

Products User Guide

# **Oracle Banking Trade Finance**

Release 14.6.2.0.0

**Part No. F74099-01**

November 2022

Products User Guide  
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# 1. Preface

## 1.1 Introduction

This manual is essentially designed to help you set up products in Oracle Banking Trade Finance. It takes you through the various steps involved in creating a product. Further, you can obtain information specific to a particular field by placing the cursor on the relevant field and striking <F1> on the keyboard.

## 1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Back office clerk	Input functions for contracts
Back office managers/officers	Authorization functions
Product Managers	Product definition and authorization
End of day operators	Processing during end of day/ beginning of day
Financial Controller/Product Managers	Generation of reports

## 1.3 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>.





## 1.4 Organization

This manual is organized as follows:

Chapter	Description
Chapter 1	<i>About this Manual</i> gives information on the intended audience. It also lists the various chapters covered in this User Manual.
Chapter 2	<i>Product Definition</i> explain about what a product means Oracle Banking Trade Finance and the process of defining the same.
Chapter 3	<i>Function ID Glossary</i> has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

## 1.5 Glossary of Icons

This User Manual may refer to all or some of the following icons:

Icons	Function
	Exit
	Add row
	Delete row
	Option List

## 1.6 Related Documents

For further information on procedures discussed in the manual, refer to the Oracle Banking Trade Finance manuals on:

- Common Procedures
- Building Interest Components
- Building Commission Components
- Building Charge Components
- Handling Brokerage
- Building Tax Components
- The Settlements Service

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## 2. Product Definition

### 2.1 Introduction

You will encounter the word 'product' frequently in the Oracle Banking Trade Finance user manuals. A 'product' is a *specific* service that you offer your customers.

For example, you may offer an 'overnight borrowing' facility to your customers. By defining a specific overnight borrowing facility as a money market product - with certain attributes - you can group together, or categorize, all overnight borrowings that share the attributes defined for the product.

This chapter contains the following sections:

- [Section 2.2, "The Advantages of Defining a Product"](#)
- [Section 2.3, "Product Definition"](#)

### 2.2 The Advantages of Defining a Product

The attributes that you define for a product apply on all contracts that are processed under the product. By creating a product, you construct a broad framework within which you can process contracts. This helps minimize the details you have to capture when processing a contract.

The advantage of defining a product is that it simplifies the task of entering into contracts.

### 2.3 Product Definition

This section contains the following topics:

- [Section 2.3.1, "Invoking the Product Definition Screen"](#)
- [Section 2.3.2, "Defining the Other Attributes of a Product"](#)
- [Section 2.3.3, "Interest Button"](#)
- [Section 2.3.4, "Commission Button"](#)
- [Section 2.3.5, "Charges Button"](#)
- [Section 2.3.6, "Tax Button"](#)
- [Section 2.3.7, "Accounting Roles Button"](#)
- [Section 2.3.8, "Events Button"](#)
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- [Section 2.3.13, "Specifying Free Format Texts and Instructions"](#)
- [Section 2.3.14, "Specifying Instruction Details"](#)
- [Section 2.3.15, "Document Codes Button"](#)
- [Section 2.3.16, "Tracers Button"](#)
- [Section 2.3.17, "User Defined Fields Button "](#)
- [Section 2.3.18, "Status Button "](#)
- [Section 2.3.19, "Indicating Automatic Status Change"](#)

- [Section 2.3.20, "Generating Advices for a Status Change"](#)
- [Section 2.3.21, "Specifying Status Control Details"](#)
- [Section 2.3.22, "Capturing Movement Details"](#)

### 2.3.1 Invoking the Product Definition Screen

In the Product Definition screen of every module, you can enter basic information about a product such as the Product Code, the Description, etc.

The Product Definition screens of the various modules of Oracle Banking Trade Finance are invoked from the Application Browser.

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#### Note

Product Definition screen is specific to a module. To create an LC product, for instance, invoke the 'LC Product Definition' screen from the Application Browser.

---

In a Product Definition screen, you should specify the following details for the products you create:

- A code unique to the product
- A brief description of the product
- The product type
- The product group
- A slogan for the product
- The life span of the product
- Your remarks

#### Product Code and Description

A product code identifies a product throughout Oracle Banking Trade Finance. This code should be four characters in length.

When defining a new product, you should enter a code that is unique across the different modules of Oracle Banking Trade Finance. For instance, if you have used MM01 for a product in the Money Market module, you cannot use it as a product code in any other module.

It may be difficult to recognize a product just by its code. In the Description field, therefore, suitably describe the product code so that it can be easily identified. This description will be displayed along with the code throughout Oracle Banking Trade Finance.

### **Product Type**

Product categories are referred to as 'product types.' When you create a product, you must specify the 'type' to which it belongs. For instance, you should specify the money market product type as 'Placement' if you are defining a placement product, and 'Borrowing' if you are defining a borrowing product. Similarly, in the Teller module, if you are setting up a Cash product, choose the 'Cash' option in the Product Type field. If you are setting up a product to process Traveller's Checks, choose the 'Others' option in the Product Type field.

### **Product Group**

Products can be categorized into groups based on the common elements that they share. You must associate a product with a group. This would facilitate retrieval of information of a *class* of products at one stroke.

For example, you can group all products involving travelers' checks into a product group. You can group all products involving deposits into a product group.

### **Slogan**

You can enter a marketing punch line for every product you create. This slogan will be printed on all advices that are sent to customers who avail of the product.

For example, if you set up a borrowings product called Money Multiplier, you could enter the slogan 'Watch your money grow with Money Multiplier.'

