Export LC Closure User Guide

# Oracle Banking Trade Finance Process Management

Release 14.5.0.0.0

**Part No. F42215-01**

May 2021

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Oracle Banking Trade Finance Process Management - Export LC Closure User Guide
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# Contents

# 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 Export LC Closure Process.

## 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 initiation.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of Trade transactions that reoccur periodically.

## Key Features

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

# Export LC Closure

Export LC Advised by the bank may be outstanding in the system past their Expiry Date and the outstanding LC can be closed either automatically on a pre-determined schedule or manually.

In the following sections, let's look at the details for Export LC closure process.

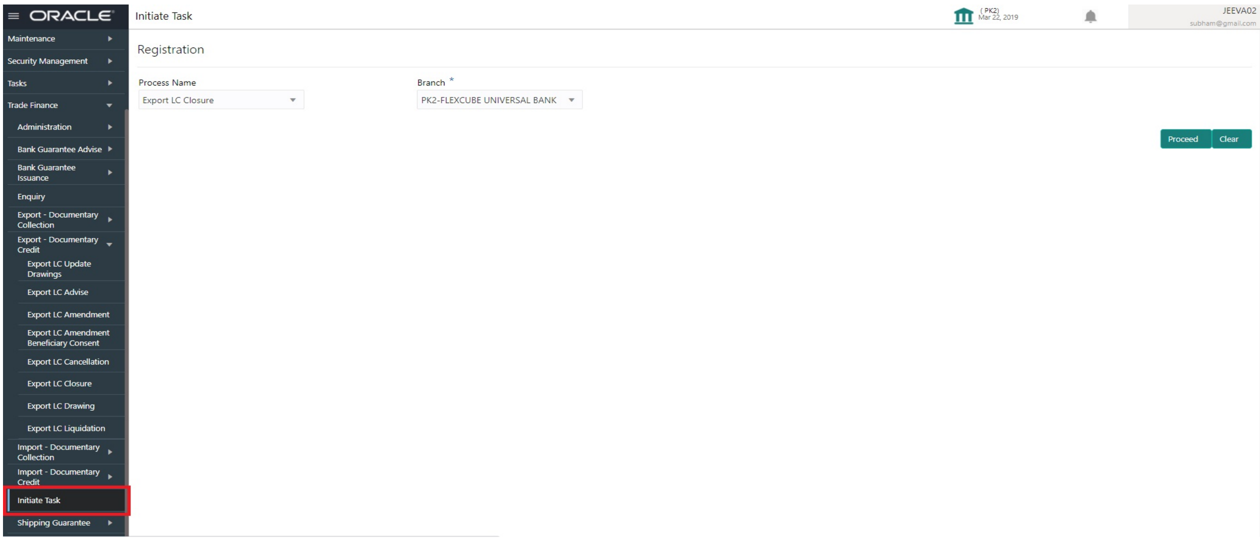
This section contains the following topics:



## Common Initiation Stage

The user can initiate the new Export LC closure request from the common Initiate Task screen.

1. Using the entitled login credentials, login to the OBTFPM application.
2. Click **Trade Finance > Initiate Task.**




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

| Field | Description |
|---|---|
| Process Name | Select the process name to initiate the task. |
| Branch | Select the branch. |

### Action Buttons

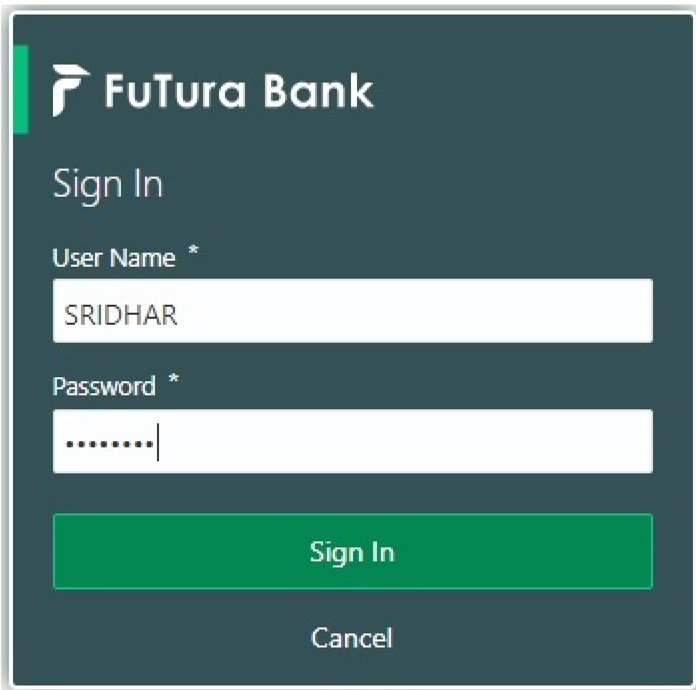
Use action buttons based on the description in the following table:

| Field | Description |
|---|---|
| Proceed | Task will get initiated to next logical stage. |
| Clear | The user can clear the contents update and can input values again. |

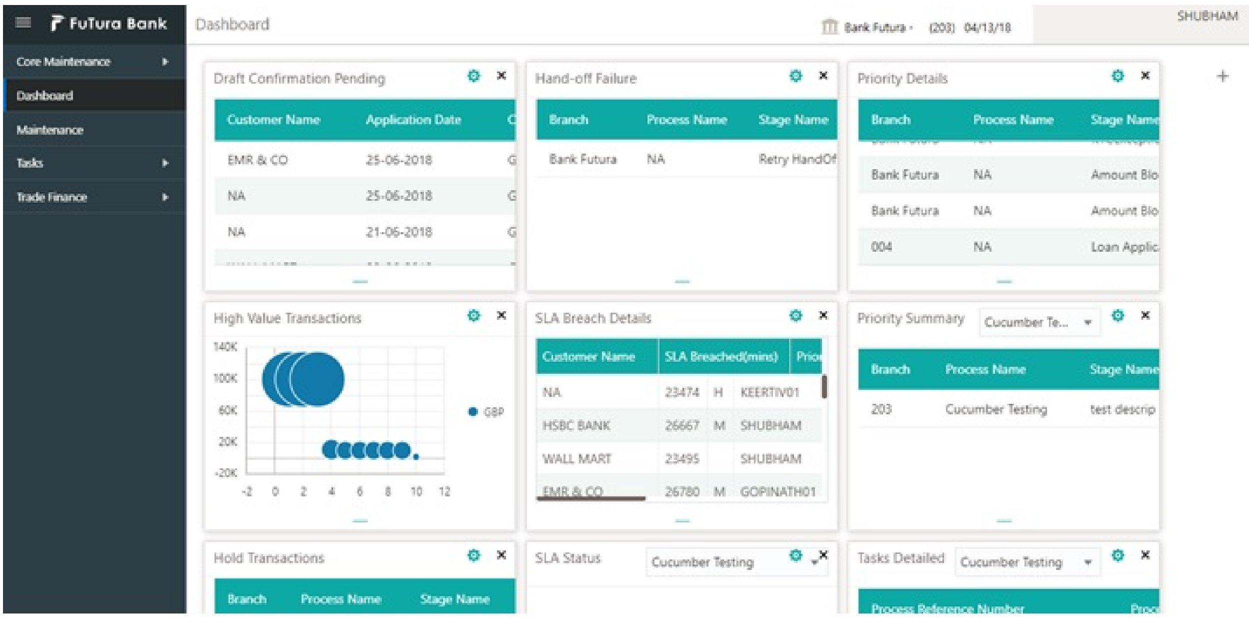
## Registration

User can register request for Export LC closure in the Registration stage. During Registration stage, user can capture the basic details of the application and upload the related documents of the applicant. On submit of the request, the request will be available for an LC expert to handle the request in the next stage.

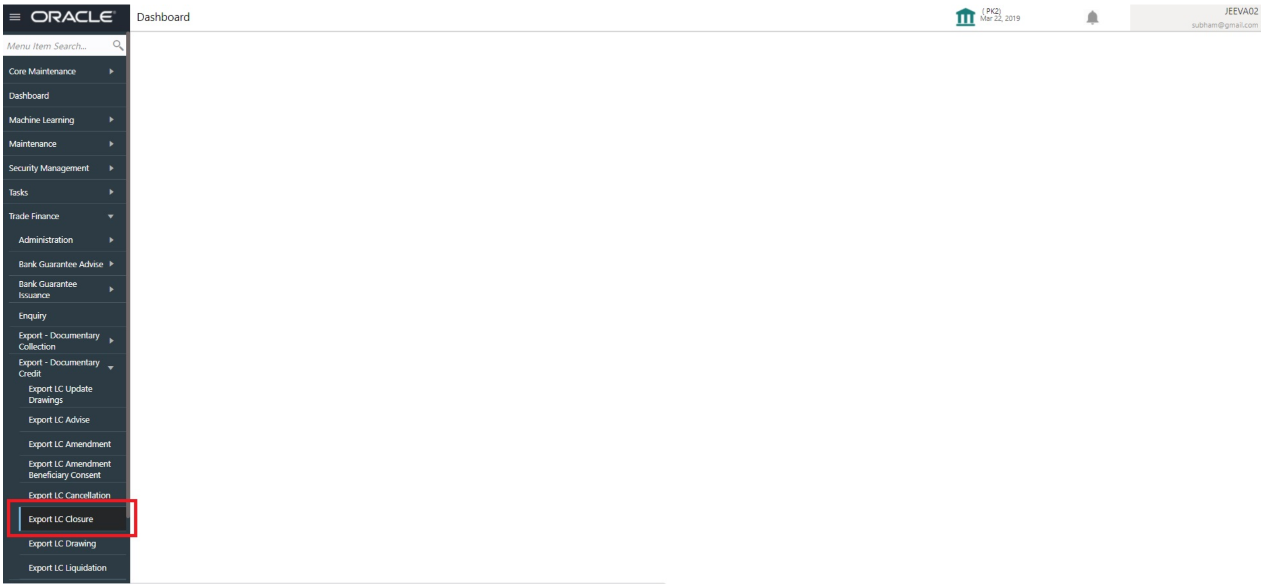
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.




