

# Oracle Banking Trade Finance Process Management Cloud Service

## Export LC Transfer Amendment Beneficiary Consent Islamic User Guide



Release 14.8.1.0.0  
G46277-01  
October 2025

ORACLE®

G46277-01

Copyright © 2025, 2025, Oracle and/or its affiliates.

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.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. 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 fail-safe, 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.

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

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about 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 unless otherwise set forth in an applicable agreement between you and Oracle. 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, except as set forth in an applicable agreement between you and Oracle.

# Contents

## Preface

---

Introduction	i
Audience	i
Documentation Accessibility	i
Critical Patches	ii
Diversity and Inclusion	ii
Structure	ii
Conventions	ii
Related Documents	ii
Screenshot Disclaimer	ii
Acronyms and Abbreviations	iii
Basic Actions	iii
Symbols and Icons	iv

## 1 Oracle Banking Trade Finance Process Management Cloud Service

---

## 2 Export LC Transfer Amendment Beneficiary Consent - Islamic

---

2.1	Common Initiation Stage	2
2.2	Registration	3
2.3	Data Enrichment	8
2.3.1	Main Details	10
2.3.2	Additional Fields	15
2.3.3	Advices	17
2.3.4	Additional Details	21
2.3.5	Settlement Details	27
2.3.6	Summary	31
2.4	Exceptions	34
2.5	Multi Level Approval	41

## Index

---

# Preface

- [Introduction](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

## Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service 'Export LC Transfer Amendment Beneficiary Consent - Islamic' process.

## Audience

This document is intended for the following audience:

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

## 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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

## Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

## 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.

## Structure

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.

## 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.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## Related Documents

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

- Getting Started User Guide
- Oracle Banking Common Core User Guide

## 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.

## Acronyms and Abbreviations

The list of the acronyms and abbreviations that are used in this guide are as follows:

**Table 1 Acronyms and Abbreviations**

Abbreviation	Description
OBTfPM	Oracle Banking Trade Finance Process Management
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

## Basic Actions

Most of the screens contain Action Buttons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table 2 Common Action Buttons and its Definitions**

Action Buttons	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>

Table 2 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Cancel</b>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	Click <b>Next</b> , system validates 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.
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## Symbols and Icons

The list of symbols and icons available on the screens are as follows:

Table 3 Symbols and Icons - Common






Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 3 (Cont.) Symbols and Icons - Common























Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option



Table 4 Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status
	Authorized status
	Modification Number

# 1

## Oracle Banking Trade Finance Process Management Cloud Service

This topic helps you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service process.

Welcome to the Oracle Banking Trade Finance Process Management Cloud Service User Guide. This guide provides an overview on the OBTFPMCS 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 OBTFPMCS:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

### Overview

Oracle Banking Trade Finance Process Management Cloud Service is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management Cloud Service 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).

### Benefits

Oracle Banking Trade Finance Process Management Cloud Service helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPMCS 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.

### 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.



# 2

## Export LC Transfer Amendment Beneficiary Consent - Islamic

This chapter is documented to get familiar with the Export LC Transfer Amendment Beneficiary Consent - Islamic process of Oracle Banking Trade Finance Process Management Cloud Service.

Export LC Transfer Amendment process enables the bank to advise an amendment to the LC which had been already Transferred. The amendments may need consent from the second beneficiaries of the Transfer LC and the amended LC is parked awaiting beneficiary consent. Once the Second Beneficiary has accepted the amendment, the Transfer LC amendment Confirmation will be triggered.

The various stages involved for Islamic Export LC Transfer Amendment Beneficiary Consent are:

- Input basic data and Upload of related mandatory and non-mandatory documents in Registration stage
- Input/Modify details of amendment of Transferred LC - Data Enrichment stage
- Capture remarks for other users to check and act
- Notify customer on any negative statuses in any of the stages to the Beneficiary
- Hand off request to back office

This topic contains following subtopics:

- [Common Initiation Stage](#)
- [Registration](#)
- [Data Enrichment](#)
- [Exceptions](#)
- [Multi Level Approval](#)

- [Common Initiation Stage](#)

This topic provides the systematic instructions to initiate the **Export LC Transfer Amendment Beneficiary Consent - Islamic** request.

- [Registration](#)

This topic provides the systematic instructions to initiate the Registration stage of Export LC Transfer Amendment Beneficiary Consent - Islamic request.

- [Data Enrichment](#)

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC transfer Amendment Beneficiary Consent - Islamic request.

- [Exceptions](#)

This topic helps you quickly get acquainted with the Exceptions process.

- [Multi Level Approval](#)

This topic helps you quickly get acquainted with the Multi Level Approval process.

## 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export LC Transfer Amendment Beneficiary Consent - Islamic** request.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Initiate Task**.  
The **Initiate Task** screen appears.

**Figure 2-1 Initiate Task**

2. On **Initiate Task** screen, specify the fields.

### **Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table below.

**Table 2-1 Initiate Task - Field Description**

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>LC Reference Number</b>	Click <b>Search</b> to search and select the required LC reference number.
<b>Branch</b>	Select the required branch code from the drop-down list.

For more information on action buttons, refer to the field description table below.

**Table 2-2 Action Buttons - Field Description**

Field	Description
<b>Proceed</b>	Task will get initiated to next logical stage..

Table 2-2 (Cont.) Action Buttons - Field Description

Field	Description
Clear	Click to clear the contents update and enter the values again.