### **Start Date and End Date**

A product can be defined to be active over a specific period. When you create a product, you can specify a 'Start Date' and 'End Date' for it. The product can only be used within the specified period (i.e. within the Start Date and End Date).

If you do not specify the Start Date, the branch date will be displayed as the Start Date.

If you do not specify an End Date for a product, it can be used for an indefinite period.

The start and end dates of a product come in handy when you are defining a product that you would like to offer over a specific period.

For example, you have a promotional scheme for three months – 'Special Interest Rate for Savings Bank Accounts' – wherein you would like to pay higher interest on monthly minimum credit balances that exceed USD 20,000. This scheme is open between 1 October 1998 and 31 December 1998, and the rate of interest that you would like to pay on the balance is 5% – more than what you normally pay, that is, 2.5%.

Since the scheme ends on 31 December 1998, all those who have maintained monthly minimum credit balances exceeding USD 20,000 (for the period between 1 October 1998 and 31 December 1998) would be eligible for the higher rate of interest.

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#### **Note**

If you do not specify an End Date, the product can be used till it is closed.

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### **Remarks**

When creating a product, you can enter information about the product intended for your bank's internal reference. This information will *not* be printed on any correspondence with the customer.



### 2.3.2 Defining the Other Attributes of a Product

Once you have specified the basic details of a product, you can define the other attributes for it. From the Product Definition Main screen, you can move to the screen of your choice to define an attribute by clicking on the appropriate icon.

The other product attributes that you can define include:

- The interest, commissions, charges and fees that you would like to levy on contracts involving the product
- The taxes that apply on the contracts involving the product
- The type of accounts and the GL/SLs to which the accounting entries generated by contracts involving the product have to be posted
- The advices to be generated at different points in the life cycle of contracts involving the product
- A list of allowed or a list of disallowed branches (of your bank) that can use a product
- A list of currencies that are allowed or disallowed for a product
- Certain 'preferences', specific to a product
- Aging analysis related details
- Management Information System (MIS) details
- Clause/Document details

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#### **Note**

The product attributes that you can define would depend on the module in which you are creating the product. For instance, the attributes that you define for a product in the Letter of Credit (LC) module would vary significantly from the product attributes that you define in the Teller module. For products you create in the LC module, you would define commission, clause, and document details, whereas, these attributes would not apply to products you create in the Teller module.

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#### **Note**

There are some fields in the product definition screens in which a value must be entered. If you try to save a product without entering details in these fields, the product will not be saved. You will be prompted to enter all mandatory details before attempting to save the product.

---

### 2.3.3 Interest Button

In Oracle Banking Trade Finance, the interest that applies on a contract is referred to as the interest component of the contract. Calculating the interest component for a contract is achieved by:

- Creating interest rules
- Building interest classes
- Associating a product with an interest rule . This rule applies on all contracts processed under the product.
- Amending, if required, certain interest details that a contract acquires from the product under which it is processed

*For details relating to interest, refer the Building Interest Components User Manual.*

Click 'Interest' button in the 'Product Definition' screen to invoke the 'Interest Details' screen.

In this screen, you can associate the product you are creating with an Interest Rule. The attributes defined for the interest rule or class that you link to a product default to all contracts processed under the product.

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**Note**

For products created in certain modules of Oracle Banking Trade Finance, you may have to specify additional interest details. These details have to be specified in the Product Preferences screen of the module.

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*Refer the Products chapter of the respective user manuals for details.*

**Link Contract as Rate Code**

A floating rate component defined for a product can be linked to either a rate code, or to a contract with a fixed rate main component. If so linked, the fixed rate specified for the main component of the linked contract, is applicable to the main contract. This would work in a similar fashion to linking a rate code. The spread and customer margin is applied on the linked contract rate to arrive at the effective interest rate for the main contract.

The Code Usage can be set to Auto or Periodic, only for the FLOAT Rate Type.

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**Note**

If the selected linked fixed rate contract involves a different customer than that of the main contract, an override is sought, which can be accepted to proceed with saving the main contract.

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Whenever the fixed rate in the linked contract changes, the EOD process propagates the change to all contracts linked to it, also marking the rate revision for the contracts.

When the fixed rate in the linked contract is amended with a back value date, the effective date on which the changed rate is applied to any contracts it is linked to, is either the last liquidation date for the fixed rate contract, or the effective date of rate change for the contract it is linked to, whichever is later.

### **2.3.4 Commission Button**

To process an LC contract, your bank may collect commissions calculated on different bases. In Oracle Banking Trade Finance, calculating commission for LC contracts is achieved by:

- Defining commission rules
- Associating a product with a commission rule. This rule applies on all contracts processed under the product
- Amending, if required, certain commission details that a contract acquires from the product under which it is processed

*For details relating to commission, refer the Building Commission Components User Manual.*

Click 'Commission' button in the Product Definition screen (LCDPRMNT) to invoke the 'ICCB Details' screen.

The screenshot shows the 'ICCF Details' window with the following fields and sections:

- Product Code** and **Product Description** (text boxes)
- ICCF** section:
  - Component \*** (text box)
  - Rule Id** (text box)
  - Event** (text box)
  - Description** (text box)
  - Rule Description** (text box)
  - Event Description** (text box)
- Basis** section:
  - Amount Type \*** (text box)
  - Category** (dropdown menu, set to 'Normal')
  - Accrual Required** (checkbox)
- Calculation Basis** section:
  - Table with columns: **Currency \***, **Calculation Basis**
- Settlement Currency** section:
  - Allow Amendment** (checkbox)
  - Stop Application** (checkbox)
- Interest** section:
  - Rate Type** (dropdown menu, set to 'Fixed')
  - Rate Code** (text box)
  - Code Usage** (dropdown menu)
  - Main Component** (checkbox)
- Product Limits** section:
  - Table with columns: **Currency \***, **Default Date**, **Minimum Date**, **Maximum Date**, **Minimum Spread**, **Maximum Spread**

Buttons: **Ok**, **Exit**

In this screen, you can associate the product you are creating with a Commission Rule. The attributes defined for the rule that you link to a product default to all contracts processed under the product.

