Export LC Transfer Cancellation User Guide

Oracle Banking Trade Finance Process Management

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Contents

Oracle Banking Trade Finance Process Management - Export LC Transfer Cancellation User Guide
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1. Preface

1.1 Introduction

This user manual is designed to help you quickly get acquainted with Export LC Transfer Cancellation 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. 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 LC Transfer Cancellation

Export LC Transfer Cancellation process enables the user to cancel the active Transfer LC which had been already advised.

An active Transfer LC Cancellation request received from First beneficiary can be cancelled in case of below scenarios:

- If further drawings are not expected/required under a Transfer LC.
- Request has been received for Parent Export LC cancellation; hence any issued Transfer LC has to be cancelled as well prior to cancellation of the parent Export LC.

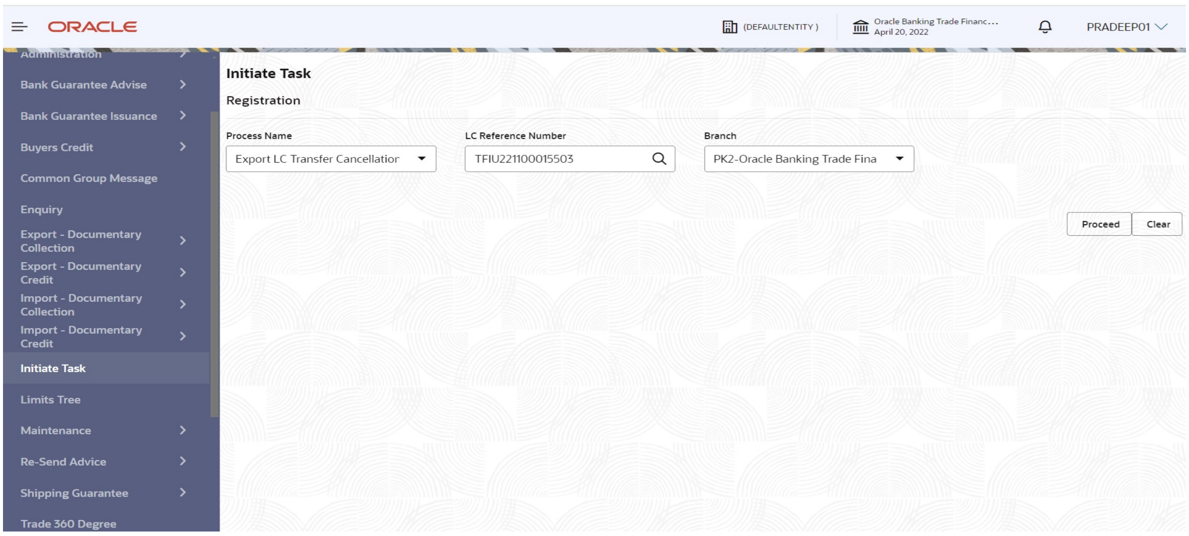
In the following sections, let’s look at the details for Export LC Transfer cancellation process.

This section contains the following topics:

3.1 Common Initiation Stage

The user can initiate the new Export LC Transfer cancellation 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.

Field	Description
LC Reference Number	Select the LC reference number.
Branch	Select the branch.

3.1.0.1 Action Buttons

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

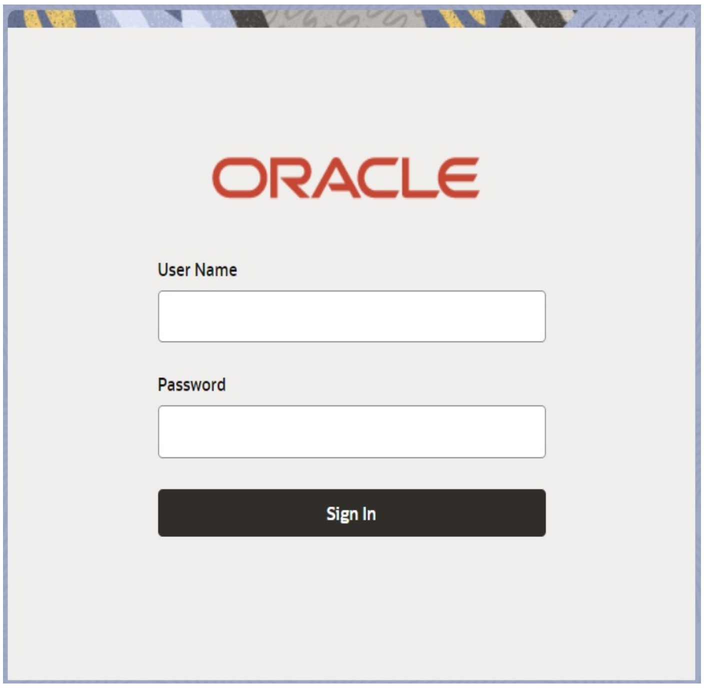
Field	Description
Proceed	Task will get initiated to next logical stage.
Clear	The user can clear the contents update and can input values again.

3.2 Registration

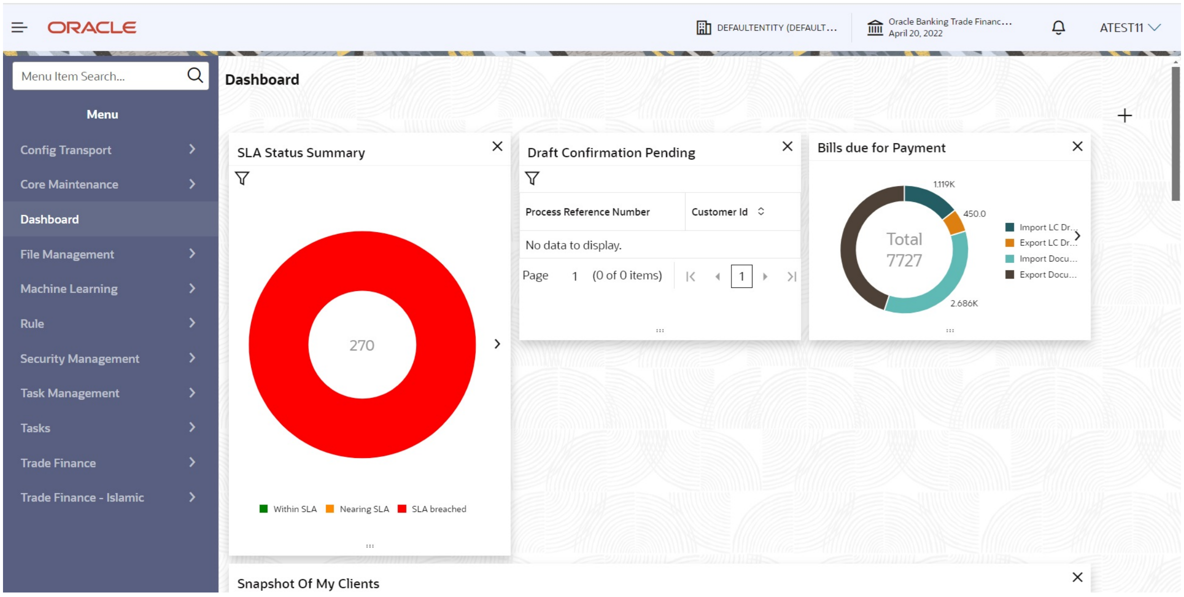
The user can register a request for a Transfer LC cancellation received at the front desk (as an application received physically/received by mail/fax).

During registration stage, user can capture the basic details of the application, check the signature of the First Beneficiary and upload related documents. On submit of the request, the customer should be notified with acknowledgment and the request should be available for an LC expert to handle in the next stage.

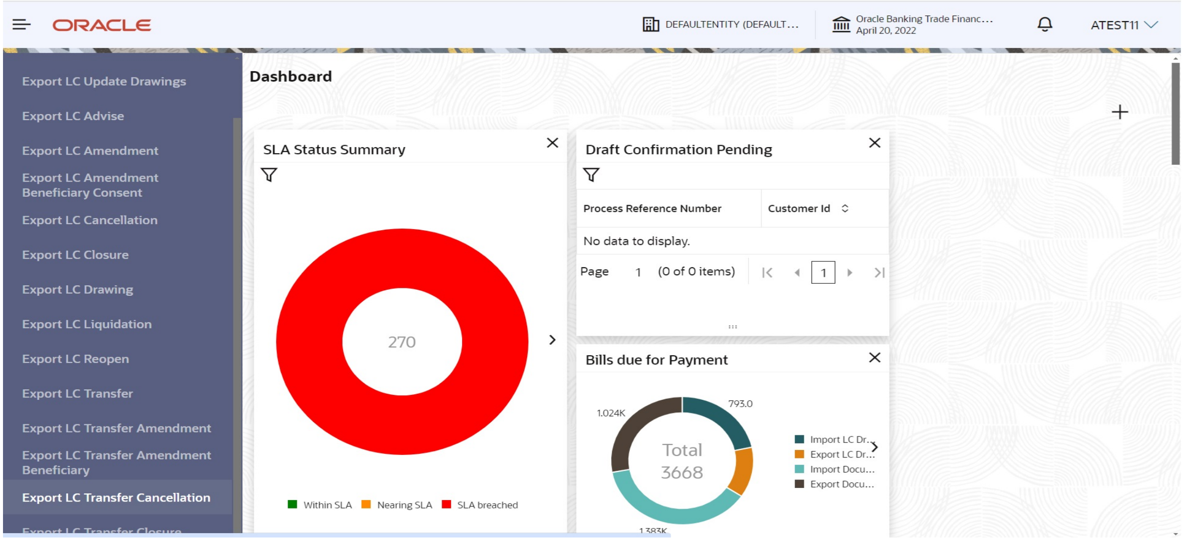
1. Using the entitled login credentials for registration stage, login to the OBTFPM application.



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

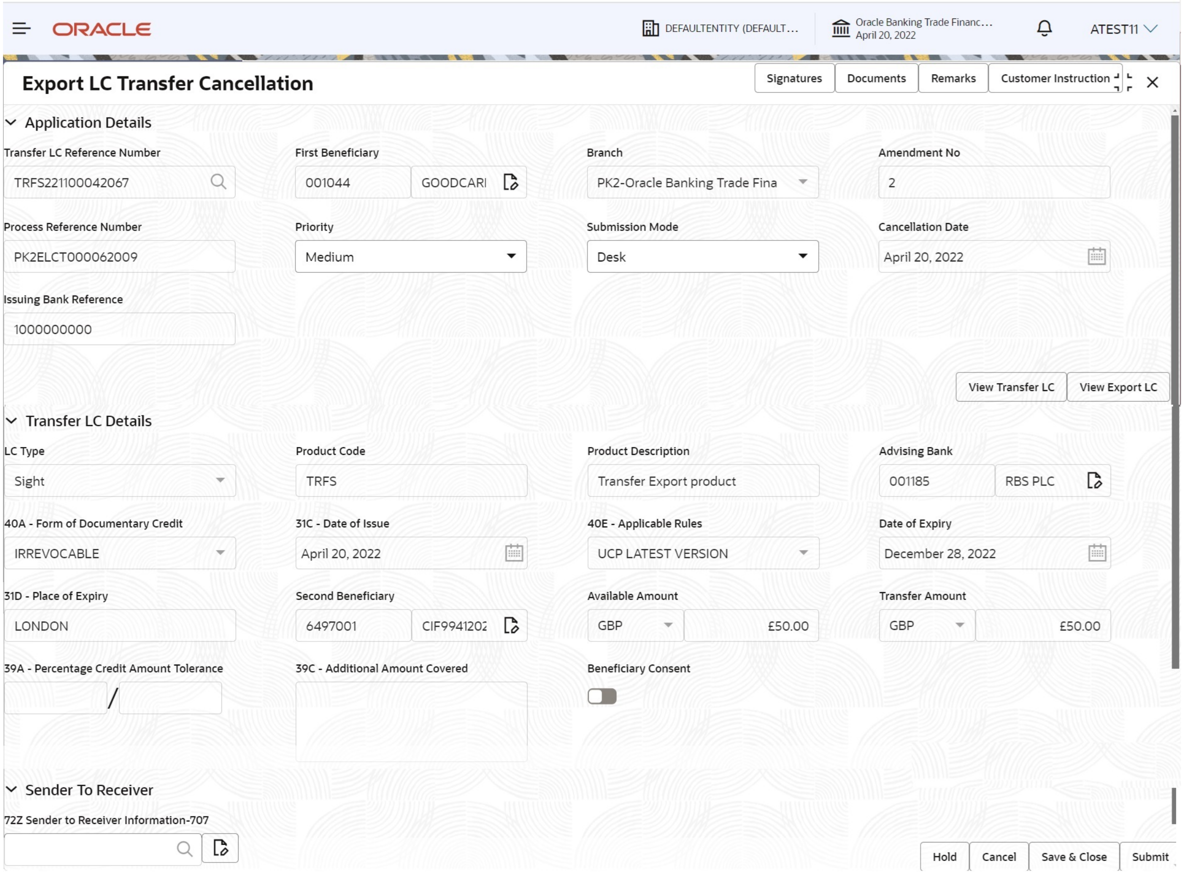


3. Click **Trde Finance> Export - Documentary Credit> Export LC Transfer Cancellation.**



The registration stage has two sections Application Details and LC Details. Let’s look at the details of registration screens below:

3.2.1 Application Details



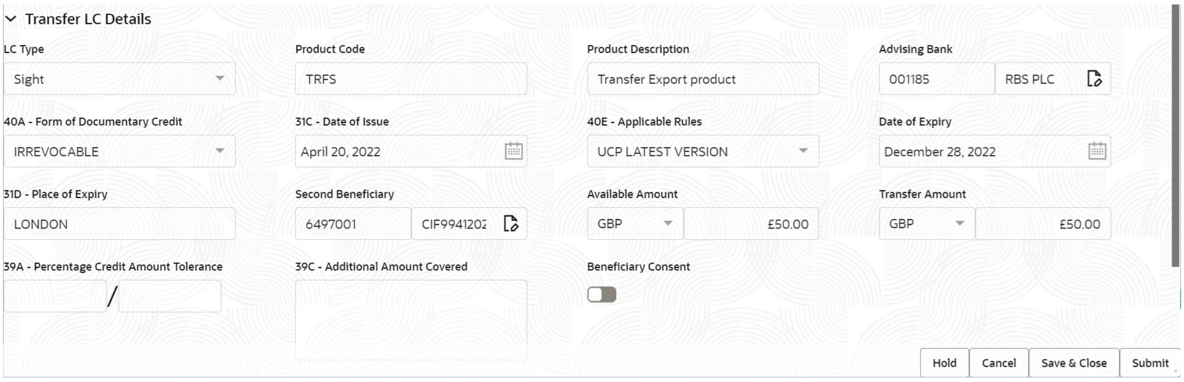
Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Transfer LC Reference Number	Specify the Transfer LC Reference Number. Alternatively, user can search the Transfer LC Reference Number using LOV. In the LOV, user can input Transfer LC Reference Number, Second Beneficiary, Currency, Amount and User Reference to fetch the Export Transfer LC details. System displays all the Transfer LC's outstanding against the given first Beneficiary-Second Beneficiary combination. User can select the particular Transfer LC that can be cancelled.Once the LC to be cancelled is input/selected, on tab out system will populate the details of the LC to be cancelled. **Note:** System would not display the Transfer LC Reference which is already in cancelled or closed status.	

Field	Description	Sample Values
First Beneficiary	Read only field. First beneficiary name and ID is auto-populated as available in underlying transfer LC.	EMR & CO
Branch	Read only field. Branch details will be auto-populated from the LC details.	203-Bank Futura -Branch FZ1
Amendment No	Read Only field. System defaults the latest amendment number sequence for this Transfer Letter of Credit. The amendment sequence number is simulated from the backend system. The System defaults based on the logic < Last Amendment Number +1>.	
Process Reference Number	Read Only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	System will default the Priority as Essential/Critical/Medium/High/Low based on maintenance. User can change the value.	High
Submission Mode	The submission mode of Export LC Transfer Cancellation request is defaulted by the system. By default the submission mode will have the value as 'Desk'. User can change the defaulted priority. **Desk-** Request received through Desk **Courier-** Request received through Courier **Email -** Request received through Email **Fax -** Request received through Fax If cancellation request initiated from customer portal, then submission mode value will be 'online' and read only.	Desk
Cancellation Date	Read only field. By default, the application will display branch's current date.	04/13/2018
Issuing Bank Reference	Read only field. Issuing Bank reference number details will be auto-populated from the underlying Transfer LC.	

3.2.2 Transfer LC Details

The user can view the latest LC values displayed in the respective fields. All fields displayed in LC details section are **read only** fields except the **Beneficiary Consent** toggle.



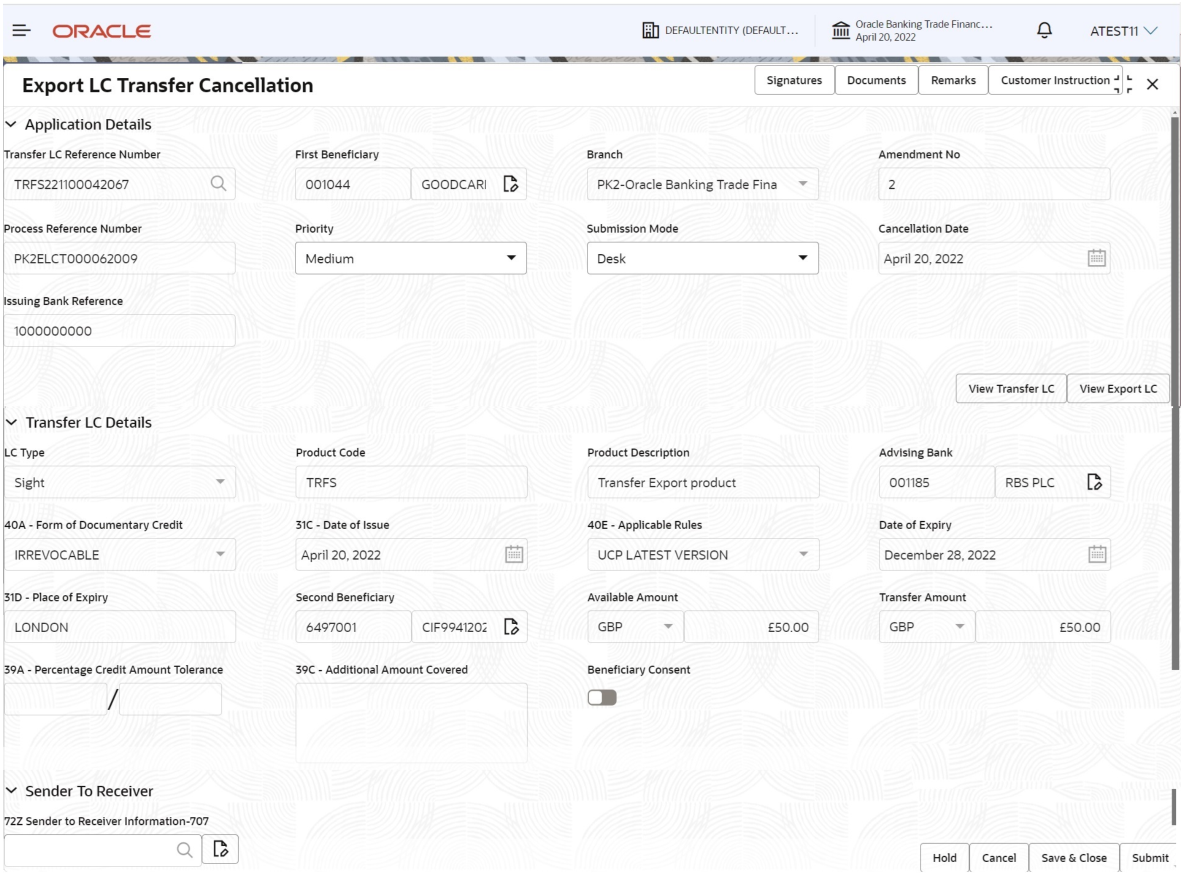
Field	Description	Sample Values
LC Type	Read only field. Displays the value used for LC Type as per the latest LC details.	
Product Code	Read only field. Displays the product code used during Issuance of Transfer LC.	
Product Description	Read only field. Displays the description of the product as per the product code as in Transfer LC Issuance.	
Advising Bank	Read only field. Displays the advising bank Bank through which Transfer LC is advised, as per the latest LC details.	
40A - Form of Documentary Credit	Read only field. Displays the type of LC as per the selection done at the time of Transfer LC Issuance.	
Date of Issue	Read only field. This field displays the transfer LC issuance date.	
Applicable Rules	Read only field. Displays the rules under which LC is issued, as per the latest LC details.	
Date Of Expiry	Read only field. Displays the expiry date as per the latest Transfer LC details.	
Place of Expiry	Read only field. Displays the place of expiry as per the latest Transfer LC details.	

Field	Description	Sample Values
Second Beneficiary	Read only field. Applicant Bank if available as per the latest LC details is displayed.	
Available Amount	Read only field. Displays the outstanding value of the Transfer LC.	
Transfer Amount	Read only field. Currency Code as per the latest LC details is displayed. Transfer LC Amount as per the latest LC details is displayed.	
Percentage Credit Amount Tolerance	Read only field. Displays the percentage credit amount tolerance details as per the latest LC.	
Additional Amount Covered	Read only field. Additional amount covered as per the latest LC details.	
Beneficiary Consent	This flag is enabled, if cancellation requires beneficiary’s consent. In case user wishes to turn it OFF, an override message should be populated. “Beneficiary Consent flag Turned OFF”.	

3.2.3 Sender To Receiver

Field	Description	Sample Values
Sender to Receiver Information	Click 'Search' icon to search and select a FFT to provide the additional information to receiver. User can enter the Sender to Receiver Information to be sent in outgoing MT707. Click the edit icon to edit the sender to receiver information.	

3.2.4 Miscellaneous



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

Field	Description	Sample Values
Signatures	System will display the details of Authorized signatories. The pop up box will display the signature id, signature title and image of the signature for verification.	

Field	Description	Sample Values
Documents	User to upload the applicable documents. System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted under a Transfer LC closure request are: • Cancellation request • Transfer LC instrument copy	
Remarks	Provide any additional information regarding the transfer LC Closure. This information can be viewed by other users processing the request.	
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
View Transfer LC	Clicking on View Transfer LC button enables user to view the latest details of the Transfer LC (fields to be displayed as currently available in Transfer LC Amendment registration process).	
View Export LC	Clicking on View Export LC button enables the user to view the underlying Export LC Parent details (fields to be displayed as currently available in Transfer LC Amendment registration process).	
Action Buttons		
Submit	On submit, task will get moved to next logical stage of Export LC Transfer Cancellation. 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 displays the task in you queue for working later. This option will not submit the request.	
Cancel	Cancels the Export LC Transfer Cancellation Registration stage inputs.	

Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Checklist	System displays the mandatory and optional checklist items. User needs to check on the applicable checklist items. If mandatory checklist items are not marked, system will display an error on submit. The possible checklist items under Registration Stage are: • Application signed and stamped • Customer signature verified • All Documents received are uploaded • Any correction or alteration initiated by the First Beneficiary	

3.2.5 Document Linkage

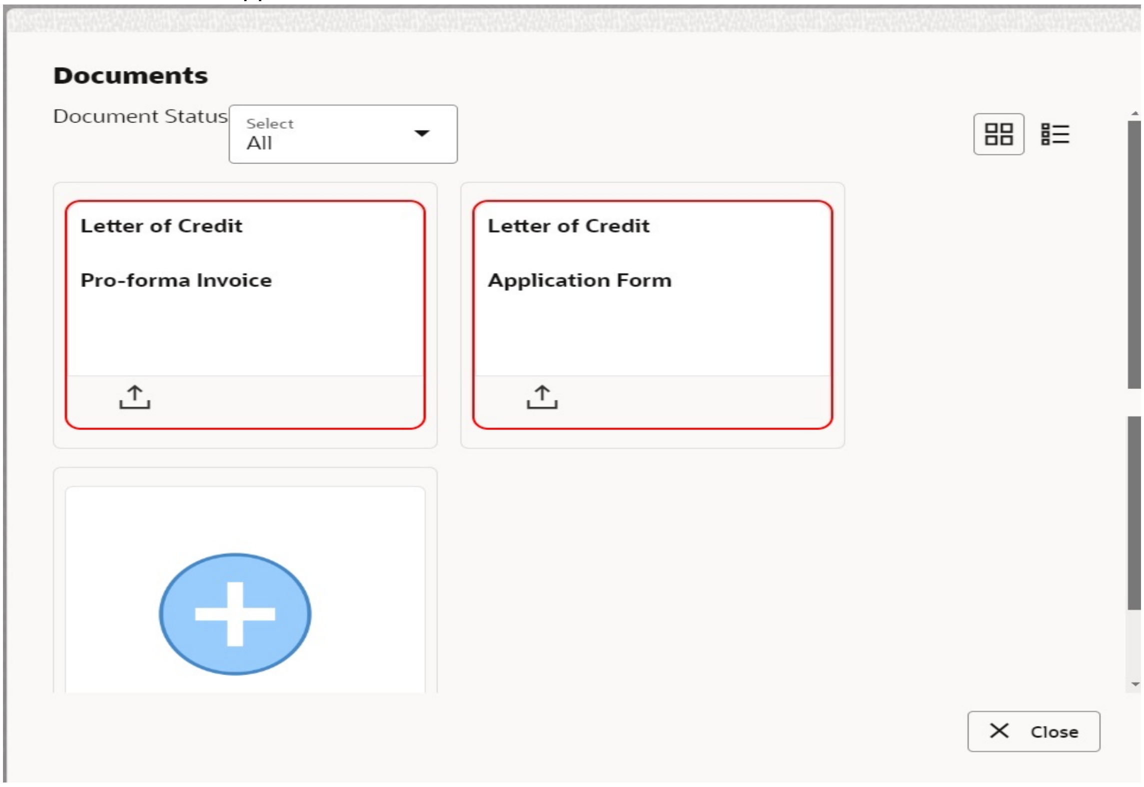
The user can link an existing uploaded document in any of the process stages.

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.

