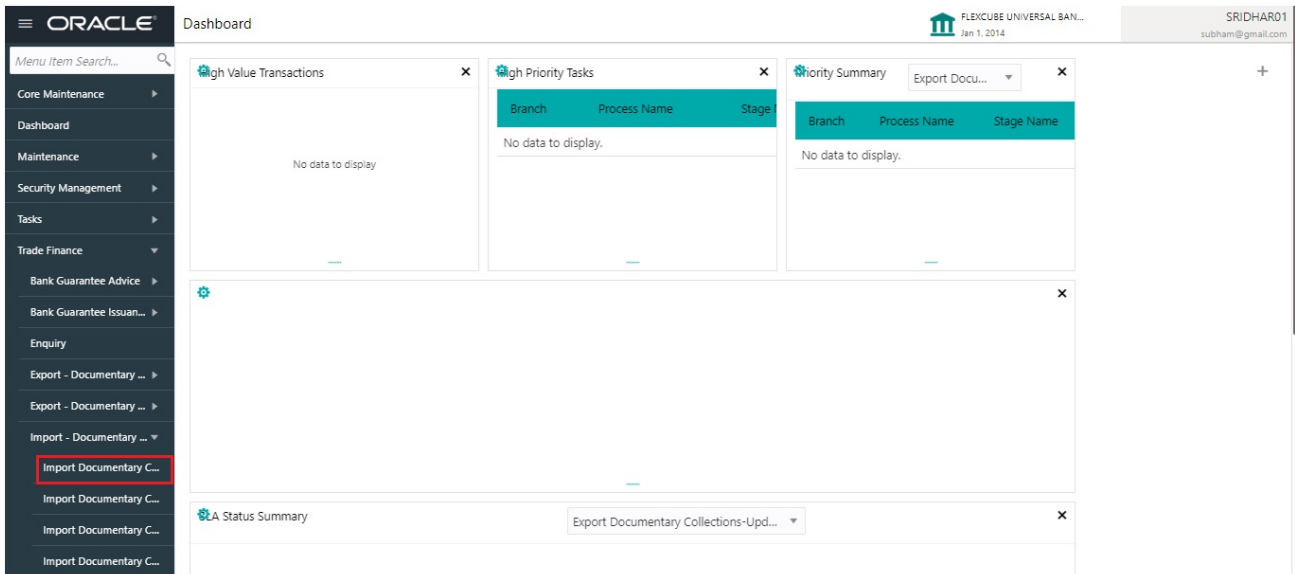
Sign In

Cancel

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



3. Click Trade Finance> Import Documentary Collection> Import 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

Dashboard

FLEXCUBE UNIVERSAL BAN...  
Mar 22, 2019
SRIDHAR03  
subham@gmail.com

Import Documentary Collection Booking

Documents
Remarks

### Application Details

Received From Remitting Bank

Submission Mode: Desk

Process Reference Number: PK2IDCB000029359

Drawee: 001204 PK2WALKIN1

Booking Date: Mar 22, 2019

Remitting Bank Date/Remitting Date: Mar 22, 2019

Branch: PK2-FLEXCUBE UNIVERSAL BANK

Remitting Bank/Remitter: 001185 RBS PLC

Priority: Medium

Remitting Bank/Remitter Reference: 252552

### Collection Details

Documents Received: First

Operation Type: COL

Finance Amount: GBP

Tenor: Sight

Stage: INITIAL

Drawer: 000001 TEST001

Product Code: ISNC

Contract Reference Number: PK2ISNC19081A15P

Product Description: INCOMING DOCUMENTARY SIGHT BILL

Bill Amount: GBP £40,000.00

Hold
Cancel
Save & Close
Submit

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

Field	Description	Sample Values
Received from Remitting Bank/Drawer	<p><b>Toggle on:</b> Set the toggle on, if documents are received from Remitting Bank. Applicable fields will be displayed to capture the Remitting Bank details.</p> <p><b>Toggle off:</b> Set the toggle off, if the documents are received from drawer. Applicable fields will be displayed to capture the Drawee information.</p>	
Drawee ID	Provide the Drawee ID. Alternatively, user can search the Drawee ID using LOV.	
Drawee Name	Read only field. Drawee Name will be defaulted based on the selected Drawee from the LOV.	EMR & CO
Branch	Read only field. Branch details will be defaulted based on the selected Drawee from the LOV.	203-Bank Futura -Branch FZ1
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 of Registration stage.	High

