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
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1. Preface

1.1 Introduction

This user manual is designed to help you quickly get acquainted with Customer Instructions 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 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

2. 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.

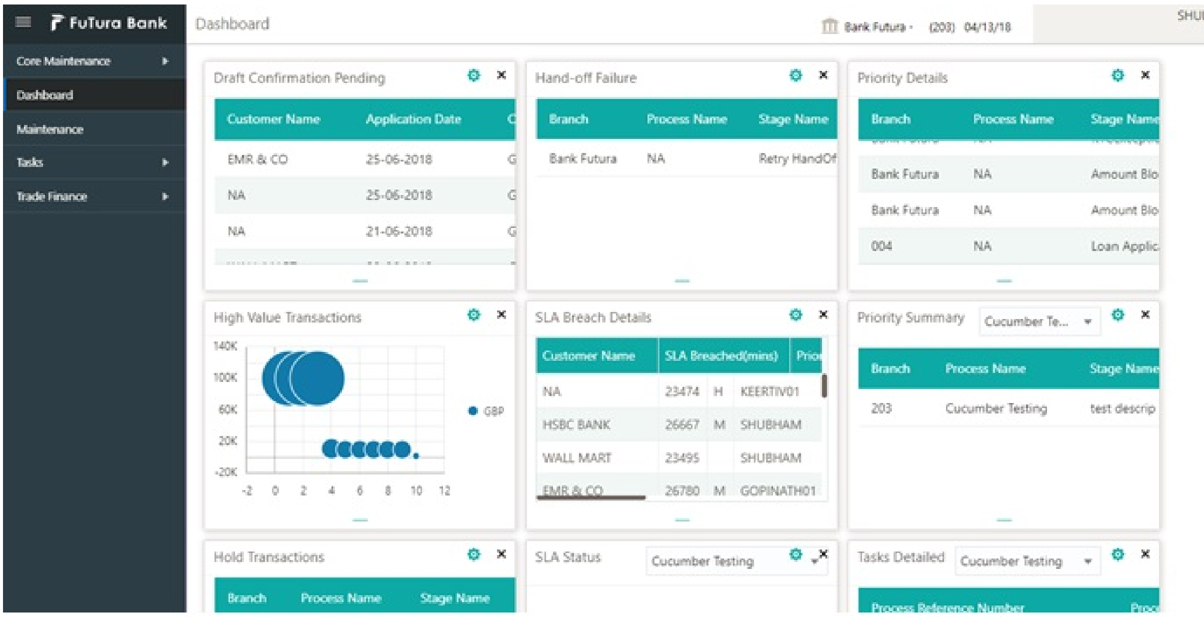
This section contains the following topics:

2.1 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:

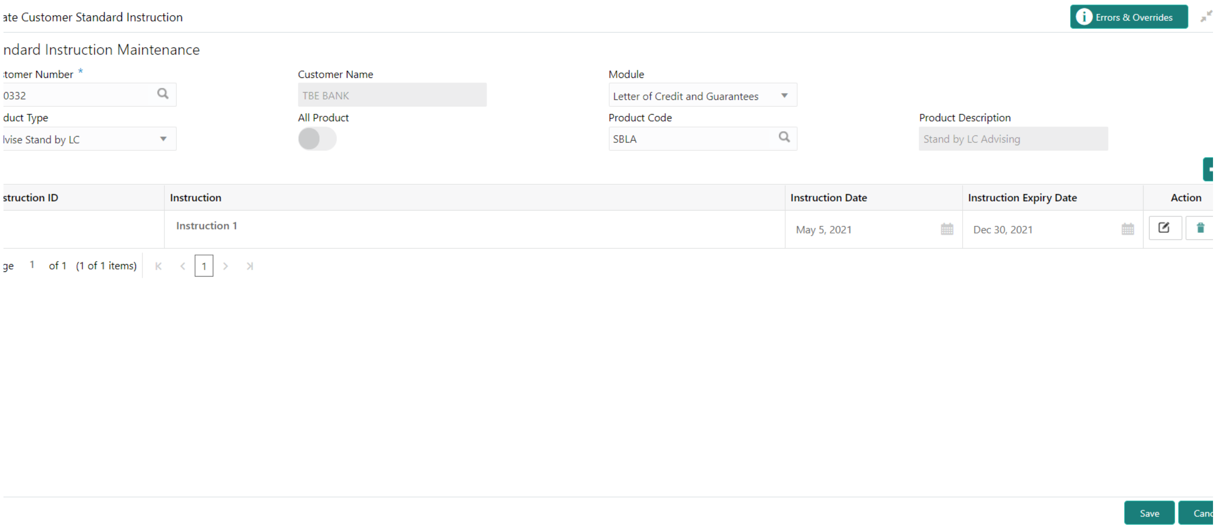
1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.

