

Import Documentary Collection Update 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 Update Booking

Import Collection update Booking process involves update of an existing documentary collection.

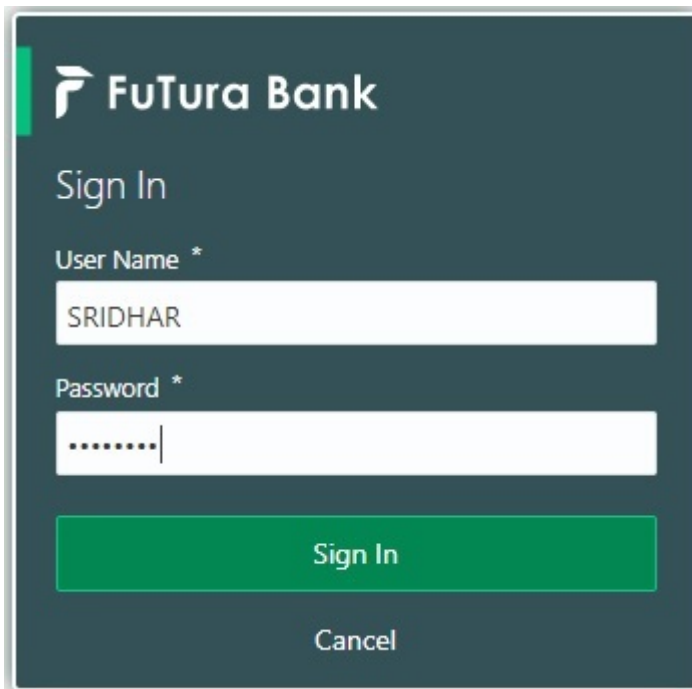
This section contains the following topics:

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

## Registration

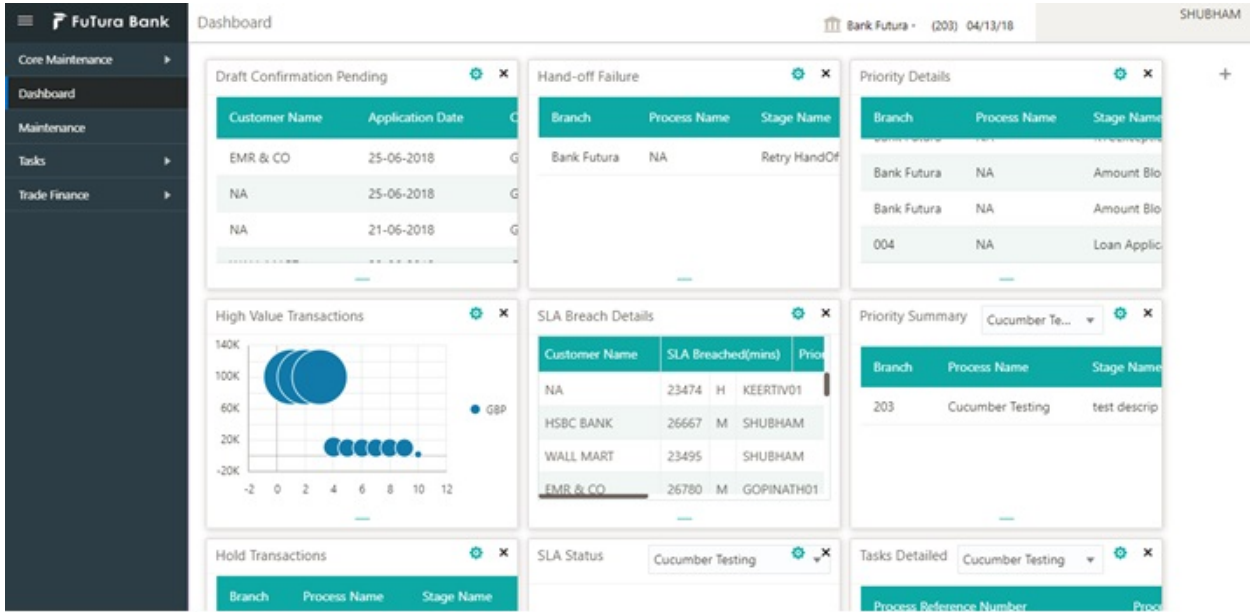
The process starts with Registration stage. In Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