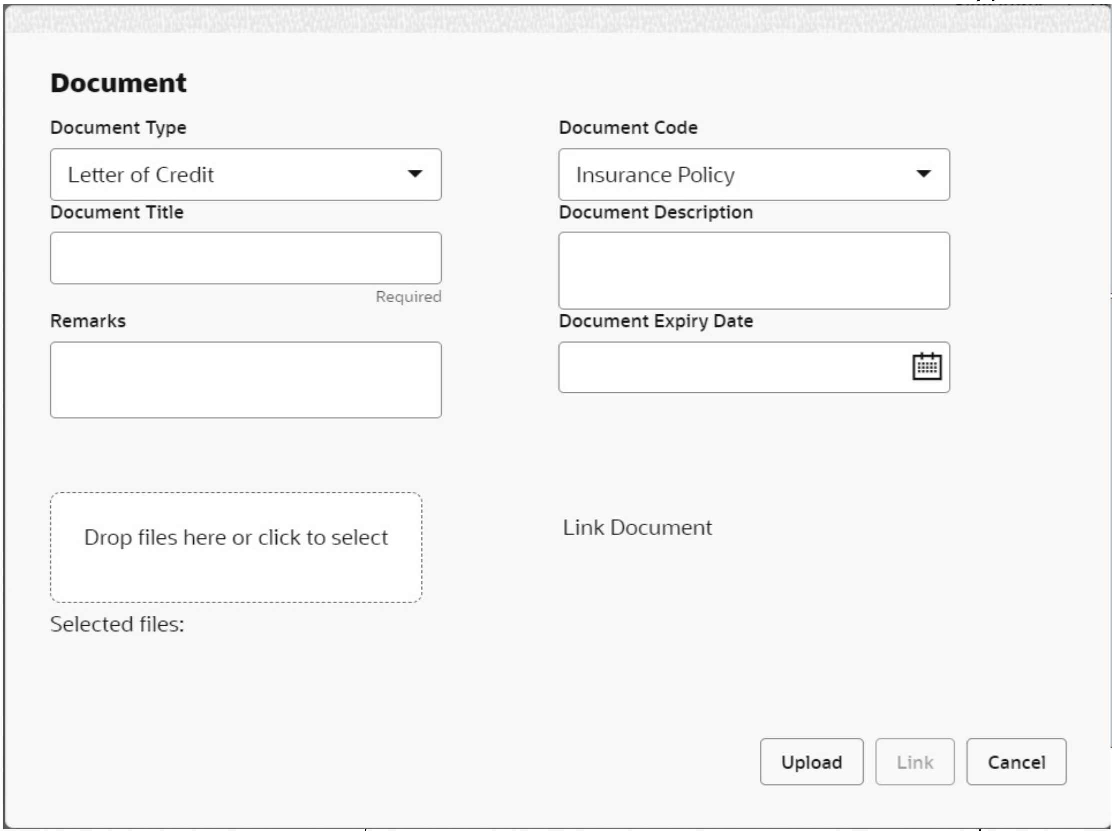
System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

1. Navigate to the Registration screen.

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



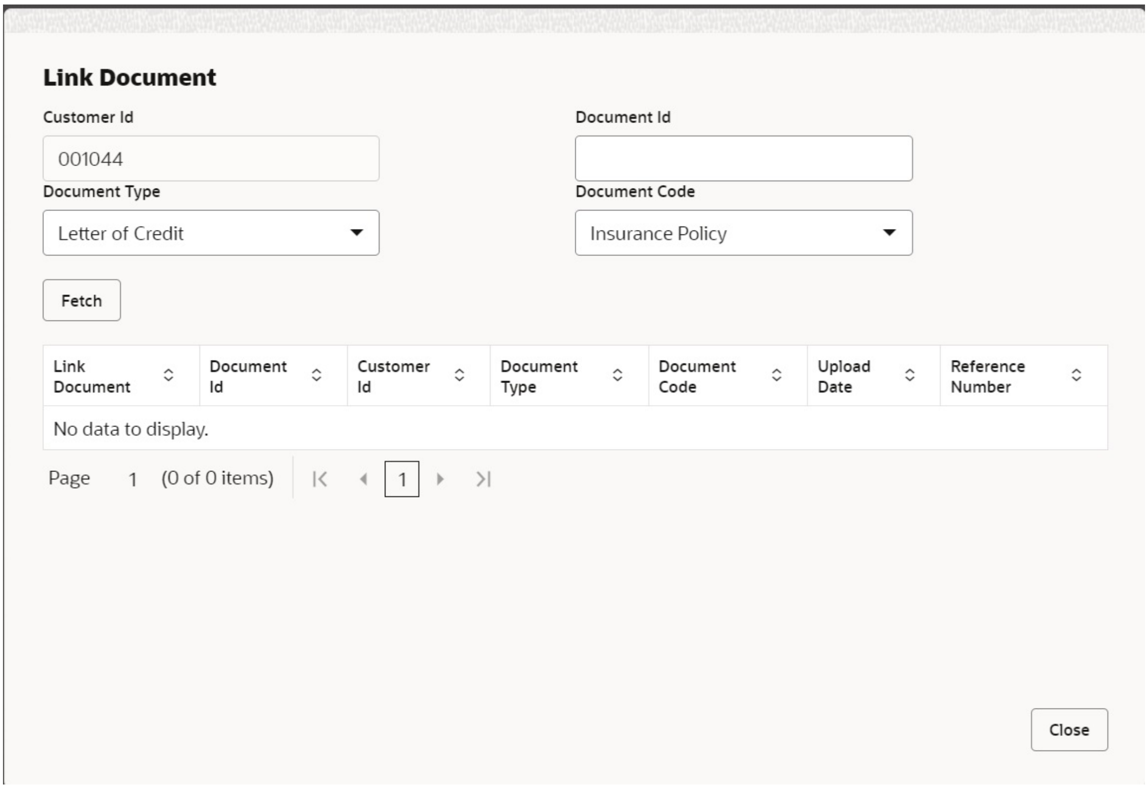
3. Click the Add Additional Documents button/ link. The **Document** screen appears.



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

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

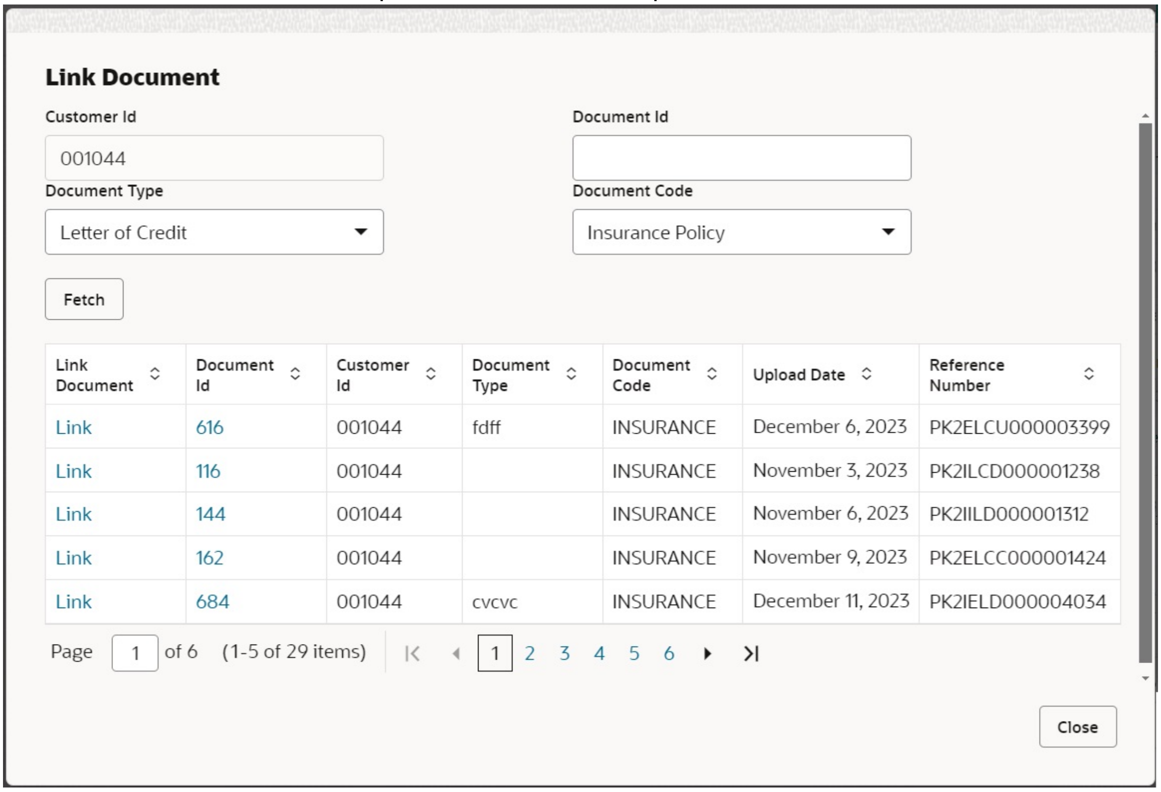
The value selected in Document Type and Document code of Document screen are efaulted in the Link Document Search screen.



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.

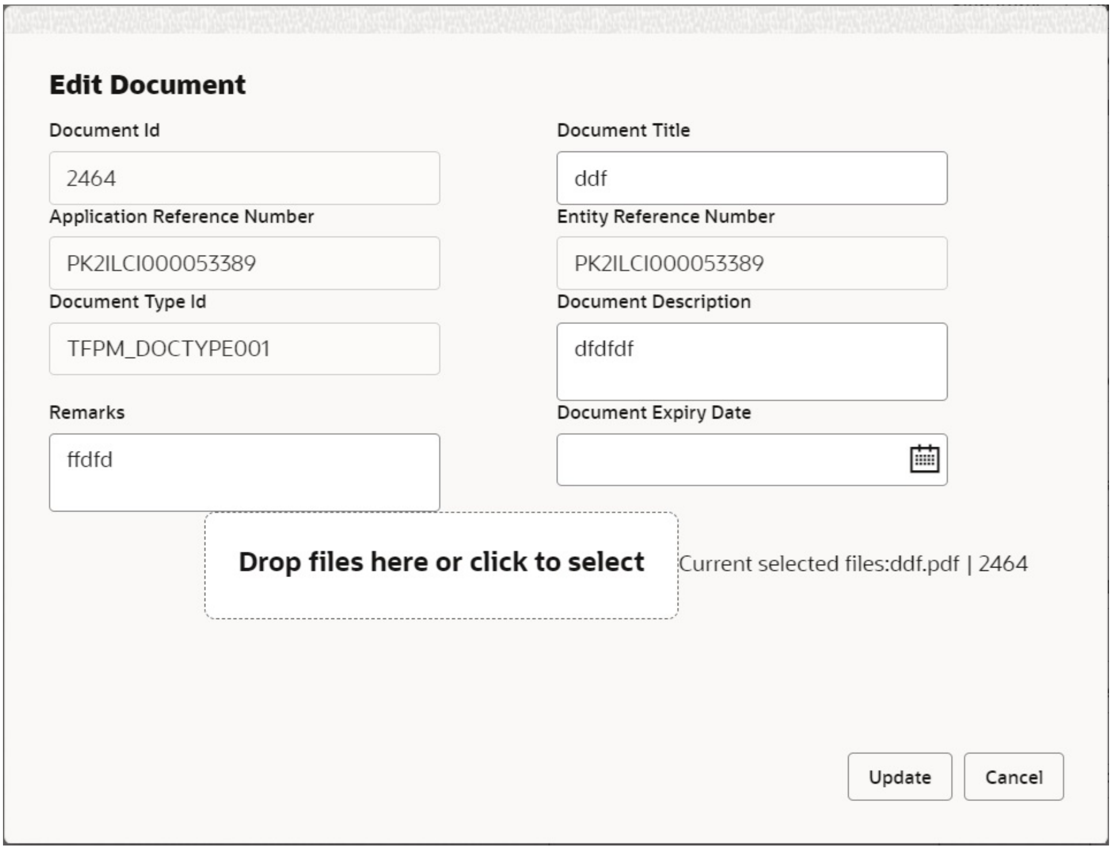
Field	Description	Sample Values
Customer ID	This field displays the transaction Customer ID.	
Document ID	Specify the document Id.	
Document Type	Select the document type from list.	
Document Code	Select the document code from list.	
Search Result		
Document ID	This field displays the document Code from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

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



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

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



3.3 Data Enrichment

A Data Enrichment (DE) user processes a new request for Transfer LC Cancellation.

As part of Data Enrichment, user can enter/update basic details of the incoming request.

