Import Documentary Collection Return - Close User Guide
Oracle Banking Trade Finance Process Management
Release 14.7.4.0.0

Part No. F99447-01

June 2024

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Contents

1. Preface

1.1   Introduction

This user manual is designed to help you quickly get acquainted with Import Documentary Collection Return process in Oracle Banking Trade Finance Process Management.

1.2   Audience

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

- Oracle Implementers
- Customer Service Representatives (CSRs)
- Oracle user

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.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

1.4   Organization

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

1.5   Related Documents

- Getting Started User Guide
- Common Core User Guide

1.6   Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry

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standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.7 Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1.8 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

1.9 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

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2. 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

2.1 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).

2.2 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.

2.3 Key Features

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

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3. Import Documentary Collection Return - Close

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

This section contains the following topics:

3.1   Common Initiation Stage

The user can initiate the new import collection return close from the common Initiate Task screen.

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

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

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

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

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3.1.0.1 Action Buttons
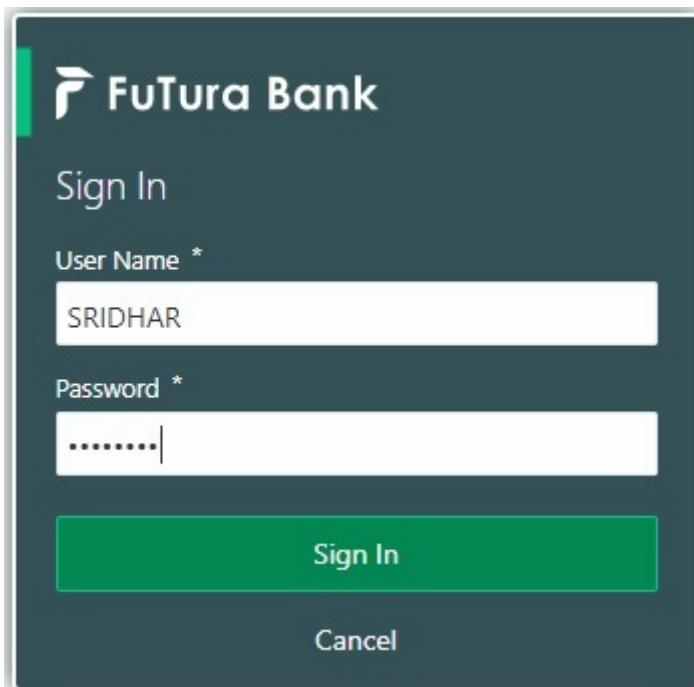
Use action buttons based on the description in the following table:

