

# Oracle Banking Trade Finance Process Management Cloud Service

## Import Documentary Collection Liquidation User Guide



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April 2026

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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# 1

## 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](#)

### 1.1 Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Import Documentary Collection Liquidation** process.

### 1.2 Audience

This document is intended for the following audience:

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

### 1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

#### **Access to Oracle Support**

Oracle 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.

## 1.4 Critical Patches

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

## 1.5 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## 1.6 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.

## 1.7 Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## 1.8 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

## 1.9 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

## 1.10 Acronyms and Abbreviations

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

**Table 1-1 Acronyms and Abbreviations**

Abbreviation	Description
OBTFFPM	Oracle Banking Trade Finance Process Management
OBTFFPMCS	Oracle Banking Trade Finance Process Management Cloud Service
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

## 1.11 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 1-2 Common Action Buttons and its Definitions**

Action Buttons	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

Table 1-2 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	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.

## 1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common






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

Table 1-3 (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 1-4 Symbols and Icons - Widget

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

# 2

## 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.



# 3

## Import Documentary Collection Liquidation

Import Documentary Collection Liquidation process facilitates the user to handle the payment under a Documentary Collection.

This topic contains following sub-topics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the **Import Documentary Collection Liquidation** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Import Documentary Collection Liquidation request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Liquidation 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.
- [Reject Approval](#)  
This topic helps you quickly get acquainted with the Reject Approval process.

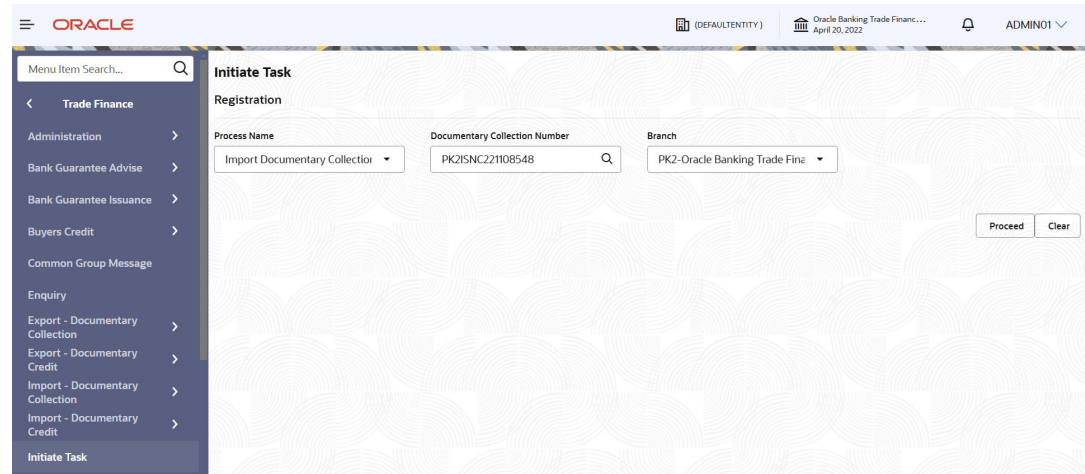
### 3.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Import Documentary Collection Liquidation** 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 3-1 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 3-1 Initiate Task - Field Description**

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

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

**Table 3-2 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.

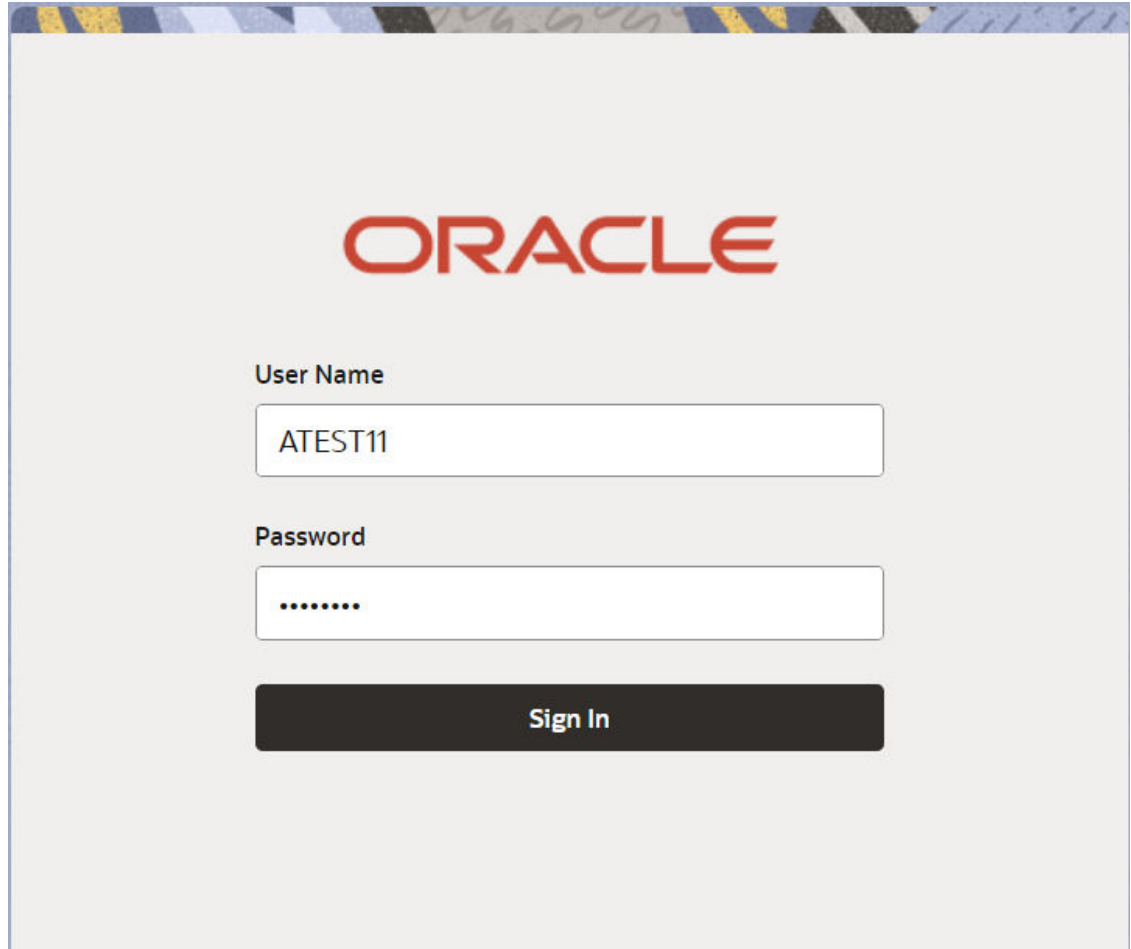
## 3.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Import Documentary Collection Liquidation request.

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

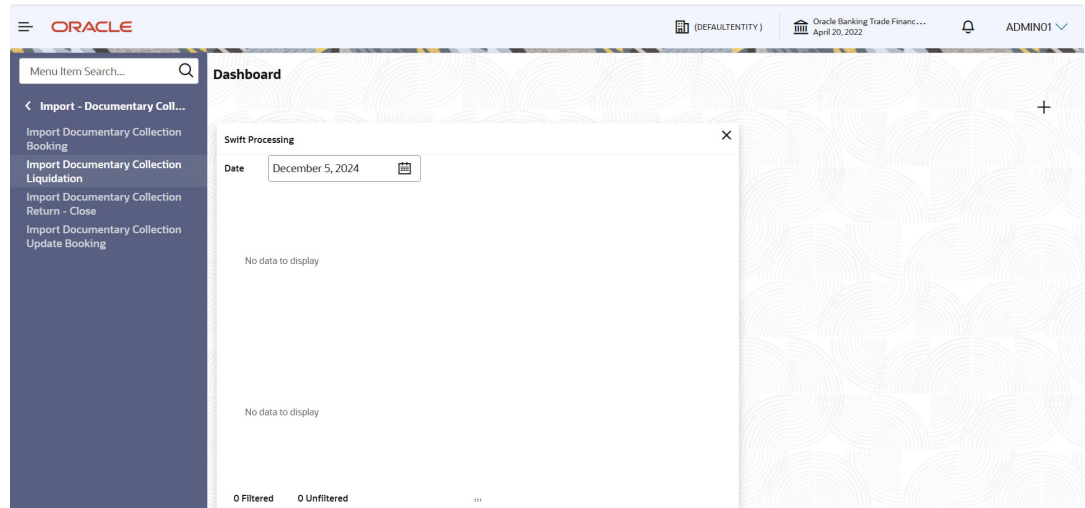
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 3-2 Login Screen

The image shows a login screen for Oracle. At the top center is the Oracle logo in red. Below the logo, there are two input fields. The first is labeled "User Name" and contains the text "ATEST11". The second is labeled "Password" and contains seven dots. Below the password field is a dark grey button with the text "Sign In" in white. The background of the screen is light grey with a decorative pattern at the top.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import - Documentary Collection**.
2. Under **Import - Documentary Collection**, click **Import Documentary Collection Liquidation**.

Figure 3-3 Import Documentary Collection Liquidation



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

Figure 3-4 Import Documentary Collection Liquidation - Registration - Application Details

**Application Details**

Documentary Collection Number IUNM221100002002	Drawee 001044 GOODCARE	Branch PK2-Oracle Banking Trade Fine	Priority Medium
Submission Mode Desk	Remitting Bank/Remitter 001041 WELLS FAR	Remitting Bank/Remitter Reference 1	Process Reference Number PK2IDCL000062506
Remitting Bank Date/Remitting Date April 20, 2022	Liquidation Date April 20, 2022	Version Number 2	

**Collection Details**

Documents Received	Tenor Type Multi Tenor	Product Code IUNM	Product Description INCOMING CLEAN MULTI TENOR B
User Reference Number IUNM221100002002	Operation Type ACC	Stage FINAL	Co Acceptance Required <input type="checkbox"/>
Contract Reference Number IUNM221100002002	Bill Amount GBP £1,000.00	Amount in Local Currency GBP £1,000.00	Bill Outstanding Amount GBP £400.00
Liquidation Amount GBP £100.00	Finance Amount GBP	Drawer 001045 MARKS ANI	Unlinked FX Rate
Rebate Amount GBP £0.00			

**Settlement Details**

Debit Account	Debit Account Branch	Debit Account Currency	Charges Debit Account
Charges Debit Account Branch	Charges Debit Account Currency		

Buttons: Hold, Cancel, Save & Close, Submit

- On **Import Documentary Collection Liquidation - 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 3-3 Import Documentary Collection Liquidation - Registration - Application Details - Field Description**

Field	Description
<b>Documentary Collection Number</b>	Specify the Documentary Collection Number.  Alternatively, click <b>Search</b> to search and select the Documentary Collection Number. In the lookup, you can search search giving any combination details of Documentary Collection Number, Customer ID, Currency, Amount, Product Code and Value Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.
<b>Drawee</b>	Read only field.  Drawee ID and Drawee Name will be auto-populated based on the selected Documentary Collection Number.
<b>Branch</b>	Read only field.  Branch details is auto-populated based on the selected Documentary Collection Number.
<b>Priority</b>	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate <b>Medium</b> as the default priority. User can change the priority populated any time before submit.
<b>Submission Mode</b>	Select the submission mode of Export Collection Liquidation request from the drop-down list. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li><b>Desk</b> - Request received through Desk</li> <li><b>Courier</b> - Request received through Courier</li> </ul>
<b>Remitting Bank/Remitter</b>	Read only field. Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number.
<b>Remitting Bank/Remitter Reference</b>	Read only field. Remitting Bank/Remitting Bank Reference will be auto-populated based on the selected Documentary Collection Number.
<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.