Note

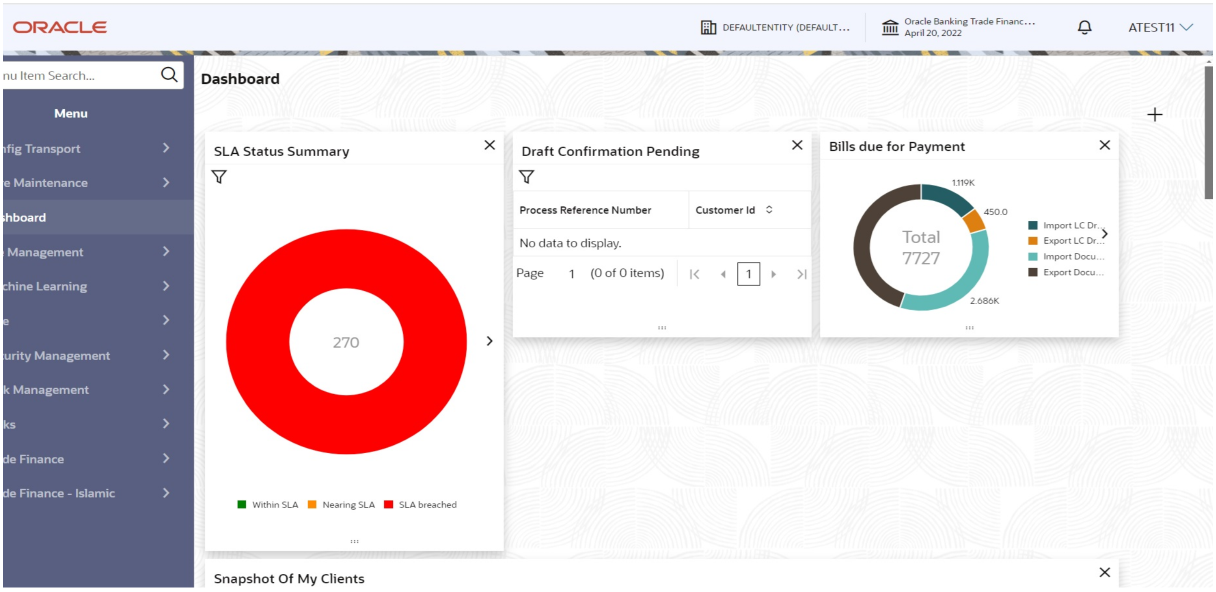
If the incoming message is MT 707, requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from Data Enrichment stage.

Non-Online Channel-Transfer LC Cancel request that were received at the desk will move to DE stage post successful Registration stage. The transaction will have the details entered during the Registration stage.

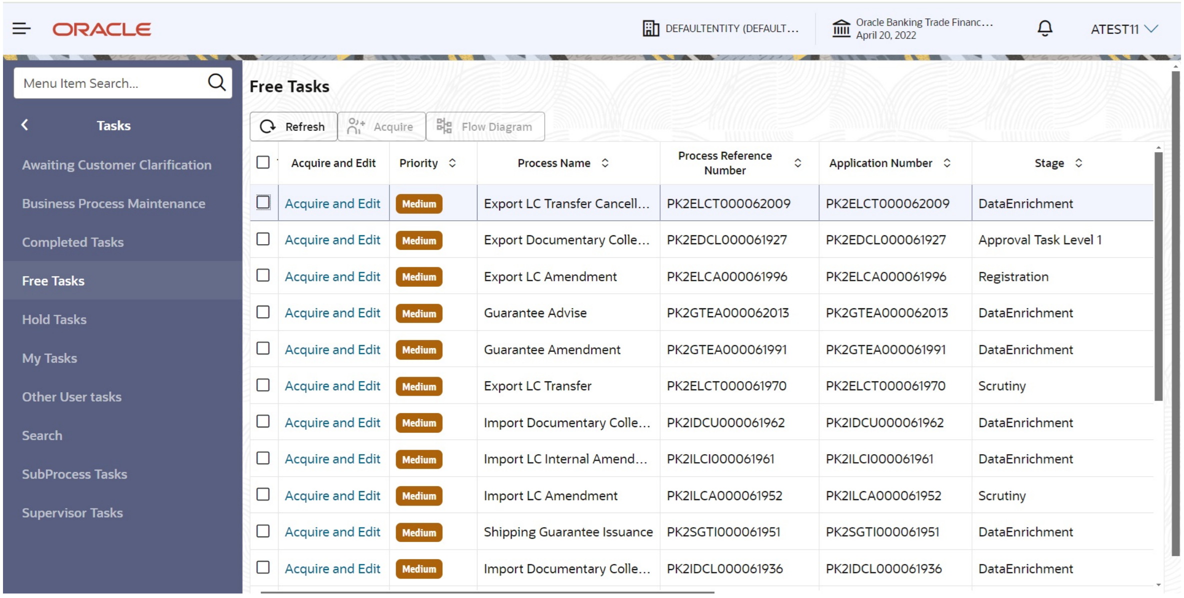
Online Channel (for Online channel, submission mode is 'Online' and read-only) - Requests that are received via online channels like trade portal are available directly for further processing in OBTFPM from DE stage.Do the following steps to acquire a task at Data enrichment stage:

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

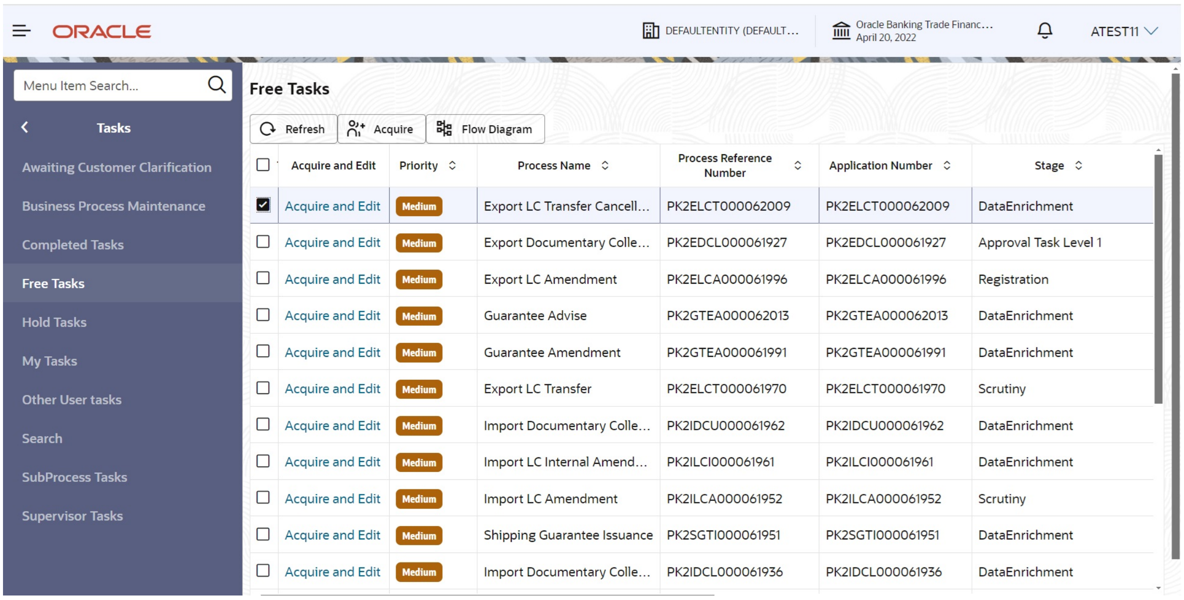
1. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



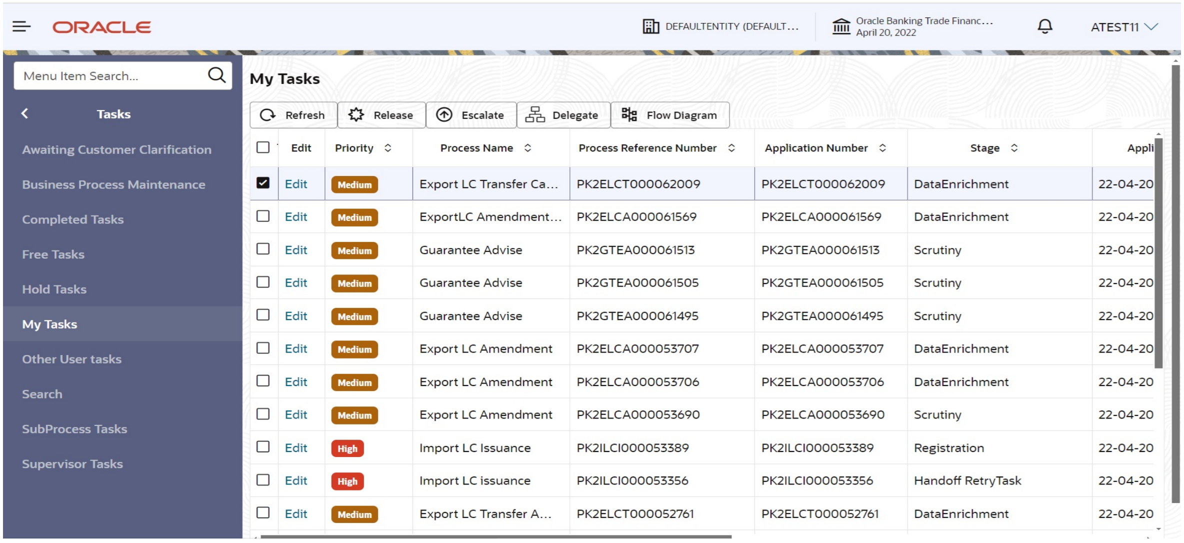
2. Click **Trade Finance> Tasks> Free Tasks.**



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



4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for data enrichment stage.



The Data Enrichment stage has six sections as follows:

- Main Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Scrutiny/Online channels may not be editable.

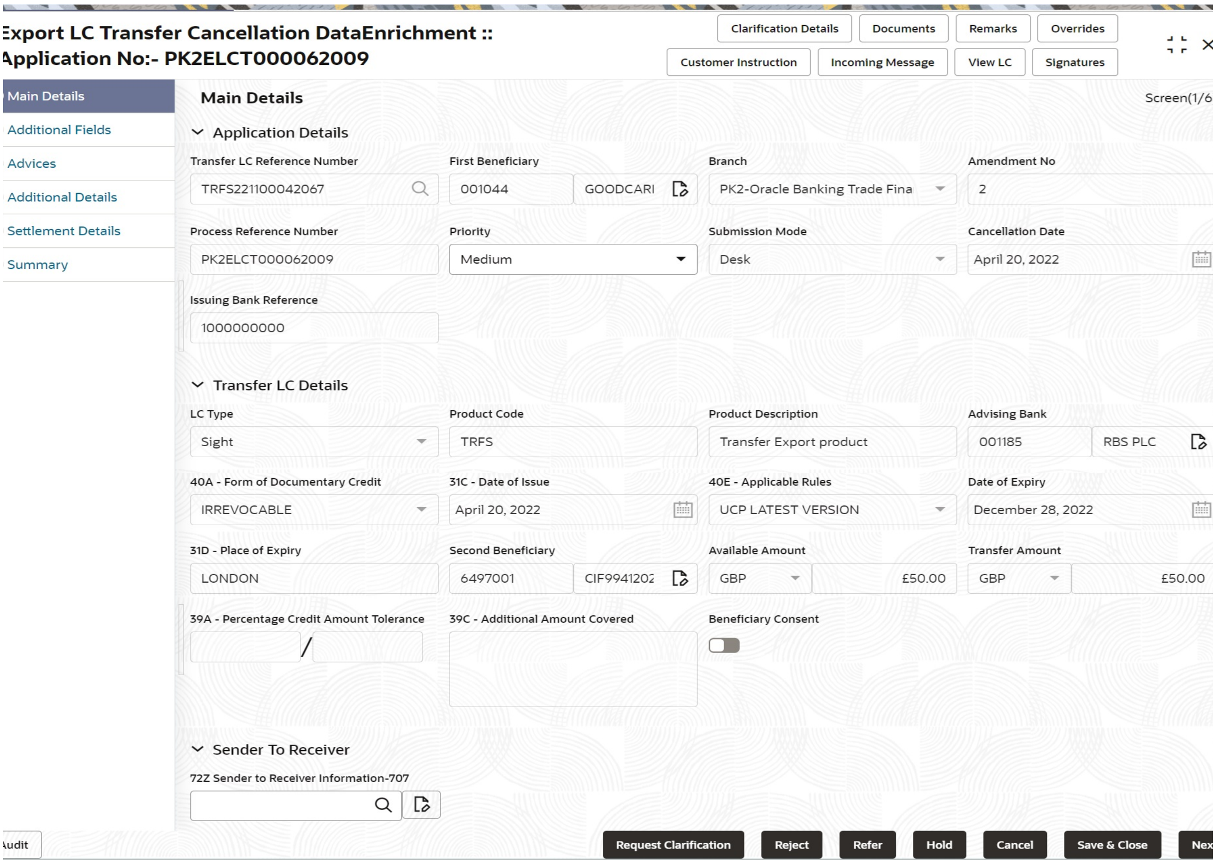
3.3.1 Main Details

Main details section has three sub section as follows:

- Application Details
- Transfer LC Details
- Sender To Receiver

3.3.1.1 Application Details

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

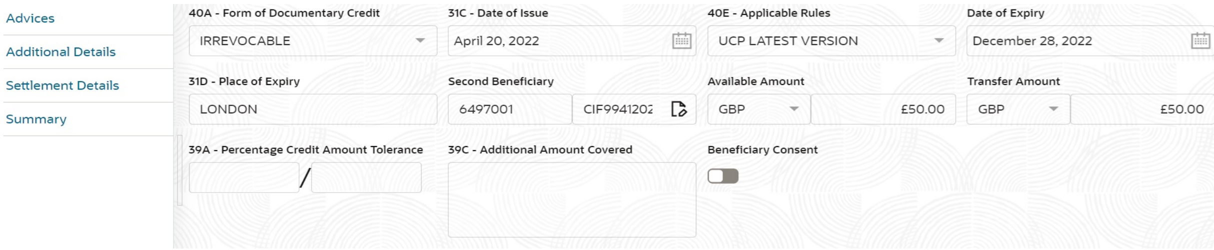


Field	Description	Sample Values
Transfer LC Reference Number	Transfer LC Reference Number is the LC Number for the instrument to be cancelled. Read only field. Displayed as available from previous/Registration stage.	
First Beneficiary	Read only field. Displayed the first beneficiary as available from previous/Registration stage.	EMR & CO
Branch	Read only field. Branch through with the LC is issued. This is usually the home branch of the customer. Displays as available from previous/Registration stage.	203-Bank Futura -Branch FZ1

Field	Description	Sample Values
Amendment No	Read Only field. System defaults the latest amendment number sequence for this Transfer Letter of Credit. The amendment sequence number is simulated from the backend system. Displays the value as available from previous/ Registration stage.	
Process Reference Number	Read Only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code. Displays the value as available from previous/ Registration stage.	
Priority	System will default the Priority as Essential/Critical/Medium/High/Low based on maintenance. User can change the value.	High
Submission Mode	The submission mode of Export LC Transfer Cancellation request is defaulted by the system. By default the submission mode will have the value as 'Desk'. User can change the defaulted priority. **Desk-** Request received through Desk **Courier-** Request received through Courier **Email -** Request received through Email **Fax -** Request received through Fax Displays the value as available from previous/ Registration stage.	Desk
Cancellation Date	Read only field. By default, the application will display branch's current date.	04/13/2018
Issuing Bank Reference	Read only field. Reference number of the Issuing bank will be auto-populated from the underlying Transfer LC. Displays the value as available from previous/ Registration stage.	

