Import LC Internal Amendment - Islamic User Guide

Oracle Banking Trade Finance Process Management

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Oracle Banking Trade Finance Process Management - Import LC Internal Amendment - Islamic User Guide
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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.

Import LC Internal Amendment - Islamic

Conventional Import LC Internal Amendment enables the user to make the following amendments to the LC which had been already issued.

The common amendments that are made to an Import LC are:

- Change in Limits
- Change in Collateral

The various stages involved for Import LC Internal Amendment are:

- Receive and verify documents and input the basic details (Non Online Channel)- Registration stage
- Input/Modify details - Data Enrichment stage
- Check for limit availability
- Check balance availability for amount block
- Earmark limits/Create amount block for cash margin/charges
- Capture remarks for other users to check and act
- Generate acknowledgements.
- Hand off request to back office

The design, development and functionality of the Islamic Import LC Internal Amendment process flow is similar to that of conventional Import LC Amendment process flow.

This section contains the following topics:

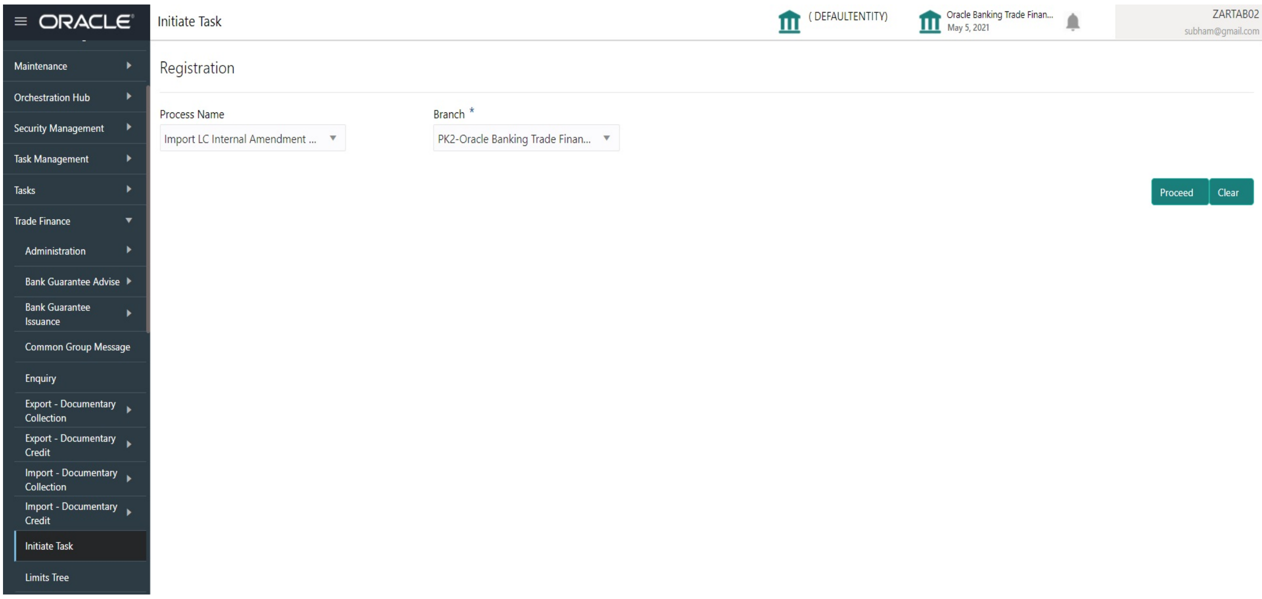
Common Initiation Stage	Registration
Data Enrichment	Multi Level Approval

Common Initiation Stage

The user can initiate the new Islamic import LC internal amendment request from the common Initiate Task screen.

1. Using the entitled login credentials, login to the OBTFPM application.

2. Click **Trade Finance > Initiate Task.**



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

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

Action Buttons

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

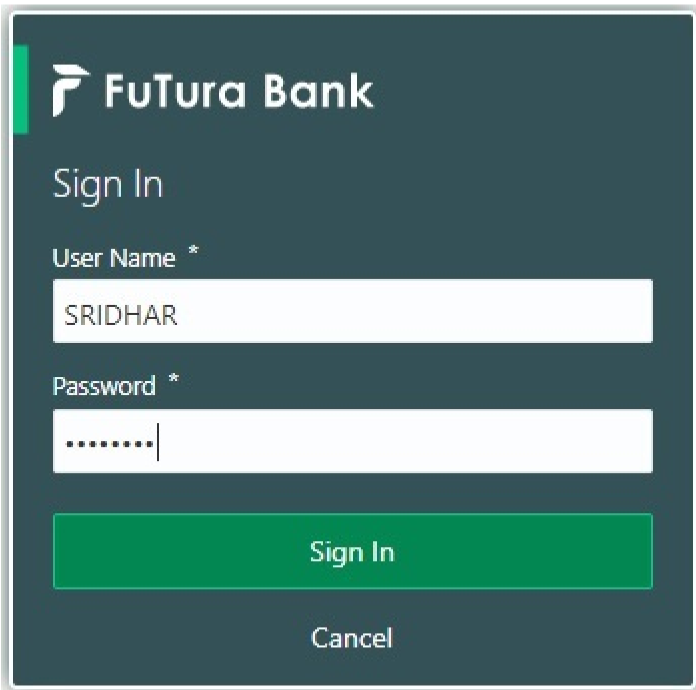
Field	Description
Proceed	Task will get initiated to next logical stage.
Clear	The user can clear the contents update and can input values again.

Registration

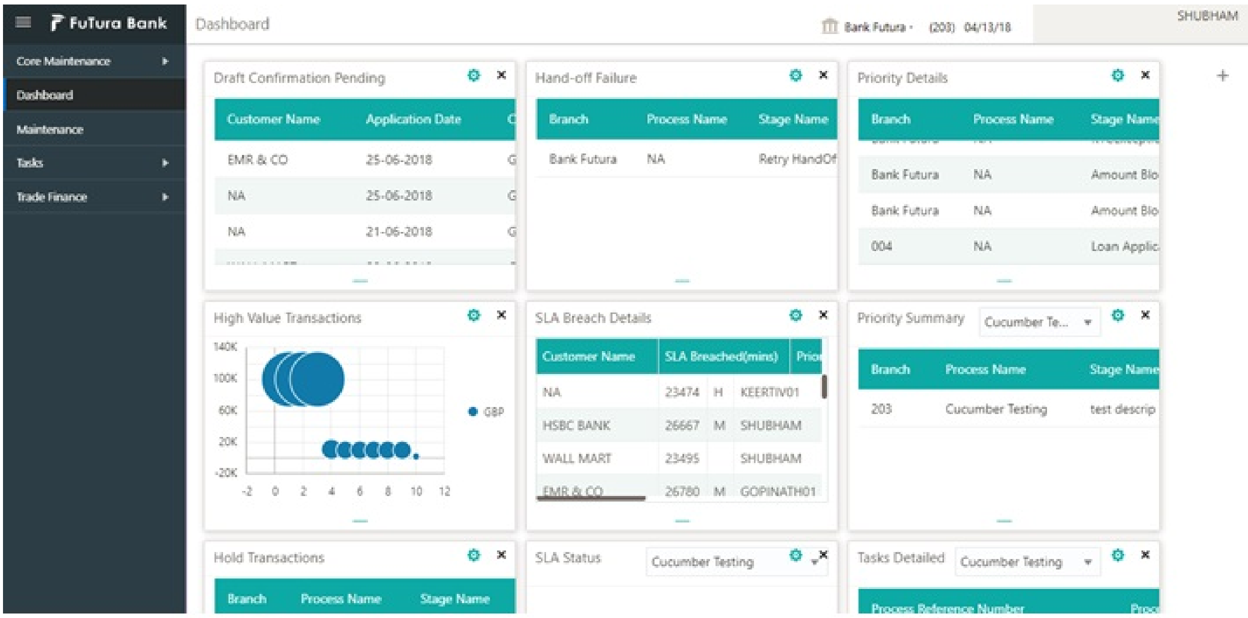
User can register request of new Islamic Import LC internal amendment received at the front desk through branch either by fax, mail, or physical application form, the Import LC internal amendment process starts from the Registration Stage.

During Registration stage, user can capture the basic details of the amendment application, check the signature of the applicant and upload the related documents of the applicant. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC expert to handle the request in the next stage.

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



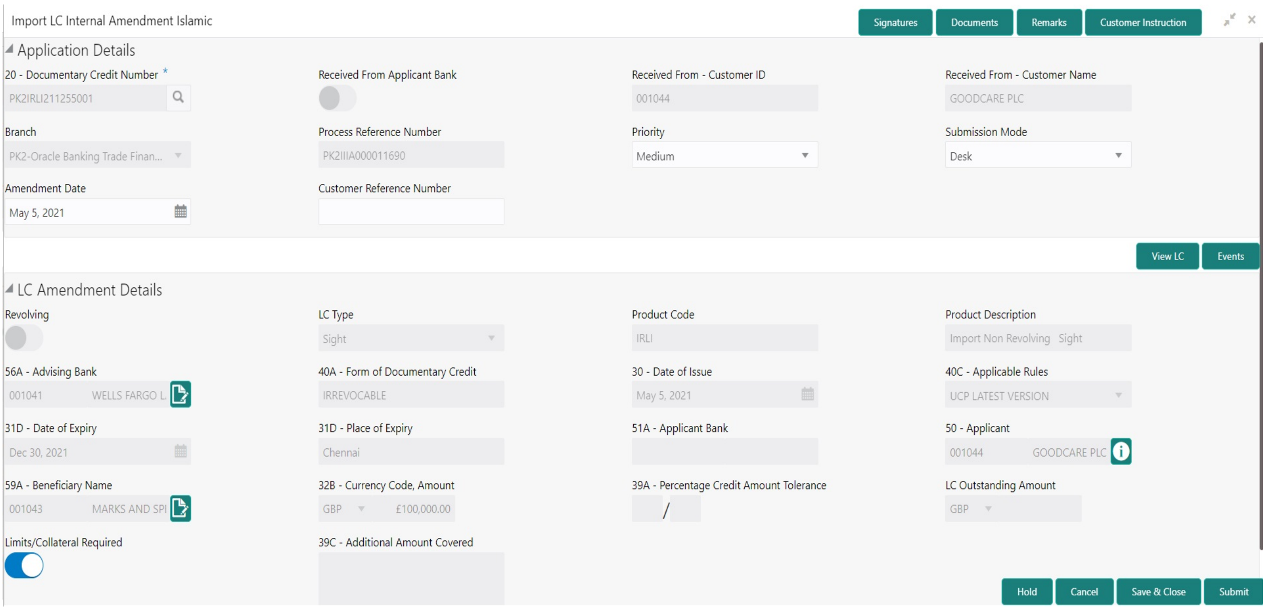
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



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

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

Application Details



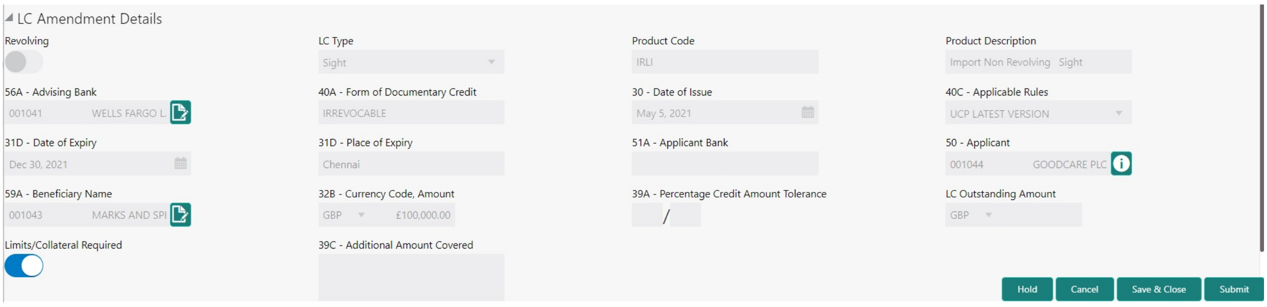
Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV. In LOV search/advanced LOV search, user can input Customer ID, Beneficiary, Currency, Amount and User Reference to fetch the LC details. Based on the search result, select the applicable LC to be amended.	