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

Field	Description
<b>Remitting Bank Date/ Remitting Date</b>	Read only field.  Remitting Bank Date/Remitting Date will be auto-populated based on the selected Documentary Collection Number.
<b>Liquidation Date</b>	Read only field. By default, the application displays branch's current date. User can change the liquidation date.
<b>Version Number</b>	Read only field.  This field displays the latest version of the bill.

**Collection Details**

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

- On **Import Documentary Collection Liquidation - 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 3-4 Import Documentary Collection Liquidation - Registration - Collection Details - Field Description**

Field	Description
<b>Documents Received</b>	Read only field.  Documents received details will be auto-populated based on the selected Documentary Collection Number.
<b>Tenor Type</b>	Read only field.  Tenor will be auto-populated based on the selected Documentary Collection Number.

**Table 3-4 (Cont.) Import Documentary Collection Liquidation - Registration - Collection Details - Field Description**

Field	Description
<b>Product Code</b>	Read only field. Product code will be auto-populated based on the selected Documentary Collection Number.
<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>	Read only field. User reference number is defaulted based on the description of the product as per the product code.
<b>Operation Type</b>	Read only field. Operation Code will be auto-populated from the collection booking.
<b>Stage</b>	Read only field. System displays the stage of the transaction.
<b>Co Acceptance Required</b>	Read only field. Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number.
<b>Contract Reference Number</b>	Read only field. System populates contract reference number from the back end system once the Documentary Collection Number is selected.
<b>Bill Amount</b>	Read only field. Bill currency and amount will be auto-populated based on the selected Documentary Collection Number.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
<b>Bill Outstanding Amount</b>	Read only field. Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number from the look-up.
<b>Liquidation Amount</b>	Specify the bill amount to be liquidated. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
<b>Finance Amount</b>	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.

**Table 3-4 (Cont.) Import Documentary Collection Liquidation - Registration - Collection Details - Field Description**

Field	Description
<b>Drawer</b>	Read only field. Drawer ID and Drawer Name will be auto-populated based on the selected Documentary Collection Number.
<b>Unlinked FX Rate</b>	Specify the unlinked FX rate. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
<b>Rebate Amount</b>	Read only field. This field displays the rebate to the bill outstanding amount.

- On **Import Documentary Collection Liquidation - Settlement Details** screen, specify the fields.

**Figure 3-5 Import Documentary Collection Liquidation - Settlement Details**

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

**Note**

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

**Table 3-5 Import Documentary Collection Liquidation - Settlement Details - Field Description**

Field	Description
<b>Settlement Details</b>	Specify the following settlement details:
<b>Debit Account</b>	Select the customer <b>Debit Account</b> from the list of values. If not selected, the default settlement account is used for debit components in this contract.
<b>Debit Account Branch</b>	Read only field. This field displays the <b>Debit Account Branch</b> as per the <b>Debit Account</b> selected.

**Table 3-5 (Cont.) Import Documentary Collection Liquidation - Settlement Details - Field Description**

Field	Description
<b>Debit Account Currency</b>	Read only field.  This field displays the <b>Debit Account Currency</b> as per the <b>Debit Account</b> selected.
<b>Charges Debit Account</b>	Select the account for debiting charges, commission, and taxes. If not selected, the system defaults to the maintained settlement account for all applicable components, and users can modify it at the component level. <ul style="list-style-type: none"> <li>• If both the Debit Account and the Charges Debit Account are selected, the Debit Account applies to Cash Collateral, and the Charges Debit Account applies to Charges, Commission, and Taxes.</li> <li>• If only the Charges Debit account is selected, that is applicable only for Commission, Charge, and Tax, not for Cash Collateral.</li> <li>• If only the debit account is selected, it applies to Commission, Charge, Tax and Cash Collateral.</li> </ul>
<b>Charges Debit Account Branch</b>	Read only field.  This field displays the <b>Charges Debit Account Branch</b> as per the <b>Charges Debit Account</b> selected.
<b>Charges Debit Account Currency</b>	Read only field.  This field displays the <b>Charges Debit Account Currency</b> as per the <b>Charges Debit Account</b> selected.

7. Click **Submit**.

The task will move to next logical stage of Import Documentary Collection Liquidation. For more information on action buttons, refer to the field description table below.

**Table 3-6 Import Documentary Collection Liquidation - Registration - Action Buttons - Field Description**

Field	Description
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>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.

**Table 3-6 (Cont.) Import Documentary Collection Liquidation - Registration - 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, 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 Messages</b>	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Events</b>	On click, system will display the details of all the events
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Import Documentary Collection Liquidation Task. Details entered will not be saved and the task will be removed
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	The task will move to next logical stage of Import Documentary Collection Liquidation. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

- [OBTFPM- OBDX Bidirectional Flow](#)  
This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional Flow for the import documentary collection liquidation process.

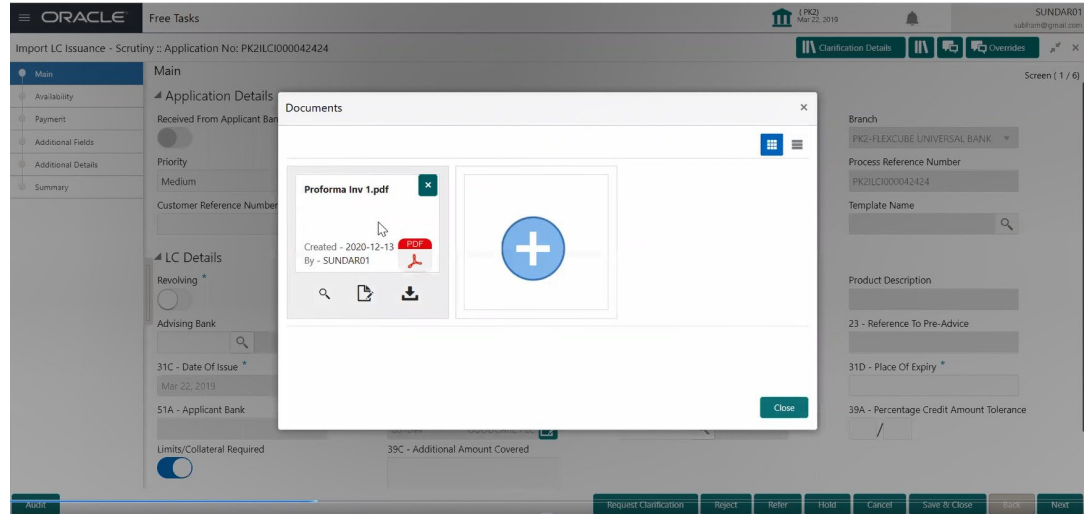
### 3.2.1 OBTFPM- OBDX Bidirectional Flow

This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional Flow for the import documentary collection liquidation process.

As a part of Digital Experience, customers can initiate Trade Finance Transactions from online channels and the respective task will be available in OBTFPM for further handling. OBTFPM user, for task received from online channel, raise clarification and receive response from the customer.

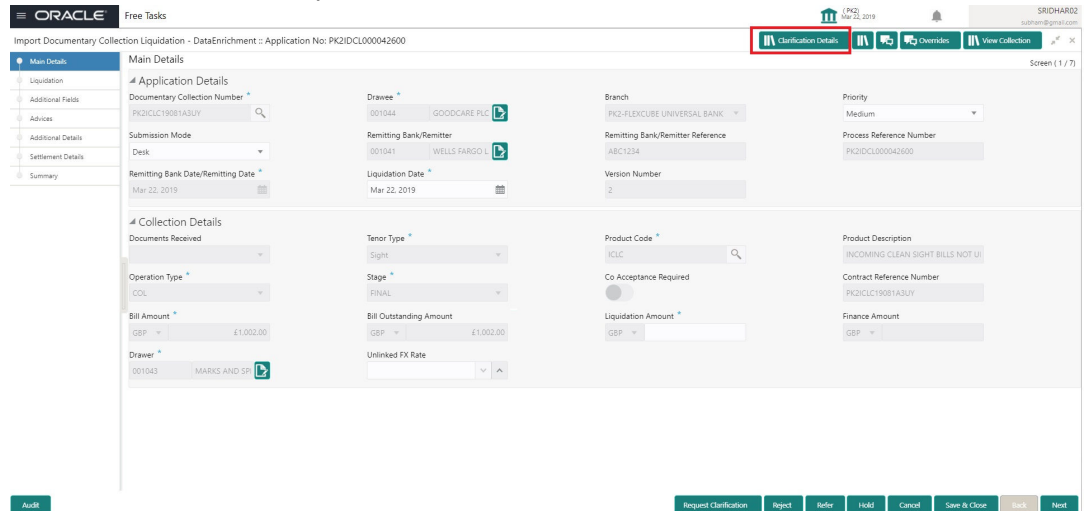
Specify **User ID** and **Password**, and login to **Home** screen of OBDX application.

1. Customer initiates the Trade Finance transaction in Online channel (OBDEX) and upload the necessary documents.



The task created will land in the **Scrutiny** stage of OBTFPM for handling by Trade expert for reviewing and identifying mismatch/incomplete data.

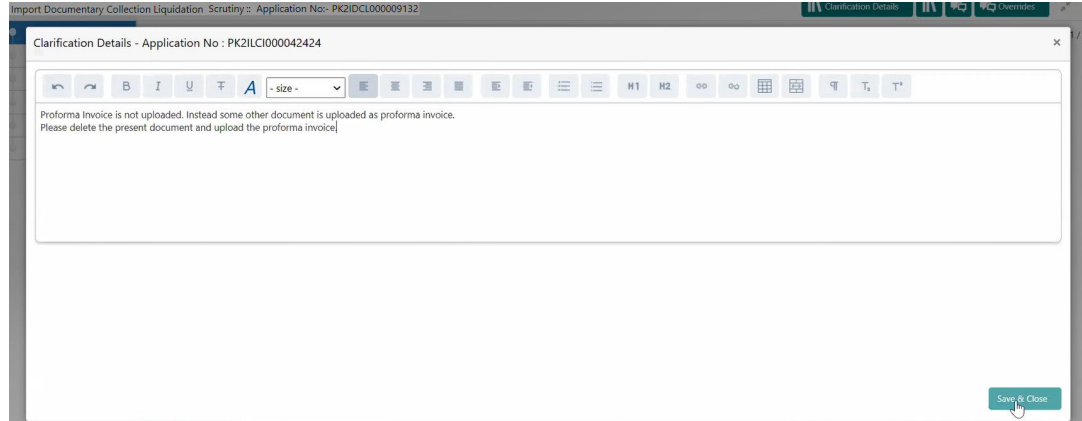
2. In the **Scrutiny**, **Data Enrichment** or **Approval** stage, the OBTFPM user clicks **Request Clarification** button to request for online clarification from customer.



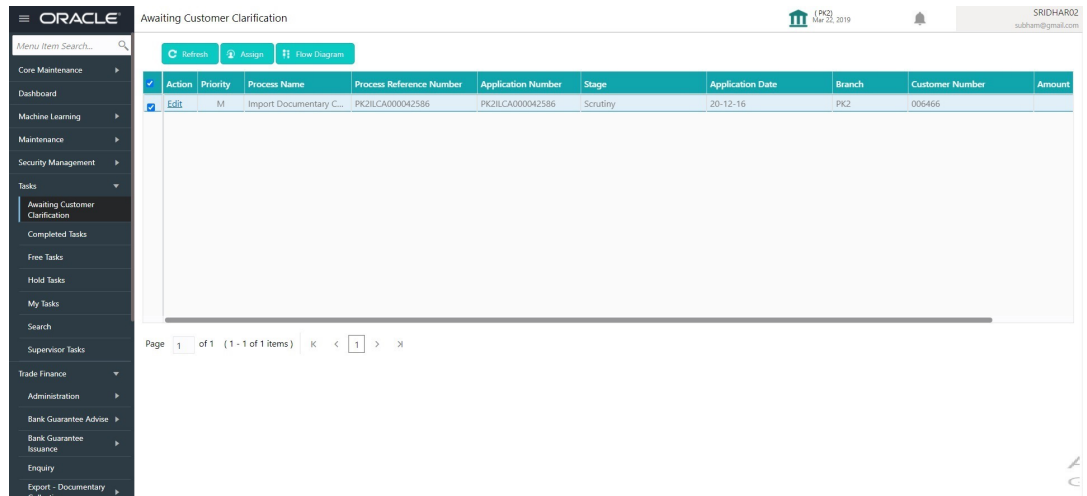
The **Request Clarification** detailed screen appears.