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

3.2 Registration

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

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

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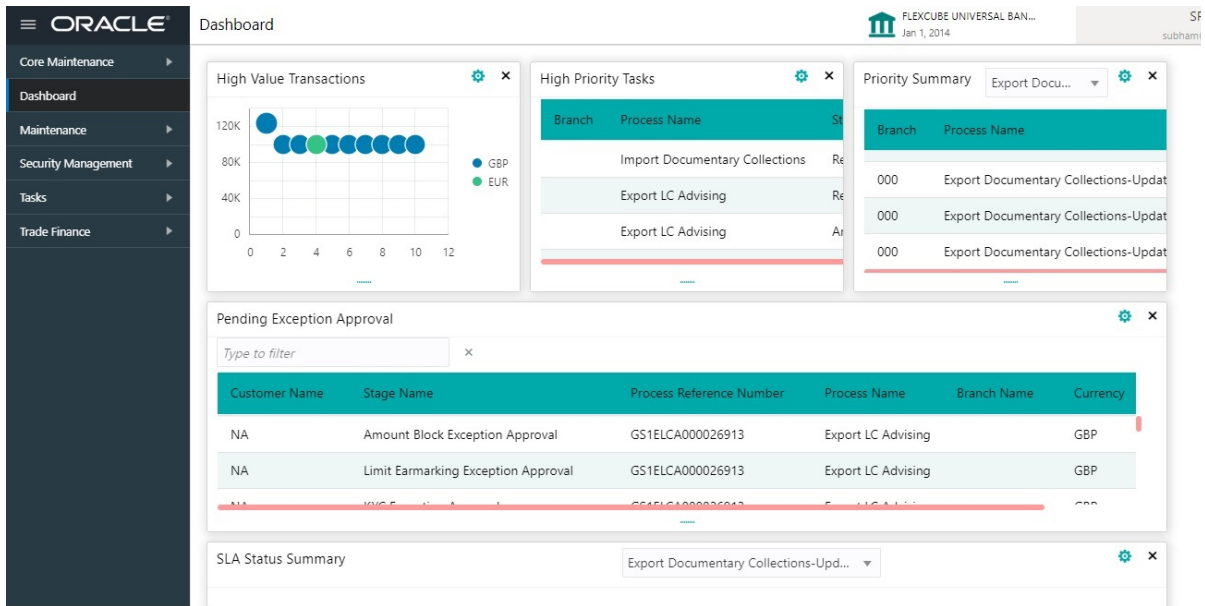
3. Click **Trade Finance> Import - Documentary Collection> Import Documentary Collection Return - Close.**
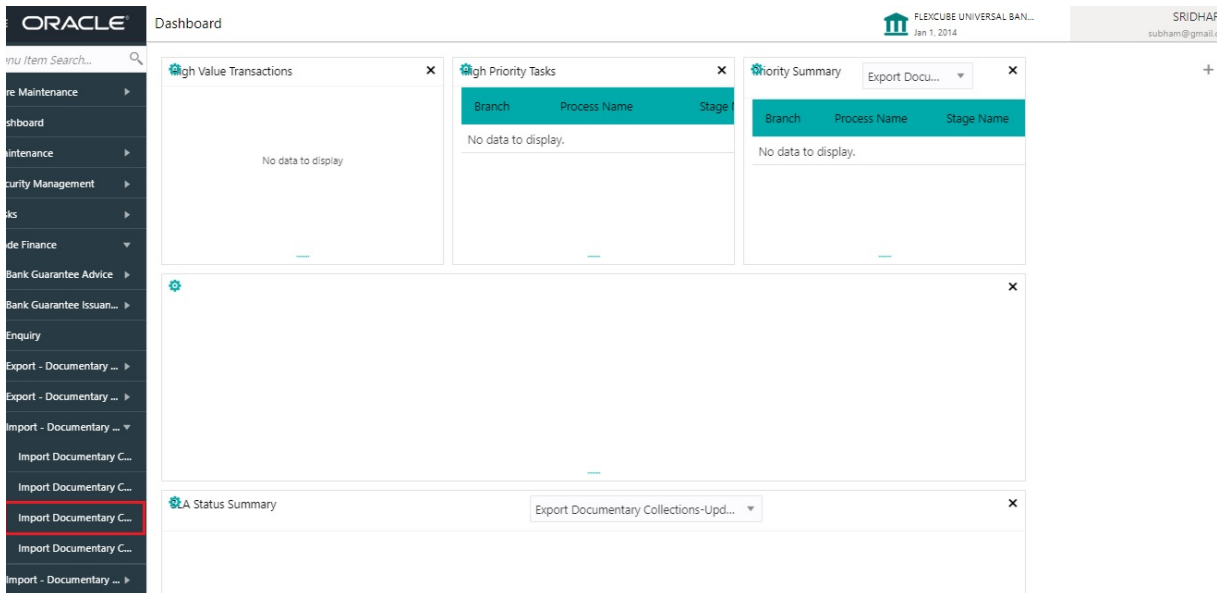
The registration stage has two sections Application Details and Collection Details. Let's look at the details of Registration screens below:

3.2.1 Application Details

Field	Description	Sample Values
Documentary Collection Number	Provide the Documentary Collection Number. Alternatively, user can search the Documentary Collection Number using LOV. In the LOV, user can search giving any combination details of Documentary Collection Number, Customer ID, Beneficiary, Currency, Amount and Value Date to fetch the collection details. Based on the search result, select the applicable documentary collection.	
Drawee	Read only field. Drawee ID and name will be auto-populated based on the selected Documentary Collection Number.	
Branch	Read only field. Branch details will be auto-populated based on the selected Documentary Collection Number.	203-Bank Futura -Branch FZ1
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High

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Field	Description	Sample Values
Submission Mode	Select the submission mode of Import Collection Return/Close request. By default the submission mode will have the value as 'Desk'. **Desk-** Request received through Desk **Courier-** Request received through Courier	Desk
Remitting Bank/Remitter	Read only field. Remitter bank will be auto-populated based on the selected Documentary Collection Number. Remitting Bank and Collecting Bank can transfer a collection document to another bank	
Remitting Bank/Remitter Reference	Read only field. Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.	
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.	
Remitting Bank Date/ Remitting Date	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.	
Return Date	Read only field. By default, the application will display branch's current date.	04/13/2018
Version Number	Read only field. This field displays the latest version of the bill.	

3.2.2 Collection Details

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

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

Field	Description	Sample Values
Documents Received	Read only field. Documents received details will be auto-populated based on the selected Documentary Collection Number.	
Tenor Type	Read only field. Tenor will be auto-populated based on the selected Documentary Collection Number.	
Product Code	Read only field. Product code will be auto-populated based on the selected Documentary Collection Number.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
User Reference Number	Read only field. User reference number is defaulted based on the description of the product as per the product code.	
Operation Type	Read only field. Operation Type will be auto-populated based on the selected Documentary Collection Number.	
Stage	Read only field. Stage will be auto-populated based on the selected Documentary Collection Number.	
Co-Acceptance Required	Read only field. Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number.	
Contract Reference Number	Read only field. System to populate contract reference number from the back end system once the product is selected.	
Bill Amount	Read only field. Bill Amount will be auto-populated based on the selected Documentary Collection Number.	
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	

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Field	Description	Sample Values
Bill Outstanding Amount	Read only field. Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number.	
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.	
Protest Date	Read only field. By default, the application will display branch's current date.	
Acceptance Date	Read only field. The bill acceptance date is displayed.	
Drawer	Read only field. Drawer ID and name will be auto-populated based on the selected Documentary Collection Number.	
Rebate Amount	Read only field. The rebate to the bill outstanding amount.	