Field	Description	Sample Values
Received From Applicant bank	Read only field. Value will be defaulted as available in LC.	Toggle off
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the LOV.	001344
Received From - Customer Name	Read only field. Customer Name will be defaulted as available in LC.	EMR & CO
Branch	Read only field. Branch details will be defaulted from LC.	203-Bank Futura -Branch FZ1
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	System will default the Priority as Low/Medium/ High based on maintenance. User are allowed to change the value.	High
Submission Mode	Select the submission mode of Import LC Amendment request. By default the submission mode will have the value as 'Desk' for transactions created via registration. **Desk-** Request received through Desk **Fax-** Request received through Fax **Email-** Request received through Email **Courier-** Request received through Courier	Desk
Amendment Date	By default, the application will display branch's current date. User cannot change the date to a back date or future date.	04/13/2018
Customer Reference Number	User can enter the 'Reference number' provided by the applicant/ applicant bank. Enables the user to provide a unique Customer Reference Number for the amendment.	

LC Amendment Details

The LC Amendment Details section allows the registration user to view the latest LC values defaulted in the respective fields. All fields displayed in LC details section are read only fields.

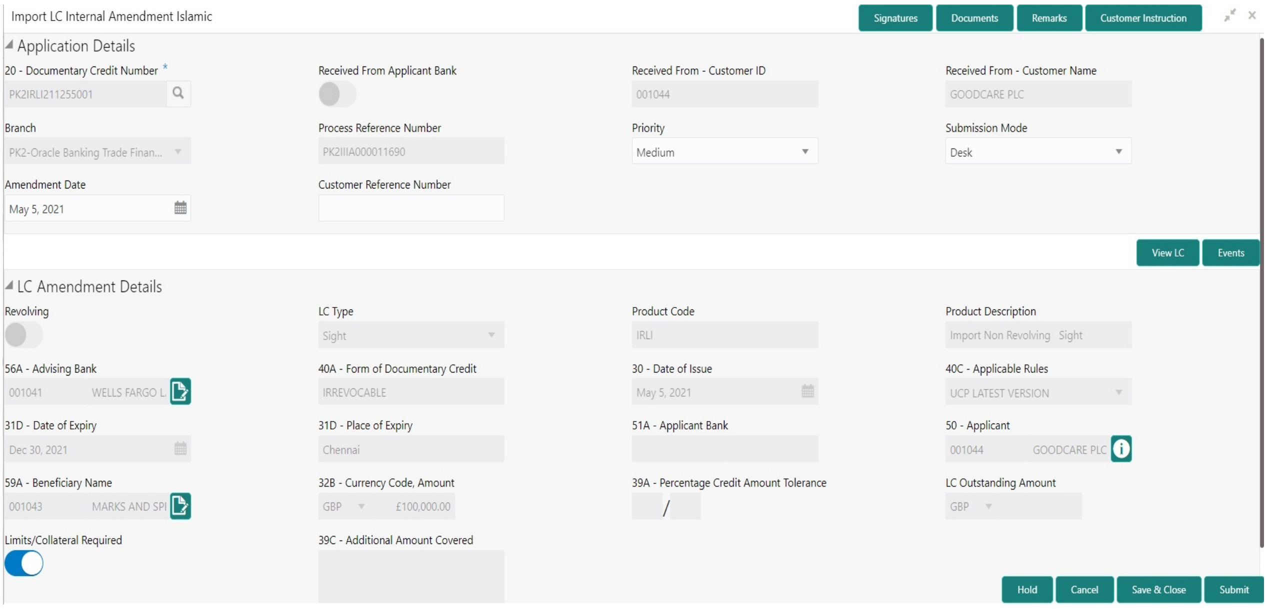


Provide the LC Details based on the description in the following table:

Field	Description	Sample Values
Revolving	Read only field. **Toggle On**: LC type is Revolving. **Toggle Off**: LC is type Non Revolving.	
LC Type	Read only field. This field displays the value used for LC Type as per the latest LC details.	
Product Code	Read only field. This field displays the product code used during Issuance of the selected LC.	
Product Description	Read only field. This field displays the description of the product as in Import LC Issuance.	
Advising Bank	This field displays the advising bank as per the latest LC details.	
40A - Form of Documentary Credit	Read only field. This field displays the value available in LC record.	
Date of Issue	Read only field. This field displays the LC issuance date.	
Applicable Rules	This field displays the applicable rule as per the latest LC details.	
Date Of Expiry	This field displays the expiry date as per the latest LC details.	09/30/18
Place of Expiry	This field displays the place of expiry as per the latest LC details.	
Applicant Bank	This field displays the applicant bank if available as per the latest LC details.	

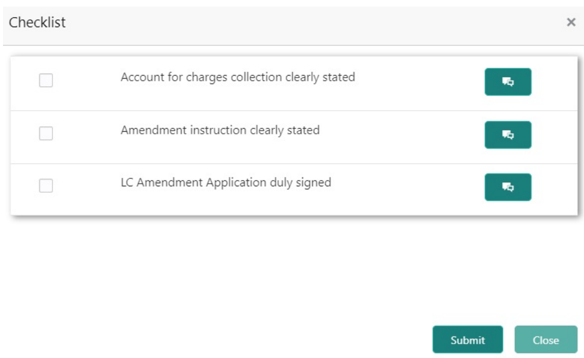
Field	Description	Sample Values
Applicant	This field displays the applicant as per the latest LC details.	
Beneficiary Name	This field displays the beneficiary as per the latest LC details. **Note** If the user amend this field and the selected beneficiary/ party is blacklisted the system displays a warning message.	
Currency Code, Amount	This field displays the currency code/ LC Amount as per the latest LC details.	
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details as per the latest LC details.	
LC Outstanding Amount	This field displays the Outstanding LC Amount as per the latest LC details.	
Limits/ Collateral Required	**Toggle On:** Set the toggle 'On' to enable limit check. **Toggle Off:** Set the toggle 'Off' to disable limit check.	
Additional Amount Covered	This field displays the details of additional amount covered as per the latest LC details.	
Auto Close	Toggle On: Enable the toggle, if Auto close is required for that transactions. Toggle Off: Disable the toggle, if Auto close is not required for that transactions.	
Closure Date	System default the "Closure Date" value, if any, from the contract. If the system defaulted value for **Auto Close** is **Yes**, then **Closure Date** field will be a display only field and user is not allowed to edit the same. If the system defaulted value for **Auto Close** is **No**, then user can edit the **Closure Date** field by enabling the "Auto Close" toggle as "Yes". User can provide the value in this field, if **Auto Close** is enabled as a part of this internal amendment.	

Miscellaneous



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

Field	Description	Sample Values
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	
Documents	Upload the required documents.	
Remarks	The user can view the remarks captured in the process during earlier stages.	
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.	
View LC	Enables user to view the details of the underlying LC.	
Action Buttons		

Field	Description	Sample Values
Submit	On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage that is Data Enrichment stage of Import LC Internal Amendment. If mandatory fields have not been captured or mandatory documents were not uploaded or mandatory checklists are not selected, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save & Close, saves the information provided and displays the task in you queue for working later. This option will not submit the request.	
Cancel	The Task gets cancelled and system should clear the details captured in the screen. The task will get deleted.	
Hold	The details entered in the screen will be saved and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit. The checklist items under Registration Stage are: • Application signed and stamped • Customer signature verified • Any correction or alteration initialed by the applicant 	

Data Enrichment

On successful completion of Registration of an Internal LC Amendment request, the request moves to Data Enrichment stage. At this stage the user enter/update the basic details of the amendment request and can verify if the request can be progressed further.

Non-Online Channel - Internal LC Amendment request that were received at the desk will move to Data Enrichment stage post successful Registration. The transaction will have the details entered during the Registration stage.

Online Channel - Requests that are received via SWIFT (MT730) are available directly for further processing in OBTFPM from Data Enrichment stage and relevant data should be auto populated.

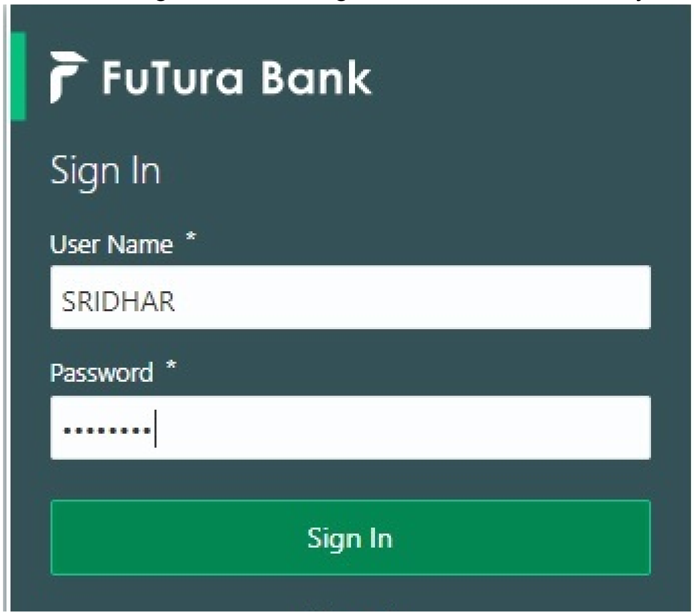
For MT 730, system should validate the incoming MT 730 based on Related Reference field to identify whether it is Acknowledgment for Import LC or Export LC. If the MT 730 is for Import LC, system should process the MT 730 under Internal Amendment to Import LC.

