Customer Standard Instructions User Guide

Oracle Banking Trade Finance Process Management

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Oracle Banking Trade Finance Process Management - Customer Standard Instructions User Guide
Oracle Financial Services Software Limited

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

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Customer Standard Instructions

Customer needs to provide instructions in advance to the bank, which should be maintained as Standard Instructions in the system and should be referred at the time of transactions.

At the time of initiating the transactions to the bank instructions can also be provided and the system should have place holders for these instructions.

This section contains the following topics:

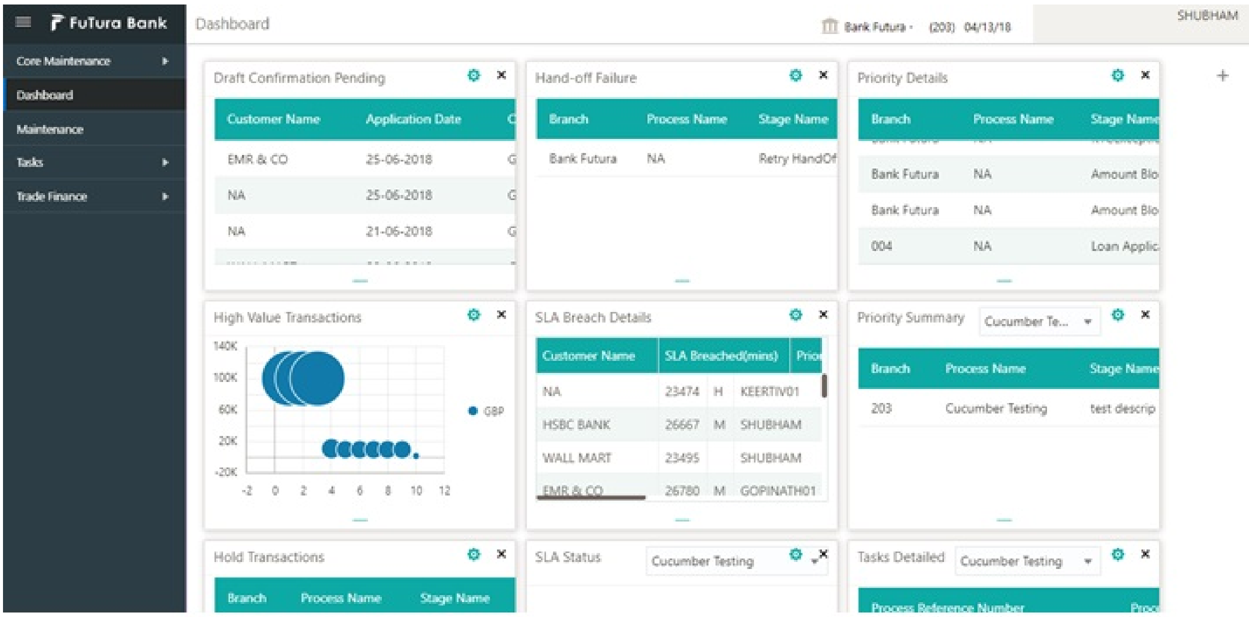
Creating Customer Standard Instructions	Viewing Customer Standard Instruction
Search Customer Standard Instruction	Authorization

Creating Customer Standard Instructions

OBTFPM user should be able to maintain the Standard Instructions received from the customer.This process allows the user to create Customer Standard Instructions, let’s look at the steps of creating the standard instructions process:

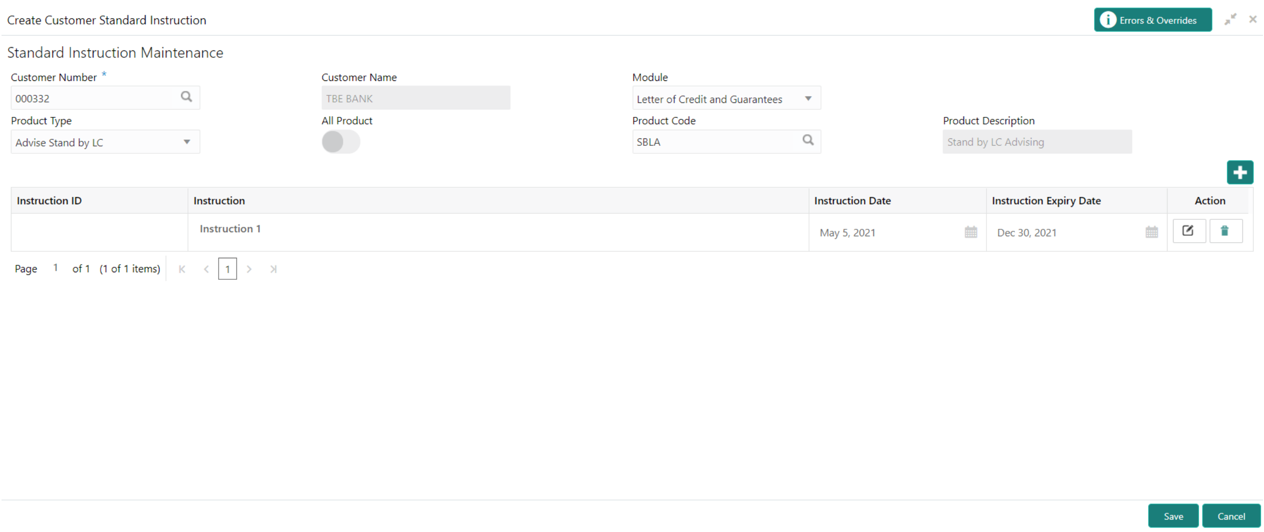
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.