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

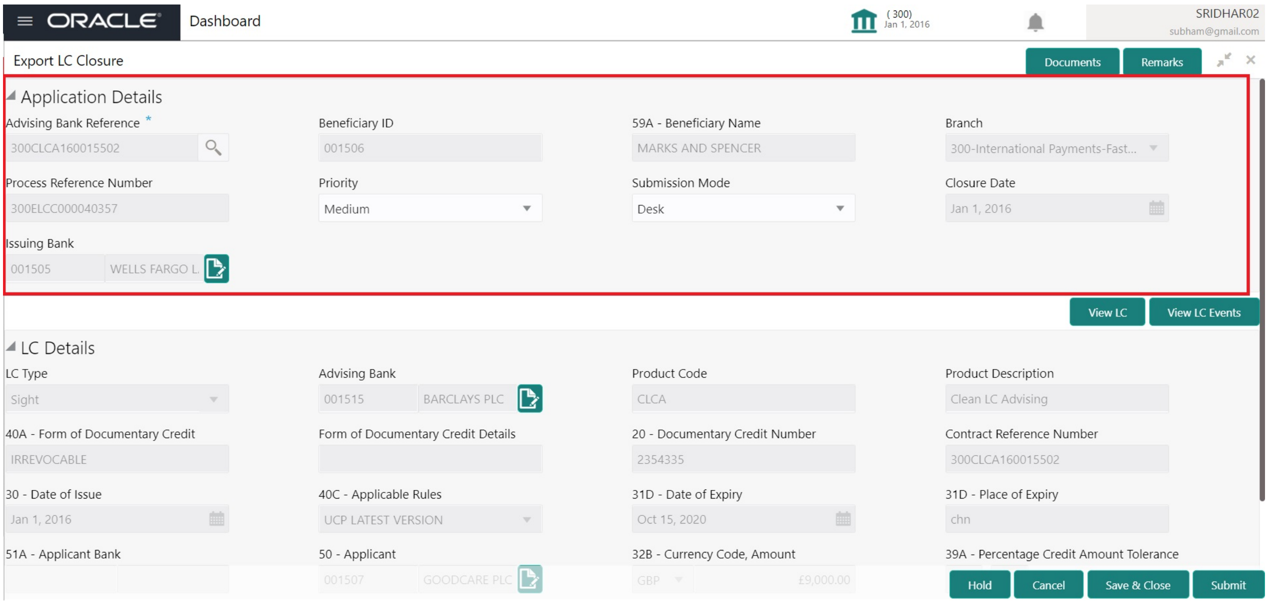



3. Click **Trade Finance > Export - Documentary Credit > Export LC Closure.**




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

## Application Details

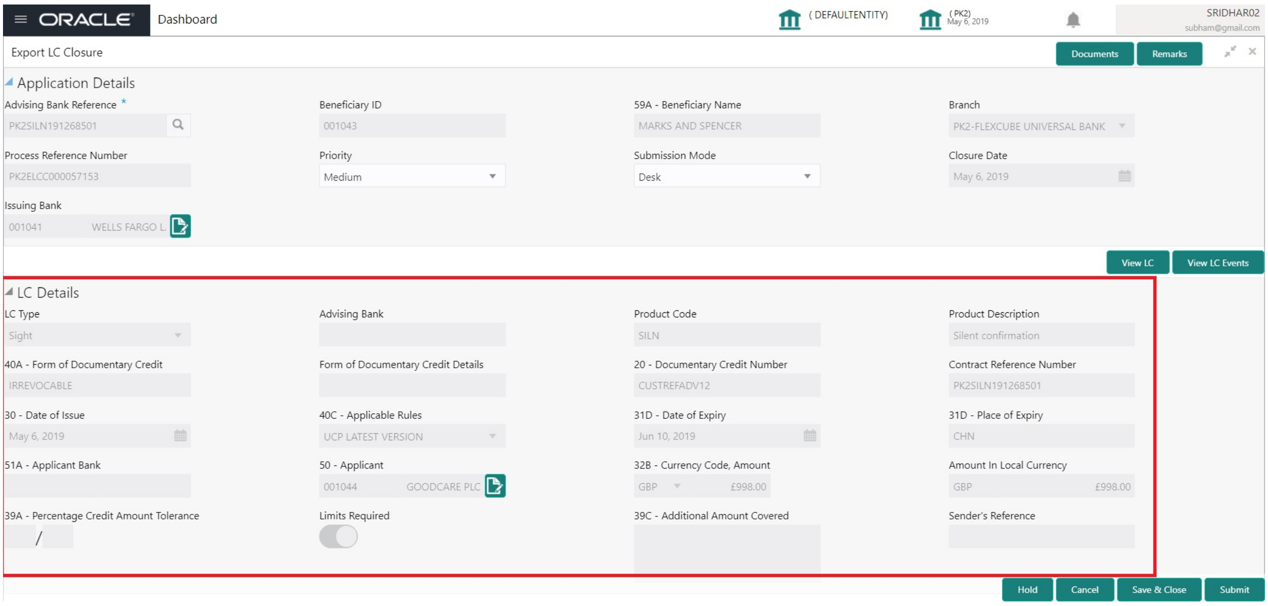



Provide the Application Details based on the description in the following table:

| Field | Description | Sample Values |
|---|---|---|
| Advising Bank Reference | Provide the advising bank reference number of the LC to be closed. Alternatively, user can search the advising bank reference number using LOV.<br>In the LOV, user can input Customer ID, Beneficiary name, Currency and amount or User Reference Number. System displays all the Export LC's outstanding against the given Applicant-beneficiary combination which are active and not closed. | |
| Beneficiary ID | Read only field.<br>Beneficiary ID will be auto-populated from the value available in LC. | 001344 |
| Beneficiary Name | Read only field.<br>Beneficiary Name will be auto-populated based on the value available in LC. | EMR & CO |
| Branch | Read only field.<br>Branch details will be auto-populated based on the Export LC details. | 203-Bank Futura -Branch FZ1 |
| Process Reference Number | Unique sequence number for the transaction.<br>This is auto generated by the system based on process name and branch code. | |
| Priority | System will default the Priority as Low/Medium/ High based on customer priority maintenance. | High |
| Submission Mode | The submission mode of Export LC Closure request. By default the submission mode will have the value as 'Desk', for the transactions created via registration. User can change the defaulted priority.<br>**Desk -** Request received through Desk<br>**Fax** - Request received through Fax<br>**Email** - Request received through Email<br>**Courier-** Request received through Courier | Desk |
| Closure Date | By default, the application will display branch's current date. User cannot change the date to a back date are a future date. System should change the date to branch date as on approval if the task is approved on a date later than the registration date. | 04/13/2018 |
| Issuing Bank | Read only field.<br>Issuing Bank details will be auto-populated based on the value available in Export LC. | |

## LC Details

Registration user can view the latest LC values defaulted in the respective fields in the LC Details section. All the fields in this section is read only.



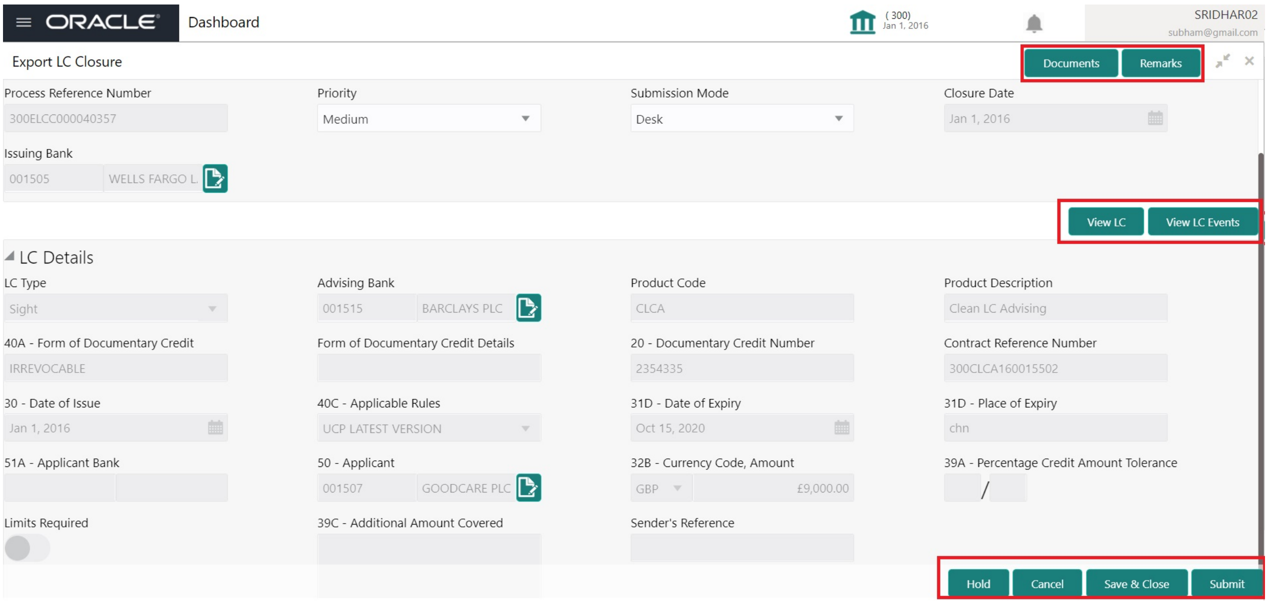

Provide the LC Details based on the description in the following table:

| Field | Description | Sample Values |
|---|---|---|
| LC Type | Read only field.<br>LC type will be populated based on the latest LC details. | |
| Advising Bank | Read only field.<br>The advising bank details of the selected Export LC. | |
| Product Code | Read only field.<br>This field displays the product code used during Issuance. | |
| Product Description | Read only field.<br>This field displays the description of the product as per the product code displayed as in Export LC Issuance. | |
| 40A - Form of Documentary Credit | Read only field.<br>This field displays the form of documentary credit details available in Export LC. | |
| Form of Documentary Credit Details | Read only field.<br>This field displays the form of documentary credit details, if confirmation details are received from Advising Bank. If Confirmation details are received from Advising Bank. | |

| Field | Description | Sample Values |
|---|---|---|
| Documentary Credit Number | Read only field.<br>The Documentary Credit Number as available in Export LC. | |
| Customer Reference Number | The 'Reference number' provided by the beneficiary bank.<br>The unique Customer Reference Number which will be the User Reference Number in LC. | |
| Date of Issue | Read only field.<br>This field displays the LC issuance date. | |
| Applicable Rules | Read only field.<br>The rules of the selected Export LC as per the latest LC details. | |
| Date Of Expiry | Read only field.<br>The expiry date as per the latest LC details. The Export LC should be allowed to be closed only if the LC is expired. | |
| Place of Expiry | Read only field.<br>The place of expiry as per the latest LC details. | |
| Applicant Bank | Read only field.<br>The applicant bank details if available as per the latest LC details. | |
| Applicant | Read only field.<br>The details of the applicant as per the latest LC details. | |
| Currency Code, Amount | Read only field.<br>The currency code and LC amount as per the latest LC details. | |
| Amount In Local Currency | System fetches the local currency equivalent value for the LC amount from back office (with decimal places). | |
| Percentage Credit Amount Tolerance | Read only field.<br>The percentage credit amount tolerance details as per the latest LC details. | |
| Limits Required | Read only field.<br>Limits Required (Y/N) will be auto-populated as per the latest LC details. | |