Note

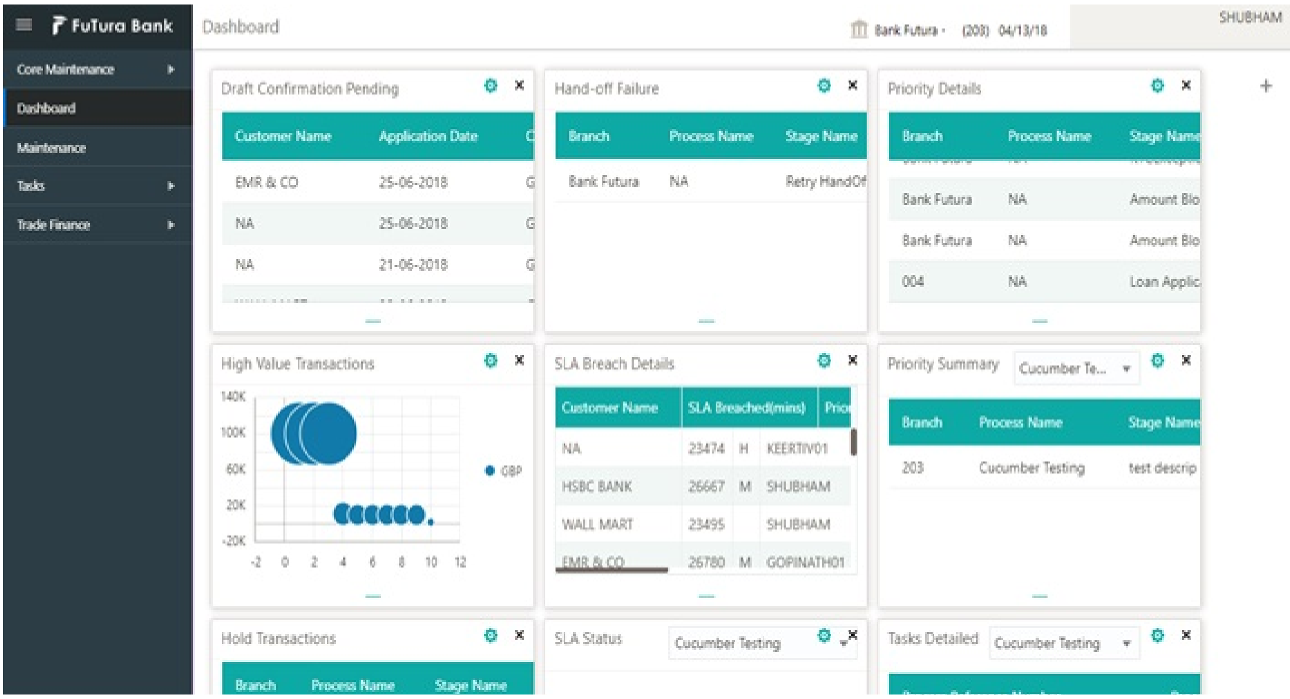
For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

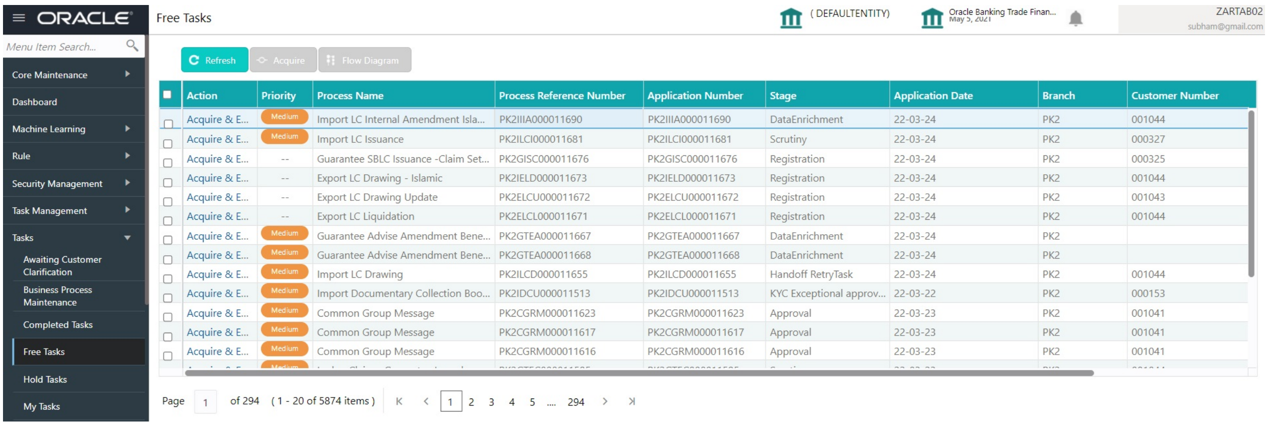
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



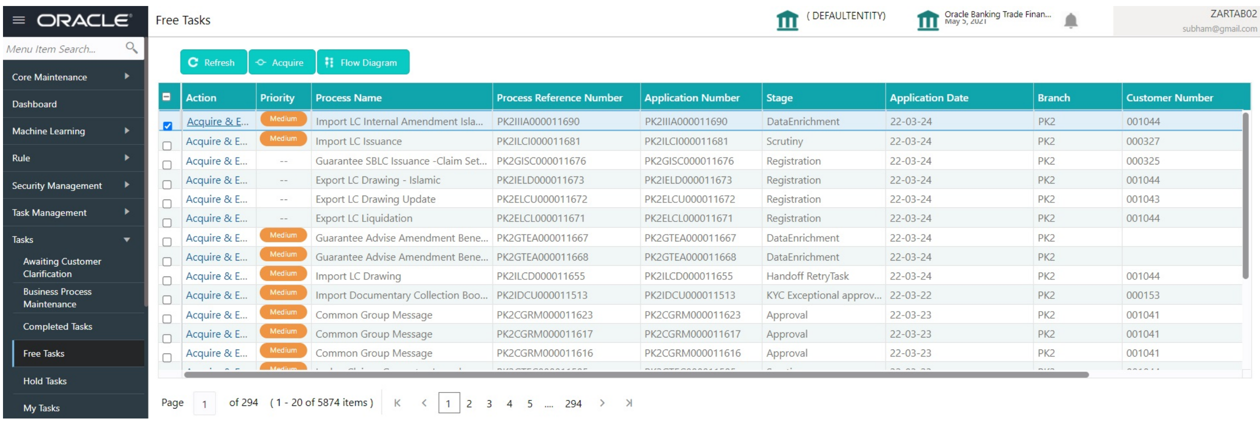
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



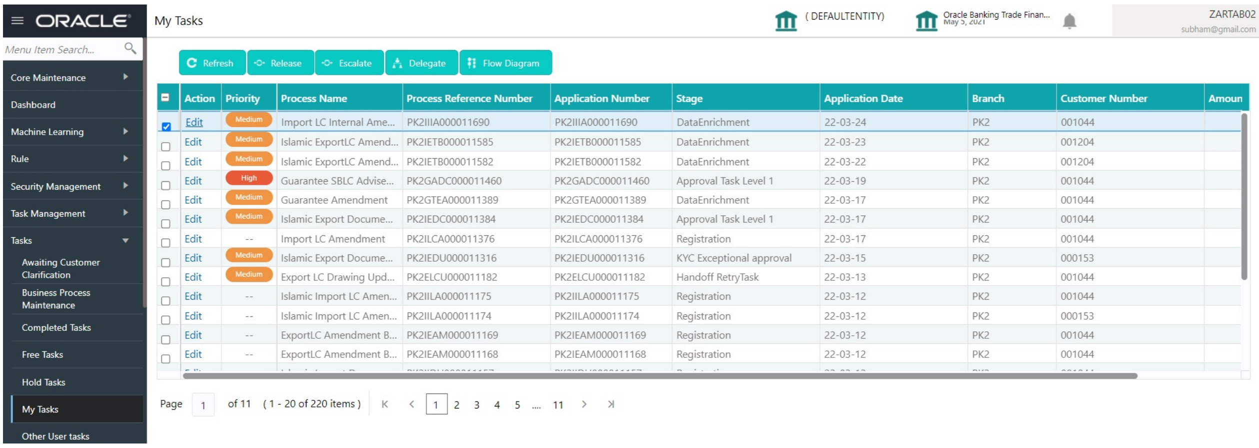
3. Click **Tasks> Free Tasks.**



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



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

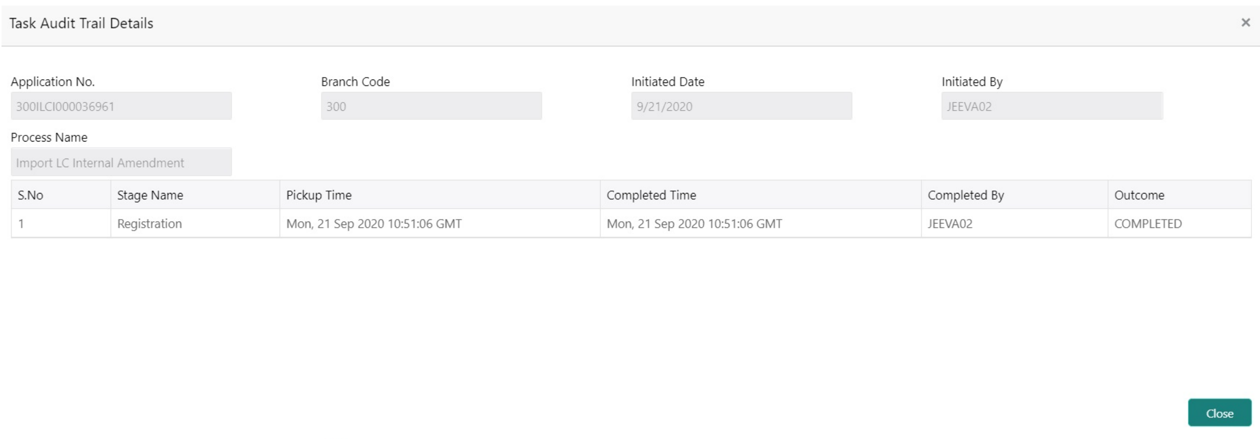


The Data Enrichment stage has five sections as follows:

- Main Details
- Acknowledgement Details
- Additional Fields
- Advices
- 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 /online channels may not be editable.

Audit - This button provides user audit trail transaction, initiated date, stage wise detail etc.



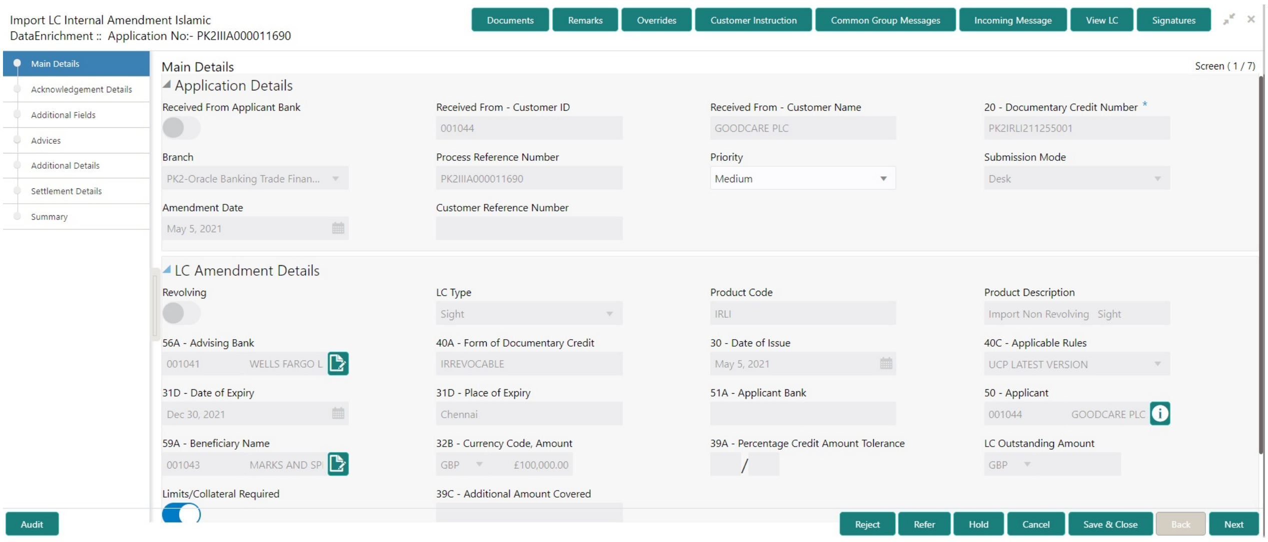
Main Details

Main details section has three sub section as follows:

- Application Details
- LC Amendment Details

Application Details

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



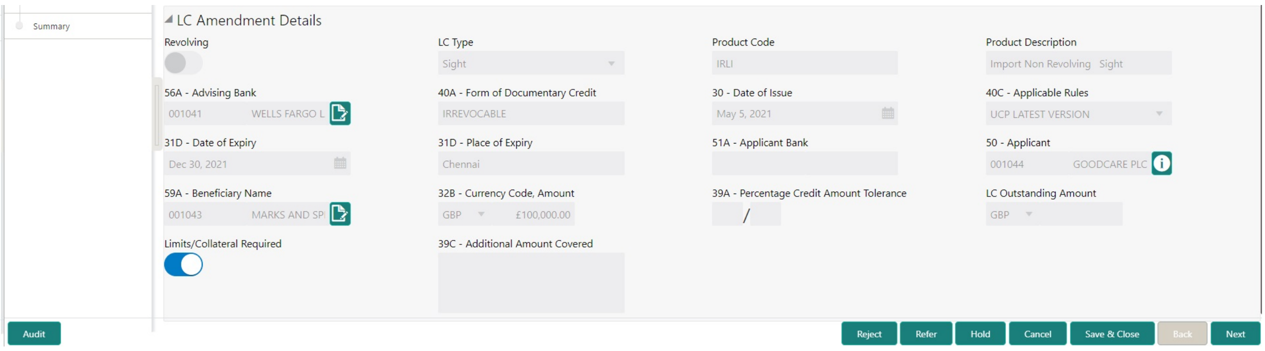
Following are the fields on the landing page of the LC Main screen with the latest LC values. Provide the details for the amendable fields based on the description in the following table:

Field	Description	Sample Values
Received From Applicant bank	Read only field. Value will be defaulted as available in LC.	Toggle off
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the LOV.	001344
Received From - Customer Name	Read only field. Customer Name will be defaulted as available in LC.	EMR & CO
Documentary Credit Number	**Non Online:** Ready only defaults from Registration stage. **Online**: Read only. Received from the online request/ Incoming MT730.	
Branch	Read only field. Branch details will be defaulted from LC.	203-Bank Futura -Branch FZ1
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	System will default the Priority as Low/Medium/ High based on maintenance. User are allowed to change the value.	High

Field	Description	Sample Values
Submission Mode	Select the submission mode of Import LC Amendment request. By default the submission mode will have the value as ‘Desk’ for transactions created via registration.	Desk
Amendment Date	By default, the application will display branch’s current date. User cannot change the date to a back date or future date.	04/13/2018
Customer Reference Number	User can enter the 'Reference number' provided by the applicant/ applicant bank. Enables the user to provide a unique Customer Reference Number for the amendment.	
Beneficiary Consent	**Toggle on**: Beneficiary consent required for the amendment made to the fields. **Toggle off**: Switch off the toggle if beneficiary consent is not required for the amendments.	

LC Amendment Details

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



All fields displayed in LC details section are read only fields.

Field	Description	Sample Values
Revolving	Read only filed. This field displays the value used for ‘Revolving’ as per the latest LC details.	
LC Type	Read only field. This field displays the value used for LC Type as per the latest LC details.	
Product Code	Read only field. This field displays the product code used during Issuance of the selected LC.	

Field	Description	Sample Values
Product Description	Read only field. This field displays the description of the product as in Import LC Issuance.	
Advising Bank	This field displays the advising bank as per the latest LC details.	
40A - Form of Documentary Credit	Read only field. This field displays the value available in LC record.	
Date of Issue	Read only field. This field displays the LC issuance date.	
Applicable Rules	This field displays the applicable rule as per the latest LC details.	
Date Of Expiry	This field displays the expiry date as per the latest LC details.	09/30/18
Place of Expiry	This field displays the place of expiry as per the latest LC details.	
Applicant Bank	This field displays the applicant bank if available as per the latest LC details.	
Applicant	This field displays the applicant as per the latest LC details.	
Beneficiary Name	This field displays the beneficiary as per the latest LC details. **Note** If the user amend this field and the selected beneficiary/ party is blacklisted the system displays a warning message.	
Currency Code, Amount	This field displays the currency code/ Outstanding LC Amount as per the latest LC details.	
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details as per the latest LC details.	
LC Outstanding Amount	This field displays the LC Outstanding amount details as per the latest LC details.	
Limits/ Collateral Required	**Toggle On:** Set the toggle 'On' to enable limit check. **Toggle Off:** Set the toggle 'Off' to disable limit check.	
Additional Amount Covered	This field displays the details of additional amount covered as per the latest LC details.	

Field	Description	Sample Values
Auto Close	Toggle On: Enable the toggle, if Auto close is required for that transactions. Toggle Off: Disable the toggle, if Auto close is not required for that transactions.	
Closure Date	System default the “Closure Date” value, if any, from the contract. If the system defaulted value for **Auto Close** is **Yes**, then **Closure Date** field will be a display only field and user is not allowed to edit the same. If the system defaulted value for **Auto Close** is **No**, then user can edit the **Closure Date** field by enabling the “Auto Close” toggle as “Yes”. User can provide the value in this field, if **Auto Close** is enabled as a part of this internal amendment.	

Action Buttons

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

Field	Description	Sample Values
Documents	The user can view the uploaded 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	The user can view the remarks captured in the process during earlier stages.	
Overrides	User can view the various overrides that have been generated and accepted	

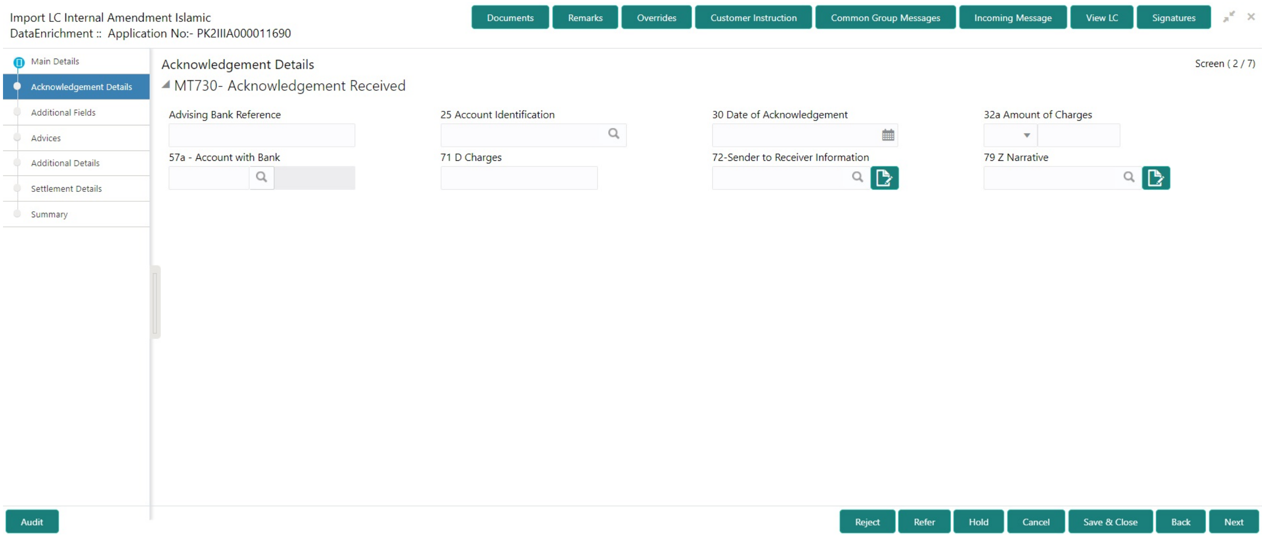
Field	Description	Sample Values
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – 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.	
Incoming Message	User can view the incoming SWIFT message MT730.	
View LC	Enables user to view the details of the underlying LC.	
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	
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.	

Field	Description	Sample Values
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Cancel	Cancel the task window and return to dashboard. The data input will not be saved.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment that is Acknowledgement - MT730 Details.	

Acknowledgement - MT730 Details

User must scrutinize the incoming MT730 details of an Internal LC amendment request for the different fields under the respective data segments.The user can verify and enter the basic details available in the LC Internal amend request.

At this stage the incoming MT730 details are auto populated. If required, the MT 730 details can also be entered by the user.



As part of amendment, user can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Acknowledgment Details		
Advising Bank Reference	**Non Online:** User can enter the Advising Bank Reference details. **Online**: Read only. Details received from the online request/ Incoming MT730 will get auto populated.	
Account Identification	User can enter the account identification details.	
Date of Acknowledgment	**Non Online:** User can enter the date. **Online**: Read only. Details received from the online request/ Incoming MT730 will get auto populated.	
Charges to be Claimed	**Non Online:** User can enter the amount of charges. **Online**: Read-only. System defaults the Amount of Charge from the incoming MT730 received.	
Account with Bank	**Non Online:** User can enter the account with bank details. **Online:** Read-only. System defaults the Account with Bank from the incoming MT730 received. User can manually enter the details if not processed as STP.	

Field	Description	Sample Values
Charges	**Non Online:** User can enter the charge details. **Online:** Read-only. System defaults the charges from the incoming MT730 received. User can manually enter the details if not processed as STP.	
Sender to Receiver Information	**Non Online:** User to enter the details. **Online:** Read-only. System defaults the Sender to Receiver information from the incoming MT730 received.	
Narrative	**Non Online:** User can enter the details. **Online:** Read-only. System defaults the Narrative from the incoming MT730 received	

Action Buttons

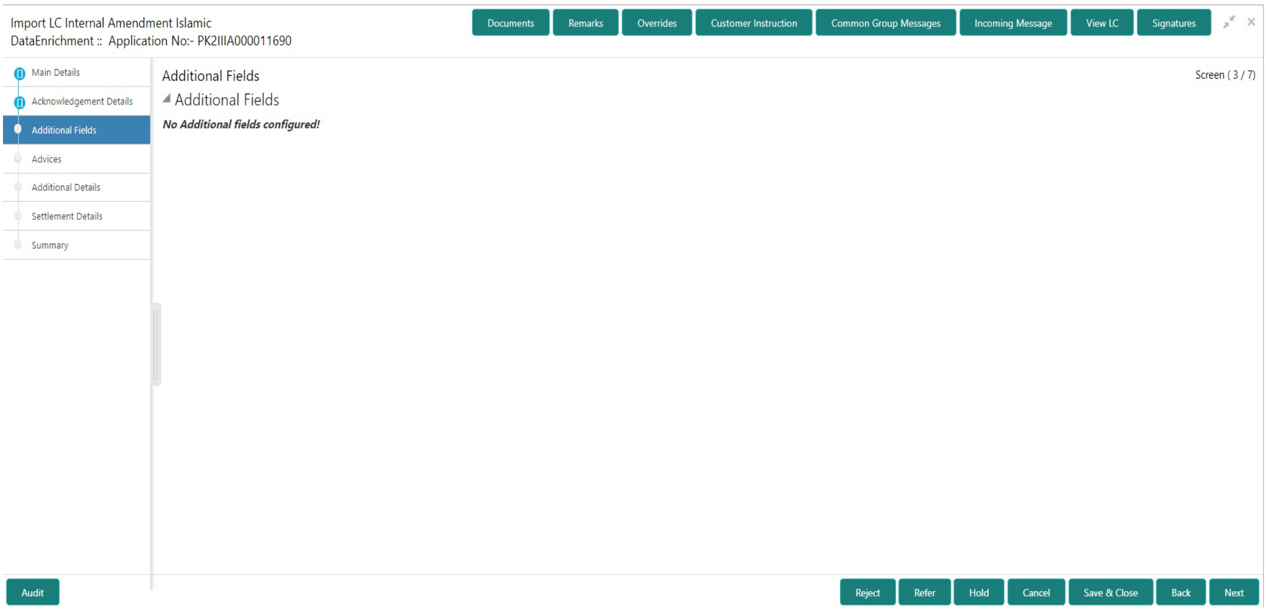
Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	The user can view the uploaded documents.	
Remarks	The user can view the remarks captured in the process during earlier stages.	
Incoming Message	User can view the incoming SWIFT message MT730.	
Overrides	User can view the various overrides that have been generated and accepted	
View LC	Enables user to view the details of the underlying LC.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Import LC amendment Scrutiny stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	

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 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	
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 that is Additional Fields.	

