Oracle® Banking Trade Finance Process Management

Import Documentary Collection Liquidation - Islamic User Guide

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Oracle Banking Trade Finance Process Management Import Documentary Collection Liquidation - Islamic User Guide, Release 14.8.1.0.0

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Preface

Purpose

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

Conventions

The following text conventions are used in this document:

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

Related Documents

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

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

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

Basic Actions

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

Table 2 Common Action Buttons and its Definitions

Action Buttons	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

Action Buttons	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Click **Cancel** to cancel the transaction input midway without saving any data.
Save & Close	Click **Save & Close** to save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Next	Click **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.
Submit	Click **Submit** to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Symbols and Icons

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

Table 3 Symbols and Icons - Common

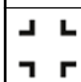
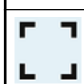
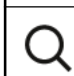
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 3 (Cont.) Symbols and Icons - Common

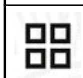
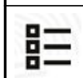
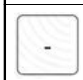
Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar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

Table 4   Symbols and Icons - Widget

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

1

Oracle Banking Trade Finance Process Management

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

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPM:

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

Overview

OBTFPM is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. OBTFPM enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

Benefits

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank’s existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

2 Import Documentary Collection Liquidation - Islamic

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

The process describes the various steps involved in Liquidation of Islamic Import Documentary Collection Bill.

The various stages involved for Import Documentary Collection Liquidation are:

- Input application details and Upload of related documents(Non Online Channel) - Registration stage
- Input/Modify details of Collection Liquidation - Data Enrichment stage
- Check balance availability for amount block if applicable
- Check for sanctions & KYC status
- Create amount block if applicable
- Capture remarks for other users to check and act
- Hand off request to back office

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

This topic contains following subtopics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the **Import Documentary Collection Liquidation - Islamic** request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of Islamic Import Documentary Collection Liquidation request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection liquidation - Islamic request.
- Exceptions
  This topic helps you quickly get acquainted with the Exceptions process.
- Multi Level Approval
  This topic helps you quickly get acquainted with the Multi Level Approval process.

2.1 Common Initiation Stage

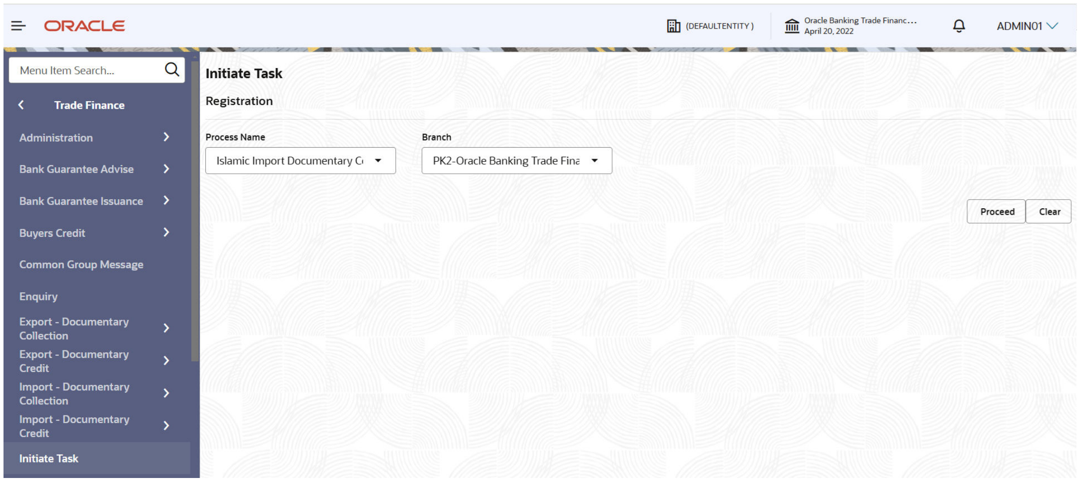
This topic provides the systematic instructions to initiate the **Import Documentary Collection Liquidation - Islamic** request.

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

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

The **Initiate Task** screen appears.

Figure 2-1 Initiate Task



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

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Branch	Select the required branch code from the drop-down list.

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

Table 2-2 Action Buttons - Field Description

Field	Description
Proceed	Task will get initiated to next logical stage..
Clear	Click to clear the contents update and enter the values again.

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

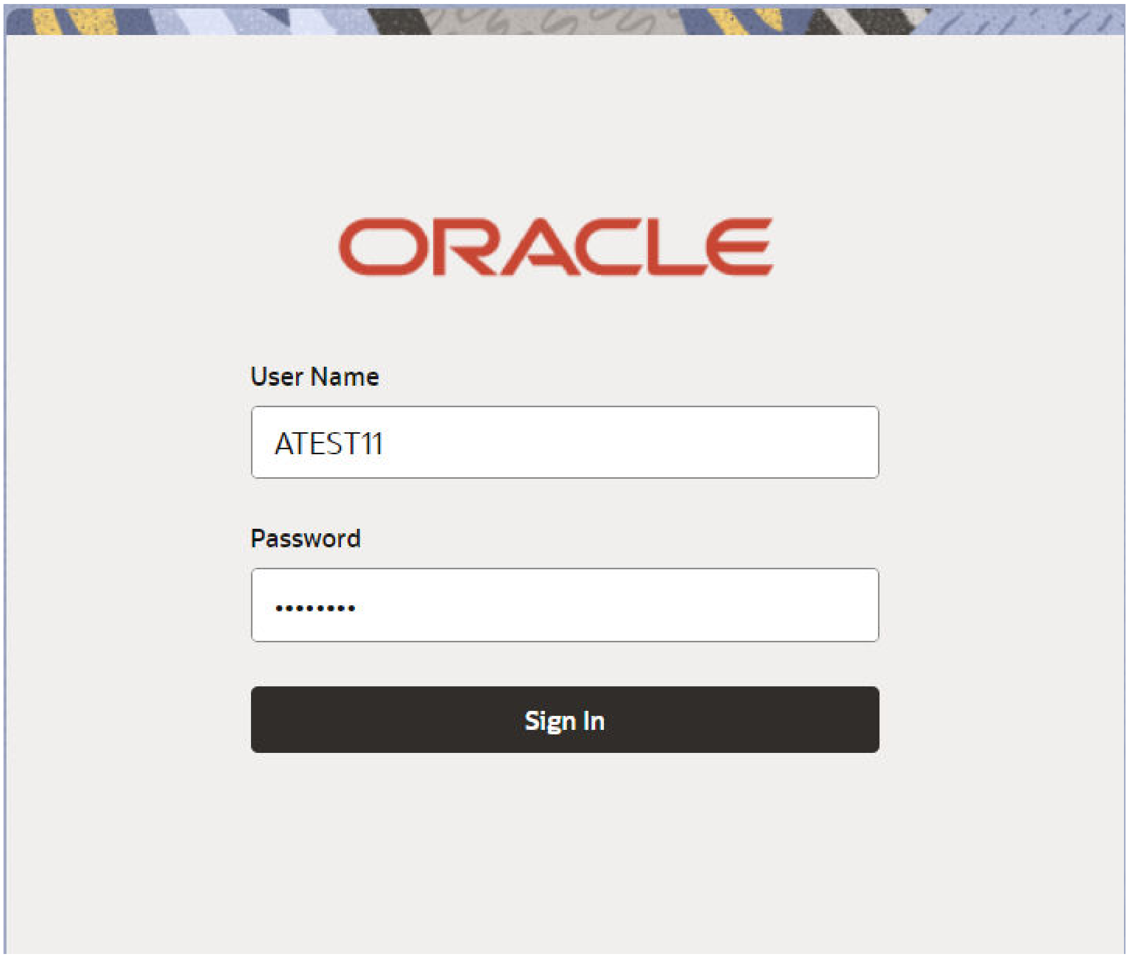
2.2 Registration

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

The User can register request for an Islamic Import Doc Collection Liquidation at the front desk (as an application received physically/Courier). During Registration stage, user can capture the basic details of the transaction, check the signature of the applicant and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

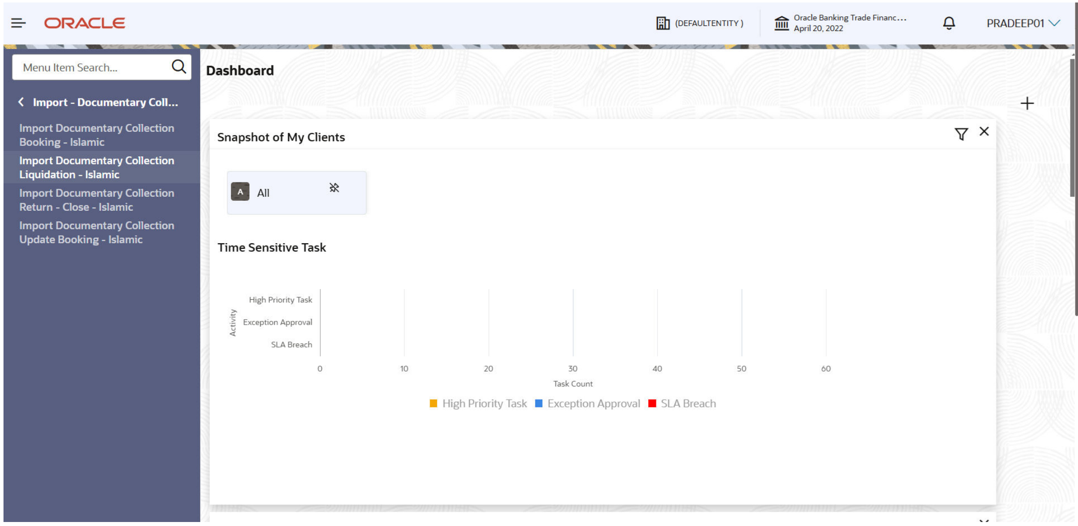
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



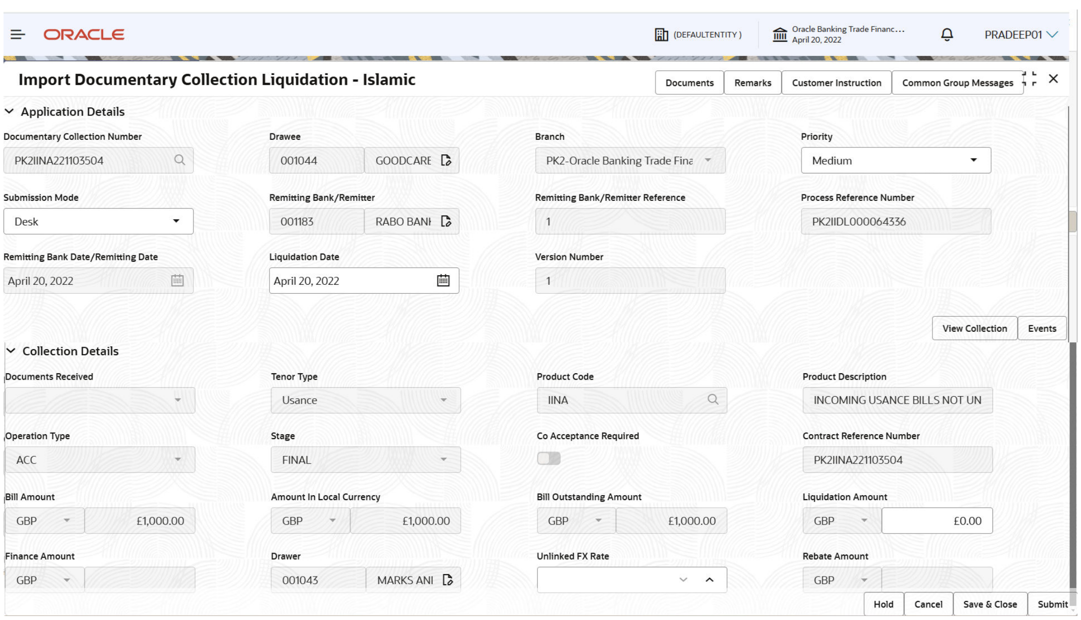
1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Import - Documentary Collection**.
2. Under **Import - Documentary Collection**, click **Import Documentary Collection Liquidation - Islamic**.

Figure 2-3 Import Documentary Collection Liquidation - Islamic



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

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



3. On **Import Documentary Collection Liquidation - Islamic - Registration - Application Details** screen, specify the fields.