3. Specify the required information and click **Save**.  
The information is sent to the customer.

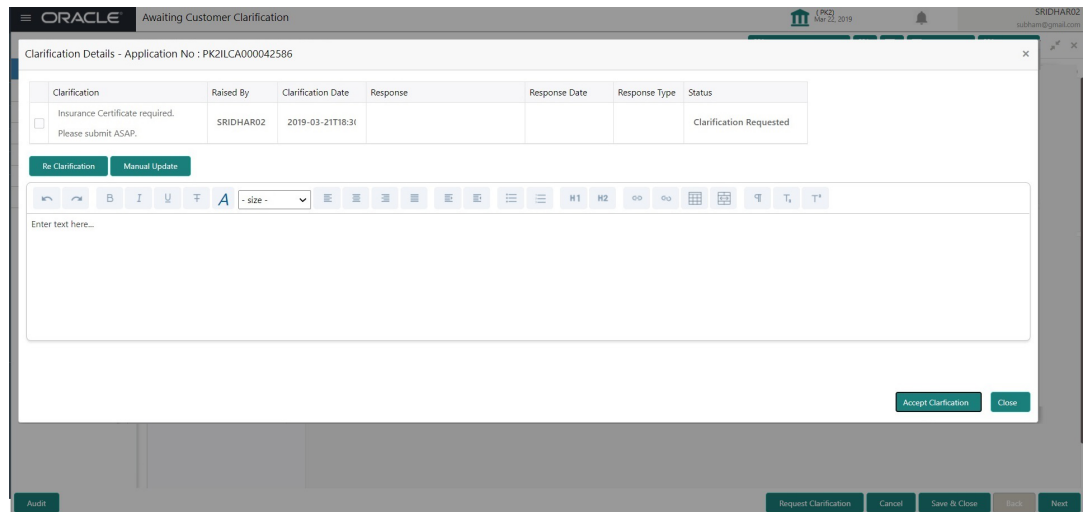
- You can view the details in the **View Clarification** window and the status will be **Clarification Requested**. Click **Re clarification**, if required.



The task goes to **Awaiting Customer Clarification** state, until the response received from the customer.



- Click **Edit**.



- Click **Accept Clarification**, if the query raised has been answered by the customer.

The status should change to **Clarification Accepted** on next the task moves to the next logical stage.

- View the clarification and click **Documents** Tab.

System displays both the new document uploaded and the metadata for deleted document and the deleted document is displayed in a blurred way. User can open the new document, the deleted document cannot be opened. System should also increment the version number of the documents.

## 3.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Liquidation request.

On successful completion of Registration of an Import Documentary Collection Liquidation, the task moves to Data Enrichment stage. In this stage the gathered information during registration are scrutinized.

### Note

For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

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

**Figure 3-6 Free Tasks**

Acquire and Edit	Priority	Process Name	Process Reference	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Import Documentary Collection Liq...	PK2IDCL000...	PK2IDCL000002173	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Ben...	PK2GTEA000...	PK2GTEA000002172	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import Documentary Collection Liq...	PK2IDCL000...	PK2IDCL000002171	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import Documentary Collection Liq...	PK2IDCL000...	PK2IDCL000002170	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Ben...	PK2GTEA000...	PK2GTEA000002169	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Ben...	PK2GTEA000...	PK2GTEA000002168	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Ben...	PK2GTEA000...	PK2GTEA000002167	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA000...	PK2ELCA000002162	Registration	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Claim Lodging	PK2GADC00...	PK2GADC000002158	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000...	PK2GTEI000002118	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000...	PK2GTEI000002117	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export Documentary Collection Boo...	PK2EDCB000...	PK2EDCB000002089	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000...	PK2GTEI000002082	Scrutiny	22-04-20

The **Free Tasks** screen is displayed.

- Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
- The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.

Figure 3-7 My Tasks

Edit	Priority	Process Name	Process Reference	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Import Documentary Collection Liquid...	PK2IDCL0...	PK2IDCL000002173	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA0...	PK2ELCA000002757	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA0...	PK2ELCA000002726	Registration	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance Islamic	PK2IIL1000...	PK2IIL1000002646	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance Islamic	PK2IIL1000...	PK2IIL1000002606	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA0...	PK2ELCA000002587	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA0...	PK2ELCA000002584	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA0...	PK2ELCA000002524	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA0...	PK2ELCA000002517	Registration	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance Islamic	PK2IIL1000...	PK2IIL1000002237	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Benefi...	PK2GTEA0...	PK2GTEA000002221	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance	PK2ILCI00...	PK2ILCI000002196	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA0...	PK2ELCA000002757	Scrutiny	22-04-20

Let's look at the details for Data Enrichment stage. User can enter/update the 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 Liquidation request.
- [Liquidation](#)  
This topic provides the systematic instructions to capture the liquidation details of import documentary collection liquidation request.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details.
- [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 Import Documentary Collection Liquidation request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of Import Documentary Collection Liquidation request.

### 3.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Liquidation request.

Main details section has two sub section as follows:

- Application Details

- Collection Details.

**Application Details**

All fields displayed under Application details section, would be read only except the **Priority** field. For more information on the fields, refer **Registration** stage.

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

**Figure 3-8 Data Enrichment - Main Details - Application Details**

**Note**

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

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

**Table 3-7 Main - Application Details - Field Description**

Field	Description
<b>Documentary Collection Number</b>	Read only field. This field displays the documentary collection reference number as selected in <b>Registration</b> stage.
<b>Drawee</b>	Read only field. Drawee ID and Drawee Name will be auto-populated from <b>Registration</b> stage.

Table 3-7 (Cont.) Main - Application Details - Field Description

Field	Description
<b>Branch</b>	Read only field. Branch details is auto-populated from <b>Registration</b> stage.
<b>Priority</b>	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.
<b>Submission Mode</b>	The submission mode of Import Collection Liquidation request. By default the submission mode will have the value as 'Desk'.
<b>Remitting Bank/Remitter</b>	Read only field. Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number in <b>Registration</b> stage.
<b>Remitting Bank/Remitter Reference</b>	Read only field. Remitting Bank/Remitting Bank Reference will be auto-populated based on the selected Documentary Collection Number in <b>Registration</b> stage.
<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>	Read only field. Remitting Bank Date/Remitting Date will be auto-populated from <b>Registration</b> stage.
<b>Liquidation Date</b>	Read only field. By default, the application displays branch's current date. User can change the liquidation date.
<b>Version Number</b>	Read only field.  This field displays the latest version of the bill.

**Collection Details**

The fields listed under this section are same as the fields listed under the Collection Details section in Registration. For more information of the fields, refer **Registration** stage. During Registration, if user has not captured input, then user can capture the details in this section.

Figure 3-9 Data Enrichment - Collection Details

Table 3-8 Main - Collection Details - Field Description

Field	Description
<b>Documents Received</b>	Read only field. Documents received details will be auto-populated from <b>Registration</b> stage.
<b>Tenor Type</b>	Read only field. Tenor will be auto-populated from <b>Registration</b> stage.
<b>Product Code</b>	Read only field. Product code will be auto-populated from <b>Registration</b> stage.
<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>	Read only field. User reference number is defaulted based on the description of the product as per the product code.
<b>Operation Type</b>	Read only field. Operation Code will be auto-populated from the collection booking.
<b>Stage</b>	Read only field. System displays the stage of the transaction.
<b>Co Acceptance Required</b>	Read only field. Co-Acceptance Required will be auto-populated from <b>Registration</b> stage.
<b>Contract Reference Number</b>	Read only field. System populates contract reference number from the back end system once the Documentary Collection Number is selected in <b>Registration</b> stage..

Table 3-8 (Cont.) Main - Collection Details - Field Description

Field	Description
<b>Bill Amount</b>	Read only field. Bill currency and amount will be auto-populated from <b>Registration</b> stage.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
<b>Bill Outstanding Amount</b>	Read only field. Bill Outstanding Amount will be auto-populated from <b>Registration</b> stage.
<b>Liquidation Amount</b>	Specify the bill amount to be liquidated. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
<b>Finance Amount</b>	Read only field. Finance Amount will be auto-populated from <b>Registration</b> stage.
<b>Drawer</b>	Read only field. Drawer ID and Drawer Name will be auto-populated from <b>Registration</b> stage.
<b>Unlinked FX Rate</b>	Specify the unlinked FX rate. If <b>Tenor Type</b> is <b>Both</b> , system disables the user to input in this field. On Submit and on click of Next, system displays message "This is a Multi-Tenor bill. Liquidation Details are to be input in Multi-Tenor Grid".
<b>Rebate Amount</b>	Read only field. This field displays the rebate to the bill outstanding amount.

2. Click **Next**.

The task will move to next data segment.

Table 3-9 Main Details - Action Buttons - Field Description

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

Table 3-9 (Cont.) Main 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>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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 3-9 (Cont.) Main Details - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

### 3.3.2 Liquidation

This topic provides the systematic instructions to capture the liquidation details of import documentary collection liquidation request.

Liquidation hop enables the user to view Documents, Shipment, Maturity Details and Draft Details to process the liquidation.

1. On **Liquidation** screen, specify the fields.

Figure 3-10 Liquidation

Other Details

Figure 3-11 Other Details

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

**Table 3-10 Other Details – Field Description**

Field	Description
<b>Shipping Guarantee Reference</b>	Specify the Shipping Guarantee Reference details.
<b>Shipping Guarantee Reference</b>	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.
<b>Transport Document Reference</b>	Transport Document Reference is auto populated from the underlying Shipping Guarantee details. System validates the Shipping Guarantee Transport Document reference number with Transport Document Reference number in a Bill, if user manually provides the Shipping Guarantee detail.
<b>Transport Document Date</b>	Transport Document Date is auto populated based on the date provided in Bill.
<b>Amount</b>	Shipping Guarantee amount is displayed in this field.
<b>Other Details</b>	Specify the Other details.
<b>Debit Value Date</b>	Displays the debit value date. The user can change the date.
<b>Credit Value Date</b>	Displays the credit value date. The user can change the date.
<b>Value Date</b>	Displays the value date. The user can change the date.
<b>Other Bank Charges</b>	Specify the <b>Other Bank Charges</b> details.
<b>Other Bank Charges - 1</b>	Specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charges - 2</b>	Specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charges - 3</b>	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>	Specify the Interest details to be captured as a part of <b>Other Bank Interest</b> details.
<b>Start Date</b>	Read only field. The date from which the system starts calculating the Interest.
<b>Other Bank Interest-1, 2 and 3</b>	Specify the Interest details to be captured as a part of <b>Other Bank Interest-1, 2 and 3</b> details.
<b>Component</b>	This field displays the name of the interest component.
<b>Component Description</b>	The description of the interest component.
<b>Interest Rate</b>	The rate to be applied for the interest component.
<b>Interest Basis</b>	The calculation basis on which the Interest to be computed.
<b>Interest Amount</b>	This field displays the calculated interest amount.

