Import LC Cancellation User Guide
Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management - Import LC Cancellation User Guide
Oracle Financial Services Software Limited

Oracle Park
Off Western Express Highway
Goregaon (East)
Mumbai, Maharashtra 400 063
India
Worldwide Inquiries:
Phone: +91 22 6718 3000
Fax: +91 22 6718 3001
www.oracle.com/financialservices/

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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 Import LC Cancellation 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 LC Cancellation

Import LC Cancellation process enables the user to cancel an active import LC.

An active Import LC can be cancelled if further documents are not expected/required under a LC. In such scenarios this process is to be initiated.

Scenario 1 - Cancellation where part or full value of the LC is outstanding and further drawings can be booked.

Example: Original LC value USD 1, 00,000 and Outstanding LC value USD 1, 00,000

Scenario 2 - Cancellation where no more drawings are possible.

Example: Original LC value USD 1, 00,000 and Outstanding LC value USD 100

In the following sections, let's look at the details for Import LC Cancellation process.

This section contains the following topics:

Common Initiation Stage	Registration
Data Enrichment	Multi Level Approval
Import LC Cancellation Acknowledgement Format	Import LC Cancellation Rejection Format

Common Initiation Stage

The user can initiate the new Import LC Cancellation 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.
LC Reference Number	Select the LC Reference Number.
Branch	Select the branch.

Action Buttons

Use action buttons based on the description in the following table:
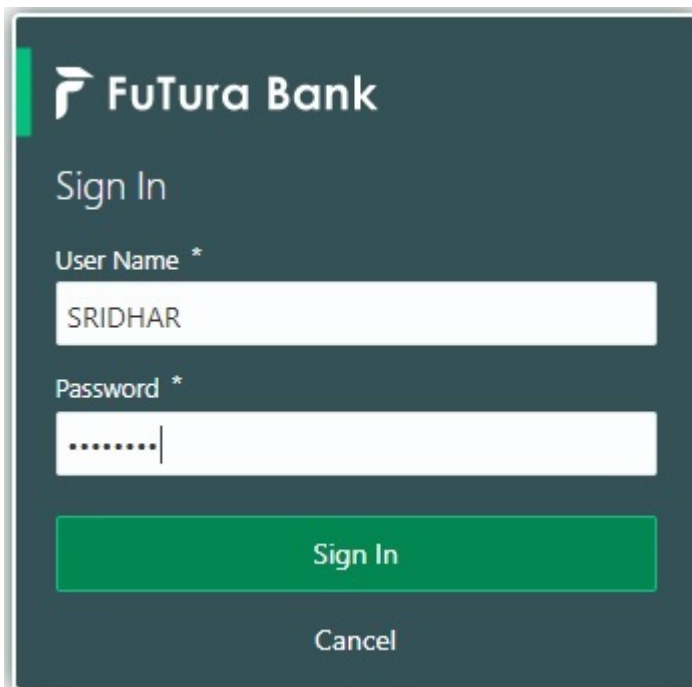
Field	Description
Proceed	Task will get initiated to next logical stage.
Clear	The user can clear the contents update and can input values again.

Registration

The user can register a request for an Import LC cancellation, received at the front desk (as an application received physically/received by mail/fax.

During Registration, the user captures the basic details of the application, check the signature of the applicant and upload related documents.   On submit of the request, the customer should be notified with acknowledgement and the request should be available for an LC expert to handle in the next stage:

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

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

3. Click **Trade Finance> Import - Documentary Credit> Import LC Cancellation.**

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
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV. In LOV search/advanced LOV search, user can input Customer ID, Applicant, Currency, Amount and User Reference Number. System will display all the LC's outstanding against the given Applicant-Beneficiary combination. User can select the particular LC that can be canceled. **Note:** System should not display the Documentary Credit for whom Drawings has been listed either on OBTFPM or in Back Office system.	
Received From Applicant Bank	Read only field. System will display the value available in LC.	001344
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the value available in LC.	001344

