

# Oracle® Banking Trade Finance Process Management

## Import Documentary Collection Return - Islamic User Guide



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# Contents

## Preface

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

## 1 Oracle Banking Trade Finance Process Management

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## 2 Import Documentary Collection Booking Return - Close - Islamic

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|       |                         |    |
|-------|-------------------------|----|
| 2.1   | Common Initiation Stage | 1  |
| 2.2   | Registration            | 2  |
| 2.3   | Data Enrichment         | 8  |
| 2.3.1 | Main Details            | 10 |
| 2.3.2 | Closure/Return Details  | 15 |
| 2.3.3 | Draft Details           | 18 |
| 2.3.4 | Additional Fields       | 21 |
| 2.3.5 | Advices                 | 23 |
| 2.3.6 | Additional Details      | 27 |
| 2.3.7 | Settlement Details      | 40 |
| 2.3.8 | Summary                 | 44 |
| 2.4   | Multi Level Approval    | 47 |

## Index

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# Preface

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

## Purpose

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

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

### Access to Oracle Support

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

## Diversity and Inclusion

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

## Structure

This manual is organized into the following chapters:

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

## Conventions

The following text conventions are used in this document:

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

## Related Documents

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

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

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

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

**Table 1 Acronyms and Abbreviations**

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

## Basic Actions

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

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

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

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

| Action Buttons          | Description                                                                                                                                                                                                                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Refer</b>            | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>             |
| <b>Hold</b>             | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>                                                                        |
| <b>Cancel</b>           | Click <b>Cancel</b> to cancel the transaction input midway without saving any data.                                                                                                                                                                                                                               |
| <b>Save &amp; Close</b> | Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                     |
| <b>Next</b>             | Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                                                                                             |
| <b>Submit</b>           | Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |

## Symbols and Icons

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

Table 3 Symbols and Icons - Common

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

Table 3 (Cont.) Symbols and Icons - Common

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

Table 4 Symbols and Icons - Widget

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

# 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 Booking Return - Close - Islamic

Import Documentary Collection Return - Close - Islamic process facilitates the user to close the outstanding bills along with the returning of documents or without any documents, when no more payments are expected.

Import Documentary Collection can be Returned/Closed before liquidation. The Return/Close can be requested through Online/Offline channels.

The various stages involved for Import Doc Collection Return/Close are:

- Receive and verify documents and basic details(Non Online Channel)- Registration stage
- Verify documents and capture details (Online/Non Online Channels)- Data Enrichment stage
- Input/Modify details of Return/Close Collection - Data Enrichment stage
- Check balance availability for amount block if applicable
- Check for sanctions & KYC status Create amount block for charges if applicable
- Capture remarks for other users to check and act
- Hand off request to back office

The Islamic Import Doc Collection Return process flow is similar to that of conventional Import Doc Collection Return/Close process flow.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the **Islamic Import Documentary Collection Return Update** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Islamic Import Documentary Collection Return/Close request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Islamic Import Documentary Collection Return/Close request.
- [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 **Islamic Import Documentary Collection Return Update** 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

The screenshot shows the Oracle 'Initiate Task' interface. On the left is a navigation menu with options like 'Administration', 'Bank Guarantee Advise', 'Bank Guarantee Issuance', 'Buyers Credit', 'Common Group Message', 'Enquiry', 'Export - Documentary Collection', 'Export - Documentary Credit', 'Import - Documentary Collection', 'Import - Documentary Credit', and 'Initiate Task'. The 'Initiate Task' option is highlighted. The main content area is titled 'Initiate Task' and 'Registration'. It contains two dropdown menus: 'Process Name' with the value 'Islamic Import Documentary C' and 'Branch' with the value 'PK2-Oracle Banking Trade Fine'. At the bottom right of the main area are two buttons: 'Proceed' and 'Clear'.

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

**Note**

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

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

Table 2-1 Initiate Task - Field Description

| Field               | Description                                              |
|---------------------|----------------------------------------------------------|
| <b>Process Name</b> | Select a process name from the drop-down list.           |
| <b>Branch</b>       | Select the required branch code from the drop-down list. |

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

Table 2-2 Action Buttons - Field Description

| Field          | Description                                                    |
|----------------|----------------------------------------------------------------|
| <b>Proceed</b> | Task will get initiated to next logical stage..                |
| <b>Clear</b>   | Click to clear the contents update and enter the values again. |

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

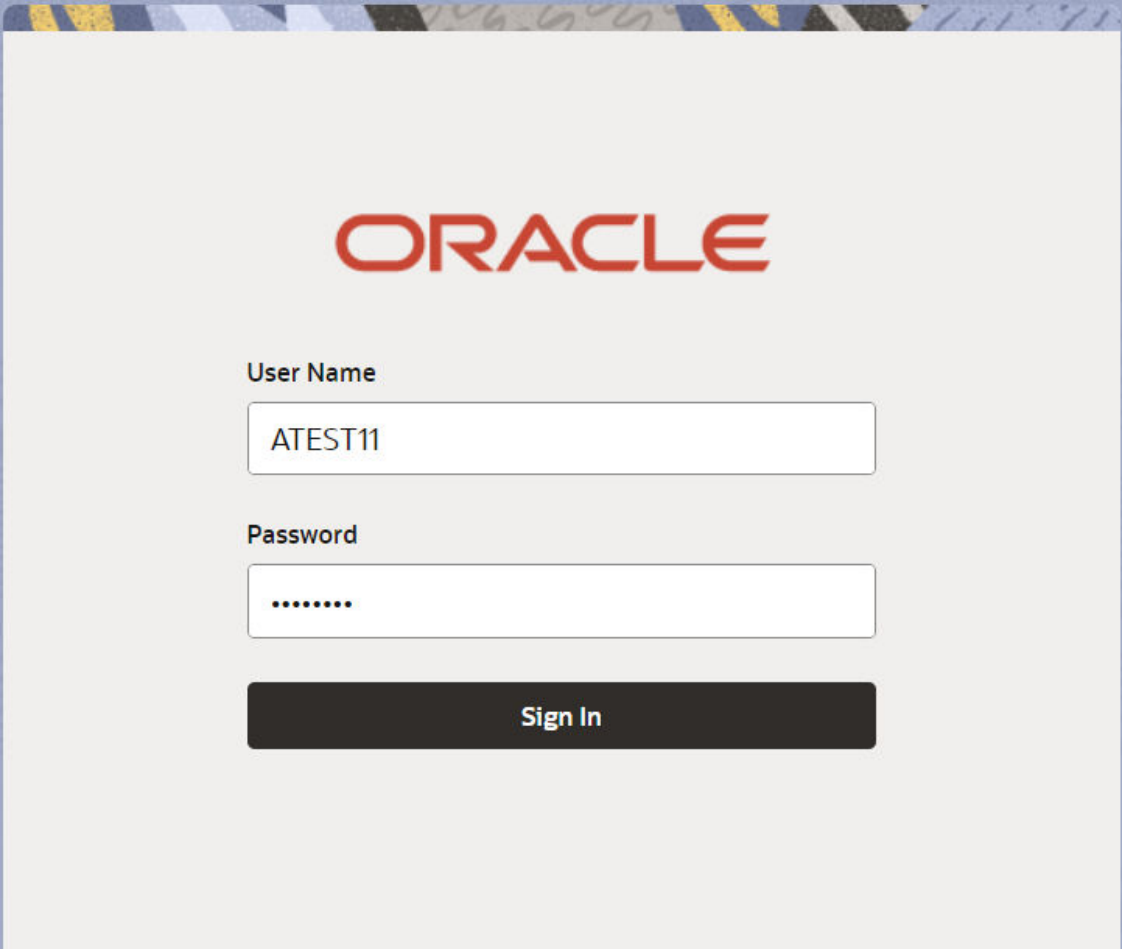
## 2.2 Registration

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

User can register request for an Islamic Import Documentary Collection Return/Close 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.