Additional Fields

Banks can configure these additional fields during implementation.



Action Buttons

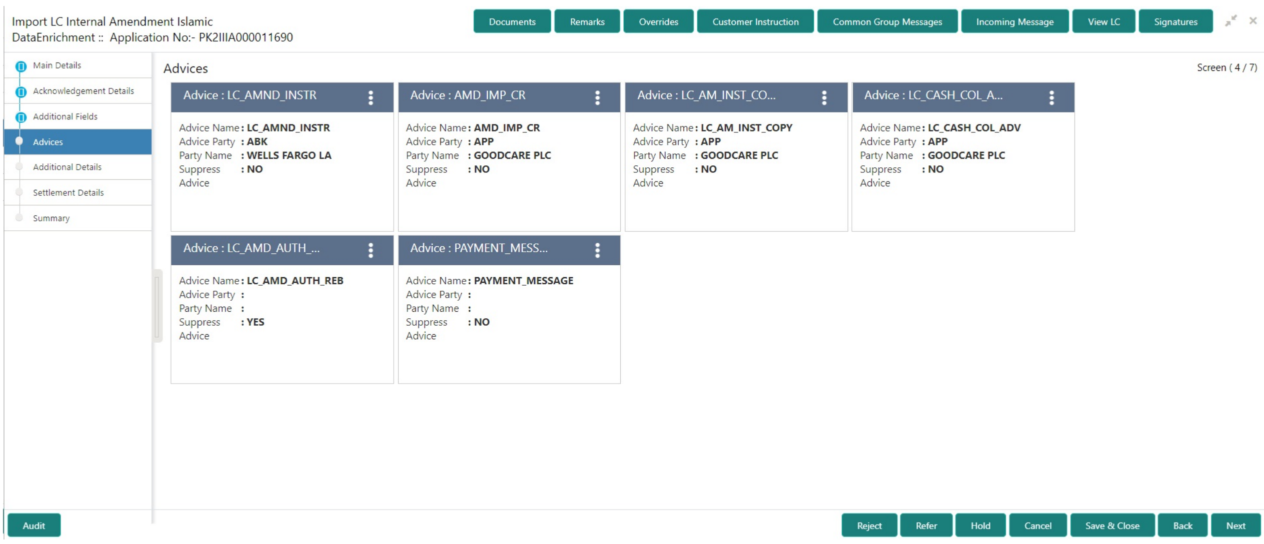
Use action buttons based on the description in the following table:

Field	Description
Documents	The user can view the uploaded documents.
Remarks	The user can view the remarks captured in the process during earlier stages.
Incoming Message	User can view the incoming SWIFT message MT730.
Overrides	User can view the various overrides that have been generated and accepted
View LC	Enables user to view the details of the underlying LC.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. The reject codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others. The user would be able to select a Reject code and give a Reject Description. Other users should be able to see the reject reason in remarks window throughout the process.

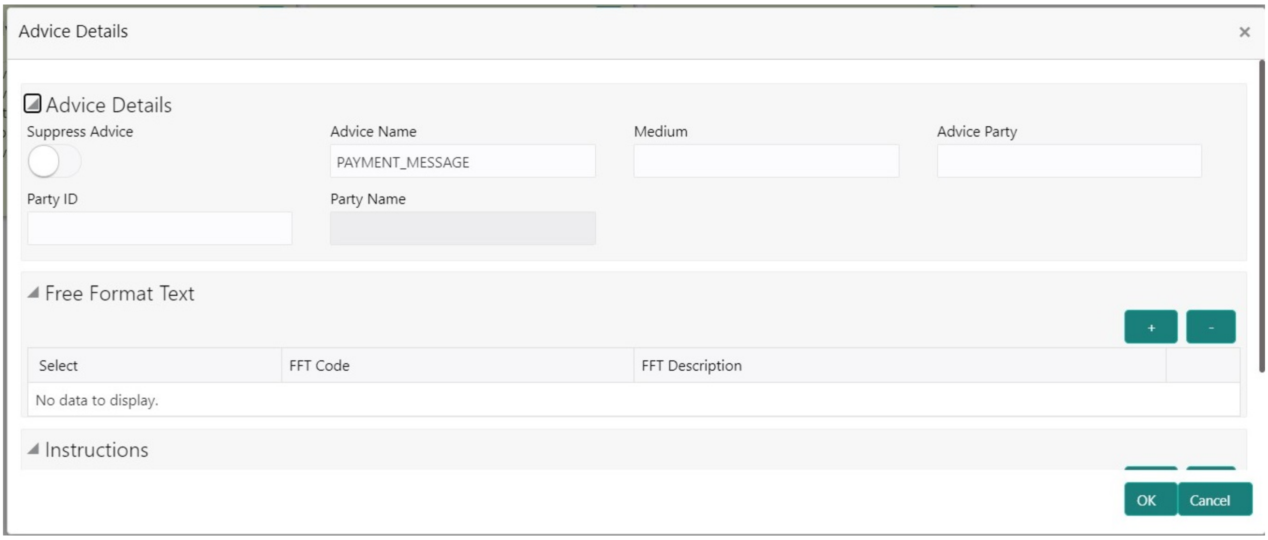
Field	Description
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others
Hold	The details provided will be registered and status will be on hold.
Cancel	Cancels the details captured in the screen. The task will get deleted.
Save and Close	User will save the information provided and close the details captured. This option will not submit the request.
Back	On click **Back**, user navigates to previous step.
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 that is Advices.

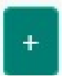
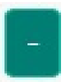
Advices

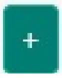
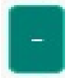
A Data Enrichment user can verify the advices details of Islamic Import LC internal Amendment screen. This screen displays the advices maintained for the product as maintained at the product level.



The user can also suppress the Advice, if required.



Field	Description	Sample Values
Suppress Advice	**Toggle on**: Switch on the toggle if advice is suppressed. **Toggle off**: Switch off the toggle if suppress advice is not required for the amendments	
Advice Name	Value be defaulted from Guarantee /SBLC Issuance. User can update if required.	
Medium	The medium of advices is defaulted from the system. User can update if required.	
Advice Party	Value be defaulted from Guarantee /SBLC Issuance. User can update if required.	
Party ID	Value be defaulted from Guarantee /SBLC Issuance. User can update if required.	
Party Name	Read only field. Value be defaulted from Guarantee /SBLC Issuance.	
Free Format Text		
FTT Code	User can select the FFT code as a part of free text.	
FFT Description	FFT description is populated based on the FFT code selected.	
	Click plus icon to add new FFT code.	
	Click minus icon to remove any existing FFT code.	

Field	Description	Sample Values
Instruction Details		
Instruction Code	User can select the instruction code as a part of free text.	
Instruction Description	Instruction description is populated based on the FFT code selected.	
	Click plus icon to add new instruction code.	
	Click minus icon to remove any existing instruction code.	

Action Buttons

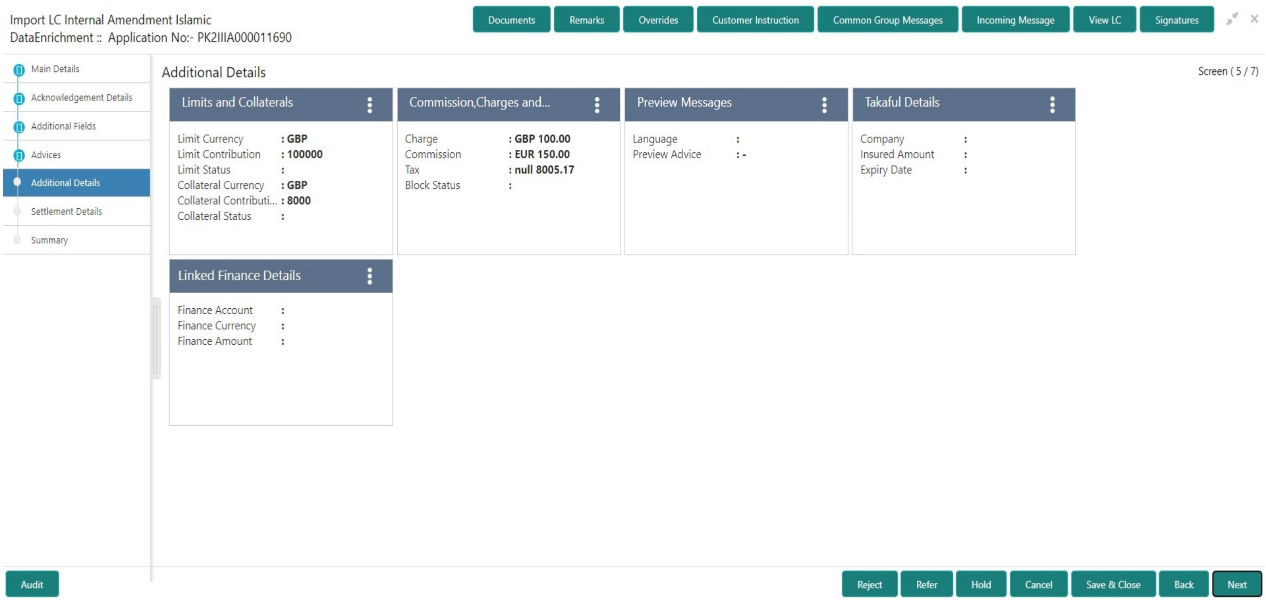
Use action buttons based on the description in the following table:

Field	Description
Documents	The user can view the uploaded documents.
Remarks	The user can view the remarks captured in the process during earlier stages.
Incoming Message	User can view the incoming SWIFT message MT730.
Overrides	User can view the various overrides that have been generated and accepted
View LC	Enables user to view the details of the underlying LC.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. The reject codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others. The user would be able to select a Reject code and give a Reject Description. Other users should be able to see the reject reason in remarks window throughout the process.

Field	Description
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others
Hold	The details provided will be registered and status will be on hold.
Cancel	Cancels the details captured in the screen. The task will get deleted.
Save and Close	User will save the information provided and close the details captured. This option will not submit the request.
Back	On click **Back**, user navigates to previous step.
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.

Additional Details

In the Additional details section, user can update and verify the additional details Data Segment of Islamic Import LC Internal Amendment request.