3. Click **Proceed** to proceed to the next step.

## 2.2 Registration

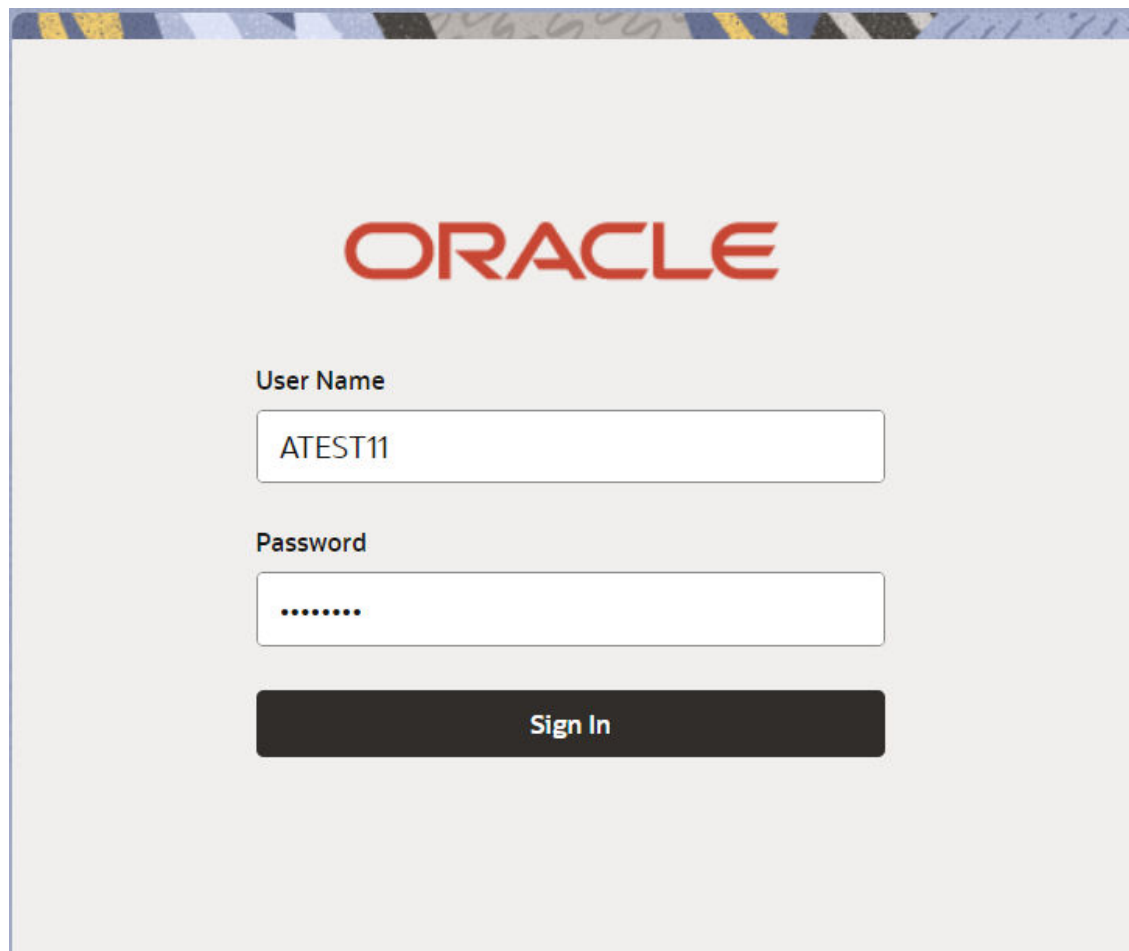
This topic provides the systematic instructions to initiate the Registration stage of Export LC Transfer Amendment Beneficiary Consent - Islamic request.

During the Registration stage, the user can register a request for an Export LC Transfer Amendment Beneficiary Consent - Islamic.

User can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. On submit of the request, the request should be available for an LC expert to handle in the next stage.

Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen

The image shows the Oracle login screen. At the top, the Oracle logo is displayed in red. Below the logo, there are two input fields. The first field is labeled "User Name" and contains the text "ATEST11". The second field is labeled "Password" and contains a series of dots. Below these fields is a dark gray button with the text "Sign In" in white.

1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Export Documentary Credit**.
2. Under **Export Documentary Credit**, click **Export LC Transfer Amendment Beneficiary Consent - Islamic**.

**Figure 2-3 Export LC Transfer Amendment Beneficiary Consent - Islamic**

The screenshot shows the Oracle dashboard with the following components:

- Sidebar Menu:** Includes 'Export - Documentary Credit' and various sub-items like 'Export LC Update Drawings - Islamic', 'Export LC Advise - Islamic', 'Export LC Amendment - Islamic', 'Export LC Amendment Beneficiary Consent - Islamic', 'Export LC Cancellation - Islamic', 'Export LC Closure - Islamic', 'Export LC Drawing - Islamic', 'Export LC Liquidation - Islamic', 'Export LC Reopen Islamic', 'Export LC Transfer - Islamic', 'Export LC Transfer Amendment - Islamic', 'Export LC Transfer Amendment Beneficiary - Islamic', and 'Export LC Transfer Cancellation - Islamic'.
- Search Bar:** 'Menu Item Search...'.
- Dashboard:**
  - High Priority Tasks:** A table with columns: Process Reference Number, Branch, Process Name, Stage Name, Customer Name, and User ID. It lists two tasks:
 

Process Reference Number	Branch	Process Name	Stage Name	Customer Name	User ID
PK2ILC000053256	PK2	Import LC Issuance	Sanction Check Exceptional Approval	001044	SELINA01
PK2ILC000053190	PK2	Import LC Issuance	Reject Approval	001044	ATEST1
  - Draft Confirmation Pending:** A section with a search bar and a table with columns: Process Reference Number and Customer Id. It shows 'No data to display.'

The **Export LC Transfer Amendment Beneficiary Consent - Islamic** screen appears. The **Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration** stage has two sections **Application Details** and **Beneficiary Response Capture**. Let's look at the details of **Registration** screens below:

**Figure 2-4 Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Application Details**

The screenshot shows the 'Export LC Transfer Amendment Beneficiary - Islamic' screen with the following details:

- Application Details:**
  - Transfer LC Reference Number:** TFIU22100010012
  - Beneficiary:** 001044 GOODCARI
  - Branch:** PK2-Oracle Banking Trade Fina
  - Process Reference Number:** PK2IETB000053320
  - Priority:** Medium
  - Submission Mode:** Desk
  - Response Received Date:** April 20, 2022
- Beneficiary Response Capture:**
  - Amendment Number:** 1
  - Amendment Date:** 2022-04-20
  - Beneficiary Consent Required:** ☐
  - Beneficiary Response:** Unconfirmed
  - Remarks:**
  - Action:**

At the bottom, there are buttons: **Hold**, **Cancel**, **Save & Close**, and **Submit**.