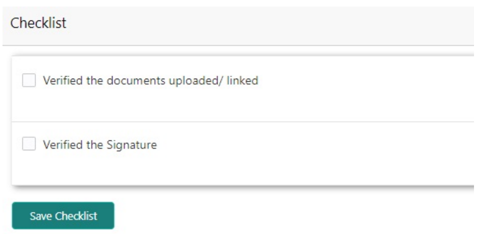
| Field | Description | Sample Values |
|---|---|---|
| Additional Amount Covered | Read only field.<br>The details of additional amount covered as per the latest LC details. | |
| Sender's Reference | Read only field.<br>The sender's reference value as in underlying LC. | |

## Miscellaneous




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

| Field | Description | Sample Values |
|---|---|---|
| Documents | Upload the required documents. System displays the mandatory and optional documents that have been maintained in Document Maintenance. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted under an Export LC closure request are:<br>Export LC Closure Request | |
| Remarks | Provide any additional information regarding the amendment request. This information can be viewed by other users processing the request. | |
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

| Field | Description | Sample Values |
|---|---|---|
| **Action Buttons** | | |
| Submit | On submit, task will get moved to next logical stage of Export LC Closure.<br>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 displays the task in you queue for working later.<br>This option will not submit the request. | |
| Cancel | Cancels the Export LC Closure Registration stage inputs. | |
| Hold | The details provided will be registered and status will be on hold.<br>This option is used, if there are any pending information yet to be received from beneficiary/ customer and appropriate remarks must be provided. | |
| Checklist | 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.<br> | |

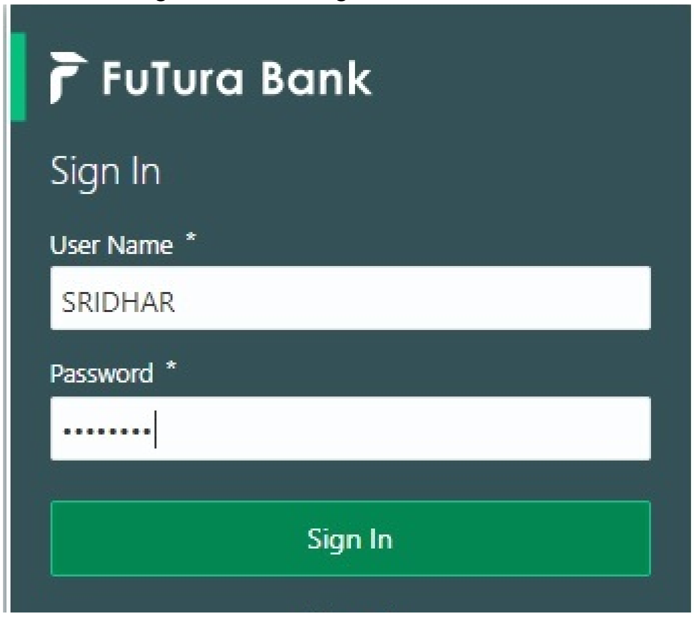
## Data Enrichment

On successful completion of Registration of an Export LC Closure request, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are scrutinized.

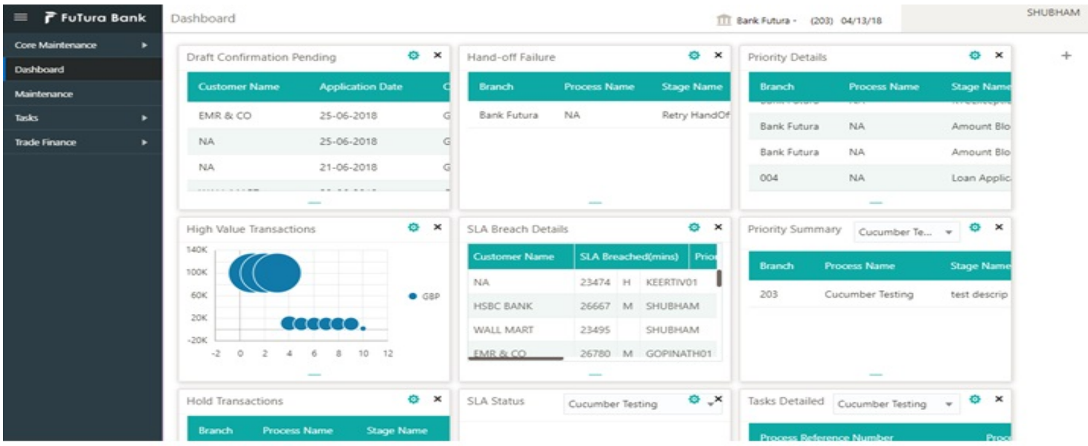
As a part of Data Enrichment, the user can review and input/enrich Export LC closure request. The user can also verify the basic details of closure request and can verify if the request can be progressed further. The transaction will have the details entered during the registration stage.

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

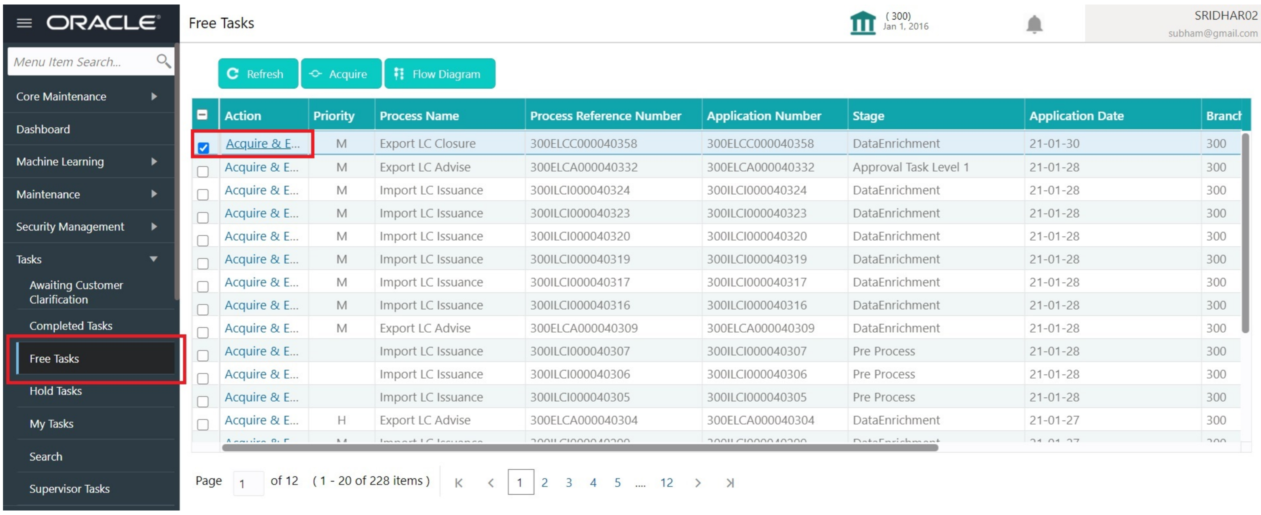
1. Using the entitled login credentials for Data Enrichment stage, login to the OBTFPM application.