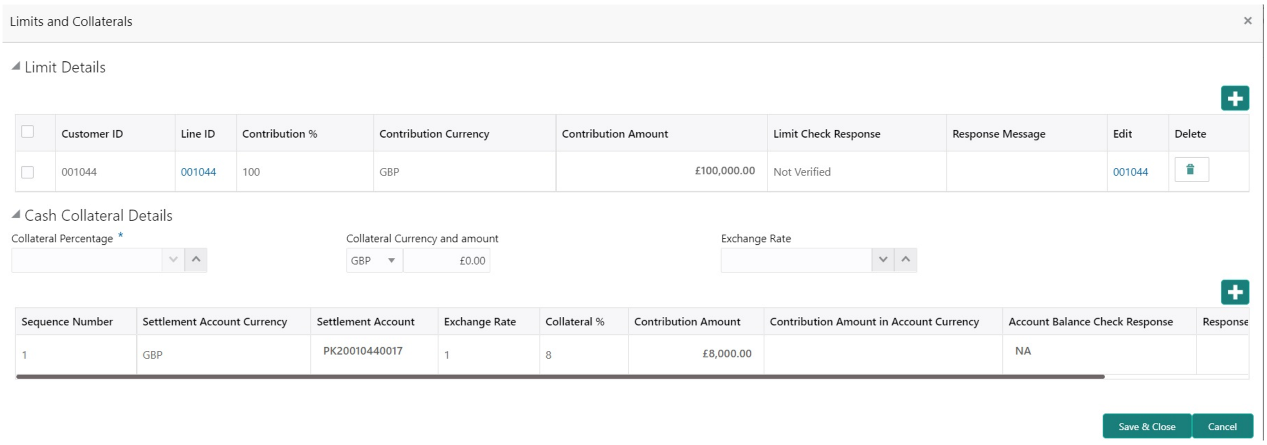


Limits & Collateral

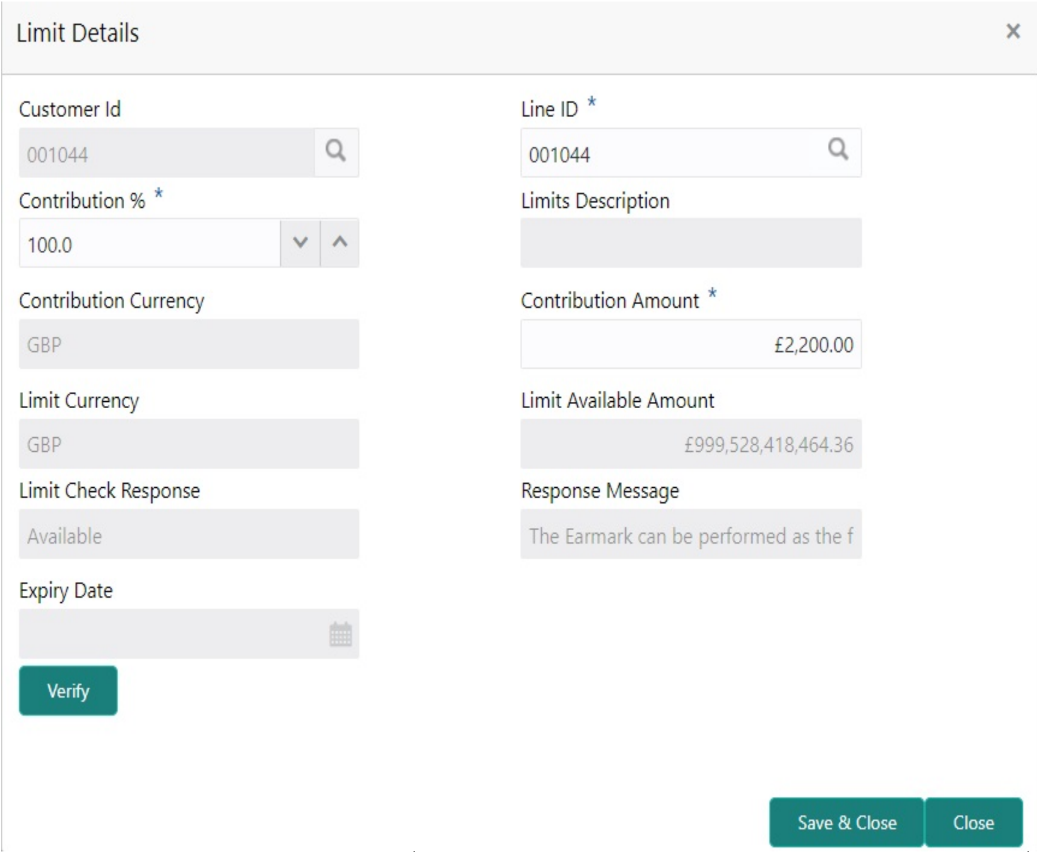
Limit availability needs to be checked if amendment involves increase in amount or tolerance or both.

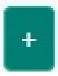
On Approval, system should not release the Earmarking against each limit line and system should handoff the "Limit Earmark Reference Number "to the back office. On successful handoff, back office will make use of these "Limit Earmark Reference Number" to release the Limit Earmark done in the mid office (OBTFPM) and should Earmark the limit from the Back office.

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.



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

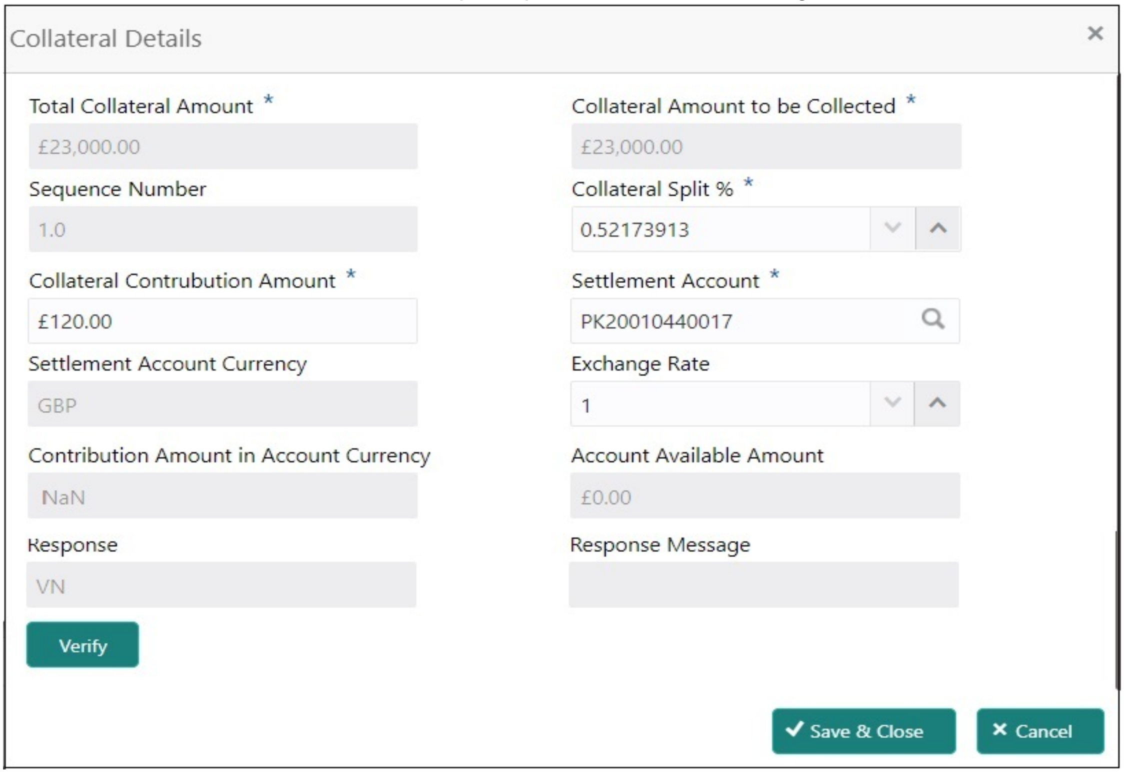


Field	Description	Sample Values
Plus Icon 	Click plus icon to add new Limit Details.	
Delete Icon 	Click delete icon to remove any existing Limit Details.	
Edit	Click edit link to edit the limit details.	
Limit Details Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.		
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.	

Field	Description	Sample Values
Line ID	User can choose from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount. The user can click the Line Id link to view the limit details. **Note** User can also select expired Line ID from the lookup and on clicking the verify button, system should default “The Earmarking cannot be performed as the Line ID is Expired” in the “Response Message” field.	
Contribution%	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if amended. Once contribution % is provided, system will default the amount. System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message. **Note** The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.	
Limits Description	This field displays the limits description.	
Contribution Currency	The LC currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	

Field	Description	Sample Values
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be ‘Success’ or ‘Limit not Available’.	
Response Message	Detailed Response message.	
Expiry Date	This field displays the date up to which the Line is valid	

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



Field	Description	Sample Values
Cash Collateral Details		
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.	
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.	

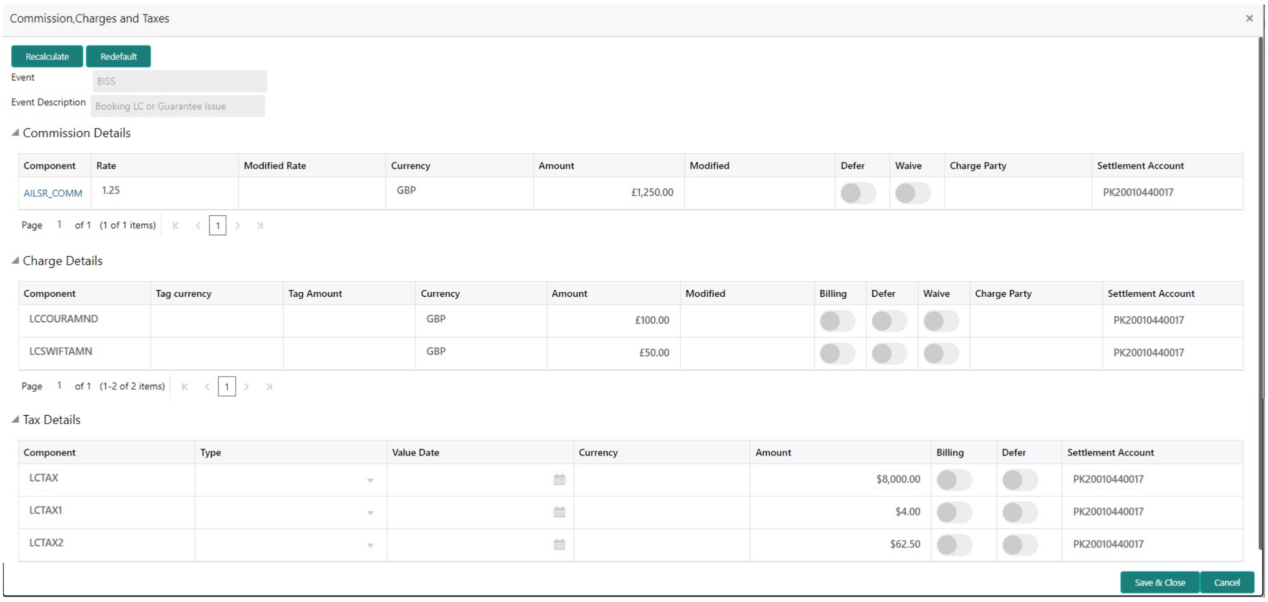
Field	Description	Sample Values
Exchange Rate	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.	
Click + plus icon to add new collateral details. Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.		
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.	
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.	
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.	
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.	
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.	
Settlement Account	Select the settlement account for the collateral amount.	
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.	
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Read only field. System populates the account available amount on clicking the **Verify** button.	