Field	Description	Sample Values
Received From - Customer Name	Read only field. System will default the name of the customer as available in LC.	EMR & CO
Branch	Read only field. System should display the LC issuance branch from LC details.	203-Bank Futura -Branch FZ1
Amendment No	Read only field. Amendment number sequence for this Letter of credit will be auto-populated. The amendment sequence number is simulated from the back-end system. The System to default based on the logic < Last Amendment Number +1>.	
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	Priority attached to the transaction. System will default the Priority as Low/Medium/ High based on maintenance. User is allowed to change the value.	High
Submission Mode	Select the submission mode of Import LC Cancellation request. By default the submission mode will have the value as 'Desk'. **Desk-** Request received through Desk **Fax-** Request received through Fax **Email-** Request received through Email **Courier-** Request received through Courier	Desk
Cancellation Date	Read only field. By default, the application will display branch's current date.	04/13/2018
Customer Reference Number	Read only field. User can enter the 'Reference number', if any.	
Beneficiary Consent	**Toggle On**: Set the Toggle On, if cancellation requires beneficiary's consent. **Toggle Off**: Set the Toggle Off, if cancellation does not requires beneficiary's consent. In this case, an override message will be populated. "Beneficiary Consent flag Turned OFF". Beneficiary Consent flag should be turned ON, if the cancellation is for full or part of the LC remaining value where further drawings are expected under the LC.	

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LC Details

Details in this screen displays the data from the LC issued. All fields displayed in LC details section are **read only** fields.

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

Field	Description	Sample Values
Revolving	Read only field. The value used for 'Revolving' as per the latest LC details.	
LC Type	Read only field. LC type will be populated based on the latest LC details.	
Product Code	Read only field. The product code used during Issuance.	
Product Description	Read only field. The description of the product as in Import LC Issuance.	
Advising Bank	Read only field. The advising bank details as per the latest LC.	
40A - Form of Documentary Credit	Read only field. The form of documentary credit is value available in LC record	
31C - Date of Issue	Read only field. The date on which the LC is issued.	

Field	Description	Sample Values
40E- Applicable Rules	Read only field. The applicable rule as per the latest LC details.	
Date Of Expiry	Read only field. The expiry date is as per the latest LC details.	09/30/18
Place of Expiry	Read only field. The place of expiry is as per the latest LC details.	
Applicant Bank	Read only field. The Applicant Bank if available as per the latest LC details.	
Applicant	Read only field. Applicant as per the latest LC details.	
Beneficiary	Read only field. Beneficiary as per the latest LC details.	
Currency Code, Amount	Read only field. The Currency Code of LC along with the outstanding LC Amount as per the latest LC details.	
Amount In Local Currency	Read only field. The LC amount in local currency is displayed.	
Percentage Credit Amount Tolerance	Read only field. Tolerance as per the latest LC details.	
Outstanding LC Value	Read only field. The outstanding value of the LC.	
Additional Amount Covered	Read only field. Additional amount covered as per the latest LC details.	

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Miscellaneous

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

Field	Description	Sample Values
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for Import LC Cancellation. If mandatory documents are not uploaded, system displays an error on submit. The possible documents submitted under an Import LC Cancellation request are: - Cancellation request - Letter of Credit instrument copy	
Remarks	Provide any additional information regarding the LC Cancellation. This information can be viewed by other users processing the request.	
View LC	Clicking on View LC button enables user to view the latest details of the LC.	
Events	Clicking on Events button enables the user to view the snapshot of various events under the Import LC details.	

Action Buttons

Field	Description	Sample Values
Submit	On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Import LC Cancellation. If mandatory fields have not been captured or mandatory documents are not uploaded or mandatory checklist is not selected, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and displays the task in 'My Task' for working later. This option will not submit the request.	
Cancel	Cancels the Import LC Cancellation Registration stage inputs.	
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 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. The possible checklist items under Registration Stage are: • Application signed and stamped • Customer signature verified • All Documents received are uploaded • Any correction or alteration initialed by the applicant	
Verify Signature	System will display the details of Authorized signatories. The pop up box will display the signature id, signature title and image of the signature for verification	

On Submit, acknowledgement is issued to the customer through customer's preferred media. A simple acknowledgment will be sent in case the user has entered only the Application details. If the user has captured additional information in LC Details data segment also, a detailed acknowledgment will be sent.