Field	Description	Sample Values
Submission Mode	Select the submission mode of Import Collection - Booking request. By default the submission mode will have the value as 'Desk'.  <b>Desk-</b> Request at the Desk <b>Courier-</b> Request received through Courier	Desk
Booking Date	By default, the application will display branch's current date.	04/13/2018
Remitting Bank	Select the Remitting Bank.  Click the look up icon to search the Remitting bank based on Party ID/Party Name. You can also input the party ID and on tab out system will validate and populate the 'Remitting Bank' name.	
Remitting Bank Reference Number	User can update the Remitting Bank reference number, if available.	
Remitting Bank Date	Provide the Remitting Bank message date.	

## Collection Details

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

The screenshot shows the Oracle Import Documentary Collection Booking application interface. The top navigation bar includes the Oracle logo, 'Dashboard', and user information for 'SRIDHAR03' (subham@gmail.com) on 'Mar 22, 2019'. The main title is 'Import Documentary Collection Booking'. Below this, there are two sections: 'Application Details' and 'Collection Details'. The 'Application Details' section includes fields for 'Received From Remitting Bank', 'Submission Mode' (set to 'Desk'), 'Process Reference Number' (PK2IDCB000029359), 'Drawee' (001204, PK2WALKIN1), 'Booking Date' (Mar 22, 2019), 'Remitting Bank Date/Remitting Date' (Mar 22, 2019), 'Branch' (PK2-FLEXCUBE UNIVERSAL BANK), 'Remitting Bank/Remitter' (001185, RBS PLC), 'Priority' (Medium), and 'Remitting Bank/Remitter Reference' (252552). The 'Collection Details' section, highlighted with a red border, includes 'Documents Received' (First), 'Operation Type' (COL), 'Finance Amount' (GBP), 'Tenor' (Sight), 'Stage' (INITIAL), 'Product Code' (ISNC), 'Contract Reference Number' (PK2ISNC19081A15P), 'Product Description' (INCOMING DOCUMENTARY SIGHT BILL), and 'Bill Amount' (GBP, £40,000.00). At the bottom right, there are buttons for 'Hold', 'Cancel', 'Save & Close', and 'Submit'.

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

Field	Description	Sample Values
Tenor Type	Select the Tenor Type from the LOV: <ul style="list-style-type: none"> <li>Sight</li> <li>Usance</li> <li>Mixed</li> </ul>	



Field	Description	Sample Values
Document Received	Enables to user to select the number of sets of documents received from the LOV: <ul style="list-style-type: none"> <li>• First</li> <li>• Second</li> <li>• Both</li> </ul>	
Product Code	Select the product code for the collection.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Contract Reference Number	On selection of the Product code, the contract reference number gets simulated from the back office and is displayed.	
Bill Currency	Select the currency.	
Bill Amount	Provide the bill amount.	
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.	
Drawer	Select the drawer from the LOV.	
Drawer Name	Read only field. This field displays the Drawer details.	