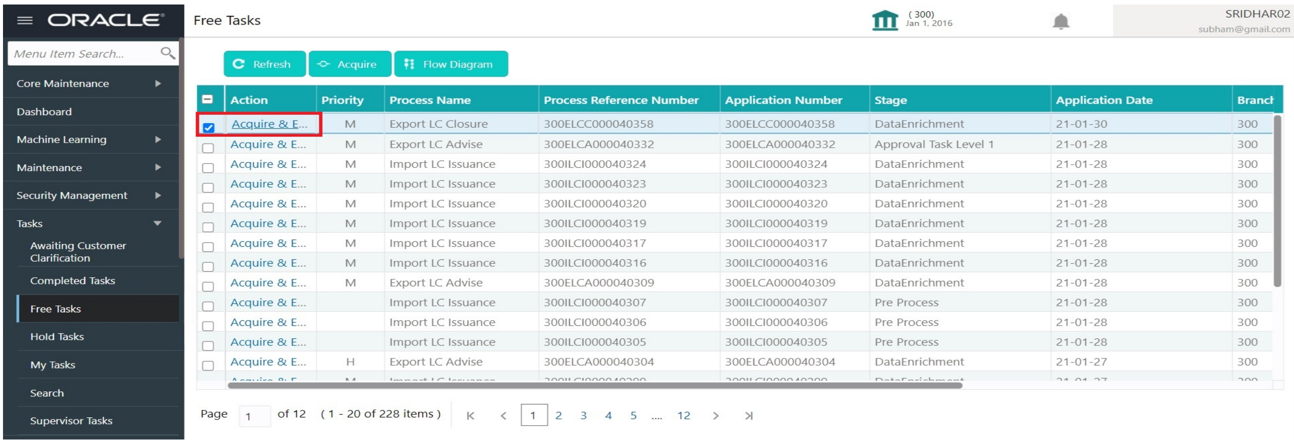

2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



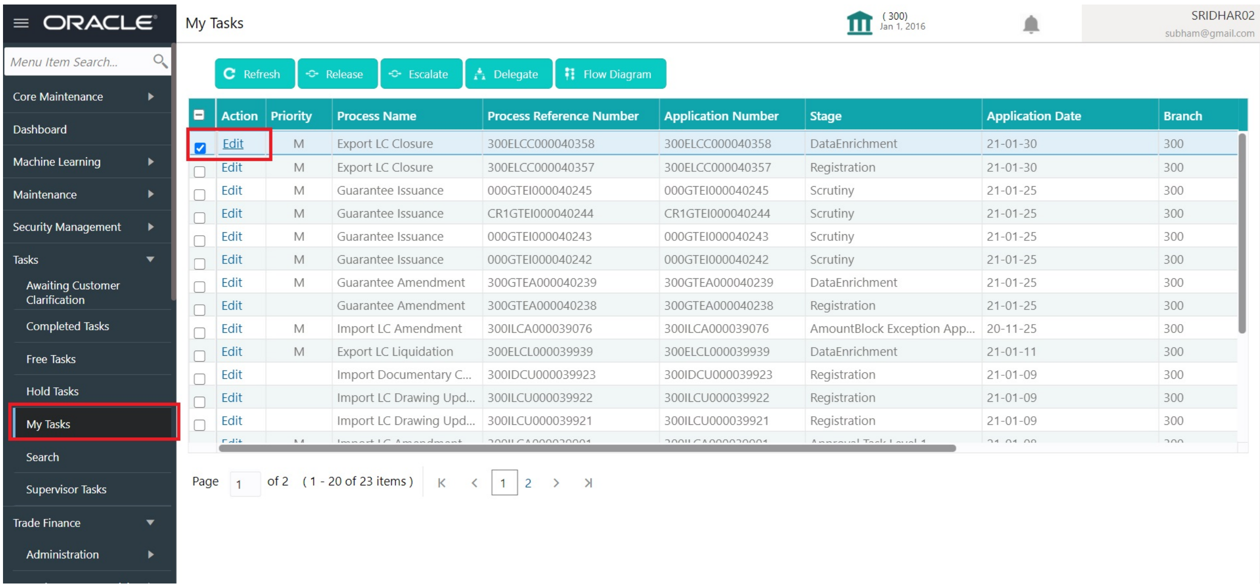

3. Click **Trade Finance> Tasks> Free Tasks.**




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




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




The Data Enrichment stage has six sections as follows:

- Main Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

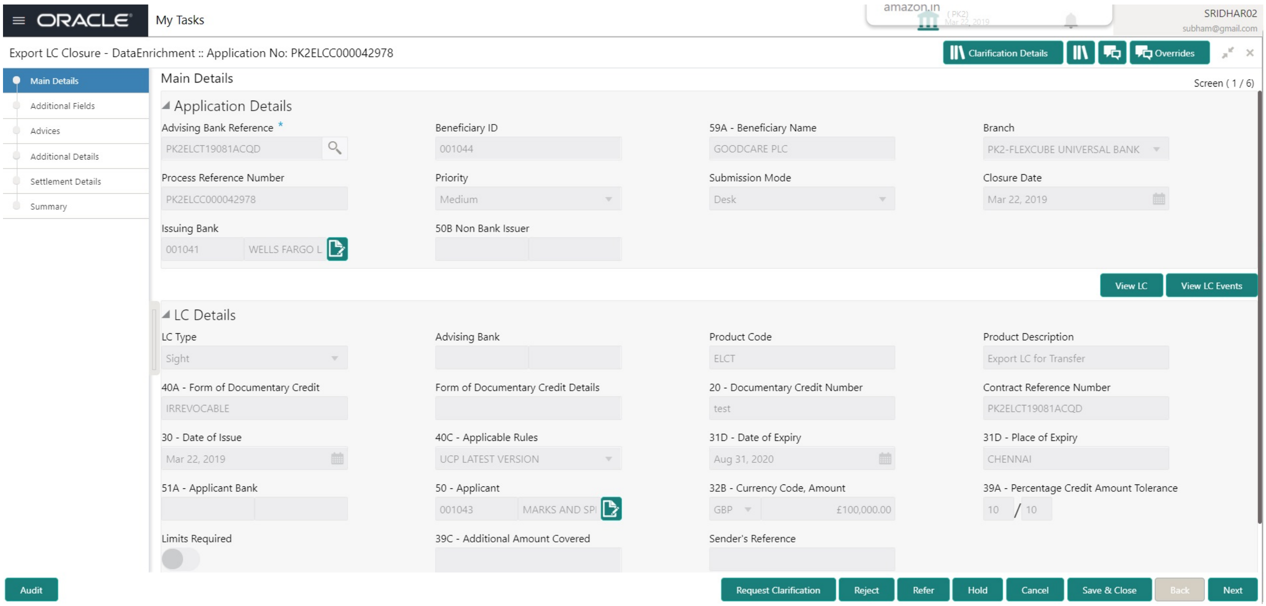
Let's look at the details for Data Enrichment stage. User can enter/update the following sections. Some of the fields that are already having value from Registration/online channels may not be editable.

## Main Details

Main details section has three sub section as follows:

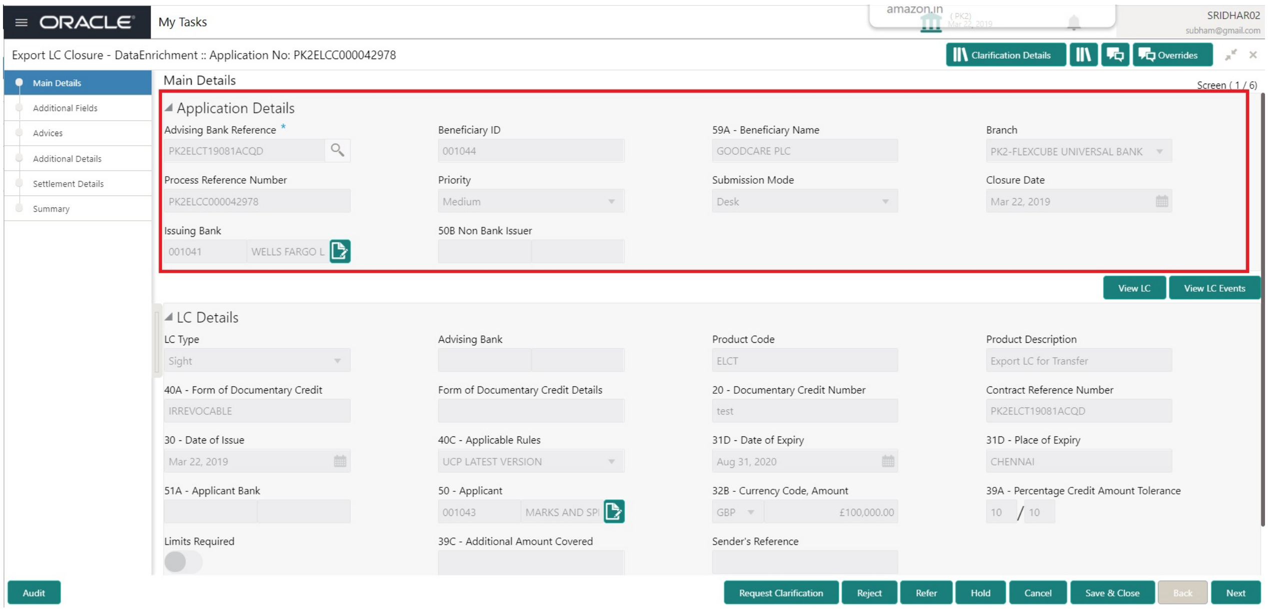
- Application Details
- LC Details

This section provides a quick snapshot of details of LC. This Application section will be available in all the sections of Data Enrichment stage and the fields will be read only. This section is collapsible.




## Application Details

All fields displayed under Application details section, would be read only except for the **Priority** and **Cancel LC**. Refer to Application Details for more information of the fields.

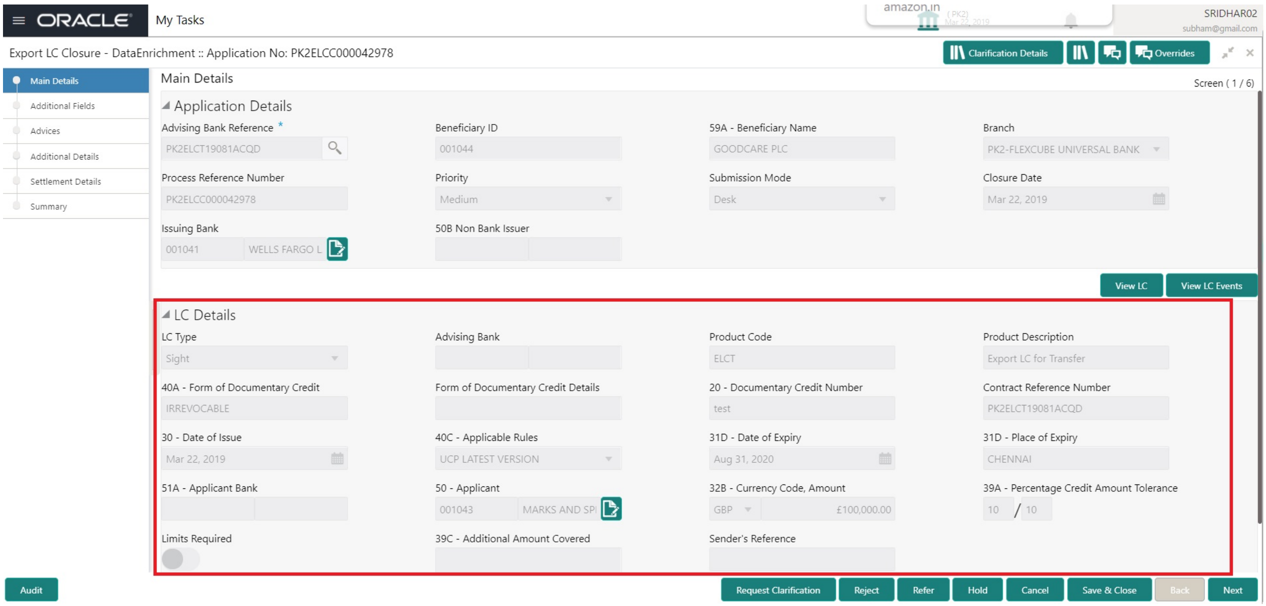


Following fields are the additional new fields apart from the fields carried over from Application Details of Registration. Provide the details for the two additional fields based on the description in the following table:

| Field | Description | Sample Values |
|---|---|---|
| 52a Issuing Bank | This field displays the issuing bank as available in LC. | |

### LC Details

The fields listed under this section are same as the fields listed under the LC Details section in Registration. Refer to LC Details for more information of the fields.  All fields displayed under LC Details section, would be read only.