3. On **Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Application Details** screen, specify the fields.

**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table below.

**Table 2-3 Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Application Details - Field Description**

Field	Description
<b>Transfer LC Reference Number</b>	Specify the transfer LC reference number.  Alternatively, click <b>Search</b> to search and select the transfer LC reference number. In the lookup, user can search giving Export LC Reference Number, Beneficiary and Transfer Amount.
<b>Beneficiary</b>	Read only field. Beneficiary details is defaulted from the underlying transfer LC.
<b>Branch</b>	Read only field.  Branch details is auto-populated from transfer LC details.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Priority</b>	System populates 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.
<b>Submission Mode</b>	System populates the submission mode of Export LC Transfer Amendment Beneficiary Consent - Islamic request.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>FAX</b> - Request received through</li> <li>• <b>Email</b> - Request received through Email</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul> The user can change the submission mode.



**Table 2-3 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Application Details - Field Description**

Field	Description
<b>Response Received Date</b>	<p>System defaults the response received date. By default, the application displays the branch's current date and enables the user to change the date to any back date.</p> <div> <i>i</i> <b>Note</b>            Future date selection is not allowed.         </div>

**Beneficiary Response Capture**

This section displays the Beneficiary Response Capture details.

Beneficiary Response Capture					
Amendment Number	Amendment Date	Beneficiary Consent Required	Beneficiary Response	Remarks	Action
1	2022-04-20	<input type="checkbox"/>	Unconfirmed		
Page 1 of 1 (1 of 1 items)   < 1 >					
<div>Hold Cancel Save &amp; Close Submit</div>					

4. On **Export LC Transfer Amendment Beneficiary Consent - Islamic - Beneficiary Response Capture** screen, specify the fields.

*i* **Note**


The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table below.

**Table 2-4 Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Beneficiary Response Capture - Field Description**

Field	Description
<b>Amendment No</b>	<p>Read only field.</p> <p>Amendment number will be auto-populated based on selected Transfer LC Reference Number.</p>
<b>Amendment Date</b>	<p>Read only field.</p> <p>This field displays the date on which the amendment was made to Transfer LC.</p>

**Table 2-4 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Beneficiary Response Capture - Field Description**

Field	Description
<b>Beneficiary Consent</b>	Read only field.  Beneficiary Confirmation Required (Y/N) will be auto populated based on selected Transfer LC Reference Number.
<b>Beneficiary Response</b>	Select the Beneficiary response from the list. The values are: <ul style="list-style-type: none"> <li>• <b>Confirmed</b></li> <li>• <b>Unconfirmed</b></li> <li>• <b>Rejected</b></li> </ul> Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
<b>Remarks</b>	Specify the remarks for the Export LC Transfer Amendment Beneficiary Consent.
<b>Action</b>	Click the  Edit icon to edit the beneficiary response.

5. Click **Submit**.

The task will move to next logical stage of Export LC Transfer Amendment Beneficiary Consent.

For more information on action buttons, refer to the field description table below.

**Table 2-5 Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	Upload the documents received under the Export LC Transfer Amendment Beneficiary Consent - Islamic. System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users handling the request.
<b>Customer Instruction</b>	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, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Transfer LC</b>	Click to view the latest transfer LC details.
<b>View Export LC</b>	Click to view the latest export LC details.
<b>Events</b>	Click to view the transfer LC events.

**Table 2-5 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Islamic - Registration - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	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.
<b>Cancel</b>	Cancels the Export LC Transfer Amendment Beneficiary Consent - Islamic task. Details entered will not be saved and the task will be removed
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	The task will move to next logical stage of Export LC Transfer Amendment Beneficiary Consent - Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC transfer Amendment Beneficiary Consent - Islamic request.

As a part of Data Enrichment stage, User can enter/update basic details of the incoming request and verify if the request can be progressed further.

Request that are received via online channels like trade portal, external system and SWIFT are available directly for further processing in OBTFPM from registration and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

### ① 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 which completed the registration and currently at Data enrichment stage.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.

**Figure 2-5 Free Task**

Menu Item Search...	Refresh	Acquire	Flow Diagram	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	Medium	Islamic Export LC Transfer Amen...	PK2IETB000053396	PK2IETB000053396	DataEnrichment	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053390	PK2ILCI000053390	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053388	PK2ILCI000053388	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053387	PK2ILCI000053387	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053386	PK2ILCI000053386	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053385	PK2ILCI000053385	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053384	PK2ILCI000053384	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053383	PK2ILCI000053383	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	Medium	Export LC Drawing	PK2ELCD000053382	PK2ELCD000053382	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053381	PK2ILCI000053381	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053379	PK2ILCI000053379	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053378	PK2ILCI000053378	Scrutiny	22-04-20
<input type="checkbox"/>				<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053377	PK2ILCI000053377	Scrutiny	22-04-20

The **Free Task** screen appears.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

**Figure 2-6 My Task**

Menu Item Search...	Refresh	Release	Escalate	Delegate	Flow Diagram	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	Medium	Islamic Export LC Tran...	PK2IETB000053396	PK2IETB000053396	DataEnrichment	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053389	PK2ILCI000053389	Registration	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053356	PK2ILCI000053356	Handoff RetryTask	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Export LC Transfer A...	PK2ELCT000053257	PK2ELCT000053257	DataEnrichment	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Export LC Transfer A...	PK2ELCT000052761	PK2ELCT000052761	DataEnrichment	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Islamic Export LC Tran...	PK2IETR000052942	PK2IETR000052942	DataEnrichment	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Islamic Export LC Tran...	PK2IETR000052668	PK2IETR000052668	DataEnrichment	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Islamic Import LC Ligu...	PK2IILL000051332	PK2IILL000051332	Approval Task Level 1	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>		Import LC Liquidation	PK2ILCL000051282	PK2ILCL000051282	Registration	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>		Import LC Liquidation	PK2ILCL000051281	PK2ILCL000051281	Registration	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000051256	PK2ILCL000051256	DataEnrichment	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>		Import LC Liquidation	PK2ILCL000051120	PK2ILCL000051120	Registration	22-04-20
<input type="checkbox"/>						<input type="checkbox"/>	Medium	Buyers Credit Update	PK2BYCR000051084	PK2BYCR000051084	DataEnrichment	22-04-20

Let's look at the details for Data Enrichment stage. User can enter/update the fields in Data Enrichment stage. Some of the fields that are already having value from Registration/online channels may not be editable.