### 2.3.5 Charges Button

On the transactions and contracts you enter in Oracle Banking Trade Finance, you may opt to levy charges or fees. You can calculate charges and fees for a contract in the following manner:

- Define a Charge/Fee Rule
- Build a Charge Class and associate it with a rule
- Associate a product with charge classes. These classes apply on all contracts processed under the product
- Amend, if required, certain charge details that a contract acquires from the product under which it is processed

You can identify the charge component for a product in the 'Charge Details' screen. Click 'Charges' button from the Product Definition screen of any module to invoke this screen.

*The steps involved in processing charges for a contract, i.e. defining charge rules, defining charge classes, associating charge classes with a product, and amending charge details to suit a contract are explained in the Building Charge Components User Manual.*

### 2.3.6 Tax Button

In Oracle Banking Trade Finance, you can compute the tax that applies on a contract or deal by:

- Setting up a tax rule
- Linking tax rules to create a tax scheme
- Associating a product with a tax scheme. The rules that are part of the scheme will apply on all contracts processed under the product
- Amending, if required, certain tax details that a contract acquires from the product under which it is processed

You can identify the tax components for a product in the 'Product Tax Linkage' screen. Click 'Tax' button in the 'Product Definition' screen of any module to invoke this screen.

*The steps involved in processing tax for a contract is explained in the Building Tax Components User Manual.*

### 2.3.7 Accounting Roles Button

In Oracle Banking Trade Finance, accounting—simplistically, posting accounting entries to the appropriate ledgers maintained in your Chart of Accounts—is automated. This is achieved by defining an intricate accounting structure that includes the Chart of Accounts, Transaction Codes and Amount Tags, and by identifying accounting roles, heads and amount tags for the products you create at your bank. As a result, the accounting entries that are generated at the various events in the life cycle of contracts are *automatically* posted to the ledgers specified for the product.

*In this section, we shall discuss setting up of accounting details for a product.*

Before we proceed with setting up accounting details for a product, we shall discuss a few terms that you will frequently encounter in this section.

- Accounting Head - In Oracle Banking Trade Finance, the different General Ledgers (GLs) and Sub-Ledgers (SLs) maintained in your Chart of Accounts are referred to as accounting heads, or, simply, account heads.
- GL Types - The GL/SLs that you have maintained in your bank can be categorized into different GL Types: Asset, Liability, Income, Expense, Contingent Asset, Contingent Liability, Position GL, Position Equivalent GL, etc. When maintaining a GL in the External Chart of Accounts, you have to identify its type.
- Amount Tag - A contract would typically consist of several components. For instance, a contract would consist of the principal, interest, charges, tax, etc. These amounts are referred to as the 'components' of a contract. In Oracle Banking Trade Finance, a unique tag called the Amount Tag identifies each component.
- Accounting Roles - Accounting Roles are tags that identify the *type* of accounting entry that is posted to an accounting head. For instance, in the Letters of Credit (LC) module, assume you have specified the following commissions for an LC product, to be collected when issuing LCs processed under the product: ISSCOMM1 and ISSCOMM2.

The following Accounting Roles will be automatically generated in Oracle Banking Trade Finance to identify all possible types of accounting entries involving these commission components:

COMMISSION 1	COMMISSION 2	Type of Accounting Entry
ISSCOMM1_INC	ISSCOMM2_INC	Income
ISSCOMM1_EXP	ISSCOMM2_EXP	Expense
ISSCOMM1_PAY	ISSCOMM2_PAY	Payable
ISSCOMM1_REC	ISSCOMM2_REC	Receivable
ISSCOMM1_RIA	ISSCOMM2_RIA	Received in Advance
ISSCOMM1_PIA	ISSCOMM2_PIA	Paid in Advance

Similarly, based on your accounting set up in a module, accounting roles are automatically generated for the other components of a contract.

You can maintain the accounting details for a product in two screens:

- The Product Accounting Roles to Head Mapping Definition screen
- The Product Events Accounting Entries and Advices Maintenance screen

Before you define the accounting details for a product, you should define the various components of the contracts involving the product such as interest, charges, tax, etc.

In the Product Accounting Role to Head Mapping Definition screen, a list of accounting roles will automatically be generated based on the components you define for the product. You should map all the accounting roles that are available with the appropriate accounting heads.

You can invoke the 'Accounting Roles' screen by clicking 'Accounting Roles' button in the Product Definition screen.

Enter the following details:

### Product Code and Description

In this field, briefly describe the product that you are maintaining. The description that you enter here will help you identify the product all through the module.

Adopting either of the following procedures, you can specify the accounting roles and heads for a product:

- Associating the product with an Accounting Role to Head Mapping Class. (This is possible only if you have maintained classes of Accounting Roles and Heads specifically for the module.)
- Mapping accounting roles and heads specifically for the product

### **2.3.7.1 Indicating Class Details**

Enter the following details:

#### **Class Code and Description**

You can opt to associate an Accounting Role to Head Mapping Definition Class (that you have maintained) with the portfolio product that you are creating. By opting to associate a class with a product, you save the effort of defining the accounting roles and heads for a product, all over again. The roles and heads defined for the class will automatically default to the portfolio product. You can change these defaults to suit the product you are defining.