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..

2.1.0.1 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.

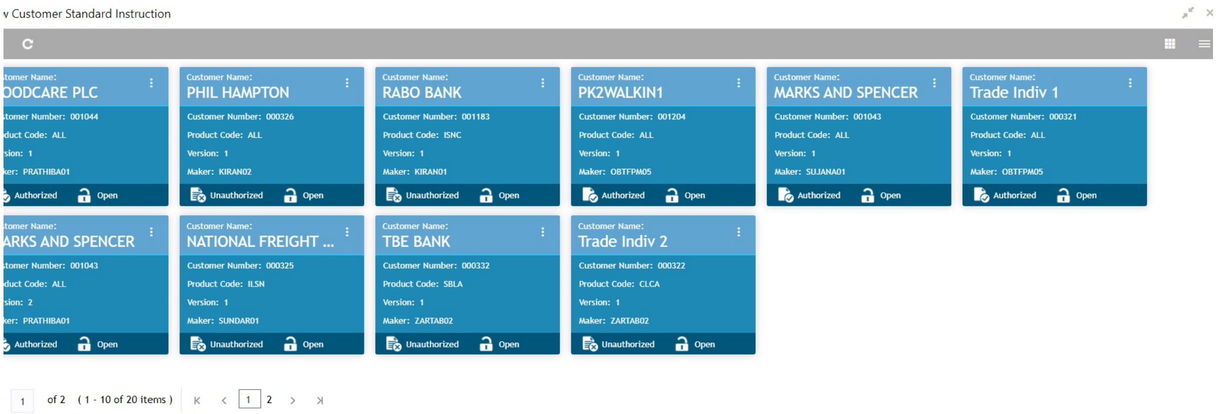
2.2 Viewing Customer Standard Instruction

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.



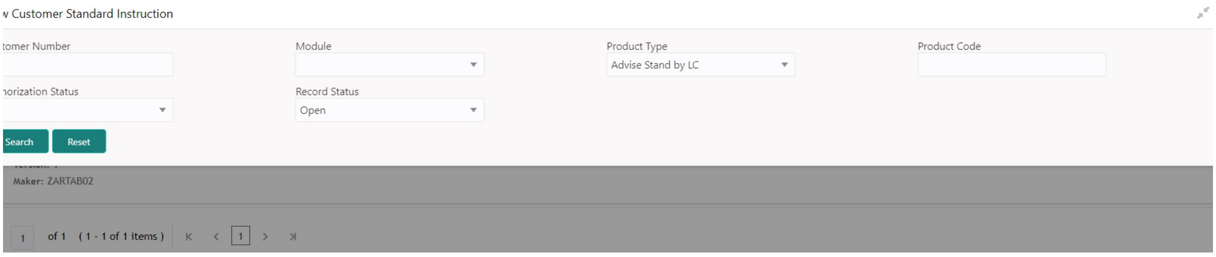
Field	Description
Customer Name	System displays the name of the customer.
Customer Number	System displays the customer number.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.
Status	Displays the status of the record. Values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

2. Click the three dots on the right corner of the tile, 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.

2.2.1 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.

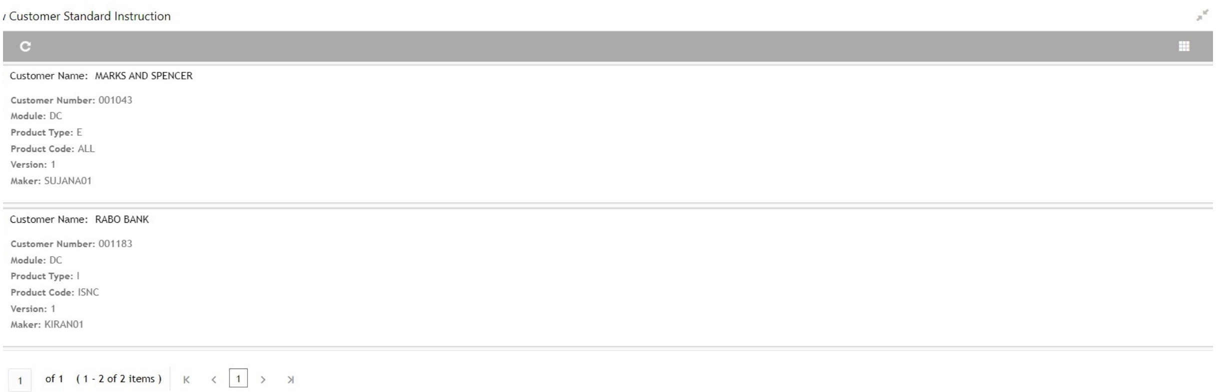


Provide the field description based on the following table.

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.
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.

2.3 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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