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

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

Table 2-3 Import Documentary Collection Liquidation - Islamic - Registration - Application Details - Field Description

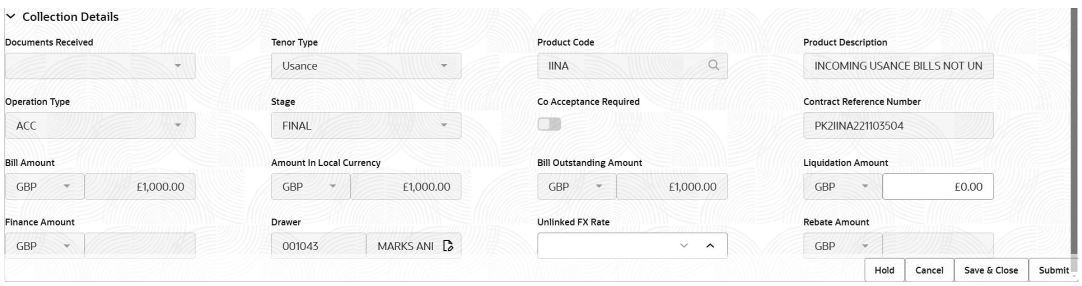
Field	Description
Documentary Collection Number	Specify the Documentary Collection Number. Alternatively, click **Search** to search and select the Documentary Collection Number. In the lookup, you can search search giving any combination details of Documentary Collection Number,Customer ID, Currency, 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.
Drawee	Read only field. Drawee ID and Drawee Name will be auto-populated based on the selected Documentary Collection Number.
Branch	Read only field. Branch details is auto-populated based on the selected Documentary Collection Number.
Priority	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.
Submission Mode	Select the submission mode of Import Collection Liquidation request from the drop-down list. By default the submission mode will have the value as 'Desk'. • **Desk** - Request received through Desk • **Courier** - Request received through Courier
Remitting Bank/Remitter	Read only field. Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number.
Remitting Bank/Remitter Reference	Read only field. Remitting Bank/Remitting Bank Reference will be auto-populated based on the selected Documentary Collection Number.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.

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

Field	Description
Remitting Bank Date/ Remitting Date	Read only field. Remitting Bank Date/Remitting Date will be auto-populated based on the selected Documentary Collection Number.
Liquidation Date	By default, the application displays branch’s current date. User can change the liquidation date.
Version Number	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.

4. 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 2-4 Import Documentary Collection Liquidation - Registration - Collection Details - Field Description

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

Table 2-4 (Cont.) Import Documentary Collection Liquidation - Registration - Collection Details - Field Description

Field	Description
Product Code	Read only field. Product code will be auto-populated based on the selected Documentary Collection Number.
Product Description	Read only field. This field displays the description of the product as per the product code.
Operation Type	Read only field. Operation Code will be auto-populated from the collection booking.
Stage	System displays the stage of the transaction.
Co Acceptance Required	Read only field. Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number.
Contract Reference Number	Read only field. System populates contract reference number from the back end system once the Documentary Collection Number is selected.
Bill Amount	Read only field. Bill currency and amount will be auto-populated based on the selected Documentary Collection Number.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Bill Outstanding Amount	Read only field. Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number from the look-up.
Liquidation Amount	Specify the bill amount to be liquidated. If **Tenor Type** is **Both**, 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”.
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.
Drawer	Read only field. Drawer ID and Drawer Name will be auto-populated based on the selected Documentary Collection Number.

Table 2-4 (Cont.) Import Documentary Collection Liquidation - Registration - Collection Details - Field Description

Field	Description
Unlinked FX Rate	Specify the unlinked FX rate. If **Tenor Type** is **Both**, 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”.
Rebate Amount	Read only field. This field displays the rebate to the bill outstanding amount.

5. Click **Submit**.

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

Table 2-5 Import Documentary Collection Liquidation - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Customer Instruction	Click to view/ input the following. • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Events	On click, system will display the details of all the events
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Import Documentary Collection Liquidation - Islamic task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in ‘My Task’ queue for working later. This option will not submit the request.
Submit	The task will move to next logical stage of Import Documentary Collection Liquidation- Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

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

Field	Description
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

2.3 Data Enrichment

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

On successful completion of registration of an Islamic Import Documentary Collection Liquidation, the request moves to data enrichment stage. A DE User can input Import Doc Collection Liquidation. As part of data enrichment, user enters Liquidation basic details of the incoming request.

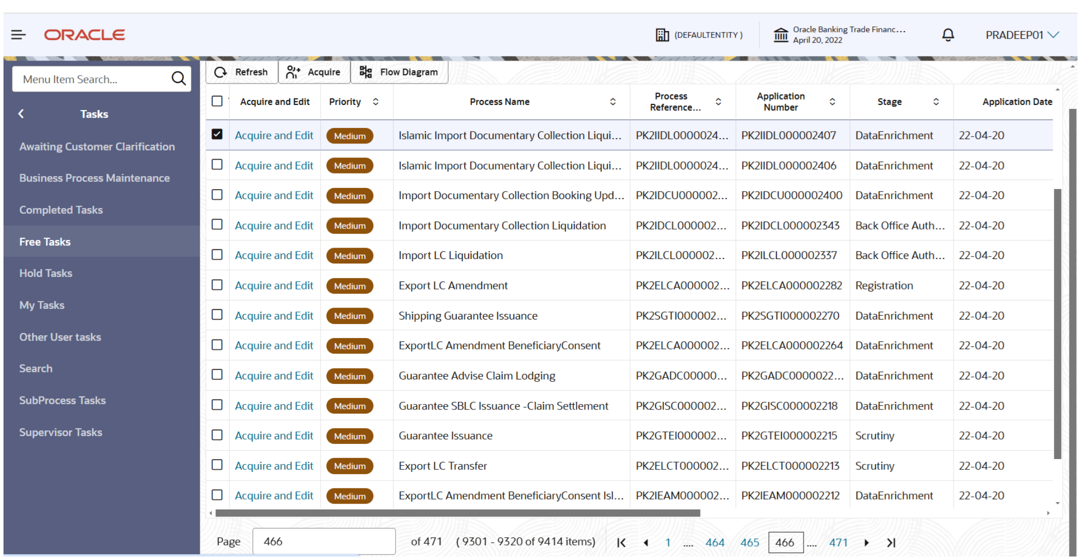
> **Note**
>
> For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

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

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

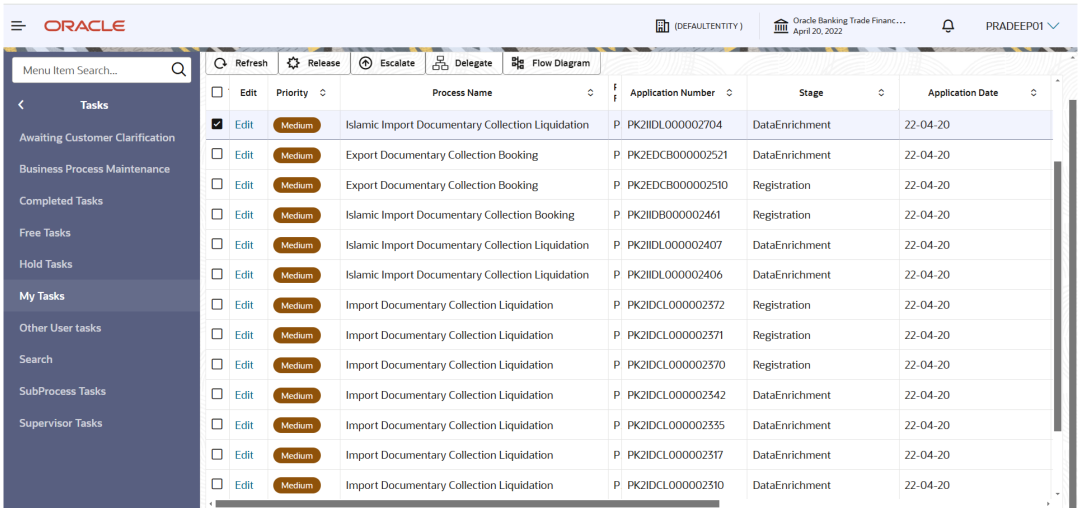
Figure 2-5 Free Tasks



The **Free Tasks** screen appears.

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

Figure 2-6 My Tasks



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

- #unique_31
- Document Details
- Other Details
- Shipment Details
- Maturity Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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.

- Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection liquidation - Islamic request.
- Document Details
  This topic provides the systematic instructions to capture the Document details of import documentary collection liquidation - Islamic request.
- Other Details
  This topic provides the systematic instructions to capture the other details like Credit Value Date, Debit Value Date, Other Bank charges etc.

- Shipment Details
  This topic provides the systematic instructions to capture the shipment details of Islamic Import Documentary Collection Liquidation request.
- Maturity Details
  This topic provides the systematic instructions to capture the maturity details of Islamic 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 Islamic Import Documentary Collection Liquidation request.
- Summary
  This topic provides the systematic instructions to view the summary of Islamic import documentary collection liquidation request.

2.3.1 Main Details

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

Main details section has two sub section as follows:

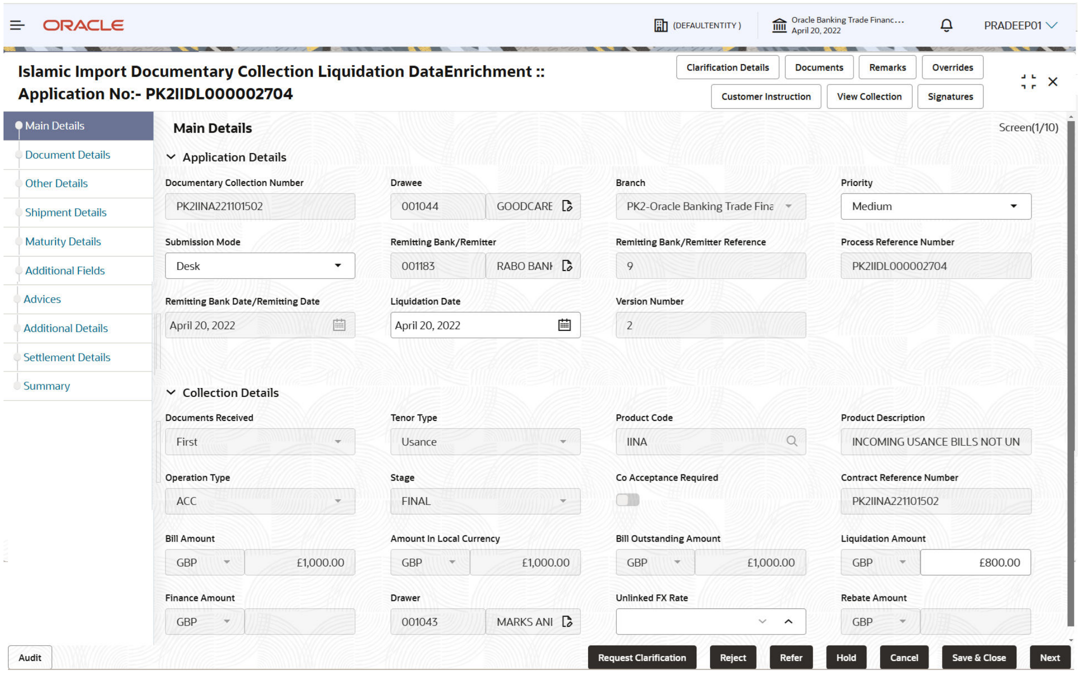
- Application Details
- Collection Details.

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 2-7 Data Enrichment - Main Details - Application Details



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

Table 2-6 Main - Application Details - Field Description

Field	Description
Documentary Collection Number	Read only field. This field displays the documentary collection reference number as selected in **Registration** stage.
Drawee	Read only field. Drawee ID and Drawee Name will be auto-populated from **Registration** stage.
Branch	Read only field. Branch details is auto-populated from **Registration** stage.
Priority	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.
Submission Mode	The submission mode of Import Collection Liquidation request. By default the submission mode will have the value as 'Desk'.
Remitting Bank/Remitter	Read only field. Remitting Bank/Remitter will be auto-populated based on the selected Documentary Collection Number in **Registration** stage.
Remitting Bank/Remitter Reference	Read only field. Remitting Bank/Remitting Bank Reference will be auto-populated based on the selected Documentary Collection Numbe in **Registration** stage.

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

Field	Description
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Remitting Bank Date/ Remitting Date	Read only field. Remitting Bank Date/Remitting Date will be auto-populated from **Registration** stage.
Liquidation Date	Read only field. By default, the application displays branch's current date. User can change the liquidation date.
Version Number	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 2-8 Data Enrichment - Collection Details

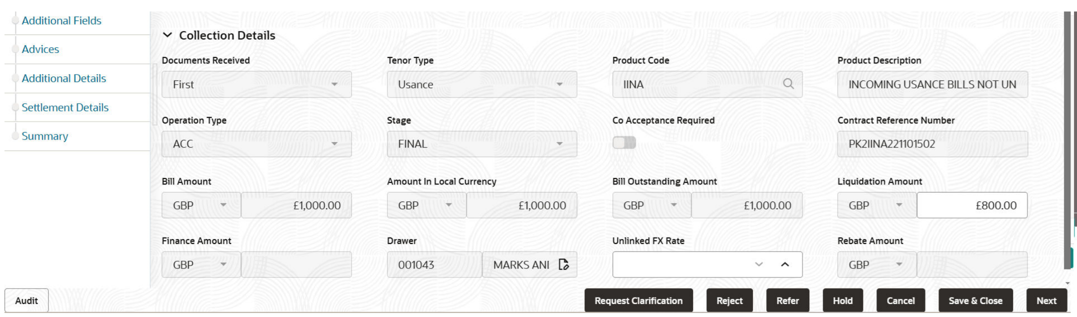


Table 2-7 Main - Collection Details - Field Description

Field	Description
Documents Received	Read only field. Documents received details will be auto-populated from **Registration** stage.
Tenor Type	Read only field. Tenor will be auto-populated from **Registration** stage.

