

Export Documentary Collection Return - Close User Guide  
**Oracle Banking Trade Finance Process Management**  
Release 14.7.5.0.0

**Part No. G15303-01**

September 2024

Oracle Banking Trade Finance Process Management  
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/](http://www.oracle.com/financialservices/)

Copyright © 2022, Oracle and/or its affiliates. All rights reserved.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are “commercial computer software” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

---

# Contents

<b>1. Preface .....</b>	<b>1-1</b>
1.1 Introduction.....	1-1
1.2 Audience.....	1-1
1.3 Documentation Accessibility.....	1-1
1.4 Organization .....	1-1
1.5 Related Documents .....	1-1
1.6 Diversity and Inclusion.....	1-1
1.7 Conventions.....	1-2
1.8 Screenshot Disclaimer.....	1-2
1.9 Glossary of Icons.....	1-2
<b>2. Oracle Banking Trade Finance Process Management .....</b>	<b>2-1</b>
2.1 Overview.....	2-1
2.2 Benefits.....	2-1
2.3 Key Features .....	2-1
<b>3. Export Documentary Collection Return - Close .....</b>	<b>3-1</b>
3.1 Common Initiation Stage .....	3-1
3.2 Registration .....	3-2
3.2.1 Application Details.....	3-4
3.2.2 Collection Details .....	3-5
3.2.3 Miscellaneous .....	3-7
3.2.4 Document Linkage .....	3-8
3.3 Data Enrichment.....	3-12
3.3.1 Main Details .....	3-15
3.3.2 Closure/Return Details.....	3-18
3.3.3 Additional Fields.....	3-19
3.3.4 Advices.....	3-20
3.3.5 Additional Details .....	3-20
3.3.6 Settlement Details .....	3-40
3.3.7 Summary.....	3-42
3.4 Multi Level Approval .....	3-46
3.4.1 Authorization Re-Key (Non-Online Channel) .....	3-46
3.4.2 Summary.....	3-47
3.5 Reject Approval .....	3-49
3.5.1 Summary.....	3-50
3.5.2 Action Buttons.....	3-50

---

# 1. Preface

## 1.1 Introduction

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

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
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	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. 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.

## 3. Export Documentary Collection Return - Close

Export Collection Return process facilitates the user to close the outstanding bills along with the returned documents or without any documents, when no more payments are expected.

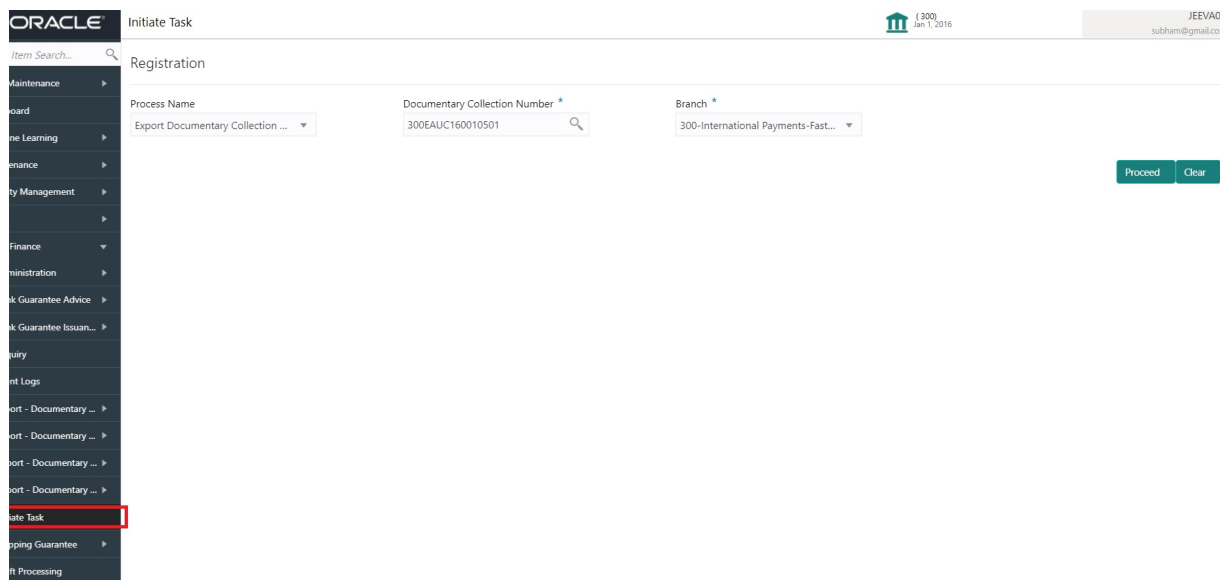
This section contains the following topics:

3.1 Common Initiation Stage	
3.2 Registration	3.2.4 Document Linkage
3.4 Multi Level Approval	3.5 Reject Approval

### 3.1 Common Initiation Stage

The user can initiate the new export collection return request from the common Initiate Task screen.

1. Using the entitled login credentials, login to the OBTFPM application.
2. Click **Trade Finance > Initiate Task**.



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

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

### 3.1.0.1 Action Buttons

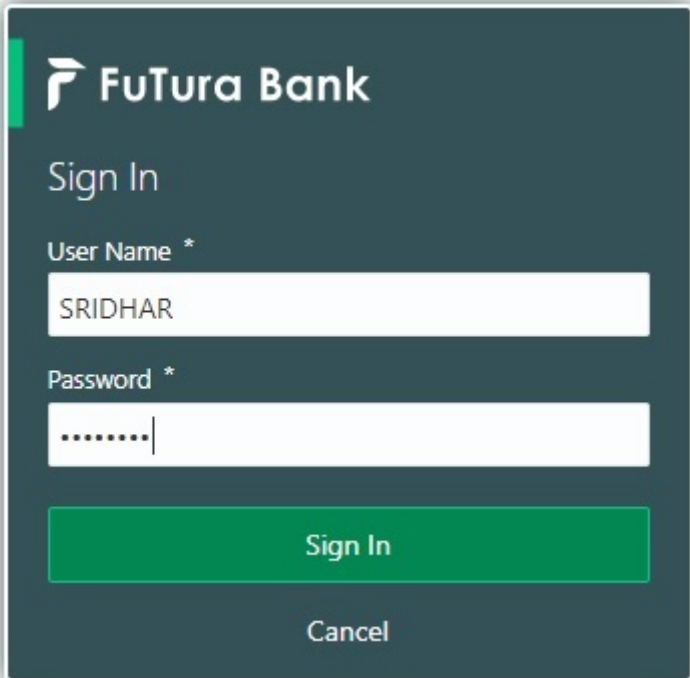
Use action buttons based on the description in the following table:

