Import Documentary Collection Return - Close User Guide
Oracle Banking Trade Finance Process Management
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Contents

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Oracle Banking Trade Finance Process Management

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

This document will take you through following activities in OBTFPM:

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

Overview

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

Benefits

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

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

Key Features

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

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Import Documentary Collection Return - Close

Import Documentary Collection Return - Close process facilitates the user to close the outstanding bills along with the returning of documents or without any documents, when no more payments are expected.

This section contains the following topics:

Common Initiation Stage	Data Enrichment
Registration	Reject Approval
Multi Level Approval	

Common Initiation Stage

The user can initiate the new import collection return close 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.
Documentary Collection Number	Select the Documentary Collection Number.
Branch	Select the branch.
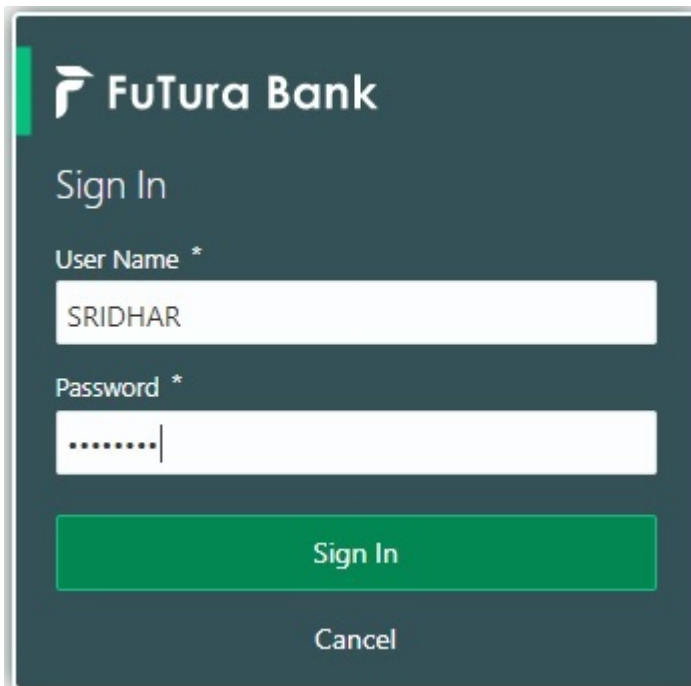
2

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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.