3.3.2 Transfer LC Details

A DE user will be able to view the latest Transfer LC values defaulted in the respective fields. All fields displayed in LC details section are **read only** fields except the **Beneficiary Consent** toggle.



Field	Description	Sample Values
LC Type	Read only field. Displays the value used for LC Type as per the latest LC details.	
Product Code	Read only field. Displays the product code used during Issuance of Transfer LC.	
Product Description	Read only field. Displays the description of the product as per the product code as in Transfer LC Issuance.	
Advising Bank	Read only field. Displays the advising bank as per the latest LC details.	
40A - Form of Documentary Credit	Read only field. Displays the form of documentary credit details value available in LC record.	
Date of Issue	Read only field. This field displays the LC issuance date.	
Applicable Rules	Read only field. Displays the applicable rule as per the latest LC details.	
Date Of Expiry	Read only field. Displays the expiry date as per the latest LC details.	
Place of Expiry	Read only field. Displays the place of expiry as per the latest LC details.	
Second Beneficiary	Read only field. Second beneficiary name, as per the latest Transfer LC details is displayed.	

Field	Description	Sample Values
Available Amount	Read only field. Displays the available amount in the Transfer LC. Latest value is displayed from Back Office.	
Transfer Amount	Read only field. Currency Code as per the latest LC details is displayed. Transfer LC Amount as per the latest LC details is displayed.	
Percentage Credit Amount Tolerance	Read only field. Displays the percentage credit amount tolerance details as per the latest LC.	
Additional Amount Covered	Read only field. Additional amount covered as per the latest LC details.	
Beneficiary Consent	This flag is enabled, if cancellation requires beneficiary's consent. In case user wishes to turn it OFF, an override message should be populated. "Beneficiary Consent flag Turned OFF".	
Percentage Credit Amount Tolerance	Read only field. Displays the percentage credit amount tolerance details as per the latest LC.	
Additional Amount Covered	Read only field. Additional amount covered as per the latest LC details.	
Beneficiary Consent	This flag is enabled, if cancellation requires beneficiary's consent. In case user wishes to turn it OFF, an override message should be populated. "Beneficiary Consent flag Turned OFF". Beneficiary Consent is enabled, if the cancellation is for full or part of the LC remaining value where further drawings are expected under the LC. User should Turn OFF Beneficiary Consent flag if all drawings under the LC have already been booked and the cancellation is triggered for the remaining unutilized amount.	

3.3.3 Sender To Receiver

Field	Description	Sample Values
Sender to Receiver Information	Click 'Search' icon to search and select a FFT to provide the additional information to receiver. User can enter the Sender to Receiver Information to be sent in outgoing MT707. Click the edit icon to edit the sender to receiver information.	

3.3.3.1 Action Buttons

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

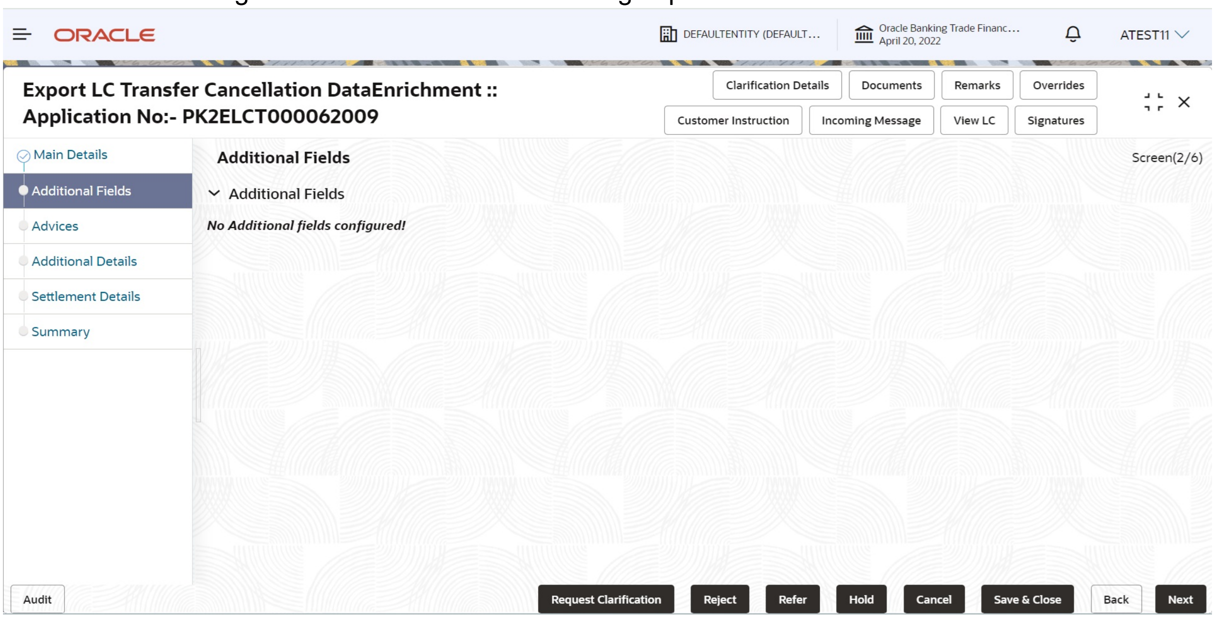
Field	Description	Sample Values
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.	
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for cancellation. Place holders are also available to upload additional documents submitted by the applicant. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Provide any additional information regarding the LC Cancellation. This information can be viewed by other users processing the request.	
Overrides	Click to view the overrides accepted by the user.	

Field	Description	Sample Values
Customer Instructions	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
View LC	Enables the user to view the latest LC of transfer LC values displayed in the respective fields.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	
Request Clarification	User should be able to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others.	
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.	

3.3.4 Additional Fields

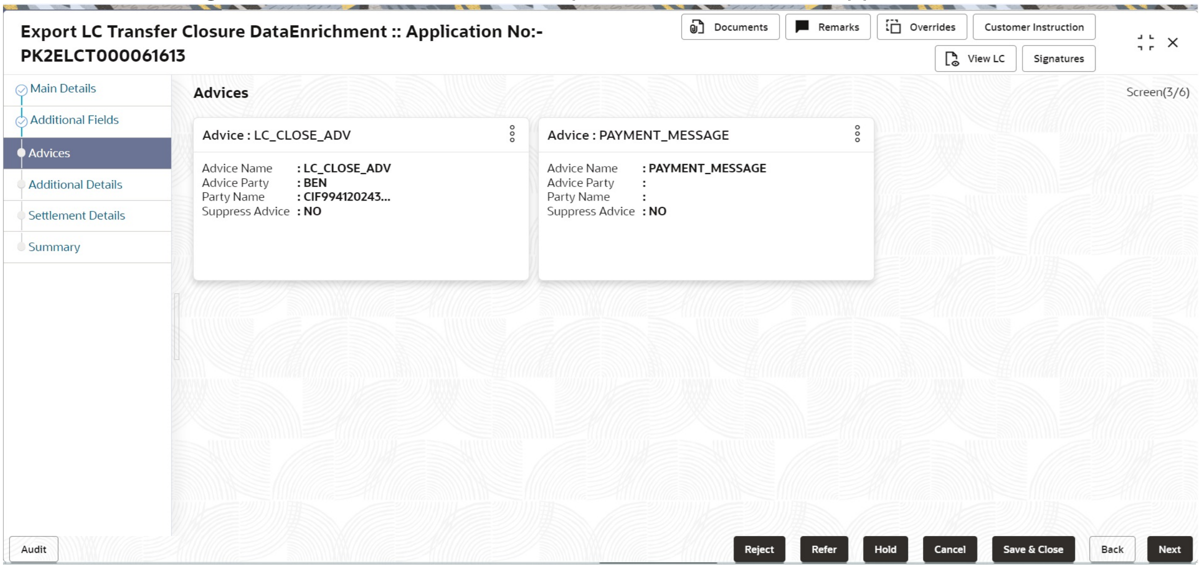
A DE user can verify the additional fields implemented by the bank. Any user defined fields maintained at the bank level will be available in this Additional field details. Banks can configure these additional fields during implementation.



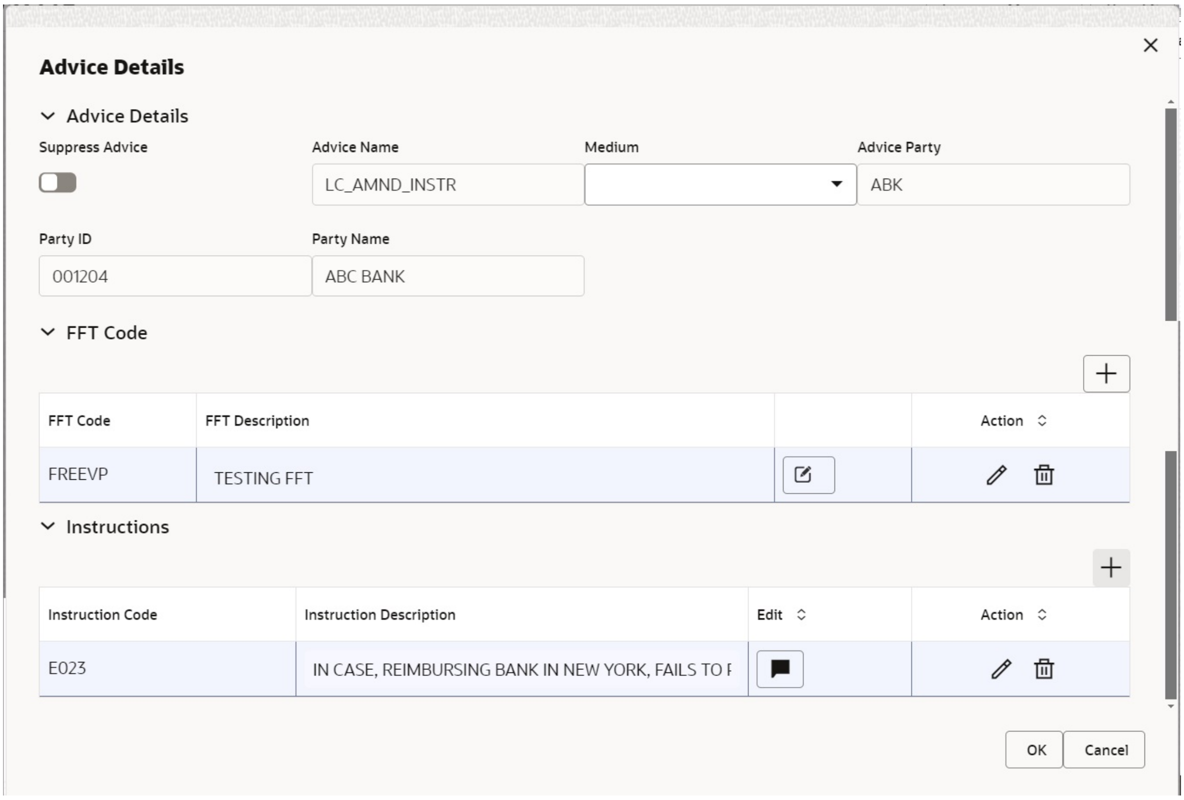
3.3.5 Advices

DE user can view the Advices generated during Export LC Cancellation request. As part of simulation, user can view the advices generated from Back office during Transfer LC

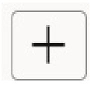
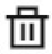
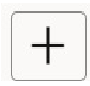
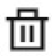
Cancellation request. Some of the possible advices could be of cancellation, payment message, etc. If the advice is not required, the user can suppress the advice.