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

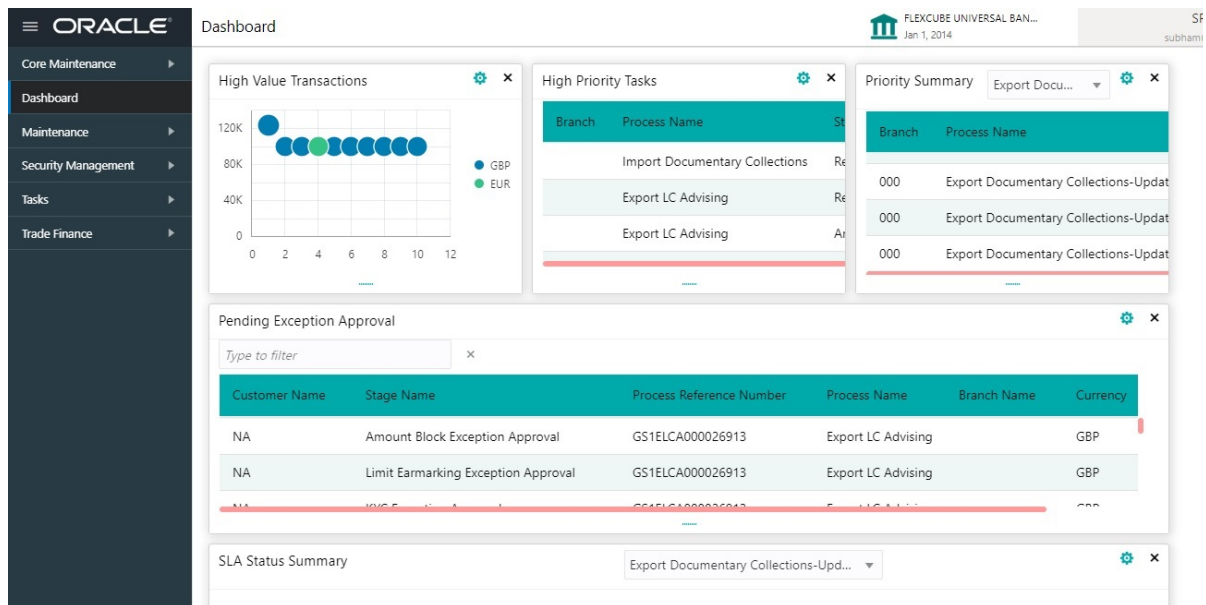
The process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

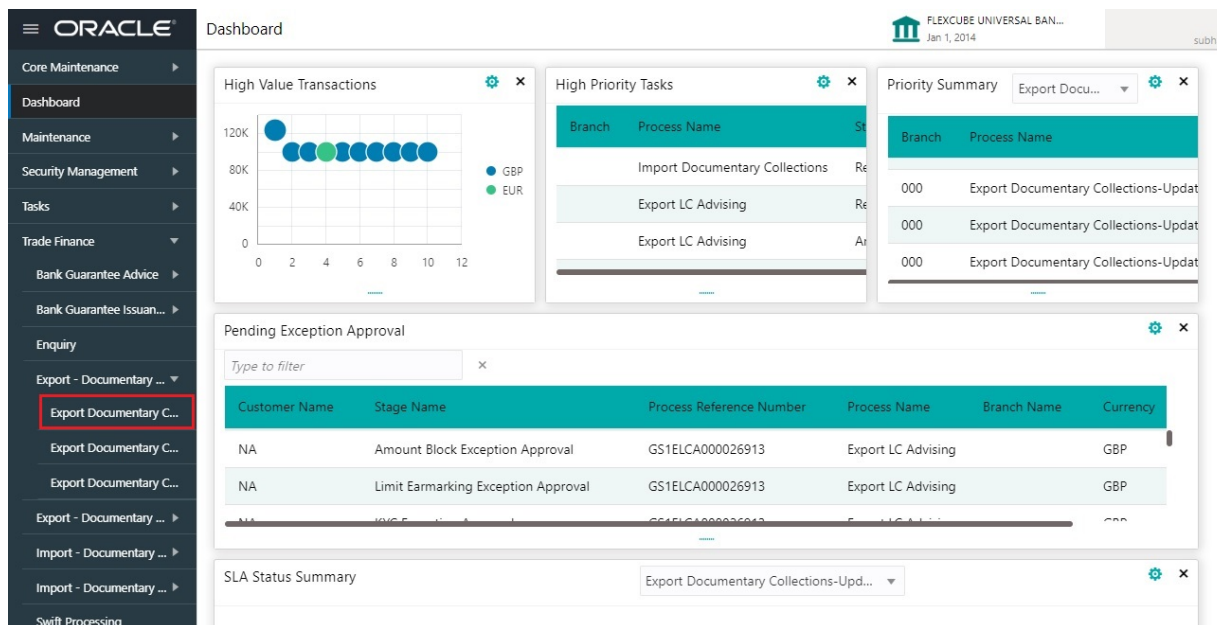
A screenshot of the FuTura Bank Sign In interface. The background is dark teal. At the top left is the FuTura Bank logo, which consists of a green square with a white stylized 'F' icon followed by the text 'FuTura Bank' in white. Below the logo, the text 'Sign In' is displayed in a light grey font. There are two input fields: 'User Name \*' with the text 'SRIDHAR' entered, and 'Password \*' with masked characters '.....'. Below the input fields are two buttons: a green 'Sign In' button and a white 'Cancel' button with a dark teal border.



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



- Click **Trade Finance> Export - Documentary Collection> Export 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

**Application Details**

Documentary Collection Number \*  
ESCP211251002

Drawer \*  
001044 GOODCARE PLC

Branch  
PK2-Oracle Banking Trade Finan...