**Table 3-10 (Cont.) Other Details – Field Description**

Field	Description
<b>Waive</b>	Indicates whether the interest to be waived off. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>

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

**Document Details**

Document Code	Document Type	Documents Description	Document Reference	Copies Received	Originals Received	Document Clause	Document Date	Action
INVOICE	V	INVOICE				INVOICE		<input type="checkbox"/>
AIRDOC	T	Air Way				AIRDOC		<input type="checkbox"/>
INSDOC	I	Insurance				INSDOC		<input type="checkbox"/>
BOL	T	Bill of Lading				BOL		<input type="checkbox"/>

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

**Table 3-11 Document Details - Field Description**

Field	Description
<b>Document Code</b>	Read only field.  This field displays the document code from Import Collection Booking.
<b>Document Type</b>	This field displays the document type based on the document code.
<b>Document Description</b>	Read only field.  This field displays the document description from Import Collection Booking.
<b>Document Reference</b>	Read only field.  This field displays the document reference from Import Collection Booking.
<b>Copies Received</b>	Read only field.  This field displays the number of copies from Import Collection Booking.
<b>Originals Received</b>	Read only field.  This field displays the number of original from Import Collection Booking.

**Table 3-11 (Cont.) Document Details - Field Description**

Field	Description
<b>Document Clause</b>	Read only field. This field displays the document clause of Import Collection Liquidation.
<b>Document Date</b>	Read only field. This field displays the date on which the document is received.
<b>Action</b>	Edit: This action button is disabled. Delete: This action button is disabled.

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

### Shipment Details

User can view the shipment details updated during Import Collection Booking.

**Shipment Details**

▼ Shipment Details

Transshipment: ALLOWED | Partial Shipments: ALLOWED | Date of Shipment: April 19, 2022 | Place of Taking in Charge: [ ]

Port of Loading: [ ] | Port of Discharge: [ ] | Place of Final Delivery: [ ] | Carrier Name: MV VISTA

Shipping Agent Name: [ ] | Shipping Agent Address: [ ]

INCO Terms: CFR | INCO Terms Description: Cost and Freight (named destination)

45A Description of Goods and/or Services

Goods Code	Goods Type	Goods Description	Action
ROLLNGCHAIR	G	ROLLNGCHAIR	[ ] [ ] [ ]

Country of Origin: [ ] | Insurance Company Code: [ ] | Insurance Company: [ ] | Policy Number: [ ]

▼ Multi-model/ Transshipment details

Carrier Name: [ ] | Port: [ ] | Action: [ ]

No data to display.

Save & Close | Close

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

**Table 3-12 Shipment Details – Field Description**

Field	Description
<b>Shipment Details</b>	

**Table 3-12 (Cont.) Shipment Details – Field Description**

<b>Field</b>	<b>Description</b>
<b>Transshipment</b>	Read only field. This field displays the transshipment details of goods from Import Collection Booking.
<b>Partial Shipments</b>	Read only field. This field displays the partial shipment details of goods from Import Collection Booking.
<b>Date Of Shipment</b>	Read only field. This field displays date of shipment from Import Collection Booking.
<b>Place Of Taking In Charge</b>	Read only field. This field specifies the place of taking in charge from Import Collection Booking.
<b>Port Of Loading</b>	Read only field. This field specifies the port of discharge or airport of destination to be indicated on the transport document from Import Collection Booking.
<b>Port Of Discharge</b>	Read only field. This field specifies the port of discharge or airport of destination to be indicated on the transport document from Import Collection Booking.
<b>Place Of Final Delivery</b>	Read only field. This field specifies the final destination or place of delivery to be indicated on the transport document.
<b>Carrier Name</b>	Read only field. This field displays the name of the carrier through which the goods were shipped from Import Collection Booking.
<b>Shipping Agent Name</b>	Read only field. This field displays the shipping agent name from Import Collection Booking.
<b>Shipping Agent Address</b>	Read only field. This field displays the name shipping agent address from Export Collection Booking.
<b>INCO Terms</b>	Read only field. This field displays the INCO Terms from Import Collection Booking.
<b>INCO Terms Description</b>	Read only field. The description of the INCO Term from Import Collection Booking.
<b>Description of Goods and/or Services</b> This section displays the goods details from Import Collection Booking.	
<b>Goods Code</b>	Read only field. This field displays the goods code from Export Collection Booking.
<b>Goods Type</b>	Read only field. This field displays the goods type auto populated depending on goods code.
<b>Goods Description</b>	Read only field. This field displays the goods description from Import Collection Booking.
<b>Action</b>	Click Delete icon to delete the goods record.

**Table 3-12 (Cont.) Shipment Details – Field Description**

Field	Description
<b>Country of Origin</b>	Read only field. This field displays the country of origin from Import Collection Booking.
<b>Insurance Company Code</b>	Read only field. This field displays the insurance company code from Import Collection Booking.
<b>Insurance Company</b>	Read only field. This field displays the insurance company details from Import Collection Booking.
<b>Policy Number</b>	Read only field. This field displays the policy number of the insurance.
<b>Multi-model/ Transshipment details</b> This section displays the multimodal/transshipment details from Import Collection Booking.	
<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>	Edit: This action button is disabled.  Delete: This action button is disabled.

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

**Maturity Details**

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

**Table 3-13 Maturity Details - Field Description**

Field	Description
<b>Draft Details</b>	The user can click + to add multiple <b>Draft Details</b> .

Table 3-13 (Cont.) Maturity Details - Field Description

Field	Description
<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> .	
<b>S. No</b>	Serial number of the tenor record.
<b>Tenor Basis</b>	Read only field. Tenor Basis is auto-populated from Import Collection Liquidation.
<b>Tenor Description</b>	Read only field. The tenor base code description is displayed based on the selected tenor basis.
<b>Start Date</b>	Read only field. Tenor Start Date is auto-populated from Import Collection Liquidation.
<b>Tenor Days</b>	Read only field. Tenor Days is auto-populated from Import Collection Liquidation.
<b>Transit Days</b>	Transit Days is auto-populated from Import Collection Booking Update. The user can change the value
<b>Maturity Date</b>	Read only field. Maturity Date is auto-populated from Import Collection Liquidation.
<b>Bill Amount</b>	Read only field. Bill amount is auto-populated from Import CollectionLiquidation.
<b>Liquidated Amount</b>	If a liquidation has already happened in the bill, system should display the Liquidated amount. System validates that the Total Liquidation Amount is not greater than the Bill amount and should display an Error Message
<b>Exchange Rate</b>	Specify the exchange rate.
<b>Liquidation Date</b>	Liquidation date is auto-populated from Import Collection Liquidation. The user can change the date.
<b>Liquidation Amount</b>	Liquidation amount is auto-populated from Import Collection Liquidation. The user can change the value.
<b>Action</b>	Click Edit icon to edit the tenor record.
<b>Interest From Date</b>	Interest from Date is auto-populated from Import Collection Liquidation.
<b>Interest To Date</b>	Interest to Date is auto-populated from Import Collection Liquidation.
<b>Acceptance Commission From Date</b>	Acceptance Commission from Date is auto-populated from Import Collection Liquidation.
<b>Acceptance Commission To Date</b>	Acceptance Commission to Date is auto-populated from Import CollectionLiquidation.

5. Click **Next**.

The task will move to next data segment.

Table 3-14 Liquidation 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, 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>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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 3-14 (Cont.) Liquidation 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>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

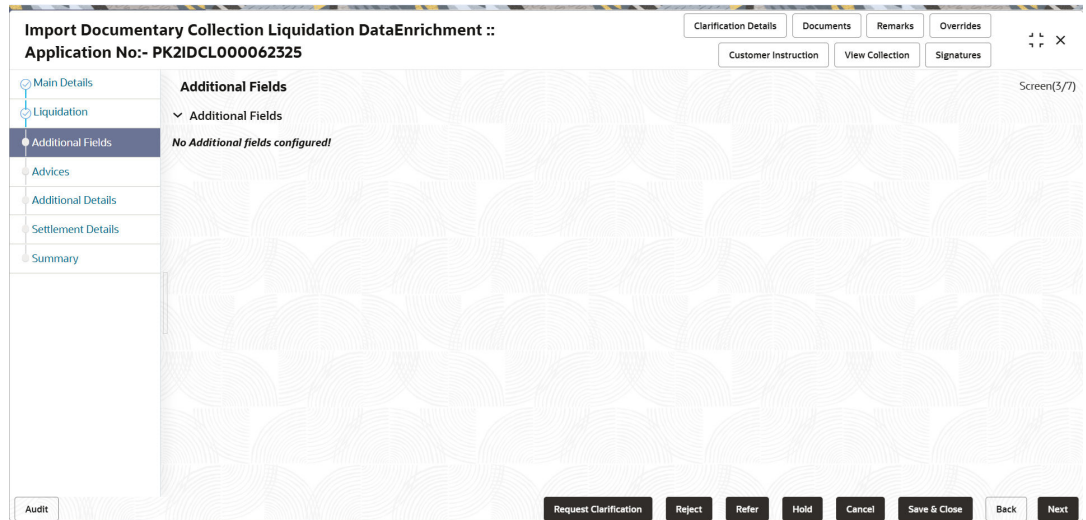
### 3.3.3 Additional Fields

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 3-12 Additional Fields**



**2. Click Next.**

The task will move to next data segment.

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

**Table 3-15 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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, 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 3-15 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	Description
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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>• 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.