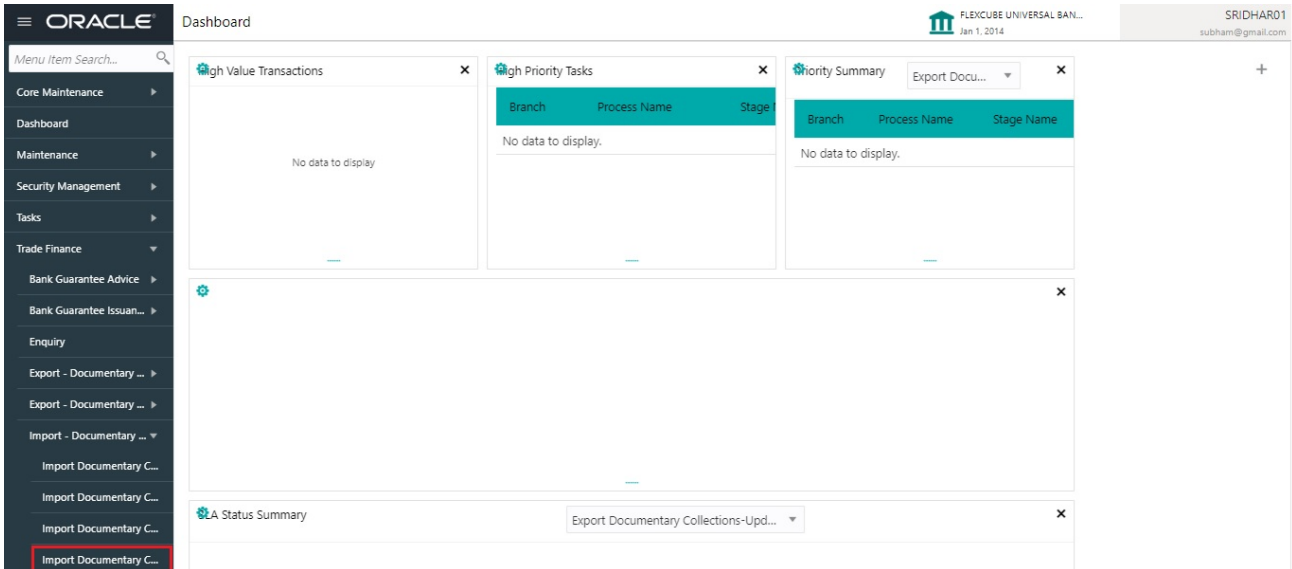


The screenshot displays the login interface for FuTura Bank. At the top left is the FuTura Bank logo. Below it, the text 'Sign In' is centered. There are two input fields: 'User Name \*' with the value 'SRIDHAR' and 'Password \*' with masked characters. A prominent green button labeled 'Sign In' is positioned below the password field, and a 'Cancel' link is located at the bottom center of the form area.

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



3. Click Trade Finance> Import Documentary Collection> Import 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

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

Field	Description	Sample Values
Documentary Collection Number	Provide the documentary collection Number. 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.	
Drawee ID	Read only field.  Drawee ID will be auto-populated based on the selected Documentary Collection Number.	
Drawee Name	Read only field.  Drawee Name will be auto-populated based on the selected Documentary Collection Number.	
Branch	Read only field.  Branch details will be auto-populated based on the selected Documentary Collection Number.	203-Bank Futura -Branch FZ1
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 task in Registration stage.	High

Field	Description	Sample Values
Submission Mode	Select the submission mode of Import Collection Update Booking request. By default the submission mode will have the value as 'Desk'.  <b>Desk-</b> Request received through Desk <b>Courier-</b> Request received through Courier	Desk
Update Date	By default, the application will display branch's current date.	04/13/2018
Remitting Bank/Remitter	Read only field.  Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number.	
Remitting Bank/Remitting Bank Reference	Read only field.  Remitting Bank/Remitting Bank Reference will be auto-populated based on the selected Documentary Collection Number.	
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.	
Remitting Bank Date/ Remitting Date	Read only field.  Remitting Bank Date/Remitting Date will be auto-populated based on the selected Documentary Collection Number.	
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.