### Action Buttons

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

| Field | Description | Sample Values |
|---|---|---|
| Request Clarification | On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. | |



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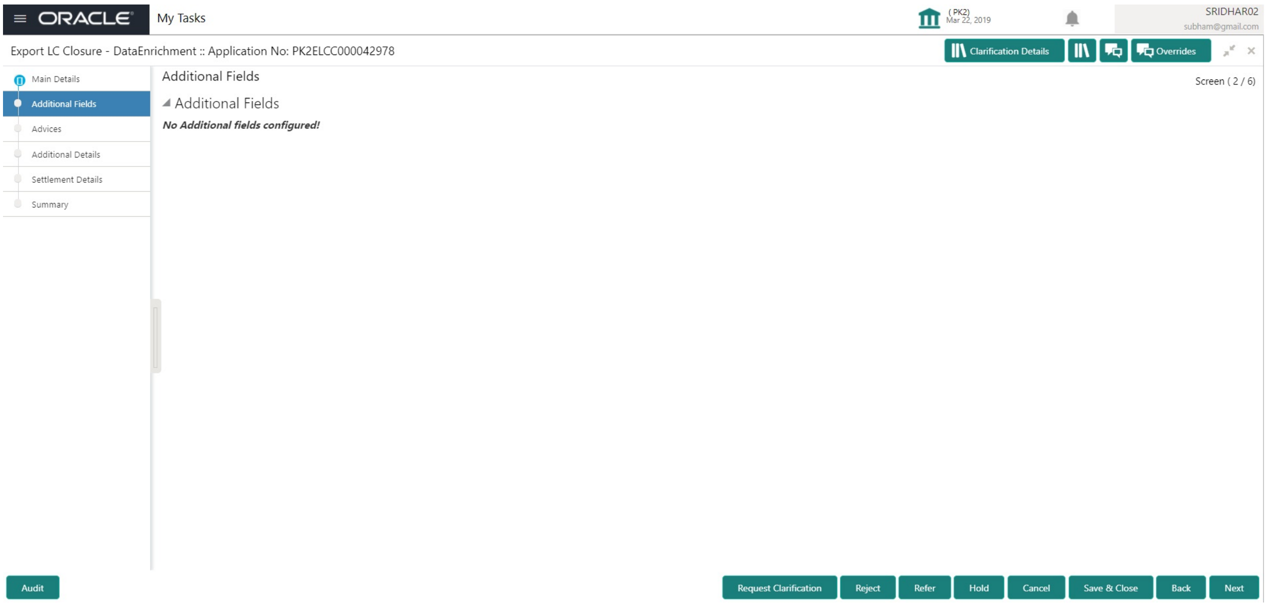
| Field | Description | Sample Values |
|---|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |
| Refer | On click of Refer, user will be able to refer the task back to the selected stage user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be on hold.<br>This option is used, if there are any pending information yet to be received from beneficiary/ customer and appropriate remarks must be provided. | |
| Cancel | Cancel the Data Enrichment stage inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request. | |
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. | |
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. | |

| Field | Description | Sample Values |
|---|---|---|
| Documents | Upload the required documents.<br><br>Application displays mandatory documents to be uploaded for export LC Closure. Place holders are also available to upload additional documents submitted by the applicant.<br><br>The user can view and input/view application details simultaneously.<br><br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. | |
| Remarks | Provide any additional information regarding the LC. This information can be viewed by other users processing the request. | |
| Overrides | Click to view overrides, if any. | |
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

## Additional Fields

Any user defined fields mapped as per bank's requirement can be viewed in this section.




### Action Buttons

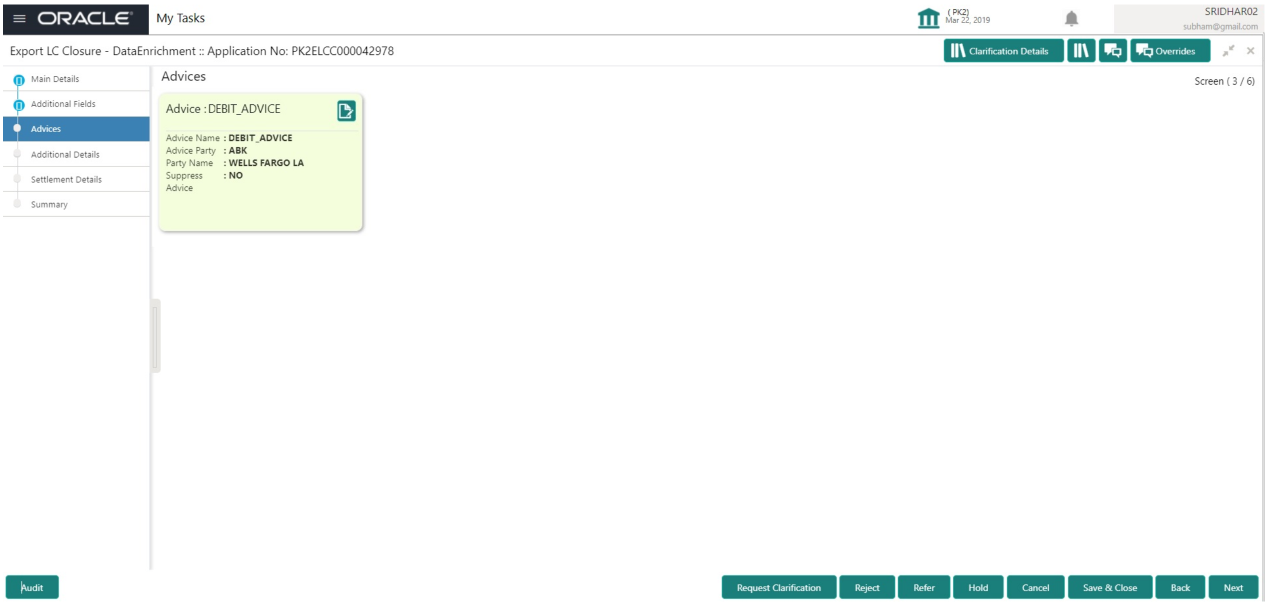
Use action buttons based on the description in the following table:

| Field | Description | Sample Values |
|---|---|---|
| Request Clarification | On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. | |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |

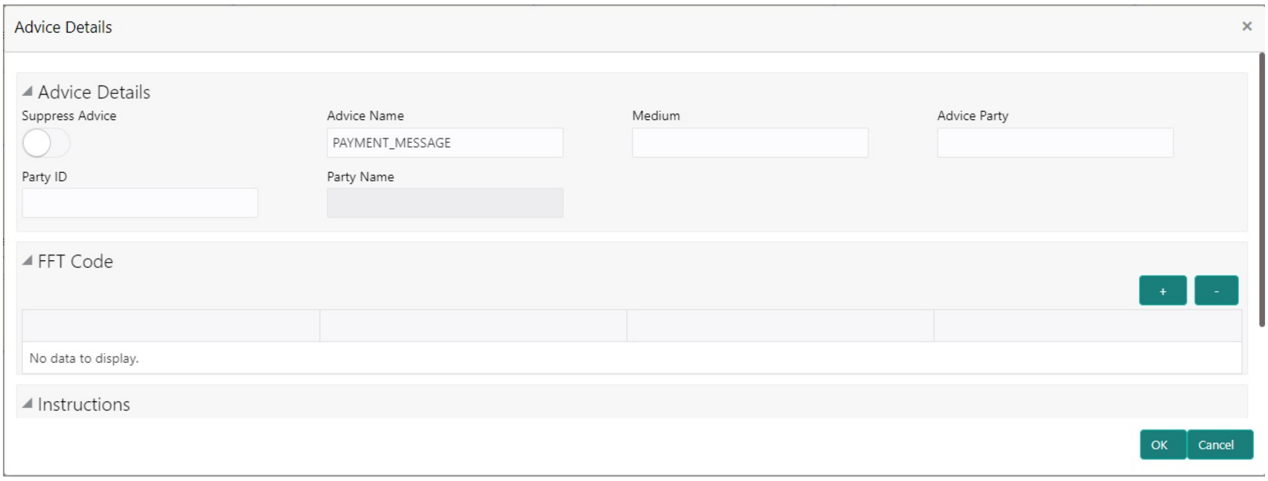
| Field | Description | Sample Values |
|---|---|---|
| Refer | On click of Refer, user will be able to refer the task back to the any of the previous stages user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be on hold.<br>This option is used, if there are any pending information yet to be received from beneficiary/ customer and appropriate remarks must be provided. | |
| Cancel | Cancel the Data Enrichment stage inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request. | |
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. | |
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. | |
| Documents | Upload the required documents. | |
| Remarks | Provide any additional information regarding the LC. This information can be viewed by other users processing the request. | |
| Overrides | Click to view overrides, if any. | |
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

## Advices

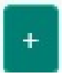
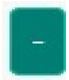
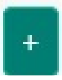
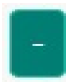
This section defaults the advices maintained for the product/event simulated from the advices maintained at the Product level.



The user can also suppress the Advice, if required.



| Field | Description | Sample Values |
|---|---|---|
| Suppress Advice | **Toggle on**: Switch on the toggle if advice is suppressed.<br>**Toggle off**: Switch off the toggle if suppress advice is not required for the amendments | |
| Advice Name | User can select the instruction code as a part of free text. | |
| Medium | The medium of advices is defaulted from the system. User can update if required. | |
| Advice Party | Value be defaulted from Export LC. User can update if required. | |
| Party ID | Value be defaulted from Export LC Advise. User can update if required. | |

| Field | Description | Sample Values |
|---|---|---|
| Party Name | Read only field.<br>Value be defaulted from Export LC Advise. | |
| Free Format Text | | |
| FTT Code | User can select the FFT code as a part of free text. | |
| FFT Description | FFT description is populated based on the FFT code selected. | |
|  | Click plus icon to add new FFT code. | |
|  | Click minus icon to remove any existing FFT code. | |
| Instruction Details | | |
| Instruction Code | User can select the instruction code as a part of free text. | |
| Instruction Description | Instruction description is populated based on the FFT code selected. | |
|  | Click plus icon to add new instruction code. | |
|  | Click minus icon to remove any existing instruction code. | |