Click 'Default From Class' button in the Product Accounting Role to Head Mapping Definition screen to associate the product you are maintaining with a class of mapped roles and heads. A list of the classes that you have defined specifically for the module will be displayed. Choose a class with the requisite accounting heads and roles mapped.

*The procedure for setting up an Accounting Role to Head Mapping class is similar to mapping accounting roles and accounting heads specifically for a product. This is discussed below.*

### **2.3.7.2 Specifying Roles**

Enter the following details:

#### **Accounting Role**

If you do not use a class to define accounting role and heads for a product, in this screen, you can define them specifically for the product you are creating.

In the Accounting Roles column, select an Accounting Role from the adjoining option list. You can choose a role by double clicking on it. Next, in the Account Head column, select an accounting head from the adjoining option list. Click add icon to map the role with the corresponding head in the Accounting Head column. If you would like to delete a role to head mapping, click delete icon.

#### **Account Head**

If you choose not to associate the product with a class, you have to specify the account heads for the product, in this field. You can invoke a list of the accounting heads that you have maintained from the option list positioned next to this field. Choose a head by double clicking on it.

#### **Description**

A brief description of each accounting head that you choose will be provided in the Description field.

### **2.3.8 Events Button**

At an event, typically, you would want to post the accounting entries to the appropriate account heads and generate the required advices. When setting up a product, you can define the accounting entries that have to be posted and the advices that have to be generated at

the various events, once the products are authorized. To do this, click 'Events' button in the Product Definition screen. The 'Product Event Accounting Entries' screen is displayed.

Specify the following details:

### Event

A contract goes through different stages in its life cycle. In Oracle Banking Trade Finance, the different stages a contract passes through in its life cycle are referred to as 'events'.

Each stage is referred to as an Event in Oracle Banking Trade Finance.

You can define the accounting entries and advices for events using either of the following methods:

- Associating a product with an Events Class. This is possible only if you have maintained Event Classes in Trade Finance Events Class Maintenance Screen specifically for the module
- By defining event details specifically for the product

Click 'Default From Class' button in this screen to associate the product you are maintaining with an Events class. A list of the Events classes that you have defined specifically for the module will be displayed. Choose a class with the requisite events and accounting details maintained. The product acquires the accounting entries and advices defined for the Events class you choose.

*The procedure for setting up an Events class is similar to defining events and accounting details for a product. Refer the following sub-head for details.*

#### **2.3.8.1 Defining Events and Accounting Details Specifically for a Product**

If you do not use an events class, you should define event details specifically for the product. In this case, select an event from the adjoining option list that displays a list of events pertaining to the module.

For every event you select, you should specify the accounting entries that should be passed and the advices that should be generated.

Click 'Accounting Entries' button in the Events Definition screen to specify the accounting applicable to the event.



For an each event, you have to maintain accounting information, as follows.

### **Accounting Role**

Specify the accounting role that should be used at the event. The option list displays all the accounting roles specified for the product in the Accounting Role Definition screen.

### **Amount Tag**

Specify the tag which identifies the component that has to be posted to the account head.

### **Dr/Cr**

Indicate whether the accounting role you specified is for the debit or credit leg of the contract event.

### **Txn Code**

Every accounting entry in Oracle Banking Trade Finance is associated with a Transaction Code that describes the nature of the entry. Specify the transaction code that should be used to post the accounting entry to the account head.

### **Netting**

Specify whether accounting entries should be netted at an event. You can net the accounting entries that are generated at an event if the set of entries satisfy the following criteria:

- The entries belong to the same Account and Branch
- The entries to be netted are in the same currency
- The entries have the same value date
- The exchange rate to be picked up for the entries is the same

You should define details for both the legs of an accounting entry. For each accounting entry, you should specify the details of the debit and the credit leg. Thus, the first two specifications will be for one entry, the next two for another, and so on. The Transaction Code for the entry should be specified for both legs of the entries.

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**Note**

If netting is indicated for Income/Expense GLs marked for accounting entry-based revaluation of FCY entries, an override is displayed. If the override is accepted, the offset is not identifiable and the entry is revalued as a single entry. For more information on accounting entry-based revaluation of FCY entries for an Income/Expense GL, refer the General Ledger (GL) user manual.

---

**Rate Type Indicator**

Select the rate type indicator used for revaluation purpose from the drop-down list. Following are the options available in the drop-down list:

- Mid
- Buy
- Sale

**Revaluation Required**

Select the Revaluation Required.

**Revaluation Transaction Code**

Specify the Revaluation Transaction Code.

**Profit GL**

Specify the Profit GL.

**Loss GL**

Specify the Loss GL.

**MIS Head**

Specify the MIS Head.

**Rate Code**

Specify the Rate Code.

## 2.3.9 Advices Button

At an event, you can opt to generate an advice if the accounting entry involves a customer account. Click 'Advices' button in the Events Definition screen to define the advices that should be generated for a specified event.

The screenshot shows a software window titled "Advices". At the top, there are two input fields: "Event Code" and "Description". Below these is a section titled "Advices Details". This section contains a table with the following columns: "Advice Name \*", "Description", "Generation Time", "Suppress", "Priority", and "C". The table is currently empty. Above the table, there are navigation controls (back, forward, search) and a "Go" button. At the bottom right of the window, there are "Ok" and "Exit" buttons.

### **Event Code**

Code of the specified event is defaulted from the Event level.

### **Description**

Description of the specified event is defaulted from the Event level.

### **Advices Details**

The following advice details can be maintained here:

#### **Advice Name**

Specify the advices that you would like to generate. The adjoining option list displays all advices that can be generated at an event. You can choose the appropriate one.