Advice Details



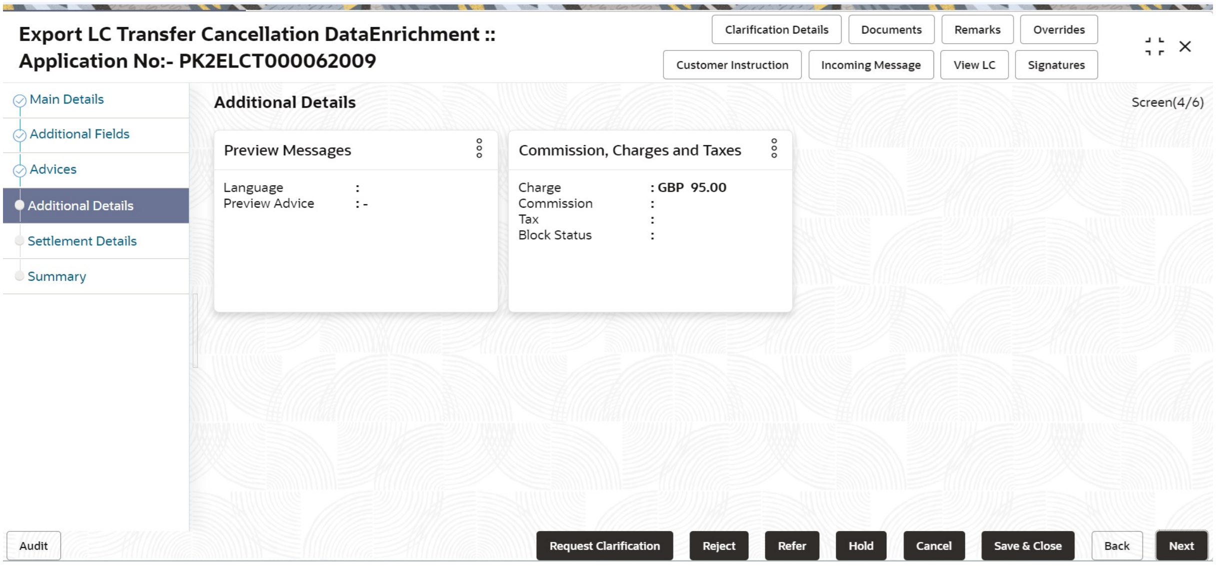
Field	Description	Sample Values
Suppress Advice	**Toggle on**: Switch on the toggle if advice is suppressed. **Toggle off**: Switch off the toggle if suppress advice is not required for the amendments	
Advice Name	Read only field. Displays the advice name.	

Field	Description	Sample Values
Medium	The medium of advices is defaulted from the system. User can update if required.	
Advice Party	Value be defaulted from transfer LC.	
Party ID	Value be defaulted from transfer LC.	
Party Name	Read only field. Value be defaulted from transfer LC.	
Free Format Text		
FTT Code	User can select the FFT code as a part of free text.	
FFT Description	FFT description is populated based on the FFT code selected.	
	Click plus icon to add new FFT code.	
	Click delete icon to remove any existing FFT code.	
Instruction Details		
Instruction Code	User can select the instruction code as a part of free text.	
Instruction Description	Instruction description is populated based on the Instruction code selected.	
	Click plus icon to add new instruction code.	
	Click delete icon to remove any existing instruction code.	

3.3.6 Additional Details

A Data Enrichment User can view the Additional Details during Transfer LC Cancellation request. Some of the possible details could be related to

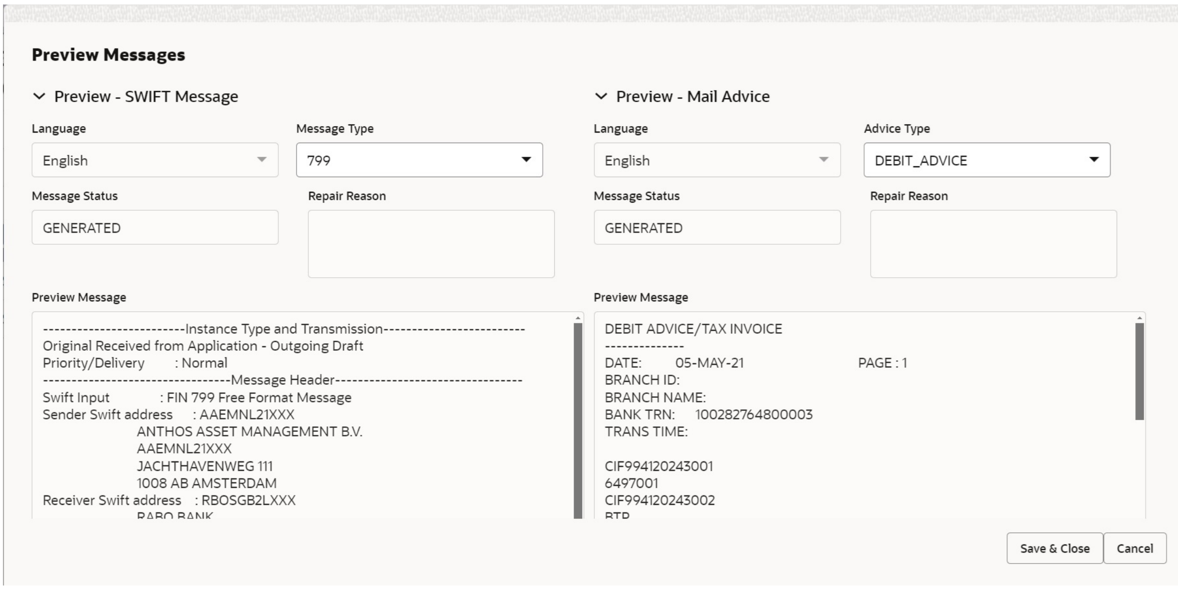
- Charges and Taxes
- Preview Messages



3.3.6.1 Preview Message

User can view the preview of below advices:

- MT 707 to the Advising Bank
- Debit Advice to the First Beneficiary
- Trade envelope MT798



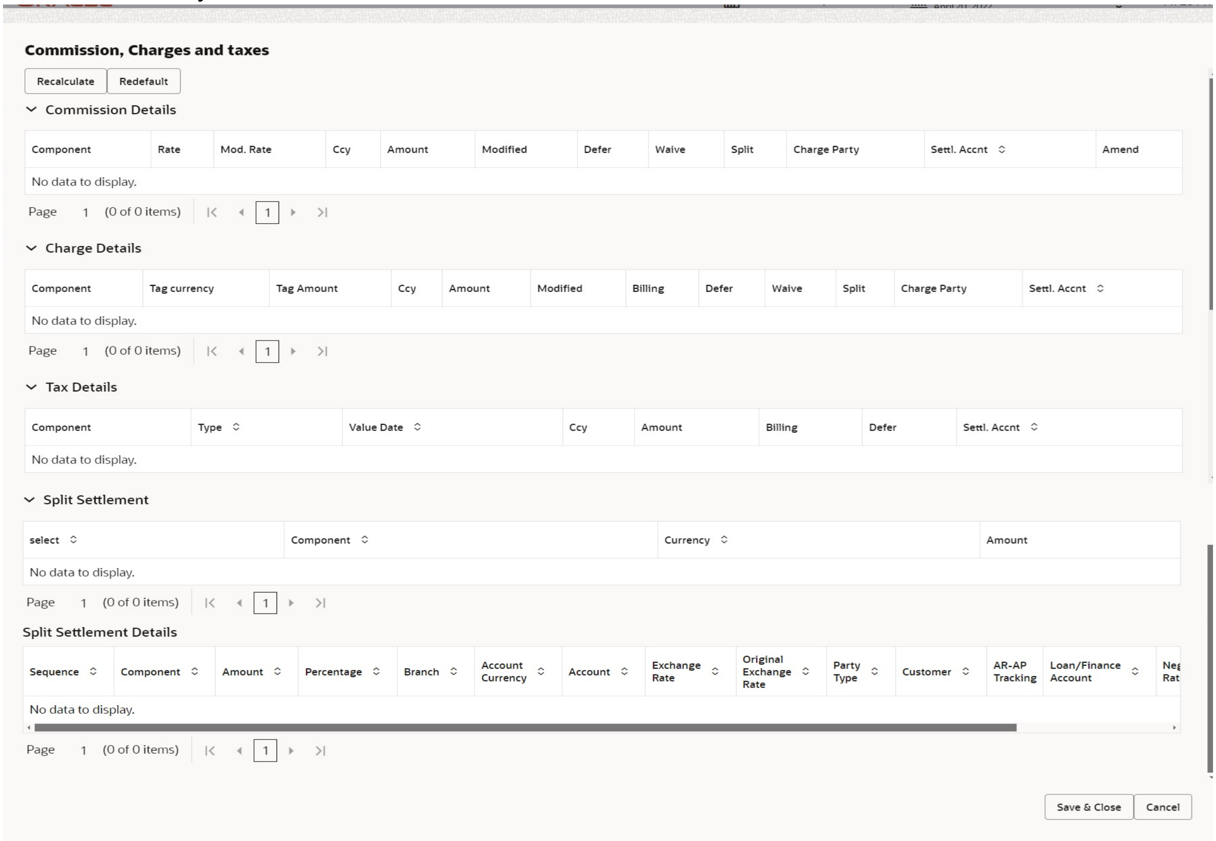
Field	Description	Sample Values
Preview - SWIFT Message		
Language	Read only field. English is set as default language for the preview.	

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.	

3.3.6.2 Commission, Charges and Taxes

System will auto populate the charges, commission and tax components mapped to the product from the back office system.

If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system. User can ‘Recalculate,’ ‘Redefault’, waive, defer and modify the details.



Commission Details

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.	
Modified Rate	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Currency	Defaults the currency in which the commission needs to be collected.	
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	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/commission. 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.	

Field	Description	Sample Values
Charge Party	Charge party will be ‘Applicant’ by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	
Amendable	Displays if the field is amendable or not.	

Charges Details

Override message for charges should be displayed for – Transfer LC should be cancelled only after recovery of all outstanding charges. Charges functionality should function as per the existing functionality available for transfer LC Issuance and Amendment process.

Field	Description	Sample Values
Component	Charge Component type.	
Tag Currency	Defaults the tag currency in which the charges have to be collected.	
Tag Amount	Defaults the tag amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is ‘Billing’ enabled, ‘Billing’ toggle for that component should be automatically checked in OBTFPM. The user can not select/de-select the check box if it is de-selected by default. This field is disabled, if ‘Defer’ toggle is enabled.	

Field	Description	Sample Values
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM. The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

Tax Details

The tax component is calculated based on the commission. The tax component defaults if maintained in the product level. The user cannot update tax detail 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.

Field	Description	Sample Values
Component	Tax Component type	
Type	Type of tax Component.	
Value Date	This field displays the value date of tax component.	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.	

Field	Description	Sample Values
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Settlement Account	Details of the settlement account.	
Charges From Beneficiary	Detail of charges to be collected from beneficiary.	

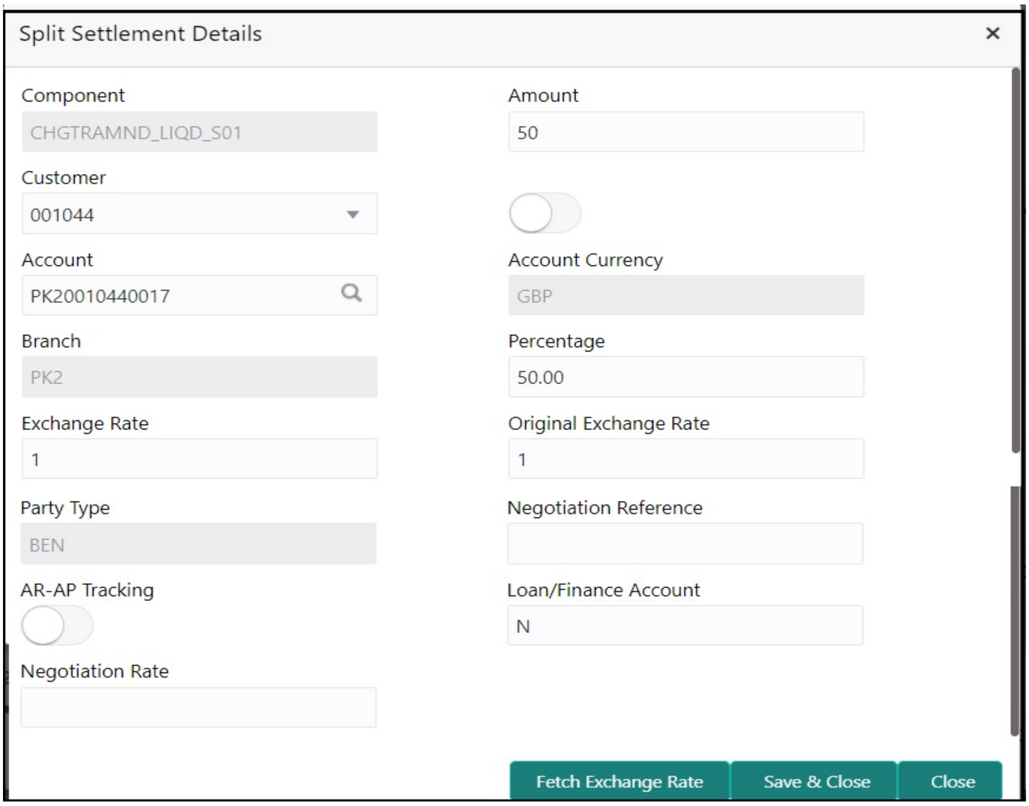
Split Settlement

Once the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice, new section "Split Settlement" will appear below the 'Tax' section. The default parties in Split row should be fetched from OBTF.