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

- [Main Details](#)  
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent - Islamic request.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details of Export LC Transfer Amendment Beneficiary Consent - Islamic process.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent - Islamic process.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Export LC Transfer Amendment Beneficiary Consent - Islamic request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent FLEXCUBE - Islamic request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent - Islamic request.

Main details section has two sub section as follows:

- Application Details
- Beneficiary Response Capture

### Application Details

1. On **Main - Application Details** screen, specify the fields that were not entered at Registration stage.

**Figure 2-7 Main - Application Details**

For more information on fields, refer to the field description table below.

**Table 2-6 Export LC Transfer Amendment Beneficiary Consent - Islamic - Main - Application Details - Field Description**

Field	Description
<b>Transfer LC Reference Number</b>	Read only field. System displays the export LC reference number to be amended.
<b>Beneficiary</b>	Read only field. System displays the name of the beneficiary from the earlier stages.
<b>Branch</b>	Read only field. Branch details is auto-populated from the transfer LC details.
<b>Process Reference Number</b>	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
<b>Priority</b>	System populates the priority of the customer based on priority maintenance. Values are High, Medium and Low. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.

**Table 2-6 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Islamic - Main - Application Details - Field Description**

Field	Description
<b>Submission Mode</b>	System populates the submission mode of Export LC transfer amendment beneficiary consent request.  By default the submission mode will have the value as 'Desk'.
<b>Response Received Date</b>	Read only field. System defaults the response received date. By default, the application displays the branch's current date.

**Beneficiary Response Capture**

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


**Figure 2-8 Beneficiary Response Capture**

For more information on fields, refer to the field description table below.

**Table 2-7 Export LC Transfer Amendment Beneficiary Consent - Islamic - Beneficiary Response Capture - Field Description**

Field	Description
<b>Amendment No</b>	Read only field.  Amendment number will be auto-populated based on selected Transfer LC Reference Number.
<b>Amendment Date</b>	Read only field.  This field displays the date on which the amendment was made to Transfer LC.
<b>Beneficiary Consent</b>	Read only field.  Beneficiary Confirmation Required (Y/N) will be auto populated based on selected Transfer LC Reference Number.

**Table 2-7 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Islamic - Beneficiary Response Capture - Field Description**

Field	Description
<b>Beneficiary Response</b>	<p>Select the Beneficiary response from the list. The values are:</p> <ul style="list-style-type: none"> <li>• <b>Confirmed</b></li> <li>• <b>Unconfirmed</b></li> <li>• <b>Rejected</b></li> </ul> <p>Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.</p>
<b>Remarks</b>	<p>Specify the remarks for the Export LC Transfer Amendment Beneficiary Consent - Islamic.</p> <p>Amendment number will be auto-populated based on selected Transfer LC Reference Number.</p>
<b>Action</b>	<p>Click the  Edit icon to edit the beneficiary response.</p>

**Audit**

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Thu, 19 Sep 2024 11:39:50 GMT	Thu, 19 Sep 2024 11:40:53 GMT	ATEST11	PROCEED

This button provides information about user initiated the transaction, initiated date, stage wise detail etc.

For more information on audit, refer to the field description table below.

**Table 2-8 Audit - Field Description**

Field	Description
<b>Application No.</b>	This field displays the application number of the process.
<b>Branch Code</b>	This field displays the branch code.
<b>Initiated Date</b>	This field displays the date on which process is initiated.
<b>Initiated By</b>	This field displays the user ID of the user who had initiated the process.
<b>Process Name</b>	This field displays the name of the process which is initiated.
<b>S. No</b>	This field displays the serial number of the audit record.



Table 2-8 (Cont.) Audit - Field Description

Field	Description
<b>Stage Name</b>	This field displays the current stage of the process.
<b>Completed Time</b>	This field displays the time on which the audit of the current stage is completed.
<b>Completed By</b>	This field displays the user ID of the user who had completed the audit.
<b>Outcome</b>	This field displays the outcome of the audit.

2. Click **Next**.

The task will move to next data segment.

Table 2-9 Main Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	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, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	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.
<b>View Transfer LC</b>	Click to view the latest transfer LC details.
<b>View Export LC</b>	Click to view the latest export LC details.
<b>Events</b>	Click to view the transfer LC events.
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

Table 2-9 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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. This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	<p>Cancels the Export LC Transfer Amendment Beneficiary Consent - Islamic task. Details entered will not be saved and the task will be removed</p>
<b>Save &amp; Close</b>	<p>Save the information provided and holds the task in 'My Task' queue for working later.</p> <p>This option will not submit the request.</p>
<b>Next</b>	<p>On click of Next, system validates 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.</p>
<b>Checklist</b>	<p>Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.</p>

## 2.3.2 Additional Fields

This topic provides the systematic instructions to capture the additional fields.

In this section, the user can view/enter the details in the additional fields implemented by the bank for Export LC Transfer Amendment Beneficiary Consent - Islamic.  
Any user defined fields maintained at the bank level should be available in this Additional field details.

1. On **Additional Fields** screen, specify the fields, if any.

Figure 2-9 Additional Fields

2. Click **Next**.

The task will move to next data segment.

For more information on action buttons, refer to the field description table below.

Table 2-10 Additional Fields - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	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>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

**Table 2-10 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, task moves to previous logical step.
<b>Next</b>	On click of Next, system validates 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.

## 2.3.3 Advices

This topic provides the systematic instructions to capture the advices details of Export LC Transfer Amendment Beneficiary Consent - Islamic process.

