

Export Documentary Collection Return - Close User Guide  
**Oracle Banking Trade Finance Process Management**  
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# Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

## Overview

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

## Benefits

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

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

## Key Features

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

## Export Documentary Collection Return - Close

Export Collection Return process facilitates the user to close the outstanding bills along with the returned documents or without any documents, when no more payments are expected.

This section contains the following topics:

<a href="#">Common Initiation Stage</a>	
<a href="#">Registration</a>	<a href="#">Data Enrichment</a>
<a href="#">Multi Level Approval</a>	<a href="#">Reject Approval</a>

### Common Initiation Stage

The user can initiate the new export collection return request from the common Initiate Task screen.

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

The screenshot shows the Oracle OBTFPM application interface. The top navigation bar includes the Oracle logo, the page title 'Initiate Task', and user information. The left sidebar contains a menu with 'Initiate Task' highlighted. The main content area is titled 'Registration' and contains three input fields: 'Process Name' (with a dropdown menu), 'Documentary Collection Number' (with a search icon), and 'Branch' (with a dropdown menu). There are 'Proceed' and 'Clear' buttons at the bottom right of the form.

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

Field	Description
Process Name	Select the process name to initiate the task.
Documentary Collection Number	Select the Documentary Collection Number.
Branch	Select the branch.

## Action Buttons

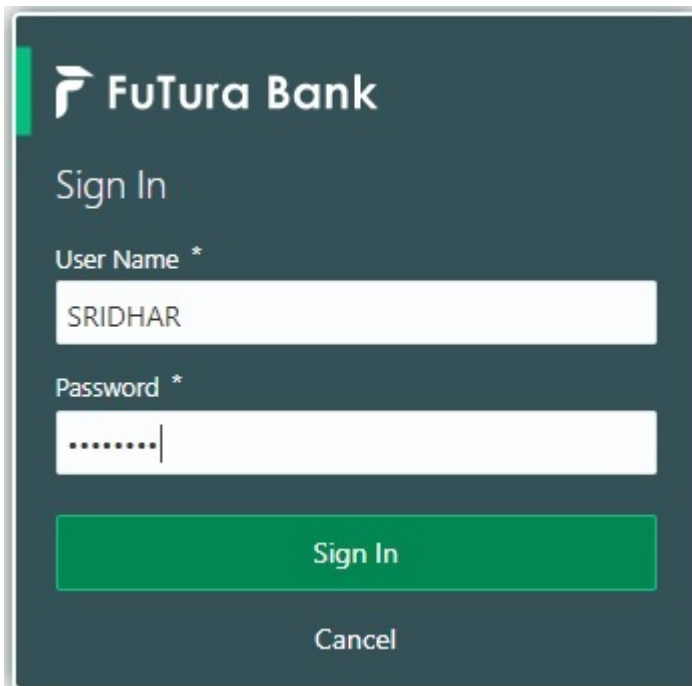
Use action buttons based on the description in the following table:

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

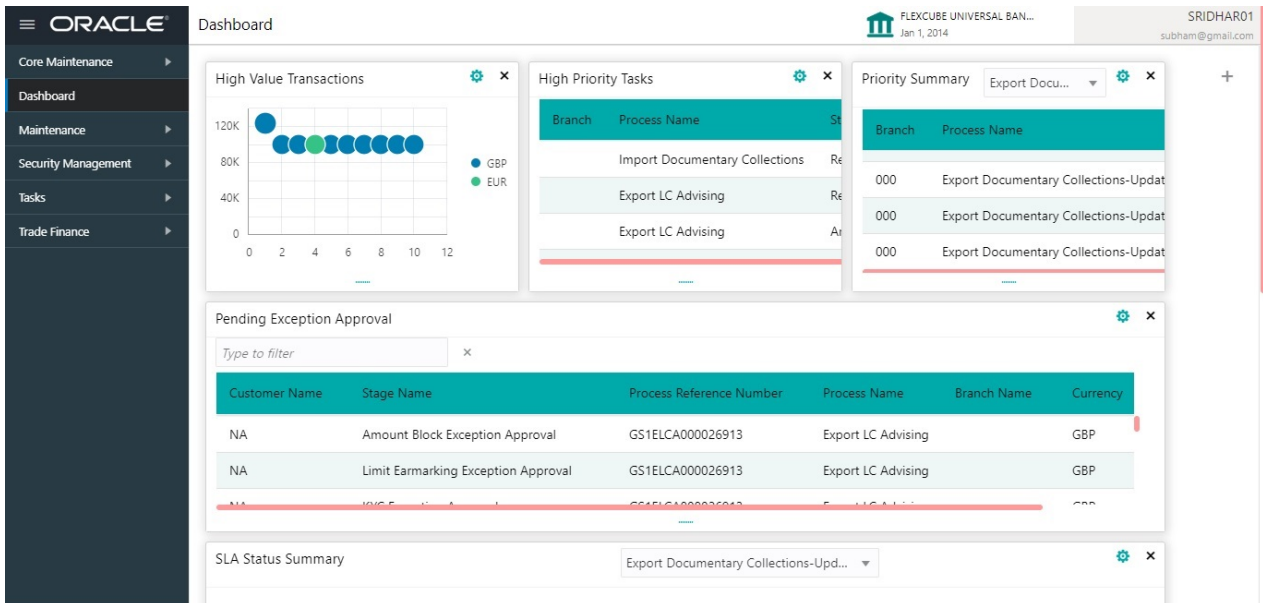
The process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