Bill Amount \*  
GBP £900.00

Priority  
Medium

Return Date \*  
Jun 13, 2021

**Collection Details**

Tenor Type  
Sight

Stage  
FINAL

Product Code \*  
ESCP

Contract Reference Number  
PK2ESCP211251002

Collecting Bank  
003763 CITIBANK IRELA

Rebate Amount  
GBP £100.00

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

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, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.	
Drawer	Read only field.  Drawer ID and drawer name will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Branch	Read only field.  Branch details will be auto-populated based on the selected Documentary Collection Number from the LOV.	203-Bank Futura -Branch FZ1
Bill Amount	Read only field.  Bill currency and amount will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Amount In Local Currency	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	

Field	Description	Sample Values
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Customer Reference Number	User can enter the customer reference number.	
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
Submission Mode	System populates the submission mode of Export Collection Liquidation request. By default the submission mode will have the value as 'Desk'. <b>Desk-</b> Request received through Desk <b>Courier-</b> Request received through Courier	Desk
Return Date	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 provided by Data Enrichment user.

Provide the Liquidation 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 from the LOV.	
Tenor Type	Read only field. Tenor will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Product Code	Read only field. Product code will be auto-populated based on the selected Documentary Collection Number from the LOV.	
Product Description	Read only field. This field displays the description of the product as per the product code.	

Field	Description	Sample Values
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.	
Contract Reference Number	Read only field. System to populate contract reference number from the back end system once the Documentary Collection Number is selected.	
User Reference Number	Read only field.  User reference number is defaulted based on the description of the product as per the product code.	
Drawee	Read only field.  Drawee ID and Drawee Name will be auto-populated based on the selected Documentary Collection Number.	
Outstanding Bill Amount	Read only field.  Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number.	
Collecting Bank	Read only field.  Collecting Bank ID and Collecting Bank Name will be auto-populated based on the selected Documentary Collection Number.	
Collecting Bank Reference Number	Read only field.  Collecting Bank Reference Number 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.  Protest Date will be auto-populated based on the selected Documentary Collection Number.	
Acceptance Date	Read only field.  Acceptance Date will be auto-populated based on the selected Documentary Collection Number.	

Field	Description	Sample Values
Rebate Amount	Read only field. The rebate to the bill outstanding amount.	
Customer Dispatch	The value will be populated from back office based on the maintenance. <b>Toggle On:</b> If the toggle is set to <b>Yes</b> , the customer has the option to dispatch the documents directly to the importer's bank. <b>Toggle Off:</b> If the toggle is set to <b>No</b> , the bank has to dispatch the documents to the importer's bank.  Bank user is not allowed to edit the field, if the value defaulted from the back office is "No",	

### 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.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	

Field	Description	Sample Values
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – 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.</li> </ul>	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.	
<b>Action Buttons</b>		
Submit	On submit, task will move to next logical stage of Export 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 Export 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.	

### **3.2.4 Document Linkage**

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

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

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

Document

Document Type \*  
Letter of Credit

Document Title \*

Remarks

Drop files here or click to select

Selected files: []

Document Code \*  
Insurance Policy

Document Description

Document Expiry Date

Link Document

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.	

Field	Description	Sample Values
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.  
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 Type \*

Document Id

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.	



Field	Description	Sample Values
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.	

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

Link Document

Customer Id \*  
032204

Document Id

Document Type \*  
Documentary Collection

Document Code \*  
Insurance Policy

Fetch

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
<a href="#">Link</a>	1559	032204	HGJH	INSURANCE	Mar 9, 2023	032IDCB000017631
<a href="#">Link</a>	2649	032204	testing	INSURANCE	Mar 29, 2023	032ILCC000021179
<a href="#">Link</a>	4143	032204		INSURANCE	May 8, 2023	032ILCU000032029
<a href="#">Link</a>	4145	032204		INSURANCE	May 8, 2023	032ILCU000032042
<a href="#">Link</a>	4305	032204		INSURANCE	May 10, 2023	032IDCB000033105

Page 1 of 2 (1-5 of 7 items)
1
2

Close

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

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

Edit Document

Document Id	Document Title
2400	wqwq
Application Reference Number	Entity Reference Number
PK2ILCI000019041	PK2ILCI000019041
Document Type Id	Document Description
TFPM_DOCTYPE001	
Remarks	Document Expiry Date
	Jun 29, 2022
<div>Drop files here or click to select</div>	
Current selected files: []	