In case of request received through online channels, system would send the acknowledgment automatically on receipt of the request.
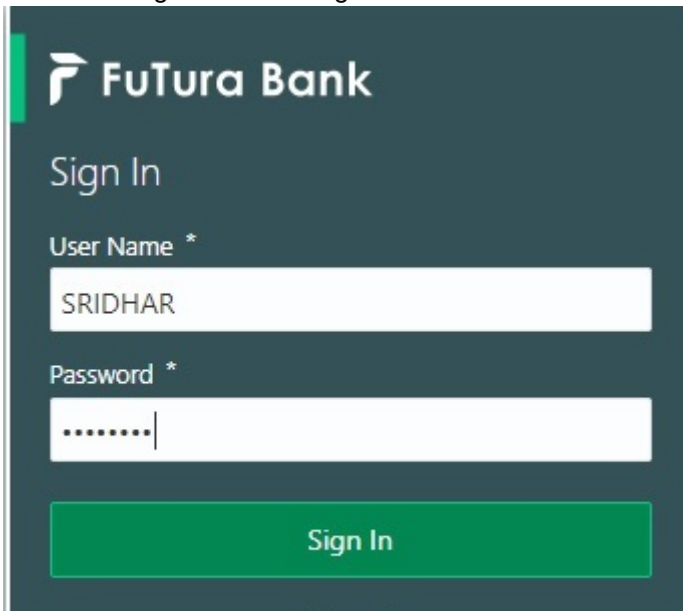
Data Enrichment

On successful completion of Registration of an Import LC Cancellation task, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are verified.

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Non-Online Channel - Import LC Amendment request that were received at the desk will move to DE stage post successful Registration. The requests will have the details entered during the Registration stage.

Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from DE stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.
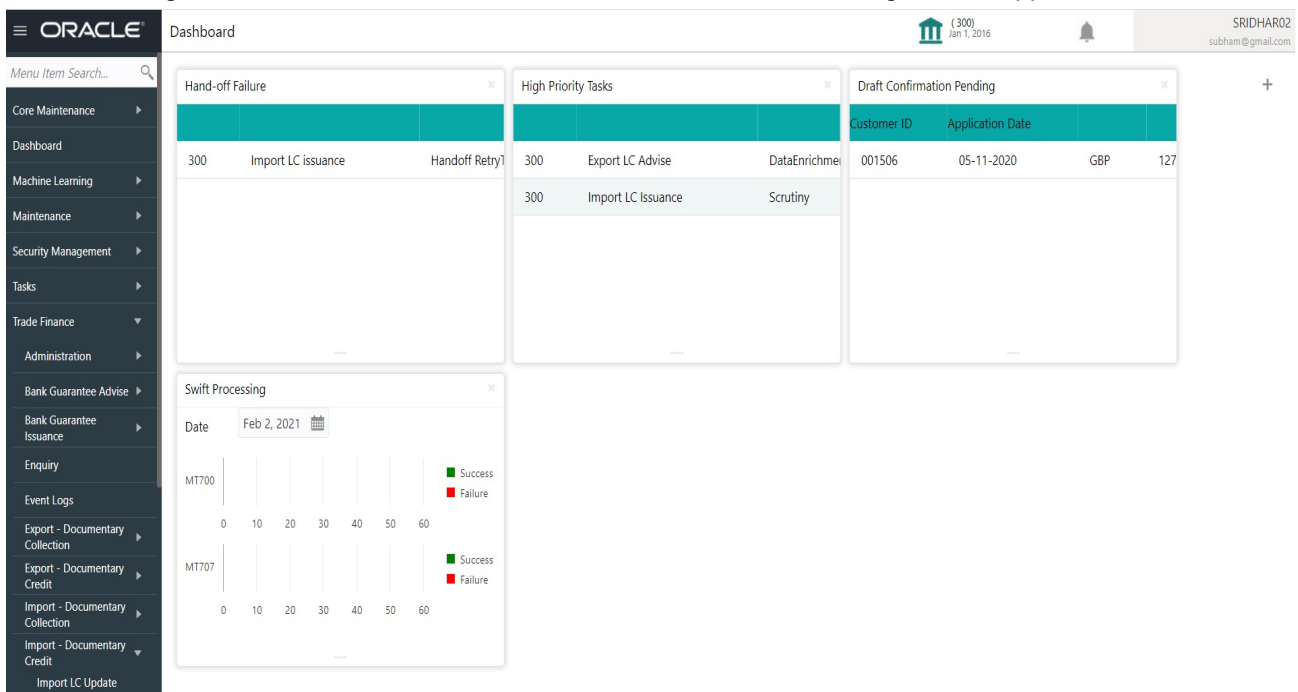
Do the following steps to acquire a task currently at Data Enrichment stage:

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.**

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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 five sections as follows:

- Main Details
- Additional Fields
- Advices

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- Additional Details
- Settlement Details
- Summary

Let's look at the details for Data Enrichment stage. User can view the latest LC values displayed in the respective fields.