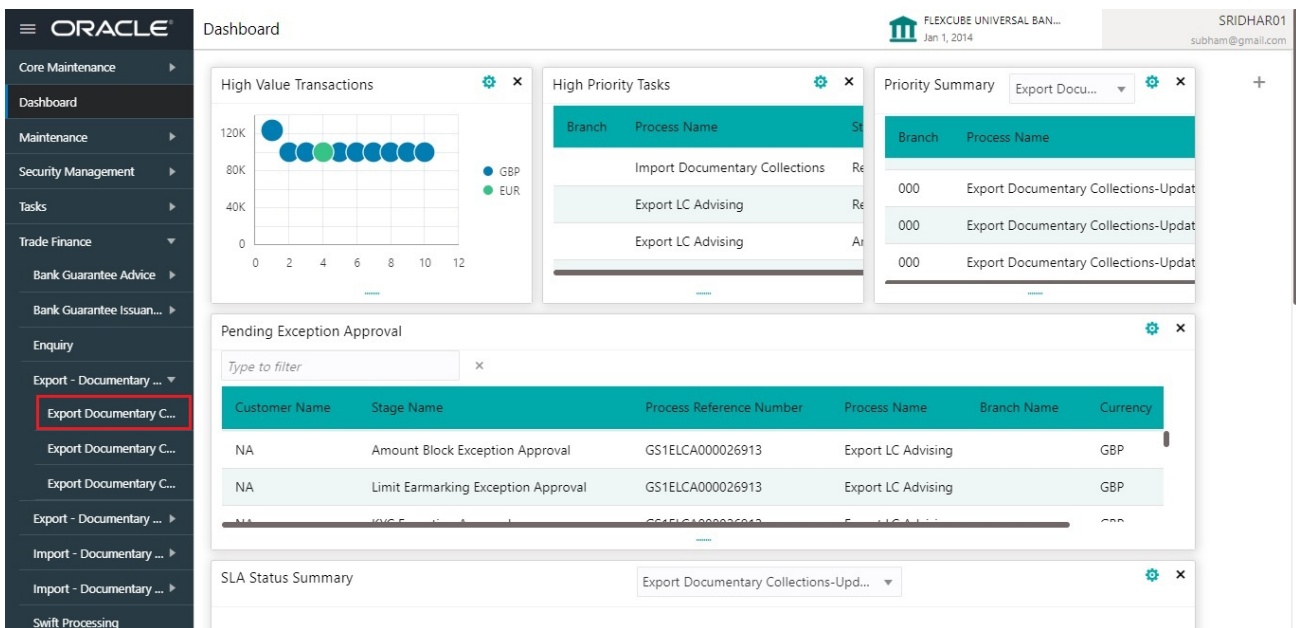


The screenshot shows a dark-themed login interface for FuTura Bank. At the top left is the FuTura Bank logo. Below it, the text 'Sign In' is displayed. There are two input fields: 'User Name \*' with the value 'SRIDHAR' and 'Password \*' with masked characters. Below the input fields are two buttons: a green 'Sign In' button and a 'Cancel' button.

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



3. Click Trade Finance> Export - Documentary Collection> Export Documentary Collection Return - Close.



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

## Application Details

Export Documentary Collection Return - Close

Documents Remarks Customer Instruction Common Group Messages

### Application Details

Documentary Collection Number \*  
PK2ESNC211253003

Amount In Local Currency  
GBP £10,000.00

Submission Mode  
Desk

Drawer \*  
000153 NATIONAL FREK

Process Reference Number  
PK2EDCR000007095

Return Date \*  
May 5, 2021

Branch  
PK2-Oracle Banking Trade Finan...

Customer Reference Number

Version Number  
1

Bill Amount \*  
GBP £10,000.00

Priority  
Medium

View Collection Events

### Collection Details

Documents Received  
First

Operation Type  
COL

Outstanding Bill Amount \*  
GBP £10,000.00

Protest Date

Tenor Type  
Sight

Stage  
FINAL

Collecting Bank

Acceptance Date

Product Code \*  
ESNC

Contract Reference Number  
PK2ESNC211253003

Collecting Bank Reference Number

Rebate Amount  
GBP

Product Description  
OUTGOING DOCUMENTARY SIGHT BIL

Drawee  
000321 Trade Indiv 1

Finance Amount  
GBP

Customer Dispatch

Hold Cancel Save & Close Submit

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

Field	Description	Sample Values
Documentary Collection Number	Provide the Documentary Collection Number. Alternatively, user can search the Documentary Collection Number using LOV.  In the LOV, user can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.	
Drawer	Read only field.  Drawer ID and drawer name will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Branch	Read only field.  Branch details will be auto-populated based on the selected Documentary Collection Number from the LOV.	203-Bank Futura -Branch FZ1
Bill Currency and Amount	Read only field.  Bill currency and amount will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Amount In Local Currency	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	