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2. On login, user must be able to view the dashboard screen with widgets as mapped to the user profile.
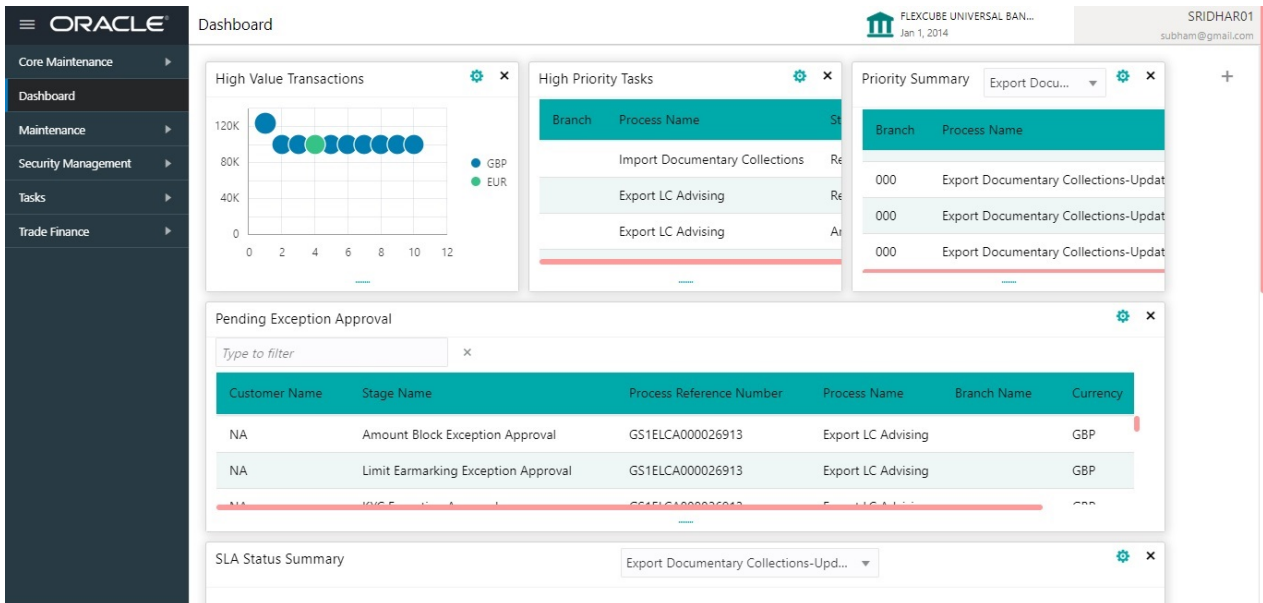
3. Click **Trade Finance> Import - Documentary Collection> Import Documentary Collection Return - Close.**
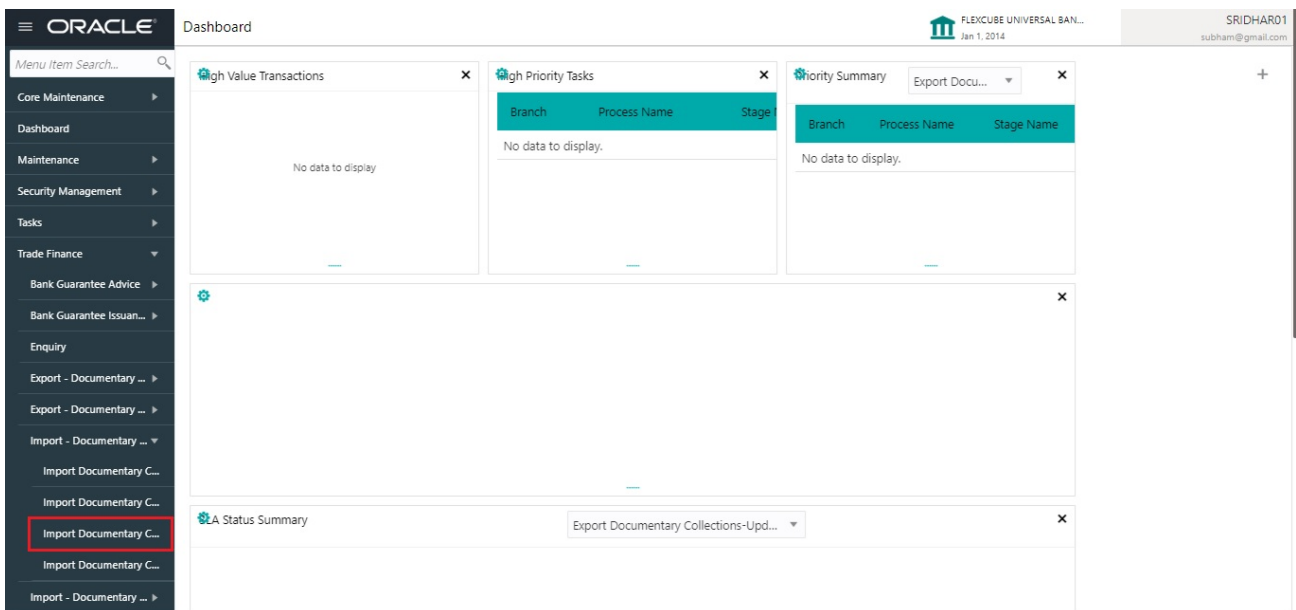
The registration stage has two sections Application Details and Collection Details. Let's look at the details of Registration screens below:

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Application Details

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, Customer ID, Beneficiary, Currency, Amount and Value Date to fetch the collection details. Based on the search result, select the applicable documentary collection.	
Drawee	Read only field. Drawee ID and name will be auto-populated based on the selected Documentary Collection Number.	
Branch	Read only field. Branch details will be auto-populated based on the selected Documentary Collection Number.	203-Bank Futura -Branch FZ1
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High
Submission Mode	Select the submission mode of Import Collection Liquidation request. By default the submission mode will have the value as 'Desk'. **Desk-** Request received through Desk **Courier-** Request received through Courier	Desk

Field	Description	Sample Values
Remitting Bank/Remitter	Read only field. Remitter bank will be auto-populated based on the selected Documentary Collection Number. Remitting Bank and Collecting Bank can transfer a collection document to another bank	
Remitting Bank/Remitter Reference	Read only field. Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.	
Process Reference Number	Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.	
Remitting Bank Date/ Remitting Date	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.	
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 updated by Data Enrichment user.

Provide the Collection 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.	
Tenor Type	Read only field. Tenor will be auto-populated based on the selected Documentary Collection Number.	
Product Code	Read only field. Product code will be auto-populated based on the selected Documentary Collection Number.	
Product Description	Read only field. This field displays the description of the product as per the product code.	

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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 product is selected.	
Bill Amount	Read only field. Bill Amount will be auto-populated based on the selected Documentary Collection Number.	
Amount In Local Currency	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	
Bill Outstanding 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.	
Protest Date	By default, the application will display branch's current date.	
Acceptance Date	Read only field. The bill acceptance date is displayed.	
Drawer	Read only field. Drawer ID and name will be auto-populated based on the selected Documentary Collection Number.	
Rebate Amount	Read only field. The rebate to the bill outstanding amount.	

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Miscellaneous

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 return. This information can be viewed by other users handling the request.	
Customer Instructions	Click to view/ input the following ● **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. ● **Transaction Level Instructions** – 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.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Events	On click, system will display the details of all the events.	

Action Buttons

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Field	Description	Sample Values
Submit	On submit, task will move to next logical stage of Import 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 Import 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.	
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.	

Data Enrichment

On successful completion of Registration of an Import Documentary Collection Return - Close, 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.

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

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 updated the registered task.

The Data Enrichment stage has the following hops for data capture:

- Main Details
- Return Details
- Draft Details
- Additional Fields
- Advices
- Settlement Details
- Additional 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 application Details may not be editable.

Main Details

Main details section has two sub section as follows:

- Application Details

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- 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.

Collection Details

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

Action Buttons

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

Field	Description	Sample Values
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.	

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Field	Description	Sample Values
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – 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.	
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	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • 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	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.	
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.	

Return Details

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

Return Details

The user can check the relevant box indicating the documents that are being returned. The user can also input additional remarks/description about the documents being returned.

Field	Description	Sample Values
Protested Bill of Exchange	Check the protested bill of exchange check box, if returned. User can provide any remarks if required.	

Field	Description	Sample Values
Unaccepted Bill of Exchange	Check the unaccepted bill of exchange check box, if returned. User can provide any remarks if required.	
Other Documents	Check the other documents check box, if any other documents are returned. 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. User can provide any remarks if required.	
Documents Returned to Remitting Bank	Check the documents returned to remitting bank check box, if returned. User can provide any remarks if required.	
Documents Handed over to 3rd Party	Check the documents handed over to 3rd party check box, if returned. User can provide any remarks if required.	

Draft Details

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

Shipping Guarantee Reference

Field	Description	Sample Values
Shipping Guarantee Reference	Shipping Guarantee Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee.	
Transport Document Reference	Transport Document Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee.	
Transport Document Date	Transport Document Date is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee.	

Draft Details

Draft Code	Update the draft details. Alternatively, user can search the draft code using LOV.	
Draft Amount	Update the draft amount.	