3.2.3 Miscellaneous

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

Field	Description	Sample Values
Documents	Upload the documents received under the Documentary Collection.	

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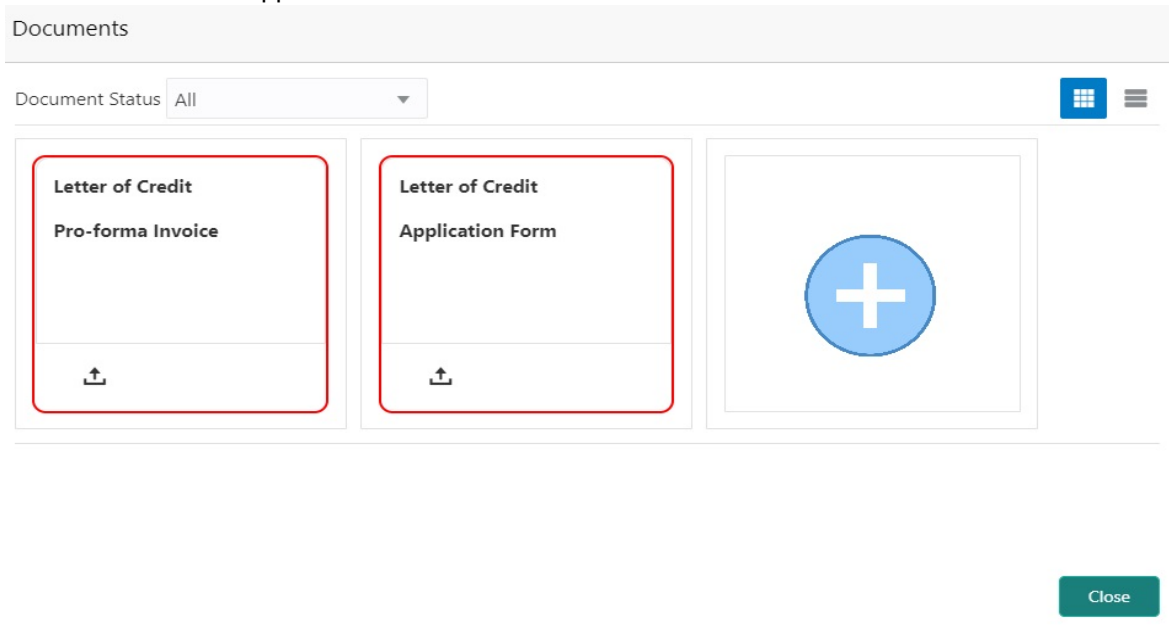| Field	Description	Sample Values
Remarks	Provide any additional information regarding the return. This information can be viewed by other users handling the request.	
Customer Instruction	Click to view/ input the following ● **Standard Instructions** – In this section, the system will populate the details 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 Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Events	On click, system will display the details of all the events.	
Action Buttons		
Submit	On submit, task will move to next logical stage of Import Documentary Collection Return - Close. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Import Documentary Collection Return - Close Task. Details entered will not be saved and the task will be removed.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.	

3.2.4   Document Linkage

The user can link an existing uploaded document in any of the process stages.

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In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

1. Navigate to the Registration screen.

2. On the header of **Registration** screen, click **Documents** button. The Document pop-up screen appears.

Documents		
Document Status All ▼		⊞ ☰
Letter of Credit Pro-forma Invoice ⬆	Letter of Credit Application Form ⬆	➕
		Close

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3. Click the Add Additional Documents button/ link. The **Document** screen appears.

Document

Document Type *	Document Code *
Letter of Credit	Insurance Policy
Document Title *	Document Description
Remarks	Document Expiry Date

Drop files here or click to select   Link Document

Selected files: []

Upload   Link   Cancel

Field	Description	Sample Values
Document Type	Select the Document type from list. Indicates the document type from metadata.	
Document Code	Select the Document Code from list. Indicates the document Code from metadata.	
Document Title	Specify the document title.	
Document Description	Specify the document description.	
Remarks	Specify the remarks.	
Document Expiry Date	Select the document expiry date.	
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	

4. Select the document to be uploaded or linked and click the **Link Document** link. The link Document pop up appears.

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The value selected in Document Type and Document code of Document screen are defaulted in the Link Document Search screen.

Link Document

Customer Id *
032204

Document Id

Document Type *

Document Code *

Fetch

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
No data to display.						