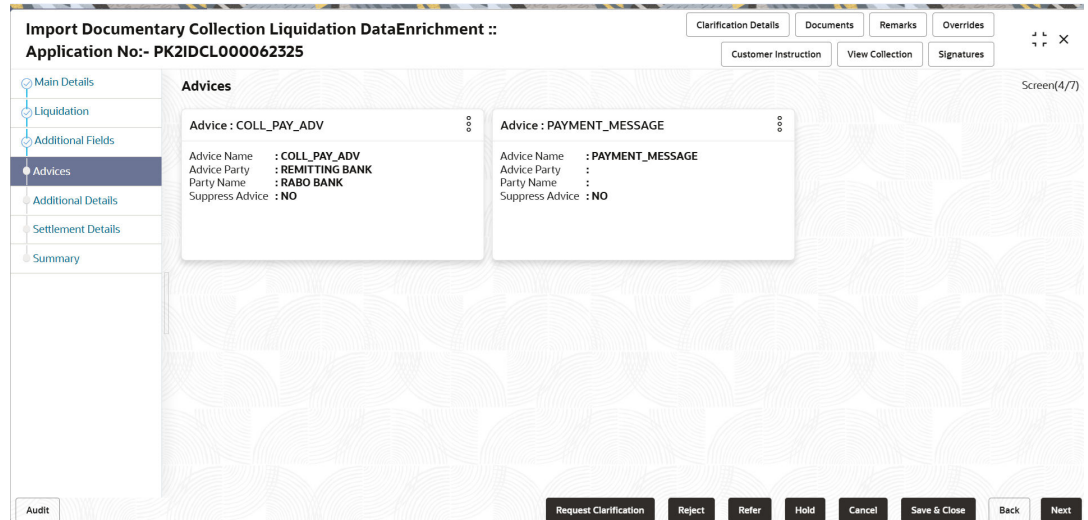
### 3.3.4 Advices

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

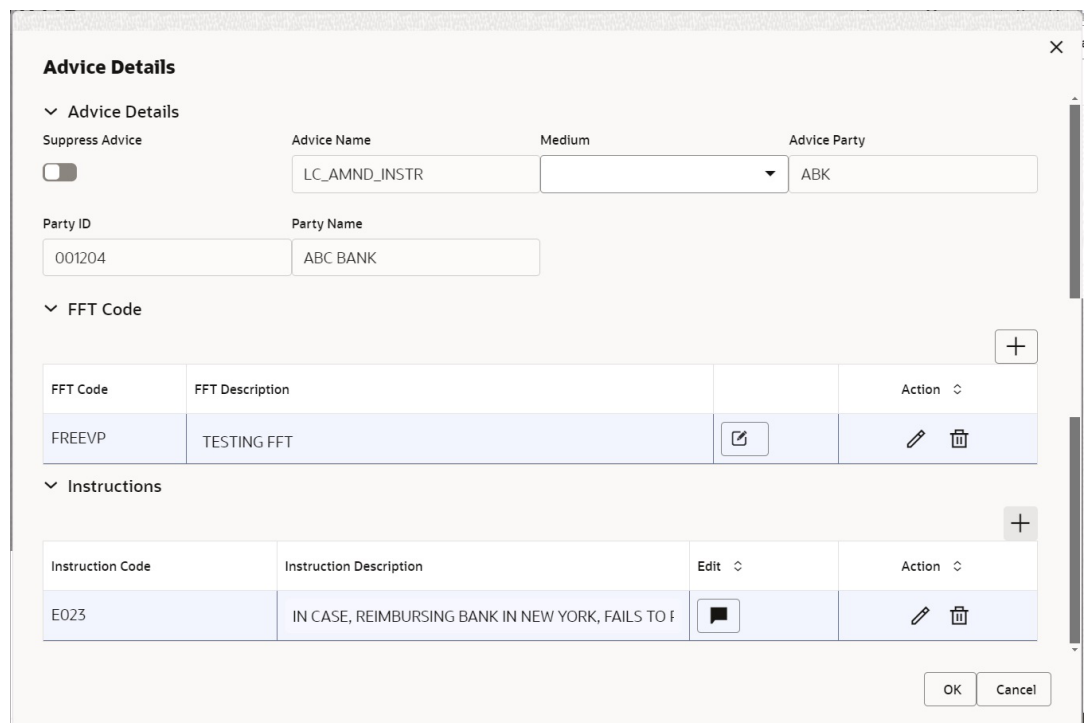
Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.

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

**Figure 3-13 Advices**







#### Advice Details



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

**Table 3-16 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 Liquidation. 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>FFT Code</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 3-17 Advices - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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, 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>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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 3-17 (Cont.) Advices - Action Buttons - Field Description**

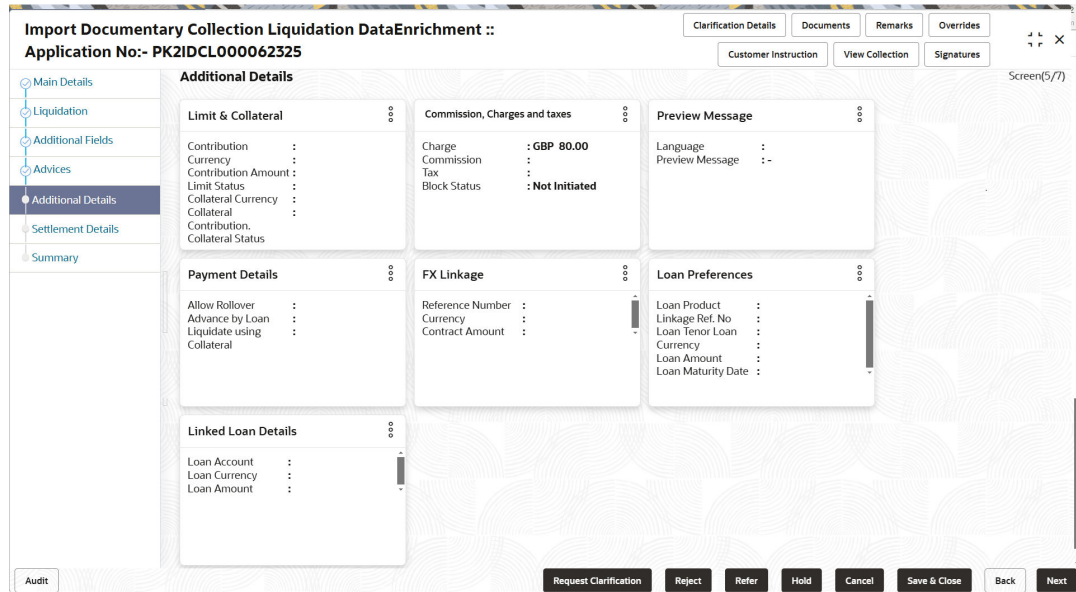
Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient 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>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

### 3.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details

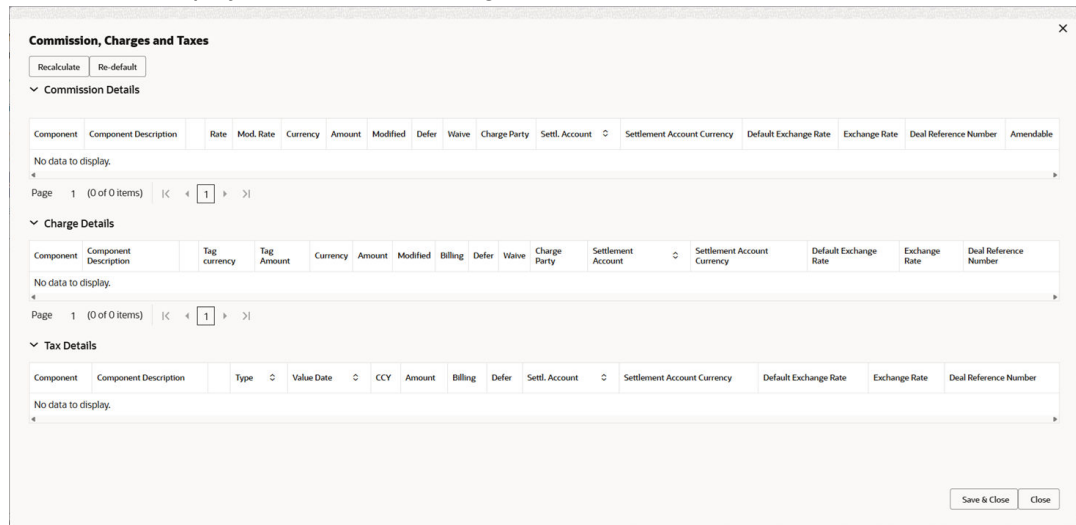
1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

Figure 3-14 Additional Details



### Commission, Charges and Taxes

This section displays Commission, Charges and Tax details.



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

Table 3-18 Commission, Charges and Taxes - Field Description

Field	Description
<b>Commission Details</b>	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
<b>Component</b>	Displays the commission component. Click the link to view the commission component details.
<b>Component Description</b>	Displays the commission component description.

Table 3-18 (Cont.) Commission, Charges and Taxes - Field Description



Field	Description
<b>Rate</b>	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPMCS. The user is able to change the rate.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	This field displays the currency in which the commission have to be collected.
<b>Amount</b>	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPMCS. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPMCS.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	Switch to  for charges/commissions has to be deferred and collected at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPMCS.
<b>Waive</b>	Switch to  to waive the charges/commissions. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.  If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
<b>Charge Party</b>	Charge party will be applicant by defaultt. User can change the value to beneficiary.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Default Exchange Rate</b>	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

Table 3-18 (Cont.) Commission, Charges and Taxes - Field Description


Field	Description
<b>Exchange Rate</b>	<p>Specify <b>Exchange Rate</b> upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.</p> <ul style="list-style-type: none"> <li>Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components.</li> <li>Specify Exchange Rate within the allowed range. System allows save without any message.</li> <li>If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override.</li> <li>If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed.</li> </ul> <p><b>Note:</b> In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.</p>
<b>Deal Reference Number</b>	<p><b>Deal Reference Number</b> allows up to <b>30 characters</b>. Entries longer than 30 characters are not allowed.</p> <p><b>Deal Reference Number</b> can be specified only when <b>Exchange Rate</b> has a value. If <b>Exchange Rate</b> is blank and a <b>Deal Reference Number</b> is specified, the system displays: "Cannot add Deal Reference without specifying the Exchange Rate value."</p>
<b>Amendable</b>	The value is auto-populated as the commission can be amended or not.
<b>Charge Details</b>	This section displays the charge details.
<b>Component</b>	Displays the charge component type.
<b>Tag Currency</b>	Displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	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>Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. 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 3-18 (Cont.) Commission, Charges and Taxes - Field Description








Field	Description
<b>Defer</b>	 <p>Switch to  to defer the charges and collect at any future step. 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>Switch to  to waive the charges. 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>	<p>Read only field.</p> <p>Displays the charge party. By default the charge party is 'Applicant'.</p>
<b>Settlement Account</b>	<p>System defaults the Settlement Account.</p> <p>User can change the settlement account.</p>
<b>Settlement Account Currency</b>	<p>Read only field.</p> <p>This field displays the settlement account currency defaulted by the system.</p>
<b>Default Exchange Rate</b>	<p>Read only field.</p> <p>This field displays the maintained exchange rate when the component currency differs from the settlement account currency.</p>
<b>Exchange Rate</b>	<p>Specify <b>Exchange Rate</b> upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.</p> <ul style="list-style-type: none"> <li>Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components.</li> <li>Specify Exchange Rate within the allowed range. System allows save without any message.</li> <li>If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override.</li> <li>If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed.</li> </ul> <p><b>Note:</b> In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.</p>
<b>Deal Reference Number</b>	<p><b>Deal Reference Number</b> allows up to <b>30 characters</b>. Entries longer than 30 characters are not allowed.</p> <p><b>Deal Reference Number</b> can be specified only when <b>Exchange Rate</b> has a value. If <b>Exchange Rate</b> is blank and a <b>Deal Reference Number</b> is specified, the system displays: "Cannot add Deal Reference without specifying the Exchange Rate value."</p>

Table 3-18 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
<b>Tax Details</b>	This section displays the tax details. 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>	Read only field. This field displays the tax component type.
<b>Currency</b>	Read only field. 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>	Read only field. This field displays the tax amount based on the percentage of commission maintained.
<b>Billing</b>	Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	Switch to  to defer the taxes and collect at any future step. Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.
<b>Settlement Account</b>	System defaults the Settlement Account. Click <b>Search</b> to search and select the settlement account.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Default Exchange Rate</b>	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

**Table 3-18 (Cont.) Commission, Charges and Taxes - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Specify <b>Exchange Rate</b> upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.</p> <ul style="list-style-type: none"> <li>Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components.</li> <li>Specify Exchange Rate within the allowed range. System allows save without any message.</li> <li>If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override.</li> <li>If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed.</li> </ul> <p><b>Note:</b> In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.</p>
<b>Deal Reference Number</b>	<p><b>Deal Reference Number</b> allows up to <b>30 characters</b>. Entries longer than 30 characters are not allowed.</p> <p><b>Deal Reference Number</b> can be specified only when <b>Exchange Rate</b> has a value. If <b>Exchange Rate</b> is blank and a <b>Deal Reference Number</b> is specified, the system displays: "Cannot add Deal Reference without specifying the Exchange Rate value."</p>

- Click the required listed **Component** to open **Commission Details** sub-screen.

**Figure 3-15 Commission Details**

The screenshot displays the 'Commission Details' sub-screen. At the top left, there is a dropdown menu for 'Commission Details' which is currently expanded. Below this, the form contains several input fields and dropdown menus: 'Calculation Method' is set to 'NON-PERIODIC'; 'Rate Period' is an empty text field; 'Start Date' is 'April 1, 2022' with a calendar icon; 'Calculation Basis' is a dropdown menu set to 'Actual/Actual'; 'Rounding Period' is '0'; 'Payment Type' is a dropdown menu set to 'ADVANCED'; and 'Good Until Date' is 'June 30, 2022' with a calendar icon. At the bottom right of the form, there are two buttons: 'Save & Close' and 'Close'.