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

Field	Description	Sample Values
Documents Received	Read only field. Documents Received will be auto-populated based on the selected Documentary Collection Number.	
Tenor	Read only field. Tenor will be auto-populated based on the selected Documentary Collection Number.	
Co-Acceptance Required	Co-Acceptance toggle will be preset from the collection booking. User can update if required.  Toggle 'Yes': Set the toggle to 'Yes', if the co-acceptance has been requested. Toggle 'No': By default the toggle will be set to 'No' which implies the co-acceptance has not been is not required.	
Product Code	Read only field. Product Code will be auto-populated from the collection booking.	
Product Description	Read only field. This field displays the description of the product as per the product code.	

Field	Description	Sample Values
Contract Reference Number	System to populate contract reference number from the back end system once the Documentary Collection Number is selected.	
Operation Type	<p>Operation Code will be auto-populated from the collection booking. User can update the operation code, if required.</p> <p> <b>Note</b> User cannot change the operation code, If the operation code is set as ADV or COL or DIS in collection Booking.</p> <p> <b>Note</b> User can change the operation code to ADV or DIS, if the operation code is set as ACC in collection booking.</p>	
Stage	<p>System displays the stage of the transaction. User can change the value from initial to final.</p> <p> <b>Note</b> User cannot change the stage value from Final to initial.</p>	
Drawer Name	<p>Read only field.</p> <p>Drawer Name will be auto-populated from the collection booking.</p>	
Bill Amount	<p>Read only field.</p> <p>Bill amount will be auto-populated based on the selected Documentary Collection Reference.</p>	
Bill Outstanding Amount	<p>Read only field.</p> <p>Bill Outstanding Amount will be auto-populated from the collection booking.</p>	
Finance Amount	<p>Read only field.</p> <p>Finance Amount will be auto-populated based on the selected Documentary Collection Number.</p>	
Acceptance Date	Provide the acceptance date.	

# Miscellaneous

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

Field	Description	Sample Values
Documents	Upload the documents received under the collection booking update.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.	

## Action Buttons

Field	Description	Sample Values
Submit	On submit, task will move to next logical stage of Import Documentary Update 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 Import Collection Update Booking, the request moves to Data Enrichment stage.

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.

The screenshot displays the login interface for FuTura Bank. It features a dark teal header with the bank's logo and name. The main content area is white and contains the 'Sign In' heading, two text input fields for 'User Name' and 'Password', and a prominent green 'Sign In' button at the bottom.

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 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 table with Branch, Process Name, and Stage Name.

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 Number, Application Number, Stage, Application Date, Branch, and a status column. The first row is highlighted. The table contains 10 rows of data. The 'Action' column contains 'Acquire & Edit' for all rows. The 'Priority' column contains 'M' for the first row and 'H' for the last row. The 'Process Name' column contains 'Import Documentary U...' for the first row and 'Export LC Cancellation' for the others. The 'Process Reference Number' column contains '000IDCU000030286' for the first row and '300ELCC000029085' for the others. The 'Application Number' column contains '000IDCU000030286' for the first row and '300ELCC000029085' for the others. The 'Stage' column contains 'DataEnrichment' for all rows. The 'Application Date' column contains '20-04-17' for the first row and '70-01-01' for the others. The 'Branch' column contains '000' for the first row and '300' for the others. The status column contains '0i' for all rows.

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

The Oracle Free Tasks page is shown with the 'Acquire & Edit' button highlighted in red for the first task. The table is the same as in the previous screenshot. The 'Action' column for the first row is highlighted in blue, and the 'Acquire & Edit' button is highlighted in red.

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

Ac...	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer
<a href="#">Edit</a>		Import Documentary U...	000IDCU000030286	000IDCU000030286	DataEnrichment	20-04-17	000	000004
<a href="#">Edit</a>	M	Import Documentary- B...	000IDCB000030049	000IDCB000030049	Registration	20-04-16	000	000947
<a href="#">Edit</a>	M	Export Documentary Re...	000EDCR000029935	000EDCR000029935	Approval Task Level 1	70-01-01	000	000009

The Data Enrichment stage has six sections as follows:

- Main Details
- Consolidated Update
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Updated Details
- Summary

Let's look at the details for Data Enrichment stage. User can enter/update the following fields. Some of the fields in Application Details 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.