Page   1   (0 of 0 items) |<   <   1   >   >|

Close

5. Click **Fetch** to retrieve the details from DMS. System Displays all the documents available for the given Document Type and Document Code for the Customer.

Field	Description	Sample Values
Customer ID	This field displays the transaction Customer ID.	
Document ID	Specify the document Id.	
Document Type	Select the document type from list.	
Document Code	Select the document code from list.	
Search Result		
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.	
Document ID	This field displays the document Code from meta data.	
Customer ID	This field displays the transaction Customer ID.	
Document Type	This field displays the document type from meta data.	
Document Code	This field displays the document code from meta data.	
Upload Date	The field displays the upload date of the document.	
Reference Number	The field displays the reference number of the document.	

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6. Click **Link** to link the particular document required for the current transaction.

Post linking the document, the user can View, Edit and Download the document.

7. Click Edit icon to edit the documents. The Edit Documents

3.2.5   Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from OBTFPM.

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Offline Transactions means those transactions which are not initiated by OBDX, but are initiated directly by the bank user in OBTFPM upon request received from the customer.

Pre- Conditions:

- Customer Maintenance details are replicated from OBTF to OBTFPM.
- Task is initiated in OBTFPM, Customer ID is captured/populated and Process Reference Number is generated.

1. Customer Maintenance details are replicated from OBTF to OBTFPM.

2. In OBTFPM, user clicks Request Clarification, the system checks if the request is initiated from OBDX by validating the value available in the submission mode field is "Online".

3. In case submission mode is "Online", the user can enter the clarification details in "Clarification Required" placeholder.In case submission mode is not "Online", the system will validates if the counterparty is a OBDX customer by checking the flag "Trade Finance Portal" in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.

4. In case submission mode is not "Online", and if the "Trade Finance Portal" flag is set to 'No' in Customer Maintenance Table, the system should display the error message that 'The customer is not subscribed to Trade Finance Portal'. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also.
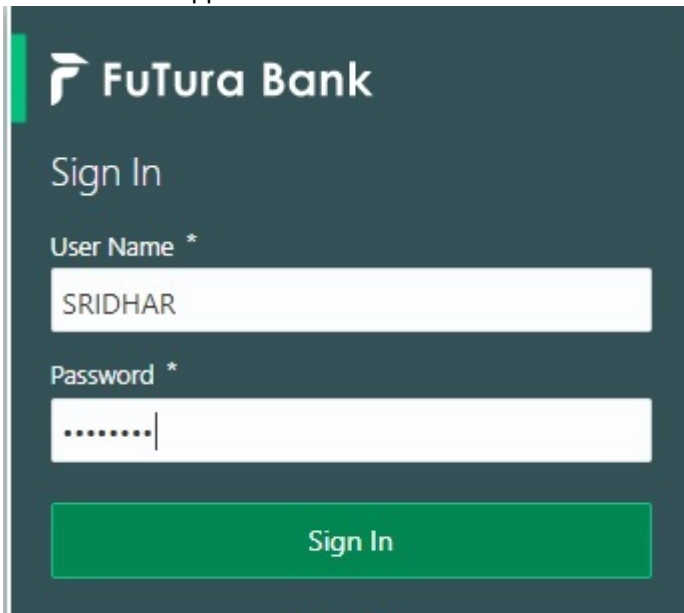
3.3 Data Enrichment

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

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:

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1. Using the entitled login credentials for Data Enrichment 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 profile.

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3. Click **Trade Finance> 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 updated the registered task.

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

- Main Details
- Closure/Return Details
- Draft Details
- Additional Fields
- Advices
- Settlement Details
- Additional Details
- Summary

Let's look at the details for Data Enrichment stage. User can enter/update the following fields. Some of the fields that are already having value from registration application Details may not be editable.

3.3.1   Main Details

Main details section has two sub section as follows:

- Application Details
- Collection Details

3.3.1.1   Application Details

All fields displayed under Basic details section, would be read only except for the **Priority**. Refer to 3.2.1 Application Details for more information of the fields.

3.3.1.2   Collection Details

The fields listed under this section are same as the fields listed under the 3.2.2 Collection Details section in 3.2 Registration. Refer to 3.2.2 Collection Details for more information of the

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fields. During Registration, if user has not captured input, then user can capture the details in this section.

3.3.1.3 Action Buttons

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

Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	

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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.	
View Collection	Enables user to view the details of the collection.	
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.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

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Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others.	
Request Clarification	User should be able to specify the clarification details for requests received online.	

3.3.2 Closure/Return Details

Return details hop enables the user to provide details in the below mentioned section to process the return. This hop also captures the Closure Reason during manual closure of the

Bill.

3.3.2.1 Return Details

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

Field	Description	Sample Values
Protested Bill of Exchange	Enable the protested bill of exchange option, if returned.	
Remarks	User can provide any remarks if required.	