Main Details

Main details section has three sub section as follows:

- Application Details
- LC Details

Application Details

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

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LC Details

The user can view the latest LC values defaulted in the respective fields. All fields displayed in LC details section are **read only** fields. Refer to LC Details section in Registration for more information of the fields.

Field	Description	Sample Values
Revolving	Read only field. The value used for 'Revolving' as per the latest LC details.	
LC Type	Read only field. LC type will be populated based on the latest LC details.	
Product Code	Read only field. The four letter product code used during Issuance.	
Product Description	Read only field. The description of the product as in Import LC Issuance.	
Advising Bank	Read only field. The advising bank details as per the latest LC.	
40A - Form of Documentary Credit	Read only field. The form of documentary credit is the selection done at the time of Import LC Issuance.	
31C - Date of Issue	Read only field. The date on which the LC is issued. This field cannot amended.	

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Field	Description	Sample Values
40E- Applicable Rules	Read only field. The applicable rule as per the latest LC details.	
Date Of Expiry	Read only field. The expiry date is as per the latest LC details.	09/30/18
Place of Expiry	Read only field. The place of expiry is as per the latest LC details.	
Applicant Bank	Read only field. The Applicant Bank if available as per the latest LC details.	
Applicant	Read only field. Applicant as per the latest LC details.	
Beneficiary	Read only field. Beneficiary name as per the latest LC details.	
Currency Code, Amount	Read only field. The Currency Code of LC along with the outstanding LC Amount as per the latest LC details.	
Percentage Credit Amount Tolerance	Read only field. Tolerance as per the latest LC details.	
Outstanding LC Value	Read only field. The outstanding value of the LC.	
Additional Amount Covered	Read only field. Additional amount covered as per the latest LC 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.	

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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. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
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. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others.	
Hold	The details provided will be on hold. 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 task window and return to dashboard. The data entered will not be saved.	
Save & Close	Save the information provided and holds the task in you queue for working later. 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.	

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Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents. The user can view and input/view application details simultaneously. 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	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View LC	Clicking on View LC button enables user to view the details of the LC.	

Additional Fields

Banks can configure these additional fields during implementation. Data Enrichment user can verify the additional fields implemented by the bank. Any user defined fields maintained at the bank level will be available in this Additional field 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. Reject Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
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. Refer Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others.	
Hold	The details provided will be on hold. 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 task window and return to dashboard. The data entered will not be saved.	
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Back	Click Back to move the task to the previous segment.	

Field	Description	Sample Values
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	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View LC	Clicking on View LC button enables user to view the details of the LC.	

Advices

This section defaults the advices maintained for the product based on the advices maintained at the Product level. The user can view the advices generated during Import LC Cancellation request. Some of the possible advices could be of cancellation, payment message, etc.

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. **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 import LC. User can update if required.	
Party ID	Value be defaulted from import LC. User can update if required.	
Party Name	Read only field. Value be defaulted from import LC.	
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.	

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Field	Description	Sample Values
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.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

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Field	Description	Sample Values
Refer	On click of 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: ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others.	
Hold	The details provided will be on hold. 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 task window and return to dashboard. The data entered will not be saved.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Back	Click Back to move the task to the previous segment.	
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	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View LC	Clicking on View LC button enables user to view the details of the LC.	

Additional Details

The user can view the Additional Details during Import LC Cancellation request. Some of the possible details are:

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- Limits and Collateral
- Commission, Charges and Taxes
- Preview Messages

Limits & Collateral

Limit and Collateral details are Read Only and can not be edited and the value for Outstanding Collateral field should be fetched from back office.