Field	Description	Sample Values
Component	The split component type eligible for Split .	
Currency	The currency of split settlement.	
Amount	The amount of split settlement.	

Split Settlement Details

Split Settlement details section appears from Back office, when the user clicks on the Recalculate button.



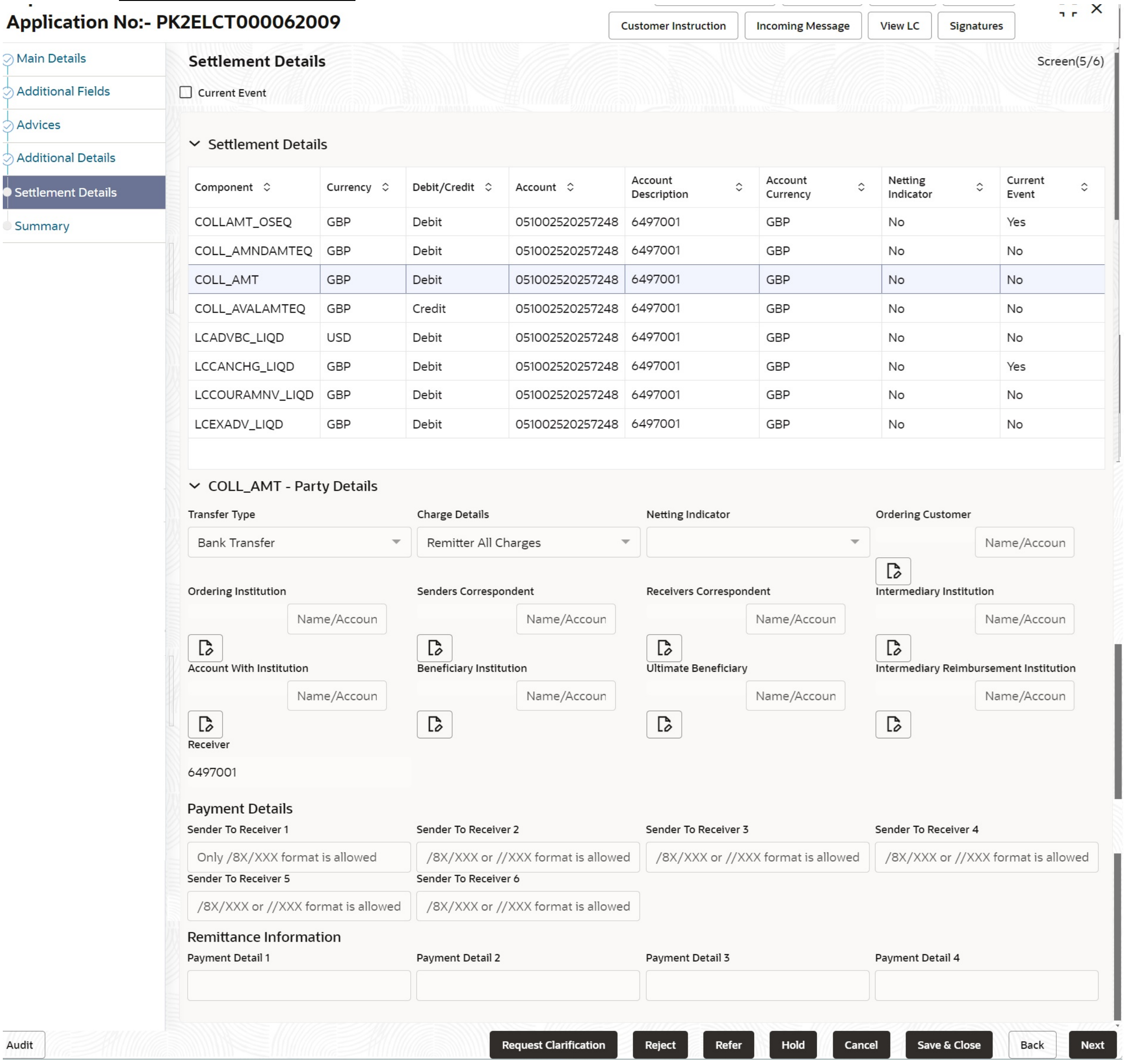
Field	Description	Sample Values
Sequence	The sequence number is auto populated with the value, generated by the system.	
Component	The split component type eligible for Split.	
Amount	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default. The bank user can modify the amount. More than two splits are not allowed.	
Customer	Indicates the ID of the Customer in Split Settlement Details section.	
Account	The system defaults the settlement account. User can modify the settlement account. System initiates a call to common core tables within OBTFPM to select the account	
Account Currency	Defaults the currency of the account.	
Branch	Indicates the branch of the customer where transaction is getting processed.	
Percentage	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default. More than two splits are not allowed. The bank user can modify the amount. The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount.	
Exchange Rate	System populates the exchange rate maintained.	
Original Exchange Rate	System displays the Original Exchange Rate as simulated in split settlement details section.	
Party Type	System displays the party type in split settlement details section.	
Negotiation Reference	Specify the negotiation reference number.	
AR-AP Tracking	Indicates to defer the charge/ commission in Split Settlement Details section. The user can modify the AR-AP Tracking flag as per the requirements.	
Loan/Finance Account	Displays the loan account.	

Field	Description	Sample Values
Negotiation Rate	Specify the negotiation rate.	

Note:

Override message for charges is displayed for – Transfer LC should be cancelled only after recovery of all outstanding charges. Charges functionality functions as per the existing functionality available for transfer LC Issuance and Amendment process.

3.3.6.3 Settlement Details



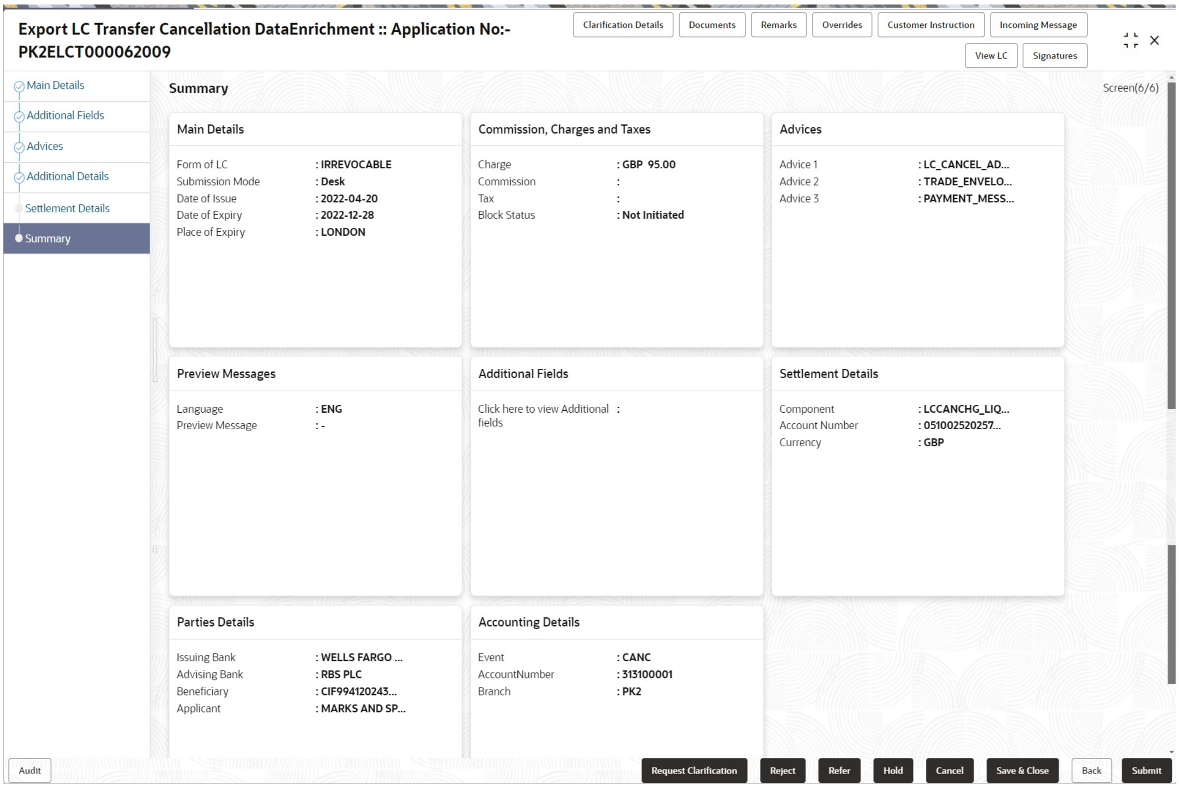
A Data Enrichment User can view and update the settlement details during Transfer LC Cancellation request.

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	System displays the default currency for the component.	
Debit/Credit	System displays the debit/credit indicators for the components.	
Account	System displays the account details for the components.	
Account Description	System displays the description of the selected account.	
Account Currency	System defaults the currency for all the items based on the account number.	
Netting Indicator	System defaults the applicable netting indicator.	
Current Event	System defaults the current event as Y or N.	

3.3.7 Summary

User can review the summary of details updated in Data Enrichment stage Export Transfer LC Cancellation request.

In the summary screen, the summary tiles are displayed. These tiles displays a list of important fields with values, the user can drill down from summary Tiles into respective data segments.



Tiles Displayed in Summary

- Main Details - User can view the application details and LC details.
- Commission, Charges and Taxes: User can see the details provided for commission, charges and taxes.
- Advices - User can view the details of advices.
- Preview Messages - User can view the preview messages.
- Additional Fields - User can view the details of additional fields.
- Settlement Details: User can view the Settlement details.
- Parties Details - User can view the party details like beneficiary, advising bank etc..
- Accounting Details - User can view the accounting entries generated in back office.

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’.	

Field	Description	Sample Values
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for cancellation. Place holders are also available to upload additional documents submitted by the applicant. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Provide any additional information regarding the LC Cancellation. This information can be viewed by other users processing the request.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Incoming Messages	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
View LC	Enables the user to view the latest LC of transfer LC values displayed in the respective fields.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	
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
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others.	

3.4 Exceptions

The Export LC Cancellation request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

3.4.1 Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage.

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of important fields with values.

On Approval, system should not release the Amount Block against each applicable account and system should handoff the “Amount Block Reference Number “to the back office. On successful handoff, back office will make use of these “Amount Block

Reference Number” to release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block.

Reference for all accounts to be passed to the back office.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

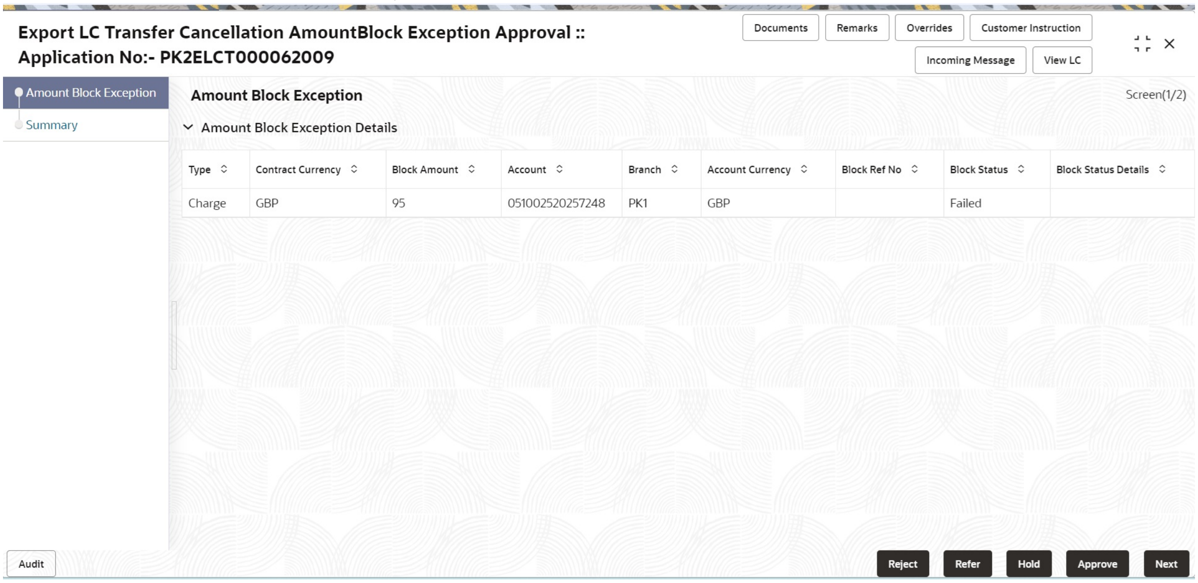
- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