Table 2-7 (Cont.) Main - Collection Details - Field Description

Field	Description
Product Code	Read only field. Product code will be auto-populated from **Registration** stage.
Product Description	Read only field. This field displays the description of the product as per the product code.
User Reference Number	Read only field. User reference number is defaulted based on the description of the product as per the product code.
Operation Type	Read only field. Operation Code will be auto-populated from the collection booking.
Stage	Read only field. System displays the stage of the transaction.
Co Acceptance Required	Read only field. Co-Acceptance Required will be auto-populated from **Registration** stage.
Contract Reference Number	Read only field. System populates contract reference number from the back end system once the Documentary Collection Number is selected in **Registration** stage..
Bill Amount	Read only field. Bill currency and amount will be auto-populated from **Registration** stage.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Bill Outstanding Amount	Read only field. Bill Outstanding Amount will be auto-populated from **Registration** stage.
Liquidation Amount	Specify the bill amount to be liquidated. If **Tenor Type** is **Both**, 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”.
Finance Amount	Read only field. Finance Amount will be auto-populated from **Registration** stage.

Table 2-7 (Cont.) Main - Collection Details - Field Description

Field	Description
Drawer	Read only field. Drawer ID and Drawer Name will be auto-populated from **Registration** stage.
Unlinked FX Rate	Specify the unlinked FX rate. If **Tenor Type** is **Both**, 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”.
Rebate Amount	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 2-8 Main Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.

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

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

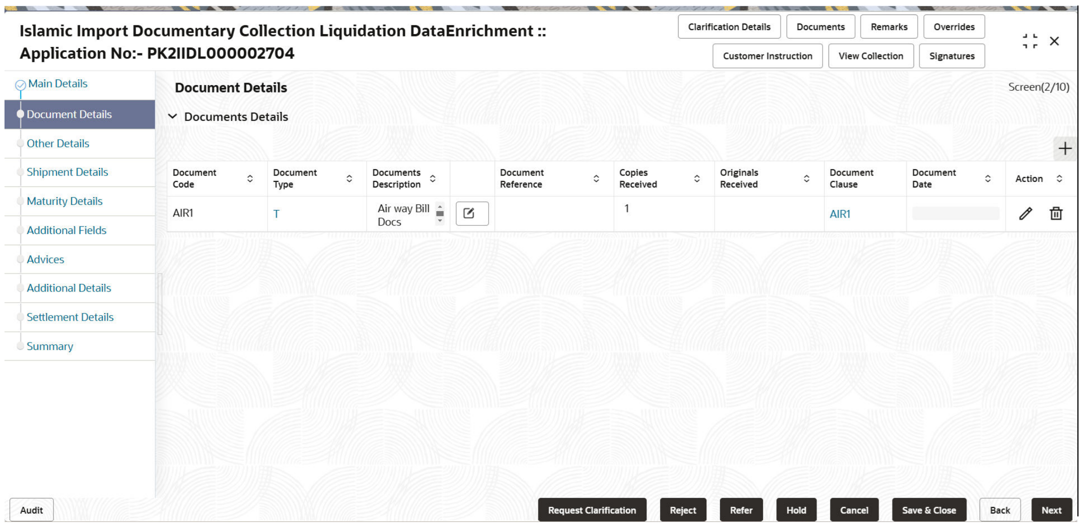
2.3.2 Document Details

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

A Data Enrichment User can enter the basic document details of Islamic Import Documentary Collection Liquidation.

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

Figure 2-9 Document Details



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

Table 2-9 Document Details - Field Description

Field	Description
Document Details	Specify the **Document Details** . Click **+** icon to add multiple **Document Details** .
Document Code	System defaults the document codes based on the product selected. Click **Search** to search and select the document code based on the document received. User can add or delete the code by deleting the line on the grid.
Document Type	This field dispalys the document type based on the document code. Click the link to view the document type.
Document Description	System populates the document description based on the document code. User can view the description by clicking the Edit icon.
Document Reference	Specify the value for document reference.
Copies Received	Specify the value for copies received.
Originals Received	Specify the value for originals received.

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

Field	Description
Document Clause	Read only field. This field displays the document clause of Import Collection Liquidation.
Document Date	Select the document date from Import Collection Liquidation.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

2. Click **Next**.

   The task will move to next data segment.
   For more information on action buttons, refer to the field description table below.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.

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

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

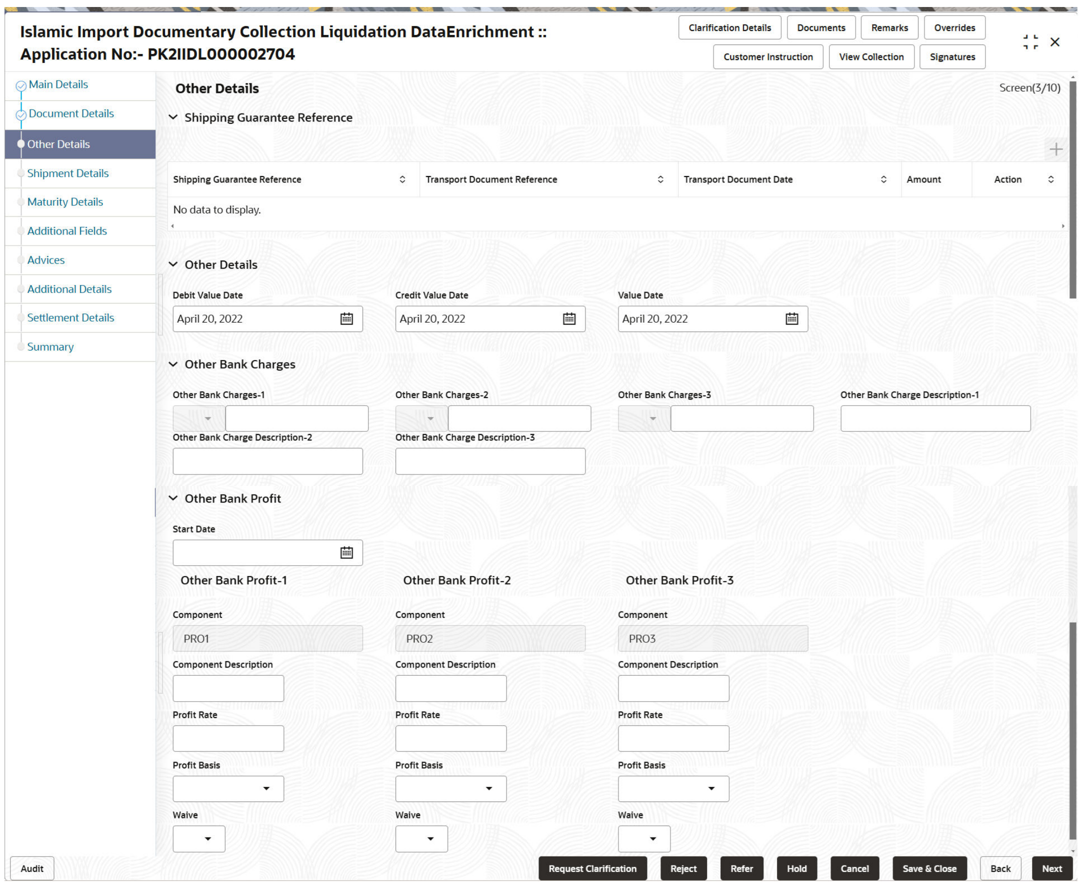
2.3.3 Other Details

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

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

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

Figure 2-10 Other Details



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

Table 2-11 Other Details - Field Description

Field	Description
Shipping Guarantee Reference	
Shipping Guarantee Reference	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.

Table 2-11 (Cont.) Other Details - Field Description

Field	Description
Transport Document Reference	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.
Transport Document Date	Transport Document Date is auto populated based on the date provided in Bill.
Amount	Shipping Guarantee amount is displayed in this field.
Action	Edit: This button is disabled. Delete: This button is disabled.
Other Details	
Debit Value Date	Debit Value Date is auto-populated from the system. The user can change the date.
Credit Value Date	Credit Value Date is auto-populated from the system. The user can change the date.
Value Date	Value Date is auto-populated from the system. The user can change the date.
Other Bank Charges Specify the other bank charges based on the description in the following table.	
Other Bank Charges - 1	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 2	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 3	Specify the charges to be collected for the other bank as part of the collection transaction.
Other Bank Description - 1	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 2	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 3	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Profit The user can enter the Interest details to be captured as a part of “Other Bank Profit” details section.	
Start Date	Specify the date from which the system starts calculating the profit.
Other Bank Profit-1, 2 and 3	
Component	Read only field. This field displays the name of the profit Component.
Component Description	Specify the description of the profit component.
Profit Rate	Specify the rate to be applied for the profit component.
Profit Basis	Select the calculation basis on which the profit to be computed from the drop-down list.

Table 2-11 (Cont.) Other Details - Field Description

Field	Description
Waive	Select whether the profit to be waived off. The options are: • **Yes** • **No**

2. Click **Next**.

   The task will move to next data segment.
   For more information on action buttons, refer to the field description table below.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.

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

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • **R1**- Documents missing • **R2**- Signature Missing • **R3**- Input Error • **R4**- Insufficient Balance/Limits • **R5** - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • **R1**- Documents missing • **R2**- Signature Missing • **R3**- Input Error • **R4**- Insufficient Balance/Limits • **R5** - Others
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

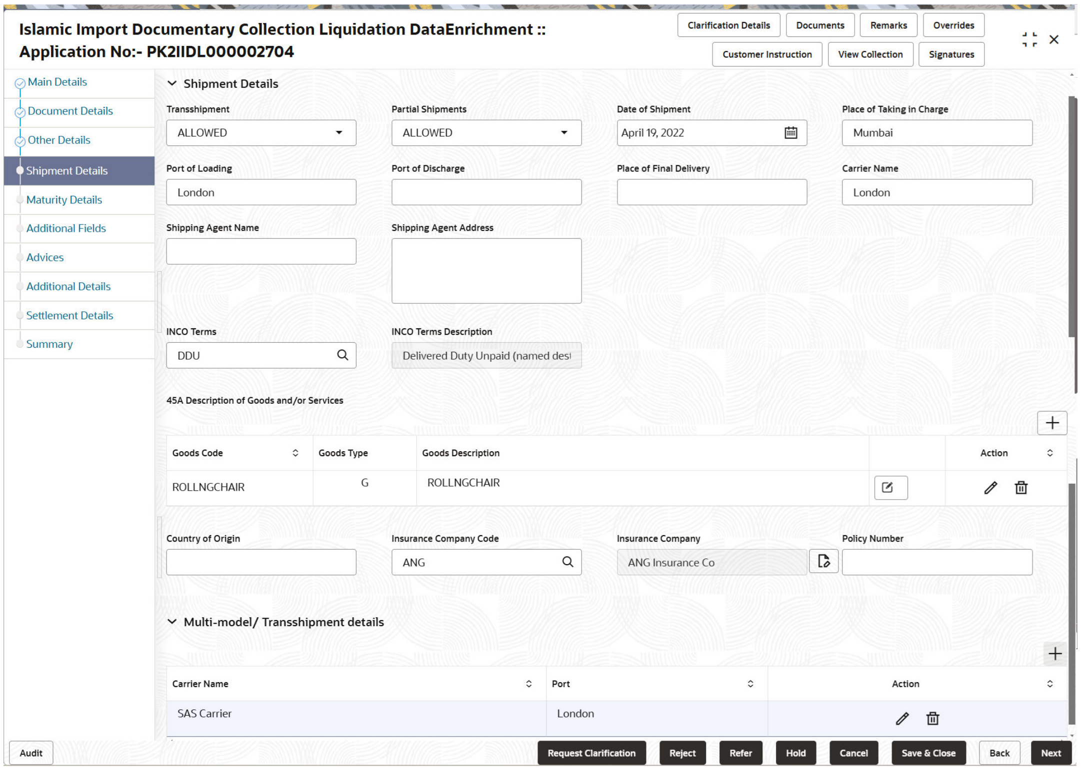
2.3.4 Shipment Details

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

User can view the shipment details updated during Islamic Import Collection Liquidation.

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

Figure 2-11 Shipment Details



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

Table 2-13 Shipment Details – Field Description

Field	Description
Shipment Details.	
Shipment Details	Specify the **Shipment Details**.
Transshipment	Select the transshipment details of goods (if any) from the document received from the drop-down list. The options are: • **Allowed** • **Not Allowed**
Partial Shipments	Select the partial shipment details of goods (if any) from the document received from the drop-down list. The options are: • **Allowed** • **Not Allowed**
Date Of Shipment	Select the date of shipment.

Table 2-13 (Cont.) Shipment Details – Field Description

Field	Description
Place Of Taking In Charge	Specify the details of place of taking in charge from the document received. This field indicates the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document. **Note** This field is alternate to **Port Of Loading**.
Port Of Loading	Specify the details of Port/Airport of Loading from the document received. This field indicates the port of loading to be indicated on the transport document. **Note** This field is alternate to **Place Of Taking In Charge**.
Port Of Discharge	Specify the details of Port/Airport of Discharge from the document received. This field indicates the port of discharge or airport of destination to be indicated on the transport document. **Note** This field is alternate to **Place Of Final Destination**.
Place Of Final Delivery	Specify the details of Place Of Final Destination from the document received. This field indicates the final destination or place of delivery to be indicated on the transport document. **Note** This field is alternate to **Port Of Discharge**.
Carrier Name	Specify the name of the carrier through which the goods were shipped.
Shipping Agent Name	Specify the shipping agent name from the document received.
Shipping Agent Address	Specify the shipping agent address from the document received.
INCO Terms	System defaults the INCO Terms from Import Collection Booking. The user can change the INCO terms.