Update

Cancel

## 3.3 Data Enrichment

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

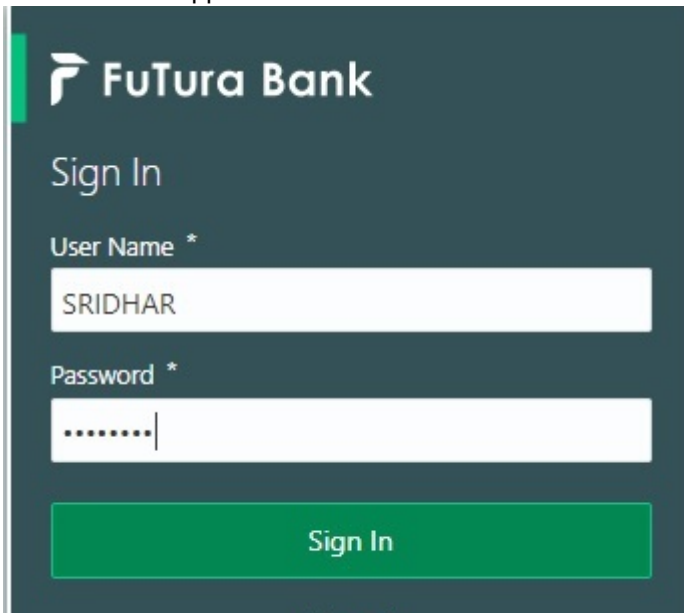
---

### 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”.

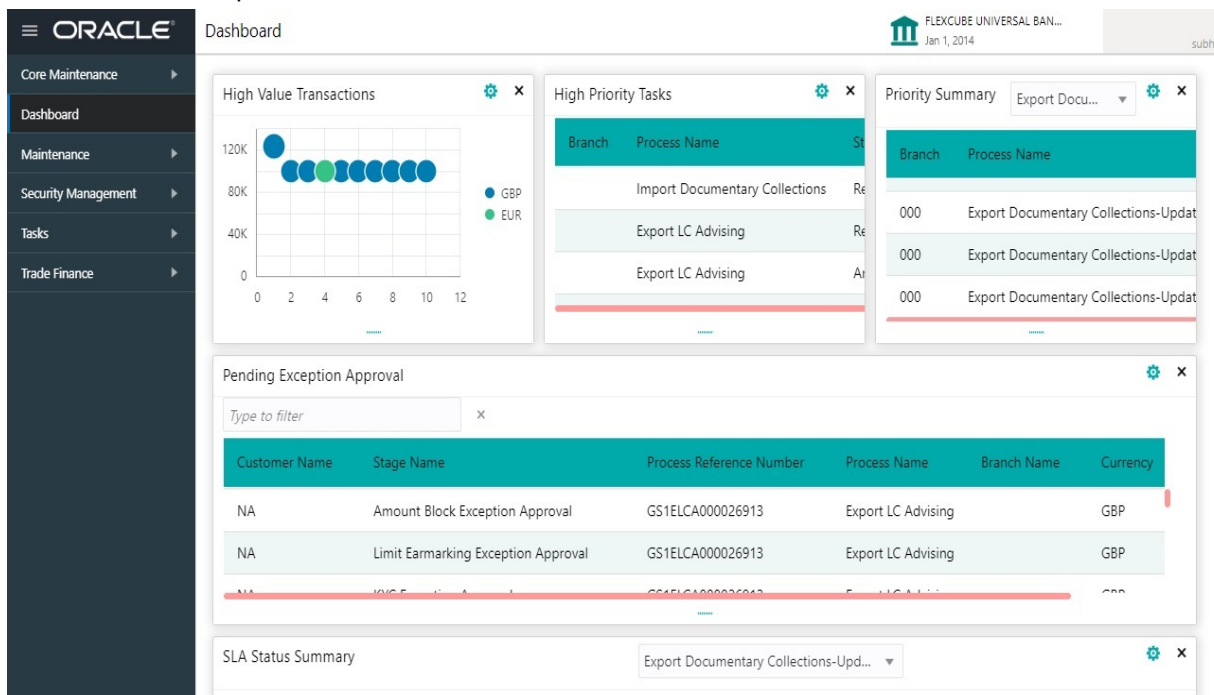
Do the following steps to acquire a task currently at Scrutiny stage:

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



The image shows a login screen for 'FuTura Bank'. It has a dark blue header with the bank's logo and name. Below the header, the text 'Sign In' is displayed. There are two input fields: 'User Name \*' with the value 'SRIDHAR' and 'Password \*' with masked characters. A green 'Sign In' button is at the bottom.

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



The image shows an Oracle dashboard interface. On the left is a navigation menu with 'ORACLE' at the top and several menu items: Core Maintenance, Dashboard (selected), Maintenance, Security Management, Tasks, and Trade Finance. The main area is titled 'Dashboard' and contains several widgets. The top row includes 'High Value Transactions' (a bubble chart for GBP and EUR), 'High Priority Tasks' (a table of tasks), and 'Priority Summary' (a table of summary items). The bottom row includes 'Pending Exception Approval' (a table of exceptions) and 'SLA Status Summary' (a table of status items).

Branch	Process Name	Status
	Import Documentary Collections	Re
	Export LC Advising	Re
	Export LC Advising	Ar

Branch	Process Name
000	Export Documentary Collections-Updat
000	Export Documentary Collections-Updat
000	Export Documentary Collections-Updat

Customer Name	Stage Name	Process Reference Number	Process Name	Branch Name	Currency
NA	Amount Block Exception Approval	GS1ELCA000026913	Export LC Advising		GBP
NA	Limit Earmarking Exception Approval	GS1ELCA000026913	Export LC Advising		GBP
NA	Limit Earmarking Exception Approval	GS1ELCA000026913	Export LC Advising		GBP

SLA Status Summary
Export Documentary Collections-Upd...

### 3. Click Trade Finance> Tasks> Free Tasks.

Free Tasks

Menu Item Search...

Refresh Acquire Delegate Reassign Flow Diagram

Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number
Acquire & Edit		Export Documentary Re...	000EDCR000029935	DataEnrichment	1586947061681	000	000009
Acquire & Edit	H	Export LC Cancellation	300ELCC000029931	Approval Task Level 1	70-01-01	300	001506
Acquire & Edit	M	Export Documentary- B...	000EDCR000029467	Registration	70-01-01	000	000947
Acquire & Edit		Import LC Drawing	300ILCD000029926	Scrutiny	1586946137943	300	001506
Acquire & Edit	H	Import Documentary- B...	300IDCB000029923	DataEnrichment	1586945695132	300	001506
Acquire & Edit		Export LC Drawing	000ELCD000029464	Registration	70-01-01	000	000009
Acquire & Edit		Export Documentary Re...	300EDCR000029463	DataEnrichment	70-01-01	300	001506
Acquire & Edit	M	Import Documentary Re...	300IDCR000029462	HandoffRetryTask	70-01-01	300	001506
Acquire & Edit		Export LC Cancellation	300ELCC000029907	DataEnrichment	1586942741328	300	001506
Acquire & Edit	M	Export LC Amendment	300ELCA000030005	Approval Task Level 1	70-01-01	300	001506

Page 1 of 40 (1 - 20 of 791 items) K < 1 2 3 4 5 ... 40 > X

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

Free Tasks

Menu Item Search...

Refresh Acquire Delegate Reassign Flow Diagram

Action	Priority	Process Name	Process Reference	Stage	Application Date	Branch	Customer Number
Acquire & Edit		Export Documentary Re...	000EDCR000029935	DataEnrichment	1586947061681	000	000009
Acquire & Edit	H	Export LC Cancellation	300ELCC000029931	Approval Task Level 1	70-01-01	300	001506
Acquire & Edit	M	Export Documentary- B...	000EDCR000029467	Registration	70-01-01	000	000947
Acquire & Edit		Import LC Drawing	300ILCD000029926	Scrutiny	1586946137943	300	001506
Acquire & Edit	H	Import Documentary- B...	300IDCB000029923	DataEnrichment	1586945695132	300	001506
Acquire & Edit		Export LC Drawing	000ELCD000029464	Registration	70-01-01	000	000009
Acquire & Edit		Export Documentary Re...	300EDCR000029463	DataEnrichment	70-01-01	300	001506
Acquire & Edit	M	Import Documentary Re...	300IDCR000029462	HandoffRetryTask	70-01-01	300	001506
Acquire & Edit		Export LC Cancellation	300ELCC000029907	DataEnrichment	1586942741328	300	001506
Acquire & Edit	M	Export LC Amendment	300ELCA000030005	Approval Task Level 1	70-01-01	300	001506

Page 1 of 40 (1 - 20 of 791 items) K < 1 2 3 4 5 ... 40 > X

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

My Tasks

Menu Item Search...