**Commission, Charges and Taxes**

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

**Table 3-19 Commission, Charges and Taxes - Field Description**

Field	Description
<b>Commission Details</b>	Specify the commission details.
<b>Calculation Method</b>	Select the <b>Calculation Method</b> for commission from the following: <ul style="list-style-type: none"> <li>• <b>Non-Periodic</b></li> <li>• <b>Flat</b></li> </ul> This field defines how the commission amount is calculated.
<b>Rate Period</b>	This field displays the <b>Rate Period</b> for the commission component.
<b>Start Date</b>	Specify the date from which commission calculation starts.
<b>Calculation Basis</b>	Select the day count basis for commission calculation. This field determines how the number of days are calculated for computing commission.
<b>Rounding Period</b>	This field displays the <b>Rounding Period</b> defined for the commission. This field indicates how commission values are rounded during calculation.
<b>Payment Type</b>	This field displays the commission collection type for the contract. This field indicates whether the commission is collected in advance or in arrear based on the selected collection method.
<b>Good Until Date</b>	This field displays the end date for commission calculation. This field indicates the date up to which commission is applicable, typically the bill maturity date.

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

### Preview Message

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office.

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

**Table 3-20 Preview Message - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT Messages fields.
<b>Language</b>	Read only field. English is set as default language for the preview.

Table 3-20 (Cont.) Preview Message - Field Description

Field	Description
<b>Message Type</b>	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
<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 Advice</b>	This section displays the preview of Mail Advice fields.
<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.
<b>Print (SWIFT messages)</b>	If the required SMS rights are available, user can print SWIFT message previews and enquiry views, and Mail advice previews and enquiry views.  Printed output matches the back-office format and includes a watermark based on context: <b>DRAFT MESSAGE/DRAFT ADVICE</b> for previews and midoffice enquiries, and <b>COPY MESSAGE/COPY ADVICE</b> for back-office enquiries. <b>Note:</b> If printing fails due to a technical issue (for example, printer, workstation, or connectivity issues), the system displays the error message: “ <b>Unable to Print. Try again later !</b> ”
<b>Print (Mail advices)</b>	If the required SMS rights are available, user can print Mail advice previews and enquiry views. Printed output matches the back-office format and includes a watermark based on context: <b>DRAFT MESSAGE/DRAFT ADVICE</b> for previews and midoffice enquiries, and <b>COPY MESSAGE/COPY ADVICE</b> for back-office enquiries. <b>Note:</b> If printing fails due to a technical issue (for example, printer, workstation, or connectivity issues), the system displays the error message: “ <b>Unable to Print. Try again later !</b> ”

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

#### Payment Details

**Payment Details**

▼ **Payment Details**

Auto Liquidate       Advance by Finance       Settle Available Amount       Allow Rollover

Auto Change from Acceptance to Advance       Liquidate using Collateral       Outstanding Collateral Amount       Split Settlement

▼ **Settlement Details - Liquidation**

Component	Currency	Debit/Credit	Account	Account Description	Branch	Settlement Account Currency	Default Exchange Rate	Exchange Rate	Deal Reference Number
BILL_FX_LEQV	GBP	Credit	PK20010410027	WELLS FARGO LA	PK2	USD		2.5	
BILL_FX_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	PK2	GBP			
BILL_LIQ_AMT	GBP	Debit	PK20010440017	GOODCARE PLC	PK2	GBP	1		
BILL_LIQ_AMTEQ	GBP	Debit	PK20010440017	GOODCARE PLC	PK2	GBP	1		
IBLIQCG_LIQD	GBP	Debit	PK20010440019	GOODCARE PLC	PK2	USD	2.5	2.5	

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▼ **Split Settlement**

Component	Contract Currency	Amount
BILL_LIQ_AMT	GBP	1

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**Split Settlement Details**

Sequence	Amount	Settlement Account	Account Customer	Settlement Account Currency	Account Branch	Default Exchange Rate	Exchange Rate	Deal Reference Number	Action
No data to display.									

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

Save & Close    Close

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

**Table 3-21 Payment Details - Field Description**



Field	Description
<b>Payment Details</b>	Specify the payment details based on the description in the following table:
<b>Auto Liquidate</b>	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
<b>Advance by Loan</b>	Switch to  to enable the creation of loan at the time of final liquidation. System defaults the value as per the value available in contract in back office. User can change value.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><b>Note</b> Bill product should support Advance by loan, for enabling Advance by loan at contract level.</div>
<b>Settle Available Amount</b>	Switch to  , 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.

Table 3-21 (Cont.) Payment Details - Field Description






Field	Description
<b>Allow Rollover</b>	Switch to  , if rollover is allowed.
<b>Auto Change from Acceptance to Advance</b>	Read only field. This  option indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.  <div style="border: 1px solid #ccc; padding: 5px;"><b>Note</b> This option is applicable only for the bills that are co-accepted by the bank.</div>
<b>Liquidate using Collateral</b>	Switch to  , if liquidation is done using collateral.
<b>Outstanding Collateral Amount</b>	Read only field. The outstanding collateral amount along with the currency.
<b>Split Settlement</b>	Switch to  , to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.  Switch to  to disable 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>	This section displays the Settlement Details - Liquidation details. When Advance by loan option is selected, system simulate and display the settlement details along with split settlement detail for loan component and settlement account as Loan GL as defined at product level. If contract currency and Debit account currency is different system defaults card rate. User can change Exchange rate if there any specific Exchange Rate If FX contract linked, system considers the linked FX for the conversion.
<b>Component</b>	This field displays the component based on the product selected.
<b>Currency</b>	This field displays the 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. The user can change the account number.
<b>Account Description</b>	This field displays the description of the selected account.
<b>Branch</b>	This field displays the branch of the selected account.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Default Exchange Rate</b>	Read only field. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

Table 3-21 (Cont.) Payment Details - Field Description

Field	Description
<b>Exchange Rate</b>	<p>Specify <b>Exchange Rate</b> upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.</p> <ul style="list-style-type: none"> <li>Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components.</li> <li>Specify Exchange Rate within the allowed range. System allows save without any message.</li> <li>If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override.</li> <li>If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed.</li> </ul> <p><b>Note:</b> In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.</p>
<b>Deal Reference Number</b>	<p><b>Deal Reference Number</b> allows up to <b>30 characters</b>. Entries longer than 30 characters are not allowed.</p> <p><b>Deal Reference Number</b> can be specified only when <b>Exchange Rate</b> has a value. If <b>Exchange Rate</b> is blank and a <b>Deal Reference Number</b> is specified, the system displays: "Cannot add Deal Reference without specifying the Exchange Rate value."</p>
<b>Split Settlement</b>	This section displays the Split Settlement details.
<b>Component</b>	Components gets defaulted based on the product selected.
<b>Contract Currency</b>	This field 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>	Specify the Split Settlement details based on the description in the following table: 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>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Account Branch</b>	This field displays branch of the customer's account.
<b>Default Exchange Rate</b>	Read only field. Click the <b>Fetch Exchange Rate</b> button, the field displays the exchange rate for the split settlement. This field displays the maintained exchange rate when the component currency differs from the settlement account currency.

**Table 3-21 (Cont.) Payment Details - Field Description**

Field	Description
<b>Exchange Rate</b>	<p>Specify <b>Exchange Rate</b> upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.</p> <ul style="list-style-type: none"> <li>Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components.</li> <li>Specify Exchange Rate within the allowed range. System allows save without any message.</li> <li>If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit" Proceed after accepting the override.</li> <li>If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit" System does not allow the transaction to proceed.</li> </ul> <p><b>Note:</b> In Payment Details section, except for liquidation components (e.g., BILL_LIQ_AMTEQ and LCGCLM_LIQD), settlement account currency, exchange rate, default exchange rate, and deal reference number fields are not editable for all other components.</p>
<b>Deal Reference Number</b>	<p><b>Deal Reference Number</b> allows up to <b>30 characters</b>. Entries longer than 30 characters are not allowed.</p> <p><b>Deal Reference Number</b> can be specified only when <b>Exchange Rate</b> has a value. If <b>Exchange Rate</b> is blank and a <b>Deal Reference Number</b> is specified, the system displays: "Cannot add Deal Reference without specifying the Exchange Rate value."</p>
<b>Action</b>	<p>Click Edit icon to edit the Split Settlement.</p> <p>Click Delete icon to delete the Split Settlement.</p>

- 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 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	

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Average FX Rate  
0

Save & Close Cancel

Figure 3-16 FX Linkage Details

**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

Available FX Contract Amount: USD \$4,000.00

Rate: 1.35

FX Expiry Date: March 19, 2020

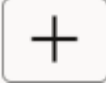
FX Delivery Period From: [Calendar Icon]

FX Delivery Period To: [Calendar Icon]

Save & Close Close

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

**Table 3-22 FX Linkage - Field Description**

Field	Description
	Click + to add multiple <b>FX Details</b> . Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.
<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>Currency</b>	Read only field. This field displays the FX SOLD currency from the linked FX contract.
<b>Contract Amount</b>	This field displays the FX SOLD currency and Amount. The user can change the currency.
<b>Available FX Contract Amount</b>	Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.
<b>Linkage Amount</b>	System defaults the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
<b>Rate</b>	Read only field. This field displays the rate at which the contract is booked.
<b>FX Amount in Local Currency</b>	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
<b>FX Expiry Date</b>	Read only field. This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	Read only field. This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	Read only field. This field displays the date to which the contract is valid for utilization.
<b>FX Linkage grid</b>	Below fields appear in the FX linkage grid along with the above fields.

**Table 3-22 (Cont.) FX Linkage - Field Description**

Field	Description
<b>Bought Currency</b>	Read only field. This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	Read only field. This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<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>Total Utilized Amount</b>	Read only field. 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.  The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
<b>Average FX Rate</b>	Read only field. 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.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.

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

### Loan Preferences

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

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

**Table 3-23 Loan Preferences**

Field	Description
<b>Drawing/Collection Ref</b>	Defaults from the underlying task. User cannot change the value.
<b>Bill Currency-Amount</b>	Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task. User cannot change the value.
<b>Customer Id</b>	Customer Id defaults from the underlying task. User cannot change the value.
<b>Customer Name</b>	Applicant/ Drawee Name defaults from the underlying task. User cannot change the value.
<b>Product Code</b>	Product Code defaults from the underlying Collection/ Drawing Product maintenance. User can change the value.
<b>Loan Currency-Amount</b>	Loan currency is defaulted from the bill currency. System should displays an error message on tab out if the currency is not a Bill currency or Local Currency. If collateral amount is linked to the underlying drawing/ collection bill, the Loan Currency- amount to be utilized for liquidation to be input by the user here.
<b>Original Exchange Rate</b>	This field displays the original exchange rate applicable for Local Currency. System displays the Exchange rate from maintenance. User cannot change the value. System validates the exchange rate is within the allowed range.
<b>Exchange Rate</b>	The exchange rate.