Field	Description	Sample Values
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Customer Reference Number	User can enter the customer reference number.	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High
Submission Mode	Select the submission mode of Export Collection Liquidation request. By default the submission mode will have the value as 'Desk'.  <b>Desk-</b> Request received through Desk <b>Courier-</b> Request received through Courier	Desk
Return Date	By default, the application will display branch's current date.	04/13/2018
Version Number	This field displays the latest version of the bill.	

## Collection Details

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

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

Field	Description	Sample Values
Documents Received	Read only field. Documents received details will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Tenor Type	Read only field. Tenor will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Product Code	Read only field. Product code will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Product Description	Read only field. This field displays the description of the product as per the product code.	

Field	Description	Sample Values
Operation Type	Read only field. Operation type will be auto-populated based on the selected Documentary Collection Number.	
Stage	Read only field. Stage will be auto-populated based on the selected Documentary Collection Number.	
Co-Acceptance Required	Read only field. Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number.	
Contract Reference Number	System to populate contract reference number from the back end system once the Documentary Collection Number is selected.	
Drawee	Read only field. Drawee ID and Drawee Name will be auto-populated based on the selected Documentary Collection Number.	
Outstanding Bill Amount	Read only field. Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number.	
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.	
Collecting Bank	Read only field. Collecting Bank ID and Collecting Bank Name will be auto-populated based on the selected Documentary Collection Number.	
Collecting Bank Reference Number	Read only field. Collecting Bank Reference Number will be auto-populated based on the selected Documentary Collection Number.	
Protest Date	Read only field. Protest Date will be auto-populated based on the selected Documentary Collection Number.	
Acceptance Date	Read only field. Acceptance Date will be auto-populated based on the selected Documentary Collection Number.	
Rebate Amount	Read only field. The rebate to the bill outstanding amount.	

## Miscellaneous

Export Documentary Collection Return - Close

Documents Remarks Customer Instruction Common Group Messages

### Application Details

Documentary Collection Number \*  
PK2ESNC211253003

Drawer \*  
000153 NATIONAL FREIK

Branch  
PK2-Oracle Banking Trade Finan...

Bill Amount \*  
GBP £10,000.00

Amount In Local Currency  
GBP £10,000.00

Process Reference Number  
PK2EDCR000007095

Customer Reference Number

Priority  
Medium

Submission Mode  
Desk

Return Date \*  
May 5, 2021

Version Number  
1

View Collection Events

### Collection Details

Documents Received  
First

Tenor Type  
Sight

Product Code \*  
ESNC

Product Description  
OUTGOING DOCUMENTARY SIGHT BILL

Operation Type  
COL

Stage  
FINAL

Contract Reference Number  
PK2ESNC211253003

Drawee  
000321 Trade Indiv 1

Outstanding Bill Amount \*  
GBP £10,000.00

Collecting Bank

Collecting Bank Reference Number

Finance Amount  
GBP

Protest Date

Acceptance Date

Rebate Amount  
GBP

Customer Dispatch

Hold Cancel Save & Close Submit

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

Field	Description	Sample Values
Documents	Upload the documents received under the Documentary Collection.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.	

### Action Buttons

Field	Description	Sample Values
Submit	On submit, task will move to next logical stage of Export Documentary Collection Return - Close. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Export Documentary Collection Return - Close Task. Details entered will not be saved and the task will be removed.	
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	

## Data Enrichment

On successful completion of Registration of an Export Collection Return, the request moves to Data Enrichment stage. At this stage the gathered information during registration are scrutinized.

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

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

**FuTura Bank**

Sign In

User Name \*

SRIDHAR

Password \*

.....

Sign In

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

The screenshot shows the Oracle dashboard interface. The left sidebar contains navigation options: Core Maintenance, Dashboard, Maintenance, Security Management, Tasks, and Trade Finance. The main content area displays several widgets:

- High Value Transactions:** A bubble chart showing data points for GBP and EUR across a range of 0 to 12.
- High Priority Tasks:** A table listing tasks such as 'Import Documentary Collections', 'Export LC Advising', and 'Export LC Advising' with columns for Branch, Process Name, and Status.
- Priority Summary:** A table with columns for Branch, Process Name, and Status, showing multiple entries for 'Export Documentary Collections-Update'.
- Pending Exception Approval:** A table with columns for Customer Name, Stage Name, Process Reference Number, Process Name, Branch Name, and Currency. It lists entries for 'Amount Block Exception Approval' and 'Limit Earmarking Exception Approval'.
- SLA Status Summary:** A summary widget with a dropdown menu set to 'Export Documentary Collections-Up...'.