Data Enrichment user can view the advices generated during Export LC Transfer Amendment Beneficiary Consent - Islamic request. Some of the possible advices could be Payment message (Debit Advice) and Second Beneficiary Consent Advice.

1. On **Advices** screen, click the 3 dots on any advice tile to view the advice details.

**Figure 2-10 Advices**

Islamic Export LC Transfer Amendment Beneficiary Consent DataEnrichment ::  
Application No:- PK2IETB000053396

Clarification Details Documents Remarks Overrides  
Customer Instruction Signatures

Main  
Additional Fields  
Advices  
Additional Details  
Settlement Details  
Summary

Advices

Advice : LC\_CANCEL\_ADV

Advice Name : LC\_CANCEL\_ADV  
Advice Party : ABK  
Party Name : RBS PLC  
Suppress Advice : NO

Advice : PAYMENT\_MESSAGE

Advice Name : PAYMENT\_MESSAGE  
Advice Party :  
Party Name :  
Suppress Advice : NO

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

Screen(5/6)

### Advice Details

Advice Details



▼ Advice Details

Suppress Advice ☐



Advice Name : LC\_AMND\_INSTR Medium : Advice Party : ABK

Party ID : 001204 Party Name : ABC BANK

▼ FFT Code

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	 

▼ Instructions

Instruction Code	Instruction Description	Edit	Action
E023	IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F		





OK Cancel

For more information on fields, refer to the field description table below.

Table 2-11 Advice Details

Field	Description
<b>Suppress Advice</b>	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
<b>Advice Name</b>	Read only field. Displays the advice name.

Table 2-11 (Cont.) Advice Details

Field	Description
<b>Medium</b>	Displays the medium of advices is defaulted from the transfer LC. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party, defaulted from the transfer LC.
<b>Party ID</b>	Read only field. Displays the party Id defaulted from transfer LC.
<b>Party Name</b>	Read only field. Displays the defaulted from transfer LC.
<b>Free Format Text</b>	Specify the free format text based on the following table.
	Click plus icon to add new FFT code.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT Code.
<b>FFT Description</b>	FFT description is populated based on the FFT code selected. User can edit the FFT description.
	Click edit icon to edit the existing FFT description.
<b>Action</b>	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
<b>Instruction Details</b>	Specify the instruction details based on the following table.
	Click plus icon to add new instruction code.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click edit icon to edit the existing instruction code. Click delete icon to remove any existing instruction code.

2. Click **Next**.

The task will move to next data segment.

For more information on fields, refer to the field description table below.

Table 2-12 Advices - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	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>
<b>Signatures</b>	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.
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <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> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-12 (Cont.) Advices - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of Next, system validates 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.

## 2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent - Islamic process.

Data Enrichment user can verify and enter the basic additional details available for the Export LC Transfer Amendment Beneficiary Consent - Islamic request.

The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.

This is a multi-grid section with facility to attach more than one line.

1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

**Figure 2-11 Additional Details**



Islamic Export LC Transfer Amendment Beneficiary Consent DataEnrichment ::  
Application No:- PK2IETB000053396

Clarification DetailsDocumentsRemarksOverrides  
Customer InstructionSignatures

Main  
Additional Fields  
Advices  
Additional Details  
Settlement Details  
Summary

Additional Details

Commission, Charges and Taxes

Charge : GBP 50.00  
Commission :  
Tax :  
Block Status : Not Initiated

Preview Messages

Language :  
Preview Advice :-

Audit

Request ClarificationRejectReferHoldCancelSave & CloseBackNext

Commission, Charges and Taxes

On landing to the Additional Details section, the default commission, charges and tax if any will get populated.

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.

Charge Details are auto-populated from the back-end system.

For more information on fields, refer to the field description table below.

Commission, Charges and Taxes

RecalculateRedefault

Commission Details

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Acctnt	Amendable
No data to display.										

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

Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURAMND	GBP	220	GBP	£175.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GL Code	261100005

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

Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acctnt
No data to display.							

Save & CloseCancel

For more information on fields, refer to the field description table below.

Table 2-13 Charge Details - Field Description

Field	Description
<b>Commission Details</b>	The commission details. All charges, commission and margin are collected from the counter-party by default.
<b>Component</b>	This field displays the commission component.
<b>Rate</b>	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPMCS. 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.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	This field displays the currency in which the commission have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPMCS. 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 OBTFPMCS.  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.
<b>Modified</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	If enabled, charges/commissions has to be deferred and collected at any future step.
<b>Waive</b>	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.
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settl. Account</b>	The settlement account.
<b>Amendable</b>	Displays if the field is amendable or not.
<b>Charge Details</b>	Displays the charge details.
<b>Component</b>	This field displays the charge component type.
<b>Tag Currency</b>	This field displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	This field displays the tag amount that is maintained under the product code.
<b>Currency</b>	This field displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

Table 2-13 (Cont.) Charge Details - Field Description

Field	Description
<b>Billing</b>	<p>If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>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 enabled in OBTFPMCS.</p> <p>The user can not enable/disable the option, if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	<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 OBTFPMCS.</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>
<b>Waive</b>	<p>Enable the toggle, if charges has to be waived.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>
<b>Charge Party</b>	Charge party is applicant by default. User can change the value to beneficiary.
<b>Settlement Account</b>	The settlement account.
<b>Tax Details</b>	<p>Displays the tax details.</p> <p>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.</p>
<b>Component</b>	This field displays the tax component.
<b>Type</b>	This field displays the type of tax component.
<b>Value Date</b>	This field displays the value date of tax component.
<b>Ccy</b>	<p>This field displays the currency in which the tax have to be collected.</p> <p>The tax currency is the same as the commission.</p>
<b>Amount</b>	<p>This field displays the tax amount based on the percentage of commission maintained.</p> <p>You can edit the tax amount, if applicable.</p>
<b>Billing</b>	<p>If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	<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>
<b>Settl. Account</b>	<p>System defaults the settlement account.</p> <p>The user can modify the settlement account.</p>