Refresh Release Flow Diagram

Action	Priority	Process Name	Process Reference	Application Number	Stage	Application Date	Branch	Cust
Edit		Export Documentary Re...	000EDCR000029935	000EDCR000029935	DataEnrichment	1586947061681	000	0000

Page 1 of 1 (1 - 1 of 1 items) K < 1 > X

The data enrichment stage has the following hops for data capture:

- Main Details
- Return Details
- Additional Fields
- Advices
- Additional Details
- Settlement 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 channels 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 **Customer Reference Number** and **Return Date**. Refer to [3.2.1 Application Details](#) for more information of the fields.

**ORACLE** (DEFAULTTENITY) Oracle Banking Trade Finan... Jun 13, 2021 ZART/ subham@gmail

Documentary Collection Return/Close  
Data Enrichment : Application No:- PK2EDCR000024147

**Main Details**

**Application Details**

Documentary Collection Number \* PK2ESNC211258003

Amount in Local Currency GBP

Submission Mode Desk

Drawer \* 001044 GOODCARE PLC

Process Reference Number PK2EDCR000024147

Return Date \* Jun 13, 2021

Branch PK2-Oracle Banking Trade Finan...

Customer Reference Number

Version Number 2

Bill Amount \* GBP £1,000.00

Priority Medium

**Collection Details**

Documents Received First

Operation Type COL

Drawee 001043 MARKS AND SPENCER

Finance Amount GBP

Customer Dispatch

Tenor Type Slight

Stage FINAL

Outstanding Bill Amount \* GBP £1,000.00

Protest Date

Product Code \* ESNC

Contract Reference Number PK2ESNC211258003

Collecting Bank 000330 CITIBANK

Acceptance Date

Product Description OUTGOING DOCUMENTARY SIGHT BIL

User Reference Number PK2EDCB000003143

Collecting Bank Reference Number NONE

Rebate Amount GBP £0.00

**Buttons:** Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, New

#### 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

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	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	

Field	Description	Sample Values
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – 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.</li> </ul>	
View Collection	Enables user to view the details of the collection.	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
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.	

Field	Description	Sample Values
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

### 3.3.2 Closure/Return Details

Return/Close details hop enables the user to provide details in the below mentioned section to process the return/close.

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



### 3.3.2.1 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	Check the documents delivered to drawee free of payment check box, if returned.	
Remarks	User can provide any remarks, if required.	
Documents Returned to Remitting Bank	Check the documents returned to remitting bank check box, if returned.	
Remarks	User can provide any remarks, if required.	
Documents Handed over to 3rd Party	Check the documents handed over to 3rd party check box, if returned.	
Remarks	User can provide any remarks, if required.	

### 3.3.2.2 Closure/Return Reason

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

### 3.3.3 Additional Fields

Banks can configure these additional fields during implementation.

Export Documentary Collection Return/Close  
DataEnrichment :: Application No:- 032EDCR000002255

Clarification Details Documents Remarks Overrides Customer Instruction View Collection

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

Additional Fields  
4 Additional Fields  
No Additional fields configured!

Audit

Request Clarification Reject Refer Hold Cancel Save & Close

### 3.3.4 Advices

Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required.

Export Guarantee Issuance  
aEnrichment :: Application No:- 032SGT000164432

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

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

Advices

Advice : REMITTANCE_LTR	Advice : ACKNOWLEDGE...
Advice Name : <b>REMITTANCE_LTR</b> Advice Party : <b>COLLECTING BANK</b> Party Name : Suppress : <b>NO</b> Advice	Advice Name : <b>ACKNOWLEDGEMENT</b> Advice Party : <b>DRAWER</b> Party Name : Suppress : <b>NO</b> Advice

Request Clarification Reject Refer Hold Cancel Save & Close Back

### 3.3.5 Additional Details

ort Documentary Collection Return/Close  
iEnrichment :: Application No:- 032EDCR000002255

Clarification Details Documents Remarks Overrides Customer Instruction View Collection

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

Additional Details

Charge Details	Preview Message	Payment Details	FX Linkage	Pre-Shipment Details
Charge : Commission : Tax : Block Status :	Language : Preview Message : +	Allow Rollover : Auto Change from : Acceptance to : Advance Liquidate using Collateral	Reference Number : Currency : Contract Amount :	No data to display.

Request Clarification Reject Refer Hold Cancel Save & Close Back

#### 3.3.5.1 Limits & Collateral

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

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

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

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

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	Edit
100172	Facility				100	AED	1000			11

ash Collateral Details

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Respor
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)	Edit	Delete
PK2CDP1221100002	GBP	2023-04-20	GBP	87508	£495.00	PK2CDP1221100002	

Page 1 (0 of 0 items)

Save & Close Close

Limit Details

Customer Id

001044

Linkage Type \*

Facility

Contribution % \*

1.0

Liability Number \*

PK2LIAB01

Contribution Currency

GBP

Line Id/Linkage Ref No \*

PK2L01SL1

Limit/Liability Currency

GBP

Limits Description

Limit Check Response

Available

Amount to Earmark \*

AED 100.00

Expiry Date

Limit Available Amount

£999,999,903.89

Response Message

The Earmark can be performed as the f

ELCM Reference Number

Verify

Save & Close

Close

Field	Description	Sample Values
<div>Plus Icon</div> <div>+</div>	Click plus icon to add new Limit Details.	

Limit Details

Click + plus icon to add new limit details.

Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.

Field	Description	Sample Values
Customer ID	Applicant's/Applicant Bank customer ID will get defaulted.	
Linkage Type	<p>Select the linkage type. Linkage type can be:</p> <ul style="list-style-type: none"> <li>• Facility</li> <li>• Liability</li> </ul> <p>By default Linkage Type should be "Facility".</p>	
Contribution%	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified.</p> <p>Once contribution % is provided, system will default the amount.</p> <p>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.</p>	
Liability Number	<p>Click <b>Search</b> to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>	
Contribution Currency	The LC currency will be defaulted in this field.	
Line ID/Linkage Ref No	<p>Click <b>Search</b> to search and select the from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <hr/> <p style="text-align: center;"><b>Note</b></p> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> <p>This field is disabled and read only, if <b>Linkage Type</b> is <b>Liability</b>.</p>	
Line Serial	<p>Displays the serial of the various lines available and mapped under the customer id.</p> <p>This field appears on the Limits grid.</p>	

Field	Description	Sample Values
Limit/ Liability Currency	Limit Currency will be defaulted in this field, when you select the <b>Liability Number</b>	
Limits Description	This field displays the limits description.	
Limit Check Response	Response can be 'Success' or 'Limit not Available' based on the limit service call response.	
<del>Contribution Amount</del> Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.	
Expiry Date	This field displays the date up to which the Line is valid	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the Verify button.	
Response Message	Detailed Response message. The value in this field appears, if you click the Verify button.	
ELCM Reference Number	This field displays the ELCM reference number.	
Below fields appear in the Limit Details grid along with the above fields.		
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.	
Edit	Click the link to edit the Limit Details	
Delete icon	Click delete icon to delete the existing limit details.	

