

# Oracle® Banking Trade Finance Process Management

## Import Documentary Collection Booking - Islamic User Guide



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## 2 Import Documentary Collection Booking - Islamic

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# Preface

- [Purpose](#)
- [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](#)

## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Import Documentary Collection Booking - 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 [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 [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.
monospace	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
Reject	<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

## Import Documentary Collection Booking - Islamic

Import Documentary Collection Booking process allows the user to handle the Islamic import document under collection.

This process handles the Islamic import document under collection. The : Under Import Documentary Collection, the Drawer after exporting the goods submits the documents to the Remitting bank. The Remitting bank forwards the Documents to the Collecting bank for Acceptance/Payment by the Drawee.

The various stages involved for Import Doc Collection Booking are:

- Receive and verify documents
- Input Import Collection details
- Upload of related mandatory and non-mandatory documents
- Input Additional details of Import Collection - Data Enrichment stage
- Check for limit availability if applicable.
- Check balance availability for amount block
- Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges if applicable
- Capture remarks for other users to check and act
- Hand off request to back office

The Islamic Import Collection Booking process flow is similar to that of conventional Import Collection Booking process flow.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the **Import Documentary Collection Booking - Islamic** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of import documentary collection booking - Islamic request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection booking - 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 **Import Documentary Collection Booking - 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>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.
<b>Clear</b>	Click to clear the contents update and enter the values again.

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

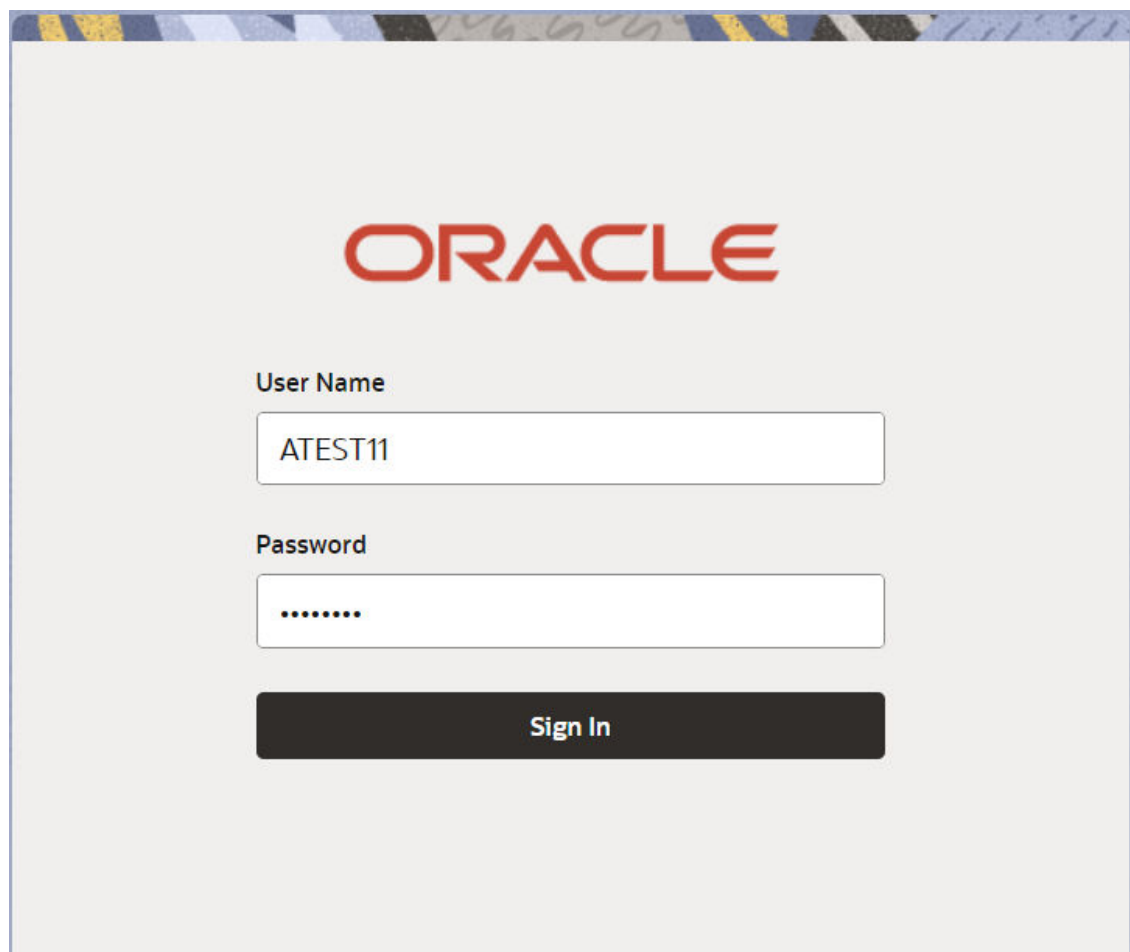
## 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of import documentary collection booking - Islamic request.

In the Registration stage, user can register request for an Islamic Import Collection Booking at the front desk. User can capture the basic details of the Collection and upload related documents. On submit of the request, the request should be available for Collection expert to handle in the next stage.

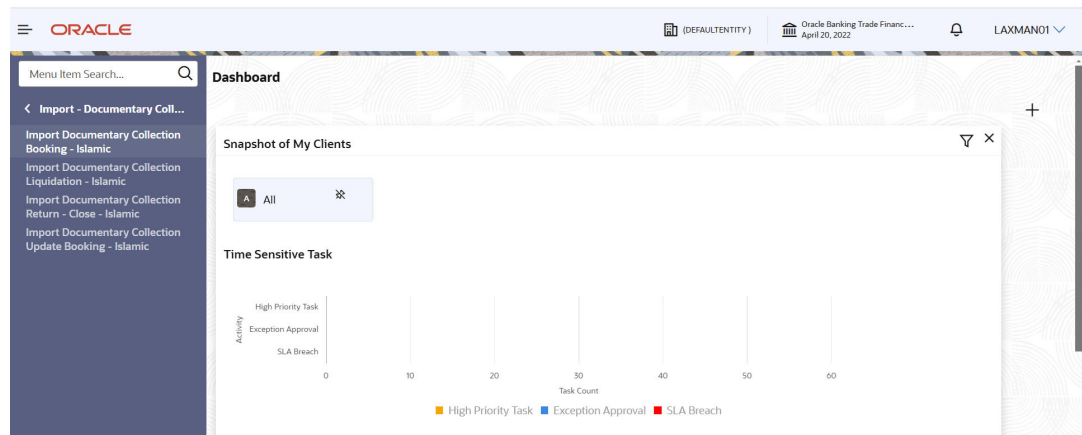
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2 Login Screen**

The image shows a login screen for Oracle. 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 **Import - Documentary Collection**.
2. Under **Import - Documentary Collection**, click **Import Documentary Collection Booking - Islamic**.

Figure 2-3 Import Documentary Collection Booking - Islamic



The **Import Documentary Collection Booking - Islamic - Registration** screen appears. The Import Documentary Collection Booking - Islamic - Registration stage has two sections Application Details and Collection Details. Let's look at the details of Registration screens below:

Figure 2-4 Import Documentary Collection Booking - Islamic - Registration - Application Details

The screenshot displays the 'Import Documentary Collection Booking - Islamic' registration screen. The 'Application Details' section is expanded, showing various input fields for registration. The fields are organized into two main sections: 'Application Details' and 'Collection Details'.

**Application Details:**

- Received From Remitting Bank: ☐
- Submission Mode:
- Process Reference Number:
- Drawee:
- Booking Date:
- Remitting Bank Date/Remitting Date:
- Branch:
- Remitting Bank/Remitter:
- Bill Amount:
- Priority:
- Remitting Bank/Remitter Reference:

**Collection Details:**

- Documents Received:
- Tenor Type:
- Product Code:
- Product Description:
- User Reference Number:
- Operation Type:
- Stage:
- Contract Reference Number:
- Amount in Local Currency:
- Finance Amount:
- Drawer:
- Limit verification required: ☐
- Avallization/Co-Acceptance Requested: ☐

Buttons at the bottom: Hold, Cancel, Save & Close, Submit.