### Action Buttons

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

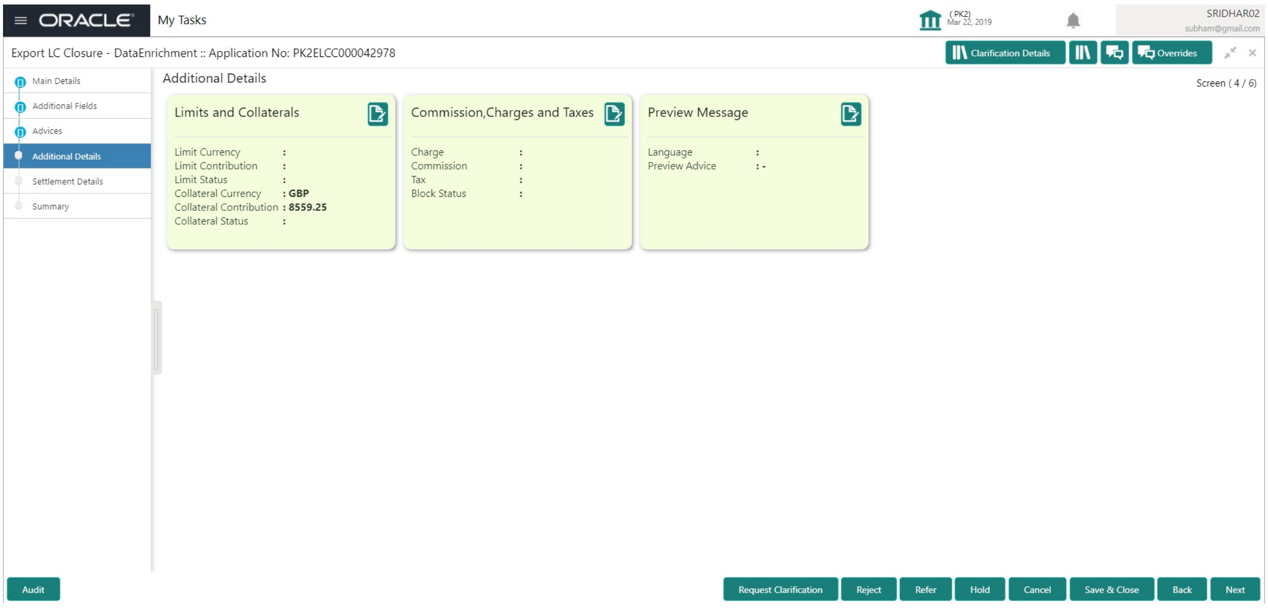
| Field | Description | Sample Values |
|---|---|---|
| Request Clarification | On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. | |

| Field | Description | Sample Values |
|---|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |
| Refer | On click of Refer, user will be able to refer the task back to the previous stage. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be on hold.<br>This option is used, if there are any pending information yet to be received from beneficiary/ customer and appropriate remarks must be provided. | |
| Cancel | Cancel the Data Enrichment stage inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request. | |
| Next | Click Next to move to next logical step in Data Enrichment stage. | |
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. | |
| Documents | Upload the required documents. | |
| Remarks | Provide any additional information regarding the LC. This information can be viewed by other users processing the request. | |
| Overrides | Click to view overrides, if any. | |

| Field | Description | Sample Values |
|---|---|---|
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

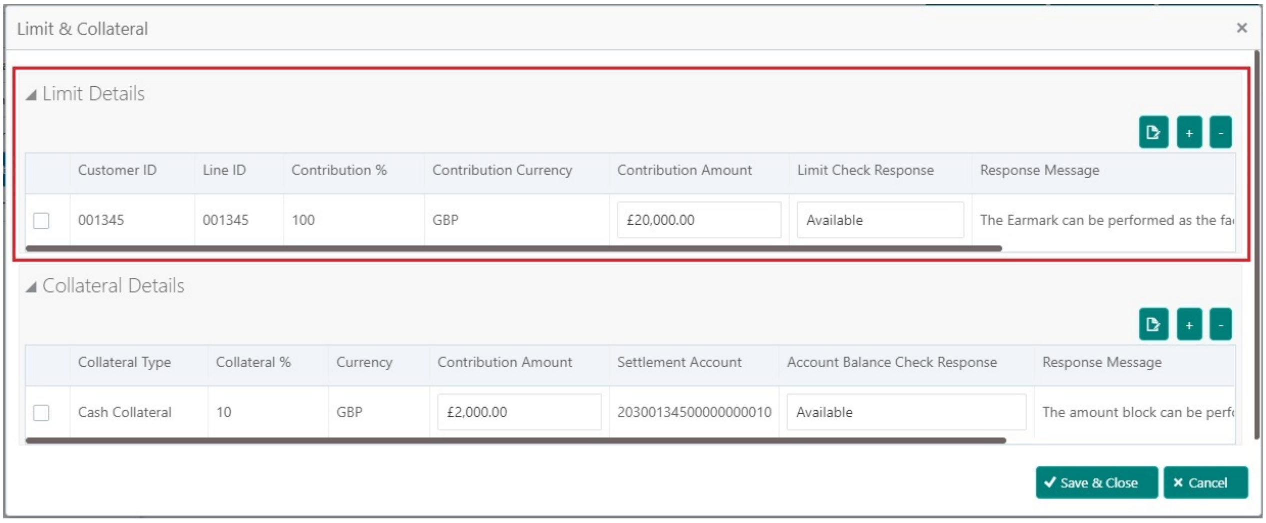
## Additional Details

In the Additional details section, user can update and verify the additional details Data Segment of Export LC Closure request. User can change the values in ‘Limits and Collateral’ section and ‘Charges and Commission’ section.



### Limits & Collateral

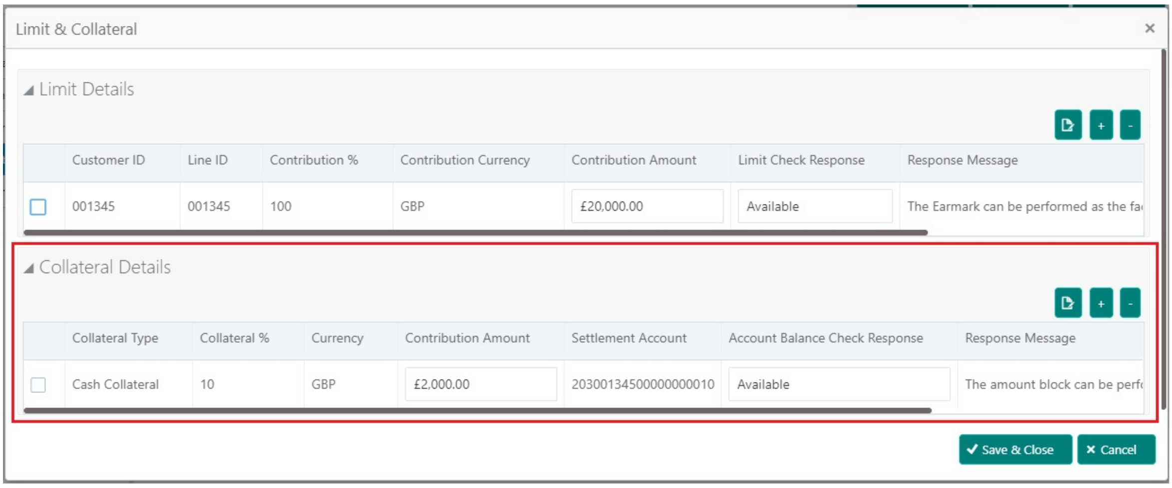
Limit and Collateral details are Read Only and can not be edited.

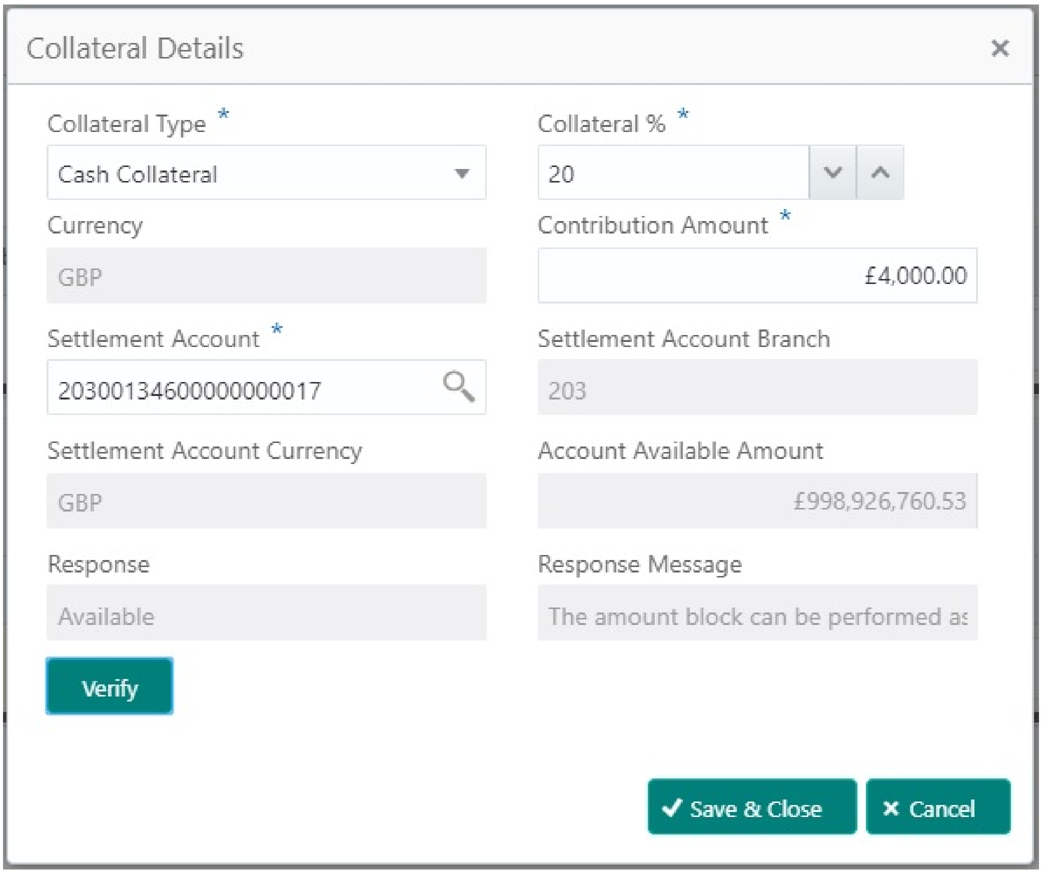



| Field | Description | Sample Values |
|---|---|---|
| Limit Details | Read only field.<br>Customer ID: Issuing Bank/ Confirming bank. | |
| Line ID | Read only field.<br>The lines mapped under the customer id. | |
| Contribution | Read only field.<br>System will default this to 100%. System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message. | |
| Contribution Currency | Read only field.<br>The LC currency will be defaulted in this field. | |
| Contribution Amount | Read only field.<br>Contribution amount will default based on the contribution%. | |
| Limit Currency | Read only field.<br>Limit Currency will be defaulted in this field. | |
| Limit Available Amount | Read only field.<br>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 | Read only field.<br>Response can be 'Success' or 'Limit not Available'. | |

| Field | Description | Sample Values |
|---|---|---|
| Response Message | Read only field.<br>Detailed Response message. | |

Collateral fields are read only fields:.