# Miscellaneous

Dashboard

FLEXCUBE UNIVERSAL BAN...  
Mar 22, 2019
SRIDHAR03  
subham@gmail.com

Documents
Remarks

### Application Details

Received From Remitting Bank <input type="checkbox"/>	Drawee * 001204 PK2WALKIN1	Branch PK2-FLEXCUBE UNIVERSAL BANK	Priority Medium
Submission Mode Desk	Booking Date * Mar 22, 2019	Remitting Bank/Remitter * 001185 RBS PLC	Remitting Bank/Remitter Reference * 252552
Process Reference Number PK2IDCB000029359	Remitting Bank Date/Remitting Date * Mar 22, 2019		

### Collection Details

Documents Received First	Tenor Sight	Product Code * ISNC	Product Description INCOMING DOCUMENTARY SIGHT BILL
Operation Type * COL	Stage * INITIAL	Contract Reference Number PK2ISNC19081A15P	Bill Amount * GBP £40,000.00
Finance Amount GBP	Drawer * 000001 TEST001		

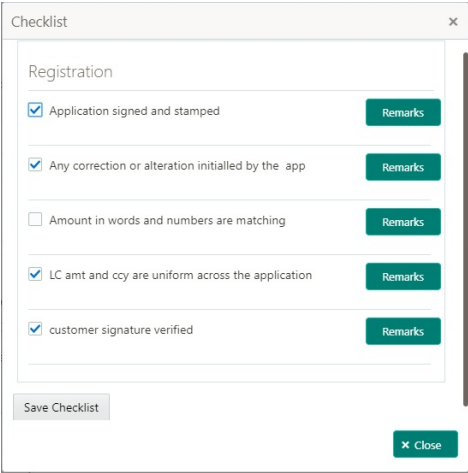
Hold
Cancel
Save & Close
Submit

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.	

### Action Buttons

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.	

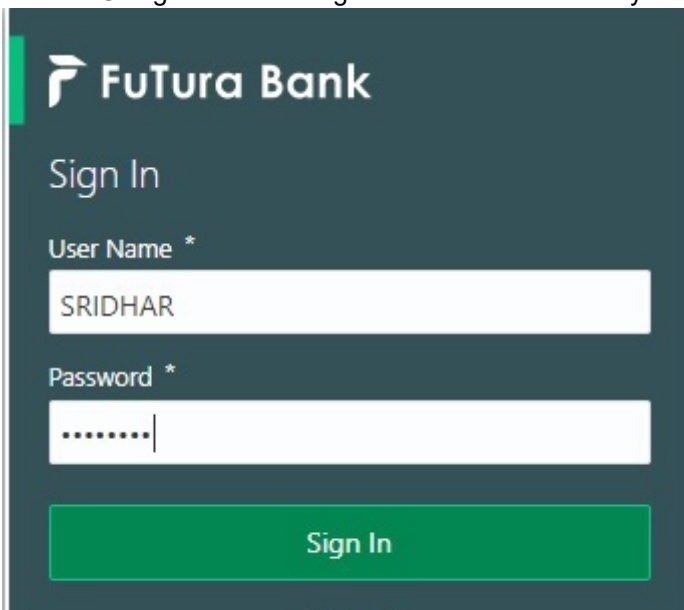
Field	Description	Sample Values
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p> 	

## Data Enrichment

As part of Data Enrichment, user can enter/update details of the Import Documentary Collection Booking.

Do the following steps to acquire a task at Data enrichment stage:

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



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

The dashboard for Futura Bank displays several data widgets. The 'Draft Confirmation Pending' widget shows a table with columns for Customer Name, Application Date, and a status column. The 'Hand-off Failure' widget shows a table with Branch, Process Name, and Stage Name. The 'Priority Details' widget shows a table with Branch, Process Name, and Stage Name. The 'High Value Transactions' widget is a bubble chart showing transaction values for GBP. The 'SLA Breach Details' widget shows a table with Customer Name, SLA Breached (mins), and Priority. The 'Priority Summary' widget shows a table with Branch, Process Name, and Stage Name. The 'Hold Transactions' widget shows a table with Branch, Process Name, and Stage Name. The 'SLA Status' widget shows a dropdown menu with 'Cucumber Testing' selected. The 'Tasks Detailed' widget shows a dropdown menu with 'Cucumber Testing' selected.

3. Click Trade Finance > Tasks > Free Tasks.

The Oracle Free Tasks page displays a table of tasks. The table has the following columns: Action, Priority, Process Name, Process Reference, Application Number, Stage, Application Date, Branch, and Customer. The first row is highlighted with a red box, and the 'Acquire & Edit' button in the Action column is also highlighted with a red box.