- On **Import Documentary Collection Booking - 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 Import Documentary Collection Booking - Islamic - Registration - Application Details - Field Description**

Field	Description
<b>Received from Remitting Bank</b>	<p>Switch on , if documents are received from Remitting Bank. Applicable fields will be displayed to capture the Remitting Bank details.</p> <p>Switch off , if the documents are received from drawer. Applicable fields will be displayed to capture the Drawee information.</p>
<b>Drawee</b>	<p>Specify the Drawee ID.</p> <p>Alternatively, click <b>Search</b> to search and select the Drawee ID. In the lookup, you can search giving Customer ID, Customer Name or Customer Type to fetch the drawing details. Based on the search result, select the applicable Drawer.</p> <p>Drawee Name is displayed based on the selected Drawee Id.</p> <div> <p><b>Note</b></p> <p>If the selected drawee/ party is blacklisted the system displays a warning message.</p> </div>
<b>Branch</b>	<p>Read only field.</p> <p>Branch details is auto-populated based on the selected Drawee ID.</p>
<b>Priority</b>	<p>System populates the priority of the customer based on priority maintenance. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Essential</b></li> <li>• <b>Critical</b></li> <li>• <b>High</b></li> <li>• <b>Medium</b></li> <li>• <b>Low</b></li> </ul> <p>If priority is not maintained for the customer, system will populate <b>Medium</b> as the default priority.</p> <p>User can change the priority populated any time before submit of Registration stage.</p>
<b>Submission Mode</b>	<p>Submission mode of Import Documentary Collection Booking - Islamic request is defaulted elect the s.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul> <p>The user can change the submission mode.</p>
<b>Booking Date</b>	<p>Read only field.</p> <p>System displays the booking date of the application.</p> <p>By default, the application displays branch's current date.</p>

**Table 2-3 (Cont.) Import Documentary Collection Booking - Islamic - Registration - Application Details - Field Description**

Field	Description
<b>Remitting Bank/Remitter</b>	Click <b>Search</b> to search and select the Remitting Bank based on Party ID/Party Name. User can also input the party ID and on tab out system will validate and populate the 'Remitting Bank' name.  <div> <i>i</i> <b>Note</b> <ul style="list-style-type: none"> <li>a. In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available, Only MT999 messages can be sent to the bank".</li> <li>b. If the selected remitting bank is blacklisted the system displays a warning message.</li> <li>c. If the Remitting Bank details and the Remitting Bank Reference is already available in another Collection Booking, system should display a configurable override message, "This is a Possible Duplicate Document under an existing Documentary Collection" COLREF".</li> </ul> </div>
<b>Remitting Bank/Remitter Reference</b>	Specify the Remitting Bank reference number, if available.
<b>Process Reference Number</b>	Read only field.  Unique OBTFPMCS task reference number for the transaction. This is auto generated by the system based on process name and branch code.
<b>Remitting Bank Date/ Remitting Date</b>	System displays the Remitting Bank date. The user can change the date.
<b>Bill Amount</b>	Select the bill currency and specify the bill amount.

**Collection Details**

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

Collection Details

Documents Received

Both

Tenor Type

Usance

Product Code

IFP1

Product Description

INCOMING USANCE BILLS NOT UN

User Reference Number

IFP1221100000001

Operation Type

ACC

Stage

FINAL

Contract Reference Number

IFP1221100000001

Amount in Local Currency

GBP

E100.00

Finance Amount

GBP

Drawer

000786

TEST

Limit verification required

Avalization/Co-Acceptance Requested

Hold

Cancel

Save & Close

Submit

**4. On Import Documentary Collection Booking - Islamic - Registration - Collection 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 2-4 Import Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description**

Field	Description
<b>Documents Received</b>	Select the number of sets of documents received from the drop-down list. <ul style="list-style-type: none"> <li>• <b>First</b></li> <li>• <b>Second</b></li> <li>• <b>Both</b></li> </ul>
<b>Tenor Type</b>	Select the tenor type based on the document received. The options are: <ul style="list-style-type: none"> <li>• <b>Sight</b></li> <li>• <b>Usance</b></li> <li>• <b>Multi Tenor</b></li> </ul>
<b>Product Code</b>	Click <b>Search</b> to search and select the product code for the collection booking.
<b>Product Description</b>	Read only field.  This field displays the description of the product as per the product code.
<b>User Reference Number</b>	User reference number is defaulted based on the description of the product as per the product code.
<b>Operation Type</b>	Read only field.  This field displays the operation type from the collection booking.  User can update the operation code, if required. User can book a documentary collection using the <b>Operation Type</b> as <b>FOP</b> , to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank <div> <b>Note</b> <ol style="list-style-type: none"> <li>You cannot change the operation type, If the operation code is set as ADV or COL or DIS in collection Booking.</li> <li>You can change the operation type to ADV or DIS, if the operation code is set as ACC in collection booking.</li> </ol> </div>

**Table 2-4 (Cont.) Import Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description**

Field	Description
<b>Stage</b>	<p>This field displays the the stage of the transaction. User can change the value from initial to final.</p> <div> <p><b>Note</b></p> <p>For <b>Operation Type</b> as <b>FOP</b>, the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.</p> </div>
<b>Contract Reference Number</b>	<p>Read only field.</p> <p>System populates the contract reference number from the back end system once the product code is selected.</p>
<b>Amount In Local Currency</b>	<p>System fetches the local currency equivalent value for the LC amount from back office (with decimal places).</p>
<b>Finance Amount</b>	<p>Read only field.</p> <p>Finance Amount is auto-populated based on the selected Documentary Collection Number.</p> <p>This is an input field for <b>Operation Type</b> as <b>DIS</b> or <b>/PUR</b>.</p>
<b>Drawer</b>	<p>Click <b>Search</b> to search and select the drawer.</p> <div> <p><b>Note</b></p> <p>If the selected drawer party is blacklisted the system displays a warning message.</p> </div>
<b>Limit verification required</b>	<p>Switch on , to enable the limit verification.</p> <p>If the toggle is disabled and Finance amount has been provided, the system prompts an override message on Submit.</p>

**Table 2-4 (Cont.) Import Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description**

Field	Description
<b>Avalization/Co-Acceptance Requested</b>	<p>Switch on  to select if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations.</p> <div> <p><b>Note</b></p> <p>Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.</p> </div>

5. Click **Submit**.

The task will move to next logical stage of Import Documentary Collection Booking - Islamic.

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

**Table 2-5 Import Documentary Collection Booking - Islamic - Registration - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	Upload the documents received under the Documentary Collection.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
<b>Customer Instruction</b>	<p>Click to view/ input the following:</p> <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, 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>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 Import Documentary Collection Booking - Islamic task. Details entered will not be saved and the task will be removed
<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>

**Table 2-5 (Cont.) Import Documentary Collection Booking - Islamic - Registration - Action Buttons - Field Description**

Field	Description
<b>Submit</b>	The task will move to next logical stage of Import Documentary Collection Booking - 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 import documentary collection booking - Islamic request.

On successful completion of Registration of an Import Documentary Collection Booking - Islamic, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are validated.

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

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Tasks**.
2. Under **Tasks**, click **Free Tasks**.

**Figure 2-5**

Menu Item Search...	Free Tasks	Refresh	Acquire	Flow Diagram	Process Name	Pr R...	Application Number	Stage	Application Date
Tasks	<input type="checkbox"/> Acquire and Edit	Priority							
Awaiting Customer Clarification	<input checked="" type="checkbox"/> Acquire and Edit	Medium			Islamic Import Documentary Collection Booking	P...	PK2IIDB000064181	DataEnrichment	22-04-20
Business Process Maintenance	<input type="checkbox"/> Acquire and Edit	Medium			Import Documentary Collection Booking Update	P...	PK2IDCU000053538	Approval Task Level 1	22-04-20
Completed Tasks	<input type="checkbox"/> Acquire and Edit				Islamic Export LC Drawing Update	P...	PK2IELU000064188	Scrutiny	22-04-20
Free Tasks	<input type="checkbox"/> Acquire and Edit	Medium			Import Documentary Collection Booking	P...	PK2IDCB000064179	DataEnrichment	22-04-20
Hold Tasks	<input type="checkbox"/> Acquire and Edit	Medium			Export LC Drawing Update	P...	PK2ELCU000064184	Approval Task Level 1	22-04-20
My Tasks	<input type="checkbox"/> Acquire and Edit	Medium			Guarantee Issuance Internal Amendment Islamic	P...	PK2IGII000064180	Registration	22-04-20
Other User tasks	<input type="checkbox"/> Acquire and Edit	High			Import LC Issuance	P...	PK2ILCI000064133	Scrutiny	22-04-20
Search	<input type="checkbox"/> Acquire and Edit	High			Import LC Issuance	P...	PK2ILCI000064171	Scrutiny	22-04-20
SubProcess Tasks	<input type="checkbox"/> Acquire and Edit	Medium			Import Documentary Collection Booking	P...	PK2IDCB000064116	Approval Task Level 1	22-04-20
Supervisor Tasks	<input type="checkbox"/> Acquire and Edit	Medium			Import Documentary Collection Booking	P...	PK2IDCB000010425	Approval Task Level 1	22-04-20
	<input type="checkbox"/> Acquire and Edit	Medium			Export LC Amendment	P...	PK2ELCA000064156	Scrutiny	22-04-20
	<input type="checkbox"/> Acquire and Edit	Medium			Guarantee Issuance	P...	PK2GTEI000064157	Scrutiny	22-04-20
	<input type="checkbox"/> Acquire and Edit	Medium			Guarantee Advise Internal Amendment Islamic	P...	PK2IGIA000064154	DataEnrichment	22-04-20

The **Free Tasks** screen is displayed.