Oracle Flexcube Application Details Form (Application No: PK2IDCU000029395)

**Main Details**

**Application Details**

Documentary Collection Number *	Drawee *	Branch	Priority
PK2ISNC190819001	001043 MARKS AND SP	PK2-FLEXCUBE UNIVERSAL BANK	Medium
Submission Mode	Update Date *	Remitting Bank/Remitter	Remitting Bank/Remitter Reference
Desk	Mar 22, 2019	001041 WELLS FARGO L	14645778
Process Reference Number	Remitting Bank Date/Remitting Date *	Version Number	
PK2IDCU000029395	Mar 22, 2019	1	

**Collection Details**

Documents Received	Tenor *	Product Code *	Product Description
First	Sight	ISNC	INCOMING DOCUMENTARY SIGHT BILL
Operation Type *	Stage *	Co Acceptance Required	Contract Reference Number
COL	INITIAL	<input type="checkbox"/>	PK2ISNC190819001
Bill Amount *	Bill Outstanding Amount	Finance Amount	Acceptance Date
GBP £100,000.00	GBP £100,000.00	GBP	

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

## Collection Details

The fields listed under this section are same as the fields listed under the [Collection Details](#) section in [Registration](#). Refer to [Collection Details](#) for more information of the fields. During Registration, fields that were not captured during Registration can be updated in Data Enrichment stage.

Oracle Flexcube Application Details Form (Application No: PK2IDCU000029395)

**Main Details**

**Application Details**

Documentary Collection Number *	Drawee *	Branch	Priority
PK2ISNC190819001	001043 MARKS AND SP	PK2-FLEXCUBE UNIVERSAL BANK	Medium
Submission Mode	Update Date *	Remitting Bank/Remitter	Remitting Bank/Remitter Reference
Desk	Mar 22, 2019	001041 WELLS FARGO L	14645778
Process Reference Number	Remitting Bank Date/Remitting Date *	Version Number	
PK2IDCU000029395	Mar 22, 2019	1	

**Collection Details**

Documents Received	Tenor *	Product Code *	Product Description
First	Sight	ISNC	INCOMING DOCUMENTARY SIGHT BILL
Operation Type *	Stage *	Co Acceptance Required	Contract Reference Number
COL	INITIAL	<input type="checkbox"/>	PK2ISNC190819001
Bill Amount *	Bill Outstanding Amount	Finance Amount	Acceptance Date
GBP £100,000.00	GBP £100,000.00	GBP	

Drawer \*

001044 GOODCARE PLC

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

## Action Buttons

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

Field	Description	Sample Values
Submit	<p>Task will move to next logical stage of Import Documentary Collection Update 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

**Maturity Details** ✕

Tenor Type Usance	Tenor Basis <input type="text"/>	Start Date * Jan 1, 2014	Tenor Days 30
Transit Days <input type="text"/>	Maturity Date Jan 31, 2014	Usance Interest Rate <input type="text"/>	Usance Interest Amount <input type="text"/>
Interest From Date Jan 1, 2014	Interest To Date Jan 1, 2016	Acceptance Commission From Date Jan 1, 2014	Acceptance Commission To Date Jan 31, 2014
Other Bank Charges			
Other Bank Charges-1 <input type="text"/>	Other Bank Charges-2 <input type="text"/>	Other Bank Charges-3 <input type="text"/>	Debit Value Date Jan 1, 2014
Credit Value Date Jan 1, 2014	Value Date Jan 1, 2014		

Save & Close
Close

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

Field	Description	Sample Values
Tenor Type	Tenor type defaults from Import Collection Booking.	
Tenor Basis	Update the tenor basis, if available.	
Tenor Start Date	Update the tenor start date.	
Tenor Days	Update the number of tenor days.	
Transit Days	Update the transit days.	
Maturity date	System displays the due date for the collection based on tenor and tenor basis.  If tenor is sight, system will calculate the maturity date as 5 working days from Document Received Date.  If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
Usance Interest Rate	Update the usance interest rate, if applicable.	
Usance Interest Amount	Update the usance interest amount for the document under collection 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.	
Interest To Date	Update the interest To date. The interest from date cannot be earlier than branch date and later than maturity date.	