Table 2-13 (Cont.) Shipment Details – Field Description

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

2. Click **Next**.

   The task will move to next data segment.

Table 2-14 Shipment Details - Action Buttons - Field Description

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

Table 2-14 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-14 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

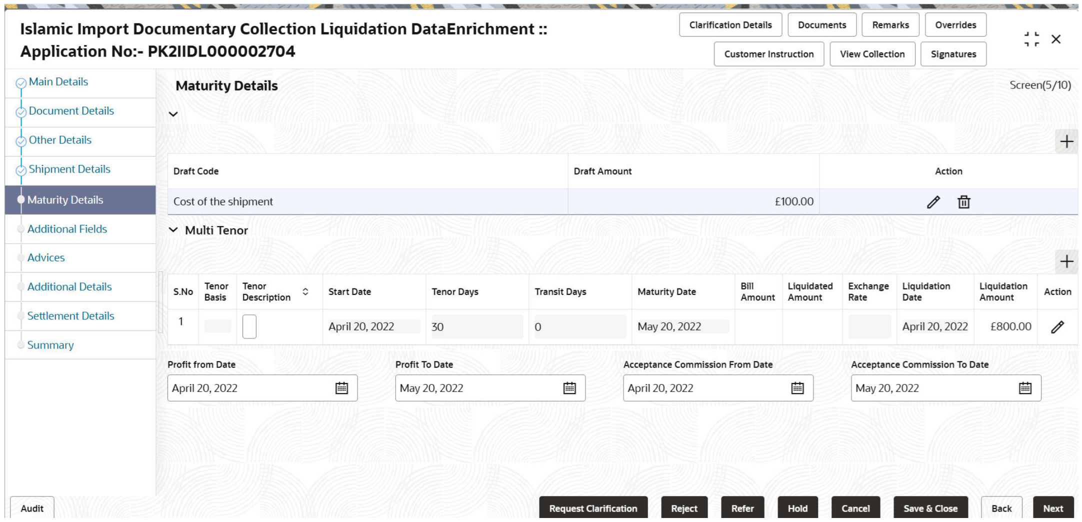
2.3.5 Maturity Details

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

This section displays the draft details from the documents submitted under Islamic Import Collection Booking Update and Maturity and Multi Tenor Liquidation Details.

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

   Maturity Details



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

Table 2-15 Maturity Details - Field Description

Field	Description
Draft Details The user can click + to add multiple **Draft Details**.	
Draft Code	Click **Search** to search and select the draft code.
Draft Amount	Specify the draft amount.
Action	Click Edit icon to edit the draft code/ draft amount. Click Delete icon to delete the draft code.
Maturity and Multi Tenor Liquidation Details	
S. No	Serial number of the tenor record.
Tenor Basis	Read only field. Tenor Basis will be auto-populated from Import Collection Booking Update.
Tenor Description	Read only field. The tenor base code description is displayed based on the selected tenor basis.
Start Date	Read only field. Tenor Start Date will be auto-populated from Import Collection Liquidation.
Tenor Days	Read only field. Tenor Days will be auto-populated from Import Collection Liquidation.
Transit Days	Transit Days will be auto-populated from Import Collection Liquidation. The user can change the value.
Maturity Date	Read only field. Maturity Date will be auto-populated from Import Collection Liquidation.
Bill Amount	Read only field. Bill amount will be auto-populated from Import Collection Liquidation.

Table 2-15 (Cont.) Maturity Details - Field Description

Field	Description
Liquidated Amount	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. User can specify the liquidated amount.
Exchange Rate	Specify the exchange rate.
Liquidation Date	Liquidation date will be auto-populated from Import Collection Liquidation. The user can change the value.
Liquidation Amount	Liquidation date will be auto-populated from Import Collection Liquidation. The user can change the value.
Action	Click Edit icon to edit the tenor record. Click Delete icon to delete the tenor record.
Profit From Date	Profit from Date will be auto-populated from Import Collection Liquidation. The user can change the date.
Profit To Date	Profit to Date will be auto-populated from Import Collection Liquidation. The user can change the date.
Acceptance Commission From Date	Acceptance Commission from Date will be auto-populated from Import Collection Liquidation. The user can change the date.
Acceptance Commission To Date	Acceptance Commission to Date will be auto-populated from Import Collection Liquidation. The user can change the date.

2. Click **Next**.

   The task will move to next data segment.

Table 2-16 Liquidation Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

Table 2-16 (Cont.) Liquidation Details - Action Buttons - Field Description

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

Table 2-16 (Cont.) Liquidation Details - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

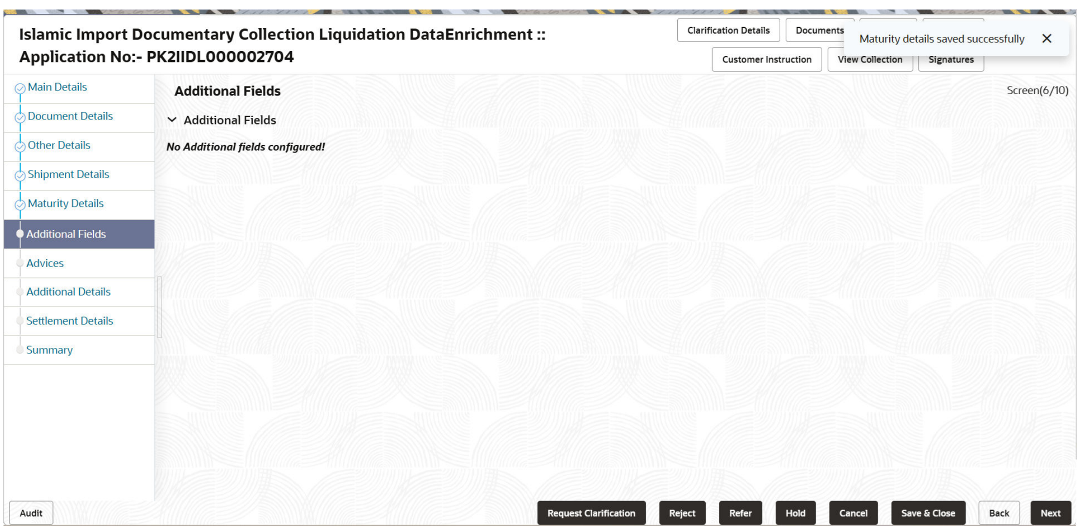
2.3.6 Additional Fields

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

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

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

Figure 2-12 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 2-17 Additional Fields - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-17 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

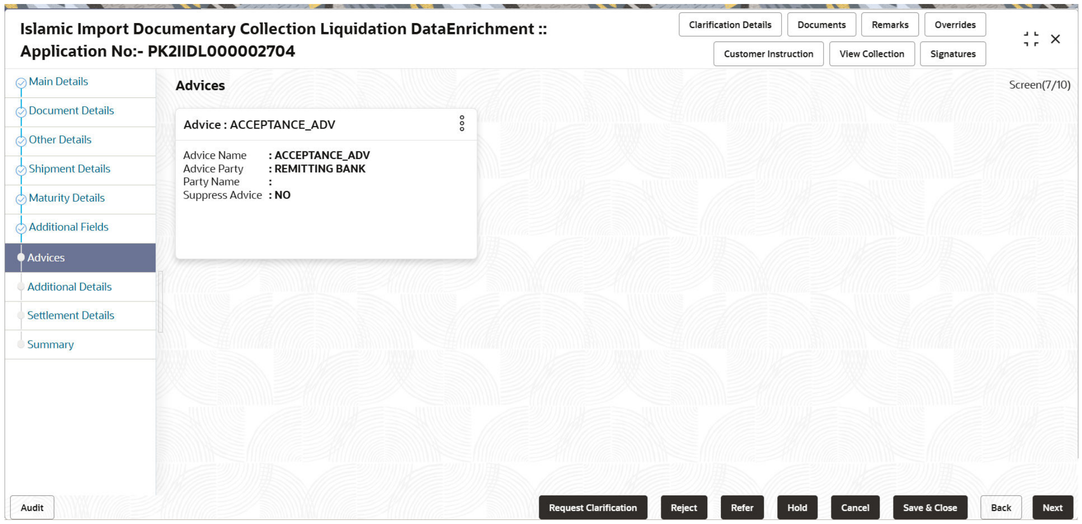
2.3.7 Advices

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

A DE user can check the advices data segment details of an Islamic Import Collection Liquidation. Advices menu displays the advices available under this product in the back office as tiles. User can edit the fields in the tile, if required.

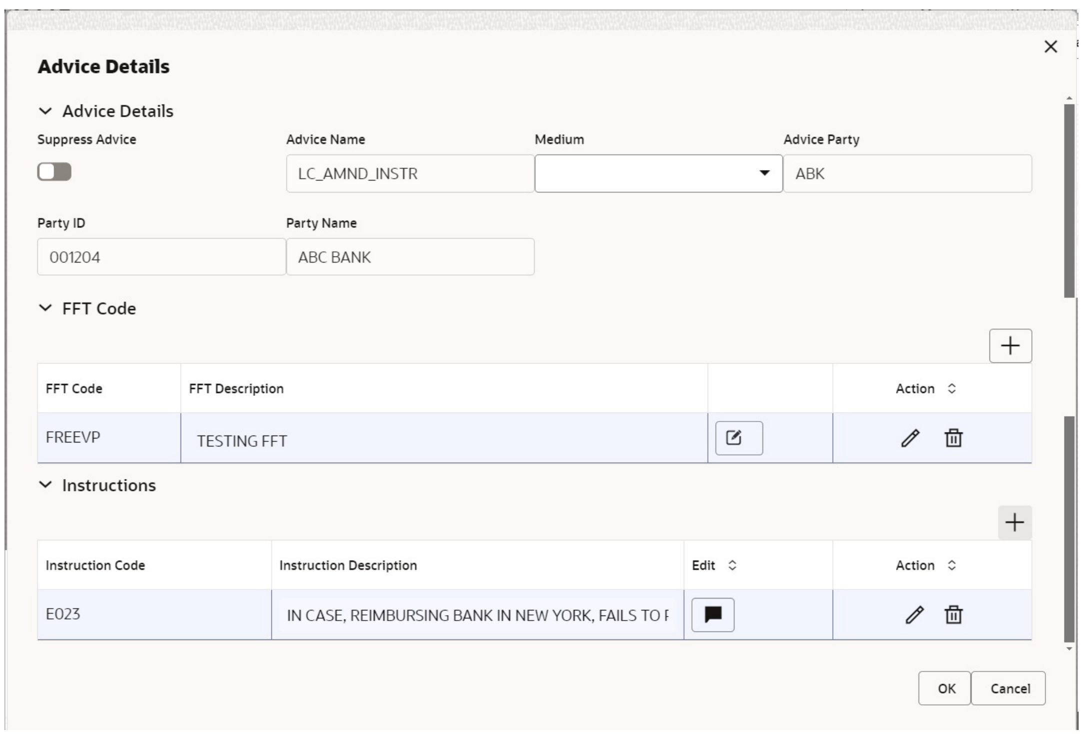
1. On **Advices** screen, click the 3 dots on any advice tile to view the advice details.

Figure 2-13 Advices



Advice Details

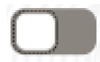
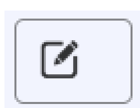
Figure 2-14 Advice Details



This section displays the advice details.

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

Table 2-18 Advice Details

Field	Description
Suppress Advice	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.
Medium	Displays the medium of advices is defaulted from the Collection Liquidation. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the system.
Party ID	Read only field. Displays the party Id defaulted from the system.
Party Name	Read only field. Displays the defaulted from the system.
Free Format Text	Specify the free format text based on the following table. Click plus icon to add new FFT code.
FTT Code	Click **Search** to search and select the FFT Code.
FFT Description	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.
Action	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
Instructions	Specify the instrunction details based on the following table. Click plus icon to add new instruction code.
Instruction Code	Click **Search** to search and select the instruction Code.
Instruction Description	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.
Action	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

   The task will move to next data segment.
   For more information on fields, refer to the field description table below.