#### **Description**

Description of the specified advice is defaulted here.

#### **Generation Time**

Authorization is defaulted as the generation time for all advices which need to be generated for a specified Event.

#### **Suppress**

Select 'Y' or 'N' from the adjoining drop-down list to either suppress or allow the generation of some advices.

#### **Priority**

Select the importance of the advice generation from the adjoining drop-down list. This list displays the following values:

- High
- Medium

- Low

### Charges

Check this box if you want to collect charges for advice generation.

### 2.3.10 Preferences Button

'Preferences' are options that you can choose to give shape to a product. You can specify your preferences for the products you create in the Product Preferences screens of the respective modules. Click 'Preferences' button in the Product Definition screen to invoke the Product Preferences screen.

*Product Preferences are specific to a module. Refer to the Products Chapter of the respective user manuals for details.*

### 2.3.11 MIS Button

You can retrieve MIS related information for a product by linking it to a Warehouse Code. Linking a product to a warehouse code ensures that all contracts processed under the product are automatically tracked under the specified Warehouse Code.

Click 'MIS' button in the Product Definition Screen to define the MIS details for the product you are creating.

In this screen, you should capture the following MIS details for a product.

#### MIS Group

You should link a product to an MIS group. By doing so, you indicate the MIS group under which all transactions linked to the product should be tracked. (If you do not want to link a product to an MIS Group, you can define the individual entities under which the product should be reviewed). If you link the product to an MIS Group, the entities defined for the group will be displayed; you can change these entities. For a product, only the transaction type of MIS Class applies. The specific MIS entity (in the form of an MIS Code) will be picked up, by default, only if you have defined them for the group. If not, you have to indicate the appropriate MIS code for each applicable MIS class.

If you choose to link the product with the group, any change made to the group will be automatically applied to all transactions associated with the product. If you do not select this option, the changes made to the MIS group after the linking will not affect the transactions to which the product is associated.

#### **Pool Code**

On linking the product to an MIS group, you should also indicate the Pool code from the product will borrow and lend.

#### **Cost Code**

Similarly, if you have linked an MIS Group to the product, the cost codes defined for the group will be displayed. You have the option to change them. If you have not linked an MIS Group with the product, you can indicate the applicable cost codes.

#### **Fund Code**

For **Fund** products that you create, you can indicate the fund MIS codes to which the product should report.

You will not have an option to change the defaulted list of Fund MIS codes for specific funds to which the product is associated.

After you make the specifications, click 'Ok' button to store them. Click 'Exit' or 'Cancel' button to delete your specifications.

*Please refer to the MIS User Manual for more details.*

### **2.3.12 Associating a Product with a Brokerage Rule**

You can automate the processing of brokerage on contracts by associating brokerage rules to products. Brokerage will be calculated for all contracts processed under the product on the basis of the brokerage rule associated to the product.

*Refer the Processing Brokerage User Manual for information relating to brokerage.*

### **2.3.13 Specifying Free Format Texts and Instructions**

Ideally, before you set up products, you should maintain and tag Free Format Texts (FFTs) and Instructions that are typically required for the contracts you process. For the products you set up, you can specify the tags that identify these FFTs and Instructions. When contracts involving the product are processed, the FFTs and instructions you specify will automatically be printed at various events, along with the specified advices.

To associate FFTs and instructions to a product, click the 'Free Format Text' tab in the Product Definition screen and invoke the 'Instructions and Free Format Text' screen will be displayed.

In this screen, you can specify the FFTs that are applicable to the product you are creating. (A list of standard FFTs is maintained in the Free Format Text Maintenance screen.) Select an FFT code from the list of FFTs. The description associated with the FFT code you have selected will be displayed.

You can associate several FFTs to a product you are creating. The FFTs, including the other details that you define for it, will apply on all contracts involving the product.

### **Advice Code**

You can opt to specify whether the FFT or instruction is for the internal reference of the bank or whether it should appear on the advices generated for the contracts linked to the product.

You can indicate that the FFT or Instruction is for the internal reference of the bank by not specifying an advice code. If the FFT is to appear on the advices sent to the customer, specify the advice on which the FFT or Instruction should be printed. To do this, in the Advices screen, select an advice code from the list of the advices that you specified for the product.

After you have specified details for an FFT, click add icon to add it to the list of FFTs for the product. Click delete icon to delete an FFT specified for the product.

## **2.3.14 Specifying Instruction Details**

Through the Product FFT and Instructions screen, you can specify the instructions that are applicable to the product you are creating. A list of the standard instructions that can accompany a product is maintained in the Instructions Codes Maintenance screen. Select an Instruction code from the list of instructions maintained.

You can associate several Instructions to the product you are creating. The instructions, including the other details that you define for it, will apply on all contracts involving the product.

## Advice Code

You can indicate whether the instruction is for the internal reference of your bank or whether it should appear on the advices generated for the contracts linked to the product.

You can indicate that an instruction is for the internal reference of your bank by not specifying an advice code. If the Instruction is to appear on the advices you send your customers, specify the advice on which the Instruction should be printed. You can select an advice code from the list of the advices in the Advices screen.

After you have specified details of the Instructions applicable to a product, click add icon to add it to the list of instructions for the product. Click delete icon to delete an instruction associated with a product.

---

### Note

While entering a contract involving this product, you can add to or delete from the defaulted list of instructions and FFTs.

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## 2.3.15 Document Codes Button

In addition to the Instructions and FFTs that you specify for a product, you can associate documents and clauses. From the 'Product - Instructions and Free Format Text' screen, click 'Document Codes' button to specify the documents and clauses applicable to the product you are creating. The documents that can be associated with a product are broadly classified into:

- Transport documents
- Insurance documents
- Invoices
- Other documents (includes packaging list, certificate of origin, etc.)