## Collateral Details

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

Collateral Details

Total Collateral Amount \*

Sequence Number

1.0

Collateral Contribution Amount \*

NaN

Settlement Account Currency

AED

Contribution Amount in Account Currency

Response

VN

Verify

Collateral Amount to be Collected \*

Collateral Split % \*

34.0

Settlement Account \*

0912160013

Exchange Rate

Account Available Amount

Response Message

✓ Save & Close

✕ Cancel


Field	Description	Sample Values
Cash Collateral Details		
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.	
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.	
Exchange Rate	System populates the exchange rate maintained. User can modify the collateral Currency and amount.  System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.	

Click + plus icon to add new collateral details.

Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.

Total Collateral Amount	Read only field.  This field displays the total collateral amount provided by the user.	
-------------------------	---	--

Field	Description	Sample Values
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.	
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.	
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.	
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.	
Settlement Account	Select the settlement account for the collateral amount.	
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.	
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.	
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.	
Account Available Amount	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.	
Response	Read only field. System populates the response on clicking the <b>Verify</b> button.	
Response Message	Read only field. System populates the response message on clicking the <b>Verify</b> button.	
Verify	Click to verify the account balance of the Settlement Account.	
Save & Close	Click to save and close the record.	
Cancel	Click to cancel the entry.	

Field	Description	Sample Values
Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.		
Collateral %	<p>User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.</p> <p>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.</p> <p>User can modify the defaulted collateral percentage, in which case system should display an override message "Defaulted Collateral Percentage modified".</p>	
Contribution Amount	<p>This field displays the collateral contribution amount.</p> <p>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.</p>	
Delete Icon 	Click minus icon to remove any existing Collateral Details.	
Edit Link	Click edit link to edit any existing Collateral Details.	

### 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.

Deposit Linkage Details

Customer Id

032204

Deposit Branch

032

Deposit Maturity Date

Apr 2, 2023

Deposit Available In Transaction Currency

AED31,323.00

Linkage Amount(Transaction Currency) \*

AEDAED 4,500.00

Deposit Account

032CD01230310001

Deposit Available Amount

AEDAED 31,323.00

Exchange Rate

1


Linkage Percentage % \*

45.0

Save & Close

Close

### 3.3.5.2

Field	Description	Sample Values
Click + plus icon to add new deposit details.		
Customer Id	Customer ID is defaulted from the system. User can change the customer ID.	
Deposit Account	Click <b>Search</b> to search and select the deposit account from the look-up. All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.	
Deposit Branch	Branch will be auto populated based on the Deposit account selection.	
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account selection.	
Deposit Maturity Date	Maturity Date of deposit is displayed based on the Deposit Account selection.	
Exchange Rate	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	Deposit amount available should be displayed after exchange rate conversion, if applicable.	
Linkage Percentage%	Specify the value for linkage percentage.	
Linkage Amount (Transaction Currency):	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 <b>Deposit Details</b> grid along with the above fields.		
Deposit Currency	The currency will get defaulted in this field.	
Transaction Currency	The currency will get defaulted in this field from the underlying task.	
Delete Icon 	Click minus icon to remove the existing Linked deposit details by selecting the Deposit.	
Edit Link	Click edit link to edit any existing deposit Details.	

**Charge 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.	
Currency	Defaults the currency in which the commission needs to be collected	
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.	
Defer	If check box is selected, charges/commissions has to be deferred and collected at any future step.  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.	

Field	Description	Sample Values
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 'Drawer' by Default. You can change the value to Drawee.	
Settlement Account	Details of the Settlement Account.	
Amendable	Displays if the field is amendable or not.	

### 3.3.5.3 Charge Details

Provide the charge details based on the following table:

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.	
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.	

Field	Description	Sample Values
Defer	<p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>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.</p> <p>The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>	
Waive	<p>If charges have to be waived, this check box has to be selected.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>	
Charge Party	Charge party will be Drawer by default. You can change the value to Drawee.	
Settlement Account	Details of the settlement account.	

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 applicable.	
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	<p>If taxes have to be deferred and collected at any future step, this option has to be enabled.</p> <p>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.</p>	

Field	Description	Sample Values
Settlement Account	Details of the settlement account.	

### 3.3.5.4 Payment Details

PaymentDetails  
to Liquidate

Allow Rollover

Auto Change from Acceptance to Advance

Liquidate using Collateral

Outstanding Collateral Amount

ED

Avalization

Settlement Details - Liquidation

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency
-----------	----------	--------------	---------	---------------------	--------	------------------

No data to display.

Page 1 (0 of 0 items)

Save & Close Close

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.	
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.  <b>Note</b>  This option is applicable only for the bills that are co-accepted by the bank.	
Outstanding Collateral Amount	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Liquidate using Collateral	Read only field.	
Avalization	This flag indicates whether avalization is enabled or not.	
Settlement Details - Liquidation		

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 the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Branch	Application displays the branch of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	

### 3.3.5.5 Preview Message

User can view the draft message being displayed on the preview message text box.

#### Preview - SWIFT Message

Language  
English

Message Type

Message Status

Repair Reason

Preview Message

#### Preview - Mail Advice

Language  
English

Advice Type  
CLOSURE\_ADVICE

Message Status

Repair Reason

Preview Message  
DRAWER REFERENCE : NONE  
DRAWER COUNTRY : UNITED ARAB EMIRATES  
  
BILL AMOUNT : AED 10,000.00  
AMOUNT IN WORDS : Ten Thousand  
BILL CURRENCY : UAE Dirham  
TENOR OF BILL : Sight  
TENOR DAYS OF BILL : SIGHT  
BILL MATURITY DATE : 14-AUG-23  
CLOSURE REASON : STMR ATTN

Save & Close

Field	Description	Sample Values
Preview - SWIFT Message		
Language	Read only field. English is set as default language for the preview.	