Action	Priority	Process Name	Process Reference	Application Number	Stage	Application Date	Branch	Customer
Acquire & Edit	M	Import Documentary- B...	000IDCB000030087	000IDCB000030087	DataEnrichment	1587020236841	000	0000
Acquire & Edit	M	Export LC Update Drawi...	300ELCU000030043	300ELCU000030043	HandoffRetryTask	70-01-01	300	0010
Acquire & Edit	M	Export LC Cancellation	300ELCC000030083	300ELCC000030083	DataEnrichment	1587019969620	300	0010
Acquire & Edit	H	Export LC Advising	300ELCA000029957	300ELCA000029957	DataEnrichment	1586952466787	300	0010
Acquire & Edit	M	Export LC Amendment	300ELCA000030067	300ELCA000030067	Scrutiny	1587018202990	300	0010
Acquire & Edit	M	Export LC Liquidation	300ELCL000030053	300ELCL000030053	HandoffRetryTask	70-01-01	300	0010
Acquire & Edit	M	Import LC Drawing	300ILCD000030054	300ILCD000030054	Scrutiny	1587014251663	300	0010
Acquire & Edit	M	Import LC Issuance	GS1ILCI000028828	GS1ILCI000028828	Scrutiny		GS1	0000
Acquire & Edit	M	Import LC Issuance	GS1ILCI000028828	GS1ILCI000028828	Scrutiny		GS1	0000

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

The Oracle Free Tasks page shows the same table as the previous screenshot. The 'Acquire & Edit' button in the first row is highlighted with a red box. The 'Acquire' button in the toolbar is also highlighted with a red box. The page number is 1 of 37 (1 - 20 of 727 items).

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for data enrichment stage.

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 of tasks with columns: Ac., Priority, Process Name, Process Reference, Application Number, Stage, Application Date, Branch, and Customer NU. The first row is selected, and its 'Edit' button is highlighted with a red box.

Ac.	Priority	Process Name	Process Reference	Application Number	Stage	Application Date	Branch	Customer NU
<input checked="" type="checkbox"/> Edit	M	Import Documentary- B...	000IDCB000030087	000IDCB000030087	DataEnrichment	1587020236841	000	000947
<input type="checkbox"/> Edit	M	Import Documentary- B...	000IDCB000030049	000IDCB000030049	Registration	1587013588867	000	000947
<input type="checkbox"/> Edit	M	Export Documentary Re...	000EDCR000029935	000EDCR000029935	Approval Task Level 1	70-01-01	000	000009

The Data Enrichment stage has five sections as follows:

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

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Registration 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.

Following field can be amended based on the description provided in the following table:

Field	Description	Sample Values
Priority	User can change the priority defaulted' Values are High, Medium and Low.	High

## 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.

## 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	System will default the document codes based on the product selected. User can add or delete the code by selecting the line on the grid.	
Document Description	System will populate the document description based on the document code. User can edit the description.	
Received - Original	User can edit the actual originals received.	
Received - Copy	User can edit the actual copies received.	
Document Reference	User can capture the document reference, if available	



## 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 Import 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>	
Next	<p>Click Next to move to next logical screen of Data Enrichment stage.</p>	

## Draft Details

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

Select	Draft Code	Draft Amount
<input type="checkbox"/>	Cost of the shipment	£200.00
<input type="checkbox"/>	Insurance amount	£125.00

Field	Description	Sample Values
Draft Details	Update the draft details. Alternatively, user can search the draft details using LOV.	
Draft Amount	Update the draft amount.	

## Shipment Details

The shipment and goods details as per the documents are captured in the respective fields.