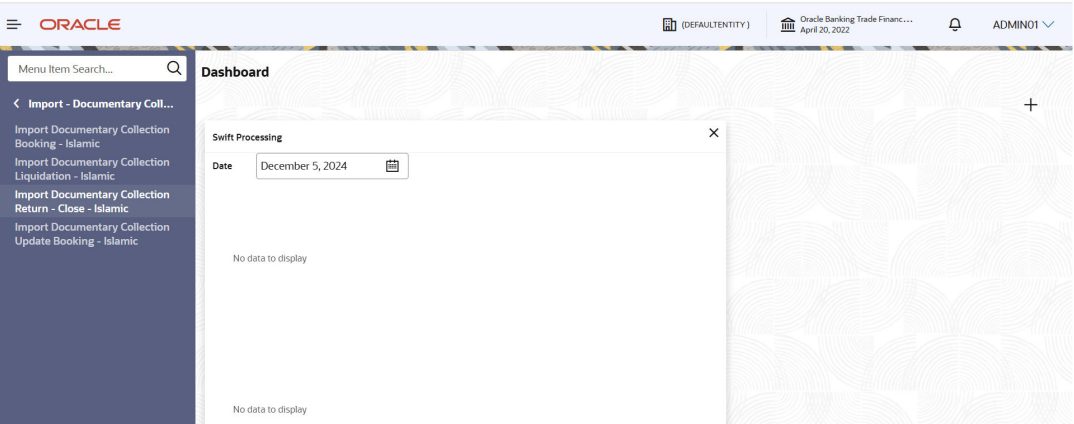
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2    LogIn Screen**



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

**Figure 2-3    Import Documentary Collection Return - Islamic**



The **Import Documentary Collection Return - Islamic - Registration** screen appears. The Import Documentary Collection Return - 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 Return - Islamic - Registration - Application Details**

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

| Field                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documentary Collection Number</b> | Specify the documentary collection Number.<br><br>Alternatively, click <b>Search</b> to search and select the documentary collection number. In the lookup, you can search giving any combination details of Documentary Collection Number, Customer ID, Currency, Amount, Product Code, Value Date and User Reference Number to fetch the collection details. Based on the search result, select the applicable documentary collection. |

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

| Field                                      | Description                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Drawee</b>                              | Read only field.<br><br>This field displays the Drawer ID and name based on the selected Documentary Collection Number.                                                                                                                                                                                                                       |
| <b>Branch</b>                              | Read only field.<br><br>Branch details is auto-populated based on the selected Documentary Collection Reference.                                                                                                                                                                                                                              |
| <b>Priority</b>                            | System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate <b>Medium</b> as the default priority. User can change the priority populated any time before submit.                                                                                       |
| <b>Submission Mode</b>                     | Select the submission mode of Export Documentary Collection Booking request from the drop-down list.<br><br>By default the submission mode will have the value as 'Desk'.<br><br><ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul> |
| <b>Remitting Bank/Remitter</b>             | Read only field.<br>Remitter bank will be auto-populated based on the selected Documentary Collection Number.<br><br>Remitting Bank and Collecting Bank can transfer a collection document to another bank.                                                                                                                                   |
| <b>Remitting Bank/Remitter Reference</b>   | Read only field.<br>Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.                                                                                                                                                                                                                      |
| <b>Process Reference Number</b>            | Read only field.<br><br>Unique sequence number for the transaction.<br><br>This is auto generated by the system based on process name and branch code.                                                                                                                                                                                        |
| <b>Remitting Bank Date/ Remitting Date</b> | Read only field.<br>Remitter Name will be auto-populated based on the selected Documentary Collection Number.                                                                                                                                                                                                                                 |
| <b>Return Date</b>                         | System displays the return date of the application.<br><br>By default, the application displays branch's current date.<br><br>Return date cannot be later then the branch date.                                                                                                                                                               |
| <b>Version Number</b>                      | Read only field.<br>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 Return - Islamic - Collection Details** screen, specify the fields.

**Note**

The fields which are marked in asterisk are mandatory.

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

**Table 2-4 Import Documentary Collection Return - Islamic - Registration - Collection Details - Field Description**

| Field                         | Description                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Documents Received</b>     | Read only field.<br>This field displays the documents received based on the selected Documentary Collection Number.    |
| <b>Tenor Type</b>             | Read only field.<br>This field displays the tenor details based on the selected Documentary Collection Number.         |
| <b>Product Code</b>           | Read only field.<br>This field displays the product code based on the selected Documentary Collection Number.          |
| <b>Product Description</b>    | Read only field.<br>This field displays the description of the product as per the product code.                        |
| <b>Operation Type</b>         | Read only field.<br>This field displays the operation type based on the selected Documentary Collection Number.        |
| <b>Stage</b>                  | Read only field.<br>This field displays the stage based on the selected Documentary Collection Number.                 |
| <b>Co-Acceptance Required</b> | Read only field.<br>Co-Acceptance Required will be auto-populated based on the selected Documentary Collection Number. |

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

| Field                            | Description                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Reference Number</b> | System populates the contract reference number from the back end system once the product is selected.                              |
| <b>Bill Amount</b>               | Read only field.<br>This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Number. |
| <b>Amount In Local Currency</b>  | Read only field.<br>System fetches the local currency equivalent value for the LC amount from back office (with decimal places).   |
| <b>Bill Outstanding Amount</b>   | Read only field.<br>Bill Outstanding Amount will be auto-populated based on the selected Documentary Collection Number.            |
| <b>Finance Amount</b>            | Read only field.<br>Finance Amount will be auto-populated based on the selected Documentary Collection Number.                     |
| <b>Protest Date</b>              | Read only field.<br>Protest Date will be auto-populated based on the selected Documentary Collection Number.                       |
| <b>Acceptance Date</b>           | Read only field.<br>Acceptance Date will be auto-populated based on the selected Documentary Collection Number.                    |
| <b>Drawer</b>                    | Read only field.<br>Drawer ID will be auto-populated based on the selected Documentary Collection Number.                          |
| <b>Rebate Amount</b>             | Read only field.<br>The rebate to the bill outstanding amount.                                                                     |

5. Click **Submit**.

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

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

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents</b>             | Upload the documents received under the Documentary Collection.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users handling the request.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click to send MT799 and MT999 messages from within the task.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>View Collection</b>       | Click to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                            |

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

| Field                   | Description                                                                                                                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Events</b>           | Click to display the details of all the events.                                                                                                                                                                                    |
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.       |
| <b>Cancel</b>           | Cancel the Import Documentary Collection Return - Close - Islamic task. Details entered will not be saved and the task will be removed                                                                                             |
| <b>Save &amp; Close</b> | Save the information provided and holds the task in 'My Task' queue for working later.<br><br>This option will not submit the request.                                                                                             |
| <b>Submit</b>           | The task will move to next logical stage of Import Documentary Collection Return - Close - Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |
| <b>Checklist</b>        | Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.                                                                 |

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Islamic Import Documentary Collection Return/Close request.

On successful completion of Registration of an Islamic Import Documentary Collection Return - Close, the request moves to Data Enrichment stage. As part of data enrichment, user enters Return/Close basic details of the incoming request..

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

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

Figure 2-5 Free Tasks

| Acquire and Edit                    | Priority | Process Name                               | Process Reference | Application Number | Stage                        | Application Date |
|-------------------------------------|----------|--------------------------------------------|-------------------|--------------------|------------------------------|------------------|
| <input checked="" type="checkbox"/> | Medium   | Islamic Import Documentary Collection R... | PK2IIDC...        | PK2IIDC000064251   | DataEnrichment               | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Claim Lodging             | PK2GA...          | PK2GADC000064245   | AmountBlock Exception A...   | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Claim Lodging             | PK2GA...          | PK2GADC000064245   | Sanction Check Exceptiona... |                  |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Internal Amendment        | PK2GTA...         | PK2GTAI000064250   | DataEnrichment               | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Internal Amendment Is...  | PK2GTA...         | PK2GTAI000064249   | DataEnrichment               | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Internal Amendment        | PK2GTA...         | PK2GTAI000064248   | DataEnrichment               | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Internal Amendment Is...  | PK2GTA...         | PK2GTAI000064247   | DataEnrichment               | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Export LC Amendment                        | PK2ELC...         | PK2ELCA000064244   | Scrutiny                     | 22-04-20         |
| <input type="checkbox"/>            | Medium   | STP Process Allocation                     | PK2STP...         | PK2STPP000064241   | Process Identification       | 22-04-20         |
| <input type="checkbox"/>            | Medium   | STP Process Allocation                     | PK2STP...         | PK2STPP000064240   | Process Identification       | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Islamic Export LC Transfer Amendment B...  | PK2IET...         | PK2IETB000064229   | Sanction Check Exceptiona... | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Internal Amendment Is...  | PK2GTA...         | PK2GTAI000064237   | DataEnrichment               | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee Advise Internal Amendment Is...  | PK2GTA...         | PK2GTAI000064236   | DataEnrichment               | 22-04-20         |

The **Free Tasks** screen is displayed.