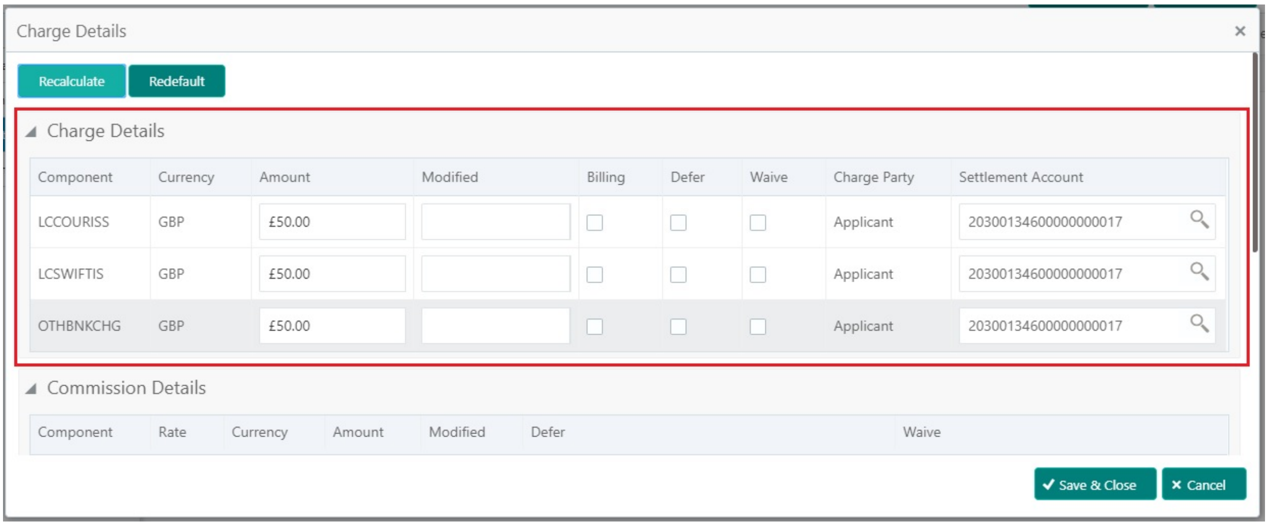

| Field | Description | Sample Values |
|---|---|---|
| Collateral Type | Read only field.<br>Cash Collateral (CASA) will be the default value available as collateral type. | |
| Collateral% | Read only field.<br>The percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. | |
| Currency | Read only field.<br>The LC currency will get defaulted in this field. | |
| Contribution Amount | Read only field.<br>Collateral contribution amount will get defaulted in this field. | |
| Settlement Account | Read only field.<br>Settlement account for then collateral. | |
| Settlement Account Branch | Read only field.<br>Settlement Account Branch. | |
| Settlement Account Currency | Read only field.<br>Select the Settlement Account Currency. | |

| Field | Description | Sample Values |
|---|---|---|
| Account Available Amount | Read only field.<br>Account Available Amount will be auto-populated based on the Settlement Account selection. | |
| Response | Read only field.<br>Response can be ‘Success’ or ‘Amount not Available’. | |
| Response Message | Read only field.<br>Detailed Response message. | |

### Charge Details

On click of 'Next' in the previous screen, system will auto populate the charges, commission and tax components mapped to the product from the back office system.

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



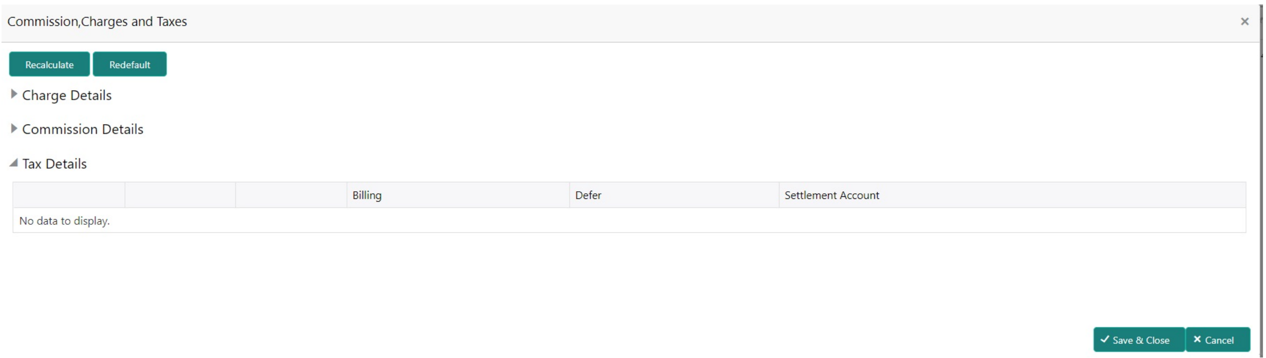

| Field | Description | Sample Values |
|---|---|---|
| Component | Charge Component type. | |
| Currency | Defaults the currency in which the charges have to be collected. | |
| Amount | An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required. | |
| Modified Amount | From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field. | |
| Billing | If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. | |

| 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.<br>Based on the customer maintenance, the charges should be marked for Billing or for Defer. | |
| Charge Party | Charge party will be beneficiary by default. You can change the value to applicant | |
| Settlement Account | Details of the settlement account. | |

### Tax Details

The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.

Tax details are defaulted from the back-end system.




| 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. | |

### Action Buttons

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

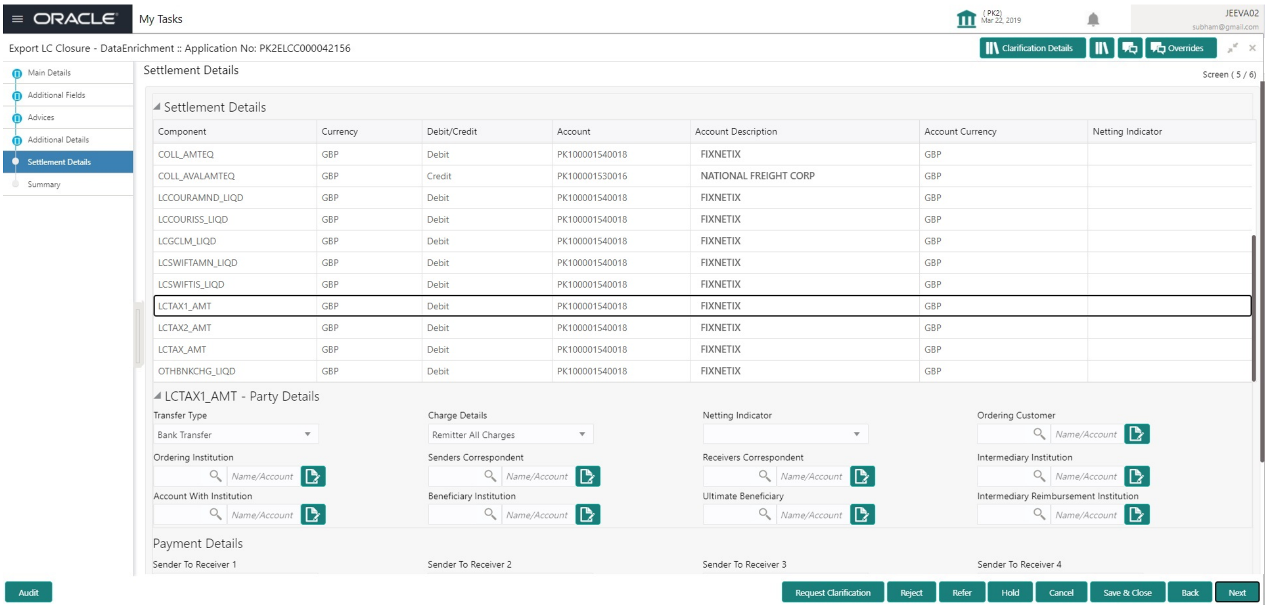
| Field | Description | Sample Values |
|---|---|---|
| Request Clarification | On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. | |

| Field | Description | Sample Values |
|---|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |
| Refer | On click of Refer, user will be able to refer the task back to the previous stages user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided. | |
| Cancel | Cancel the Data Enrichment stage inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request. | |
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. | |
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. | |
| Documents | Upload the required documents. | |
| Remarks | Provide any additional information regarding the LC. This information can be viewed by other users processing the request. | |

| Field | Description | Sample Values |
|---|---|---|
| Overrides | Click to view overrides, if any. | |
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

## Settlement Details

System should simulate the settlement details from back office and display the same in this screen.




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

| Field | Description | Sample Values |
|---|---|---|
| Component | Components gets defaulted based on the product selected. | |
| Currency | Application displays the default currency for the component. | |
| Debit/Credit | Application displays the debit/credit indicators for the components. | |
| Account | Application Displays the account details for the components. | |
| Account Description | Application displays the description of the selected account. | |
| Account Currency | Application defaults the currency for all the items based on the account number. | |
| Netting Indicator | Application displays the applicable netting indicator. | |

| Field | Description | Sample Values |
|---|---|---|
| Amount | Amount for each component. This is populated from the transaction details of the drawing. | |

On click of any component in the grid, the application displays Party Details, Payment Details and Remittance Information.