The screenshot shows a software window titled "Document Codes". At the top, there are two input fields: "Product Code" and "Product Description". Below these are two sections: "Document Details" and "Clause Details". Each section has a search bar with "1 Of 1" and a "Go" button. The "Document Details" section has a table with columns: Document Code, Document Type, Document Description, and Serial Number. The "Clause Details" section has a table with columns: Clause Code, Clause Description, and Serial Number. Both tables are currently empty. At the bottom right of the window, there are "Ok" and "Exit" buttons.

There are certain standard documents that are required under a documentary product (as in the case of a Documentary LC product). You can specify the documents that are applicable to the contracts that are linked to the product.

#### **Document Code**

A list of the standard shipping documents that can accompany the contract is maintained in the Documents Maintenance screen. Along with these documents, you will also be provided with a pre-defined list of documents.

Select a document code from the list of documents maintained at your bank.

#### **Document Type and Description**

The description and the document type of the code you have selected will be displayed.

You can specify several documents for the product you are creating. All documents that you define for a product will default to the contracts involving the product.

After you have specified details of the document, click add icon to add it to the list of documents, applicable to the product. Click delete icon to delete a document specified for the product.

#### **Clause Code**

A clause is a statement that can accompany a document sent under an LC. After indicating the documents applicable to a product, you can specify the related clauses that should accompany the document.

A list of the standard clauses that can accompany a document is maintained in the Clauses Maintenance screen. From the pre-defined list of clauses, select the clauses applicable. You can attach more than one clause to a document that you have specified for a product.

By default, all the clauses, including the number of copies that you specify for the product, will be sent for all contracts involving the product.

After you have specified details of the clause, click add icon to add it to the list of clauses for the document. Click delete icon to delete a clause specified for the product.

---

#### **Note**

While entering a contract, you can add to or delete from the default list of documents and clauses.

---

### **2.3.16 Tracers Button**

Tracers are reminders that can be sent to the various parties involved in a contract. In the Product Tracer Details screen, you can specify your preferences for the tracers that should be generated for the various exceptions that occur in the life cycle of contracts processed under the product.



To specify tracer details to be applicable on contracts involving a product, click 'Tracers' button in the Product Definition screen. The 'Bills Collections Product Tracer Details' screen is displayed.

The screenshot shows a window titled 'Tracers' with a blue header bar. The window is divided into four main sections, each with a title and several input fields:

- Tracer Details for Reserve Exception:** Includes fields for 'Tracer Generation' (dropdown), 'No of Tracers', 'Start Tracers After Days', 'Generation Frequency Days', and 'Preferred Medium'.
- Tracer Details for Acceptance Exception:** Includes fields for 'Tracer Generation' (dropdown), 'No of Tracers', 'Start Tracers After Days', 'Generation Frequency Days', and 'Preferred Medium'.
- Tracer Details for Payment Exception:** Includes fields for 'Tracer Generation' (dropdown), 'No of Tracers', 'Start Tracers After Days', 'Generation Frequency Days', and 'Preferred Medium'.
- Tracer Details for Charge Exception:** Includes fields for 'Tracer Generation' (dropdown), 'No of Tracers', 'Start Tracers After Days', 'Generation Frequency Days', 'Preferred Medium', and 'Template Id'.

At the top of the window, there are fields for 'Product Code' and 'Product Description'. At the bottom right, there are 'Ok' and 'Exit' buttons.

Tracer details for the following exception events can be captured through the Product Tracer Details screen:

- Reserve Exception
- Acceptance Exception
- Payment Exception
- Charges Exception

For each of these exceptions, you can generate tracers to the parties concerned.

### Tracers Generation

You can indicate whether a particular exception tracer is applicable to a product you are creating. The options available are:

- **Applicable** - If you specify that a tracer is applicable for a product, you can also specify the number of tracers that should be sent for the exception
- **Not Applicable** - You can select this option to indicate that the exception tracer is not applicable to the product that you are creating
- **Till resolved** - If you indicate that the tracer should be generated until the exception is resolved, you need not specify the number of tracers that should be sent.

### Number of Tracers Required

You can specify the maximum number of copies of a tracer that should be sent for each of the exceptions occurring in a contract involving the product you are maintaining. The default value is 9999.

### Start Tracer after Days

Tracers can be generated only after a contract is authorized. You can specify the number of days that should elapse after contract authorization when the first tracer is to be sent.

By default, the first tracer for all authorized contracts linked to a product will be sent on the basis of your prescription for the product.

### Generation Frequency

For the contracts linked to the product you are setting up, you can specify the frequency (in days) at which tracers should be sent to the parties involved.