# Shipment Details

Oracle My Tasks | FLEXCUBE UNIVERSAL BAN... | SRIDHAR0 | subham@gmail.co

Import Documentary- Booking - DataEnrichment :: Application No: 000IDCB000030087 | Documents | Remarks | Screen ( 4 / 9 )

**Shipment Details**

Transshipment: ALLOWED | Partial Shipments: NOT ALLOWED | Date of Shipment: Dec 11, 2013 | Place of Taking in Charge: [ ]

Port of Loading: NY | Port of Discharge: CHN | Place of Final Delivery: [ ] | Carrier Name: [ ]



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



INCO Terms: DDU | INCO Terms Description: Delivered Duty Unpaid (named destina)

Goods Code	Goods Type	Goods Description
ROLLINGCHAIR	Allowed Freely	Import of office chairs

Country of Origin: [ ] | Insurance Company Code: [ ] | Insurance Company: [ ]

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

Field	Description	Sample Values
Date Of Shipment	Provide the date of shipment.	
Place Of Taking In Charge	<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 as indicated on the transport document.</p> <p>Provide the details of place of taking in charge.</p> <p> <b>Note</b> This field is alternate to <b>Port Of Loading</b>.</p>	
Port Of Loading	<p>This field specifies the port of discharge or airport of destination as indicated on the transport document.</p> <p>Provide the details of Port/Airport of Loading.</p> <p> <b>Note</b> This field is alternate to <b>Place Of Taking In Charge</b>.</p>	

Field	Description	Sample Values
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination as indicated on the transport document.</p> <p>Provide the details of Port/Airport of Discharge.</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 as indicated on the transport document.</p> <p>Provide the details of Place Of Final Destination.</p>  <p><b>Note</b> This field is alternate to <b>Port Of Discharge</b>.</p>	
Carrier Name	<p>Provide the name of the carrier through which the goods were shipped.</p>	
Shipping Agent	<p>Provide the shipping agent name as per the document received.</p>	
Shipping Agent Address	<p>Provide the shipping agent details, if more than one carrier is used for the shipment.</p>	

## Goods Details

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

Oracle My Tasks | FLEXCUBE UNIVERSAL BAN... | SRIDHAR01 | subham@gmail.com | Jan 3, 2014

Import Documentary- Booking - DataEnrichment :: Application No: 000IDCB000030087 | Documents | Remarks | Screen (4 / 9)

**Shipment Details**

Transshipment: ALLOWED | Partial Shipments: NOT ALLOWED | Date of Shipment: Dec 11, 2013 | Place of Taking in Charge: [ ]

Port of Loading: NY | Port of Discharge: CHN | Place of Final Delivery: [ ] | Carrier Name: [ ]

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

INCO Terms: DDU | INCO Terms Description: Delivered Duty Unpaid (named destina)

Goods Code	Goods Type	Goods Description
ROLLNGCHAIR	Allowed Freely	Import of office chairs

Country of Origin: [ ] | Insurance Company Code: [ ] | Insurance Company: [ ]

Insurance Company Address: [ ]

Multimodal/ Transshipment details

Carrier Name	Port
No data to display.	

Buttons: Reject, Refer, Hold, Cancel, Save & Close, Back, Next

Field	Description	Sample Values
INCO Terms	Select the appropriate INCO terms.	
+ 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 populate in Goods Type and Goods Description.	
Country of Origin	Provide the country of origin details as per the documents received.	
Insurance Company Code	Select the Insurance Company Code from the LOV.	

Field	Description	Sample Values
Insurance Company	Read only field. Insurance company details will be displayed as per the selected Insurance Company Code from the LOV.	
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 Import Documentary - Booking - DataEnrichment interface. The main content area is titled "Shipment Details" and contains several input fields and sections:

- Shipment Details Section:** Includes fields for Transshipment (ALLOWED), Partial Shipments (NOT ALLOWED), Date of Shipment (Dec 11, 2013), Place of Taking in Charge, Port of Loading (NY), Port of Discharge (CHN), Place of Final Delivery, and Carrier Name.
- Shipping Agent Information:** Fields for Shipping Agent Name and Shipping Agent Address.
- INCO Terms:** INCO Terms (DDU) and INCO Terms Description (Delivered Duty Unpaid (named destina)).
- Goods Description:** A table with columns for Goods Code (ROLLNGCHAIR), Goods Type (Allowed Freely), and Goods Description (Import of office chairs).
- Country of Origin and Insurance Company:** Fields for Country of Origin, Insurance Company, and Insurance Company Address.
- Multimodal/ Transshipment details Section:** A section highlighted with a red border, containing a table with columns for Carrier Name and Port. Below the table, 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.	