Table 3-23 (Cont.) Loan Preferences

Field	Description
<b>Loan Tenor Units</b>	Indicates the period of loan defaults from the underlying task. The numerical value for Days or months or Years is applicable.
<b>Tenor Type</b>	System defaults the tenor type. User cannot change the value. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
<b>Rate Type</b>	Defaults from the underlying task. User cannot change the value.
<b>Rate Code</b>	Defaults from the underlying task. User cannot change the value.
<b>Loan/Finance Value Date</b>	This field displays the branch date as Value date. User cannot change the value.
<b>Loan Maturity Date</b>	Loan maturity date defaults based on Tenor type and Tenor units.
<b>Loan Interest/UDE Details</b>	
<b>User Defined Element ID</b>	This field displays the UDE Element ID as part of simulation.
<b>UDE Description</b>	This field displays the UDE description as part of simulation.
<b>Rate Code</b>	This field displays the Rate code as part of simulation.
<b>Usage</b>	This field displays the details as part of simulation.
<b>UDE Value</b>	This field displays the UDE value as part of simulation.
<b>Limits</b>	Specify the limit details. Click + to add limits. Clicking the plus icon displays a pop windows and allows the user to select the line code.
<b>Serial Number</b>	This field displays the serial number.
<b>Linkage Type</b>	This field displays the linkage type as "Facility" from back office.
<b>Linkage Reference Number</b>	This field displays 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 is 100. User cannot enter negative values.
<b>Limit Amount</b>	This field displays the value for limit amount. System populates the value based on the contribution percentage.

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

### Linked Loan Details

The bank user can view the details of linked loan accounts.

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

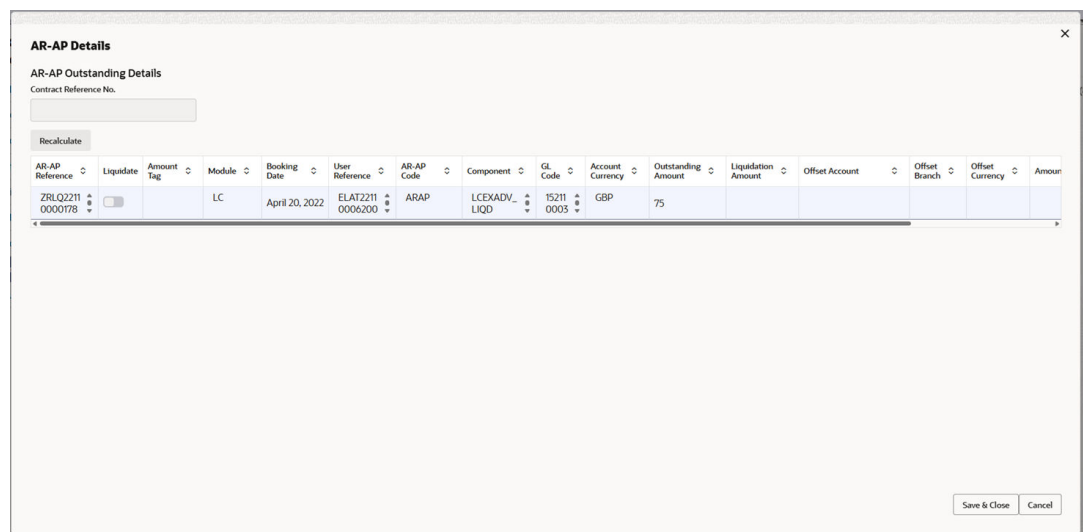
**Table 3-24 Linked Loan Details - Field Description**

Field	Description
<b>Linked Loan Details</b>	
<b>Loan Account</b>	This field displays the loan account number.
<b>Loan Currency</b>	This field displays the currency of the loan account.
<b>Loan Amount</b>	This field displays the loan amount.

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

This section displays the account receivable and account payable (AR/AP) records for the contract, using the data elements defined for the tile.

**Figure 3-17 AR-AP Outstanding Details**



**Table 3-25 AR-AP Outstanding Details - Field Description**

Field	Description
<b>Contract Reference</b>	System displays the <b>Contract Reference</b> .
<b>Recalculate</b>	Click <b>Recalculate</b> to apply updated values such as Negotiated Rate or charge changes. System recalculates all amounts and refreshes the Settlement and related details accordingly.
<b>AR-AP Reference</b>	System displays the reference number of the Account Receivable.
<b>Liquidate</b>	Select the toggle to mark the Account Receivable component for liquidation.
<b>Amount Tag</b>	System displays the <b>Amount Tag</b> associated with the receivable component.
<b>Module</b>	System displays the <b>Module</b> from which the Account Receivable is generated.
<b>Booking Date</b>	System displays the date on which the Account Receivable was created.
<b>User Reference</b>	System displays the <b>User Reference</b> number associated with the receivable entry.

Table 3-25 (Cont.) AR-AP Outstanding Details - Field Description

Field	Description
<b>AR-AP Code</b>	System displays the <b>AR-AP Code</b> defined for the receivable component.
<b>Component</b>	System displays the charge or <b>Component</b> component for which the receivable is generated.
<b>GL Code</b>	System displays the General Ledger account associated with the receivable component.
<b>Account Currency</b>	System displays the currency of the receivable component.
<b>Outstanding Amount</b>	System displays the <b>Outstanding Amount</b> available for liquidation.
<b>Liquidation Amount</b>	Specify the amount to be liquidated for the selected receivable component.
<b>Offset Account</b>	Specify the account to be debited for liquidation of the receivable amount.
<b>Offset Branch</b>	System displays the branch associated with the selected offset account.
<b>Offset Currency</b>	System displays the currency of the selected offset account.
<b>Amount</b>	System displays the debit amount calculated based on the liquidation amount and exchange rate.
<b>Exchange Rate</b>	System displays the system derived exchange rate between receivable currency and offset account currency.
<b>Negotiated Rate</b>	Specify a negotiated exchange rate to override the system derived rate for the transaction.

9. Click **Save and Close** to save the details and close the screen.
10. **Next.**

The task will move to next data segment.

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

Table 3-26 Additional Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.

Table 3-26 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
<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>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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.

**Table 3-26 (Cont.) Additional Details - Action Buttons - Field Description**

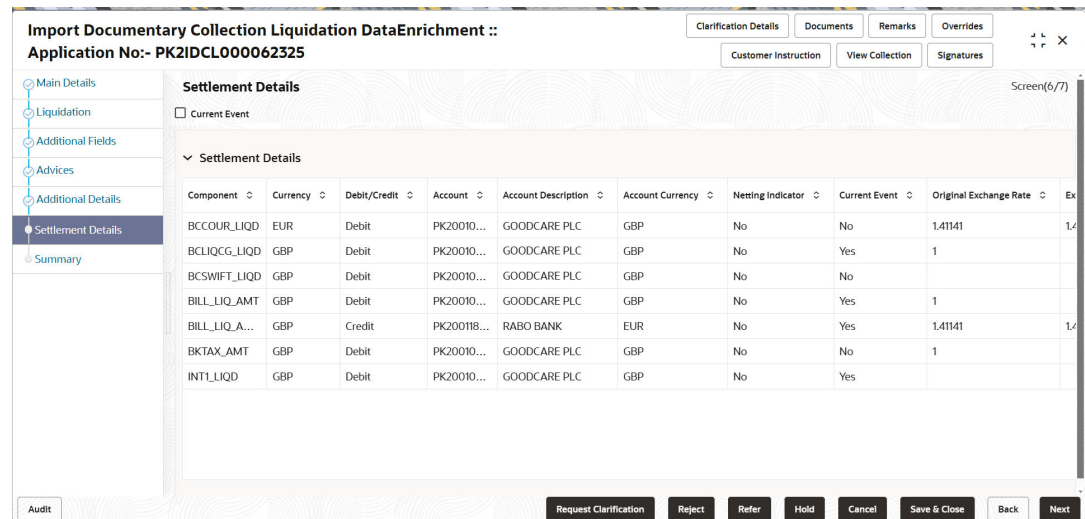
Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</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.

### 3.3.6 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Import Documentary Collection Liquidation request.

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

**Figure 3-18 Settlement Details**



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

Table 3-27 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 current event as Y or N.
<b>Default Exchange Rate</b>	System displays the Default Exchange Rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Deal Reference Number</b>	System defaults the exchange deal reference number.

- Click any component in the grid.

The application displays Party Details, Payment Details and Remittance Information.

Table 3-28 Party Details - Field Description

Field	Description
<b>Party Details</b>	
<b>Transfer Type</b>	Select the transfer type from the drop list: <ul style="list-style-type: none"> <li>• <b>Customer Transfer</b></li> <li>• <b>Bank Transfer for own account</b></li> <li>• <b>None</b></li> <li>• <b>Direct Debit Advice</b></li> <li>• <b>Managers Check</b></li> <li>• <b>Customer Transfer with Cover</b></li> <li>• <b>Bank Transfer</b></li> <li>• <b>None</b></li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Ordering Customer</b>	Click <b>Search</b> to search and select the ordering customer.
<b>Ordering Institution</b>	Click <b>Search</b> to search and select the ordering institution.
<b>Senders Correspondent</b>	Click <b>Search</b> to search and select the senders correspondent.
<b>Receivers Correspondent</b>	Click <b>Search</b> to search and select the receivers correspondent.
<b>Intermediary Institution</b>	Click <b>Search</b> to search and select the intermediary institution.
<b>Account with Institution</b>	Click <b>Search</b> to search and select the account with institution.
<b>Beneficiary Institution</b>	Click <b>Search</b> to search and select the beneficiary institution.
<b>Ultimate Beneficiary</b>	Click <b>Search</b> to search and select the ultimate beneficiary.
<b>Intermediary Reimbursement Institution</b>	Click <b>Search</b> to search and select the intermediary reimbursement institution.

Table 3-28 (Cont.) Party Details - Field Description

Field	Description
Receiver	Click <b>Search</b> to search and select the receiver.
<b>Payment Details</b>	
Sender to Receiver 1 to 6	Specify the sender to receiver message.
<b>Remittance Information</b>	
Payment Detail 1 to 5	Specify the payment details.

3. Click **Next**.

The task will move to next data segment.

Table 3-29 Settlement 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 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, 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>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.

**Table 3-29 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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.

### 3.3.7 Summary

This topic provides the systematic instructions to view the summary of Import Documentary Collection Liquidation request.

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

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 3-19 Summary

Import Documentary Collection Liquidation DataEnrichment :: Application No:- PK2IDCL000062325

Clarification Details Documents Remarks Overrides Customer Instruction

View Collection Signatures

Main Details Liquidation Additional Fields Advices Additional Details Settlement Details Summary

Screen(7/7)

**Summary**

<p><b>Main Details</b></p> <p>Booking Date : 2022-04-20 Submission Mode : Desk Liquidation Amount : GBP 10000</p>	<p><b>Document Details</b></p> <p>Document 1 : INVOICE Document 2 : AIRDOC Document 3 : INSDOC Document 4 : BOL</p>	<p><b>Maturity Details</b></p> <p>Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20</p>
<p><b>Other Details</b></p> <p>Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20</p>	<p><b>Additional Fields</b></p> <p>Click here to view Additional fields</p>	<p><b>Advices</b></p> <p>Advice 1 : COLL_PAY_ADV Advice 2 : PAYMENT_MESS...</p>
<p><b>Limits and Collaterals</b></p> <p>Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :</p>	<p><b>Commission, Charges and taxes</b></p> <p>Charge : GBP 80.00 Commission : Tax : Block Status : Not Initiated</p>	<p><b>Preview Messages</b></p> <p>Language : ENG Preview Message :-</p>
<p><b>Loan Preferences</b></p> <p>Loan Product : LinkageRefNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :</p>	<p><b>FX Linkage</b></p> <p>Reference Number : Linkage Amount : Contract Currency :</p>	<p><b>Settlement Details</b></p> <p>Component : INTI_LIQD Account Number : PK2001044001... Currency : GBP</p>
<p><b>Parties Details</b></p> <p>Drawer : MARKS AND SP... Drawee : GOODCARE PLC Remitting Bank : RABO BANK</p>	<p><b>Compliance details</b></p> <p>KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...</p>	<p><b>Payment Details</b></p> <p>Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No</p>
<p><b>Accounting Details</b></p> <p>Event : LIQD AccountNumber : PK2001044001... Branch : PK2</p>	<p><b>Linked Loan Details</b></p> <p>loanAcc : Loan Currency : Loan Amount :</p>	

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 collection details.
- Documents Details - User can view the document details.
- Maturity Details - User can view the maturity details.
- Other Details - User can view the other 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 the commission, charges and taxes details.