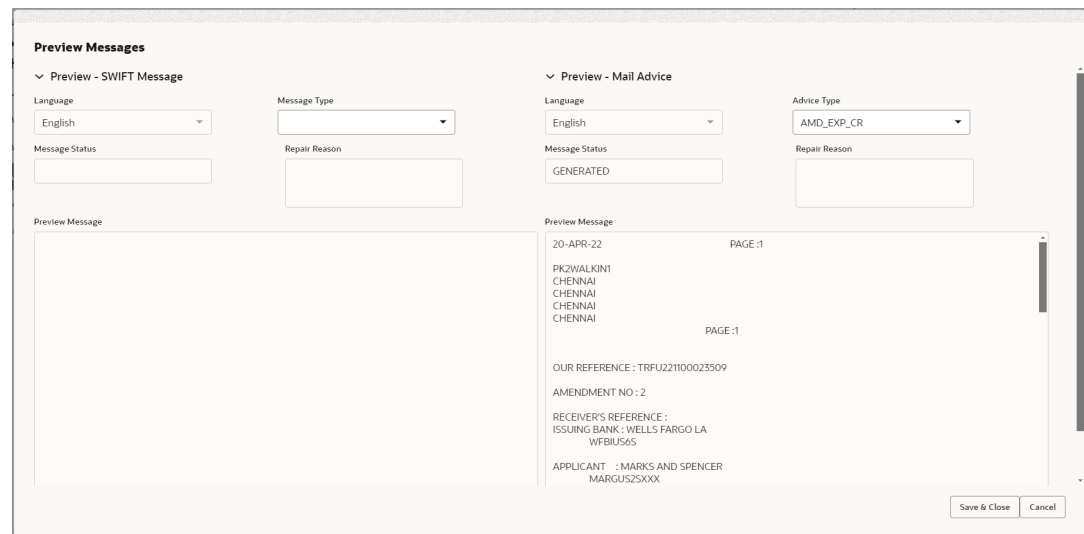
2. Click **Save and Close** to save the details and close the screen.

### Preview Messages

The bank user can view a preview of the message and advice simulated from back office which is based on the export LC transfer amendment captured in the previous screen.

#### Note

A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.



For more information on fields, refer to the field description table below.

**Table 2-14 Preview Messages - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT message details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type from the drop down.
<b>Message Status</b>	Read only field. This field displays the message status of draft message of export LC details.
<b>Repair Reason</b>	Read only field. This field displays the message repair reason of draft message of export LC details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	This section displays the preview of mail advice details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.

Table 2-14 (Cont.) Preview Messages - Field Description

Field	Description
<b>Message Status</b>	Read only field. This field displays the message status of draft message of transfer LC details.
<b>Repair Reason</b>	Read only field. This field displays the message repair reason of draft message of transfer LC details.
<b>Preview Message</b>	This field displays a preview of the advice.

3. Click **Save and Close** to save the details and close the screen.
4. Click **Next**.

The task will move to next data segment.

For more information on action buttons, refer to the field description table below.

Table 2-15 Additional Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the Islamic Export LC Transfer Amendment Beneficiary Consent. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	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, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	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.
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

**Table 2-15 (Cont.) Additional Details - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of Next, system validates 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.

## 2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Export LC Transfer Amendment Beneficiary Consent - Islamic request.

The user can view/input the settlement details for Export LC Transfer Amendment Beneficiary Consent - Islamic request. The following are the list of fields to be displayed.

1. On **Settlement Details** screen, specify the fields.

**Figure 2-12 Settlement Details**

**Islamic Export LC Transfer Amendment Beneficiary Consent DataEnrichment ::**  
Application No:- PK2IETB000053396

Clarification Details Documents Remarks Overrides  
Customer Instruction Signatures

Screen(5/6)

**Settlement Details**

☐ Current Event

**Settlement Details**

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
CHGTRAMNV_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMT_OSEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
COLL_AMNDAMTEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLL_AMTEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLL_AMT_DECR	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	No
COLL_AMT_INCR	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLL_AVALAMTEQ	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	No
LIADVIB_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
LICANCHG_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes

**CHGTRAMNV\_LIQD - Party Details**

Transfer Type:  Charge Details:  Netting Indicator:   
Ordering Institution:  Senders Correspondent:  Receivers Correspondent:  Intermediary Institution:   
Account With Institution:  Beneficiary Institution:  Ultimate Beneficiary:  Intermediary Reimbursement Institution:   
Receiver:

**Payment Details**

Sender To Receiver 1:   
Sender To Receiver 5:   
Sender To Receiver 2:   
Sender To Receiver 6:   
Sender To Receiver 3:   
Sender To Receiver 4:

**Remittance Information**

Payment Detail 1:   
Payment Detail 2:   
Payment Detail 3:   
Payment Detail 4:

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Next

For more information on fields, refer to the field description table below.

**Table 2-16 Settlement Details – Field Description**

Field	Description
<b>Current Event</b>	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
<b>Component</b>	This field displays the components based on the product selected.
<b>Currency</b>	This field displays the default currency for the component.
<b>Debit/Credit</b>	This field displays the debit/credit indicators for the components.
<b>Account</b>	This field displays the account details for the components.
<b>Account Description</b>	This field displays the the description of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.

- Click any component in the grid.