3. Click Trade Finance> Tasks> Free Tasks.

The screenshot shows the 'Free Tasks' page in the Oracle system. The left sidebar has 'Free Tasks' highlighted in red. The main content area displays a table of tasks with the following columns: Action, Priority, Process Name, Process Reference, Stage, Application Date, Branch, and Customer Number. The table contains several rows of task data, including 'Export Documentary Re...', 'Export LC Cancellation', 'Export Documentary- B...', 'Import LC Drawing', and 'Import Documentary- B...'. At the bottom, there is a pagination control showing 'Page 1 of 40 (1 - 20 of 791 items)'.

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

Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number
Acquire & Edit		Export Documentary Re...	000EDCR000029935	DataEnrichment	1586947061681	000	000009
Acquire & Edit	H	Export LC Cancellation	300ELCC000029931	Approval Task Level 1	70-01-01	300	001506
Acquire & Edit	M	Export Documentary- B...	000EDCB000029467	Registration	70-01-01	000	000947
Acquire & Edit		Import LC Drawing	300ILCD000029926	Scrutiny	1586946137943	300	001506
Acquire & Edit	H	Import Documentary- B...	300IDCB000029923	DataEnrichment	1586945695132	300	001506
Acquire & Edit		Export LC Drawing	000ELCD000029464	Registration	70-01-01	000	000009
Acquire & Edit		Export Documentary Re...	300EDCR000029463	DataEnrichment	70-01-01	300	001506
Acquire & Edit	M	Import Documentary Re...	300IDCB000029462	HandoffRetryTask	70-01-01	300	001506
Acquire & Edit		Export LC Cancellation	300ELCC000029907	DataEnrichment	1586942741328	300	001506

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

Action	Priority	Process Name	Process Reference	Application Number	Stage	Application Date	Branch	Customer Number
Edit		Export Documentary Re...	000EDCR000029935	000EDCR000029935	DataEnrichment	1586947061681	000	000009

The data enrichment stage has the following hops for data capture:

- Main Details
- Return 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 fields. Some of the fields that are already having value from registration channels may not be editable.

## Main Details

Main details section has two sub section as follows:

- Application Details
- Collection Details

## Application Details

All fields displayed under Basic details section, would be read only except for the **Priority**. Refer to [Application Details](#) for more information of the fields.

Export Documentary Collection Return/Close - DataEnrichment :: Application No: PK2EDCR000007095

View Print Overrides Customer Instruction Common Group Messages View Collection

Screen ( 1 / 7)

**Main Details**

**Application Details**  
 Documentary Collection Number \*  
 PK2ESNC211253003

Drawer \*  
 000153 NATIONAL FREK

Branch  
 PK2-Oracle Banking Trade Finan...

Bill Amount \*  
 GBP £10,000.00

Amount In Local Currency  
 GBP £10,000.00

Process Reference Number  
 PK2EDCR000007095

Customer Reference Number

Priority  
 Medium

Submission Mode  
 Desk

Return Date \*  
 May 5, 2021

Version Number  
 1

**Collection Details**

Documents Received  
 First

Tenor Type  
 Sight

Product Code \*  
 ESNC

Product Description  
 OUTGOING DOCUMENTARY SIGHT BIL

Operation Type  
 COL

Stage  
 FINAL

Contract Reference Number  
 PK2ESNC211253003

Drawee  
 000321 Trade Indiv 1

Outstanding Bill Amount \*  
 GBP £10,000.00

Collecting Bank

Collecting Bank Reference Number

Finance Amount  
 GBP

Protest Date

Acceptance Date

Rebate Amount  
 GBP

Customer Dispatch

Audit Reject Refer Hold Cancel Save & Close Back Next

## Collection Details

The fields listed under this section are same as the fields listed under the [Collection Details](#) section in [Registration](#). Refer to [Collection Details](#) for more information of the fields. During Registration, if user has not captured input, then user can capture the details in this section.

**Collection Details**

Documents Received  
 First

Tenor Type  
 Sight

Product Code \*  
 ESNC

Product Description  
 OUTGOING DOCUMENTARY SIGHT BIL

Operation Type  
 COL

Stage  
 FINAL

Contract Reference Number  
 PK2ESNC211253003

Drawee  
 000321 Trade Indiv 1

Outstanding Bill Amount \*  
 GBP £10,000.00

Collecting Bank

Collecting Bank Reference Number

Finance Amount  
 GBP

Protest Date

Acceptance Date

Rebate Amount  
 GBP

Customer Dispatch

Reject Refer Hold Cancel Save & Close Back Next

## Action Buttons

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

Field	Description	Sample Values
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables user to view the details of the collection.	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	



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

## Return Details

Return/Close details hop enables the user to provide details in the below mentioned section to process the return/close.

Field	Description	Sample Values
Protested Bill of Exchange	Check the protested bill of exchange check box, if returned.	
Remarks	User can provide any remarks, if required.	
Unaccepted Bill of Exchange	Check the unaccepted bill of exchange check box, if returned.	
Remarks	User can provide any remarks, if required.	
Other Documents	Check the other documents check box, if any other documents are returned.	
Remarks	User can provide any remarks, if required.	