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 scrutinize the registered task.

Figure 2-6 My Tasks

	Edit	Priority	Process Name	Process Ref...	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Islamic Import Documentary Collection ...	PK2IIDB...	PK2IIDB000064181	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import Documentary Collection Booking	PK2IDCB...	PK2IDCB000064081	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Amendment	PK2ILCA...	PK2ILCA000064102	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Import LC Amendment Benefici...	PK2IILA...	PK2IILA000063819	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance	PK2GTEI...	PK2GTEI000063732	Scrutiny	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Internal Amendment	PK2ILCI...	PK2ILCI000063677	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Reopen Islamic	PK2IIIR...	PK2IIIR000063499	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Reopen	PK2ILCR...	PK2ILCR000063485	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Reopen Islamic	PK2IIIR...	PK2IIIR000063470	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Import LC Drawing Update	PK2IILU...	PK2IILU000063467	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing Update	PK2ILCU...	PK2ILCU000063462	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing Update	PK2ILCU...	PK2ILCU000063461	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing Update	PK2ILCU...	PK2ILCU000063462	DataEnrichment	22-04-20

Let's look at the details for Data Enrichment stage. User can enter/update the following fields. Some of the application details that are already having value from Registration 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 Data Enrichment stage of import documentary collection booking -Islamic request.
- [Document Details](#)  
This topic provides the systematic instructions to capture the details of the documents received.
- [Other Details](#)  
This topic provides the systematic instructions to capture the other details like Shipping Guarantee reference, Credit Value Date, Debit Value Date, Other Bank charges etc.
- [Shipment Details](#)  
This topic provides the systematic instructions to capture the Shipment Details of Islamic Import DocumentaryCollection Booking Islamic request.
- [Maturity Details](#)  
This topic provides the systematic instructions to capture the maturity details.
- [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.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Islamic import documentary collection booking request.

- [Summary](#)  
This topic provides the systematic instructions to view the summary of Islamic import documentary collection booking.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection booking -Islamic request.

Main details section has two sub section as follows:

- Application Details
- Collection Details.

### Application Details

All fields displayed under Basic details section, would be read only except the 'Priority' and 'Bill Amount' field. For more information on the fields, refer Application Details.

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

**Figure 2-7 Data Enrichment - Main Details**

### Collection Details

The fields listed under this section are same as the fields listed under the Collection Details section in Registration. For more information on fields, refer [Table 2-4](#) of **Registration** stage. During Registration, if user has not captured input, then user can capture the details in this section.



**Note**

In case field Operation Type has value FOP (Free of Payment) that is populated from OBDX, system should retain the value and should not allow the user to edit the same.(Display only field if Submission mode is Online).

**Figure 2-8**
**2. Click Next.**

The task will move to next data segment. For more information refer [Document Details](#).

**Table 2-6 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>	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 collection. 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>

Table 2-6 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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>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.
<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>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.

## 2.3.2 Document Details

This topic provides the systematic instructions to capture the details of the documents received.

This section enables the user to enter/ update Documents and conditions details for Islamic Import Collection Booking.

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

Figure 2-9 Data Enrichment - Document Details

Islamic Import Documentary Collection Booking DataEnrichment :: Application  
No:- PK2IIB000064181

Clarification Details Documents Remarks Overrides  
Customer Instruction

Main Details  
Document Details  
Other Details  
Shipment Details  
Maturity Details  
Additional Fields  
Advices  
Additional Details  
Settlement Details  
Summary

Document Details  
Documents Details

Document Code	Document Type	Documents Description	Document Reference	Copies Received	Originals Received	Document Clause	Document Date	Action
OTHERDOC	O	OTHERDOC	5656565	2	1	OTHERDOC	December 3, 2021	[Edit] [Delete]
INVDOC	V	Invoice	565654	2	1	INVDOC	November 1, 2021	[Edit] [Delete]

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

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

Table 2-7 Document Details - Field Description

Field	Description
<b>Document Code</b>	The user can click + to add multiple <b>Document Details</b> .
<b>Document Code</b>	Click <b>Search</b> to search and select the document code based on the document received .  User can add or delete the code by deleting the line on the grid.
<b>Document Type</b>	System dispalys the document type based on the document code.
<b>Document Description</b>	System dispalys the document description based on the document code. User can edit the description.
<b>Document Reference</b>	Specify the document reference. On click of 'Next' system should validate the value in this field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.
<b>Copies Received</b>	Specify the number copies received from the Drawer. User can edit the actual copies received.
<b>Originals Received</b>	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
<b>Document Date</b>	User can edit the date on which the document is received. On click of 'Next' system should validate the value in this field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.

**Table 2-7 (Cont.) Document Details - Field Description**

Field	Description
<b>Action</b>	Click Edit icon to edit the document details.  Click Delete icon to delete the document details.

2. Click **Next**.

The task will move to next data segment. For more information refer [Other Details](#).  
For more information on action buttons, refer to the field description table below.

**Table 2-8 Document 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 collection. 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>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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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.

**Table 2-8 (Cont.) Document Details - Action Buttons - Field Description**

Field	Description
<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>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>Back</b>	On click of Back, system moves the task back to previous data segment.
<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 Other Details

This topic provides the systematic instructions to capture the other details like Shipping Guarantee reference, Credit Value Date, Debit Value Date, Other Bank charges etc.

Other Details hop enables the user to validate the Other details for Islamic Import Collection Booking.

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

**Figure 2-10 Other Details**

Islamic Import Documentary Collection Booking DataEnrichment :: Application

No:- PK2IIB000064181

Clarification DetailsDocumentsRemarksOverrides

Customer Instruction

Main DetailsDocument DetailsOther DetailsShipment DetailsMaturity DetailsAdditional FieldsAdvicesAdditional DetailsSettlement DetailsSummary

Other Details

Shipping Guarantee Reference

Shipping Guarantee Reference	Transport Document Reference	Transport Document Date	Amount	Action
SGLC22100015511	BILL4B6N67	April 11, 2022		

Other Details

Debit Value Date

April 20, 2022

Credit Value Date

April 20, 2022

Value Date

April 20, 2022

Sender to Receiver information-MT410

Other Bank Charges

Other Bank Charges-1

Other Bank Charge Description-2

Other Bank Charges-2

Other Bank Charge Description-3

Other Bank Charges-3

Other Bank Charge Description-1

Other Bank Profit

Start Date

Other Bank Profit-1

Component

PRO1

Component Description

Profit Rate

Profit Basis

Other Bank Profit-2

Component

PRO2

Component Description

Profit Rate

Profit Basis

Other Bank Profit-3

Component

PRO3

Component Description

Profit Rate

Profit Basis

Audit

Request ClarificationRejectReferHoldCancelSave & CloseBackNext

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

Table 2-9 Other Details - Field Description

Field	Description
Shipping Guarantee Reference	
Shipping Guarantee Reference	<p>Shipping Guarantee Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee.</p> <p>Click <b>Search</b> to search and select the Shipping Guarantee, the Shipping Guarantee Reference Number gets populated, if the Transport Document Reference in Documentary Collection is different from the Shipping Guarantee Transport Document Reference.</p> <p>System to populate an override &lt; Transport Document Reference different from the Documentary Collection and Shipping Guarantee&gt; System provides an override &lt; Mismatch is Transport Document date. Accept to Proceed.&gt;, if the Transport Document Date as per the Collection Document is different from the Transport Document Date as per the Shipping Guarantee.</p>

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Table 2-9 (Cont.) Other Details - Field Description

Field	Description
<b>Transport Document Reference</b>	Transport Document Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee. User can select the Shipping Guarantee from the lookup and the Shipping Guarantee, Reference Number, Transport Document Reference gets populated, if the Transport Document Reference in Documentary Collection is different from the Shipping Guarantee Transport Document Reference.
<b>Transport Document Date</b>	Transport Document Date is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee. User can select the Shipping Guarantee from the lookup and the Transport Document Date gets populated, if the Transport Document Reference in Documentary Collection is different from the Shipping Guarantee Transport Document Reference. System provides an override < Mismatch is Transport Document date. Accept to Proceed.>, if the Transport Document Date as per the Collection Document is different from the Transport Document Date as per the Shipping Guarantee.
<b>Other Details</b>	
<b>Debit Value Date</b>	Specify the debit value date
<b>Credit Value Date</b>	Specify the credit value date.
<b>Value Date</b>	Specify the value date.
<b>Sender to Receiver Information-MT410</b>	Click the edit icon and specify the additional information in Line 1-6 and click <b>Save &amp; Close</b> to save the changes. The user can edit the details by clicking the edit icon.
<b>Other Bank Charges</b>	
Specify the other bank charges based on the description in the following table.	
<b>Other Bank Charges - 1</b>	Select the currency and specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charges - 2</b>	Select the currency and specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charges - 3</b>	Select the currency and specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Description - 1</b>	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
<b>Other Bank Description - 2</b>	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
<b>Other Bank Description - 3</b>	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
<b>Other Bank Interest</b>	
The user can enter the Interest details to be captured as a part of "Other Bank Interest" details section	
<b>Start Date</b>	Specify the date from which the system starts calculating the Interest.
<b>Other Bank Interest-1, 2 and 3</b>	
<b>Component</b>	This field displays the name of the interest Component.