Field	Description	Sample Values
Port	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
Submit	<p>Task will move to next logical stage of Import 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>	
Next	<p>Click Next to move to next logical screen of Data Enrichment stage.</p>	

## Maturity Details

This field displays the maturity details and this tile will be disabled, if the tenor for the drawing is 'Sight'.

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

Field	Description	Sample Values
Tenor Type	Read only field. This field displays the tenor type as per LC.	
Tenor Basis	Provide the tenor basis.	
Tenor Days	Provide the tenor days.	
Start Date	Provide the start date of the tenor.	
Transit Days	Provide the transit days, if applicable.	
Maturity date	System displays the due date for the drawing based on tenor and tenor basis.  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.  If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
Interest Amount	Provide the interest amount for the Bill value as per the tenor basis.	
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.	
Interest to Date	Maturity date is auto-populated in this filed.	
Accept Commission From Date	Provide the accept commission from date.	
Accept Commission To Date	Provide the accept commission to date.	

### 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 Import Documentary Collection Booking.  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.	
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.	

## Additional Fields

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

The screenshot shows the Oracle Flexcube Universal Banking interface. The top navigation bar includes the Oracle logo, 'Free Tasks', the bank name 'FLEXCUBE UNIVERSAL BAN...', the user name 'SRIDHAR03', and the email 'subham@gmail.com'. The main content area is titled 'Additional Fields' and displays the message 'No Additional fields configured!'. The left navigation menu includes 'Main Details', 'Document Details', 'Draft Details', 'Shipment Details', 'Maturity Details', 'Additional Fields' (selected), 'Advices', 'Additional Details', 'Settlement Details', and 'Summary'. The bottom navigation bar includes 'Audit', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'.

## 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.

The screenshot shows the Oracle web application interface. At the top left, the Oracle logo and 'My Tasks' are visible. The top right shows the user 'SRIDHAR01' and the date 'Jan 1, 2014'. The main header displays 'Import Documentary- Booking - DataEnrichment :: Application No: 000IDCB000030087'. A navigation menu on the left includes 'Main Details', 'Document Details', 'Draft Details', 'Shipment Details', 'Maturity Details', 'Advices' (highlighted), 'Additional Details', 'Settlement Details', and 'Summary'. The 'Advices' section displays a single tile for 'Advice : PAYMENT\_MESSAGE'. The tile content is: 'Advice Name : PAYMENT\_MESSAGE', 'Advice Party :', 'Party Name :', 'Suppress : N', and 'Advice'. Below the tile is an 'Audit' button. At the bottom right, there is a row of buttons: 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Back', and 'Next'. The top right corner of the application area shows 'Documents' and 'Remarks' buttons, and 'Screen ( 6 / 9)'.

# Additional Details

ORACLE Free Tasks International Payments-Fas... SRIDHAR01  
Jan 1, 2016 subham@gmail.com

Import Documentary- Booking - DataEnrichment :: Application No: 300IDCB000031142 Documents Remarks

Screen ( 7 / 9)

- Main Details
- Document Details
- Draft Details
- Shipment Details
- Maturity Details
- Advices
- Additional Details
- Settlement Details
- Summary

**Charge Details**

Charge :  
Commission :  
Tax :  
Block Status :

**Preview Details**

Language :  
Preview Message :-

**Payment Details**

Allow Rollover : **No**  
Advance by Loan : **No**  
Liquidate using : **No**  
Collateral :

**FX Linkage**

Reference Number :  
Currency :  
Amount :

**Loan Preference**

Loan Tenor :  
Loan Maturity :  
Loan Amount :

**Tracer Details**

Payment Tracer :  
Acceptance Tracer :  
Charges Details :

Audit
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.  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.	
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 '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="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 required.	
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 Liquidation. 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 drawing/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
✕

---

**FX Linkage**

Drawing Currency  
GBP

Drawing Amount  
£20,000.00


Drawing Maturity Date  
Dec 12, 2018

+ D -

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

Average FX Rate  
0

✓ 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 drawing 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 Bill, 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 drawing 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.	