Table 2-19 Advices - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-19 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

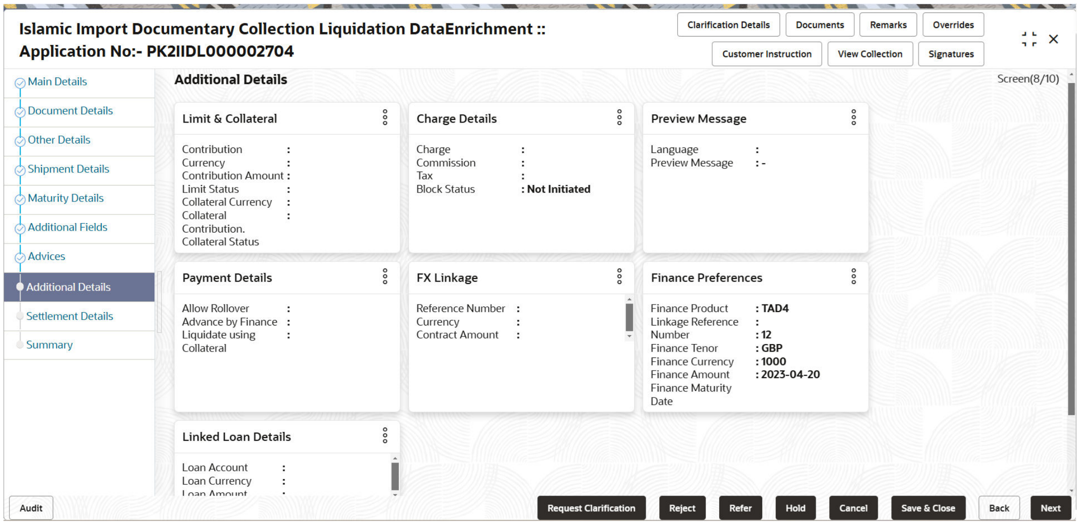
2.3.8 Additional Details

This topic provides the systematic instructions to capture the additional details

A DE user can verify and enter the basic additional details available of an Islamic Import Collection Liquidation.

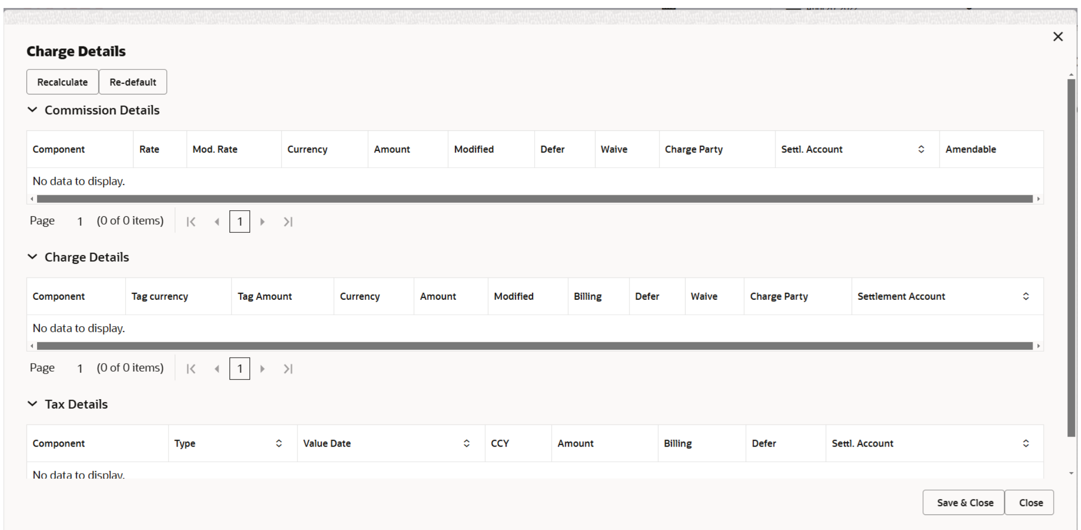
1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

Figure 2-15 Additional Details



Charge Details

This section displays charge details.



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

Table 2-20 Charge Details - Field Description

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

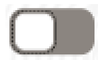
Table 2-20 (Cont.) Charge Details - Field Description

Field	Description
Rate	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Defer	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 OBTFPM.
Waive	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.
Charge Party	Charge party will be applicant by defaultt. User can change the value to beneficiary.
Settlement Account	Click **Search** to search and select the settlement account.
Amendable	The value is auto-populated as the commission can be amended or not.
Charge Details	This section displays the charge details.
Component	Displays the charge component type.
Tag Currency	Displays the tag currency in which the charges have to be collected.
Tag Amount	Displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

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

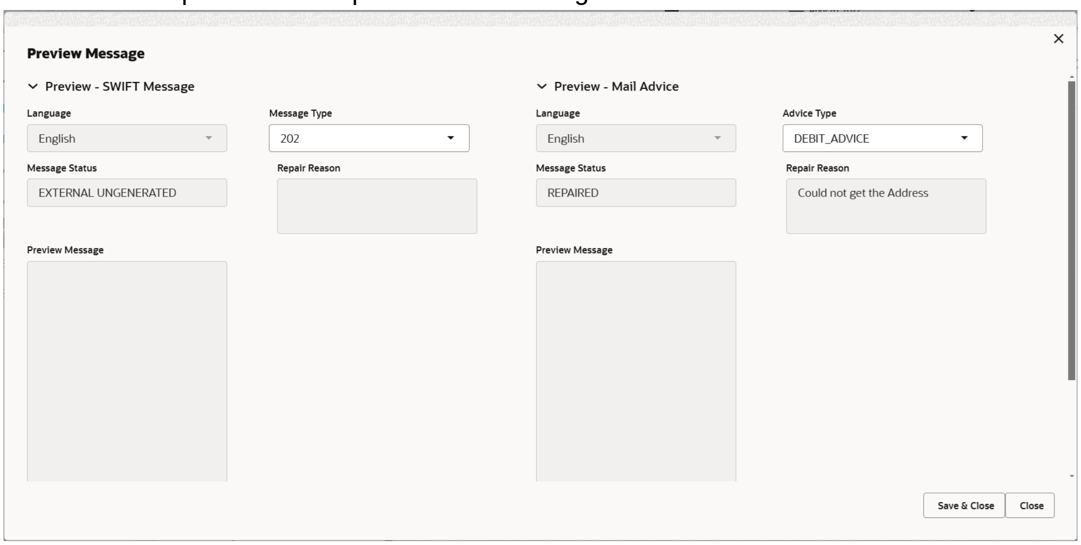
Field	Description
Billing	Switch to to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
Defer	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 OBTFPM. 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.
Waive	Switch to to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if **Defer** toggle is enabled.
Charge Party	Read only field. Displays the charge party. By default the charge party is 'Applicant'.
Settlement Account	System defaults the Settlement Account. User can change the settlement account.
Tax Details	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.
Component	Read only field. This field displays the tax component type.
Currency	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.
Amount	Read only field. This field displays the tax amount based on the percentage of commission maintained.
Billing	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.

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

Field	Description
Defer	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.
Settlement Account	System defaults the Settlement Account. Click **Search** to search and select the settlement account.

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

Preview Message
The bank user can view a preview message simulated for correspondence with Remitting Bank. Click on preview tile to preview the messages to be send for the contract.



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

Table 2-21 Preview - Field Description

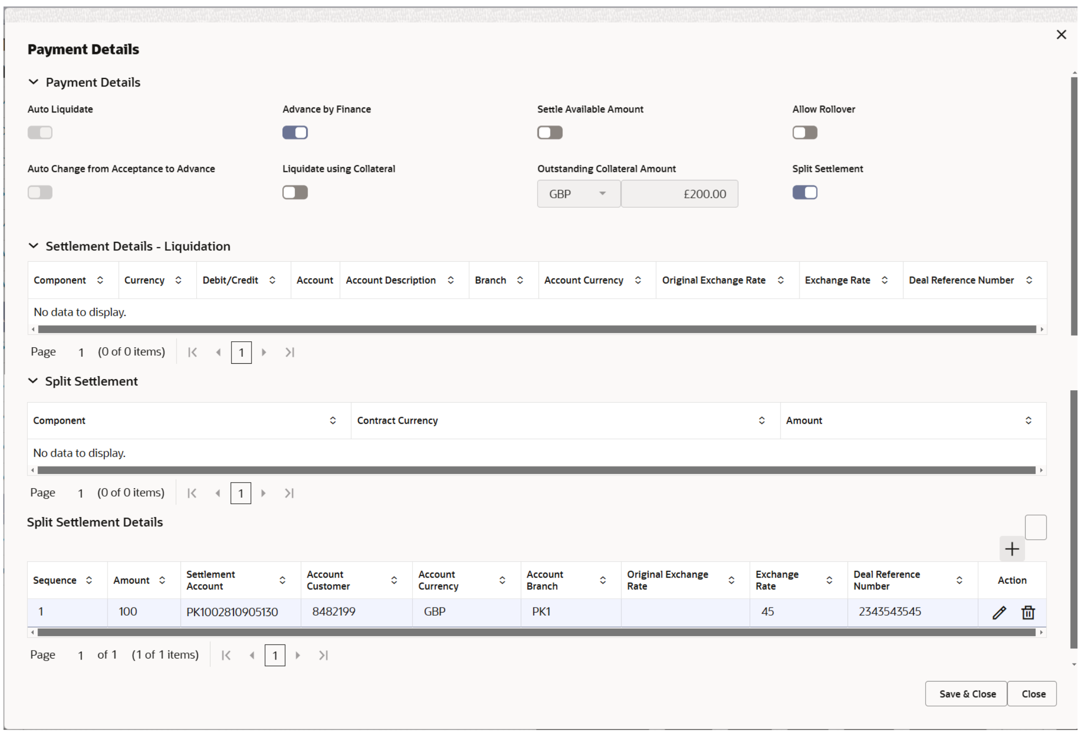
Field	Description
Preview SWIFT Message	This section displays the preview of SWIFT Messages fields.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Advice	This section displays the preview of Mail Advice fields.

Table 2-21 (Cont.) Preview - Field Description

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

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

Payment Details



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

Table 2-22 Payment Details - Field Description

Field	Description
Payment Details	Specify the payment details based on the description in the following table:
Auto Liquidate	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.

Table 2-22 (Cont.) Payment Details - Field Description

Field	Description
Advance by Finance	Switch to to enable the creation of finance at the time of final liquidation. System defaults the value as per the value available in contract in back office. User can change value. **Note** Bill product should support Advance by Finance, for enabling Advance by finance at contract level.
Settle Available Amount	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.
Allow Rollover	Switch to , if rollover is allowed.
Auto Change from Acceptance to Advance	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. **Note** This option is applicable only for the bills that are co-accepted by the bank.
Liquidate using Collateral	Switch to , if liquidation is done using collateral.
Outstanding Collateral Amount	Read only field. The outstanding collateral amount along with the currency.
Split Settlement	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.
Settlement Details - Liquidation	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.

Table 2-22 (Cont.) Payment Details - Field Description

Field	Description
Component	This field displays the component based on the product selected.
Currency	This field displays the currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components. The user can change the account number.
Account Description	This field displays the description of the selected account.
Branch	This field displays the branch of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	System defaults card rate. User can provide specific rate for the contract for liquidation if contract currency and debit account currency is different.
Deal Reference Number	The exchange deal reference number.
Split Settlement	This section displays the Split Settlement details.
Component	Components gets defaulted based on the product selected.
Contract Currency	This field displays the default currency for the component.
Amount	This field displays the amount for each component. This is populated from the transaction details of the drawing.
Split Settlement Details	Specify the Split Settlement details based on the description in the following table: The user can click + to add multiple **Split Settlement Details**.
Sequence	Indicates the sequence of the settlement details.
Amount	Specify the amount for the split settlement.
Settlement Account	Click **Search** to search and select the settlement account.
Account Customer	This field displays customer account based on the selected settlement account.
Account Currency	This field displays currency of the account based on the selected settlement account.
Account Branch	This field displays branch of the customer's account.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF. Click the **Fetch Exchange Rate** button, the field displays the exchange rate for the split settlement.
Exchange Rate	Specify the exchange rate for the split settlement.
Deal Reference Number	Specify the exchange deal reference number.
Action	Click Edit icon to edit the Split Settlement. Click Delete icon to delete the Split Settlement.

4. 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.