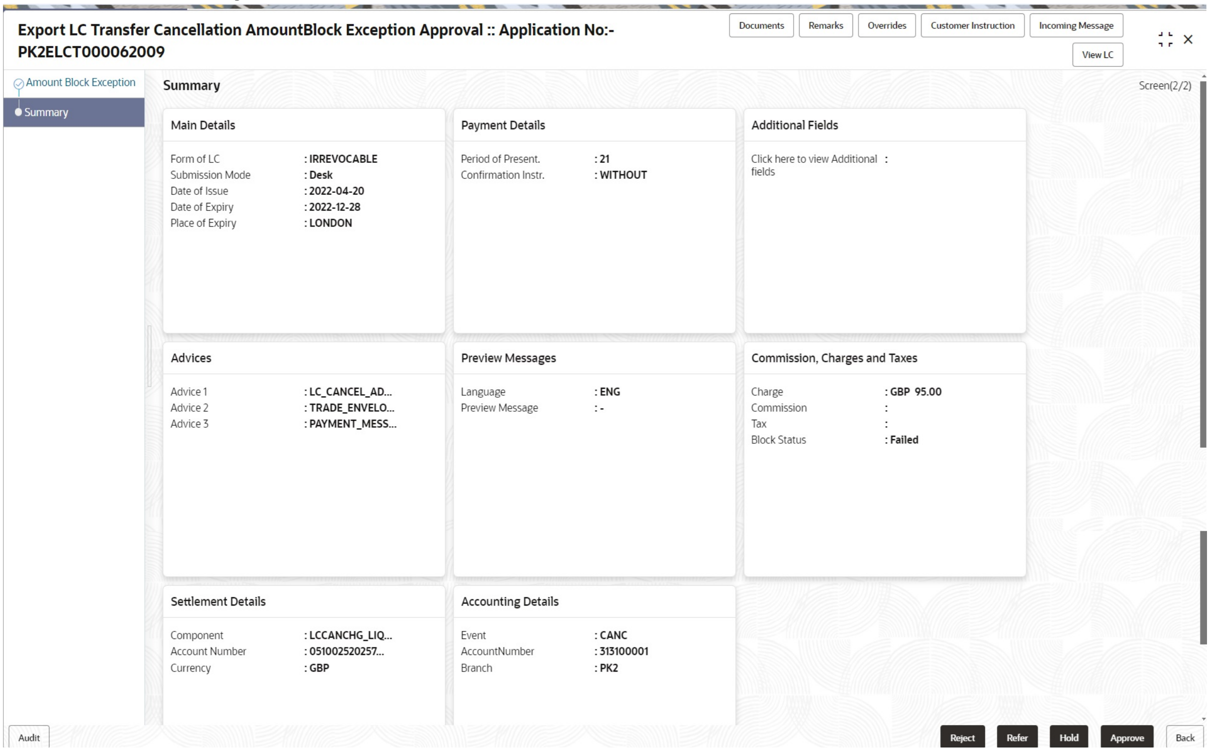
Reject the transaction due to non-availability of sufficient balance in settlement account

3.4.1.1 Amount Bock Exception

This section will display the amount block exception details.



3.4.1.2 Summary



Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Payment Details - User can view the payment details.
- Party Details - User can view party details like beneficiary, advising bank etc.
- Additional Fields: User can view the additional fields.
- Advices: User should be able to view the advice details.
- Preview Messages: User should be able to see the SWIFT message and Mail Advice.
- Commission, Charges and Taxes: User can see the details provided for commission, charges and taxes.
- Settlement Details: User can view the Settlement details.
- Accounting Details: User can view the accounting details.

3.4.1.3 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for cancellation. Place holders are also available to upload additional documents submitted by the applicant. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Provide any additional information regarding the LC Cancellation. This information can be viewed by other users processing the request.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Incoming Messages	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
View LC	Enables the user to view the latest LC of transfer LC values displayed in the respective fields.	
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	

Field	Description	Sample Values
Reject	On click of reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the Export LC Cancellation Amount Block Exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

3.5 Multi Level Approval

An Approval user can review and approve the Transfer LC Cancellation request.

On logging in, the user can view the summary of details updated in multilevel approval stage of Transfer LC Cancellation request

The Approval screen displays the summary tiles. These tiles displays a list all values as entered by the maker. User can drill down from summary tiles into respective data segments where they can verify the details of all fields under the data segment.

Note

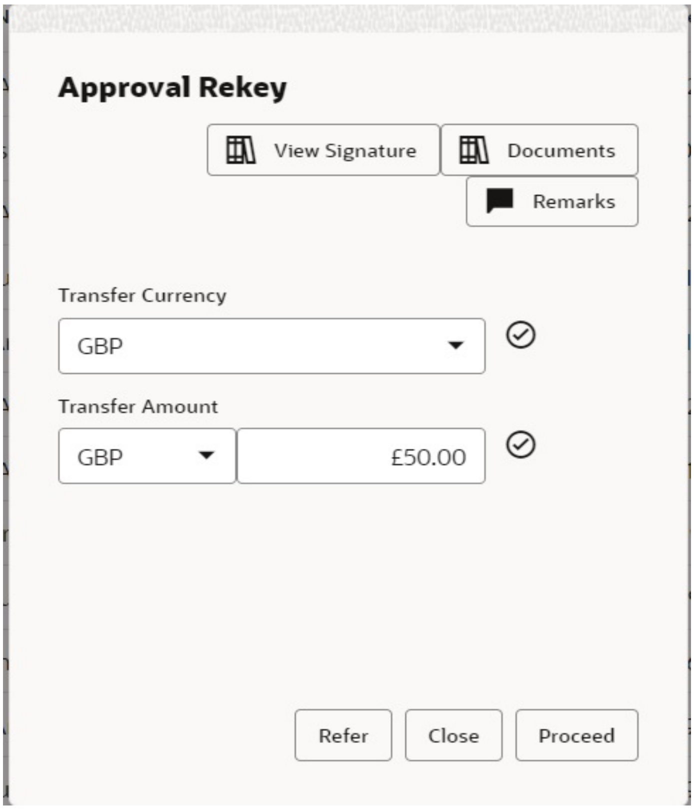
The user can simulate/recalculate charge details and during calling the handoff, if handoff is failed with error the OBTFM displays the Handoff failure error during the Approval of the task.

3.5.1 Re-Key Authorization

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.

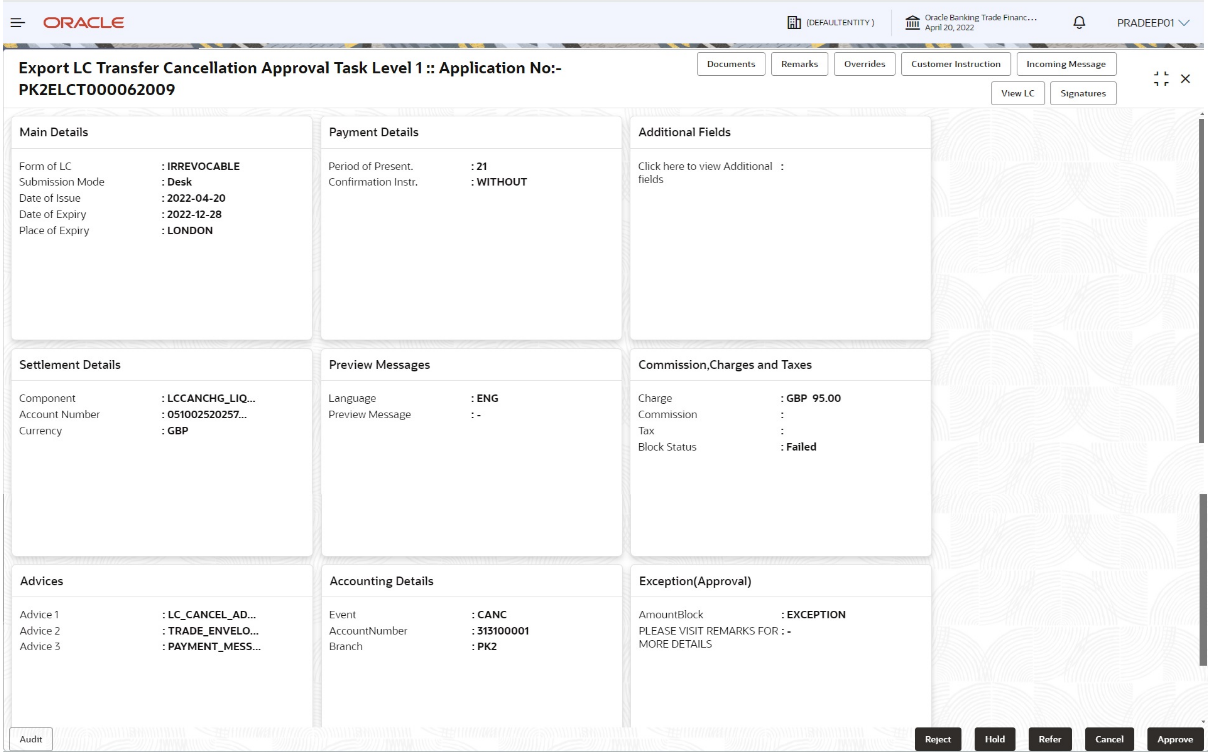
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Transfer Currency
- Transfer 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.

3.5.2 Summary



Tiles Displayed in Summary:

- Main Details - User can view the application details and LC details.
- Payment Details - User can view payment details.
- Additional Fields: User can view the additional fields during implementation.
- Settlement Details: User can view the Settlement details.
- Preview Messages - User can view the preview messages.
- Commission, Charges and Taxes: User can see the details provided for commission, charges and taxes.
- Advices: User should be able to view the advice details.
- Accounting Details: User can view the accounting details.

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.

3.5.2.1 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for cancellation. Place holders are also available to upload additional documents submitted by the applicant. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Provide any additional information regarding the LC Cancellation. This information can be viewed by other users processing the request.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Incoming Messages	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
View LC	Enables the user to view the latest LC of transfer LC values displayed in the respective fields.	

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the approval.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

3.6 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 Export Transfer LC Cancellation in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

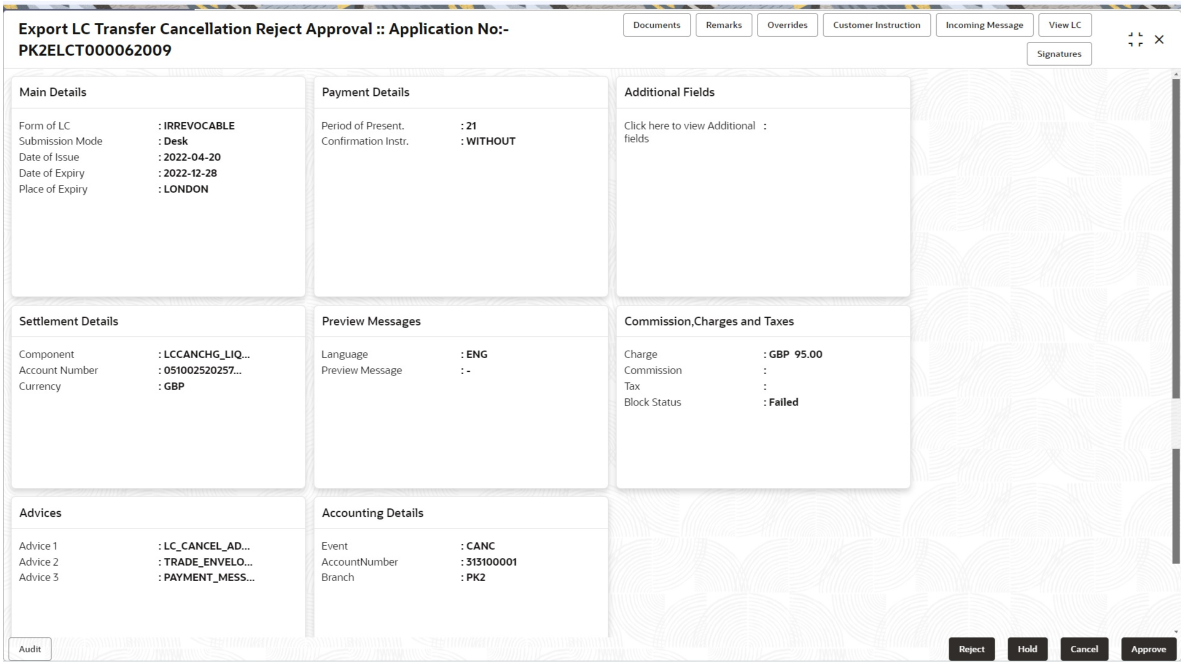
The tile containing the screen from where the reject was triggered will be highlighted in red.

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

Note:

If any Transfer LC Cancel transaction is pending for approval and business date change happens post EOD activity, then the Cancellation date should reflect the current business date.

3.6.1 Summary



Tiles Displayed in Approval Summary screen

The data captured during handling of the transaction until the stage when reject is given will be available 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 the application details and LC details.
- Payment Details - User can view payment details.
- Additional Fields: User can view the additional fields during implementation.
- Settlement Details: User can view the Settlement details.
- Preview Messages - User can view the preview messages.
- Commission, Charges and Taxes: User can see the details provided for commission, charges and taxes.
- Advices: User should be able to view the advice details.
- Accounting Details: User can view the accounting details.

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.

3.6.2 Action Buttons

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

Field	Description	Sample Values
Documents	Upload the required documents. Application displays mandatory documents to be uploaded for cancellation. Place holders are also available to upload additional documents submitted by the applicant. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.	
Remarks	Provide any additional information regarding the LC Cancellation. This information can be viewed by other users processing the request.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Incoming Messages	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
View LC	Enables the user to view the latest LC of transfer LC values displayed in the respective fields.	

Field	Description	Sample Values
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.	
Reject	On click of Reject, the transaction is rejected.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	

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