Field	Description	Sample Values
Pass Interest To	Select the party responsible for the interest charge payment.	
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 collection transaction.	
Other Bank Charges - 2	Charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 3	Charges to be collected for the other bank as part of the collection 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	<b>Toggle On:</b> Set the toggle 'On' to enable pre-payment. <b>Toggle Off:</b> Set the toggle 'Off' to disable pre-payment.	
Refund Interest	<b>Toggle On:</b> Set the toggle 'On' to refund the interest. <b>Toggle Off:</b> Set the toggle 'Off' to deny the interest refund.	
Transfer Collateral from LC	<b>Toggle On:</b> Set the toggle 'On' to enable the transfer collateral from LC. <b>Toggle Off:</b> Set the toggle 'Off' to disable the transfer collateral from LC.	

## Additional Fields

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

Import Documentary Update Booking - DataEnrichment :: Application No: 000IDCU000030286

Additional Fields

Additional Fields

No Additional fields configured!

Audit

Reject Refer Hold Cancel Save & Close Back Next

## Advices

Advices menu displays the advices from the back office as tiles. User can update the fields in the tile for details to be captured in the advices.

Import Documentary Update Booking - DataEnrichment :: Application No: 000IDCU000030286

Advices

Advice : PAYMENT\_MESSAGE

Advice Name : PAYMENT\_MESSAGE  
Advice Party :  
Party Name :  
Suppress : N  
Advice

Audit

Reject Refer Hold Cancel Save & Close Back Next

# Additional Details

ORACLE My Tasks

FLEXCUBE UNIVERSAL BAN... SRIDHAR01  
Jan 1, 2014 subhram@gmail.com

Import Documentary Update Booking - DataEnrichment :: Application No: 000IDCU000030286

Documents Remarks View Collection

Main Details  
Consolidated Update  
Additional Fields  
Advices  
**Additional Details**  
Settlement Details  
Updated Details  
Summary

Additional Details Screen (5 / 8)

<b>Charge Details</b>	<b>Preview Details</b>	<b>Payment Details</b>	<b>FX Linkage</b>
Charge : <b>GBP 350</b> Commission : Tax : <b>GBP 20</b> Block Status : <b>Not Initiated</b>	Language : Preview Message : -	Allow Rollover : Advance by Loan : Liquidate using : Collateral	Reference Number : Currency : Amount :
<b>Loan Preference</b>	<b>Tracer Details</b>		
Loan Tenor : Loan Maturity : Loan Amount :	Payment Tracer : Acceptance Tracer : Charges Details :		

Audit

Reject Refer Hold Cancel Save & Close Back Next

## Limits & Collateral

Limit & Collateral

Limit Details

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input type="checkbox"/> 001345	001345	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

Collateral Details

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/> Cash Collateral	10	GBP	£2,000.00	2030013450000000010	Available	The amount block can be perf

Save & Close Cancel

Limit Details

Customer ID: 001345

Line ID\*: 001345

Contribution %\*: 100

Contribution Currency: GBP

Limit Currency: GBP

Limit Check Response: Available

Limits Description:

Contribution Amount\*: £20,000.00

Limit Available Amount:

Response Message: The Earmark can be performed as the f

Verify

Save & Close Cancel

Field	Description	Sample Values
Customer ID	Read only field. Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	Read only field. LINE ID-DESCRIPTION will be available along with Line ID.	

Field	Description	Sample Values
Contribution	System will default this to 100%.	
Contribution Currency	The Bill currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available'.	
Response Message	Detailed Response message.	



**Note**

This section is applicable only for the bills that are co-accepted.