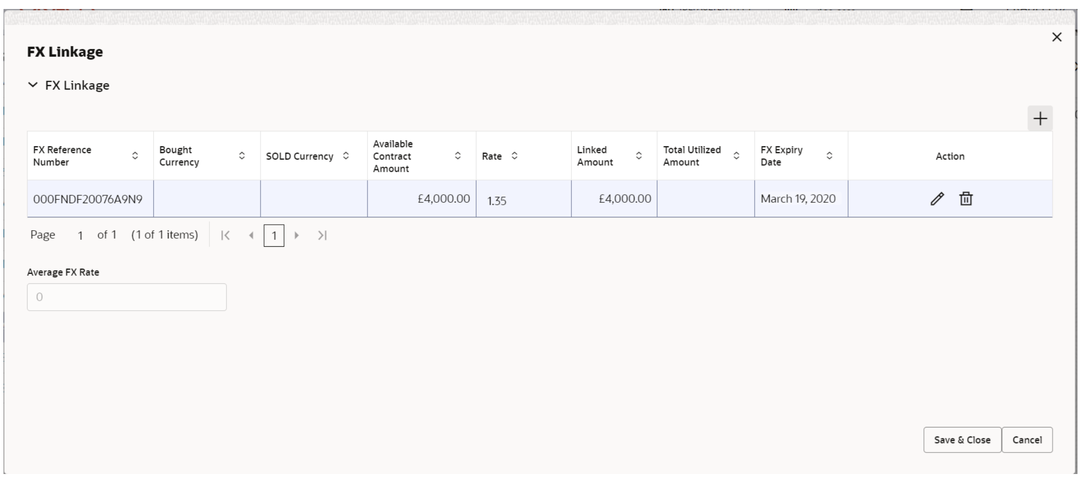
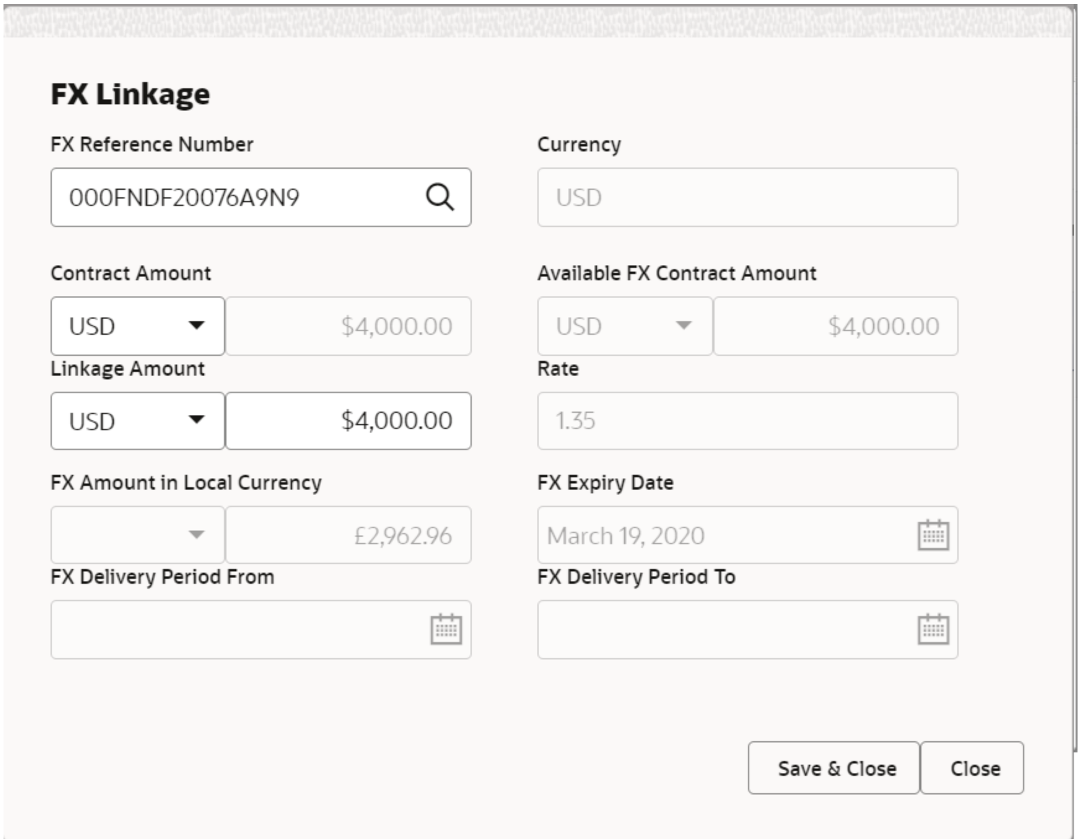


Figure 2-16 FX Linkage Details



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

Table 2-23 FX Linkage - Field Description

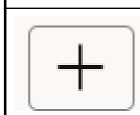
Field	Description
	Click + to add multiple **FX Details**. Below fields are displayed on the **FX Linkage** pop-up screen, if the user clicks the plus icon.
FX Reference Number	Click **Search** to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, • Counterparty of the FX contract should be the counterparty of the Bill contract. • Active Forward FX transactions authorized not marked for auto liquidation. 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.
Currency	Read only field. This field displays the FX SOLD currency from the linked FX contract.

Table 2-23 (Cont.) FX Linkage - Field Description

Field	Description
Contract Amount	This field displays the FX SOLD currency and Amount. The user can change the currency.
Available FX Contract Amount	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.
Linkage Amount	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.
Rate	Read only field. This field displays the rate at which the contract is booked.
FX Amount in Local Currency	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
FX Expiry Date	Read only field. This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	Read only field. This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	Read only field. This field displays the date to which the contract is valid for utilization.
FX Linkage grid	Below fields appear in the FX linkage grid along with the above fields.
Bought Currency	Read only field. This field displays the currency from the linked FX contract.
Sold Currency	Read only field. This field displays the currency from the linked FX contract.
Available Contract Amount	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Total Utilized Amount	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 .

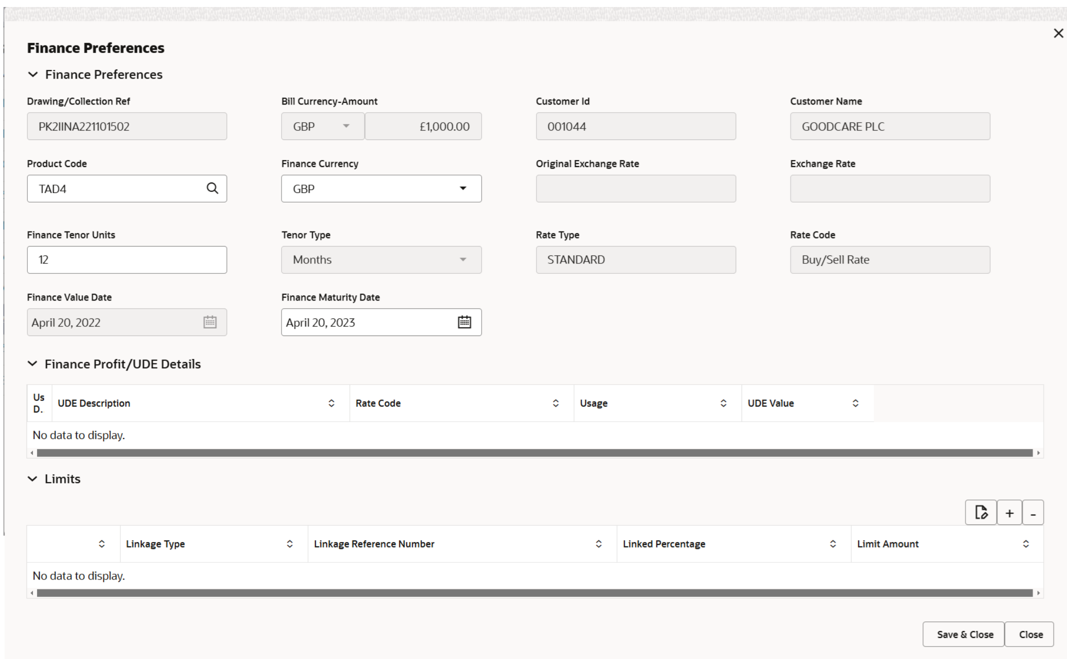
Table 2-23 (Cont.) FX Linkage - Field Description

Field	Description
Average FX Rate	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.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.

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

Finance Preferences

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



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

Table 2-24 Finance Preferences

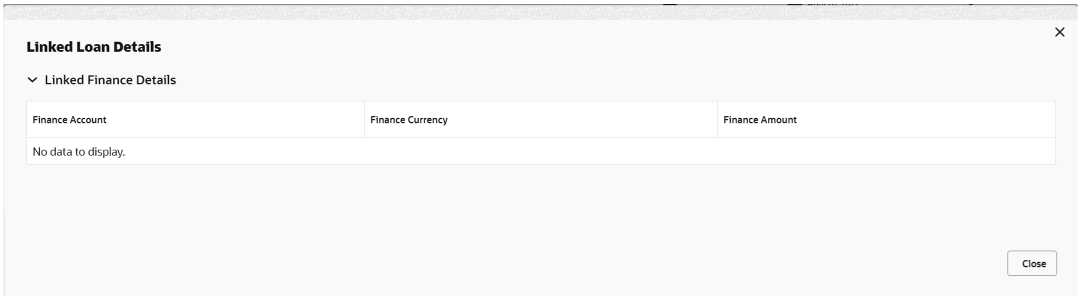
Field	Description
Drawing/Collection Ref	Defaults from the underlying task. User cannot change the value.
Bill Currency-Amount	Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task. User cannot change the value.
Customer Id	Customer Id defaults from the underlying task. User cannot change the value.

Table 2-24 (Cont.) Finance Preferences

Field	Description
Customer Name	Applicant/ Drawee Name defaults from the underlying task. User cannot change the value.
Product Code	Product Code defaults from the underlying Collection/ Drawing Product maintenance. User can change the value.
Loan Currency-Amount	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.
Original Exchange Rate	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.
Exchange Rate	The exchange rate.
Loan Tenor Units	Indicates the period of loan defaults from the underlying task. The user can change the value. The numerical value for Days or months or Years is applicable.
Tenor Type	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.
Rate Type	Defaults from the underlying task. User cannot change the value.
Rate Code	Defaults from the underlying task. User cannot change the value.
Finance Value Date	This field displays the branch date as Value date. User cannot change the value.
Finance Maturity Date	Finance maturity date defaults based on Tenor type and Tenor units.
Loan Interest/UDE Details	
User Defined Element ID	This field displays the UDE Element ID as part of simulation.
UDE Description	This field displays the UDE description as part of simulation.
Rate Code	This field displays the Rate code as part of simulation.
Usage	This field displays the details as part of simulation.
UDE Value	This field displays the UDE value as part of simulation.
Limits	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.
Serial Number	This field displays the serial number.
Linkage Type	This field displays the linkage type as “Facility” from back office.
Linkage Reference Number	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.
Linked Percentage	Specify the value for linked percentage. Maximum value is 100. User cannot enter negative values.
Limit Amount	This field displays the value for limit amount. System populates the value based on the contribution percentage.

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

Linked Finance Details
The bank user can view the details of linked finance accounts.



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

Table 2-25 Linked Finance Details - Field Description

Field	Description
Finance Account	This field displays the finance account number.
Finance Currency	This field displays the currency of the finance account.
Finance Amount	This field displays the finance amout.

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

The task will move to next data segment.
For more information on action buttons, refer to the field description table below.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.

Table 2-26 (Cont.) Additional Details - Action Buttons - Field Description

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

Table 2-26 (Cont.) Additional Details - Action Buttons - Field Description

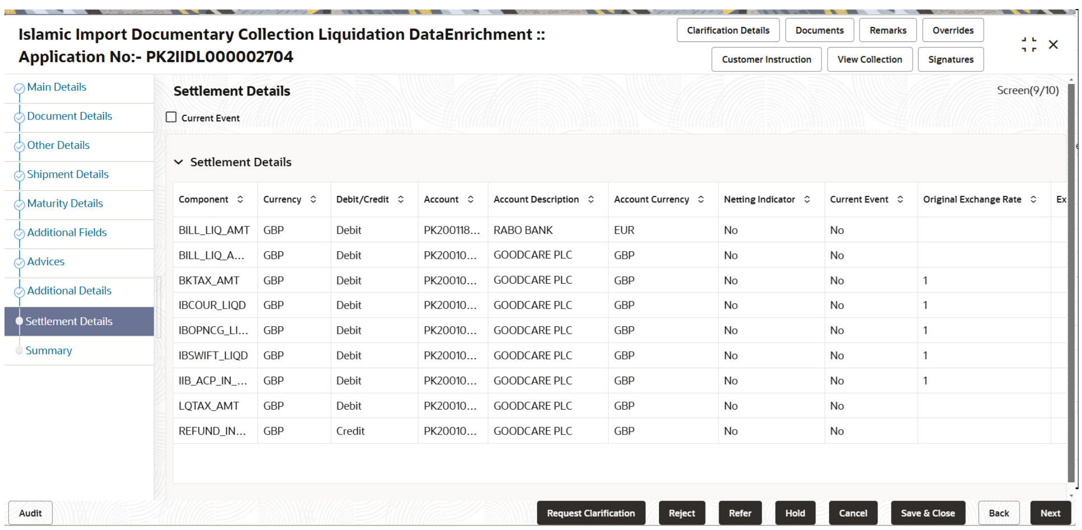
Field	Description
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.9 Settlement Details

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

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

Figure 2-17 Settlement Details



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

Table 2-27 Settlement Details – Field Description

Field	Description
Current Event	Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event
Component	This field displays the components based on the product selected
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.

Table 2-27 (Cont.) Settlement Details – Field Description

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

2. Click any component in the grid.

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

Table 2-28 Party Details - Field Description

Field	Description
Party Details	Specify the party details.
Transfer Type	Select the transfer type from the drop list: • **Customer Transfer** • **Bank Transfer for own account** • **None** • **Direct Debit Advice** • **Managers Check** • **Customer Transfer with Cover** • **Bank Transfer** • **None**
Charge Details	Select the charge details for the transactions: • **Beneficiary All Charges** • **Remitter Our Charges** • **Remitter All Chargesr**
Netting Indicator	Select the netting indicator for the component: • **Yes** • **No**
Ordering Customer	Click **Search** to search and select the ordering customer.
Ordering Institution	Click **Search** to search and select the ordering institution.
Senders Correspondent	Click **Search** to search and select the senders correspondent.
Receivers Correspondent	Click **Search** to search and select the receivers correspondent.
Intermediary Institution	Click **Search** to search and select the intermediary institution.
Account with Institution	Click **Search** to search and select the account with institution.
Beneficiary Institution	Click **Search** to search and select the beneficiary institution.
Ultimate Beneficiary	Click **Search** to search and select the ultimate beneficiary.
Intermediary Reimbursement Institution	Click **Search** to search and select the intermediary reimbursement institution.
Receiver	Click **Search** to search and select the intermediary reimbursement institution.
Payment Details	Specify the payment details.
Sender to Receiver 1to 6	Specify the sender to receiver message.
Remittance Information	Specify the Remittance Information details.