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



3. On the **Dashboard**, from **Maintenance**, under **Trade Finance**, click **Customer Standard Instruction**, and then **Create Customer Standard Instruction** or specify the **Create Customer Standard Instruction** in the Search icon bar**.**

The **Create Customer Standard Instruction** screen appears.



Provide the field description based on the following table.

Field	Description
Customer Number	Click to search and select the customers from the list of open customers from LOV.
Customer Name	System populates the Customer Name on selecting the Customer ID.

Field	Description
Module	The user can select the Module in the drop-down. The options are: • Letters of Credit and Guarantees (LC – OBTF Mapping) • Drawings • Documentary Collections (BC – OBTF Mapping) • ALL (AL - OBTF Mapping)
Product Type	Click to search and select the product type from LOV.
All Product	Toggle to select the all products as Yes or No.
Product Code	Click to search and select the product code from LOV. Below are the Search criteria: • Open and Authorized Product code. • Based on the Module code, Under LC flag and Product Type User should be able to select the product code based on the above criteria
Product Description	System defaults the Product Type Description on selecting the Product Type. For value “ALL” description should default as ALL.
Below fields appear on tab out after entering the above information.	
Stage Name	On selection of the process code, the various stages available for the process should be defaulted.
Instruction ID	System automatically generates the Instruction Serial No on adding a new record.
Instruction	User can enter the Standard Instructions.
Instruction Date	System defaults the current branch date.
Instruction Expiry Date	System allows the user to enter the Instruction Expiry Date.
Actions	System should allow the user to Edit / Delete the new record before save and to view the existing Standard Instructions..

Action Buttons

Field	Description
Errors & Overrides	Click to view the generated errors and overrides
Save	Click to save the to close the task and reopen it to work later.
Cancel	Click to cancel the Create Customer Standard Instruction window and return to dashboard. The data input will not be saved.

4. Click **Save** to save the created Standard Instruction. The new created Customer Standard Instruction is displayed as tile in the **View Customer Standard Instruction** screen.

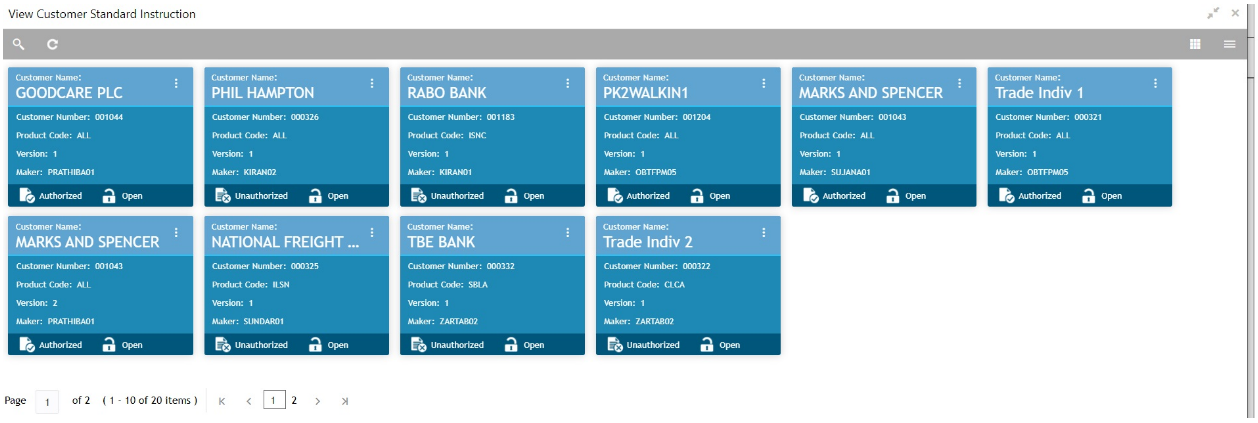
Viewing Customer Standard Instruction

System lists the Customer Instructions maintained for the customers in the "View Standard Instructions" screen. The user can view the summary or Edit or Authorize the Instructions maintained through the View Customer Standard Instruction screen.

To view the customer standard instructions:

1. On the **Dashboard**, from **Maintenance**, under **Trade Finance**, click **Customer Standard Instruction**, and then **View Customer Standard Instruction** or specify the **View Customer Standard Instruction** in the Search icon bar.

The **View Customer Standard Instruction** screen appears.