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

Figure 2-6 My Tasks

| Edit                                | Priority | Process Name                               | Process Reference | Application Number | Stage                 | Application Date |
|-------------------------------------|----------|--------------------------------------------|-------------------|--------------------|-----------------------|------------------|
| <input checked="" type="checkbox"/> | Medium   | Islamic Import Documentary Collection R... | PK2IIDC00006...   | PK2IIDC0000...     | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Islamic Import LC Amendment Beneficia...   | PK2IILA000063...  | PK2IILA0000...     | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Internal Amendment Islamic       | PK2IIIA000063...  | PK2IIIA00006...    | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import Documentary Collection Booking...   | PK2IDCU00006...   | PK2IDCU0000...     | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Reopen Islamic                   | PK2IIIR000063...  | PK2IIIR00006...    | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Reopen                           | PK2ILCR00006...   | PK2ILCR0000...     | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Islamic Import LC Drawing                  | PK2IILD000003...  | PK2IILD0000...     | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Liquidation                      | PK2ILCL000061...  | PK2ILCL0000...     | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Guarantee SBLC Advised -Claim Settlem...   | PK2GADC0000...    | PK2GADC0000...     | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Drawing Update                   | PK2ILCU00006...   | PK2ILCU0000...     | Scrutiny              | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Drawing Update                   | PK2ILCU00006...   | PK2ILCU0000...     | Registration          | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Drawing Update                   | PK2ILCU00001...   | PK2ILCU0000...     | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Medium   | Import LC Drawing                          | PK2ILCD00000...   | PK2ILCD0000...     | DataEnrichment        | 22-04-20         |

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

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

- [Main Details](#)

This topic provides the systematic instructions to initiate the Data Enrichment stage of Islamic Import Documentary Collection Return - Close booking request.

- [Closure/Return Details](#)  
This topic provides the systematic instructions to capture the return details to process the return/close.
- [Draft Details](#)  
This topic provides the systematic instructions to capture the draft details to process the return/close.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of import documentary collection return - close request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of Islamic Import Documentary Collection Return/Close request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Islamic Import Documentary Collection Return - Close booking request.

Main details section has two sub section as follows:

- Application Details
- Collection Details.

### Application Details

All fields displayed under Basic details section, would be read only except the **Priority**, 'Submission Mode' and 'Return Date', 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

**Note**

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

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

Table 2-6 Main Details - Application Details - Field Description

| Field                                | Description                                                                                                                                                                                                                                     |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documentary Collection Number</b> | Read only field.<br>This field displays the documentary collection reference number as selected in <b>Registration</b> stage.                                                                                                                   |
| <b>Drawee</b>                        | Read only field.<br><br>This field displays the Drawer ID and name based on the selected Documentary Collection Number in <b>Registration</b> stage.                                                                                            |
| <b>Branch</b>                        | Read only field.<br><br>Branch details is auto-populated based on the selected Documentary Collection Reference in <b>Registration</b> stage.                                                                                                   |
| <b>Priority</b>                      | Read only field.<br>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. |

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

| Field                                     | Description                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Submission Mode</b>                    | Select the submission mode of Import Documentary Collection Return/Close request from the drop-down list.<br><br>By default the submission mode will have the value as 'Desk'.<br><ul style="list-style-type: none"> <li><b>Desk</b> - Request received through Desk</li> <li><b>Courier</b> - Request received through Courier</li> </ul> |
| <b>Remitting Bank/Remitter</b>            | Read only field.<br>Remitter bank will be auto-populated based on the selected Documentary Collection Number.<br>Remitting Bank and Collecting Bank can transfer a collection document to another bank.                                                                                                                                    |
| <b>Remitting Bank/Remitter Reference</b>  | Read only field.<br>Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.                                                                                                                                                                                                                   |
| <b>Process Reference Number</b>           | Read only field.<br><br>Unique sequence number for the transaction.<br><br>This is auto generated by the system based on process name and branch code.                                                                                                                                                                                     |
| <b>Remitting Bank Date/Remitting Date</b> | Read only field.<br>Remitter Name will be auto-populated based on the selected Documentary Collection Number.                                                                                                                                                                                                                              |
| <b>Return Date</b>                        | System displays the return date of the application.<br><br>By default, the application displays branch's current date.                                                                                                                                                                                                                     |
| <b>Version Number</b>                     | Read only field.<br><br>This field displays the latest version of the bill.                                                                                                                                                                                                                                                                |

**Data Enrichment - Main Details - Collection Details**

The fields listed under this section are same as the fields listed under the Collection Details section in Registration. For more information 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 - Main Details - Collection Details

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

**Table 2-7 Import Documentary Collection Return - Close - Registration - Collection Details - Field Description**

| Field                            | Description                                                                                                                                               |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents Received</b>        | Read only field.<br>Documents received details are auto-populated from <b>Registration</b> stage.                                                         |
| <b>Tenor Type</b>                | Read only field.<br>Tenor details are auto-populated from <b>Registration</b> stage.                                                                      |
| <b>Product Code</b>              | Read only field.<br>Product code are auto-populated from <b>Registration</b> stage.                                                                       |
| <b>Product Description</b>       | Read only field.<br>This field displays the description of the product as per the product code.                                                           |
| <b>Operation Type</b>            | Read only field.<br>Operation type is auto-populated from <b>Registration</b> stage.                                                                      |
| <b>Stage</b>                     | Read only field.<br>Stage is auto-populated based on the selected Documentary Collection Number in <b>Registration</b> stage.                             |
| <b>Co-Acceptance Required</b>    | Read only field.<br>Co-Acceptance Required is auto-populated from <b>Registration</b> stage.                                                              |
| <b>Contract Reference Number</b> | Read only field.<br>System populates the contract reference number from the back end system once the product is selected.                                 |
| <b>Bill Amount</b>               | Read only field.<br>Bill currency and the Bill Amount is auto-populated based on the selected Documentary Collection Number in <b>Registration</b> stage. |
| <b>Amount In Local Currency</b>  | Read only field.<br>System fetches the local currency equivalent value for the LC amount from back office (with decimal places).                          |
| <b>Bill Outstanding Amount</b>   | Read only field.<br>Bill Outstanding Amount is auto-populated from <b>Registration</b> stage.                                                             |
| <b>Finance Amount</b>            | Read only field.<br>Finance Amount is auto-populated from <b>Registration</b> stage.                                                                      |
| <b>Protest Date</b>              | Read only field.<br>Protest Date is auto-populated based on the selected Documentary Collection Number.                                                   |
| <b>Acceptance Date</b>           | Read only field.<br>Acceptance Date is auto-populated based on the selected Documentary Collection Number.                                                |

**Table 2-7 (Cont.) Import Documentary Collection Return - Close - Registration - Collection Details - Field Description**

| Field                | Description                                                                                   |
|----------------------|-----------------------------------------------------------------------------------------------|
| <b>Drawer</b>        | Read only field.<br>Drawer ID and name will be auto-populated from <b>Registration</b> stage. |
| <b>Rebate Amount</b> | Read only field.<br>The rebate to the bill outstanding amount.                                |

2. Click **Next**.

The task will move to next data segment.

**Table 2-8 Additional Details - Action Buttons - Field Description**

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Documents</b>             | Click the Documents icon to View/Upload the required documents.<br><br>Application displays the mandatory and optional documents.<br><br>The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                                                    |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>          |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Events</b>                | Click to display the details of all the events.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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

| Field                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reject</b>           | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p> |
| <b>Refer</b>            | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                           |
| <b>Hold</b>             | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>                                                                                                                                                                                                                                      |
| <b>Cancel</b>           | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                                                                                                                                                                                                                                                                        |
| <b>Save &amp; Close</b> | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                                                                                                                                                                                                                    |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                                                                                                                                                                                                                                                             |

## 2.3.2 Closure/Return Details

This topic provides the systematic instructions to capture the return details to process the return/close.

Return details data segment enables the user to provide return details to process the return request.

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

Figure 2-9 Closure/Return Details

The user can check the relevant box indicating the documents that are being returned. The user can also input additional remarks/description about the documents being returned.