## Documents Disposal

The user can check the relevant box indicating the instructions received from the remitting bank towards disposal of documents. The user can also input additional remarks/description about the document disposal.

Field	Description	Sample Values
Documents Delivered to Drawee Free of Payment	Check the documents delivered to drawee free of payment check box, if returned.	
Remarks	User can provide any remarks, if required.	
Documents Returned to Remitting Bank	Check the documents returned to remitting bank check box, if returned.	
Remarks	User can provide any remarks, if required.	

Field	Description	Sample Values
Documents Handed over to 3rd Party	Check the documents handed over to 3rd party check box, if returned.	
Remarks	User can provide any remarks, if required.	

## Additional Fields

Banks can configure these additional fields during implementation.

## Advices

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

# Additional Details

Free Tasks (PK2) May 6, 2019 SRIDHAR02 subham@gmail.com

Export Documentary Collection Return/Close - DataEnrichment :: Application No: PK2EDCR000057928

Screen ( 5 / 7)

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

Charge Details	Preview Message	Payment Details	FX Linkage
Charge : Commission : Tax : Block Status :	Language : Preview Message : -	Allow Rollover : Auto Change from : Acceptance to Advance : Liquidate using Collateral :	Reference Number : Currency : Contract Amount :

Pre-Shipment Details
No data to display.

Audit Reject Refer Hold Cancel Save & Close Back Next

## Charge Details

This section displays charge details.

Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
BCCOUR	GBP	£100.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PK1000325025
BCOPNCG	GBP	£300.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PK1000325025
BCSWFT	GBP	£150.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PK1000325025
BCSWIFT	GBP	£150.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Commission Details

Component	Rate	Modified	Currency	Amount	Modified	Defer	Waive	Charge Party	Settlement Account
<div style="text-align: right;"> <input type="button" value="Save &amp; Close"/> <input type="button" value="Close"/> </div>									

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	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	<p>If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can not select/de-select the check box if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	
Defer	<p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>	
Waive	<p>If charges have to be waived, this check box has to be selected.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	
Charge Party	<p>Charge party will be applicant by default. You can change the value to beneficiary</p>	
Settlement Account	<p>Details of the settlement account.</p>	

This section displays the commission details:

Charge Details

Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILSN_COMM	1.5	GBP	\$1,900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Save & Close  Cancel

Field	Description	Sample Values
Component	This field displays the commission component.	
Rate	<p>Defaults from product.</p> <p>The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.</p> <p>If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.</p>	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	<p>An amount that is maintained under the product code defaults in this field.</p> <p>The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.</p> <p>If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.</p>	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	<p>If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can not select/de-select the check box if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	
Defer	<p>If check box is selected, charges/commissions has to be deferred and collected at any future step.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can not select/de-select the check box if it is de-selected by default.</p>	
Waive	<p>Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.</p> <p>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.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

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

This section displays the tax details:

Tax Details

Component	Currency	Amount	Billing	Defer	Settlement Account
BCTAX1	GBP		<input type="checkbox"/>	<input type="checkbox"/>	PK1000325025
BCTAX2	GBP		<input type="checkbox"/>	<input type="checkbox"/>	PK1000325025

Save & Close Close

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

### Payment Details

PaymentDetails

Auto Liquidate  Allow Rollover  Auto Change from Acceptance to Advance  Liquidate using Collateral

Outstanding Collateral Amount  
GBP

Settlement Details - Liquidation

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency
AMT_PURCHASED	GBP	R	PK20010410027		PK2	GBP
AMT_PURCHASEDEQ	GBP	P	PK20010440017		PK2	GBP

Page 1 of 1 (1-2 of 2 items) K < 1 > X


Save & Close Close

### Preferences

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

Field	Description	Sample Values
Auto Liquidate	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Advance by Loan	Read only field. Advance by Loan enables creation of loan at the time of Final liquidation.	
Allow Roll over	Read only field.	



Field	Description	Sample Values
Auto Change from Acceptance to Advance	<p>Read only field.</p> <p>This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.</p>  <p><b>Note</b> This option is applicable only for the bills that are co-accepted by the bank.</p>	
Settlement Details - Liquidation		
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.	
Branch	Application displays the branch of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	