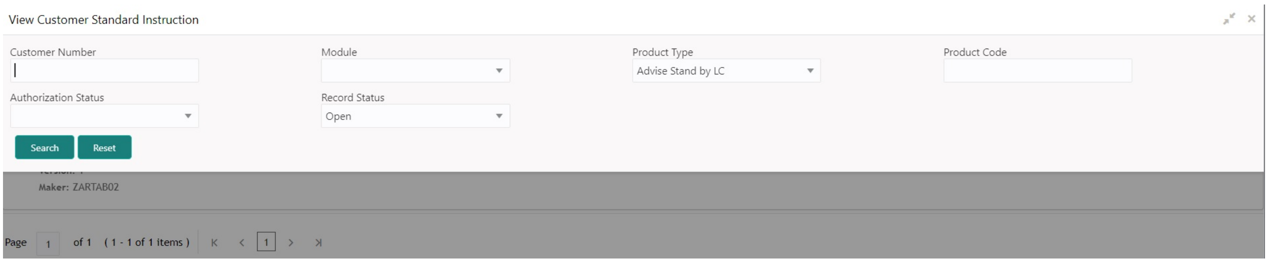
Field	Description
Customer Name	System displays the name of the customer.
Customer Number	System displays the customer number.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.
Status	Displays the status of the record. Values are Authorized and Unauthorized.
Record Status	Displays the status of the record. Values are Open and Closed.

2. Click the  icon, and then click **Authorize** to Authorize the customer instructions or **Open** to view the Customer Standard Instruction Maintenance screen.
   or click **Delete** to delete the customer instructions.
   or click **View** to view the customer instructions screen.

Search Customer Standard Instruction

The user can search the **Customer Standard Instruction** already created, by entering the search criteria such as Customer Number, Module, Product Type, Product Code, Authorization status, Record Status (Drop down values – Open and Close).

1. In the **View Customer Standard Instruction** screen, click the search icon. The **View Customer Standard Instruction** screen appears with the records matching the search criteria.

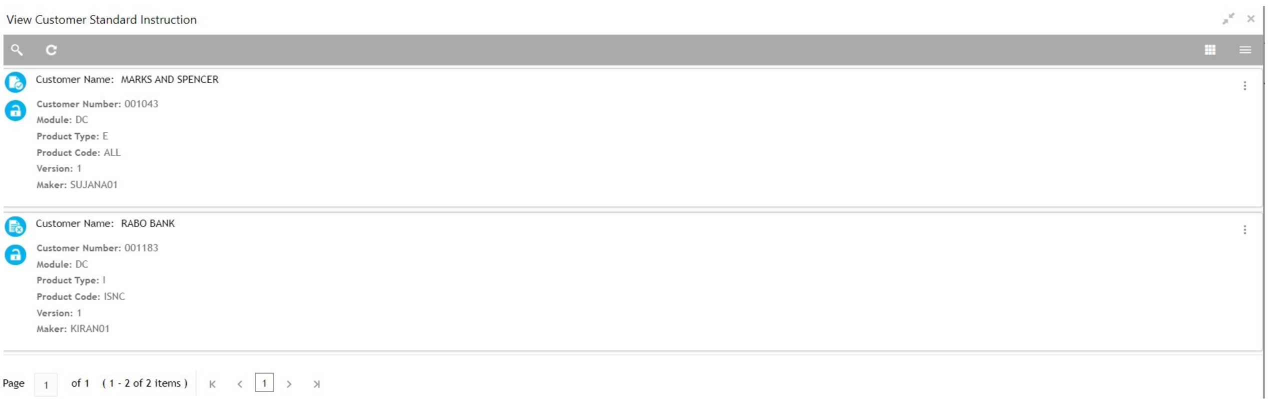


Provide the field description based on the following table.

Field	Description
Customer Number	Enter the customers number.
Module	The user can select the Module in the drop-down. The options are: • Letters of Credit and Guarantees (LC – OBTF Mapping) • Drawings • Documentary Collections (BC – OBTF Mapping) • ALL (AL - OBTF Mapping)
Product Type	Select the product type.
Product Code	Enter the product code as a search criteria:
Authorization Status	Displays the authorization status of the record. Status (Mandatory for search – Authorized and Un authorized would be the drop-down values).
Record Status	Displays the status of the record. Values are Open and Closed.

2. Click the ‘List’ or ‘Table’ icon on the top right corner of the screen to view the **Customer Standard Instruction** screen items in the list or tabular form.

Customer Standard Instruction - List View



Field	Description
Customer Name	System displays the name of the customer.

Field	Description
Customer Number	System displays the customer number.
Module	System displays the module.
Product Type	System displays the product type.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.

Authorization

Checker user has to authorize the maintenance from the “Standard Instructions View” screen. On authorization, system should handoff of the record details to the back office.

System should do Dedupe Checkup for items in work in progress for further modification. On authorization of the Maintenance, system would hand off the data to OBTF.

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Reference and Feedback

References

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

- Process Code Maintenance User Guide
- Queue Maintenance User Guide

Documentation Accessibility

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

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