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

Table 2-9 Closure/Return Details - Field Description

| Field                                                | Description                                                                                                                                                                                                            |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Return Details</b>                                | Specify the Return Details based on the description in the table below :                                                                                                                                               |
| <b>Protested Bill of Exchange</b>                    | Switch on the  the protested bill of exchange option, if returned.                                                                  |
| <b>Remarks</b>                                       | Specify the remarks, if required.                                                                                                                                                                                      |
| <b>Unaccepted Bill of Exchange</b>                   | Switch on the  the unaccepted bill of exchange option, if returned.                                                                 |
| <b>Remarks</b>                                       | Specify the remarks, if required.                                                                                                                                                                                      |
| <b>Other Documents</b>                               | Switch on the  the other documents option, if any other documents are returned.                                                     |
| <b>Remarks</b>                                       | Specify the remarks, if required.                                                                                                                                                                                      |
| <b>Document Details</b>                              | Specify the Document Details based on the description in the table below:                                                                                                                                              |
| <b>Documents Disposal</b>                            | The user can enable the relevant toggle indicating the instructions received from the remitting bank towards disposal of documents. The user can also input additional remarks/description about the document disposal |
| <b>Documents Delivered to Drawee Free of Payment</b> | Switch on the  the documents delivered to drawee free of payment option, if returned.                                               |
| <b>Remarks</b>                                       | Specify the remarks, if required.                                                                                                                                                                                      |

Table 2-9 (Cont.) Closure/Return Details - Field Description

| Field                                       | Description                                                                                                                                                   |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents Returned to Remitting Bank</b> | Switch on the  the documents returned to remitting bank option, if returned. |
| <b>Remarks</b>                              | Specify the remarks, if required.                                                                                                                             |
| <b>Documents Handed over to 3rd Party</b>   | Switch on the  the documents handed over to 3rd party option, if returned.   |
| <b>Remarks</b>                              | Specify the remarks, if required.                                                                                                                             |
| <b>Closure/Return Reason</b>                | Specify the Closure/Return Reason based on the description in the table below:                                                                                |
| <b>Closure/Return Reason</b>                | Specify the reason for closing the Bill.                                                                                                                      |

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 Closure/Return Details - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Documents</b>             | Click the Documents icon to View/Upload the required documents.<br><br>Application displays the mandatory and optional documents.<br><br>The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                                                    |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>              |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Table 2-10 (Cont.) Closure/Return Details - Action Buttons - Field Description**

| Field                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Save &amp; Close</b> | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                                                                                                                                                                                                         |
| <b>Cancel</b>           | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                                                                                                                                                                                                                                                             |
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.                                                                                                                                                                                                                                  |
| <b>Reject</b>           | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| <b>Refer</b>            | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                       |
| <b>Back</b>             | On click of Back, system moves the task back to previous data segment.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                                                                                                                                                                                                                                                  |

## 2.3.3 Draft Details

This topic provides the systematic instructions to capture the draft details to process the return/close.

Draft Details enables the user to capture details of Cost of Goods, Freight, Insurance etc.

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

**Figure 2-10 Draft Details**

Islamic Import Documentary Collection Return/Close DataEnrichment ::  
Application No:- PK2IIDC000064251

Clarification Details Documents Remarks Overrides  
Customer Instruction View Collection

Main Details  
Closure/Return Details  
**Draft Details**  
Additional Fields  
Advices  
Additional Details  
Settlement Details  
Summary

**Draft Details**

Shipping Guarantee Reference

| Shipping Guarantee Reference | Transport Document Reference | Transport Document Date | Amount | Action |
|------------------------------|------------------------------|-------------------------|--------|--------|
| No data to display.          |                              |                         |        |        |

**Draft Details**

| Draft Code          | Draft Amount | Action |
|---------------------|--------------|--------|
| No data to display. |              |        |

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

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

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

**Table 2-11 Draft Details - Field Description**

| Field                               | Description                                                                                                                                                                                                                                                                             |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shipping Guarantee Reference</b> |                                                                                                                                                                                                                                                                                         |
| <b>Shipping Guarantee Reference</b> | Shipping Guarantee Reference is auto populated from the linked Shipping Guarantee details in the Shipping Detail Grid, based on the Transport Document Reference and Date provided in Bill, which is linked with the Shipping Guarantee.                                                |
| <b>Transport Document Reference</b> | Transport Document Reference is auto populated from the underlying Shipping Guarantee details. System validates the Shipping Guarantee Transport Document reference number with Transport Document Reference number in a Bill, if user manually provides the Shipping Guarantee detail. |
| <b>Transport Document Date</b>      | Transport Document Date is auto populated based on the date provided in Bill, which is linked with the Shipping Guarantee.                                                                                                                                                              |
| <b>Amount</b>                       | Shipping Guarantee amount is displayed in this field.                                                                                                                                                                                                                                   |
| <b>Action</b>                       | Edit: Click edit to edit the shipping guarantee details.<br>Delete: Click edit to edit the shipping guarantee detail.                                                                                                                                                                   |
| <b>Draft Details</b>                |                                                                                                                                                                                                                                                                                         |
| <b>Draft Code</b>                   | Indicates the documentary draft code.                                                                                                                                                                                                                                                   |
| <b>Draft Amount</b>                 | Indicates the draft amount.                                                                                                                                                                                                                                                             |
| <b>Action</b>                       | Edit: This button is disabled.<br>Delete: Click edit to edit the draft 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 2-12 Draft Details - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Documents</b>             | <p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p> |
| <b>Remarks</b>               | <p>Specify any additional information regarding the collection. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>                                                                                                                                                                                                                                                                                        |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Customer Instruction</b>  | <p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>              |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reject</b>                | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>                                           |
| <b>Refer</b>                 | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                                                                            |

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

| Field                   | Description                                                                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| <b>Cancel</b>           | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                            |
| <b>Save &amp; Close</b> | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                        |
| <b>Back</b>             | On click of Back, system moves the task back to previous data segment.                                                                                                                                                              |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                 |

## 2.3.4 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 2-11 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 2-13 Additional Fields - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.                                                                                                                                                                                                                                                                                                                                                                |
| <b>Documents</b>             | Click the Documents icon to View/Upload the required documents.<br><br>Application displays the mandatory and optional documents.<br><br>The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                                                 |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>       |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.                                               |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                                                                     |

**Table 2-13 (Cont.) Additional Fields - Action Buttons - Field Description**

| Field                   | Description                                                                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| <b>Cancel</b>           | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                            |
| <b>Save &amp; Close</b> | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                        |
| <b>Back</b>             | On click of Back, system moves the task back to previous data segment.                                                                                                                                                              |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                 |

## 2.3.5 Advices

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

Advices menu displays the advices from the back office as tiles. User can update the fields in the tile for details to be captured in the advices. User can suppress the advice, if required.

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

**Figure 2-12 Advices**

Islamic Import Documentary Collection Return/Close DataEnrichment :: Application  
No:- PK2IIDC000064251

Clarification Details Documents Remarks Overrides  
Customer Instruction View Collection

Screen(5/8)

**Advices**

Advice : CLOSURE\_ADVICE

Advice Name : CLOSURE\_ADVICE  
Advice Party : DRAWEE  
Party Name : GOODCARE PLC  
Suppress Advice : NO

Advice : PAYMENT\_MESSAGE

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

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

### Advice Details

This section displays the advice details.

**Figure 2-13 Advice Details**

**Advice Details**

▼ Advice Details

Suppress Advice ☐ Advice Name: LC\_AMND\_INSTR Medium: [Dropdown] Advice Party: ABK

Party ID: 001204 Party Name: ABC BANK

▼ FFT Code

| FFT Code | FFT Description | Action          |
|----------|-----------------|-----------------|
| FREEVP   | TESTING FFT     | [Edit] [Delete] |

▼ Instructions

| Instruction Code | Instruction Description                           | Edit   | Action   |
|------------------|---------------------------------------------------|--------|----------|
| E023             | IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F | [Edit] | [Delete] |

OK Cancel

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

**Table 2-14 Advice Details**

| Field                   | Description                                                                                                                                                                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Suppress Advice</b>  | Switch to  , to suppress the advice.<br>Switch to  , if suppress advice is not required. |
| <b>Advice Name</b>      | Read only field.<br>Displays the advice name.                                                                                                                                                                                                                  |
| <b>Medium</b>           | Displays the medium of advices is defaulted from the Collection.<br>User can update if required.                                                                                                                                                               |
| <b>Advice Party</b>     | Read only field.<br>Displays the advice party, defaulted from the system.                                                                                                                                                                                      |
| <b>Party ID</b>         | Read only field.<br>Displays the party Id defaulted from the system.                                                                                                                                                                                           |
| <b>Party Name</b>       | Read only field.<br>Displays the defaulted from the system.                                                                                                                                                                                                    |
| <b>Free Format Text</b> | Specify the free format text based on the following table.<br>Click plus icon to add new FFT code.                                                                                                                                                             |
| <b>FTT Code</b>         | Click <b>Search</b> to search and select the FFT Code.                                                                                                                                                                                                         |
| <b>FFT Description</b>  | FFT description is populated based on the FFT code selected.<br>User can edit the FFT description.                                                                                                                                                             |