Additional Fields

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

Advices

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

Overrides | View Collection

Advices

Screen (5 / 8)

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

Advice : ACKNOWLEDGE...

Advice Name : **ACKNOWLEDGEMENT**
Advice Party : **NEGOTIATING BANK**
Party Name : **CITIBANK IRELAND**
Suppress : **NO**
Advice

Advice : PAYMENT_MESS...

Advice Name : **PAYMENT_MESSAGE**
Advice Party :
Party Name :
Suppress : **NO**
Advice

Audit | Reject | Refer | Hold | Cancel | Save & Close | Back | Next

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Additional Details

Charge Details

This section displays charge details:

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. 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. The user can not select/de-select the check box if it is de-selected by default.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. 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. The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
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. This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

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This section displays the commission details:

Field	Description	Sample Values
Component	This field displays the commission component.	
Rate	Defaults from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. 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.	
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. 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. 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.	
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.	

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Field	Description	Sample Values
Defer	If check box is selected, charges/commissions has to be deferred and collected at any future step.	
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

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

This section displays the tax details:

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.	

Preview Message

User can view the draft simulated message (MT499) being displayed on the preview message text box.

Preview Message						..
◢ Preview - SWIFT Message			◢ Preview - Mail Advice			
Language	Message Type		Language	Advice Type		
English ▼	▼		English ▼	▼		
Preview Message			Preview Message			

Save & Close   Close

Payment Details

Payment Details	✕

◢ Payment Details

Auto Liquidate	Advance by Loan	Allow Rollover	Auto Change from Acceptance to Advance
⚪	⚪	⚪	⚪

Liquidate using Collateral	Outstanding Collateral Amount
⚪	EUR ▼

◢ Settlement Details - Liquidation

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency
BILL_LIQ_AMT	EUR	R	190001141010	BARCLAYS BANK	190	AED
BILL_LIQ_AMTEQ	EUR	R	190001141010	BARCLAYS BANK	190	AED

Page 1 of 1 (1-2 of 2 items) ⏮ ⟨ 1 ⟩ ⏭

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.	

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Field	Description	Sample Values
Auto Change from Acceptance to Advance	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. **Note** This option is applicable only for the bills that are co-accepted by the bank.	

Cash Collateral Details

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

Note

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

Field	Description	Sample Values
Liquidate using Collateral	Read only field.	
Outstanding Collateral Amount	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
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 debit/ credit for the component.	
Account	Customer account.	
Account Description	Description of the account.	
Account Branch	Branch of the customer's account.	
Account Currency	Currency of the account.	

FX Linkage

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

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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
PK2FXF1200760501	EUR	GBP	US$10,000.00	1.33	US$10,000.00			28-Jun-2020	

Page 1 of 1 (1 of 1 items) |< < 1 > >|

Average FX Rate

0

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Provide the FX linkage detail based on the description in the following table:

Field	Description	Sample Values
FX Reference Number	Select the FX contract reference number from the LOV. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, ● Counterparty of the FX contract should be the counterparty of the Bill contract. ● Active Forward FX transactions authorized not marked for auto liquidation. 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.	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
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.	

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Field	Description	Sample Values
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.	

Loan Preference

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

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

Field	Description	Sample Values
Drawing/Collection Ref	Defaults from the underlying task. User cannot change the value.	
Bill Currency-Amount	Outstanding Drawing/ Collection Currency and Amount. Defaults from the underlying task. User cannot change the value.	
Customer ID	Read only field. This field displays the customer ID of the drawee.	
Customer Name	Read only field. This field displays the drawee name.	
Product Code	Read only field. This field displays the loan product code linked to the bill.	
Loan Currency-Amount	Select the currency and amount for the loan amount.	
Exchange Rate	This field will be enabled only if the Drawing currency and Loan Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.	
Loan Tenor Units	Period of loan. System defaults the value. User can change the value. The numerical value for Days or months or Years is applicable.	
Tenor Type	System defaults the value. User can change the value. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.	
Loan/Finance Value Date	System defaults the branch date as Value date. User cannot change the value.	
Loan Maturity Date	System defaults the date based on the Loan value date and Loan tenor. User cannot change the value.	
Loan Interest/UDE Details		
User Defined Element ID	System populates the UDE Element ID as part of simulation. User are allowed to change the selection through LOV.	
UDE Description	System populates the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.	