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

## Tracers

This section enables the user to view the tracer maintained at Back Office. 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.

Tracer Details x

---

**Payment Tracer**

Tracer Required  Number of Tracers  Tracer Frequency  Tracer Medium


Tracer Receiver Party  Tracer Start Date




---

**Acknowledgement Tracer**

Tracer Required  Number of Tracers  Tracer Frequency  Tracer Medium

Tracer Receiver Party  Tracer Start Date

Field	Description	Sample Values
Tracer Required	Select if tracer is required or not 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 tracers required.	
Tracer Frequency	Provide the frequency for generation of the tracer. <div style="text-align: center; margin-top: 10px;">  <p><b>Note</b></p> <p>This field is applicable only if <b>Tracer Required</b> has value as <b>Till Resolved</b>.</p> </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> .	

## Loan Preference

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

Loan Preference x

---

Loan Preferences

Product INAC	Customer Id 001344	Customer Name EMR & CO	Drawing Currency GBP £20,000.00
Loan Amount Required in Drawing Currency GBP £10,000.00	Credit Line 001344 <input type="text"/>	Loan Tenor 12	Exchange Rate 10
Loan Currency-Amount GBP £10,000.00	Loan Maturity Date Oct 26, 2019 <input type="text"/>		

Provide the loan preference details based on the description in the following table:

Field	Description	Sample Values
Product	Read only field.  This field displays the loan product linked to the collection product.	

Field	Description	Sample Values
Customer ID	Read only field. This field displays the customer ID of the applicant/applicant bank.	
Customer Name	Read only field. This field displays the applicant/applicant bank name.	
Drawing Currency	Read only field. This field displays the currency for the drawing.	
Loan Amount Required in Drawing Currency	Application defaults the drawing outstanding amount and enables the user to reduce the amount.	
Credit Line	Enables the user to select the Line to be utilized. In case of multiple lines, user must be able to attach the required number of lines.	
Loan Tenor	Application defaults the loan tenor based on the product.	
Exchange Rate	This field will be enabled only if the Drawing currency and Loan Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.	
Loan Currency-Amount	Select the currency for the loan amount.	
Loan Maturity Date	System defaults the date based on the Loan value date and Loan tenor. User cannot change the value.	

### 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
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 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"> <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.	

## Settlement Details

Settlement Details
x

▲ Settlement Details

Component	Currency	Account Description	Account Currency	Netting Indicator	Amount
No data to display.					

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	System displays the default currency for the component.	
Debit/Credit	System displays the debit/credit indicators for the components.	
Account	System displays the account details for the components.	
Account Description	System displays the description of the selected account.	
Account Currency	System defaults the currency for all the items based on the account number.	
Netting Indicator	System displays the applicable netting indicator.	
Amount	Amount for each component. This is populated from the transaction details of the collection.	

## Summary

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

The screenshot shows the Oracle application interface for an Export Documentary Return. The main content area is titled "Summary" and contains several data tiles:

- Main Details:** bookingDate : 2014-01-01, Submission Mode : Desk, LiquidationAmount : 30000.
- Return Details:** Protested Bill of Exchange : N, Unaccepted Bill of Exchange : N, Other Documents.
- Additional Fields:** Click here to view : Additional fields.
- Advices:** advice1 : PAYMENT\_ME.
- Commission, Charges and Taxes:** Charge : , Commission : , Tax : , Block Status : Not Initia.
- Preview Messages:** Language : ENG, Preview Message : -.
- Limits and Collaterals:** Limit Currency : , Limit Contribution : , Limit Status : Not Verified, Collateral Currency : , Collateral Contr. : , Collateral Status : Not Verified.
- Payment Details:** LiquidateusingCollateral, AdvanceByLoan : , AllowRollover : .
- FX Linkage Details:** Reference No. : , Contract Amount : , Linkage Amount : .
- Compliance:** KYC : Verified, Sanctions : Not Initia, AML : Not Initia.
- Party Details:** Drawee : Wall Mart, Drawer : NESTLE, CollectingBank : NY\_BANK.