Table 2-14 (Cont.) Advice Details

| Field                                                                             | Description                                                                                                                |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
|  | Click edit icon to edit the existing FFT description.                                                                      |
| <b>Action</b>                                                                     | Click edit icon to edit the existing FFT code.<br>Click delete icon to remove any existing FFT code.                       |
| <b>Instructions</b>                                                               | Specify the instruction details based on the following table.<br>Click plus icon to add new instruction code.              |
| <b>Instruction Code</b>                                                           | Click <b>Search</b> to search and select the instruction Code.                                                             |
| <b>Instruction Description</b>                                                    | Instruction description is populated based on the instruction code selected.<br>User can edit the instruction description. |
|  | Click edit icon to edit the existing instruction description.                                                              |
| <b>Action</b>                                                                     | Click delete icon to remove any existing instruction code.<br>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 2-15 Advices - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Documents</b>             | Click the Documents icon to View/Upload the required documents.<br>Application displays the mandatory and optional documents.<br>The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                                                |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Table 2-15 (Cont.) Advices - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.                                         |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                                                               |
| <b>Hold</b>                  | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.                                                                                                                                                                                                                                                                          |
| <b>Cancel</b>                | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Save &amp; Close</b>      | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Back</b>                  | On click of Back, system moves the task back to previous data segment.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Next</b>                  | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                                                                                                                                                                                                                                                                                          |

## 2.3.6 Additional Details

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

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

**Figure 2-14 Additional Details**

Islamic Import Documentary Collection Return/Close DataEnrichment ::  
Application No:- PK2IIDC000064251

Clarification Details Documents Remarks Overrides  
Customer Instruction View Collection

Screen(6/8)

**Additional Details**

**Charge Details**

Charge : GBP 100.00  
Commission :  
Tax :  
Block Status :

**Preview Message**

Language : -  
Preview Message : -

**Payment Details**

Allow Rollover :  
Auto Change from :  
Acceptance to :  
Advance :  
Liquidate using Collateral :

**FX Linkage**

Reference Number :  
Currency :  
Contract Amount :

**Interest Details**

Component :  
Amount :  
Event :

**Tracer Details**

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

**Pre-Shipment Details**

No data to display.

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

### Charge Details

This section displays charge details.

**Charge Details**

Recalculate Re-default

✓ **Commission Details**

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

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

✓ **Charge Details**

| Component           | Tag currency | Tag Amount | Currency | Amount | Modified | Billing | Defer | Waive | Charge Party | Settlement Account |
|---------------------|--------------|------------|----------|--------|----------|---------|-------|-------|--------------|--------------------|
| No data to display. |              |            |          |        |          |         |       |       |              |                    |

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

✓ **Tax Details**

| Component           | Type | Value Date | CCY | Amount | Billing | Defer | Settl. Account |
|---------------------|------|------------|-----|--------|---------|-------|----------------|
| No data to display. |      |            |     |        |         |       |                |

Save & Close Close

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

Table 2-16 Charge Details - Field Description

| Field                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commission Details</b> | This section displays the commission details.<br>By default, all the charges, commission and margin are collected from the counter-party.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Component</b>          | Displays the commission component.<br>Click the link to view the commission component details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Rate</b>               | Displays the rate that is defaulted from product.<br>The commission rate, if available in Back Office defaults in OBTFPM.<br>The user is able to change the rate.<br><br>If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.                                                                                                                                                                                                           |
| <b>Mod. Rate</b>          | From the default value, if the rate is changed the value gets updated in this field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Currency</b>           | This field displays the currency in which the commission have to be collected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Amount</b>             | Displays the amount that is maintained under the product code.<br>The commission rate, if available in Back Office defaults in OBTFPM.<br>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.<br><br>If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field. |
| <b>Modified</b>           | From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Defer</b>              | Switch to  for charges/commissions has to be deferred and collected at any future step.<br>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.                                                                                                                                                               |
| <b>Waive</b>              | Switch to  to waive the charges/commissions.<br>Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.<br><br>If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.                                                                                                                                                         |
| <b>Charge Party</b>       | Charge party will be applicant by defaultt.<br>User can change the value to beneficiary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Settlement Account</b> | Click <b>Search</b> to search and select the settlement account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Amendable</b>          | The value is auto-populated as the commission can be amended or not.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Charge Details</b>     | This section displays the charge details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Component</b>          | Displays the charge component type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Tag Currency</b>       | Displays the tag currency in which the charges have to be collected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tag Amount</b>         | Displays the tag amount that is maintained under the product code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Table 2-16 (Cont.) Charge Details - Field Description

| Field              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Billing            | <p> Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM.</p> <p>The user can not enable/disable the option, if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p> |
| Defer              | <p> Switch to  to defer the charges and collect at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>                                                                |
| Waive              | <p> Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>                                                                                                                                                                                                                                                                                                               |
| Charge Party       | Read only field.<br>Displays the charge party. By default the charge party is 'Applicant'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Settlement Account | System defaults the Settlement Account.<br>User can change the settlement account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Tax Details        | This section displays the tax details.<br>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.<br>This field displays the tax component type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Currency           | Read only field.<br>This field displays the currency in which the tax have to be collected.<br>The tax currency is the same as the commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Amount             | Read only field.<br>This field displays the tax amount based on the percentage of commission maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

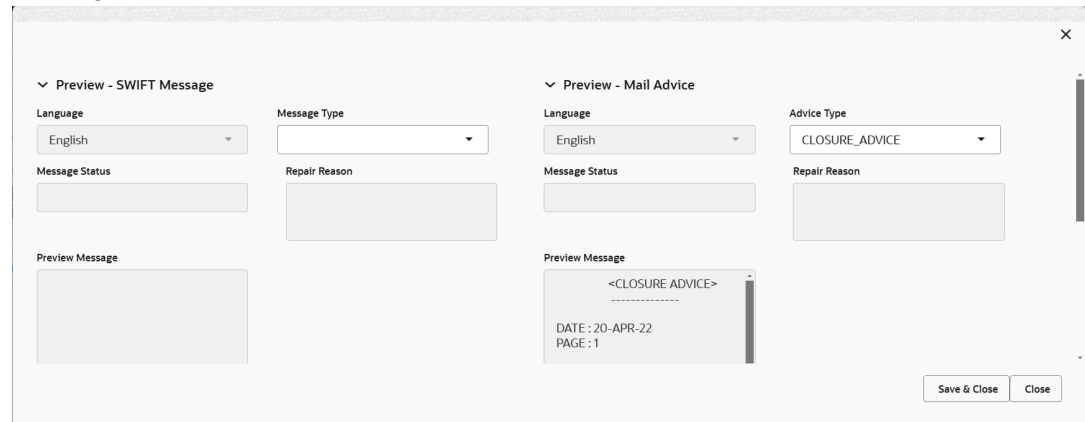
Table 2-16 (Cont.) Charge Details - Field Description

| Field                     | Description                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing</b>            | Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.                                                                                                   |
| <b>Defer</b>              | Switch to  to defer the taxes and collect at any future step.<br>Switch to  if you do not want to defer the taxes.<br>On disabling the user has to click on 'Recalculate' charges button for re-simulation. |
| <b>Settlement Account</b> | System defaults the Settlement Account.<br>Click <b>Search</b> to search and select the settlement account.                                                                                                                                                                                                                                                                   |

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

### Preview Message

User can view the draft simulated message (MT499) being displayed on the preview message text box.



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

Table 2-17 Preview - Field Description

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

Table 2-17 (Cont.) Preview - Field Description

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

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

### Payment Details

Payment Details

Pre-shipment Credit Outstanding Amount: £1,000.00

Pre-shipment Credit Repayment Amount:

Reimbursement Claimed: ☒

Reimbursing Bank: 8476406 Q CIF8550927

Reimbursement Date: April 30, 2022

Liquidate using Collateral: ☒

Settlement Details - Liquidation

| Component   | Currency | Debit/Credit | Account       | Account Description | Branch | Account Currency |
|-------------|----------|--------------|---------------|---------------------|--------|------------------|
| IBCLCG_LIQD | GBP      | Debit        | PK20010440017 | GOODCARE PLC        | PK2    | GBP              |

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

Save & Close Close

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

Table 2-18 Payment Details - Field Description

| Field                                         | Description                                                                                                                                                                                                                                     |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Details</b>                        |                                                                                                                                                                                                                                                 |
| <b>Pre-shipment Credit Outstanding Amount</b> | Specify the pre-shipment credit outstanding amount.                                                                                                                                                                                             |
| <b>Pre-shipment Credit Repayment Amount</b>   | Read only field.<br>This field displays the pre-shipment credit repayment amount.                                                                                                                                                               |
| <b>Reimbursement Claimed</b>                  | Switch to  , if the reimbursement is already claimed.<br>This field is applicable only if reimbursement is applicable and LC has reimbursement bank details. |