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Field	Description	Sample Values
Rate Code	System populates the Rate code as part of simulation.	
Usage	System populates the details as part of simulation.	
UDE Value	System populates the value as part of simulation.	
Limits		
Linkage Type	System defaults the linkage type as "Facility" from back office.	
Linkage Reference Number	System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.	
Linked Percentage	User can enter the value. Maximum is 100. User cannot enter negative values.	
Limit Amount	System defaults the value. System should populate the value based on the contribution percentage.	

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 the user to view the latest collection values displayed in the respective fields.	
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.	

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Field	Description	Sample Values
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • 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	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.	
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.	

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Settlement Details

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

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	Read only field. Components gets defaulted based on the product selected.	
Currency	Read only field. Application displays the default currency for the component.	
Debit/Credit	Read only field. Application displays the debit/credit indicators for the components.	
Account	Read only field. Application Displays the account details for the components.	
Account Description	Read only field. Application displays the description of the selected account.	
Account Currency	Read only field. Application defaults the currency for all the items based on the account number.	

Field	Description	Sample Values
Netting Indicator	Read only field. 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	Read only field. This fields displays 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	Read only field. This field displays charge details for the transactions: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges	
Netting Indicator	Read only field. This filed displays netting indicator for the component: • Yes • No	
Ordering Customer	Read only field. This filed displays the ordering customer from the LOV.	
Ordering Institution	Read only field. This filed displays the ordering institution from the LOV.	
Senders Correspondent	Read only field. This filed displays the senders correspondent from the LOV.	

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Field	Description	Sample Values
Receivers Correspondent	Read only field. This filed displays the receivers correspondent from the LOV.	
Intermediary Institution	Read only field. This filed displays the intermediary institution from the LOV.	
Account with Institution	Read only field. This filed displays the account with institution from the LOV.	
Beneficiary Institution	Read only field. This filed displays the beneficiary institution from the LOV.	
Ultimate Beneficiary	Read only field. This filed displays the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Read only field. This filed displays 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	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 2	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 3	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 4	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 5	Read only field. This filed displays the sender to receiver message.	

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Field	Description	Sample Values
Sender to Receiver 6	Read only field. This filed displays 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	Read only field. This filed displays the payment details.	
Payment Detail 2	Read only field. This filed displays the payment details.	
Payment Detail 3	Read only field. This filed displays the payment details.	
Payment Detail 4	Read only field. This filed displays the payment details.	

Summary

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

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 details about application details and LC details.
- Return Details - User can view return details.

- Additional Fields - User can view the additional fields.
- Advices - User can view the advices.
- Party Details - User can view party details like applicant, advising bank etc.
- Documents - User can view the document details.
- Preview - User can view the preview message.
- Settlement Details - User can view the settlement 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.

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 the user to view the latest Collection values displayed in the respective fields.	
Submit	Task will move to next logical stage of Import 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.	
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.	

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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	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.	