Field	Description	Sample Values
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 liquidation details.	
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation 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 liquidation details.	
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.	
Preview Message	Display a preview of the advice.	

### 3.3.5.6 Pre-Shipment Details

If a Pre-Shipment Credit is already outstanding against this Export Collection, user must be able to repay the same from the settlement account of the Customer.

Pre-Shipment Details

PreShipment Details

Loan Account Number	Currency	Outstanding Amount	Action
No data to display.			
Page 1 (0 of 0 items) < 1 >			

Settled Loan

Sequence Number	Loan Account Number	Currency	Outstanding Amount	Event	Settled Amount
No data to display.					
Page 1 (0 of 0 items) < 1 >					

Save & Close Close





Provide the Liquidate Pre-Shipment Finance details based on the description in the following table:

Field	Description	Sample Values
Loan Account Number	Provide the loan account number. Alternatively, user can search the CI account number in the LOV.	
Currency	Read only field Application defaults the currency of the Pre-Shipment Credit Number.	
Outstanding Amount	Application defaults the outstanding amount of the Pre-Shipment Credit Number.	
Action	Click the Edit icon to modify the Pre-Shipment Finance details. Click the Delete icon to delete the Pre-Shipment Finance details.	
Settled Loan		
Sequence Number	This field displays the sequence of the settled loan.	
Loan Account Number	This field displays the settled Loan Account number.	
Currency	Read only field Application defaults the currency of the settled loan account number.	
Outstanding Amount	Read only field Application defaults the outstanding amount.	
Event	This field displays the event.	
Settled Amount	Read only field. This field displays the settled amount.	

### 3.3.5.7 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 Linkage									
FX Linkage									
FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action	
PK2FXFI211586018	GBP	USD	E157,786.89	1.22	E100.00	E6,147.54	December 31, 2022		
Page 1 of 1 (1 of 1 items)   < 1 >									
Average FX Rate									
0									
Save & Close Cancel									

FX Linkage

FX Reference Number \*

032FXF2230890501

Contract Amount

AED AED 149,999,998.50

Linkage Amount \*

AED AED 27,000.00

FX Amount in Local Currency

GBP £149,999,998.50

FX Delivery Period From

Currency

AED

Available FX Contract Amount

AED AED 149,873,698.50

Rate

1.5

FX Expiry Date

Dec 30, 2025

FX Delivery Period To

Save & Close

Close

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	<p>Select the FX contract reference number from the LOV.</p> <p>On select and save and close, system defaults the available amount, bot currency, sold currency and rate.</p> <p>Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>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.</p>	
Currency	This field displays the FX BOT currency from the linked FX contract.	
Contract Amount	<p>This field displays the FX BOT currency and Amount.</p> <p>The user can change the currency.</p>	

Field	Description	Sample Values
Available FX Contract Amount	<p>This field displays the available FX contract amount.</p> <p>The value is from the “Available Amount” in FXDLINKG screen in OBTR.</p> <p>Available Amount BOT currency and Amount is displayed.</p>	
Linkage Amount	<p>This field displays the amount available for linkage.</p> <p>The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone.</p> <p>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.</p>	
Rate	This field displays the exchange rate defaulted from the linked FX Contract.	
FX Amount in Local Currency	<p>This field displays the FX amount in local currency.</p> <p>The value is defaulted as FX BOT currency and Amount from FXDTRONL</p>	
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.		
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	<p>Sum of Linked amount will not be greater than LC contract amount.</p> <p>Linked amount will not be greater than the available amount for linkage.</p>	

Field	Description	Sample Values
Total Utilized amount	<p>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.</p> <p>The value is Total Utilized Amount BOT currency and Amount for Import LC/Guarantee Issuance from FXDLINKG</p>	
Average FX Rate	<p>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.</p>	
Action	<p>Click the Edit icon to modify the FX details.</p> <p>Click the Delete icon to delete the FX details.</p>	

### 3.3.5.8 Action Buttons

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

Field	Description	Sample Values
Clarification Details	<p>Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.</p>	
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	<p>Click to view the overrides accepted by the user.</p>	

Field	Description	Sample Values
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>● <b>Transaction Level Instructions</b> – 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.</li> </ul>	
View Collection	Enables user to view the details of the collection.	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
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.	

Field	Description	Sample Values
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Back	Task moves to previous logical step.	
Next	On click of Next, system should validate if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.	

### 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	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	

Field	Description	Sample Values
Account Description	Application displays the description of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	Application displays the current event as Y or N.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF	
Exchange Rate	The exchange rate.	
Deal Reference Number	The exchange deal reference number.	

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	Select the transfer type from the drop list: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul>	
Charge Details	Select the charge details for the transactions: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>	
Netting Indicator	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	
Receivers Correspondent	Select the receivers correspondent from the LOV.	

Field	Description	Sample Values
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	
Ultimate Beneficiary	Select the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Select the intermediary reimbursement institution from the LOV.	
Receiver	Click Search to search and select the receiver.	

### 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	Provide the sender to receiver message.	
Sender to Receiver 2	Provide the sender to receiver message.	
Sender to Receiver 3	Provide the sender to receiver message.	
Sender to Receiver 4	Provide the sender to receiver message.	
Sender to Receiver 5	Provide the sender to receiver message.	
Sender to Receiver 6	Provide 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	Provide the payment details.	
Payment Detail 2	Provide the payment details.	
Payment Detail 3	Provide the payment details.	
Payment Detail 4	Provide the payment details.	

### 3.3.7 Summary

User can review the summary of details updated in Data Enrichment stage of Export Collection Return 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 Bill details.
- Closure/Return Details - User can view the return details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Additional Fields - User can view the details of the additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission, Charges and taxes - User can view the commission, charges and taxes details.
- Preview Messages - User can view the preview message.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

### Note

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

### 3.3.7.1 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	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"><li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li><li>● <b>Transaction Level Instructions</b> – 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.</li></ul>	
View Collection	Enables user to view the details of the collection.	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul>	
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>	
Save & Close	<p>Save the details provided and holds the task in 'My Task' queue for further update.</p> <p>This option will not submit the request.</p>	
Back	<p>Task moves to previous logical step.</p>	
Submit	<p>Task will move to next logical stage of Export Documentary Collection Return - Close.</p> <p>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.</p>	

## 3.4 Multi Level Approval

Log 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.

### 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 Code
- Bill Amount

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.