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

| Field                                   | Description                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reimbursing Bank</b>                 | <p>Click <b>Search</b> to search and select the Reimbursing bank details from the lookup.</p> <div> <p><b>Note</b></p> <p>If the user selects another bank and in case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".</p> </div> <p>This field is enabled for selection, if <b>Reimbursement Claimed</b> toggle is enabled.</p> |
| <b>Reimbursement Date</b>               | Select the reimbursement date. If reimbursement date is later than the branch date, system will display an error.                                                                                                                                                                                                                                                                           |
| <b>Liquidate using Collateral</b>       | <p>witch to  , to liquidate using collateral.</p>                                                                                                                                                                                                                                                          |
| <b>Settlement Details - Liquidation</b> | This section displays the <b>Settlement Details - Liquidation</b> .                                                                                                                                                                                                                                                                                                                         |
| <b>Component</b>                        | Read only field.<br>Components gets defaulted based on the product selected.                                                                                                                                                                                                                                                                                                                |
| <b>Currency</b>                         | Read only field.<br>Application displays the default currency for the component.                                                                                                                                                                                                                                                                                                            |
| <b>Debit/Credit</b>                     | Read only field.<br>Application displays the debit/credit indicators for the components.                                                                                                                                                                                                                                                                                                    |
| <b>Account</b>                          | Application displays the account details for the components.<br>User can change the account number.                                                                                                                                                                                                                                                                                         |
| <b>Account Description</b>              | Application displays the description of the selected account.                                                                                                                                                                                                                                                                                                                               |
| <b>Branch</b>                           | Application displays the branch of the selected account.                                                                                                                                                                                                                                                                                                                                    |
| <b>Account Currency</b>                 | Application displays the currency for all the items based on the account number.                                                                                                                                                                                                                                                                                                            |

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

#### FX Linkage

This section enables the user to link the de-link one or more FX contract(s) linked to the bill.

De-link the FX contracts detail based on the description in the following table:

FX Linkage

FX Linkage

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

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

Average FX Rate  
0

Save & Close

Cancel

Figure 2-15 FX Linkage Details

FX Linkage

FX Reference Number

000FNDF20076A9N9

Contract Amount

USD

\$4,000.00

Linkage Amount

USD

\$4,000.00

FX Amount in Local Currency

£2,962.96

FX Delivery Period From

Currency

USD

Available FX Contract Amount

USD

\$4,000.00

Rate

1.35

FX Expiry Date

March 19, 2020

FX Delivery Period To

Save & Close

Close

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

Table 2-19 FX Linkage - Field Description

| Field                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Click + to add multiple <b>FX Details</b> .<br>Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>FX Reference Number</b>                                                        | Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill. |
| <b>Currency</b>                                                                   | Read only field.<br>This field displays the FX SOLD currency from the linked FX contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Contract Amount</b>                                                            | This field displays the FX SOLD currency and Amount. The user can change the currency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Available FX Contract Amount</b>                                               | Read only field.<br>This field displays the available FX contract amount.<br>The value is from the "Available Amount" in FXDLINKG screen in OBTR.<br>Available Amount SOLD currency and Amount is displayed.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Linkage Amount</b>                                                             | System defaults the amount available for linkage.<br>The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone.<br>The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.                                                                                                                                                                                            |
| <b>Rate</b>                                                                       | Read only field.<br>This field displays the rate at which the contract is booked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>FX Amount in Local Currency</b>                                                | Read only field.<br>This field displays the FX amount in local currency.<br>The value is defaulted as FX BOT currency and Amount from FXDTRONL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>FX Expiry Date</b>                                                             | Read only field.<br>This field displays the expiry date from the linked FX contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>FX Delivery Period - From</b>                                                  | Read only field.<br>This field displays the date from which the contract is valid for utilization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>FX Delivery Period - To</b>                                                    | Read only field.<br>This field displays the date to which the contract is valid for utilization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FX Linkage grid</b>                                                            | Below fields appear in the FX linkage grid along with the above fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Bought Currency</b>                                                            | Read only field.<br>This field displays the currency from the linked FX contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Table 2-19 (Cont.) FX Linkage - Field Description**

| Field                            | Description                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sold Currency</b>             | Read only field.<br>This field displays the currency from the linked FX contract.                                                                                                                                                                                                                                                            |
| <b>Available Contract Amount</b> | Read only field.<br>Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.                                                                                                                                                                                           |
| <b>Linked Amount</b>             | Sum of Linked amount will not be greater than LC contract amount.<br>Linked amount will not be greater than the available amount for linkage.                                                                                                                                                                                                |
| <b>Total Utilized Amount</b>     | Read only field.<br>This field displays the total amount utilized against the corresponding linked FX.<br><br>On query, both Utilized and Total Utilized amount holds the amount of latest version.<br><br>The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .                      |
| <b>Average FX Rate</b>           | Read only field.<br>Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate. |
| <b>Action</b>                    | Click Edit icon to edit the FX details.<br><br>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 account 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 2-20 Finance Preferences**

| Field                          | Description                                                                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Drawing/Collection Ref</b>  | Defaults from the underlying task.<br>User cannot change the value.                                                                                                                                                                                                             |
| <b>Bill Currency-Amount</b>    | Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task.<br>User cannot change the value.                                                                                                                                                        |
| <b>Customer Id</b>             | Read-only field.<br>This field displays the customer ID of the drawee.                                                                                                                                                                                                          |
| <b>Customer Name</b>           | Read-only field.<br>This field displays the drawee name.                                                                                                                                                                                                                        |
| <b>Product Code</b>            | This field displays the loan product code linked to the bill.<br>User can change the value.                                                                                                                                                                                     |
| <b>Finance Currency-Amount</b> | The currency and amount for the finance amount.                                                                                                                                                                                                                                 |
| <b>Original Exchange Rate</b>  | Read-only field.<br>This field displays the original exchange rate applicable for Local Currency.<br><br>System displays the Exchange rate from maintenance. User cannot change the value. System validates the exchange rate is within the allowed range.                      |
| <b>Exchange Rate</b>           | Displays the exchange rate.<br>This field will be enabled only if the Drawing currency and Finance Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable. |
| <b>Finance Tenor Units</b>     | Indicates the period of finance, defaults from the underlying task.<br>The numerical value for Days or months or Years is applicable.                                                                                                                                           |

Table 2-20 (Cont.) Finance Preferences

| Field                               | Description                                                                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tenor Type</b>                   | System defaults the tenor type. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.                                  |
| <b>Finance Value Date</b>           | This field displays the branch date as Value date.                                                                                                                 |
| <b>Finance Maturity Date</b>        | This field displays the date, that is defaulted from the system based on the finance value date and finance tenor.                                                 |
| <b>Finance Interest/UDE Details</b> |                                                                                                                                                                    |
| <b>User Defined Element ID</b>      | Indicates the UDE Element ID as part of simulation. User are allowed to change the selection.                                                                      |
| <b>UDE Description</b>              | This field displays the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.                               |
| <b>Rate Code</b>                    | This field displays the Rate code as part of simulation.                                                                                                           |
| <b>Usage</b>                        | This field displays the details as part of simulation.                                                                                                             |
| <b>UDE Value</b>                    | This field displays the UDE value as part of simulation.                                                                                                           |
| <b>Limits</b>                       |                                                                                                                                                                    |
| <b>Linkage Type</b>                 | This field displays the linkage type as “Facility” from back office.                                                                                               |
| <b>Linkage Reference Number</b>     | This field displays the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection. |
| <b>Linked Percentage</b>            | Specify the value for linked percentage. Maximum value is 100. User cannot enter negative values.                                                                  |
| <b>Limit Amount</b>                 | This field displays the value for limit amount. System populates the value based on the contribution percentage.                                                   |

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

### Pre-Shipment Details

This section links an existing Preshipment Credit.