Limits and Collaterals

▲ Limit Details

	Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
☐	001044	001044	82	GBP	£0.00		

▲ Collateral Details

	Collateral Type	Collateral %		Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
☐	Cash Collateral	7.9998	GBP	£186.84	PK100001540018		

Field	Description	Sample Values
Limit Details	Read only field. Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	Read only field. The various lines available and mapped under the customer id.	
Contribution	Read only field. 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. The LC currency will be defaulted in this field.	
Contribution Amount	Read only field. Contribution amount will default based on the contribution %.	
Limit Currency	Read only field. Limit Currency will be defaulted in this field.	

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Field	Description	Sample Values
Limit Available Amount	Read only field. 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. Response can be 'Success' or 'Limit not Available'.	
Response Message	Read only field. Detailed Response message.	

Collateral availability needs to be checked if amendment involves increase in amount or tolerance.Provide the collateral details based on the description provided in the following table:

Limits and Collaterals ×

◢ Limit Details

	Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
☐	001044	001044	82	GBP	£0.00		

◢ Collateral Details

	Collateral Type	Collateral %		Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
☐	Cash Collateral	7.9998	GBP	£186.84	PK100001540018		

✓ Save & Close   ✗ Cancel

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Collateral Details

Collateral Type *	Collateral % *
Cash Collateral	1.51464669
Currency	Contribution Amount *
GBP	£186.84
Settlement Account *	Settlement Account Branch
PK100001540018	PK1
Settlement Account Currency	Account Available Amount
GBP	
Response	Response Message

× Cancel

Field	Description	Sample Values
Collateral Type	Read only field. Cash Collateral (CASA) will be the default value available as collateral type.	
Collateral %	Read only field. The percentage of collateral to be linked to this transaction.	
Currency	Read only field. The LC currency will get defaulted in this field.	
Contribution Amount	Read only field. Collateral contribution amount will get defaulted in this field.	
Settlement Account	Read only field. The settlement account for then collateral.	
Settlement Account Branch	Read only field. Settlement Account Branch will be auto-populated based on the Settlement Account selection.	
Settlement Account Currency	Read only field. The Settlement Account Currency.	
Account Available Amount	Read only field. Account Available Amount will be auto-populated based on the Settlement Account.	

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Field	Description	Sample Values
Response	Read only field. Response can be 'Success' or 'Amount not Available'.	
Response Message	Read only field. 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.

Override message for charges should be displayed for - LC should be cancelled only after recovery of all outstanding charges.

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	

Field	Description	Sample Values
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.	
Settlement Account	Details of the settlement account.	

Commission Details

Provide the Commission Details based on the description provided in the following table:

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
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. User can modify the value, if required.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	

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Field	Description	Sample Values
Waive	Select the check box to waive charges/ commission. 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.	

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.	
Settlement Account	Details of the settlement account.	

Preview Message

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office.

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Based on the LC cancellation captured in the previous screen, the preview message simulated from the back office and the user can view the message.

Field	Description	Sample Values
Preview SWIFT Message		
Language	The language for the SWIFT message.	
Message Type	Select the message type.	
Preview Message	Display a preview of the draft message.	
Preview Mail Device		
Language	The language for the advice message.	
Advice Type	Select the advice type.	
Message Type	Display a preview of the advice.	
Preview Message	Display a preview of the draft message.	

Action Buttons

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

Field	Description	Sample Values
Request Clarification	On click of 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. Reject Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
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. Refer Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others.	
Hold	The details provided will be on hold. 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 task window and return to dashboard. The data entered will not be saved.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Back	Click Back to move the task to the previous segment.	
Next	Click Next to move to next logical step in DE stage. The system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed.	
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	Click the Documents icon to View/Upload the required documents.	

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Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View LC	Clicking on View LC button enables user to view the details of the LC.	

Settlement Details

System should simulate the settlement details from back office and display the same in this screen. The user can view the settlement details during Import LC Cancellation request.

Following fields are displayed in the Settlement Details section.

Field	Description	Sample Values
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	

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

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: • Customer Transfer • Bank Transfer for own account • Direct Debit Advice • Managers Check • Customer Transfer with Cover • Bank Transfer	
Charge Details	Select the charge details for the transactions: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges	
Netting Indicator	Select the netting indicator for the component: • Yes • 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.	

Field	Description	Sample Values
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.	