The interface includes a navigation menu on the left with options like Main Details, Return Details, Additional Fields, Advices, Additional Details, Settlement Details, and Summary. The top header shows "ORACLE My Tasks" and user information "SRIDHAR01 subham@gmail.com". The bottom toolbar contains buttons for Audit, Reject, Refer, Hold, Cancel, Save & Close, Back, Next, and Submit.

### Tiles Displayed in Summary

- Main Details - User can view details about application details and Bill details.
- Party Details - User can view party details like applicant, Remitting 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.
- Additional Fields - User can view additional fields.
- Advices - User can view the advices.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the FX Linkage details.
- Loan Preferences - User can view the Loan Preference 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
Submit	<p>Task will move to next logical stage of Import 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 Import 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>	



Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
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 Import Collection Booking 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"> <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 Import 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"> <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 Import 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

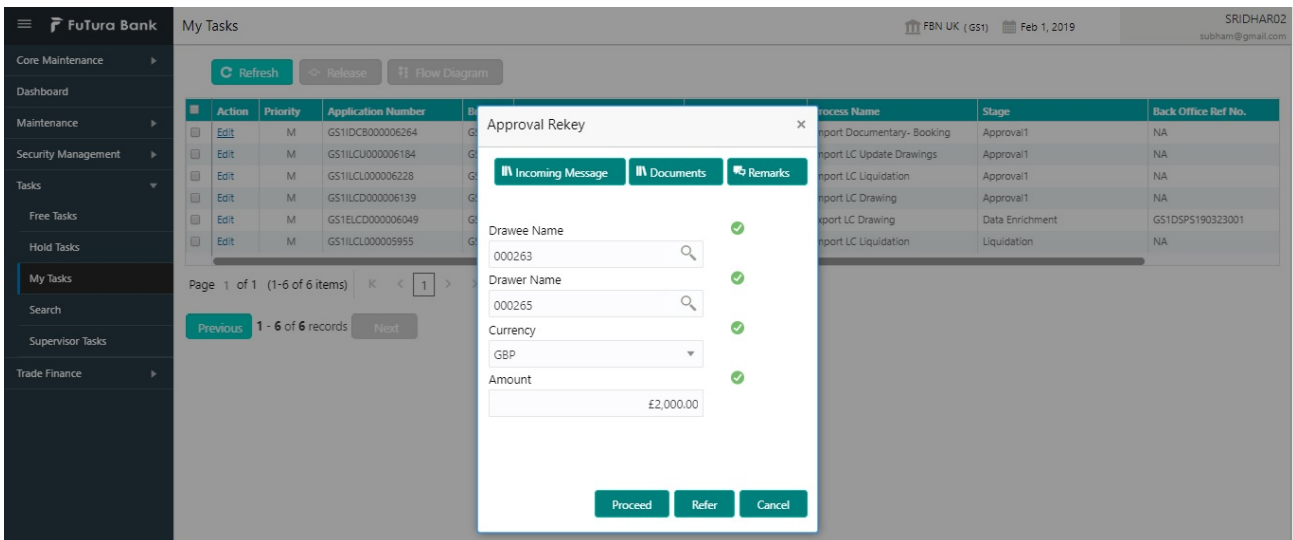
Application will request approver for few field values to validate authorization. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further

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
- Currency
- 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.



## Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and documents under collection.
- Party Details - User can view party details like applicant, Remitting 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>	
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.	

Field	Description	Sample Values
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.	
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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