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.
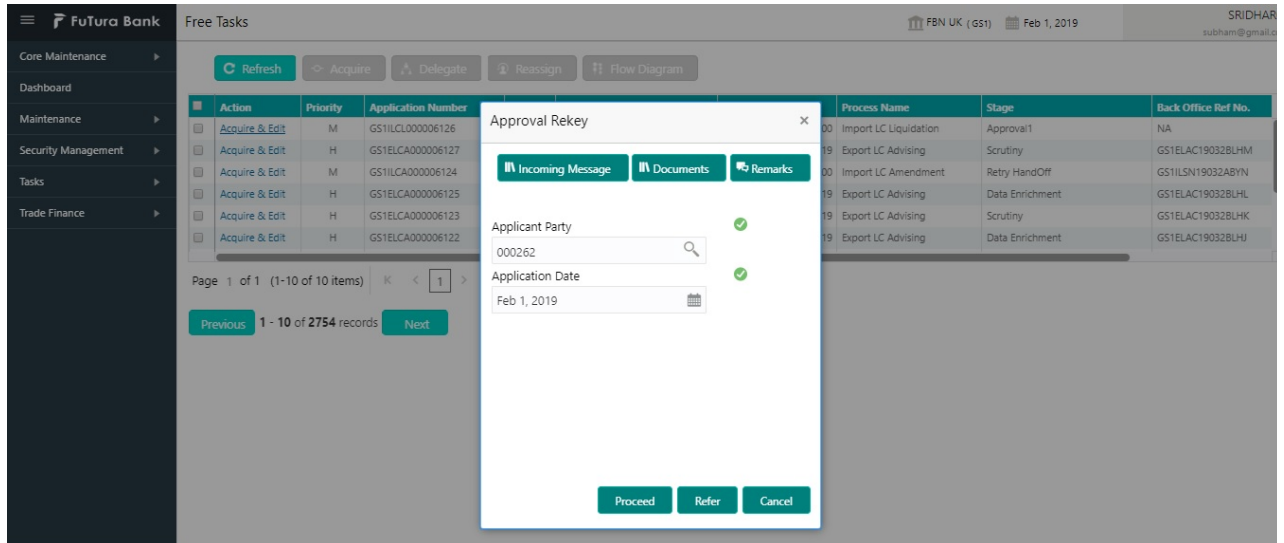
Authorization Re-Key (Non-Online Channel)

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

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Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able 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.
- Party Details - User can view party details like applicant, advising bank etc.
- Maturity Details - User can view the maturity details.
- Document Details - User can view the document details.
- Draft Details - User can view the draft details.
- Additional Fields - User can view the additional fields.

- Advices - User can view the advices.

- Payment Details - User can view the payment details.

- Shipment Details - User can view the shipment details.

- Limits and Collaterals - User can view limits and collateral details.

- Charges - User can view charge details.

- Tracers - User can view the tracer details.

- FX Linkage - User can view the details of FX Linkage.

- Settlement Details - User can view the settlement details.

- Return Details - User can view the return details.

- 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	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 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	
Cancel	Cancel the approval.	

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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 been 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.

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Action Buttons

Use action buttons based on the description in the following table:Provide the Application Details based

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.	

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, Customer ID, Beneficiary, Currency, Amount and Value Date to fetch the collection details. Based on the search result, select the applicable documentary collection.	
Drawee	Read only field. Drawee ID and name will be auto-populated based on the selected Documentary Collection Number.	
Branch	Read only field. Branch details will be auto-populated based on the selected Documentary Collection Number.	203-Bank Futura -Branch FZ1
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High
Submission Mode	Select the submission mode of Import Collection Liquidation request. By default the submission mode will have the value as 'Desk'. **Desk-** Request received through Desk **Courier-** Request received through Courier	Desk
Bill Currency and Amount	Read only field. Bill currency and amount will be auto-populated based on the selected Documentary Collection Number.	

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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, Customer ID, Beneficiary, Currency, Amount and Value Date to fetch the collection details. Based on the search result, select the applicable documentary collection.	
Process Reference Number	Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.	
Return-Close Date	By default, the application will display branch's current date.	04/13/2018
Remitter Name	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.	
Remitter Date	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.	
Version Number	This field displays the latest version of the bill.	

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Index

References

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

- Getting Started User Guide
- Common Core User Guide

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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