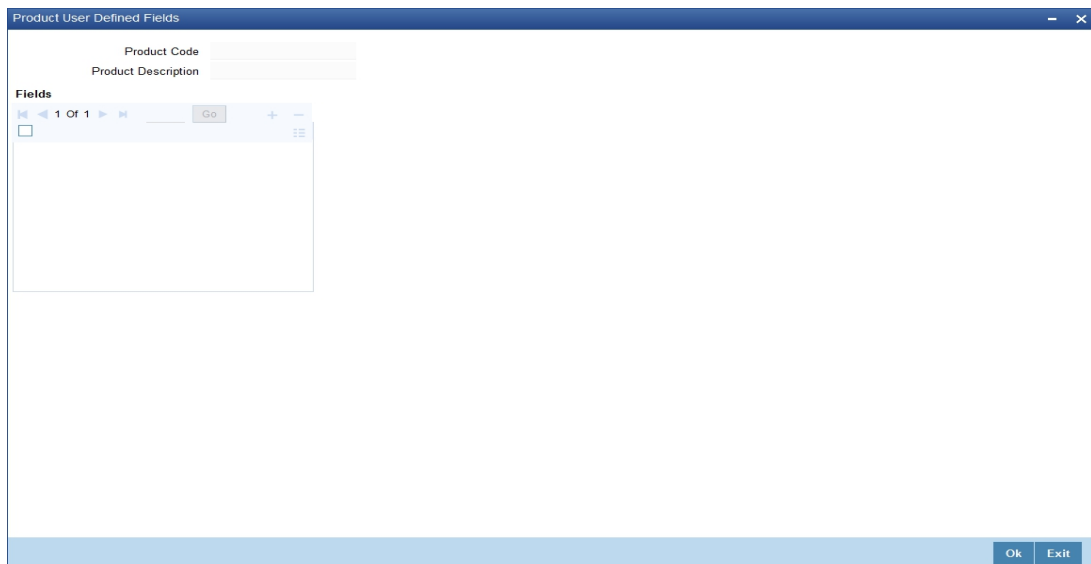
### Preferred Tracer Medium

For each of the exception tracers that you specify, indicate the preferred medium through which the tracer should be generated to the party concerned.

Tracers for all contracts processed under a product will be generated in the medium that you specify for the product. However, when processing a contract, you can change the medium to suit your requirements.

## 2.3.17 User Defined Fields Button

Fields defined in the User Defined Fields screen can be made applicable to the products that you create for the front-end modules of Oracle Banking Trade Finance. At the time of creating a product, click 'Fields' button from the Product Definition screen.



From the list of all the fields that you created, you can choose specific fields and make them applicable to the product. Besides, you can also specify the values that should be defaulted for the field.

The list of fields and the default values that you select for a product will be apply to all transactions associated with the product.

*Refer to the User Manual 'Creating User Defined Fields' for details.*

## 2.3.18 Status Button

A contract that is yet to reach its repayment date or on which repayments are being made on schedule may be considered as being in a 'Normal' status. When a payment is not made on its due date, you may want to do an aging analysis for the contract. You can do an aging analysis by changing the status of a contract on which payment is defaulted.

At any time during the life cycle of a contract, you can generate reports, which detail the status of aging contracts. This will help you follow-up on payments due. Click 'Status' button and invoke the following screen.

Apart from the Normal status that is automatically allotted to a contract on its initiation, a contract on which payment has not been made on the due date can pass through several other status. You can define attributes for each status through this screen. These attributes are:

- the number of days in which a contract should stay in a particular status after its repayment date has been reached
- whether the GL under which it is reported should be changed when there is a status change; and, if so
- the new GL under which it should be reported

### Status

Ideally, when setting up a product, you should identify all possible status that contracts involving the product would move into. You should also indicate the sequence of status changes for contracts. Further, in this screen, you can specify the number of days after which a status change must automatically be carried out on components that remain due.

For example, you define the following status for the product, 'Export Bills Discounted - 45 days':

- Past Due Obligation (PDO)
- Non-accrual basis (NAB)
- Write-off (WO)

You want a bill under this product to move from one status to another in the order in which they are listed above. For such a condition, the status sequence has to be defined as follows:

- PDO -- 1
- NAB -- 2
- WO -- 3

Based on the default number of days defined for each component, a bill will first be moved from 'Normal' status to 'PDO', then to 'NAB', and, lastly, to 'WO' status.

### **Transaction**

When the GL under which a component is reported is changed along with the status of a contract, an accounting entry is passed. A Transaction Code is associated with every accounting entry in Oracle Banking Trade Finance. You should indicate the Transaction Code to be used for the GL transfer entries involved in the status change.

### **Specifying Accrual Preferences for the Status**

You can indicate how accruals should be handled when the contract moves into the status you are defining.

### **Stop Accrual**

You can indicate that accruals (on all accruable components of the contract) should be stopped when the contract moves to the status being defined. By doing so, you can ensure that your Receivable accounts for interest and other components are not updated for a contract on which repayment has been defaulted.

In our example of 'Export Bills Discounted - 45 days', the following status codes are involved:

- Past Due Obligation (PDO)
- Non-accrual basis (NAB)
- Write-off (WO)

For this product, you can specify that when the bill moves to PDO status, accruals can continue while accruals have to stop when the bill moves to NAB status.

If you choose to stop accrual entries from being passed for the contract, the date up to which accrual entries for the contract should be passed is determined by the preferences specified for the product to which the contract is associated.

### **Complete Accrual**

If you select this option, accrual for all accruable components will continue when a contract moves into the status you are defining. Depending on the movement of the component (upward or downward) accrual entries will be passed to the new GL.

### **Reverse Accruals**

You can indicate that the outstanding accruals (where a component has been accrued but not paid) on the contract should be reversed when it moves to the status that you are defining. If you specify so, the accrual entries passed on the contract, will be reversed when the status change is carried out.

---

#### **Note**

Future accruals should necessarily be stopped if, the accruals done till the date of status change have to be reversed.

---

In our example of the product for 'Export Bills Discounted - 45 days', the following statuses are involved:

- Past Due Obligation (PDO)
- Non-accrual basis (NAB)
- Write-off (WO)

Accruals on a bill should be stopped when it moves to NAB. We can specify that, besides stopping accruals, the accruals done so far have to be reversed. In such a case, the accruals

done on the bill (for all accruable components), on which a payment has not been made, will be reversed out.