Field	Description	Sample Values
Response	Read only field. System populates the response on clicking the **Verify** button.	
Response Message	Read only field. System populates the response message on clicking the **Verify** button.	
Verify	Click to verify the account balance of the Settlement Account.	
Save & Close	Click to save and close the record.	
Cancel	Click to cancel the entry.	
Below fields appear in the **Cash Collateral Details** grid along with the above fields.		
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. System defaults the collateral % maintained for the customer into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display an override message “Defaulted Collateral Percentage modified”.	
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.	
Delete Icon 	Click minus icon to remove any existing Collateral Details.	
Edit Link	Click edit link to edit any existing Collateral Details.	

Commission, Charges and Taxes

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

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



Field	Description	Sample Values
Event	Read only field. This field displays the event name.	
Event Description	Read only field. This field displays the description of the event.	
Commission Details Commission Details are auto-populated from back-end system.		
Component	This field displays the commission component	
Rate	This field displays the rate that is defaulted 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.	
Modified Rate	From the default value, if the rate is changed the value gets updated in this field.	
Currency	Defaults the currency in which the commission needs to be collected	

Field	Description	Sample Values
Amount	This field displays the amount that is maintained under the product code. 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.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the ‘Remarks’ place holder.	
Charge Party	Charge party will be ‘Applicant’ by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	
Charge Details		
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Tag amount that is maintained under the product code.	
Currency	Defaults the currency in which the charges have to be collected.	

Field	Description	Sample Values
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. 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 enable/disable the option, if it is de-selected by default. This field is disabled, if ‘Defer’ toggle is enabled..	
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 enable/disable the option the check box. On de-selection the user has to click on ‘Recalculate’ charges button for re-simulation.	
Waive	Enble the toggle, if charges has to be waived. 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.	

Tax Details

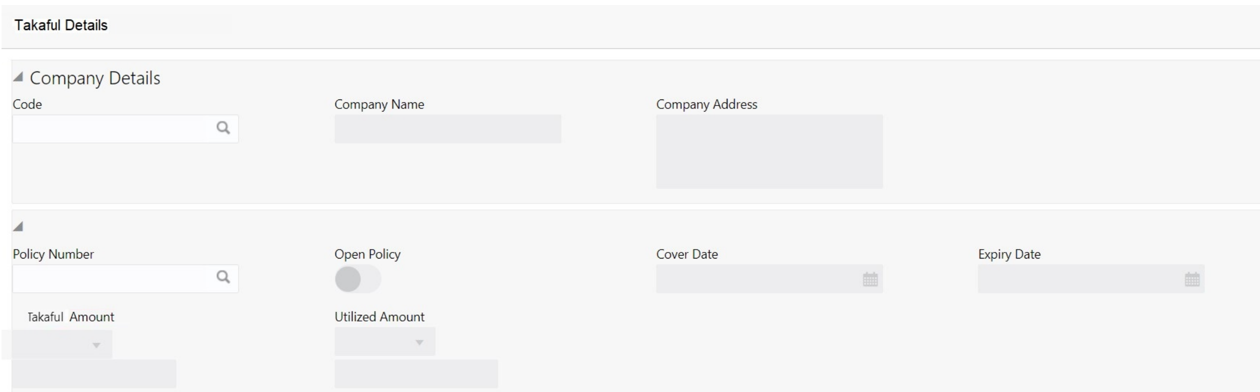
The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.

Tax details are defaulted from the back-end system.

Field	Description	Sample Values
Component	Tax Component type	

Field	Description	Sample Values
Type	Type of tax Component.	
Value Date	This field displays the value date of tax component.	
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.	
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if ‘Defer’ toggle is enabled.	
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on ‘Recalculate’ charges button for re-simulation.	
Settlement Account	Details of the settlement account.	

Takaful Details



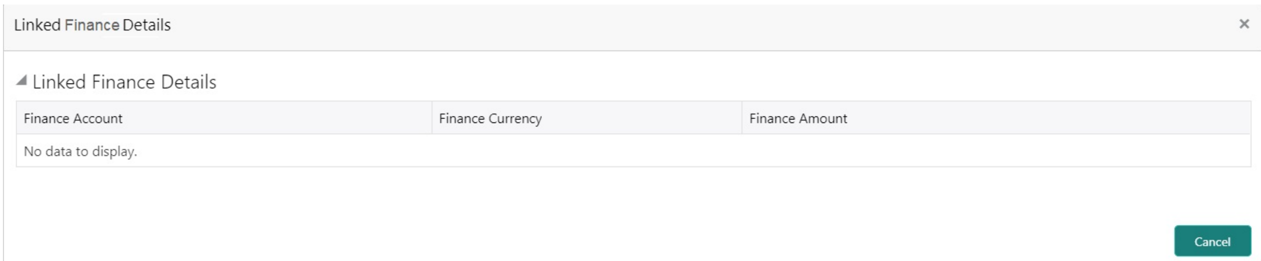
Provide the Takaful details based on the description in the following table:

Field	Description	Sample Values
Company Details		
Company Code	Select the Company Code from the LOV.	
Company Name	Read only field. Insurance company details will be displayed as per the selected Company Code from the LOV.	
Company Address	Read only field. Insurance company address will be displayed as per the selected Insurance Company Code from the LOV.	

Field	Description	Sample Values
Policy Number	Provide the policy number.	
Open Policy	If enabled, this field denotes whether the policy is an open policy.	
Cover Date	This field displays the date up to which the policy is covered.	
Expiry Date	This field displays the expiry date of the policy.	
Takaful Amount	The insurance policy amount.	
Utilized Amount	The utilized amount.	

Linked Finance Details

This user can view the details of linked finance accounts.

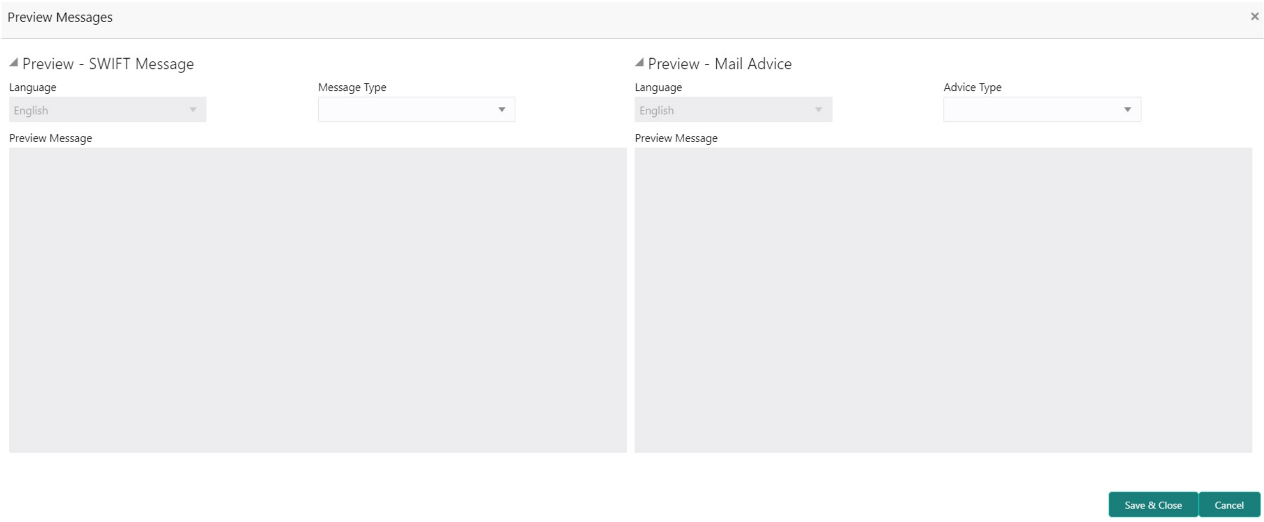


Provide the linked loan details based on the description in the following table:

Field	Description	Sample Values
Finance Account	The details of the linked loan account.	
Finance Currency	Loan Currency of the linked loan account.	
Finance Amount	Loan amount of the linked loan account.	

Preview

The Preview Message tile, draft message from the back office should be simulated and displayed.



Field	Description	Sample Values
Preview SWIFT Message		
Language	Select the language for the SWIFT message.	
Message Type	Select the message type.	
Preview Advice	Display a preview of the draft message.	
Preview Mail Device		
Language	Select the language for the advice message.	
Advice Type	Select the advice type.	
Message Type	Display a preview of the advice.	
Draft Confirmation Required	This toggle enables the user to select if draft confirmation is required or not	
Following fields will have values on receipt of customer response.		
Customer Response	User can enter the response received from customer. If the response is received online, the response is auto populated in this field by the system	
Customer Remarks	Remarks from the customer for the draft	
Response Date	Customer Response received date.	
Default Email list	Default email address of the customer.	
Add Recipients	Enables to add more recipients for the customer response.	

Action Buttons

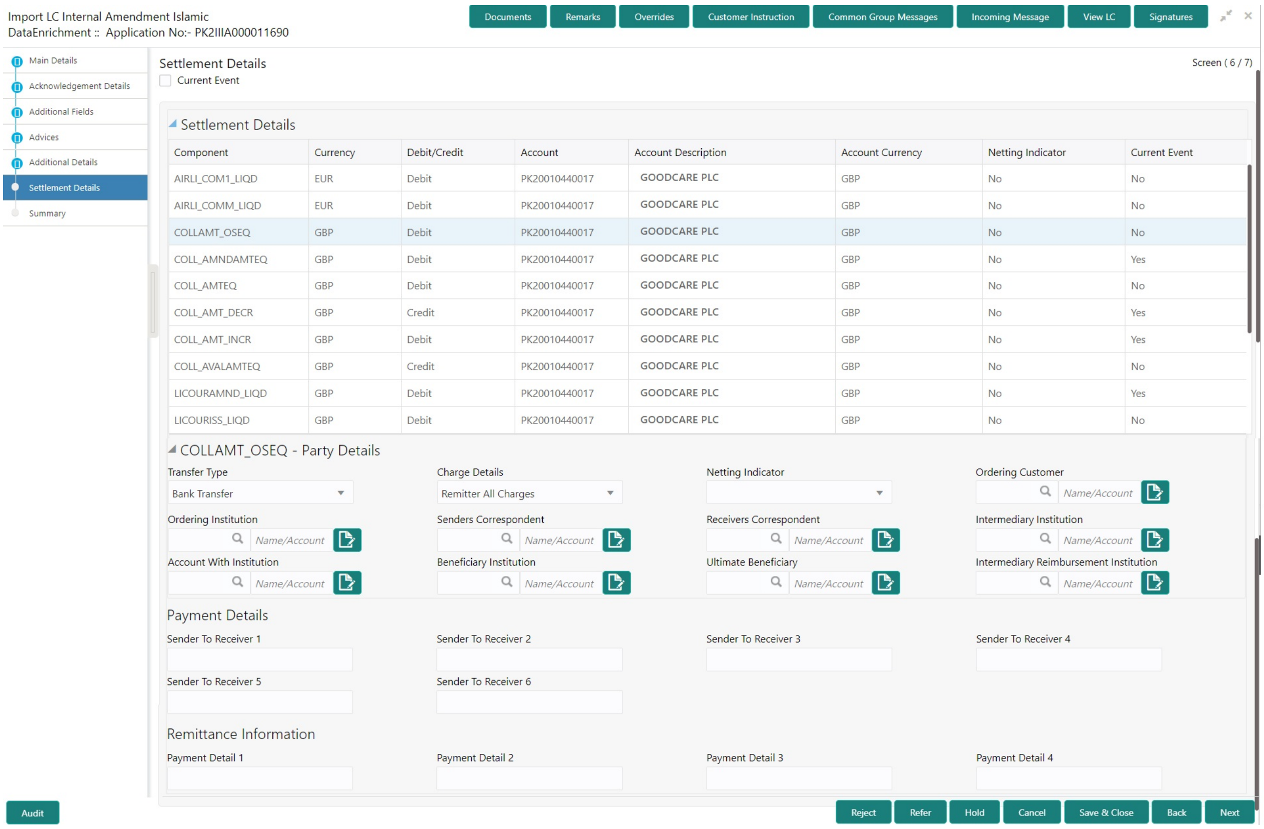
Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	The user can view the uploaded documents.	
Remarks	The user can view the remarks captured in the process during earlier stages.	
Incoming Message	User can view the incoming SWIFT message MT730.	
Overrides	User can view the various overrides that have been generated and accepted	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
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 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	

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 that is Settlement Details segment.	