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

3.3.2.2 Documents Disposal

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

Field	Description	Sample Values
Documents Delivered to Drawee Free of Payment	Enable the documents delivered to drawee free of payment option, if returned.	
Remarks	User can provide any remarks if required.	
Documents Returned to Remitting Bank	Enable the documents returned to remitting bank option, if returned.	
Remarks	User can provide any remarks if required.	
Documents Handed over to 3rd Party	Enable the documents handed over to 3rd party option, if returned.	
Remarks	User can provide any remarks if required.	

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3.3.2.3 Closure/Return Reason

Field	Description	Sample Values
Closure/Return Reason	Specify the reason for closing the Bill.	

3.3.3 Draft Details

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

3.3.3.1 Shipping Guarantee Reference

Field	Description	Sample Values
Shipping Guarantee Reference	Shipping Guarantee Reference is auto populated from the linked Shipping Guarantee details in the Shipping Detail Grid, based on the Transport Document Reference and Date provided in Bill, which is linked with the Shipping Guarantee.	
Transport Document Reference	Transport Document Reference is auto populated from the underlying Shipping Guarantee details. System validates the Shipping Guarantee Transport Document reference number with Transport Document Reference number in a Bill, if user manually provides the Shipping Guarantee detail.	
Transport Document Date	Transport Document Date is auto populated based on the date provided in Bill, which is linked with the Shipping Guarantee.	
Amount	Shipping Guarantee amount is displayed in this field.	
Action	Edit: Click edit to edit the shipping guarantee details. Delete: Click edit to edit the shipping guarantee detail.	

3.3.3.2 Draft Details

Draft Code	Draft code is auto populated from the Import Collection.	
Draft Amount	Draft amount is auto populated from the Import Collection.	
Action	Edit: This icon is disabled. Delete: Click Delete icon to delete the draft details.	

3.3.4 Additional Fields

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

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Screen.

3.3.5 Advices

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

3.3.6 Settlement Details

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

Field	Description	Sample Values
Current Event	The user can select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event.	
Component	Read only field. Components gets defaulted based on the product selected.	
Currency	Read only field. Application displays the default currency for the component.	
Debit/Credit	Read only field. Application displays the debit/credit indicators for the components.	

Field	Description	Sample Values
Account	Read only field. Application Displays the account details for the components.	
Account Description	Read only field. Application displays the description of the selected account.	
Account Currency	Read only field. Application defaults the currency for all the items based on the account number.	
Netting Indicator	Read only field. Application displays the applicable netting indicator.	
Current Event	Application displays the current event as Y or N.	

On click of any component in the grid, the application displays Party Details, Payment Details and Remittance Information.

3.3.6.1 Party Details

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

Field	Description	Sample Values
Transfer Type	Read only field. This fields displays the transfer type from the drop list: ● Customer Transfer ● Bank Transfer for own account ● Direct Debit Advice ● Managers Check ● Customer Transfer with Cover ● Bank Transfer	
Charge Details	Read only field. This field displays charge details for the transactions: ● Beneficiary All Charges ● Remitter Our Charges ● Remitter All Charges	

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Field	Description	Sample Values
Netting Indicator	Read only field. This filed displays netting indicator for the component: • Yes • No	
Ordering Customer	Read only field. This filed displays the ordering customer from the LOV.	
Ordering Institution	Read only field. This filed displays the ordering institution from the LOV.	
Senders Correspondent	Read only field. This filed displays the senders correspondent from the LOV.	
Receivers Correspondent	Read only field. This filed displays the receivers correspondent from the LOV.	
Intermediary Institution	Read only field. This filed displays the intermediary institution from the LOV.	
Account with Institution	Read only field. This filed displays the account with institution from the LOV.	
Beneficiary Institution	Read only field. This filed displays the beneficiary institution from the LOV.	
Ultimate Beneficiary	Read only field. This filed displays the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Read only field. This filed displays the intermediary reimbursement institution from the LOV.	
Receiver	Select the receiver from the LOV.	

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3.3.6.2 Payment Details

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

Field	Description	Sample Values
Sender to Receiver 1	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 2	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 3	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 4	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 5	Read only field. This filed displays the sender to receiver message.	
Sender to Receiver 6	Read only field. This filed displays the sender to receiver message.	

3.3.6.3 Remittance Information

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

Field	Description	Sample Values
Payment Detail 1	Read only field. This filed displays the payment details.	
Payment Detail 2	Read only field. This filed displays the payment details.	
Payment Detail 3	Read only field. This filed displays the payment details.	
Payment Detail 4	Read only field. This filed displays the payment details.	

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3.3.7   Additional Details

3.3.7.1 Limits & Collateral

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:

Limit & Collateral

Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Vie
No data to display.										

Cash Collateral Details

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Respons
No data to display.							