## Party Details

Table 2-17 Party Details – Field Description

Field	Description
<b>Transfer Type</b>	Select the transfer type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• <b>Customer Transfer</b></li> <li>• <b>Bank Transfer for own account</b></li> <li>• <b>None</b></li> <li>• <b>Direct Debit Advice</b></li> <li>• <b>Managers Check</b></li> <li>• <b>Customer Transfer with Cover</b></li> <li>• <b>Bank Transfer</b></li> </ul>
<b>Charge Details</b>	Select the charge details for the transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Beneficiary All Charges</b></li> <li>• <b>Remitter Our Charges</b></li> <li>• <b>Remitter All Charges</b></li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Ordering Customer</b>	Click search icon to search and select the ordering customer from the look up.
<b>Ordering Institution</b>	Click search icon to search and select the ordering institution from the look up.
<b>Senders Correspondent</b>	Click search icon to search and select the senders correspondent from the look up.
<b>Receivers Correspondent</b>	Click search icon to search and select the receivers correspondent from the look up.
<b>Intermediary Institution</b>	Click search icon to search and select the intermediary institution from the look up.
<b>Account with Institution</b>	Click search icon to search and select the account with institution from the look up.
<b>Beneficiary Institution</b>	Click search icon to search and select the beneficiary institution from the look up.
<b>Ultimate Beneficiary</b>	Click search icon to search and select the ultimate beneficiary from the look up.
<b>Intermediary Reimbursement Institution</b>	Click search icon to search and select the intermediary reimbursement institution from the look up.
<b>Receiver</b>	Click search icon to search and select the receiver from the look up.

## Payment Details

Table 2-18 Payment Details - Field Description

Field	Description
<b>Sender to Receiver 1</b>	Specify the sender to receiver message.
<b>Sender to Receiver 2</b>	Specify the sender to receiver message.
<b>Sender to Receiver 3</b>	Specify the sender to receiver message.
<b>Sender to Receiver 4</b>	Specify the sender to receiver message.



**Table 2-18 (Cont.) Payment Details - Field Description**

Field	Description
<b>Sender to Receiver 5</b>	Specify the sender to receiver message.
<b>Sender to Receiver 6</b>	Specify the sender to receiver message.

**Remittance Information****Table 2-19 Remittance Information - Field Description**

Field	Description
<b>Payment Detail 1</b>	Specify the payment details.
<b>Payment Detail 2</b>	Specify the payment details.
<b>Payment Detail 3</b>	Specify the payment details.
<b>Payment Detail 4</b>	Specify the payment details.

**3. Click Next.**

The task will move to next data segment.

**Table 2-20 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>

**Table 2-20 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click the Back button, to go back to the previous screen.
<b>Next</b>	On click of Next, system validates 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.

## 2.3.6 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent FLEXCUBE - Islamic request.

User can review the summary of details updated in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent - Islamic request.

As part of summary screen, user can see the summary tiles. The Summary tiles display a list of important fields with values. User can drill down from Summary tiles into respective data segments.

1. On **Summary** screen, click the 3 dots on any tile to view the details.

**Figure 2-13 Summary**

Islamic Export LC Transfer Amendment Beneficiary Consent DataEnrichment :: Application  
No:- PK2IETB000053396

Clarification Details Documents Remarks Overrides  
Customer Instruction Signatures

Main Additional Fields Advices Additional Details Settlement Details Summary

Screen(6/6)

### Summary

Main		Commission, Charges and Taxes		Preview Messages	
Form of LC	: IRREVOCABLE	Charge	: GBP 50.00	Language	: ENG
Submission Mode	: Desk	Commission	:	Preview Message	: -
Date of Issue	: 2022-04-20	Tax	:		
		Block Status	: Not Initiated		

Advices		Parties Details		Compliance details	
Advice 1	: LC_CANCEL_AD...	Applicant	: DSK IMPORTS	KYC	: Not Initiate...
Advice 2	: PAYMENT_MESS...	Issuing Bank	: RABO BANK	Sanctions	: Not Initiate...
		Advising Bank	: RBS PLC	AML	: Not Initiate...
		Beneficiary	: GOODCARE PLC		

Settlement Details		Accounting Details	
Component	: LICANGHC_LIQ...	Event	: CANC
Account Number	: PK2001044001...	Account Number	: PK2001044001...
Currency	: GBP	Branch	: PK2

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Submit

#### Tiles Displayed in Summary

- Main - User can view the application details details and Transfer LC details. User can modify the details, if required.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.
- Preview Messages - User can view the preview of the message.
- Advices - User can view the details of advices.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance Details - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.
- Accounting Details - User can view the accounting entries generated in back office.

#### 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."

2. Click **Submit**.

The task will move to next logical stage.

Table 2-21 Summary - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Upload the required documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>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.</li> <li>Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	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.
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <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> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-21 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>
<b>Hold</b>	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.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click the Back button, to go back to the previous screen.
<b>Submit</b>	On clicking Submit, system should validate for all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/ update mandatory fields.

## 2.4 Exceptions

This topic helps you quickly get acquainted with the Exceptions process.

As per regulatory requirement, all tasks are scrutinized for KYC, Compliance and Sanctions. Task. The checks to external system/internal system is initiated after the DE Stage. The amount Block earmark and Limit Earmarks if applicable are also initiated after the DE stage.

If a negative response is received for any of the calls, the task lands in respective exceptional queue which require further manual handling/approval.

### Amount Block Exception Approval

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 OBTFPMCS 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 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

### Amount Bock Exception

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Additional Fields - User can view the additional field details.
- Advices - User can view the details of advices.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance details - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.

1. Click **Approve**. to approve thw export booking amount bolck exception check.

For more information on Action Buttons, refer to the field description table below.

**Table 2-22 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

Table 2-22 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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.</li> <li>Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

**Exception - Know Your Customer (KYC)**

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

1. Log in into OBTFPMCS application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.



- Open the task, to see summary tiles that display a summary of available updated fields with values.

User can pick up a transaction and do the following actions:

### Approve

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

### Summary

**Figure 2-14 Know Your Customer (KYC) Exception**

Islamic Export LC Transfer Amendment Beneficiary Consent KYC Exceptional approval :: Application No:- PK2ELCT000053257

KYC Exception Details

KYC Details

Party ID	KYC Status	KYC Verified On	KYC Verified Till
No data to display.			

Audit Reject Refer Hold Approve Next

Tiles Displayed in Summary:

Export LC Transfer Amendment Beneficiary Consent KYC Exceptional approval :: Application No:- PK2ELCT000053257

Summary

Main Details

Form of LC : IRREVOCABLE  
Submission Mode : Desk  
Date of Issue : 2022-04-20

Additional Fields

Click here to view Additional fields

Advices

Advice 1 :  
Advice 2 :

Commission, Charges and taxes

Charge :  
Commission :  
Tax :  
Block Status : Not Initiated

Preview Messages

Language : ENG  
Preview Message : -

Parties Details

Beneficiary : NATIONAL FRE...  
Applicant : GOODCARE PLC  
Issuing Bank :

Compliance details

KYC : Not Verified  
Sanctions : Not Initiate...  
AML : Not Initiate...