Suppose a bill under this product was initiated on 01 June '99, with the following details:

- Value (Initiation) Date -- 01 June '99
- Maturity Date – 14 July '00
- Interest Rate – 20%
- Repayment – Payment of principal and interest, on the maturity date.

In this case, there is a default on the repayment. The bill moves to PDO status on 1 March '99 (15 days after the maturity date) and to NAB status on 16 March '99 (30 days from the maturity date). Since the product has been defined for reversal of accruals along with status movement to NAB, the accruals for the 30 days of default will be reversed out.

### **2.3.19 Indicating Automatic Status Change**

Check one of the following options:

#### **Forward**

A 'forward' status change is one in which the status changes from one to the next, in the sequence you have defined. In our example, the movement from Normal to PDO, PDO to NAB, and NAB to Write-Off are all forward changes.

#### **Reverse**

A 'reverse' status change is one in which the status changes from one to the previous. Such a situation arises when a payment is made on a contract with a status other than Normal.

If you specify that forward changes have to be carried out automatically, the status of the contract will be changed after the specified number of days. If not, you have to change the status of a contract through the contract processing function.

Even if you have specified automatic status change for a product and, therefore, a contract involving it, you can manually change the status of a contract before the automatic change is due. You can do it through the Contract On-line Details screen.

However, if a product has been specified with manual status change, you cannot specify automatic status change for a contract involving the product.

If you specify that reverse changes have to be carried out automatically, the status will be changed when a payment is made on a contract with a status other than Normal. If you specify that reverse changes should not be automatic, the status remains unchanged even if a repayment is made on the contract. You have to change the status, manually, through the Contract Processing function.

A reverse change may also become necessary when the number of days of default is increased for a product.

If you specify that forward changes or reverse changes have to be carried out automatically, the status changes will be carried out by the Automatic Contract Update function when it is executed at the Beginning of Day on the day the change falls due. If the due date for the forward or reverse status change happens to be a holiday, then, the processing would depend on your specifications in the Branch Parameters screen.

If you have not specified that the forward or reverse changes should be carried out automatically, the status remains unchanged till you specifically change it for a contract through the Contract Processing function.

### 2.3.20 Generating Advices for a Status Change

You can generate advices, when the components of the contract move forward from one status to the next, to notify the customer of the status change. These messages or advices are maintained in the Messaging System of Oracle Banking Trade Finance.

### 2.3.21 Specifying Status Control Details

The number of days after which a component should be moved to a particular status can vary for each of the components of the contract.

The number of days is always counted as calendar days from the maturity date specified for the contract. The following example illustrates this concept:

In the example of 'Export Bills Discounted - 45 days', the following status are involved:

- Past Due Obligation (PDO)
- Non-accrual basis (NAB)
- Write-off (WO)

For PDO status, the number of days that should result in a status change for different components is defined as follows:

Component	No. of Days
Interest	15 days
Principal	30 days
Charges and Fees	45 days

You enter a bill involving the product. The customer defaults on the repayment. The status of the bill moves to 'PDO' status after 15 days of default in interest payment.

A bill involving this product is moved to 'PDO' status after 15 days of default in interest payment. The report on the bills with 'PDO' status will indicate that for this bill only the interest component is in 'PDO' status.

The principal of the bill will be reported to be in 'PDO' for both interest and principal 30 days after the maturity date; so also for interest and fees.

If the customer pays back only the interest and keeps the principal outstanding, the bill will be moved to PDO only after 30 days of default in principal repayment.

If the number of days you have specified for a status change varies for each component of a contract, the components will be in a different status at any given time. This again, is left to your discretion. You may tend to be more lenient with the repayment of the principal (since the principal earns interest) and specify a greater number of days for the principal to move from Normal to PDO, than you would for the main interest component. You may specify 15 days for the principal to move from Normal status to PDO while you specify just 5 days for the interest to move from Normal to PDO.

### 2.3.22 Capturing Movement Details

You may have a GL structure under which contracts in Normal status are reported, while those with defaulted payments are reported under different GLs, depending on their status.

For example, the GL structure for 'Discounted bills for 45 days' could be as follows:

Status	GL
Normal	1001ASSF
PDO	1001ASSF
NAB	1110ASSC
WO	1111ASSE

For each component, you should indicate the GLs from and to which accounting entries should be passed when the contract moves from one status to another.

#### **Accounting Role and Upward Movement From GL Account Head**

In this section, you need to indicate the Accounting Roles and GLs from and to which accounting entries need to be passed when contracts involving the product move forward from the current status to another.

For example, at the time when the contract moves from Normal to NPA status, the following accounting entries would need to be passed:

- To move, the Outstanding Contract Amount from Normal asset GL to the NPA asset GL.
- To square off interest from Normal INEC GL to the (NPA) INEC GL.
- To move the interest reversed GL (expense) to the suspense GL (liability).

Select the appropriate GLs from the option list. The description of the GL is also displayed. Click add icon to add to the list of From and To GLs for the product. Click delete icon to remove a set of GLs from the list.

#### **Accounting Role and Downward Movement From GL Account Head**

In this section of the screen, you need to indicate the Accounting Roles and GLs from and to which accounting entries need to be passed when contracts involving the product move backward from the current status to another.

For example, when a contract moves from the NPA status to Normal status, the following accounting entries would be passed:

- To move the outstanding contract amount from the NPA asset GL to Normal Asset GL.
- To square off interest from the (NPA) INEC GL to Normal INEC GL.
- To move the outstanding interest amount from the IIS GL (expense) to the interest recovered GL.

Select the appropriate GLs from the option list. The description of the GL is also displayed. Click add icon to add to the list of From and To GLs for the product. Click delete icon to remove a set of GLs from the list.