Deposit Linkage Details

	Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	View
	No data to display.						

age   1   (0 of 0 items) |<   <   1   >   >|

Limit Details

Field	Description	Sample Values
Limit Details		
Click View link to view limit details.		
Below fields are displayed on the Limit Details pop-up screen, if the user clicks View link.		
Customer ID	Read only field. Applicant's/Applicant Bank customer ID will get defaulted.	
Linkage Type	Read only field. The linkage type is defaulted. Linkage type can be: • Facility • Liability By default Linkage Type should be "Facility".	
Contribution%	Read only field. System defaults this to 100%. 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.	
Liability Number	Read only field. System defaults the Liability Number mapped to the customer.	

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Field	Description	Sample Values
Contribution Currency	Read only field. The LC currency will be defaulted in this field.	
Line ID/Linkage Ref No	Read only field. System defaults the the lines mapped under the customer id.	
Line Serial	Read only field. Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.	
Limit/ Liability Currency	Read only field. Limit Currency will be defaulted in this field, when you select the **Liability Number**	
Limits Description	Read only field. This field displays the limits description.	
Limit Check Response	Read only field. Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
Amount to Earmark	Read only field. Contribution amount will default based on the contribution %. User can change the value.	
Expiry Date	Read only field. This field displays the date up to which the Line is valid	
Limit Available Amount	Read only field. 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. The value in this field appears, if you click the Verify button.	
Response Message	Read only field. Detailed Response message. The value in this field appears, if you click the Verify button.	
ELCM Reference Number	Read only field. This field displays the ELCM reference number.	

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Collateral Details

Collateral Details ✕

Total Collateral Amount *
$67.00

Collateral Amount to be Collected *
$0.00

Sequence Number
2.0

Collateral Split % *
100.0

Collateral Contribution Amount *
$67.00

Settlement Account *
PK1000327018

Settlement Account Currency
GBP

Exchange Rate
1.3

Contribution Amount in Account Currency
£0.00

Account Available Amount
£99,999,393,343.91

Response
VS

Response Message
The amount block can be performed as

[Verify]

[✓ Save & Close] [✕ Cancel]

Field	Description	Sample Values
Click View link to view the 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 %	Read only field. The collateral split% to be collected against the selected settlement account.	

Field	Description	Sample Values
Collateral Contribution Amount	Read only field. Collateral contribution amount will get defaulted in this field. 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.	
Settlement Account	Read only field. The settlement account for the collateral.	
Settlement Account Currency	Read only field. Settlement Account Currency will be auto-populated based on the Settlement Account.	
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. Account available amount will be auto-populated based on the Settlement Account selection.	
Response	Read only field. Response can be 'Success' or 'Amount not Available'. System populates the response.	
Response Message	Read only field. Detailed Response message. System populates the response message.	

Below fields appear in the **Cash Collateral Details** grid along with the above fields.

Field	Description	Sample Values
Collateral %	Read only field. 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.	

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Field	Description	Sample Values
Contribution Amount	Read only field. 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.	
Account Balance Check Response	Read only field. This field displays the account balance check response.	

Deposit Linkage Details

In this section which the deposit linkage details is captured.

System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/ modification of existing Linkage by calling Back-office system (DDA) system directly.

Field	Description	Sample Values
Click View link to view the deposit details.		
Customer Id	Read only field. Customer ID is defaulted from the system.	
Deposit Account	Read only field. The Deposits account of the customer having linkage.	

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Field	Description	Sample Values
Deposit Branch	Read only field. Branch will be auto populated based on the Deposit account.	
Deposit Available Amount	Read only field. Amount will be auto-populated based on the Deposit Account.	
Deposit Maturity Date	Read only field. Maturity Date of deposit is displayed based on the Deposit Account.	
Exchange Rate	Read only field. Latest Exchange Rate for deposit linkage should be displayed. This will be picked up from the exchange rate maintenance from the common core.	
Deposit Available in Transaction Currency	Read only field. Deposit amount available should be displayed after exchange rate conversion, if applicable.	
Linkage Percentage%	Read only field. The value for linkage percentage.	
Linkage Amount (Trans-action Currency):	Read only field. System to default the transaction amount user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.	

Below fields appear in the **Deposit Details** grid along with the above fields.

Field	Description	Sample Values
Deposit Currency	Read only field. The currency will get defaulted in this field.	
Transaction Currency	Read only field. The currency will get defaulted in this field from the underlying task.	

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3.3.7.2 Commission, Charges and Taxes

This section displays commission, charge and tax details:

This section displays the commission details:

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.	
Component	This field displays the commission component.	
Rate	Defaults from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Rate	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Currency	Defaults the currency in which the commission needs to be collected	

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Field	Description	Sample Values
Amount	An amount that is maintained under the product code defaults in this field. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If check box is selected, charges/commissions has to be deferred and collected at any future step.	
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	
Amendable	Displays if the field is amendable or not.	

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3.3.7.3 Charge Details

Field	Description	Sample Values
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Defaults the tag amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM. The user can not select/de-select the check box if it is de-selected by default.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM. The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

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

This section displays the tax details:

Field	Description	Sample Values
Component	Tax Component type	
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.	