**Pre-Shipment Details**

Pre-shipment Details

| Loan Account Number | Currency | Outstanding Amount | Action |
|---------------------|----------|--------------------|--------|
|                     | GBP      | 10000              |        |

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

Settled Loan

| Sequence Number     | Loan Account Number | Currency | Outstanding Amount | Event | Settled Amount |
|---------------------|---------------------|----------|--------------------|-------|----------------|
| No data to display. |                     |          |                    |       |                |

Save & Close Close

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

**Table 2-21 Pre-Shipment Details - Field Description**

| Field                                                                                     | Description                                                                                                    |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Pre Shipment Details</b><br>The user can click + to add multiple Pre Shipment Details. |                                                                                                                |
| <b>Loan Account Number</b>                                                                | Click <b>Search</b> to search and select the pre-shipment loan account number.                                 |
| <b>Currency</b>                                                                           | This field displays the currency of the pre-shipment loan account number.<br>The user can change the currency. |
| <b>Outstanding Amount</b>                                                                 | Specify the pre-shipment credit outstanding amount.<br>The user can change the outstanding amount.             |
| <b>Action</b>                                                                             | Click Edit icon to edit the pre-shipment details.<br><br>Click Delete icon to delete the pre-shipment details. |
| <b>Setteled Finance</b>                                                                   |                                                                                                                |
| <b>Sequence Number</b>                                                                    | This field displays the sequence of the settled loan.                                                          |
| <b>Loan Account Number</b>                                                                | This field displays the settled loan account number.                                                           |
| <b>Currency</b>                                                                           | This field displays the currency of the settled loan account number.                                           |
| <b>Outstanding Amount</b>                                                                 | This field displays the outstanding amount.                                                                    |
| <b>Event</b>                                                                              | This field displays the event.                                                                                 |
| <b>Setteled Amount</b>                                                                    | This field displays the settled amount.                                                                        |

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 2-22 Additional Details - Action Buttons - Field Description**

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Documents</b>             | Click the Documents icon to View/Upload the required documents.<br><br>Application displays the mandatory and optional documents.<br><br>The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                                                    |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Table 2-22 (Cont.) Additional Details - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTfPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.                                         |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                                                               |
| <b>Hold</b>                  | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.                                                                                                                                                                                                                                                                          |
| <b>Cancel</b>                | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Save &amp; Close</b>      | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Back</b>                  | On click of Back, system moves the task back to previous data segment.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Next</b>                  | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                                                                                                                                                                                                                                                                                          |

## 2.3.7 Settlement Details

This topic provides the systematic instructions to capture the settlement details of import documentary collection return - close request.

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

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

**Figure 2-16 Settlement Details**

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

**Table 2-23 Settlement Details – Field Description**

| Field                      | Description                                                                                                                                                                                                                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Current Event</b>       | Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event |
| <b>Component</b>           | This field displays the components based on the product selected                                                                                                                                                                      |
| <b>Currency</b>            | This field displays the default currency for the component.                                                                                                                                                                           |
| <b>Debit/Credit</b>        | This field displays the debit/credit indicators for the components.                                                                                                                                                                   |
| <b>Account</b>             | This field displays the account details for the components.                                                                                                                                                                           |
| <b>Account Description</b> | This field displays the description of the selected account.                                                                                                                                                                          |
| <b>Account Currency</b>    | This field displays the currency for all the items based on the account number.                                                                                                                                                       |
| <b>Netting Indicator</b>   | This field displays the applicable netting indicator.                                                                                                                                                                                 |
| <b>Current Event</b>       | This field displays the current event as Y or N.                                                                                                                                                                                      |

Table 2-23 (Cont.) Settlement Details – Field Description

| Field                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Party Details</b><br>Click any component in the grid, the application displays Party Details, Payment Details and Remittance Information. |                                                                                                                                                                                                                                                                                                                           |
| <b>Transfer Type</b>                                                                                                                         | Select the transfer type from the drop list.<br>The options are: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> <li>• None</li> </ul> |
| <b>Charge Details</b>                                                                                                                        | Select the charge details for the transactions from the drop list.<br>The options are: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>                                                                                        |
| <b>Netting Indicator</b>                                                                                                                     | Select the netting indicator for the component from the drop list.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                              |
| <b>Ordering Customer</b>                                                                                                                     | Click <b>Search</b> to search and select the ordering customer.                                                                                                                                                                                                                                                           |
| <b>Ordering Institution</b>                                                                                                                  | Click <b>Search</b> to search and select the ordering institution.                                                                                                                                                                                                                                                        |
| <b>Senders Correspondent</b>                                                                                                                 | Click <b>Search</b> to search and select the senders correspondent.                                                                                                                                                                                                                                                       |
| <b>Receivers Correspondent</b>                                                                                                               | Click <b>Search</b> to search and select the receivers correspondent.                                                                                                                                                                                                                                                     |
| <b>Intermediary Institution</b>                                                                                                              | Click <b>Search</b> to search and select the intermediary institution.                                                                                                                                                                                                                                                    |
| <b>Account with Institution</b>                                                                                                              | Click <b>Search</b> to search and select the account with institution.                                                                                                                                                                                                                                                    |
| <b>Beneficiary Institution</b>                                                                                                               | Click <b>Search</b> to search and select the beneficiary institution.                                                                                                                                                                                                                                                     |
| <b>Ultimate Beneficiary</b>                                                                                                                  | Click <b>Search</b> to search and select the ultimate beneficiary.                                                                                                                                                                                                                                                        |
| <b>Intermediary Reimbursement Institution</b>                                                                                                | Click <b>Search</b> to search and select the intermediary reimbursement institution.                                                                                                                                                                                                                                      |
| <b>Receiver</b>                                                                                                                              | Click <b>Search</b> to search and select the receiver.                                                                                                                                                                                                                                                                    |
| <b>Payment Details</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                                           |
| <b>Sender to Receiver 1 to 6</b>                                                                                                             | Specify the sender to receiver message.                                                                                                                                                                                                                                                                                   |
| <b>Remittance Information</b>                                                                                                                |                                                                                                                                                                                                                                                                                                                           |
| <b>Payment Details 1 to 6</b>                                                                                                                | Specify the payment details.                                                                                                                                                                                                                                                                                              |

2. Click any component in the grid.

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

Table 2-24 Party Details - Field Description

| Field                | Description |
|----------------------|-------------|
| <b>Party Details</b> |             |

Table 2-24 (Cont.) Party Details - Field Description

| Field                                         | Description                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transfer Type</b>                          | Select the transfer type from the drop list: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul> |
| <b>Netting Indicator</b>                      | Select the netting indicator for the component: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                                                                                                                                                 |
| <b>Ordering Customer</b>                      | Click <b>Search</b> to search and select the ordering customer.                                                                                                                                                                                                                       |
| <b>Ordering Institution</b>                   | Click <b>Search</b> to search and select the ordering institution.                                                                                                                                                                                                                    |
| <b>Senders Correspondent</b>                  | Click <b>Search</b> to search and select the senders correspondent.                                                                                                                                                                                                                   |
| <b>Receivers Correspondent</b>                | Click <b>Search</b> to search and select the receivers correspondent.                                                                                                                                                                                                                 |
| <b>Intermediary Institution</b>               | Click <b>Search</b> to search and select the intermediary institution.                                                                                                                                                                                                                |
| <b>Account with Institution</b>               | Click <b>Search</b> to search and select the account with institution.                                                                                                                                                                                                                |
| <b>Beneficiary Institution</b>                | Click <b>Search</b> to search and select the beneficiary institution.                                                                                                                                                                                                                 |
| <b>Ultimate Beneficiary</b>                   | Click <b>Search</b> to search and select the ultimate beneficiary.                                                                                                                                                                                                                    |
| <b>Intermediary Reimbursement Institution</b> | Click <b>Search</b> to search and select the intermediary reimbursement institution.                                                                                                                                                                                                  |
| <b>Payment Details</b>                        |                                                                                                                                                                                                                                                                                       |
| <b>Sender to Receiver 1to 6</b>               | Specify the sender to receiver message.                                                                                                                                                                                                                                               |
| <b>Remittance Information</b>                 |                                                                                                                                                                                                                                                                                       |
| <b>Payment Detail 1 to 5</b>                  | Specify the payment details.                                                                                                                                                                                                                                                          |

3. Click **Next**.

The task will move to next data segment.

Table 2-25 Settlement Details - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Documents</b>             | Click the Documents icon to View/Upload the required documents.<br><br>Application displays the mandatory and optional documents.<br><br>The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| <b>Remarks</b>               | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                                                 |

Table 2-25 (Cont.) Settlement Details - Action Buttons - Field Description

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overrides</b>             | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>View Collection</b>       | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Request Clarification</b> | User can specify the clarification details for requests received online.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.                                         |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                                                               |
| <b>Hold</b>                  | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.                                                                                                                                                                                                                                                                          |
| <b>Cancel</b>                | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Save &amp; Close</b>      | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Back</b>                  | On click of Back, system moves the task back to previous data segment.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Next</b>                  | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                                                                                                                                                                                                                                                                                          |

## 2.3.8 Summary

This topic provides the systematic instructions to view the summary of Islamic Import Documentary Collection Return/Close request.