Table 2-9 (Cont.) Other Details - Field Description

Field	Description
<b>Component Description</b>	Specify the description of the interest component.
<b>Interest Rate</b>	Specify the rate to be applied for the interest component.
<b>Interest Basis</b>	Select the calculation basis on which the Interest to be computed from the drop-down list.
<b>Waive</b>	Select whether the interest to be waived off.  The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

2. Click **Next**.

The task will move to next data segment. For more information refer [Shipment Details](#).  
For more information on action buttons, refer to the field description table below.

Table 2-10 Other Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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 collection. 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 Instructions</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>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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.



**Table 2-10 (Cont.) Other Details - Action Buttons - Field Description**

Field	Description
<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>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>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.
<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>Back</b>	On click of Back, system moves the task back to previous data segment.
<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 Shipment Details

This topic provides the systematic instructions to capture the Shipment Details of Islamic Import Documentary Collection Booking Islamic request.

This hop allows the user to enrich the Shipment request for Islamic Import Collection Booking.

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

**Figure 2-11 Shipment Details**

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

**Table 2-11 Shipment Details – Field Description**

Field	Description
<b>Shipment Details.</b>	Specify the shipment details based on the description of following table.
<b>Transshipment</b>	<p>Select the transshipment details of goods (if any) from the document received from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Allowed</b></li> <li>• <b>Not Allowed</b></li> </ul>
<b>Partial Shipments</b>	<p>Select the partial shipment details of goods (if any) from the document received from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Allowed</b></li> <li>• <b>Not Allowed</b></li> </ul>
<b>Date Of Shipment</b>	Select the date of shipment.

Table 2-11 (Cont.) Shipment Details – Field Description

Field	Description
<b>Place Of Taking In Charge</b>	<p>Specify the details of place of taking in charge from the document received.</p> <p>This field indicates the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <div> <i>Note</i>  This field is alternate to <b>Port Of Loading</b>. </div>
<b>Port Of Loading</b>	<p>Specify the details of Port/Airport of Loading from the document received.</p> <p>This field indicates the port of loading to be indicated on the transport document.</p> <div> <i>Note</i>  This field is alternate to <b>Place Of Taking In Charge</b>. </div>
<b>Port Of Discharge</b>	<p>Specify the details of Port/Airport of Discharge from the document received.</p> <p>This field indicates the port of discharge or airport of destination to be indicated on the transport document.</p> <div> <i>Note</i>  This field is alternate to <b>Place Of Final Destination</b>. </div>
<b>Place Of Final Delivery</b>	<p>Specify the details of Place Of Final Destination from the document received.</p> <p>This field indicates the final destination or place of delivery to be indicated on the transport document.</p> <div> <i>Note</i>  This field is alternate to <b>Port Of Discharge</b>. </div>
<b>Carrier Name</b>	Specify the name of the carrier through which the goods were shipped.
<b>Shipping Agent Name</b>	Specify the shipping agent name from the document received.
<b>Shipping Agent Address</b>	Specify the shipping agent address from the document received.
<b>Partial Shipment</b>	Specify the partial shipment details of goods (if any) from the document received.

Table 2-11 (Cont.) Shipment Details – Field Description

Field	Description
<b>INCO Terms</b>	Click <b>Search</b> to search and select the INCO terms from the document received.
<b>INCO Terms Description</b>	System displays the description of the INCO term.
<b>Description of Goods and/or Services</b>	Click <b>+</b> to add multiple description of goods and services.
<b>Goods Code</b>	Click <b>Search</b> to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
<b>Goods Type</b>	The goods type is auto populated depending on selected goods code.
<b>Goods Description</b>	The description of goods auto populated based on goods code.
<b>Edit icon</b>	Click Edit icon to edit the goods description.
<b>Action</b>	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.
<b>Country of Origin</b>	Specify the country of origin details from the documents received.
<b>Insurance Company Code</b>	Click <b>Search</b> to search and select the Insurance Company Code.
<b>Insurance Company</b>	Read only field. The system displays the insurance company details as per the selected Insurance Company Code from the lookup.
<b>Policy Number</b>	Specify the policy number of the insurance.
<b>Multi-model/ Transshipment details</b>	Click <b>+</b> to add multiple Multi-model/ Transshipment details. During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section.
<b>Carrier Name</b>	Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.
<b>Port</b>	Specify the port details as per the document received, if the ship has transit on its way to the destination.
<b>Action</b>	Click Edit icon to edit the carrier name and port. Click Delete icon to delete the record.

2. Click **Next**.

The task will move to next data segment.

Table 2-12 Shipment Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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

Table 2-12 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
<b>Remarks</b>	Specify any additional information regarding the collection. 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>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..
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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>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.
<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>

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

Field	Description
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<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 Maturity Details

This topic provides the systematic instructions to capture the maturity details.

A Data Enrichment user can enrich the maturity details for Islamic Import Collection Booking.

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

**Figure 2-12 Maturity Details**

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

**Table 2-13 Maturity Details - Field Description**

Field	Description
<b>Draft Details</b> The user can click + to add multiple <b>Draft Details</b> .	
<b>Draft Code</b>	Click <b>Search</b> to search and select the draft code.
<b>Draft Amount</b>	Specify the draft amount.
<b>Action</b>	Click Edit icon to edit the draft code/ draft amount. Click Delete icon to delete the draft code.
<b>Maturity and Multi Tenor Liquidation Details</b> The user can click + to add multiple <b>Maturity and Multi Tenor Liquidation Details</b> .	

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

Field	Description
<b>S. No</b>	Serial number of the tenor record.
<b>Tenor Basis</b>	Click <b>Search</b> to search and select the tenor basis.  <div> <i>Note</i>  This field is disabled if the Tenor Type is 'Mixed'. </div>
<b>Tenor Description</b>	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.
<b>Start Date</b>	Select the tenor start date.
<b>Tenor Days</b>	Specify the number of tenor days.
<b>Transit Days</b>	Specify the transit days, if the tenor is sight.
<b>Maturity Date</b>	System displays the due date for the bill based on tenor and tenor basis. Maturity date as Start date + Tenor Days or Transit Days. This field is disabled if the Tenor Type is 'MixedBoth'.  <div> <i>Note</i>  In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field. </div>
<b>Bill Amount</b>	Specify the bill amount.
<b>Liquidated Amount</b>	Specify the the liquidation amount.
<b>Exchange Rate</b>	Specify the exchange rate.
<b>Liquidation Date</b>	Specify the liquidation date.
<b>Liquidation Amount</b>	Specify the liquidation amount.
<b>Action</b>	Click Edit icon to edit the tenor record.  Click Delete icon to delete the tenor record.
<b>Profit From Date</b>	Select the profit from date. The profit from date cannot be earlier than branch date and later than maturity date.
<b>Profit To Date</b>	The profit to date is auto-populated in this filed.
<b>Acceptance Commission From Date</b>	Select the accept commission from date.
<b>Acceptance Commission To Date</b>	Select the accept commission to date.

2. Click **Next**.

The task will move to next data segment. For more information refer [Additional Fields](#).  
For more information on action buttons, refer to the field description table below.

**Table 2-14 Maturity Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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 collection. 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>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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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.



**Table 2-14 (Cont.) Maturity 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>Back</b>	On click of Back, system moves the task back to previous data segment.
<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 Additional Fields

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

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

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

**Figure 2-13 Additional Fields**

2. Click **Next**.

The task will move to next data segment. For more information refer [Advices](#).  
For more information on action buttons, refer to the field description table below.

**Table 2-15 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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 collection. 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>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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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 2-15 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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>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.
<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>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.

## 2.3.7 Advices

This topic provides the systematic instructions to capture the advices details.

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.