This section displays the collateral details:

Limit & Collateral

Limit Details

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
001345	001345	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

Collateral Details

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
Cash Collateral	10	GBP	£2,000.00	2030013450000000010	Available	The amount block can be perf

Save & Close Cancel

Collateral Details

Collateral Type \*  
Cash Collateral

Collateral % \*  
20

Currency  
GBP

Contribution Amount \*  
£4,000.00

Settlement Account \*  
2030013460000000017

Settlement Account Branch  
203

Settlement Account Currency  
GBP

Account Available Amount  
£998,926,760.53

Response  
Available

Response Message  
The amount block can be performed as:

Verify

Save & Close Cancel

Field	Description	Sample Values
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. Selected collateral type will be displayed in this field.	
Collateral %	This field displays the percentage of collateral.	
Currency	The Bill currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	

Field	Description	Sample Values
Settlement Account	This field displays the details of settlement account for the collateral.	
Settlement Account Branch	Settlement Account Branch will be auto-populated based on the Settlement Account selection.	
Settlement Account Currency	This field displays the Settlement Account Currency.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selected.	
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	



**Note**

This section is applicable only for the bills that are co-accepted.

## 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	2030013460000000017 <span style="float: right;">🔍</span>
LCSWIFTIS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	2030013460000000017 <span style="float: right;">🔍</span>
OTHBNKCHG	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	2030013460000000017 <span style="float: right;">🔍</span>

▲ 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.	



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="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.	

### Message Preview

This section displays the preview message of MT412, if acceptance is involved.


## 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.

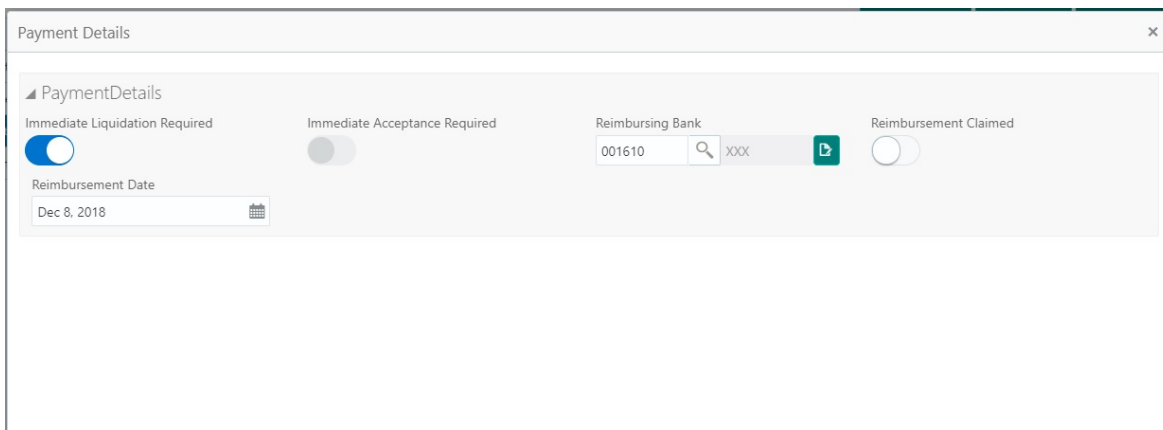
FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

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 bill amount from the drawing.	
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 Contract Available Amount	This field displays the unlinked/ available amount under the FX contract.	

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


## Payment Details



## Preferences

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

Field	Description	Sample Values
Auto Liquidate	<p>Select Auto Liquidate check box, if required.</p> <p>Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.</p>	
Advance by Loan	<p>Select Advance by Loan check box, if required.</p> <p>Advance by Loan enables creation of loan at the time of Final liquidation.</p>	

Field	Description	Sample Values
Allow Roll over	Select Allow Rollover check box, if required.	
Auto Change from Acceptance to Advance	<p>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.</p> <p> <b>Note</b> This option is applicable only for the bills that are co-accepted by the bank.</p>	

### 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	<p>Select Auto Liquidate check box, if required.</p> <p>Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.</p>	
Liquidate using Collateral	Select Liquidate using Collateral check box, if required.	