### Party Details

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

| Field | Description | Sample Values |
|---|---|---|
| Transfer Type | Select the transfer type from the drop list:<br>• Customer Transfer<br>• Bank Transfer for own account<br>• Direct Debit Advice<br>• Managers Check<br>• Customer Transfer with Cover<br>• Bank Transfer | |
| Charge Details | Select the charge details for the transactions:<br>• Beneficiary All Charges<br>• Remitter Our Charges<br>• Remitter All Charges | |
| Netting Indicator | Select the netting indicator for the component:<br>• Yes<br>• No | |
| Ordering Customer | Select the ordering customer from the LOV. | |
| Ordering Institution | Select the ordering institution from the LOV. | |
| Senders Correspondent | Select the senders correspondent from the LOV. | |
| Receivers Correspondent | Select the receivers correspondent from the LOV. | |
| Intermediary Institution | Select the intermediary institution from the LOV. | |
| Account with Institution | Select the account with institution from the LOV. | |
| Beneficiary Institution | Select the beneficiary institution from the LOV. | |
| Ultimate Beneficiary | Select the ultimate beneficiary from the LOV. | |
| Intermediary Reimbursement Institution | Select the intermediary reimbursement institution from the LOV. | |

### Payment Details

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

| Field | Description | Sample Values |
|---|---|---|
| Sender to Receiver 1 | Provide the sender to receiver message. | |
| Sender to Receiver 2 | Provide the sender to receiver message. | |
| Sender to Receiver 3 | Provide the sender to receiver message. | |
| Sender to Receiver 4 | Provide the sender to receiver message. | |
| Sender to Receiver 5 | Provide the sender to receiver message. | |
| Sender to Receiver 6 | Provide the sender to receiver message. | |

### Remittance Information

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

| Field | Description | Sample Values |
|---|---|---|
| Payment Detail 1 | Provide the payment details. | |
| Payment Detail 2 | Provide the payment details. | |
| Payment Detail 3 | Provide the payment details. | |
| Payment Detail 4 | Provide the payment details. | |

### Action Buttons

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

| Field | Description | Sample Values |
|---|---|---|
| Request Clarification | On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. | |

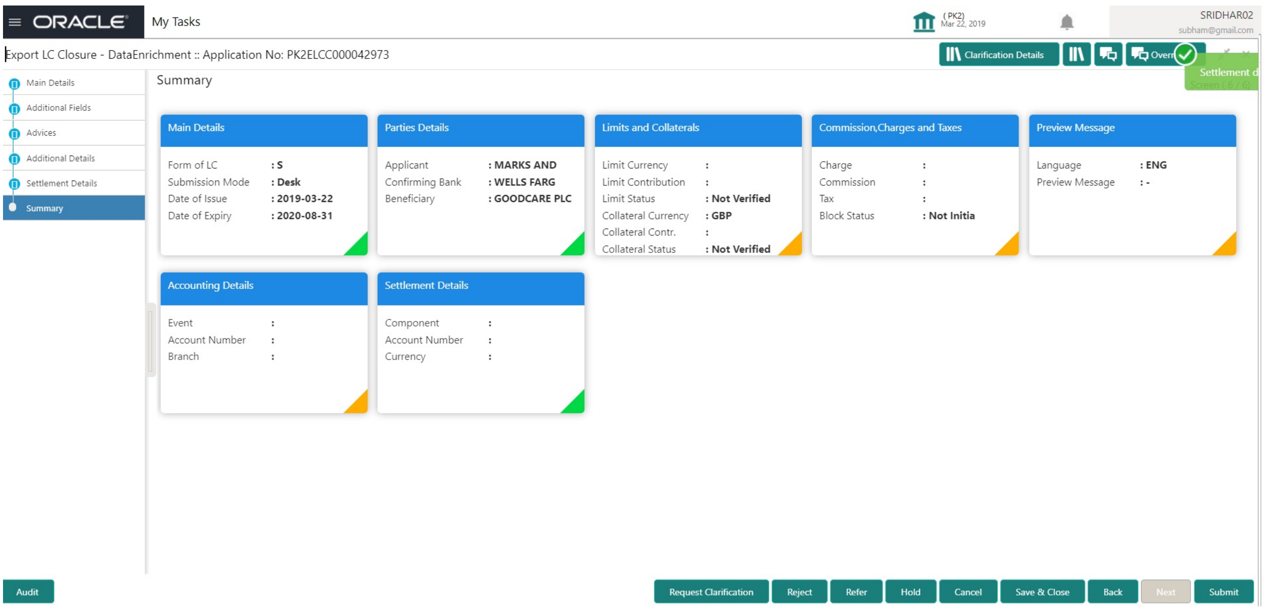
| Field | Description | Sample Values |
|---|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |
| Refer | On click of Refer, user will be able to refer the task back to the previous stages user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided. | |
| Cancel | Cancel the Scrutiny stage inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request. | |
| Next | On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. | |
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. | |
| Documents | Upload the required documents. | |
| Remarks | Provide any additional information regarding the LC. This information can be viewed by other users processing the request. | |

| Field | Description | Sample Values |
|---|---|---|
| Overrides | Click to view overrides, if any. | |
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

## Summary

User can review the summary of details updated in Export LC Closure request.

The user can view the summary tiles in the Summary section. The tiles must display a list of important fields with values. User can drill down from summary Tiles into respective data segments.




### Tiles Displayed in Summary

- Main Details - User can view the details about application and LC details. User can only view but cannot edit any of the details.
- Party Details - User can view party details like beneficiary, advising bank etc. User can only view but cannot edit any of the details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Advices - User should be able to see details of the Advice.
- Preview Message - User can view the details of Preview Message.
- Accounting Entries - User can view the accounting entries.
- Settlement Details - User can view the settlement details.

### Action Buttons

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

| Field | Description | Sample Values |
|---|---|---|
| Request Clarification | On click the Request Clarification button the user can request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. | |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |
| Refer | On click of Refer, user will be able to refer the task back to the previous stage user. User must select a Refer Reason from the values displayed by the system.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others. | |
| Hold | The details provided will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided. | |
| Cancel | Cancel the DE stage inputs. | |
| Save & Close | Save the information provided and holds the task in you queue for working later.<br>This option will not submit the request. | |
| Next | Click Next to move to next logical step in Data Enrichment stage. | |

| Field | Description | Sample Values |
|---|---|---|
| Submit | On Submit, system will give confirmation message for successful submission. Task will get moved to next logical stage of Export LC Closure.<br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. | |
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. | |
| Documents | Upload the required documents. | |
| Remarks | Provide any additional information regarding the LC. This information can be viewed by other users processing the request. | |
| Overrides | Click to view overrides, if any. | |
| View LC | Enables the user to view the latest snap shot of the LC details in a page. | |
| View LC Events | Enables the user to view the latest snap shot of the various events under the LC. | |

## Multi Level Approval

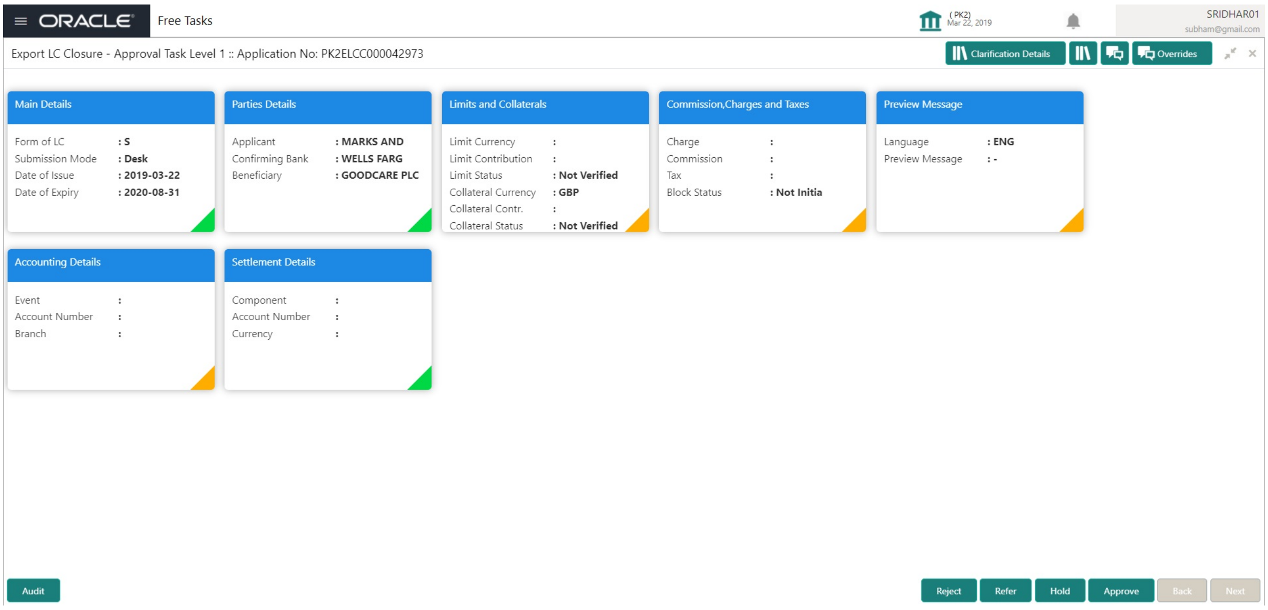
The Approval user can review and approve a Export Closure Request request.

Log in into OBTFPM application to view and acquire the task to see the summary tiles. If rekey authorization set up is available, then on acquire of task it will land on the rekey authorization screen else the task will land on the summary screen.

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

The user should be able to view the Approval summary.

## Summary




### Tiles Displayed in Summary

- Main Details - User can view the details about application and LC details. User can only view but cannot edit any of the details.
- Party Details - User can view party details like beneficiary, advising bank etc. User can only view but cannot edit any of the details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Advices - User should be able to see details of the Advice.
- Preview Message - User can view the details of Preview Message.Accounting Entries - User can view the accounting entries.
- Settlement Details - User can view the settlement details.

## Documents and Checklist

Based on the transaction value, there can be one or more approvers. After verification, on submit the transaction gets approved and if there are additional approvals, the task will move to the next approver. After all approvals, the system will hand-off the transaction details to the back end system for posting**.**

- Documents: Approval user can open the uploaded documents and verify them.
- Checklist: Verify the uploaded documents.
- Remarks: Approval user can view the remarks captured in the process during earlier stages.

### Action Buttons

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

| Field | Description | Sample Values |
|---|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others.<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. | |
| Hold | The details provided will be registered and status will be on hold.<br>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided. | |
| 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.<br>Refer Codes:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance- Limits<br>• R5 - Others | |
| 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. | |

### Handoff:

On Approve, the task is handed off to the back office for postings. In the back office, the relevant accounting entries are posted, advises are generated, charges and tax to be collected are posted.

In case there is a failure in Handoff, the task lands to retry handoff queue. The user can manually try to initiate handoff.

# Index

# Reference and Feedback

## 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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