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

Figure 2-14 Advices

Import Documentary Collection Booking Update DataEnrichment :: Application No:- PK2IDCU000053046

Main Details

Document Details

Other Details

Maturity Details

Additional Fields

Advices

Updated Details

Additional Details

Settlement Details

Summary

Clarification Details

Documents

Remarks

Overrides

Customer Instruction

Common Group Messages

Incoming Message

View Collection

Signatures

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

This section displays the advice details.

Figure 2-15 Advice Details

Advice Details

▼ Advice Details

Suppress Advice

Advice Name

Medium

Advice Party

Party ID

Party Name

▼ 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 2-16 Advice Details

Field	Description
<b>Suppress Advice</b>	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
<b>Advice Name</b>	Read only field. Displays the advice name.
<b>Medium</b>	Displays the medium of advices is defaulted from the Collection. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party, defaulted from the system.
<b>Party ID</b>	Read only field. Displays the party Id defaulted from the system.
<b>Party Name</b>	Read only field. Displays the defaulted from the system.
<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>Instructions</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 delete icon to remove any existing instruction code. Click edit icon to edit the 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 2-17 Advices - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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 collection. 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>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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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.

**Table 2-17 (Cont.) Advices - 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>Back</b>	On click of Back, system moves the task back to previous data segment.
<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.

## 2.3.8 Additional Details

This topic provides the systematic instructions to capture the additional details

As part of Data Enrichment user can verify and enter the basic additional details available in the Islamic Import Collection Booking.

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

Figure 2-16 Additional Details

**Islamic Import Documentary Collection Booking DataEnrichment :: Application**  
No:- PK2IIDB000064181

Clarification Details Documents Remarks Overrides  
Customer Instruction Screen(8/10)

**Additional Details**

**Limit & Collateral**

Contribution :  
Currency :  
Contribution Amount :  
Limit Status :  
Collateral Currency :  
Collateral :  
Contribution :  
Collateral Status :

**Charge Details**

Charge :  
Commission :  
Tax :  
Block Status : **Not Initiated**

**Preview Message**

Language :  
Preview Message : -

**Payment Details**

Allow Rollover : **No**  
Advance by Finance : **Yes**  
Liquidate using : **No**  
Collateral :

**FX Linkage**

Reference Number :  
Currency :  
Contract Amount :

**Profit Details**

Component :  
Amount :  
Event :

**Finance Preferences**

Finance Product :  
Linkage Reference :  
Number :  
Finance Tenor :  
Finance Currency :  
Finance Amount :  
Finance Maturity :  
Date :

**Tracer Details**

Payment Tracer : **No**  
Acceptance Tracer : **No**  
Charges Details : **No**

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

## Limits and Collaterals

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

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

**Limit & Collateral**

Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Edit	Delete
001043	Facility				100	GBP	1000			001043	

Cash Collateral Details

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	View
No data to display.									

Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available in Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP121100003	GBP	April 20, 2023	GBP	63880.34	67	PK2CDP121100003	

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

Save & Close Cancel



Figure 2-17 Limit Details

### Limit Details

Customer Id	<input type="text" value="001044"/>	Linkage Type	<input type="text" value="Facility"/>
Contribution %	<input type="text" value="100.0"/>	Liability Number	<input type="text" value="001044"/>
Contribution Currency	<input type="text" value="USD"/>	Line Id/Linkage Ref No	<input type="text" value="001044_US"/>
Limit/Liability Currency	<input type="text" value="USD"/>	Limits Description	<div></div>
Limit Check Response	<input type="text" value="Available"/>	Amount to Earmark	<input type="text" value="\$10.00"/>
Expiry Date	<input type="text"/>	Limit Available Amount	<input type="text" value="\$999,378,010.18"/>
Response Message	<input type="text" value="Balance available of USD 999378010.18"/>	ELCM Reference Number	<input type="text"/>

Figure 2-18 Collateral Details

### Collateral Details

Total Collateral Amount

£20.00

Sequence Number

1.0

Collateral Contrubution Amount

£20.00

Settlement Account Currency

GBP

Contribution Amount in Account Currency

£20.00

Response

VN

Verify

Collateral Amount to be Collected

£20.00

Collateral Split %

100.0

Settlement Account

PK20010440016

Exchange Rate

1.0

Account Available Amount

Response Message

✓

✕

Figure 2-19 Deposit Linkage Details

### Deposit Linkage Details

<b>Customer Id</b> <input type="text" value="001044"/>	<b>Deposit Account</b> <input type="text" value="PK2CDP1221100004"/>
<b>Deposit Branch</b> <input type="text" value="PK2"/>	<b>Deposit Available Amount</b> <input type="text" value="GBP"/> <input type="text" value="£50,150.24"/>
<b>Deposit Maturity Date</b> <input type="text" value="April 20, 2023"/>	<b>Exchange Rate</b> <input type="text" value="1"/>
<b>Deposit Available In Transaction Currency</b> <input type="text" value="GBP"/> <input type="text" value="50,150.24"/>	<b>Linkage Percentage %</b> <input type="text" value="67.0"/>
<b>Linkage Amount(Transaction Currency)</b> <input type="text" value="GBP"/> <input type="text" value="£6,700.00"/>	

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

**Table 2-18 Limit Details - Field Description**

Field	Description
<b>Limit Details</b>	Click plus icon to add new limit details.
<b>Limit Details</b>	Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• <b>Facility</b></li> <li>• <b>Liability</b></li> </ul> By default Linkage Type should be <b>Facility</b> .

Table 2-18 (Cont.) Limit Details - Field Description

Field	Description
<b>Contribution %</b>	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div> <p><b>Note</b></p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
<b>Liability Number</b>	<p>Click <b>Search</b> to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
<b>Contribution Currency</b>	This field displays the contribution currency.
<b>Line ID/Linkage Ref No</b>	<p>Click <b>Search</b> to search and select from the various lines available and mapped under the customer id gets listed in the drop-down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div> <p><b>Note</b></p> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	This field displays the limit currency, when the user select the <b>Liability Number</b> .
<b>Limits Description</b>	This field displays the limits description.
<b>Limit Check Response</b>	<p>This field displays the limit check response.</p> <p>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>Contribution Amount</b>	<p>This field defaults the contribution amount.</p> <p>Contribution amount will default based on the contribution %.</p> <p>User can change the value.</p>
<b>Expiry Date</b>	This field displays the date up to which the Line is valid.

Table 2-18 (Cont.) Limit Details - Field Description

Field	Description
<b>Limit Available Amount</b>	This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the <b>Verify</b> button.
<b>Response Message</b>	This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	This field displays the ELCM reference number. Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
<b>Cash Collateral Details</b>	Specify the Cash Collateral details. Click plus icon to add new collateral details. Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table: Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.

Table 2-18 (Cont.) Limit Details - Field Description

Field	Description
<b>Account Available Amount</b>	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. System populates the response message on clicking the <b>Verify</b> button.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save &amp; Close</b>	Click to to save and close the record.
<b>Cancel</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
<b>Collateral %</b>	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Account Available Amount</b>	This field displays the account available amount which will be auto-populated based on the settlement account selection.
<b>Deposit Linkage Details</b>	Click + plus icon to add new Deposit Linkage details. Click plus icon to add new deposit linkage details. Below fields are displayed on the Deposit Linkage Details pop-up screen, if the user clicks plus icon.
<b>Deposit Account</b>	Click <b>Search</b> to search and select deposit for linkage from the list of all the customer Deposits.
<b>Deposit Branch</b>	This field displays the deposit branch which is auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	This field displays the maturity date of deposit.
<b>Exchange Rate</b>	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	Specify the value for linkage percentage.
<b>Linkage Amount (Transaction Currency)</b>	This field displays the transaction amount, user can change the value.

Table 2-18 (Cont.) Limit Details - Field Description

Field	Description
<b>Deposit Linkage Details</b> grid	Below fields appear in the <b>Deposit Linkage Details</b> grid along with the above fields.
<b>Deposit Currency</b>	Deposit currency will get defaulted in this field.
<b>Transaction Currency</b>	Transaction currency will get defaulted in this field from the underlying task.
<b>Edit</b>	Click edit link to edit the deposit linkage details.

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

### Charge Details

This section displays charge details.

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

Table 2-19 Charge Details - Field Description

Field	Description
<b>Commission Details</b>	Specify the commission details.
<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>Modified 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.