3.3.7.4 Preview Message

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

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Field	Description	Sample Values
Preview - SWIFT Message		
Language	Read only field. English is set as default language for the preview.	
Message type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.	
Message Status	Read only field. Display the message status of draft message of collection details.	
Repair Reason	Read only field. Display the message repair reason of draft message of collection details.	
Preview Message	Display a preview of the draft message.	
Preview - Mail Device		
Language	Read only field. English is set as default language for the preview.	
Advice Type	Select the advice type.	
Message Status	Read only field. Display the message status of draft message of collection details.	
Repair Reason	Read only field. Display the message repair reason of draft message of collection details.	
Preview Message	Display a preview of the advice.	

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3.3.7.5 Payment Details

Select the payment details options based on the description in the following table:

Field	Description	Sample Values
Auto Liquidate	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Advance by Loan	Read only field. Advance by Loan enables creation of loan at the time of Final liquidation.	
Settle Available Amount	Enable this option, if during settlement, the amount as available in the CASA account of the customer has to be utilized and for the balance if a loan has to be availed.	
Allow Roll over	Read only field.	
Auto Change from Acceptance to Advance	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. **Note** This option is applicable only for the bills that are co-accepted by the bank.	
Liquidate using Collateral	Read only field.	
Outstanding Collateral Amount	Read only field. The outstanding collateral amount along with the currency.	
Settlement Details - Liquidation		

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Field	Description	Sample Values
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays debit/ credit for the component.	
Account	Customer account.	
Account Description	Description of the account.	
Account Branch	Branch of the customer's account.	
Account Currency	Currency of the account.	

3.3.7.6 FX Linkage

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

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

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
032FXF2230890501	GBP	AED	AED 149,873,698.50	1.5	AED 27,000.00	AED 2,100.00	Dec 30, 2025	✏️ 🗑️

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Average FX Rate

Save & Close   Cancel

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

Field	Description	Sample Values
Click + plus icon to add new FX linkage details.		
Below fields are displayed on the FX linkage pop-up screen, if the user clicks plus icon.		
FX Reference Number	Select the FX contract reference number from the LOV.	
	On select and save and close, system defaults the available amount, bot currency, sold currency and rate.	
	Forward FX Linkage available for selection at bill would be as follows,	
	• Counterparty of the FX contract should be the counterparty of the Bill contract.	
	• Active Forward FX transactions authorized not marked for auto liquidation.	
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.	
Currency	This field displays the FX SOLD currency from the linked FX contract.	
Contract Amount	This field displays the FX SOLD currency and Amount.	
	The user can change the currency.	

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Field	Description	Sample Values
Available FX Contract Amount	This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.	
Linkage Amount	This field displays the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.	
Rate	This field displays the exchange rate defaulted from the linked FX Contract.	
FX Amount in Local Currency	This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	

Below fields appear in the FX linkage grid along with the above fields.

Field	Description	Sample Values
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.	

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Field	Description	Sample Values
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG	
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	
Action	Click the Edit icon to modify the FX details. Click the Delete icon to delete the FX details.	

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3.3.7.7

FX Linkage   ✕

FX Reference Number *   Currency
PK2FXF1200764510   🔍   EUR

Contract Amount   Available Contract Amount
EUR ▼   €2,000.00   EUR ▼   €1,997.34

Linkage Amount *   Rate
EUR ▼   €1,997.34   1.33   ⌄ ⌃

Amount in Contract Currency   FX Expiry Date
1503.76   16-Jul-2021   📅

FX Delivery Period From   FX Delivery Period To
                            📅   📅

                                        Save & Close   Close

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

Field	Description	Sample Values
FX Reference Number	Select the FX contract reference number from the LOV. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, • Counterparty of the FX contract should be the counterparty of the Bill contract. • Active Forward FX transactions authorized not marked for auto liquidation. Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Rate	This field displays the rate at which the contract is booked.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.	

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

3.3.7.9 Loan Preference

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

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

Field	Description	Sample Values
Drawing/Collection Ref	Defaults from the underlying task. User cannot change the value.	
Bill Currency-Amount	Outstanding Drawing/ Collection Currency and Amount. Defaults from the underlying task. User cannot change the value.	
Customer ID	Read only field. This field displays the customer ID of the drawee.	
Customer Name	Read only field. This field displays the drawee name.	
Product Code	Read only field. This field displays the loan product code linked to the bill.	
Loan Currency-Amount	Read only field. The currency and amount for the loan amount.	
Original Exchange Rate	Read only field. This field displays the original exchange rate applicable for Local Currency.	
Exchange Rate	Read only field. This field will be enabled only if the Drawing currency and Loan Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.	
Loan Tenor Units	Read only field. Period of loan. System defaults the value. The numerical value for Days or months or Years is applicable.	
Tenor Type	Read only field. System defaults the value. . Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.	
Loan/Finance Value Date	Read only field. System defaults the branch date as Value date. User cannot change the value.	
Loan Maturity Date	Read only field. System defaults the date based on the Loan value date and Loan tenor. User cannot change the value.	