Table 2-28 (Cont.) Party Details - Field Description

Field	Description
Payment Detail 1 to 5	Specify the payment details.

3. Click **Next**.

   The task will move to next data segment.

Table 2-29 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.

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

Field	Description
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

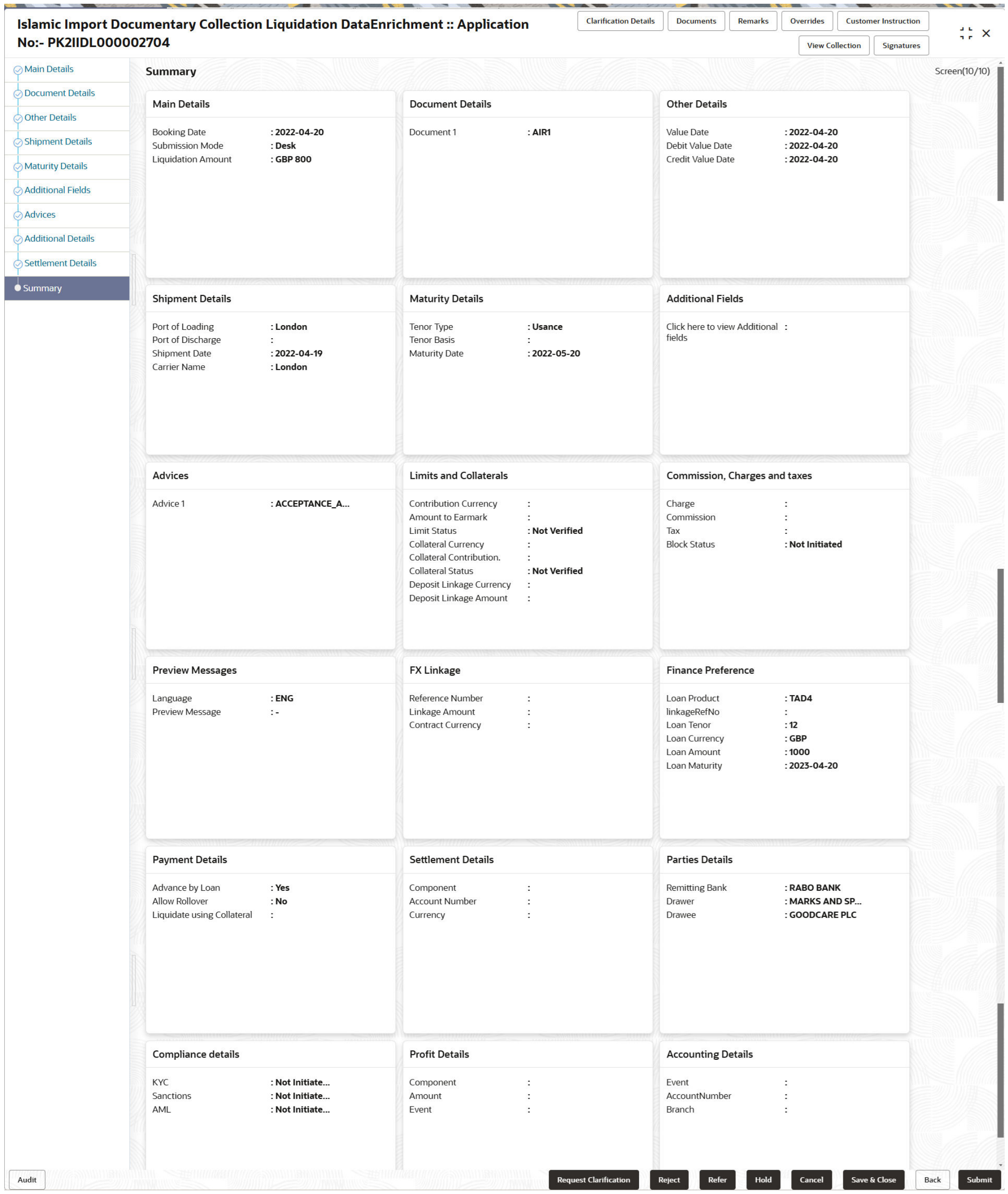
2.3.10 Summary

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

User can review the summary of details updated in Data Enrichment stage of Islamic 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 2-18 Summary



Tiles Displayed in Summary

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

- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Preview Messages - User can view the preview of the simulated messages to remitting bank.
- FX Linkage - User can view the details of FX Linkage.
- Finance Preferences - User can view the details of the finance preferences.
- Payment Details - User can view the payment details.
- 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.
- Profit Details - User can view the profit details.
- Accounting Details - User can view the accounting entries generated by back office system.

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

2. Click **Submit**.

   The task will move to next logical stage.

Table 2-30 Summary - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	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.
Overrides	Click to view the overrides accepted by the user.

Table 2-30 (Cont.) Summary - Action Buttons - Field Description

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

Table 2-30 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.4 Exceptions

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

The Import Collection Booking 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 OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of 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

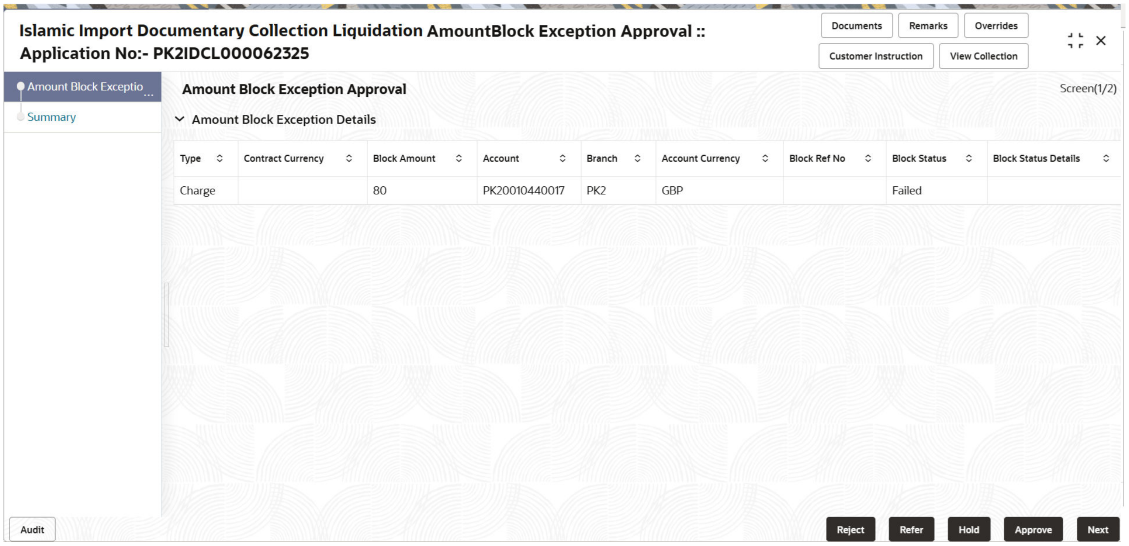
Refer:

- 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:

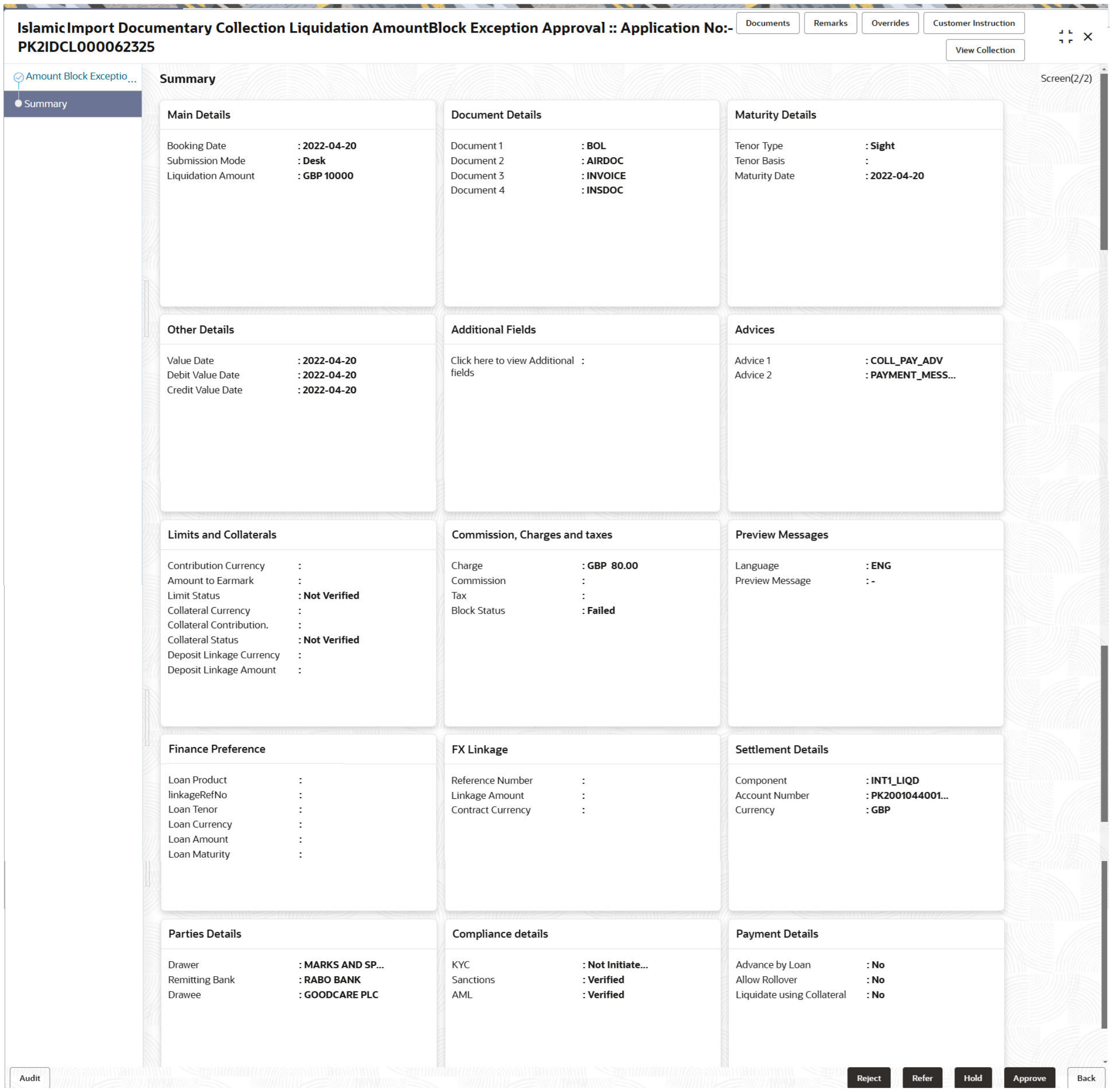
Reject the transaction due to non-availability of sufficient balance in settlement account

Amount Bock Exception



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.
- Other Details - User can view the other details.
- Shipment Details - User can view shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commissions, Charges and Taxes - User can view commissions, charges and taxes details.
- Preview Messages - User can view the preview of the simulating message to the remitting bank.
- FX Linkage - User can view the FX Linkage details.

- Finance Preferences - User can view the details of the finance preferences.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Profit Details - User can view the profit details.