Table 2-19 (Cont.) Charge Details - Field Description

Field	Description
<b>Amount</b>	<p>This field displays the amount that is maintained under the product code.</p> <p>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.</p> <p>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.</p>
<b>Modified Amount</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>	<p>Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.</p> <p>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.</p>
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settlement Account</b>	Select the settlement account.
<b>Amendable</b>	Displays if the field is amendable or not.
<b>Charge Details</b>	Specify 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.
<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>



Table 2-19 (Cont.) Charge Details - Field Description

Field	Description
<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>	Indicates the settlement account.
<b>Tax Details</b>	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.
<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>Currency</b>	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<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>Settlement Account</b>	<p>System defaults the settlement account.</p> <p>The user can modify the settlement account.</p>

**Payment Details**

**Payment Details**

Auto Liquidate

Advance by Loan

Settle Available Amount

Allow Rollover

Auto Change from Acceptance to Advance

Liquidate using Collateral

Outstanding Collateral Amount

GBP

Protest Date

Split Settlement

**Settlement Details - Liquidation**

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency	Original Exchange Rate	Exchange Rate	Deal Reference Number
BCCOUR_LIQD	EUR	Debit	PK20010440017	GOODCARE PLC	PK2	GBP			

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**Split Settlement**

Component	Contract Currency	Amount
No data to display.		

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**Split Settlement Details**

Fetch Exchange Rate

Sequence	Amount	Settlement Account	Account Customer	Account Currency	Account Branch	Original Exchange Rate	Exchange Rate	Deal Reference Number	Action
1	100	PK1002810905150	8482199	GBP	PK1	1	45	12323343434	

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Save & Close

Close

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

**Table 2-20 Payment Details - Field Description**

Field	Description
<b>Payment Details</b>	
<b>Auto Liquidate</b>	Enable the option as 'On' if the auto liquidation is required. Disable the option as 'Off' if the auto liquidation is not required.
<b>Advance by Finance</b>	Read only field. Advance by finance enables creation of loan at the time of final liquidation.
<b>Settle Available Amount</b>	Enable this option, if during settlement, the amount as available in the CASA account of the customer has to be utilized and for the balance if a loan has to be availed.
<b>Allow Rollover</b>	Enable the option to allow rollover.
<b>Auto Change from Acceptance to Advance</b>	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.  <div> <i>Note</i>  This option is applicable only for the bills that are co-accepted by the bank. </div>
<b>Liquidate using Collateral</b>	Enables the option if liquidation is done using Collaterals.

Table 2-20 (Cont.) Payment Details - Field Description

Field	Description
<b>Outstanding Collateral Amount</b>	Read only field. The outstanding collateral amount along with the currency.
<b>Split Settlement</b>	Enable the option as 'On' to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill. Disable the option as 'Off' Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
<b>Settlement Details - Liquidation</b>	
<b>Component</b>	Components gets defaulted based on the product selected.
<b>Currency</b>	Application displays the default currency for the component.
<b>Debit/Credit</b>	Application displays debit/ credit for the component.
<b>Account</b>	This field displays the account details of the customer account.
<b>Account Description</b>	This field displays the description of the customer account.
<b>Branch</b>	This field displays the branch of the customer account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Split Settlement</b>	
<b>Component</b>	Components gets defaulted based on the product selected.
<b>Contract Currency</b>	Application displays the default currency for the component.
<b>Amount</b>	This field displays the amount for each component. This is populated from the transaction details of the drawing.
<b>Split Settlement Details</b> The user can click + to add multiple <b>Split Settlement Details</b> .	
<b>Sequence</b>	Indicates the sequence of the settlement details.
<b>Amount</b>	Specify the amount for the split settlement.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account.
<b>Account Customer</b>	This field displays customer account based on the selected settlement account.
<b>Account Currency</b>	This field displays currency of the account.
<b>Account Branch</b>	This field displays branch of the customer's account
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
<b>Action</b>	Click Edit icon to edit the Split Settlement.
	Click Delete icon to delete the Split Settlement.

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

### FX Linkage

This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.

- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- Multiple forward FX contract could be linked and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. The same will be populated in the Average FX Rate.

FX Linkage

FX Linkage

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
000FNDF20076A9N9			£4,000.00	1.35	£4,000.00		March 19, 2020	<div></div> <div></div>

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Average FX Rate

0

Save & Close

Cancel

FX Linkage

FX Reference Number

000FNDF20076A9N9

Currency

USD

Contract Amount

USD

\$4,000.00

Linkage Amount

USD

\$4,000.00

FX Amount in Local Currency

£2,962.96

FX Delivery Period From

Available FX Contract Amount

USD

\$4,000.00

Rate

1.35

FX Expiry Date

March 19, 2020

FX Delivery Period To

Save & Close

Close

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

Table 2-21 FX Linkage - Field Description

Field	Description
The user can click + to add multiple FX Details.	

Table 2-21 (Cont.) FX Linkage - Field Description

Field	Description
<b>FX Reference Number</b>	Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
<b>Bought Currency</b>	This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<b>Rate</b>	This field displays the rate at which the contract is booked.
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
<b>Current Utilized amount</b>	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
<b>Total Utilized Amount</b>	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.
<b>Amount in Contract Currency</b>	This field displays the amount in contract currency converted from FX currency.
<b>FX Expiry Date</b>	This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	This field displays the date to which the contract is valid for utilization.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.
<b>Average FX Rate</b>	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.

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

### Tracer Details

This section enables the user to view the default Tracer at Back Office. It also allows the user to add new tracer details. Add new tracer details based on the description in the

following table:

Tracer Details

Payment Tracer

Tracer Required

Number of Tracers

10

Tracer Frequency

Monthly

Tracer Medium

MAIL

Tracer Receiver Party

Tracer Start Date

Acceptance Tracer

Tracer Required

Number of Tracers

12

Tracer Frequency

Weekly

Tracer Medium

MAIL

Tracer Receiver Party

Tracer Start Date

Template ID

Charges Tracer

Tracer Required

Number of Tracers

0

Tracer Frequency

Tracer Medium

Tracer Receiver Party

Tracer Start Date

Template ID

Save & Close

Close

Acceptance Tracer and Payment Tracer are applicable for this process.  
For more information on fields, refer to the field description table below.

Table 2-22 Tracer Details - Field Description

Field	Description
Payment Tracer/ Acceptance Tracer	
Tracer Required	Enable the option, if tracer is required.
Number of Tracers	Specify the number of tracers required.
Tracer Frequency	Select the frequency for generation of the Tracer. <ul style="list-style-type: none"><li>Daily</li><li>Weekly</li><li>Fortnightly</li></ul>
Tracer Medium	Select the tracer medium from the drop-down list. <ul style="list-style-type: none"><li>MAIL</li><li>EMAIL</li><li>SWIFT</li></ul>
Tracer Receiver Party	Click <b>Search</b> to search and select the tracer receiver party.
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date.

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

Profit Details

The user can view and modify the Interest Details Simulated from Back Office system.

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

**Table 2-23 Profit Details - Field Description**

Field	Description
<b>Component</b>	This field displays the component maintained in the back office.
<b>Component Description</b>	This field displays the description of the component.
<b>Rate Type</b>	This field displays the rate type maintained for the component in back office. <ul style="list-style-type: none"> <li>• <b>Fixed Floating</b></li> <li>• <b>Special</b></li> </ul>
<b>Rate Code</b>	This field displays the rate code applicable for the component.
<b>Min Spread</b>	This field displays the minimum spread applicable for the Rate Code. This field have value, if the <b>Rate Type</b> is <b>Floating</b> .
<b>Max Spread</b>	This field displays the maximum spread applicable for the Rate Code. This field have value, if the <b>Rate Type</b> is <b>Floating</b> .
<b>Spread</b>	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread.
<b>Min Rate</b>	This field displays the minimum rate applicable for the Rate Code.
<b>Max Rate</b>	This field displays the maximum rate applicable for the Rate Code.
<b>Rate</b>	This field displays the value applicable for the Rate Code. You can modify the value, if the <b>Rate Type</b> is <b>Fixed</b> . System validates whether the Rate input is between the Minimum and Maximum Rate.
<b>Modified Rate</b>	This field displays the modified rate.



Table 2-23 (Cont.) Profit Details - Field Description

Field	Description
<b>Special Pricing Reference Number</b>	<p>Specify the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component). Special Pricing Reference is not applicable for Penal Interest components.</p> <p>For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.</p> <div> <p><b>Note</b></p> <p>System displays an override as “Special Pricing Applicable”, on clicking “Save” in the Interest Details screen, if Special Pricing Reference number has been provided.</p> </div>
<b>Currency</b>	This field displays the interest currency.
<b>Interest Amount</b>	<p>Specify the interest amount, if the <b>Rate Type</b> is <b>Special</b>. In other cases , the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.</p>
<b>Waive</b>	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.
<b>Charge Party</b>	This field displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills.
<b>Settlement Account</b>	<p>This field displays the settlement account of the Charge Party for debit of Interest. User can change the value. System displays an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override.</p> <p>In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFCMCS).</p>
<b>Settlement Currency</b>	System defaults the currency of the Settlement Account.
<b>Settlement Branch</b>	System defaults the branch of the Settlement Account.