The screenshot displays the Futura Bank OBTFM application interface. On the left is a navigation menu with options like Core Maintenance, Dashboard, Maintenance, Security Management, Tasks, and Trade Finance. The main area is titled 'Free Tasks' and shows a table of tasks with columns for Action, Priority, and Application Number. A modal window titled 'Approval Rekey' is open in the center, containing tabs for Incoming Message, Documents, and Remarks. The modal has input fields for 'Applicant Party' (with value 000262) and 'Application Date' (with value Feb 1, 2019), both marked with green checkmarks. At the bottom of the modal are buttons for 'Proceed', 'Refer', and 'Cancel'. In the background, a table lists various processes such as 'Import LC Liquidation', 'Export LC Advising', and 'Import LC Amendment' with their respective stages and back office codes.

### 3.4.2 Summary

(DEFAULTTENTITY )
 FLEXCUBE UNIVERSAL BAN...

ZART

subham@gmail

Port Documentary Collection Return/Closure

Approval Task Level 1 :- Application No:- 032EDCR000164278

Documents
Remarks
Overrides
Customer Instruction
View Collection

<b>Main Details</b> <div> <div>Booking Date</div> <div>: 2023-08-03</div> </div> <div> <div>Submission Mode</div> <div>: Desk</div> </div> <div> <div>Bill Amount</div> <div>: AED 10000</div> </div>	<b>Closure/Return Details</b> <div> <div>Protested Bill</div> <div>: No</div> </div> <div> <div>Unaccepted Bill</div> <div>: No</div> </div> <div> <div>Other Documents</div> <div>: No</div> </div>	<b>Additional Fields</b> <div> <div>Click here to view</div> <div>:</div> </div> <div> <div>Additional fields</div> <div>:</div> </div>	<b>Advices</b> <div> <div>Advice 1</div> <div>: CLOSURE_ADV...</div> </div> <div> <div>Advice 2</div> <div>: PAYMENT_MESS...</div> </div>	<b>Limits and Collaterals</b> <div> <div>Contribution Currency</div> <div>:</div> </div> <div> <div>Amount to Earmark</div> <div>: null</div> </div> <div> <div>Limit Status</div> <div>: Not Verified</div> </div> <div> <div>Collateral Currency</div> <div>:</div> </div> <div> <div>Collateral Contr.</div> <div>:</div> </div> <div> <div>Collateral Status</div> <div>: Not Verified</div> </div> <div> <div>Deposit Linkage CCY</div> <div>:</div> </div> <div> <div>Deposit Linkage</div> <div>:</div> </div> <div> <div>Amount</div> <div>:</div> </div>
<b>Commission, Charges and taxes</b> <div> <div>Charge</div> <div>:</div> </div> <div> <div>Commission</div> <div>:</div> </div> <div> <div>FX</div> <div>:</div> </div> <div> <div>Lock Status</div> <div>: Not Initiated</div> </div>	<b>Preview Messages</b> <div> <div>Language</div> <div>: ENG</div> </div> <div> <div>Preview Message</div> <div>: -</div> </div>	<b>Payment Details</b> <div> <div>Advance by Loan</div> <div>:</div> </div> <div> <div>Allow Rollover</div> <div>: No</div> </div> <div> <div>Liquidate using</div> <div>:</div> </div> <div> <div>Collateral</div> <div>:</div> </div>	<b>FX Linkage</b> <div> <div>Reference Number</div> <div>:</div> </div> <div> <div>Linkage Amount</div> <div>:</div> </div> <div> <div>Contract Currency</div> <div>:</div> </div>	<b>Settlement Details</b> <div> <div>Component</div> <div>:</div> </div> <div> <div>Account Number</div> <div>:</div> </div> <div> <div>Currency</div> <div>:</div> </div>
<b>Parties Details</b> <div> <div>Drawer</div> <div>: Air Arabia</div> </div> <div> <div>Drawee</div> <div>: Aldar Proper...</div> </div>	<b>Compliance details</b> <div> <div>KYC</div> <div>: Not Initiate...</div> </div> <div> <div>Sanctions</div> <div>: Verified</div> </div> <div> <div>AML</div> <div>: Verified</div> </div>	<b>Accounting Details</b> <div> <div>Event</div> <div>: CLOS</div> </div> <div> <div>AccountNumber</div> <div>: 5200000001</div> </div> <div> <div>Branch</div> <div>: 032</div> </div>	<b>Exception(Approval)</b> <div> <div>EXCEPTION</div> <div>: Nil</div> </div>	

audit

Reject

Hold

Refer

Cancel

Approve

#### Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Closure/Return Details - User can view the return details.
- Party Details - User can view party details like applicant, collecting bank etc.
- Additional Fields - User can view the details of the additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view limits and collateral details.
- Charges - User can view charge details.
- Preview Messages - User can view the preview message.
- 
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

#### Note

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

- 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
Documents	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application will display the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>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.</p>	
Remarks	<p>Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>	
Overrides	<p>Click to view the overrides accepted by the user.</p>	
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"><li>● <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li><li>● <b>Transaction Level Instructions</b> – 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.</li></ul>	
View Collection	<p>Enables user to view the details of the collection.</p>	

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>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.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance- Limits</li> <li>• R5 - Others</li> </ul>	
Cancel	Cancel the approval.	
Approve	<p>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.</p>	

## 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 be 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.
- Return Details - User can view return details.
- Payment Details - User can view payment details.
- Charges - User can view charge details.
- Settlement Details - User can view the settlement details.
- Preview Message - 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.	
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.	



## A

Additional Details	
Action Buttons	22
Charge Details	16
FX Linkage	20
Payment Details	19
Pre-Shipment Details	20
Preview Message	20
Tracers	22

## B

Benefits	1
----------	---

## D

Data Enrichment	8
Additional Details	16
Additional Fields	14
Advices	15
Main Details	11
Settlement Details	23
Summary	25

## E

Exceptions	26
Exception - Limit Check/Credit	26
Export Documentary Collection Return - Close	2
Exceptions	26
Liquidation	8
Multi Level Approval	26
Registration	2
Reject Approval	29

## K

Key Features	1
--------------	---

## M

Main Details	
Action Buttons	12
Application Details	11
Multi Level Approval	26

## O

Overview	1
----------	---

## R

Registration	2
Application Details	4
Collection Details	5
Miscellaneous	7

Reject Approval	29
Action Buttons	30
Summary	30

Return Details	
Documents Disposal	14

## S

Summary	
Action Buttons	26