### Tracers

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

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

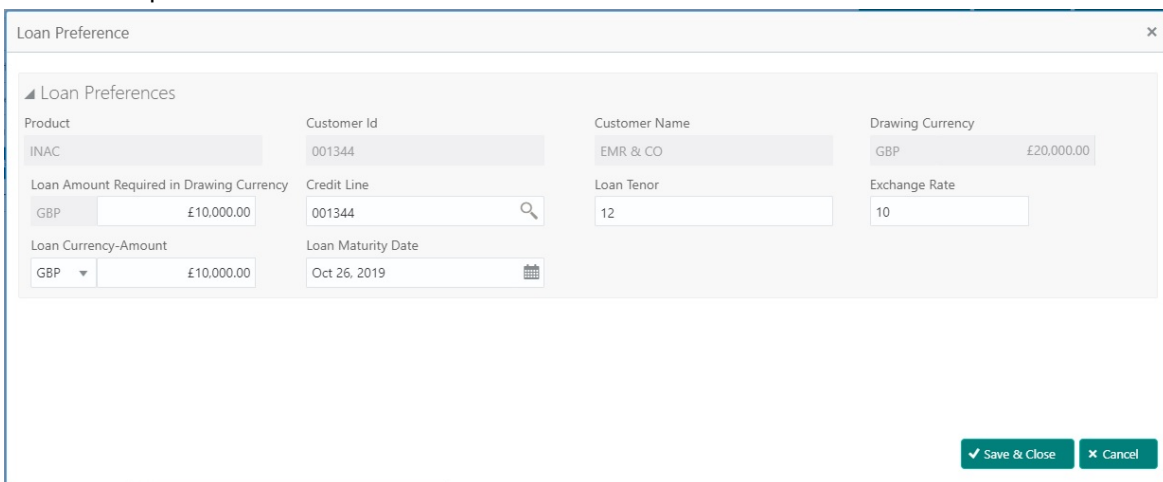
The screenshot shows a 'Tracer Details' window with two sections: 'Payment Tracer' and 'Acknowledgement Tracer'.  
**Payment Tracer:** Includes a 'Tracer Required' toggle (checked), 'Number of Tracers' (3), 'Tracer Frequency' (Weekly), 'Tracer Medium' (SWIFT), 'Tracer Receiver Party' (dropdown), and 'Tracer Start Date' (Jan 1, 2014).  
**Acknowledgement Tracer:** Includes a 'Tracer Required' toggle (unchecked), 'Number of Tracers' (empty), 'Tracer Frequency' (dropdown), 'Tracer Medium' (dropdown), 'Tracer Receiver Party' (Advising Bank), and 'Tracer Start Date' (Jan 1, 1970).  
 At the bottom right are 'Save & Close' and 'Close' buttons.

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.   <b>Note</b> This field is applicable only if <b>Tracer Required</b> has value as <b>Till Resolved</b> .	
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> .	

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

## Loan Preference

This section enables the user to request for a loan to liquidate the bill. This section will be enabled based on the product code selected.



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

Field	Description	Sample Values
Product	<p>Read only field.</p> <p>This field displays the loan product linked to the bill.</p>	
Customer ID	<p>Read only field.</p> <p>This field displays the customer ID of the drawee.</p>	
Customer Name	<p>Read only field.</p> <p>This field displays the drawee name.</p>	
Bill Currency	<p>Read only field.</p> <p>This field displays the currency of the bill.</p>	
Bill Amount	<p>Read only field.</p> <p>This field displays the amount of the bill.</p>	
Loan Amount Required in Bill Currency	<p>Application defaults the bill outstanding amount and enables the user to reduce the amount.</p>	

Field	Description	Sample Values
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 and amount 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.	

## Updated Details

This section enables the user to view the changes made to the Import Documentary Collection Update Booking.

## Summary

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

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

The screenshot displays the 'Summary' view for an 'Export LC Liquidation - Liquidation' request. The interface includes a navigation menu on the left with options like 'Main Details', 'Financing Details', 'Maturity Details', and 'Additional Details'. The main content area shows a grid of summary tiles:

- Main Details:** Product Code, Currency: **GBP**, Amount.
- Financing Details:** No Data Found.
- Maturity Details:** Tenor Type: **Sight**, Tenor Basis, Maturity Date: **2019-05-17**.
- Additional Details (Top Row):**
  - Limit Currency: **GBP**, Limit Contribution: **19800**, Limit Status: **Not Verified**, Collateral Currency: **GBP**, Collateral Contr., Collateral Status: **Not Verified**.
  - Immediate Liquidation: Immediate Accept, Reim Claimed.
  - Component: **COLL\_LIQ\_AMT**, Account Number: **GS10000261...**, Currency: **GBP**.
- Additional Details (Bottom Row):** Charge, Commission, Tax, Block Status: **Not Initia...**

At the bottom of the screen, there are action buttons: Reject, Hold, Cancel, Save & Close, Back, Next, and Submit.