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

#### Preview Message

The bank user can preview the message simulated for correspondence with Remitting Bank. User can preview the MT999 messages for the applicable MT7XX messages

generated by the Back office system in the Preview Message.

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

**Table 2-24 Preview - Field Description**

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

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

### Finance Preferences

This section enables the user to link a finance to liquidate the document under collection. This section will be enabled based on the product selected for documents under collection.

Finance Preferences screen is enabled if the underlying Import Drawing/Collection product allows Advance by Finance Option. The details can be captured in Import Collection/ Drawing Booking or Update or Liquidation processes and the loan gets created during Liquidation process.

**Finance Preferences**

▼ Finance Preferences

Drawing/Collection Ref

Bill Currency-Amount

Customer Id

Customer Name

Product Code

Finance Currency

Original Exchange Rate

Exchange Rate

Finance Tenor Units

Tenor Type

Rate Type

Rate Code

Finance Value Date

Finance Maturity Date

▼ Finance Profit/UDE Details

Us D.	UDE Description	Rate Code	Usage	UDE Value	
No data to display.					

▼ Limits

	Linkage Type	Linkage Reference Number	Linked Percentage	Limit Amount
No data to display.				

Save & Close Close

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

**Table 2-25 Finance Preferences - Field Description**

Field	Description
<b>Finance Preferences</b>	
<b>Drawing/Collection Ref</b>	This field is defaulted from the underlying task. User cannot change the value.
<b>Bill Currency-Amount</b>	Outstanding drawing/ collection currency and amount is defaulted from the underlying task. User cannot change the value.
<b>Customer Id</b>	This field is defaulted from the underlying task. User cannot change the value.
<b>Customer Name</b>	Applicant/ Drawee Name is defaulted from the underlying task. User cannot change the value.
<b>Product Code</b>	This field is defaulted from the underlying Collection/ Drawing Product maintenance. User cannot change the value.
<b>Finance Currency-Amount</b>	Finance currency is defaulted from the bill currency. User can change this to Local Currency. System should display an error message on tab out if the currency selected is not a Bill currency or Finance Currency. System displays the loan account based on the outstanding drawing/ Collection amount less the collateral amount. User cannot change the Finance amount.
<b>Original Exchange Rate</b>	This field displays the Original Exchange rate.
<b>Exchange Rate</b>	Specify the exchange rate applicable for local currency. System validates the exchange rate is within the allowed range.

Table 2-25 (Cont.) Finance Preferences - Field Description

Field	Description
<b>Finance Tenor Units</b>	This field displays the period of loan. User can change the value. The numerical value for Days or months or Years is applicable.
<b>Tenor Type</b>	The value of the tenor type is defaulted by the system. User can change the value. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
<b>Rate Type</b>	This field displays the rate type.
<b>Rate Code</b>	This field displays the rate code.
<b>Finance Value Date</b>	This field displays the current branch date as Value date. User cannot change the value.
<b>Finance Maturity Date</b>	Finance maturity date as default based on Tenor type and Tenor units. User cannot change the value.
<b>Loan Interest/UDE Details</b>	
<b>User Defined Element ID</b>	System populates the UDE Element ID as part of simulation. User can change the selection through lookup.
<b>UDE Description</b>	System populates the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.
<b>Rate Code</b>	System populates the rate code as part of simulation.
<b>Usage</b>	System populates the usage details as part of simulation.
<b>UDE Value</b>	System populates the UDE value as part of simulation.
<b>Limits</b>	
<b>Linkage Type</b>	System defaults the linkage type as "Facility" from back office.
<b>Linkage Reference Number</b>	System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.
<b>Linked Percentage</b>	Specify the value for linked percentage. Maximum value that can be entered is 100. User cannot enter negative values.
<b>Limit Amount</b>	System defaults the value. System should populate the value based on the contribution percentage.

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

9. **Next.**

The task will move to next data segment.

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

Table 2-26 Additional Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

Table 2-26 (Cont.) Additional Details - 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 collection. 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>• <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, 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>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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>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>• <b>R1</b>- Documents missing</li> <li>• <b>R2</b>- Signature Missing</li> <li>• <b>R3</b>- Input Error</li> <li>• <b>R4</b> - Insufficient Balance/Limits</li> <li>• <b>R5</b> - 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 2-26 (Cont.) Additional Details - 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>• <b>R1</b>- Documents missing</li> <li>• <b>R2</b>- Signature Missing</li> <li>• <b>R3</b>- Input Error</li> <li>• <b>R4</b> - Insufficient Balance/Limits</li> <li>• <b>R5</b> - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<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.

## 2.3.9 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Islamic import documentary collection booking request.

As part of DE user can verify and enter the basic additional details available in the Islamic Import Collection Booking. In case the request is received through online channel user will verify the details populated.

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

**Figure 2-20 Settlement Details**

**Islamic Import Documentary Collection Booking DataEnrichment :: Application**  
No:- PK2IIDB000064181

Clarification Details Documents Remarks Overrides Customer Instruction

Screen(9/10)

**Settlement Details**

☐ Current Event

▼ Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Nesting Indicator	Current Event
BCCOUR_LIQD	EUR	Debit	PK2001044...	GOODCARE PLC	GBP	No	Yes
BCSWIFT_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	Yes
BILL_LIQ_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
BILL_LIQ_AMTEQ	GBP	Credit	PK2001830...	RABO BANK	EUR	No	No
BKTAX_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	Yes
INTL_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No

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

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

**Table 2-27 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.

2. Click **Next**.

The task will move to next data segment.

**Table 2-28 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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 collection. 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>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..
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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 2-28 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
<b>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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>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.
<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>Back</b>	On click of Back, system moves the task back to previous data segment.
<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.

## 2.3.10 Summary

This topic provides the systematic instructions to view the summary of Islamic import documentary collection booking.

User can review the summary of details updated in Data Enrichment stage of Islamic Import Documentary Collection Booking request.

As part of summary screen, the user can see the summary tiles. The tiles must 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 2-21 Summary

Islamic Import Documentary Collection Booking DataEnrichment :: Application No:- PK2IIDB000064181

Clarification DetailsDocumentsRemarksOverridesCustomer Instruction

Screen(10/10)

Main DetailsDocument DetailsOther Details

Shipment DetailsMaturity DetailsAdditional Fields

AdvicesLimits and CollateralsCommission, Charges and taxes

Preview MessagesFX LinkageFinance Preference

Payment DetailsSettlement DetailsParties Details

Payment DetailsSettlement DetailsParties Details

Compliance detailsProfit DetailsAccounting Details

Booking Date : 2022-04-20

Submission Mode : Desk

Remitter Reference : 455353535

Bill Amount : GBP 100

Document 1 : INVDOC

Document 2 : OTHERDOC

Value Date :

Debit Value Date :

Credit Value Date :

Port of Loading : London

Port of Discharge :

Shipment Date : 2021-12-03

Carrier Name : SAS Carrier

Tenor Type : Usance

Click here to view Additional fields

Advice 1 :

Advice 2 :

Contribution Currency :

Amount to Earmark :

Limit Status : Not Verified

Collateral Currency :

Collateral Contribution. :

Collateral Status : Not Verified

Deposit Linkage Currency :

Deposit Linkage Amount :

Charge :

Commission :

Tax :

Block Status : Not Initiated

Language : ENG

Preview Message : -

Reference Number :

Linkage Amount :

Contract Currency :

Loan Product :

LinkageRefNo :

Loan Tenor :

Loan Currency :

Loan Amount :

Loan Maturity :

Advance by Loan : Yes

Allow Rollover :

Liquidate using Collateral :

Component :

Account Number :

Currency :

Remitting Bank : CIF945092610...

Drawer : TEST

Drawee : GOODCARE PLC

Advance by Loan : Yes

Allow Rollover :

Liquidate using Collateral :

Component :

Account Number :

Currency :

Remitting Bank : CIF945092610...

Drawer : TEST

Drawee : GOODCARE PLC

KYC : Not Initiate...

Sanctions : Not Initiate...

AML : Not Initiate...

Component :

Amount :

Event :

Event :

AccountNumber :

Branch :

Audit

Request Clarification

Reject

Refer

Hold

Cancel

Save & Close

Back

Submit

Tiles Displayed in Summary

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

- Document Details - User can view document details.
- Other Details - User can view other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Preview Messages - User can view the preview message.
- FX Linkage - User can view the details of FX Linkage.
- Finance Preferences - User can view the finance preference details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, collecting bank etc.
- Compliance Details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Profit Details - User can view the interest details.
- Accounting Details - User can view the accounting entries generated by back office system.