### Cash Collateral Details

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

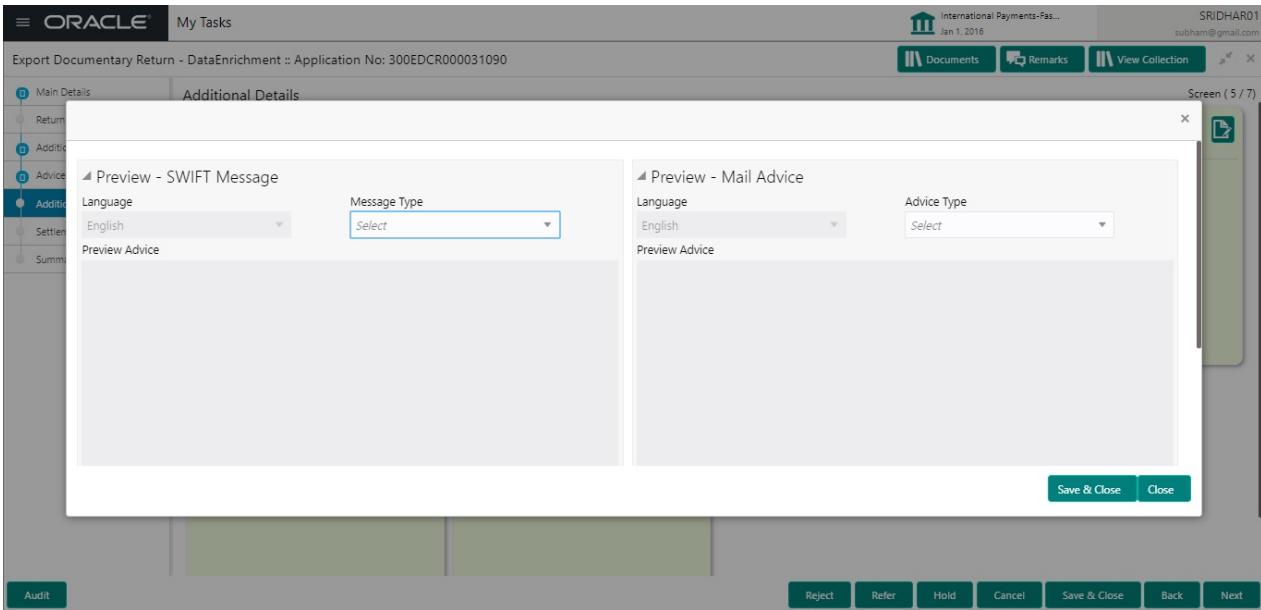


Cash collateral is applicable only for the bills which are co-accepted by the bank.

Field	Description	Sample Values
Outstanding Collateral Amount	<p>Read only field.</p> <p>Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.</p>	
Liquidate using Collateral	Read only field.	

## Preview Message

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



## Pre-Shipment Details

If a Pre-Shipment Credit is already outstanding against this Export Collection, user must be able to repay the same from the settlement account of the Customer.

Provide the Liquidate Pre-Shipment Finance details based on the description in the following table:

Field	Description	Sample Values
Pre-Shipment Credit Number	Read only field. This field displays the Pre-Shipment Credit Number.	
Currency	Read only field Application defaults the currency of the Pre-Shipment Credit Number.	
Outstanding Amount	Read only field Application defaults the currency of the Pre-Shipment Credit Number.	
Repayment Amount	Read only field. This field displays the repayment amount.	

## FX Linkage

This section enables the user to link the de-link one or more FX contract(s) linked to the bill.

De-link the FX contracts detail based on the description in the following table:

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Current Utilized Amount	Total Utilized Amount	FX Expiry Date	Action
PK2FXF1200764510	EUR	GBP	US\$1,997.34	1.33	US\$1,997.34			16-Jul-2021	

Page 1 of 1 (1 of 1 items)

Average FX Rate  
0

[Save & Close](#) [Close](#)

### FX Linkage ✕

**FX Reference Number \***

**Contract Amount**

EUR ▼ €1,00,000.00

**Linkage Amount \***

EUR ▼ €99,950.00

**Amount in Contract Currency**

**FX Delivery Period From**

**Currency**

**Available Contract Amount**

EUR ▼ €99,950.00

**Rate**

1.33 ▼ ▲

**FX Expiry Date**

**FX Delivery Period To**

[Save & Close](#) [Close](#)

Field	Description	Sample Values
FX Reference Number	<p>Select the FX contract reference number from the LOV.</p> <p>On select and save and close, system defaults the available amount, bot currency, sold currency and rate.</p> <p>Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p>	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	

Field	Description	Sample Values
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Rate	This field displays the rate at which the contract is booked.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount.  Linked amount will not be greater than the available amount for linkage.	
Current Utilized amount	This field displays the liquidated /purchased / discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.	
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.	
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	
Action	Click the Edit icon to modify the FX details.  Click the Delete icon to delete the FX details.	
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	

## Action Buttons

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

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	

Field	Description	Sample Values
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
View Collection	Enables user to view the details of the collection.	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	

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.	