- Preview message - User can view the preview of the simulated messages to remitting bank.
- Loan Preferences - User can view the details of the loan preferences.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Parties Details - User can view parties details like remitting bank, drawee, drawer etc.
- Compliance Details - User can view the compliance details.
- Payment Details - User can view the linked loan 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."

- Linked Loan Details - User can view the linked loan details.

2. Click **Submit**.

The task will move to next logical stage.

**Table 3-30 Summary - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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 3-30 (Cont.) Summary - Action Buttons - Field Description

Field	Description
<b>Customer Instructions</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, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<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>• 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>

**Table 3-30 (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>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.

## 3.4 Exceptions

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

The Import Collection Liquidation 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 Bock Exception

**Import Documentary Collection Liquidation AmountBlock Exception Approval ::**  
**Application No:- PK2IDCL000062325**

Documents Remarks Overrides  
 Customer Instruction View Collection

Amount Block Exceptio...  
 Summary

**Amount Block Exception Approval** Screen(1/2)

Amount Block Exception Details

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Charge		80	PK20010440017	PK2	GBP		Failed	

Audit Reject Refer Hold Approve Next

This section will display the amount block exception details.

**Summary**

Import Documentary Collection Liquidation AmountBlock Exception Approval :: Application No- PK2IDCL000062325

Documents Remarks Overrides Customer Instruction View Collection

Amount Block Exceptio... Summary Screen(2/2)

<b>Main Details</b> Booking Date : 2022-04-20 Submission Mode : Desk Liquidation Amount : GBP 10000	<b>Document Details</b> Document 1 : BOL Document 2 : AIRDOC Document 3 : INVOICE Document 4 : INSDOC	<b>Maturity Details</b> Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20
<b>Other Details</b> Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20	<b>Additional Fields</b> Click here to view Additional fields	<b>Advices</b> Advice 1 : COLL_PAY_ADV Advice 2 : PAYMENT_MESS...
<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : GBP 80.00 Commission : Tax : Block Status : Failed	<b>Preview Messages</b> Language : ENG Preview Message : -
<b>Loan Preferences</b> Loan Product : linkageRefNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :	<b>Settlement Details</b> Component : INTL LIQD Account Number : PK2001044001... Currency : GBP
<b>Parties Details</b> Drawer : MARKS AND SP... Remitting Bank : RABO BANK Drawee : GOODCARE PLC	<b>Compliance details</b> KYC : Not Initiate... Sanctions : Verified AML : Verified	<b>Payment Details</b> Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No

Audit

Reject Refer Hold Approve Back

#### Tiles Displayed in Summary:

- Main Details - User can view details about application details and collection details.
- Documents Details - User can view the document details.
- Maturity Details - User can view the maturity details.
- Other Details - User can view the other 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 the commission, charges and taxes details.
- Preview message - User can view the preview of the simulated messages to remitting bank.
- Loan Preferences - User can view the details of the loan preferences.
- FX Linkage - User can view the details of FX Linkage.

- Settlement Details - User can view settlement details.
- Parties Details - User can view parties details like remitting bank, drawee, drawer etc.
- Compliance Details - User can view the compliance details.
- Payment Details - User can view the linked loan 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 3-31 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the 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>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<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.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 3-31 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

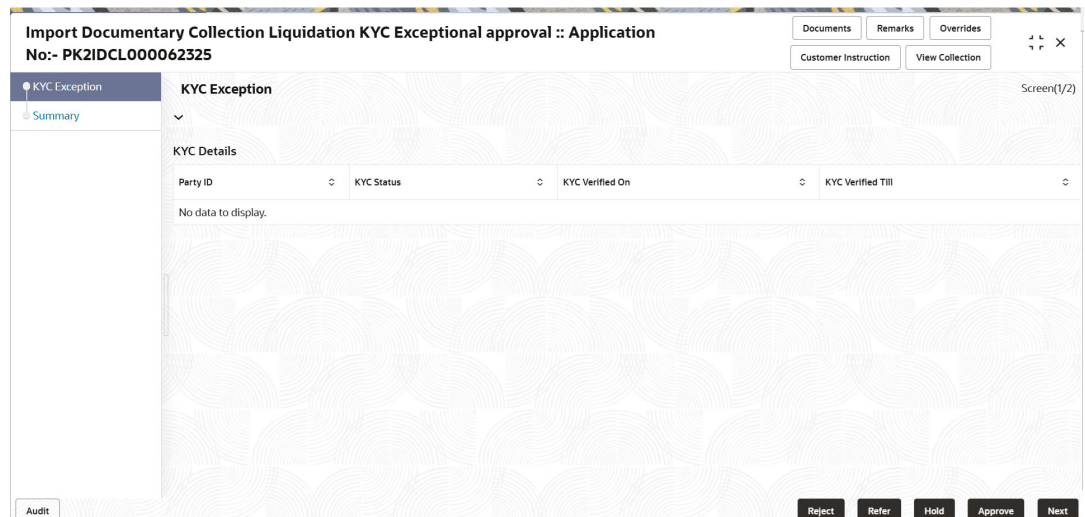
Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents 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.
<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 3-20 Exception - Know Your Customer (KYC) Summary

Import Documentary Collection Liquidation KYC Exceptional approval :: Application No- PK2IDCL000062325

Documents Remarks Overrides Customer Instruction View Collection

KYC Exception Summary Screen(2/2)

<b>Main Details</b> Booking Date : 2022-04-20 Submission Mode : Desk Liquidation Amount : GBP 10000	<b>Document Details</b> Document 1 : INVOICE Document 2 : INSDOC Document 3 : AIRDOC Document 4 : BOL	<b>Maturity Details</b> Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20
<b>Other Details</b> Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20	<b>Additional Fields</b> Click here to view Additional fields	<b>Advices</b> Advice 1 : COLL_PAY_ADV Advice 2 : PAYMENT_MESS...
<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : GBP 80.00 Commission : Tax : Block Status : Not Initiated	<b>Preview Messages</b> Language : ENG Preview Message : -
<b>Loan Preferences</b> Loan Product : linkageRefNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :	<b>Settlement Details</b> Component : INTL LIQD Account Number : PK2001044001... Currency : GBP
<b>Parties Details</b> Drawee : GOODCARE PLC Drawer : MARKS AND SP... Remitting Bank : RABO BANK	<b>Compliance details</b> KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...	<b>Payment Details</b> Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No

Audit Reject Refer Hold Approve Back

## Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view document details.
- Maturity Details - User can view the maturity details.
- Other Details - User can view the other details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Preview Message - User can view the preview of the simulating message to the remitting bank.

- Loan Preferences - User can view the details of the loan preferences.
- FX Linkage - User can view the FX Linkage details. Settlement Details - User can view the settlement details.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Payment Details - User can view the linked loan details.

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

**Table 3-32 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the 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>• 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>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 3-32 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>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 details about application details and LC details.
- Document Details - User can view document details.
- Maturity Details - User can view the maturity details.
- Other Details - User can view the other details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- Loan Preferences - User can view the details of the loan preferences.
- FX Linkage - User can view the FX Linkage details. Settlement Details - User can view the settlement details.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Payment Details - User can view the linked loan details.

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

**Table 3-33 Exception - Limit Check/Credit - Action Buttons – Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the 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>• 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>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.

**Table 3-33 (Cont.) 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>Approve</b>	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>
<b>Back</b>	<p>Task moves to previous logical step.</p>

## 3.5 Multi Level Approval

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

1. Log in into OBTFPM 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.:

- Applicant Party
- Application Date

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 3-21 Authorization Re-Key**

**Approval Rekey**

**Liquidation Amount**

**Liquidation Currency Code**

### Approval Summary

**Import Documentary Collection Liquidation Approval Task Level 1 ::**  
Application No:- PK2IDCL000062325

Documents Remarks Overrides Customer Instruction

View Collection Signatures

<p><b>Main Details</b></p> <p>Booking Date : 2022-04-20 Submission Mode : Desk Liquidation Amount : GBP 10000</p>	<p><b>Document Details</b></p> <p>Document 1 : INSDOC Document 2 : BOL Document 3 : AIRDOC Document 4 : INVOICE</p>	<p><b>Maturity Details</b></p> <p>Tenor Type : Sight Tenor Basis : Maturity Date : 2022-04-20</p>
<p><b>Other Details</b></p> <p>Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20</p>	<p><b>Additional Fields</b></p> <p>Click here to view Additional : fields</p>	<p><b>Advices</b></p> <p>Advice 1 : COLL_PAY_ADV Advice 2 : PAYMENT_MESS...</p>
<p><b>Limits and Collaterals</b></p> <p>Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b></p>	<p><b>Commission,Charges and Taxes</b></p> <p>Charge : <b>GBP 80.00</b> Commission : Tax : Block Status : <b>Failed</b></p>	<p><b>Preview Messages</b></p> <p>Language : <b>ENG</b> Preview Message : -</p>
<p><b>Loan Preferences</b></p> <p>Loan Product : linkageRefNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :</p>	<p><b>FX Linkage</b></p> <p>Reference Number : Linkage Amount : Contract Currency :</p>	<p><b>Settlement Details</b></p> <p>Component : <b>INT1_LIQD</b> Account Number : <b>PK2001044001...</b> Currency : <b>GBP</b></p>
<p><b>Parties Details</b></p> <p>Remitting Bank : <b>RABO BANK</b> Drawer : <b>MARKS AND SP...</b> Drawee : <b>GOODCARE PLC</b></p>	<p><b>Linked Loan Details</b></p> <p>loanAcc : Loan Currency : Loan Amount :</p>	<p><b>Payment Details</b></p> <p>Advance by Loan : <b>No</b> Allow Rollover : <b>No</b> Liquidate using Collateral : <b>No</b></p>
<p><b>Parties Details</b></p> <p>Remitting Bank : <b>WELLS FARGO ...</b> Drawer : <b>MARKS AND SP...</b> Drawee : <b>GOODCARE PLC</b></p>	<p><b>Linked Loan Details</b></p> <p>loanAcc : Loan Currency : Loan Amount :</p>	<p><b>Payment Details</b></p> <p>Advance by Loan : <b>No</b> Allow Rollover : <b>No</b> Liquidate using Collateral : <b>No</b></p>

Audit
Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

- Main Details - User can view details about application details and collection details.
- Document Details - User can view the document details.
- Maturity Details - User can view the maturity details.
- Other Details - User can view the other 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 commission,charges and taxes details.
- Preview message - User can view the preview message.
- Loan Preferences - User can view the details of the loan preferences.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like remitting bank, drawee, drawer etc.
- Linked Loan Details - User can view the linked loan details.
- 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.

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

**1. Click Approve.**

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

**Table 3-34 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 3-34 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>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>

**Table 3-34 (Cont.) Approval Summary - Action Buttons - Field Description**

Field	Description
<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..

## 3.6 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 Liquidation 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 collection details.
  - Document Details - User can view the document details.
  - Maturity Details - User can view the maturity details in case usance and multi tenor.
  - Other Details - User can view the other details.
  - Additional Fields - User can view the 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 commission,charges and taxes details.
  - Preview message - User can view the preview of the simulated messages to remitting bank.
  - Loan Preferences - User can view the details of the loan preferences selected.
  - FX Linkage - User can view the details of FX Linkage.
  - Settlement Details - User can view settlement details. Parties Details - User can view party details like remitting bank, drawee, drawer etc.
  - Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
1. Click **Reject Approve** to reject the transaction.

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

**Table 3-35 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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