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

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

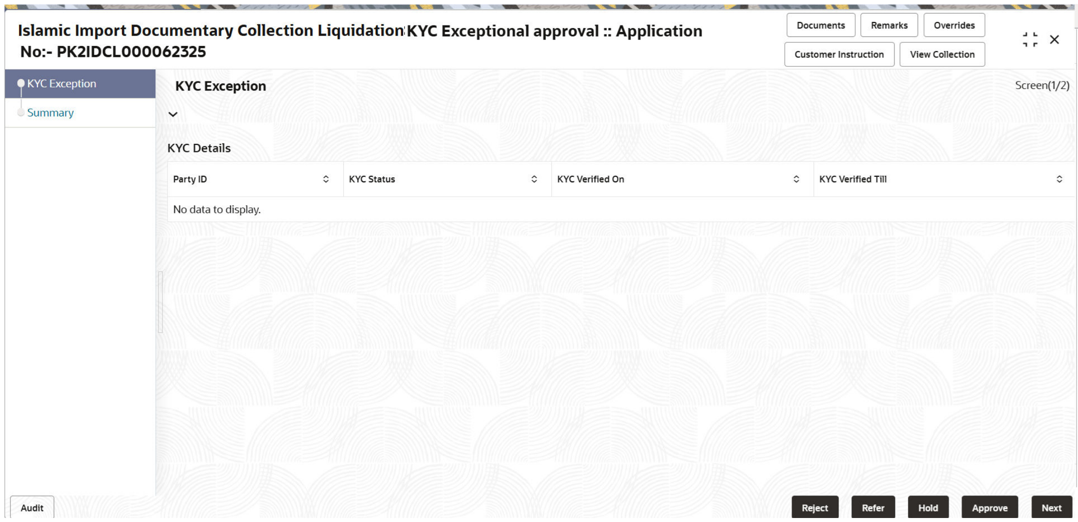
Table 2-31 Amount Bock Exception - Action Buttons - Field Description

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

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 OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.
   User can pick up a transaction and do the following actions:

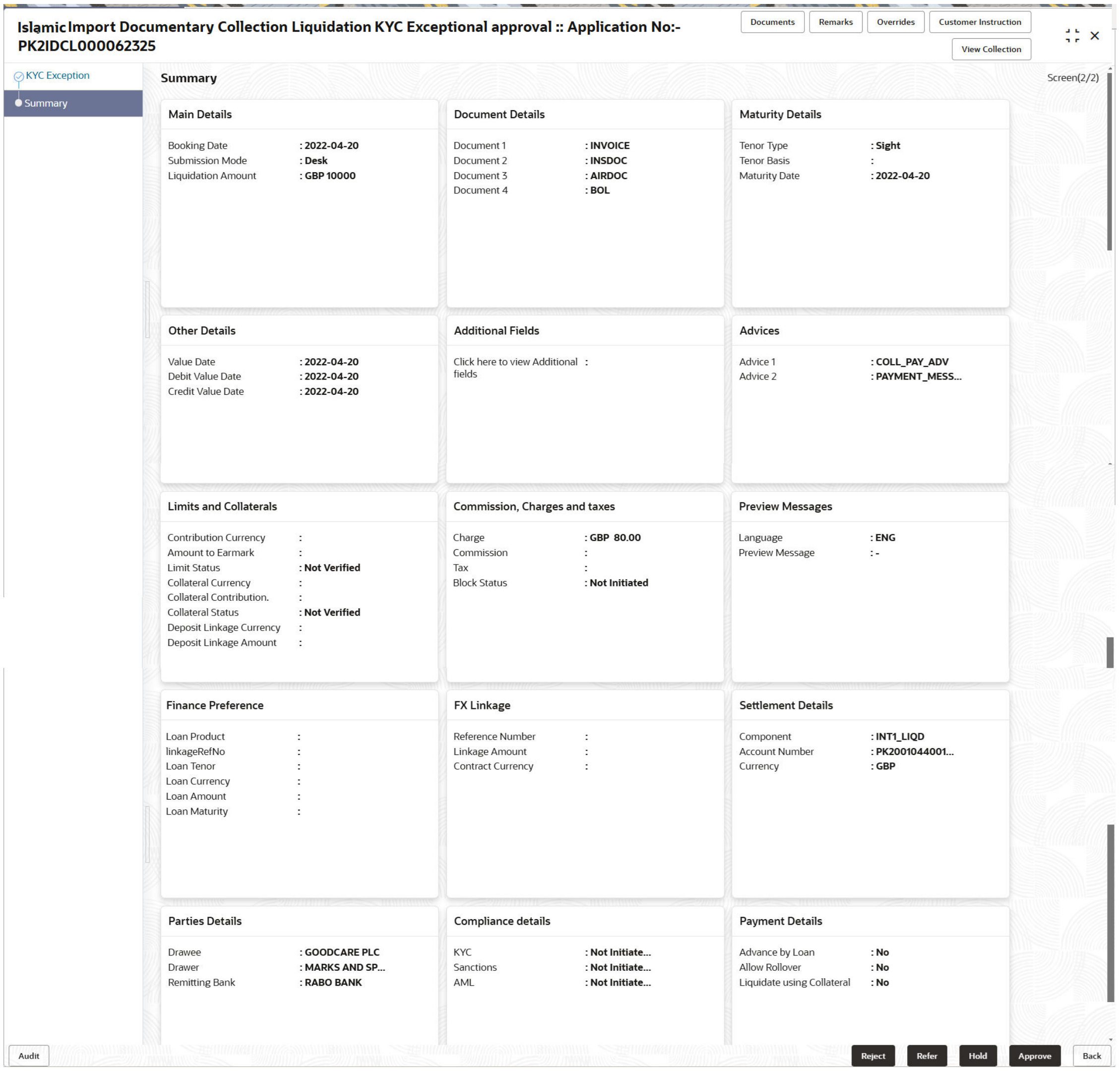


Approve

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

Summary

Figure 2-19 Exception - Know Your Customer (KYC) Summary



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.
- Finance 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.

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

Table 2-32 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

Table 2-32 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.
Back	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 OBTFPM 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 butons, refer to the field description table below.

Table 2-33 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 2-33 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.
Back	Task moves to previous logical step.

2.5 Multi Level Approval

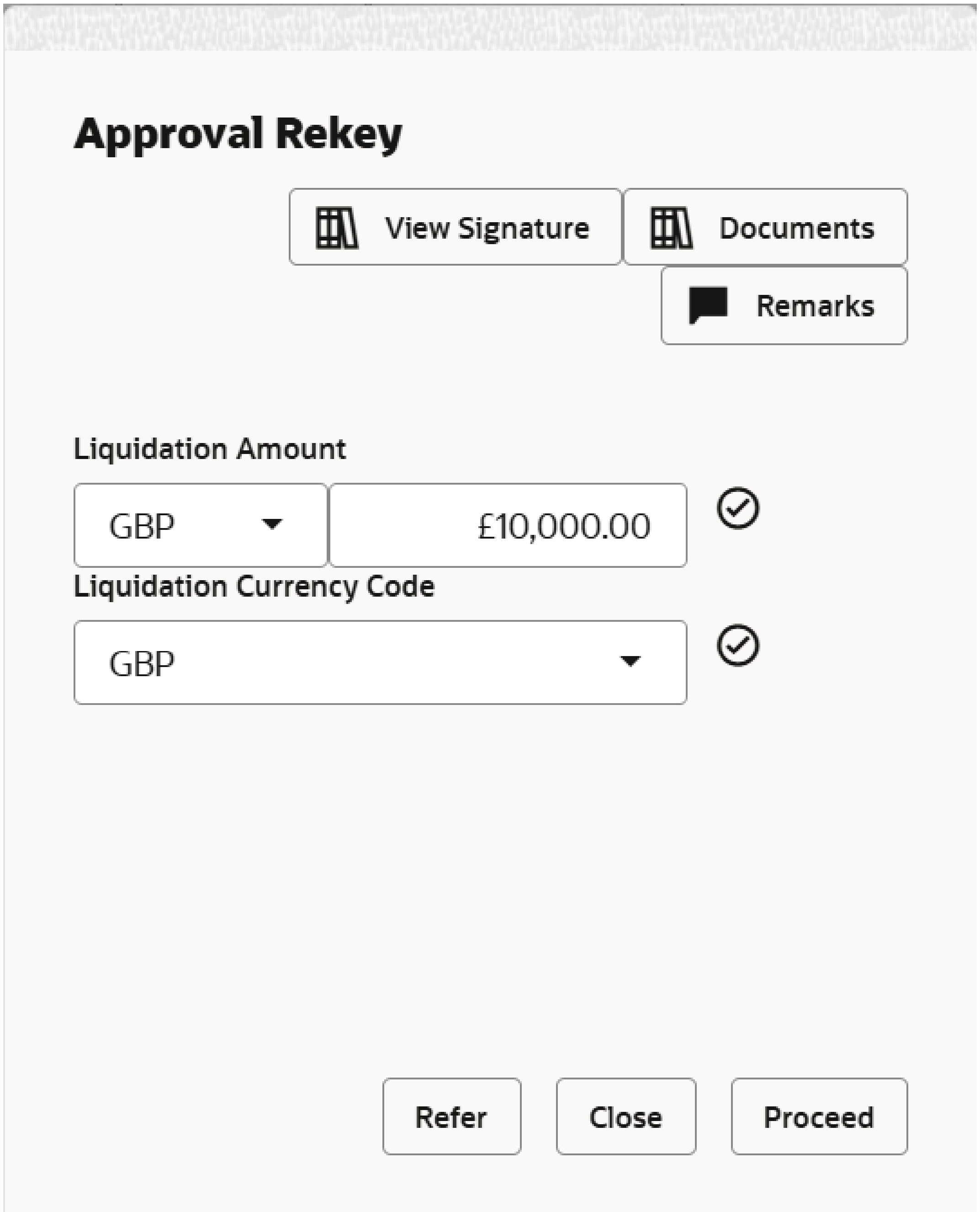
This topic helps you quickly get acquainted with the Multi Level Approval process.

A User can view the summary of Return details in multilevel approval stage of Islamic Import Collection Liquidation request. This stage allows the approver user to approve a Islamic Import Collection Liquidation Transaction.

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

   The **Approval Re-Key** pop-up screen appears.

Figure 2-20 Approval Re-Key



For non online channel, the 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 and user will not be able to approve the task.

5. Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.

   Some of the fields below will dynamically be available for re-key.:

   - Liquidation Amount

- Liquidation Currency Code

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.

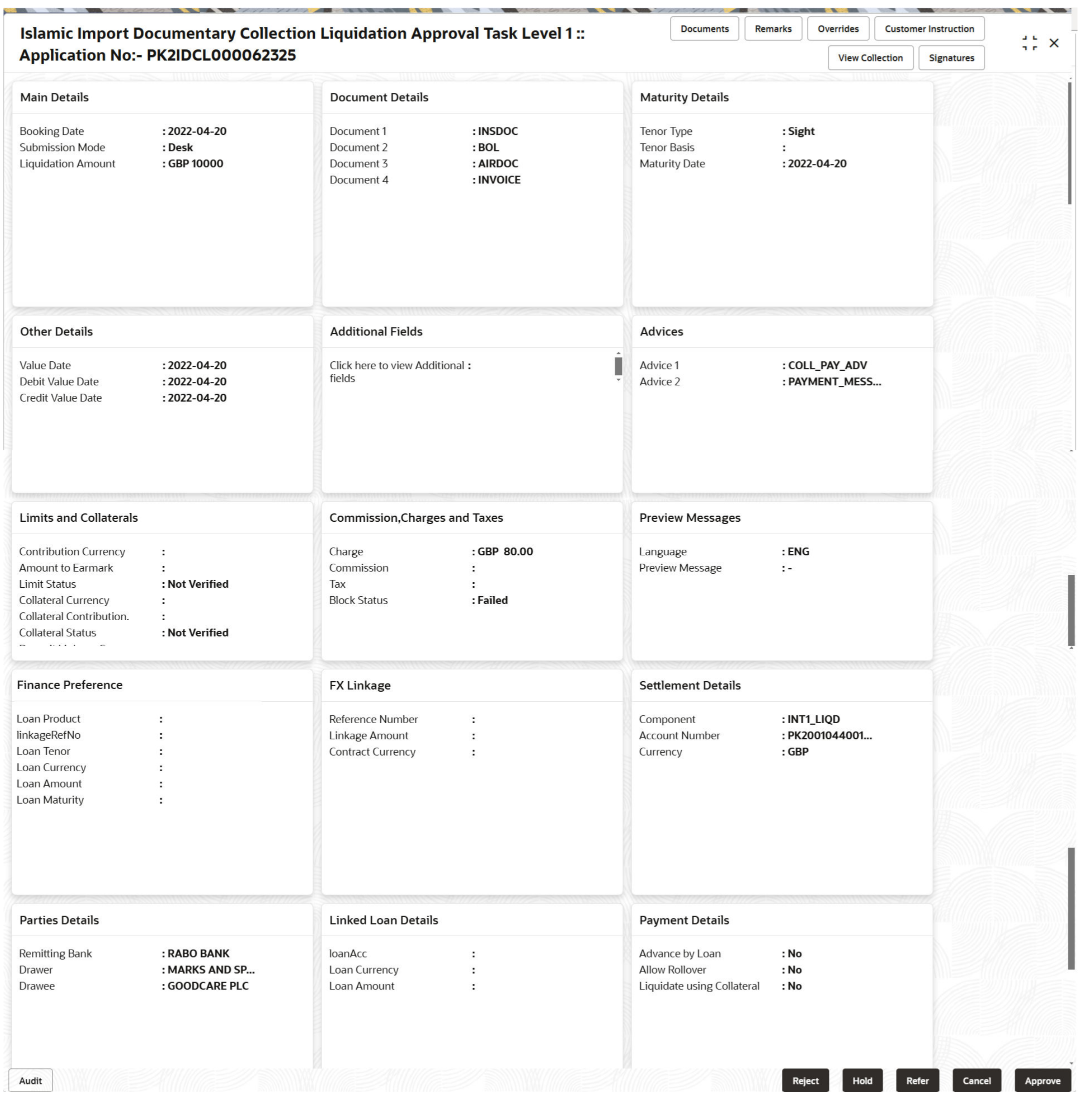
6. Click **Proceed** to proceed for the approval.

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

7. Click each tile to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

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

Approval Summary



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.
- Finance 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.
- Linked Loan Details - User can view the linked loan details.
- Payment Details - User can view the linked loan details.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

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

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

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

Table 2-34 Approval Summary - Action Buttons - Field Description

Field	Description
Documents	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
Remarks	Specify any additional information regarding the Islamic Import Collection Liquidation request. 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-34 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

8. Click **Approve** to approve the transaction. The transaction is approved and handed off to the back end system for posting.

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

2.5.1 Reject Approval

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

Log in into OBTFPM application to view the reject approval tasks for Import Documentary Collection 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 been 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 2-35 Action Buttons - Field Description

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

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