## Settlement Details

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

Export Documentary Collection Return/Close - DataEnrichment :: Application No: PK2EDCR000057928 Screen ( 10 / 11)

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

**Settlement Details**

Current Event

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
AMT_PURCHASEDEQ	GBP	Credit	PK1000325025	NATIONAL FREIGHT CORP	GBP		Y
BCCOUR_LIQD	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP		Y
BCSWIFT_LIQD	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP		Y
BILL_AMND_AMT	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
CHG1_LIQD	GBP	Credit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
CHG1_LIQD_AMTEQ	GBP	Debit	PK20037630047	CITIBANK IRELAND	GBP	No	N
COLL_LIQ_AMT	GBP	Debit	PK20037630047	CITIBANK IRELAND	GBP	No	N
EBC_PUR_IN_ADJ	GBP	Credit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N
EBC_PUR_IN_LIQD	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	Y
EBC_PUR_IN_N_ADJ	GBP	Debit	PK1000325025	NATIONAL FREIGHT CORP	GBP	No	N

**BILL\_AMND\_AMT - Party Details**

Transfer Type: None

Ordering Institution:

Account With Institution:

Charge Details:

Senders Correspondent:

Beneficiary Institution:

Netting Indicator: No

Receivers Correspondent:

Ultimate Beneficiary:

Ordering Customer: AAEMNL21

Intermediary Institution:

Intermediary Reimbursement Institution:

Payment Details

Sender To Receiver 1      Sender To Receiver 2      Sender To Receiver 3      Sender To Receiver 4

Field	Description	Sample Values
Current Event	The user can select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event.	
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.	

Field	Description	Sample Values
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	Application displays the current event as Y or N.	

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: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul>	
Charge Details	Select the charge details for the transactions: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>	
Netting Indicator	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	
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.	

## Summary

User can review the summary of details updated in Data Enrichment stage of Export Collection Return request.

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

The screenshot displays the Oracle Financials Summary page for an Export Documentary Collection Return. The page is titled "Export Documentary Collection Return/Close - DataEnrichment :: Application No: PK2EDCR000057928". The main content area is divided into several data tiles:

- Main Details:** Booking Date: 2019-05-06, Submission Mode: Desk, Bill Amount: GBP 20000.
- Return Details:** Protested Bill: No, Unaccepted Bill: No, Other Documents: No.
- Additional Fields:** Click here to view Additional fields.
- Advices:** Advice 1: ADV\_PMT\_ACPT, Advice 2: REMITTANCE, Advice 3: PAYMENT\_ME.
- Limits and Collaterals:** Limit Currency, Limit Contribution, Limit Status: Not Verified, Collateral Currency: GBP, Collateral Contr: 84000, Collateral Status: Not Verified.
- Commission/Charges and Taxes:** Charge, Commission, Tax, Block Status: Not Initia.
- Preview Messages:** Language: ENG, Preview Message: -.
- Payment Details:** Advance by Loan: No, Allow Rollover: No, Liquidate using Collateral: No.
- FX Linkage:** Reference Number, Contract Amount, Contract Currency.
- Settlement Details:** Component: LOAN\_LIQD, Account Number: PK20010410, Currency: GBP.
- Parties Details:** Drawer: GOODCARE PLC, Drawee: MARKS AND, Confirming Bank: WELLS FARG.
- Compliance details:** KYC: Not Initia, Sanctions: Not Initia, AML: Not Initia.
- Accounting Details:** Event, Account Number, Branch.

The interface includes Oracle branding, user information (SRIDHAR02), and various action buttons at the bottom: Audit, Reject, Refer, Hold, Cancel, Save & Close, Back, Hold, Submit.



### Tiles Displayed in Summary

- Main Details - User can view details about application details and Bill details.
- Return Details - User can view the return details.
- Party Details - User can view party details like applicant, collecting bank etc.
- Additional Fields - User can view the details of the additional fields.
- Advices - User can view the advices.
- Preview Messages - User can view the preview message.
- Payment Details - User can view the payment details.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- FX Linkage - User can view the details of FX Linkage.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

### Action Buttons

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

Field	Description	Sample Values
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 the overrides accepted by the user.	
View Collection	Enables user to view the details of the collection.	
Submit	Task will move to next logical stage of Export Documentary Collection Return - Close.  If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update.  This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	