User can review the summary of details updated in Data Enrichment stage of Islamic Import Documentary Collection Return/Close 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 2-17 Summary**

**Islamic Import Documentary Collection Return/Close DataEnrichment :: Application**  
No:- PK2IIDC00064251

**Summary**

| Main Details                                                                  | Closure/Return Details                                                                                                                                                                                                            | Additional Fields                                                             |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Booking Date : 2022-04-20<br>Submission Mode : Desk<br>Bill Amount : USD 1000 | Protested Bill : No<br>Unaccepted Bill : No<br>Other Documents : No                                                                                                                                                               | Click here to view Additional fields                                          |
| Advices                                                                       | Limits and Collaterals                                                                                                                                                                                                            | Commission, Charges and taxes                                                 |
| Advice 1 : CLOSURE_ADV...<br>Advice 2 : PAYMENT_MESS...                       | Contribution Currency :<br>Amount to Earmark :<br>Limit Status : Not Verified<br>Collateral Currency :<br>Collateral Contribution :<br>Collateral Status : Not Verified<br>Deposit Linkage Currency :<br>Deposit Linkage Amount : | Charge : GBP 100.00<br>Commission :<br>Tax :<br>Block Status : Not Initiated  |
| Preview Messages                                                              | Payment Details                                                                                                                                                                                                                   | FX Linkage                                                                    |
| Language : ENG<br>Preview Message : -                                         | Advance by Loan : No<br>Allow Rollover : No<br>Liquidate using Collateral : No                                                                                                                                                    | Reference Number :<br>Linkage Amount :<br>Contract Currency :                 |
| Settlement Details                                                            | Parties Details                                                                                                                                                                                                                   | Compliance details                                                            |
| Component : IBCLCG_LIQD<br>Account Number : PK2001044001...<br>Currency : GBP | Remitting Bank : RABO BANK<br>Drawee : GOODCARE PLC<br>Drawer : MARKS AND SP...                                                                                                                                                   | KYC : Not Initiate...<br>Sanctions : Not Initiate...<br>AML : Not Initiate... |
| Accounting Details                                                            | Draft Details                                                                                                                                                                                                                     |                                                                               |
| Event : CLOS<br>AccountNumber : PK2001044001...<br>Branch : PK2               | Draft 1 :<br>Draft 2 :                                                                                                                                                                                                            |                                                                               |

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

### Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Closure/Return Details - User can view return 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
- Commision, Charges and Taxes - User can view the Commision, charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance - 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."

- Draft Details - User can view the draft details.
2. Click **Submit**.

The task will move to next logical stage.

**Table 2-26 Summary - Action Buttons - Field Description**

| Field            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents</b> | Click to view/upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| <b>Remarks</b>   | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                                                        |
| <b>Overrides</b> | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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

| Field                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Customer Instruction</b> | Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>View Collection</b>      | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Save &amp; Close</b>     | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Cancel</b>               | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Hold</b>                 | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.                                                                                                                                                                                                                                                                          |
| <b>Reject</b>               | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• <b>R1</b>- Documents missing</li> <li>• <b>R2</b>- Signature Missing</li> <li>• <b>R3</b>- Input Error</li> <li>• <b>R4</b>- Insufficient Balance/Limits</li> <li>• <b>R5</b> - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.      |
| <b>Refer</b>                | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• <b>R1</b>- Documents missing</li> <li>• <b>R2</b>- Signature Missing</li> <li>• <b>R3</b>- Input Error</li> <li>• <b>R4</b>- Insufficient Balance/Limits</li> <li>• <b>R5</b> - Others</li> </ul>                                                                                                                                                                            |
| <b>Back</b>                 | On click of Back, system moves the task back to previous data segment.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Submit</b>               | Task will get moved to next logical stage of Islamic Import Documentary Collection Return/Close.<br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.                                                                                                                                                                                                                                                                           |
| <b>Checklist</b>            | Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.                                                                                                                                                                                                                                                                                                                                           |

## 2.4 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 Return/Close request. This stage allows the approver user to approve a Islamic import documentary collection Return - Close 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 2-18 Approval Re-Key**

## Approval Rekey

 View Signature

 Documents

 Remarks

Bill Amount

GBP ▼

£1,000.00

✓

Bill Currency Code

GBP ▼

✗

Refer

Close

Proceed

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.:

- Bill Amount

- Bill Currency Code

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able to 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

ORACLE (DEFAULTTENITY) Oracle Banking Trade Financ... April 20, 2022 PRADEEP01

**Islamic Import Documentary Collection Return/Close Approval Task Level 1 ::**  
Application No:- PK2IIDC000064251

Documents Remarks Overrides  
Customer Instruction View Collection

|                                                                                                            |                                                                                                                                                                                                                                                                    |                                                                                                               |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Main Details</b><br>Booking Date : 2022-04-20<br>Submission Mode : Desk<br>Bill Amount : USD 1000       | <b>Closure/Return Details</b><br>Protested Bill : No<br>Unaccepted Bill : No<br>Other Documents : No                                                                                                                                                               | <b>Additional Fields</b><br>Click here to view Additional : fields                                            |
| <b>Advices</b><br>Advice 1 : CLOSURE_ADVI...<br>Advice 2 : PAYMENT_MESS...                                 | <b>Limits and Collaterals</b><br>Contribution Currency :<br>Amount to Earmark :<br>Limit Status : Not Verified<br>Collateral Currency :<br>Collateral Contribution :<br>Collateral Status : Not Verified<br>Deposit Linkage Currency :<br>Deposit Linkage Amount : | <b>Commission, Charges and taxes</b><br>Charge : GBP 100.00<br>Commission :<br>Tax :<br>Block Status : Failed |
| <b>Preview Messages</b><br>Language : ENG<br>Preview Message : -                                           | <b>Payment Details</b><br>Advance by Loan : No<br>Allow Rollover : No<br>Liquidate using Collateral : No                                                                                                                                                           | <b>FX Linkage</b><br>Reference Number :<br>Linkage Amount :<br>Contract Currency :                            |
| <b>Settlement Details</b><br>Component : IBCLCG_LIQD<br>Account Number : PK2001044001...<br>Currency : GBP | <b>Parties Details</b><br>Drawee : GOODCARE PLC<br>Remitting Bank : RABO BANK<br>Drawer : MARKS AND SP...                                                                                                                                                          | <b>Compliance details</b><br>KYC : Not Initiate...<br>Sanctions : Verified<br>AML : Verified                  |
| <b>Accounting Details</b><br>Event : CLOS<br>AccountNumber : 311120001<br>Branch : PK2                     | <b>Exception(Approval)</b><br>AmountBlock, Sanction : EXCEPTION<br>PLEASE VISIT REMARKS FOR MORE DETAILS : -                                                                                                                                                       |                                                                                                               |

Audit Reject Hold Refer Cancel Approve

## Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Closure/Return Details - User can view return 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 message.
- Payment Details - User can view the payment details.
- 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 applicant, collecting bank etc.
- Compliance - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

**Note**

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

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

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

**Table 2-27 Approval Summary - Action Buttons - Field Description**

| Field                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents</b>            | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application               |
| <b>Remarks</b>              | Specify any additional information regarding the Islamic Import Collection Return/Close request. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.                                                                                                                                                                                                                         |
| <b>Overrides</b>            | Click to view the overrides accepted by the user.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Customer Instruction</b> | Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>View Collection</b>      | Enables the user to view the latest collection values displayed in the respective fields.                                                                                                                                                                                                                                                                                                                                                                                                      |

Table 2-27 (Cont.) Approval Summary - Action Buttons - Field Description

| Field          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reject</b>  | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p> |
| <b>Hold</b>    | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>                                                                                                                                                                                                                                      |
| <b>Refer</b>   | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                                                                                                                                                           |
| <b>Cancel</b>  | <p>Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>                                                                                                                                                                                                                                                                                                                                        |
| <b>Approve</b> | <p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>                                                                                                                                                                     |

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

# Index

## A

---

Additional Details, [27](#)  
Additional Details - Action Buttons, [27](#)  
Additional Fields, [21](#)  
Additional Fields - Action Buttons, [21](#)  
Advices - Action Buttons, [23](#)  
Application Details, [10](#)  
Approval Summary, [47](#)  
Approval Summary - Action Buttons, [47](#)  
Authorization Re-Key (Non-Online Channel), [47](#)

## B

---

Benefits, [1](#)

## C

---

Charge Details, [27](#)  
Collection Details, [2](#), [10](#)  
Commission Details, [27](#)

## D

---

Data Enrichment, [8](#)  
Document Details, [23](#)

## F

---

Finance Preferences, [27](#)  
FX Linkage, [27](#)

## K

---

Key Features, [1](#)

## M

---

Main Details, [10](#)  
Main Details - Action Buttons, [10](#)  
Multi Level Approval, [47](#)

## O

---

Other Details - Action Buttons, [15](#), [18](#)  
Overview, [1](#)

## P

---

Payment Details, [27](#)  
Preview, [27](#)  
Preview Message, [27](#)

## R

---

Registration, [2](#)  
Registration - Application Details, [2](#)  
Return Details, [15](#), [18](#)

## S

---

Settlement Details, [40](#)  
Settlement Details - Action Buttons - Field  
Description, [40](#)  
Summary, [44](#)  
Summary - Action Buttons, [44](#)

## T

---

Tax Details, [27](#)