Settlement Details

Component :  
Account Number :  
Currency :

Audit Reject Refer Hold Approve Back



- Main - User can view the application details details and Transfer LC details.
- Additional Fields - User can view the additional field details.
- Advices - User can view the details of advices.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance details - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.

For more information on Action Buttons, refer to the field description table below.

**Table 2-23 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• 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.</li> <li>• Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <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> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-23 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.

**Exception - Limit Check/Credit**

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

1. Log in into OBTFPMCS application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue.
2. Click **My Task**. The summary tiles displays summary of important fields with values.

**Note**

On Approval of the exception task, system should validate the Limit Availability, Limit Expiry Date in the Limit System and create Earmark in the ELCM system. In case if the Limit is not available or the Limit is expired, then system should display an error message and should not allow the user to approve and proceed.

Limit check Exception approver can do the following actions:

**Approve**

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

**Refer**

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

**Reject**

The transaction due to non-availability of limits capturing reject reason.

**Limit/Credit Check**

This section will display the amount block exception details.

**Summary**

Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Additional Fields - User can view the additional field details.
- Advices - User can view the details of advices.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance details - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.

For more information on action buttons, refer to the field description table below.

**Table 2-24 Exception - Limit Check/Credit - Action Buttons – Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• 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.</li> <li>• Transaction Level Instructions – In this section, OBTFCMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <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> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 2-24 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</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>
<b>Hold</b>	<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>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

## 2.5 Multi Level Approval

This topic helps you quickly get acquainted with the Multi Level Approval process.

The user can review the summary of details updated in multilevel approval stage of Export LC Transfer Amendment Beneficiary Consent request - Islamic and approve the Export LC Transfer Amendment Beneficiary Consent - Islamic.

1. Log in into OBTFPMCS application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task.

The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.

5. Click each tile to drill down from summary tiles into respective data segments to 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 OBTFPMCS displays the Handoff failure error during the Approval of the task.

### Approval Summary

**Islamic Export LC Transfer Amendment Beneficiary Consent Approval Task Level 1: Application**  
No:- PK2IETB000009964

**Main**  
Form of LC : IRREVOCABLE  
Submission Mode : Desk  
Date of Issue : 2022-04-20

**Additional Fields**  
Click here to view Additional fields

**Advices**  
Advice 1 :  
Advice 2 :

**Commission, Charges and taxes**  
Charge :  
Commission :  
Tax :  
Block Status : Not Initiated

**Preview Messages**  
Language : ENG  
Preview Message : -

**Parties Details**  
Applicant : ABC LTD  
Beneficiary : III LTD  
Issuing Bank : WELLS FARGO ...  
Advising Bank : CITIBANK

**Compliance**  
KYC : Not Initiate...  
Sanctions : Not Initiate...  
AML : Not Initiate...

**Accounting Details**  
Event :  
Account Number :  
Branch :

**Settlement Details**  
Component : COLL\_AMTEQ  
Account Number : 261100005  
Currency : GBP

**Exception(Approval)**  
Sanction/KYC : EXCEPTION  
PLEASE VISIT REMARKS FOR :-  
MORE DETAILS

**Action Buttons:** Reject, Hold, Refer, Cancel, Approve

#### Tiles Displayed in Summary:

- **Main** - User can view the application details details and Transfer LC details. User can modify the details, if required.
- **Additional Fields** - User can view the details of additional fields.
- **Advices** - User can view the details of advices.
- **Commission, Charges and Taxes**: User can see the details provided for charges. User can update the details if required.
- **Preview Messages** - User can view the preview of the message.
- **Parties Details**: User can see the party details like beneficiary, advising bank etc.
- **Compliance** - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- **Accounting Details** - User can view the accounting entries generated in back office.

#### 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."

- **Settlement Details** - User can view the settlement details.
- **Exception (Approval)** - User can view the settlement details.

For more information on Action Buttons, refer to the field description table below.

Table 2-25 Approval Summary - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. 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>
<b>Remarks</b>	<p>Specify any additional information regarding the LC transfer amendment beneficiary consent - Islamic. 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>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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.</li> <li>Transaction Level Instructions – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Hold</b>	<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>

Table 2-25 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>
<b>Cancel</b>	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Approve</b>	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.

6. Click **Approve**.

# Glossary



# Index

## A

---

Additional Details, [21](#)  
Additional Details - Action Buttons, [21](#)  
Additional Fields, [15](#)  
Advice Details, [17](#)  
Advices, [17](#)  
Advices - Action Buttons - Field Description, [17](#)  
Amount Block Exception - Action Buttons - Field Description, [34](#)  
Application Details, [10](#)  
Approval Summary, [41](#)  
Approval Summary - Action Buttons, [41](#)  
Authorization Re-Key (Non-Online Channel), [41](#)

## B

---

Beneficiary Response Capture, [3](#), [10](#)  
Benefits, [1](#)

## C

---

Charge Details, [21](#)  
Commission Details, [21](#)

## D

---

Data Enrichment, [8](#)

## E

---

Exception - Amount Block, [34](#)  
Exception - Limit Check/Credit - Action Buttons – Field Description, [34](#)

Exceptions, [34](#)

## K

---

Key Features, [1](#)

## M

---

Main - Action Buttons, [10](#)  
Main Details, [10](#)  
Multi Level Approval, [41](#)

## O

---

Overview, [1](#)

## R

---

Registration, [3](#)  
Registration - Application Details, [3](#)

## S

---

Settlement Details, [27](#)  
Settlement Details - Action Buttons, [27](#)  
Summary, [31](#)  
Summary - Action Buttons - Field Description, [31](#)

## T

---

Tax Details, [21](#)