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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. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
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. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others.	
Hold	The details provided will be on hold. 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 task window and return to dashboard. The data entered will not be saved.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Back	Click Back to move the task to the previous segment.	
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	Click the Documents icon to View/Upload the required documents.	

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Field	Description	Sample Values
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View LC	Clicking on View LC button enables user to view the details of the LC.	

Summary

User can review the summary of details updated in Data Enrichment stage for Import LC Cncellation request.

The user can see the Summary tiles. 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 application details and LC details.

- Limits and Collaterals - User can view the captured details of limits and collateral.

- Commission, Charges and Taxes - User can view the details provided for commission, charges and taxes.

- Advices - User can view the advice details.

- Preview Message - User scan view the SWIFT message and Mail Advice.

- Additional Fields - User can view the details of additional fields.

- Settlement Details - User can view the Settlement Details

- Parties Details - User can view the party details like beneficiary, advising bank etc.

- Payment details: User can view all details related to payments.

- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC if applicable.

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- Compliance Details: User can view the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details - User can view the accounting 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.	
Submit	On Submit, if the request received through online channels, system would send the acknowledgment automatically on receipt of the request.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
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. Refer Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others.	
Hold	The details provided will be on hold. 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 task window and return to dashboard. The data entered will not be saved.	

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Field	Description	Sample Values
Save & Close	Save the information provided and holds the task in 'My Task' for working later. This option will not submit the request.	
Back	Click Back to move the task to the previous 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	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view overrides, if any.	
View LC	Clicking on View LC button enables user to view the details of the LC.	

Multi Level Approval

The user can review and approve the Import LC Cancellation request.

Log in into OBTFPM application and open the task to see the summary tiles. 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.

Tiles Displayed in Summary

- Main Details - User can view the application details and LC details.
- Limits and Collaterals - User can view the captured details of limits and collateral. User can update data of any field in details, if required.
- Commission, Charges and Taxes - User can view the details provided for commission, charges and taxes.
- Advices - User can view the advice details.
- Preview Message - User scan view the SWIFT message and Mail Advice.
- Additional Fields - User can view the details of additional fields, if it has been implemented by the bank.
- Parties Details - User can view the party details like beneficiary, advising bank etc.
- Payment details: User can view all details related to payments.
- Revolving Details: User can view the revolving details.
- Compliance Details: User can view the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details - User can view the accounting details.

Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required documents. User can verify already attached documents. Based on the transaction value, there can be one or more approvers. After verification and approval 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	
Remarks	The approver user can view the remarks captured in the process during earlier stages.	
View LC	Click to view the LC details.	

Action Buttons

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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. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
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 previous stage user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others **Note:** Compliance check and Limits Check should not be applicable	
Cancel	Cancel the approval. The data input will not be saved.	
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.	

Import LC Cancellation Acknowledgement Format

Customer Acknowledgment is generated every time a new Import LC Cancellation is requested from the customer. The acknowledgment letter format is as follows:

To:

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<CUSTOMER NAME>   DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

   SUB: Acknowledgment to your Import LC Cancellation request dated XXXX.

This letter is to let you know that we have received your application for Import LC Cancellation with the below details.

APPLICANT NAME: <APPLICANT NAME>

BENEFICIARY: <BENEFICIARY NAME>

CURRENCY: <LC CCY>

AMOUNT: <LC AMT>

ISSUE DATE: <XXXX>

YOUR REFERENCE NO: <USER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REF NUMBER>

We have registered your request. Please quote our reference XXXX in any future Correspondence. This acknowledgment does not constitute Cancellation of LC.

Thank You for banking with us.

Regards,

<DEMO BANK>

Import LC Cancellation Rejection Format

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows:

FROM:

<BANK NAME>

<BANK ADDRESS>

TO: DATE <DD/MM/YYYY>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

   SUB: Your LC Application <User Ref> under our Process Ref <Process Ref No> - Rejected

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Further to your recent Import LC Cancellation application request dated <Application Date -dd/mm/yy>, under our process ref no <process ref no>, this is to advise you that we will not be able to issue the required Import LC cancellation.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the LC due to the below reasons

1. XXXXXXXXX

2. XXXXXXXXXX

3. XXXXXXXXX

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of your LC Cancellation application review, please contact us at <bank customer support ph.no>

Yours Truly

<Authorized Signatory>

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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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