**Note**

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

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-29 Summary - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<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

Table 2-29 (Cont.) Summary - Action Buttons - Field Description

Field	Description
<b>Remarks</b>	Specify any additional information regarding the collection. 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>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..
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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, 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>Request Clarification</b>	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
<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>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>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>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.
<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>

**Table 2-29 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Submit</b>	Task will get moved to next logical stage of Import Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.

## 2.4 Exceptions

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

The Import Collection Booking Islamic request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval for the exceptions.

### Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks 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 updated available fields with values.

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

Approve:

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

Refer:

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

Reject:

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

### Amount Block Exception

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

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

- Document Details - User can view document details.
- Other Details - User can view other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Preview Messages - User can view the preview message.
- FX Linkage - User can view the details of FX Linkage.
- Finance Preferences - User can view the finance preference details.
- Tracer Details - User can view the tracer details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, collecting bank etc.
- Compliance - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

**Note**

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

- Profit Details - User can view the interest 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 2-30 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Cancel</b>	Cancel the Import Collection Booking Amount Block Exception check.
<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.

**Table 2-30 (Cont.) Amount Bock Exception - 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. 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>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.
2. 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 2-22 Exception - Know Your Customer (KYC) Summary**

ORACLE My Tasks ( DEFAULTTENITY) Oracle Banking Trade Finan... ZARTAB02  
subham@gmail.com May 5, 2021

Islamic Import Documentary Collection Booking  
KYC Exceptional approval - Application No- 0001D8000093377

KYC Exception Documents Remarks Overrides Customer Instruction

KYC Exception Summary Screen ( 2 / 2)

Main Details		Document Details		Other Details		Shipment Details		Maturity Details	
Booking Date	: 2021-05-05	Document 1	:	Value Date	:	Port of Loading	:	Tenor Type	: Sight
Submission Mode	: Draft	Document 2	:	Debit Value Date	:	Port of Discharge	:		
Remitter Reference	: 565656			Credit Value Date	:	Shipment Date	:		
Bill Amount	: USD 120					Carrier Name	:		
Additional Fields		Advices		Limits and Collaterals		Commission, Charges and Taxes		Preview Messages	
Click here to view	:	Advice 1	:	Limit Currency	:	Charge	:	Language	: ENG
Additional Fields	:	Advice 2	:	Limit Contribution	:	Commission	:	Preview Message	: +
				Limit Status	: Not Verified	Tax	:		
				Collateral Currency	:	Block Status	: Not Initia		
				Collateral Contr.	:				
				Collateral Status	: Not Verified				
FX Linkage		Finance Preference		Tracer Details		Payment Details		Settlement Details	
Reference Number	:	Loan Product	:	Payment Tracer	: No	AdvanceByLoan	: No	Component	:
Contract Amount	:	LinkageRefNo	:	Acceptance Tracer	: No	AllowRollover	:	Account Number	:
Contract Currency	:	Loan Tenor	:	Charge Tracer	: No	LiquidateUsing	:	Currency	:
		Loan Currency	:			Collateral	:		
		Loan Amount	:						
		Loan Maturity	:						
Parties Details		Compliance details		Profit Details					
RemittingBank	: TBE BANK	KYC	: Not Verified	Component	:				
Drawer	: PR2WALKIN1	Sanctions	: Not Initia	Amount	:				
Drawee	: PHIL HAMPTON	AML	: Not Initia	Event	:				

Audit Reject Refer Hold Approve Back Print

### Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Other Details - User can view the other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Advices - User can view the advices.
- Charges - User can view charge details.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- FX Linkage - User can view the FX Linkage details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Profit Details - User can view the interest details.

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

**Table 2-31 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
Documents	View/Upload the required document.

**Table 2-31 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Remarks</b>	Specify any additional information regarding the collection. 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 Instructions</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>Common Group Message</b>	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
<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.
<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>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.
<b>Back</b>	Task moves to previous logical step.



### 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.

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 Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Profit Details - User can view the interest details.

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

**Table 2-32 Exception - Limit Check/Credit - 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 Import Collection Booking Limit exception check.
<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.

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

### Authorization Re-Key (Non-Online Channel)

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

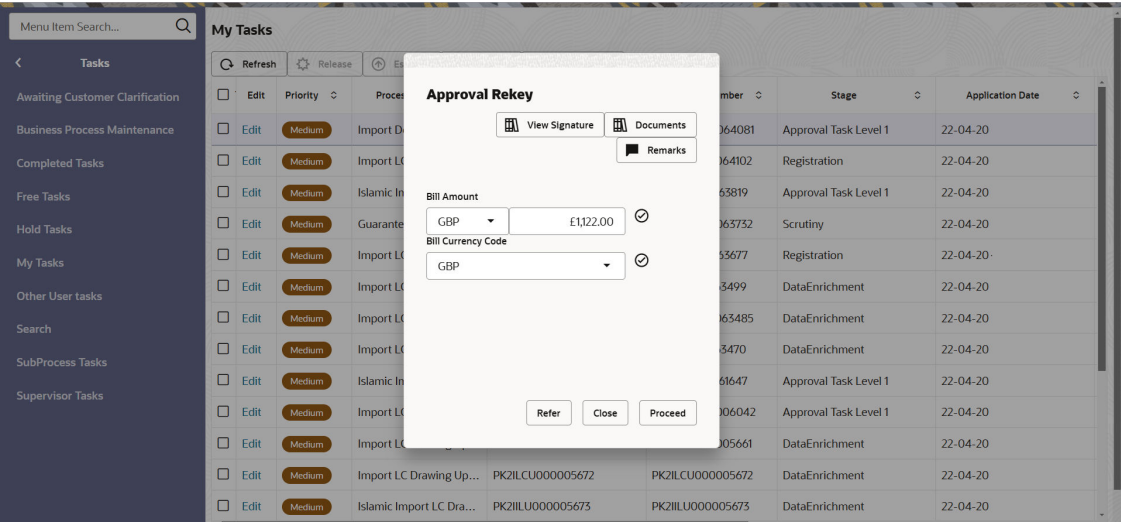
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Bill Amount

- Bill Currency

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

Figure 2-23 Authorization Re-Key



## Approval Summary

**Islamic Import Documentary Collection Booking Approval Task Level 1 :: Application No:- PK2IDCB000064081**

Documents Remarks Overrides Customer Instruction

<b>Main Details</b> Booking Date : 2022-04-20 Submission Mode : Desk Remitter Reference : jnk Bill Amount : GBP 1122	<b>Document Details</b> Document 1 : AIR1	<b>Other Details</b> Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20
<b>Shipment Details</b> Port of Loading : csdjbh Port of Discharge : dnb Shipment Date : Carrier Name :	<b>Maturity Details</b> Tenor Type : Usance Tenor Basis : Maturity Date : 2022-05-20	<b>Additional Fields</b> Click here to view Additional : fields
<b>Advices</b> Advice 1 : DOC_ARVL_NOT... Advice 2 : TRADE_ENVELO... Advice 3 : ACKNOWLEDGEM... Advice 4 : PAYMENT_MESS...	<b>Limits and Collaterals</b> Contribution Currency : GBP Amount to Earmark : 99.97 Limit Status : Earmark Fail... Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : EUR 100.00 GBP 300.00 Commission : Tax : GBP 22.44 Block Status : Success
<b>Preview Messages</b> Language : ENG Preview Message : -	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :	<b>Finance Preference</b> Loan Product : TAD4 linkageRefNo : 0010441 Loan Tenor : 12 Loan Currency : GBP Loan Amount : Loan Maturity : 2023-04-20
<b>Tracer Details</b> Payment Tracer : No Acceptance Tracer : No Charge Tracer : No	<b>Payment Details</b> Advance by Loan : Yes Allow Rollover : Liquidate using Collateral :	<b>Settlement Details</b> Component : IBC_ACP_IN_L... Account Number : PK2001044001... Currency : GBP

Audit Reject Hold Refer Cancel Approve

## Tiles Displayed in Summary:

- Main Details - User can view details about application details and documents under collection.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.

- Commission,Charges and Taxes - User can view charge details.
- Preview message - User can view the preview of the simulating message to the remitting bank.
- FX Linkage - User can view the details of FX Linkage.
- Finance Preferences - User can view the finance preference details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, Remitting Bank etc.
- Compliance Details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Profit Details - User can view the interest details.
- Accounting Details - User can view the accounting entries generated by back office system.

**Note**

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

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

**1. Click Approve.**

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

**Table 2-33 Approval Summary - 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 collection. 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 2-33 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<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, OBTFSMCS 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>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>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>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.
<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>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.
<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..

- [Reject Approval](#)  
This topic helps you quickly get acquainted with the Reject Approval process.

## 2.5.1 Reject Approval

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

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

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

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

### Summary

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

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

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

1. Click **Reject Approve** to reject the transaction.

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

**Table 2-34 Action Buttons - Field Description**

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

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