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Field	Description	Sample Values
Loan Interest/UDE Details		
User Defined Element ID	System populates the UDE Element ID as part of simulation. User are allowed to change the selection through LOV.	
UDE Description	System populates the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.	
Rate Code	System populates the Rate code as part of simulation.	
Usage	System populates the details as part of simulation.	
UDE Value	System populates the value as part of simulation.	
Limits		
Linkage Type	System defaults the linkage type as "Facility" from back office.	
Linkage Reference Number	System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.	
Linked Percentage	User can enter the value. Maximum is 100. User cannot enter negative values.	
Limit Amount	System defaults the value. System should populate the value based on the contribution percentage.	

3.3.8   Summary

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

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

Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.

- Closure/Return Details - User can view return details.

- Draft Details - User can view the draft details.

- Additional Fields - User can view the additional fields.

- Advices - User can view the advices.

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

- Commission, Charges and Taxes - User can view Commission, Charges and Taxes details.

- Preview message - User can view the preview message.

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

- Settlement Details - User can view the settlement details.

- Parties Details - User can view party details like applicant, advising bank etc.

- Compliance - User can view the compliance details.

- Accounting Details - User can view the accounting entries generated by back office system.

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Note

3.3.8.1 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
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.	

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following ● **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. ● **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
View Collection	Enables user to view the details of the collection.	
Submit	Task will move to next logical stage of Import Documentary Collection Return - Close. If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.	
Back	Task will move to the previous data segment of Import Documentary Collection Return - Close.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	

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Field	Description	Sample Values
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others.	
Request Clarification	User should be able to specify the clarification details for requests received online.	

3.4 Multi Level Approval

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

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.
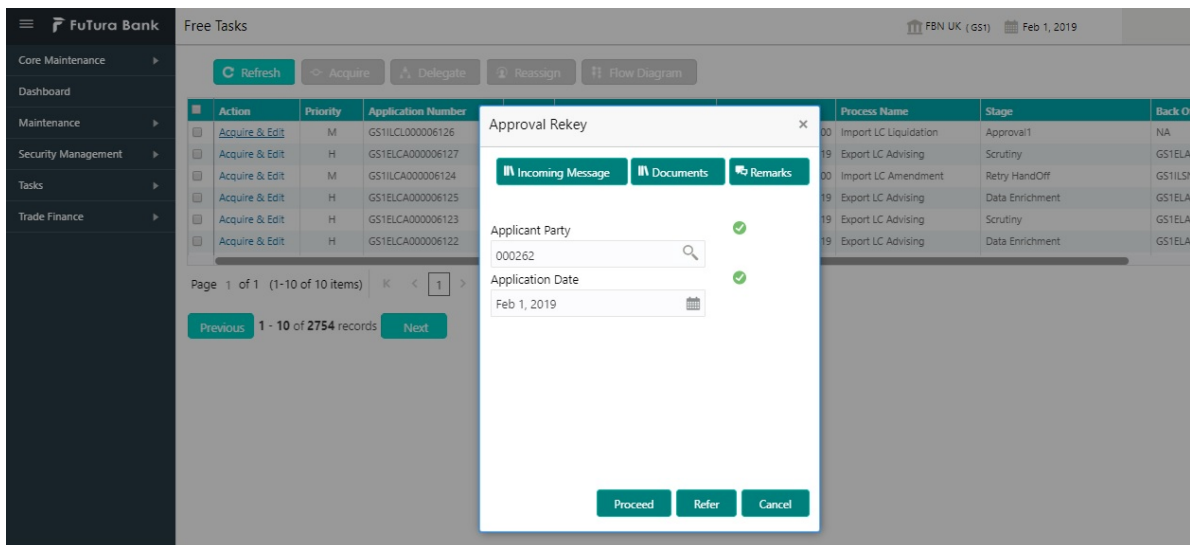
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3.4.1 Authorization Re-Key (Non-Online Channel)

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

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

- Bill Currency
- Bill Amount Code

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

3.4.2 Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.

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- Closure/Return Details - User can view the return details.

- Draft Details - User can view the draft details.

- Additional Fields - User can view the additional fields.

- Advices - User can view the advices.

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

- Commission, Charges and Taxes - User can view commission,charges and taxes details.

- Preview message - User can view the preview message.

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

- Settlement Details - User can view the settlement details.

- Parties Details - User can view party details like applicant, advising bank etc.

- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

- Exception (Approval) - User can view the exception (approval) details.

3.4.2.1 Action Buttons

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

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance- Limits - R5 - Others	

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Field	Description	Sample Values
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.	

3.5 Reject Approval

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

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

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

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

3.5.1 Summary

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

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

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

3.5.2 Action Buttons

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

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	

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

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