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

## Multi Level Approval

Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

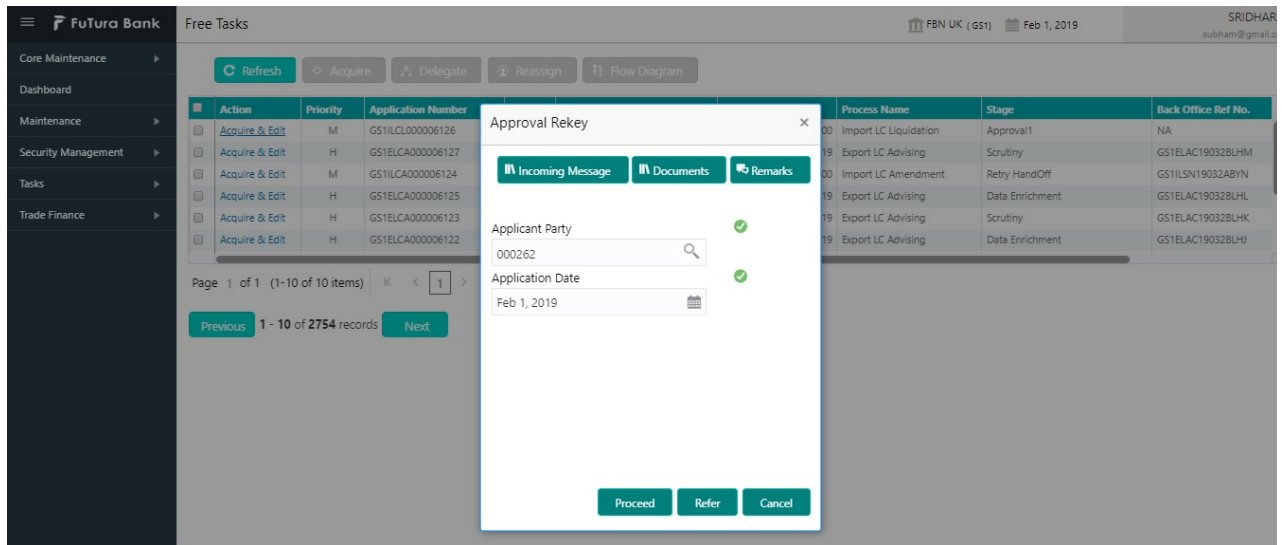
### Authorization Re-Key (Non-Online Channel)

For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

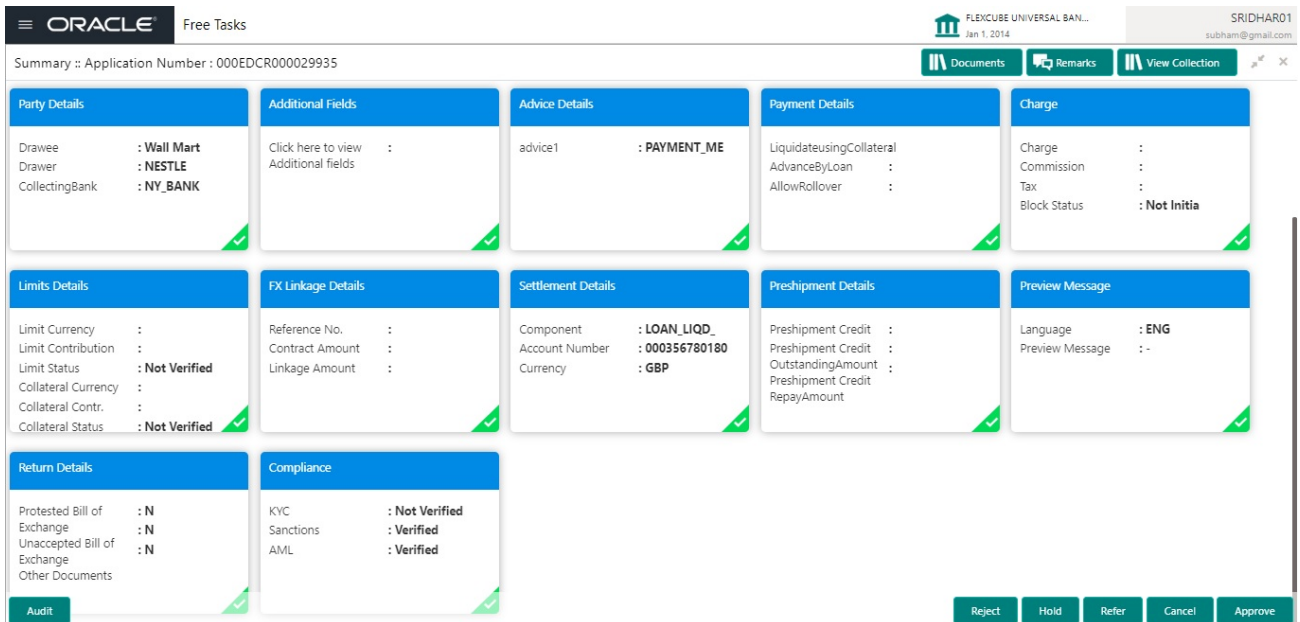
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Drawee Name
- Drawer Name
- Bill Currency
- Bill Amount

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able to see the summary tiles and the details in the screen by drill down from tiles.



## Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Return Details - User can view the return details.
- Party Details - User can view party details like applicant, collecting bank etc.
- Additional Fields - User can view the details of the additional fields.
- Advices - User can view the advices.

- Preview Messages - User can view the preview message.
- Settlement Details - User can view the settlement details.
- Pre-shipment - User can view the pre-shipment details.
- Payment Details - User can view the payment details.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- FX Linkage - User can view the details of FX Linkage.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

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

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

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

## Reject Approval

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import Documentary Collection Booking available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The screen from which the reject was initiated can be seen highlighted in the tile view.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

### Summary

The screen up to which data was captured before reject will be available for the user to view in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view details about application details and document under collection.
- Party Details - User can view party details like applicant, Remitting Bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

### Action Buttons

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

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	

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### References

For more information on any related features, you can refer to the following documents:

- Getting Started User Guide
- Common Core User Guide

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