### Tiles Displayed in Summary

- Main Details - User can view details about application details and collection details.
- Party Details - User can view party details like remitting bank, drawee, drawer etc.
- Maturity Details - User can view the maturity details in case usance and multi tenor.
- Documents - User can view the document details.
- Shipment Details - User can view the shipment details.
- FX Linkage - User can view the details of FX Linkage.
- Updated Details - User can view the details updated to the Import Collection.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- Tracers - User can view the tracer details.
- Message Preview - User can view the preview of the simulated messages to remitting bank.
- Other Preferences - User can view the details of the preferences selected.

### 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 Update 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>	

## Exceptions

The Import Collection Update 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 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"><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 Update Booking Amount Block Exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	

Field	Description	Sample Values
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>	

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 Update Booking Limit 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.	

## 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.

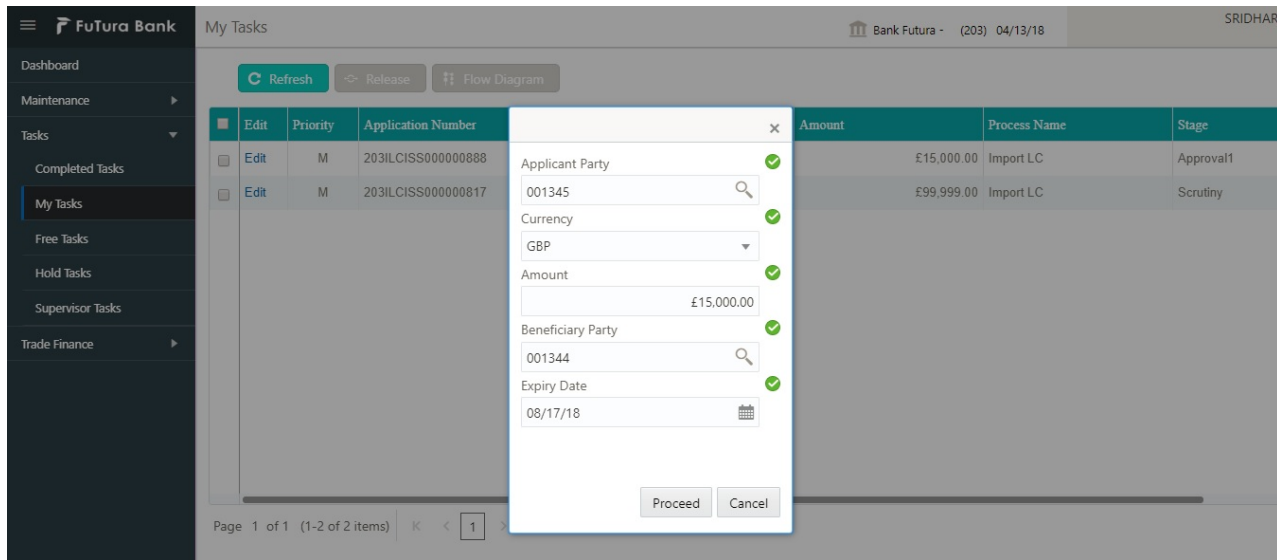
### Authorization Re-Key (Non-Online Channel)

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.



## Summary

### Tiles Displayed in Summary:

- Main Details - User can view details about application details and collection details.
- Party Details - User can view party details like remitting bank, drawee, drawer etc.
- Maturity Details - User can view the maturity details in case usance and multi tenor.
- Documents - User can view the document details.
- Shipment Details - User can view the shipment details.
- Additional Fields - User can view the additional fields.
- FX Linkage - User can view the details of FX Linkage.
- Updated Details - User can view the details updated to the Import Collection.
- Limits and Collaterals - User can view limits and collateral details.



- Charges - User can view charge details.
- Tracers - User can view the tracer details.
- Message Preview - User can view the preview of the simulated messages to remitting bank.
- Other Preferences - User can view the details of the preferences selected.

## Action Buttons

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

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