Settlement Details

The user will verify and enter the basic settlement details available in the LC. In case the request is received through online channel i will verify the details populated.



Provide the settlement details

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	System displays the default currency for the component.	
Debit/Credit	System displays the debit/credit indicators for the components.	
Account	System displays the account details for the components.	
Account Description	System displays the description of the selected account.	
Account Currency	System defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	System defaults the current event as Y or N.	

Action Buttons

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

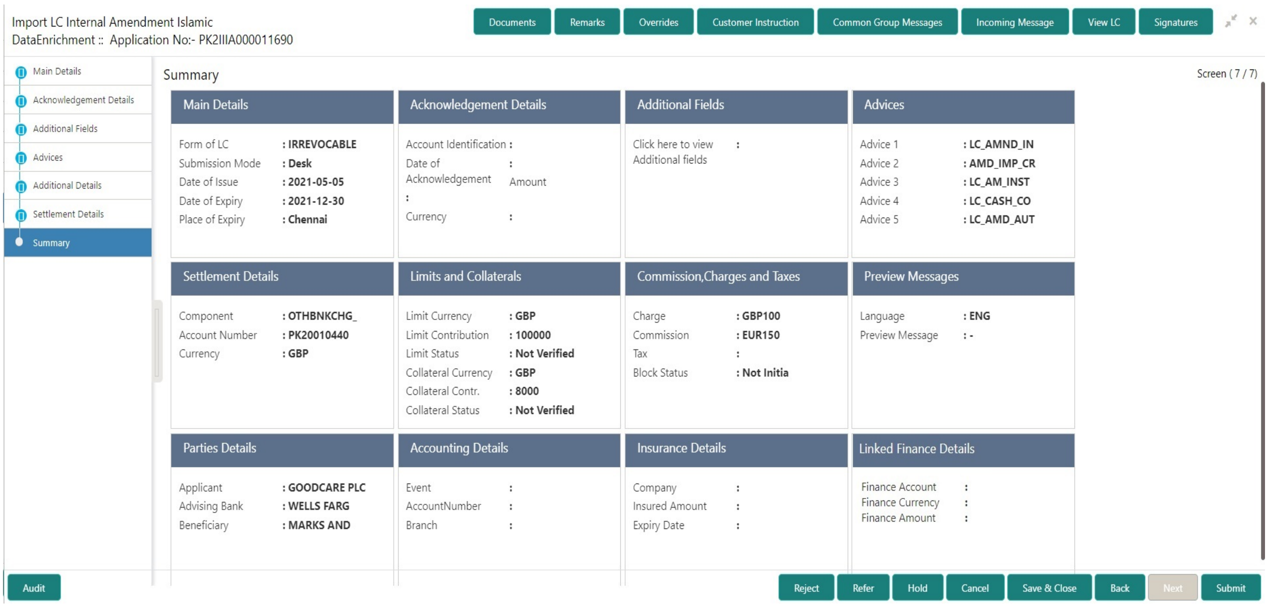
Field	Description	Sample Values
Documents	The user can view the uploaded documents.	
Remarks	The user can view the remarks captured in the process during earlier stages.	
Incoming Message	User can view the incoming SWIFT message MT730.	
Overrides	User can view the various overrides that have been generated and accepted	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	

Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
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 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	
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 that is Summary segment.	

Summary

User can review the summary of details updated in Data Enrichment Islamic Import LC Internal Amendment request.

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



Tiles Displayed in Summary

- Main Details - User can view and modify the application details and LC details, if required.
- Acknowledgement Details - User can view and modify the MT730 details, if required.
- Additional Fields - User can view and modify the details of additional fields, if required.
- Advices - User can view and modify the advices details, if required.
- Limits and Collaterals - User can view the captured details of limits and collateral.
- Commission, Charges and Taxes - User can view and modify charge details, if required.
- Preview Message - User can preview the message (MT799) generated if any.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction checks.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Accounting Details - User can view the accounting entries generated in back office.

Note

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message “Value Date is different from Transaction Date for one or more Accounting entries.

Action Buttons

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

Field	Description	Sample Values
Documents	The user can view the uploaded documents.	
Remarks	The user can view the remarks captured in the process during earlier stages.	
Incoming Message	User can view the incoming SWIFT message MT730.	

Field	Description	Sample Values
Overrides	User can view the various overrides that have been generated and accepted	
Submit	Task will get moved to next logical stage of Import LC Amendment. 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 you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
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 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	

Multi Level Approval

The user can view the summary of details updated in multilevel approval stage of Islamic Import LC Internal Amendment.

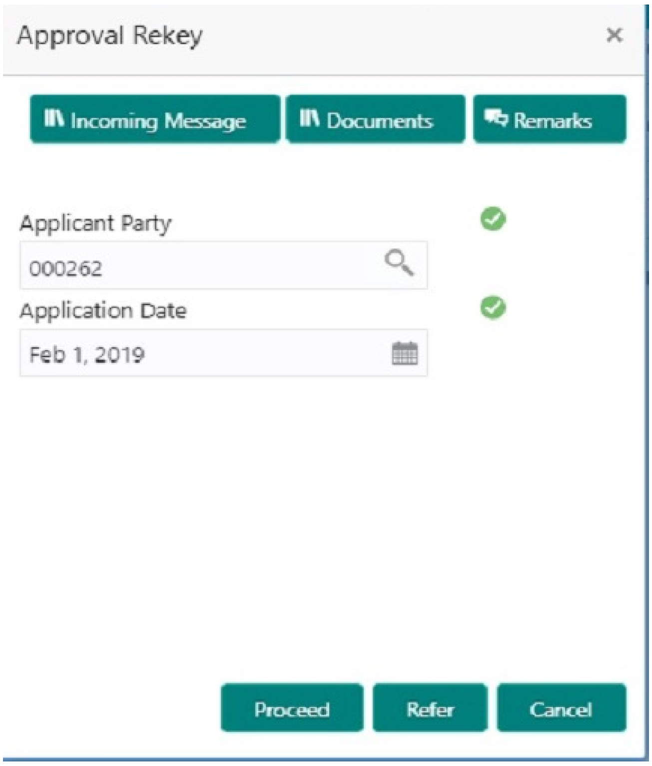
Log in into OBTFPM application and open the task to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

Note

The user can simulate/recalculate charge details and during calling the handoff, if handoff is failed with error the OBTFM displays the Handoff failure error during the Approval of the task.

Authorization Re-Key

User can input Rekey before Approval. On successful Rekey of data, user should be able to proceed to the Approval Summary screen.



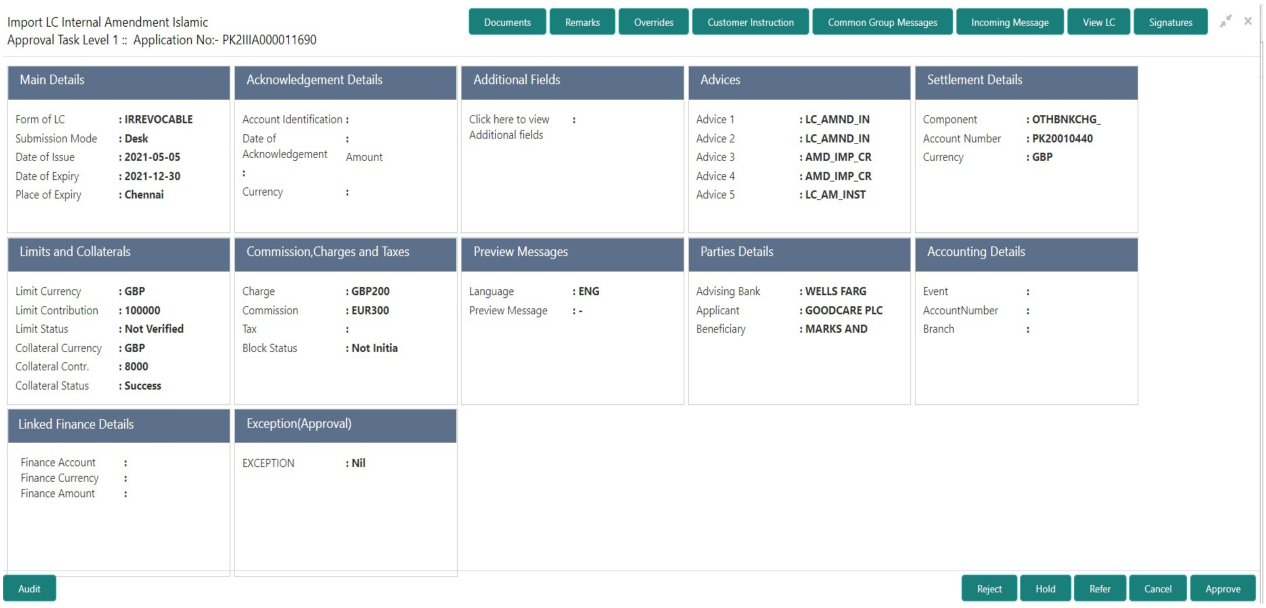
Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the LC Amendment. This information can be viewed by other users processing the request.	
Incoming Message	Displays the incoming message, if any.	
Action Buttons		
Proceed	On proceed, the screen navigates to approval summary screen.	

Field	Description	Sample Values
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 • R5 - Others	
Cancel	Cancel the Import LC Amendment Approval Rekey.	

Summary



Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Acknowledgement Details - User can view the MT730 details.
- Additional Fields - User can view the additional fields.
- Advices - User can view to the advices generated.
- Limits and Collaterals - User can view the captured details of limits and collateral.
- Commission, Charges and Taxes - User can view and modify charge details, if required.
- Preview Message - User can preview the message (MT799) generated if any.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction checks.
- Accounting Entries - User can view the accounting entries generated by back office system.

Note

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message “Value Date is different from Transaction Date for one or more Accounting entries.

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 and appropriate remarks must be provided.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the approval.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

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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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