

Oracle Banking Trade Finance Process Management

Import Documentary Collection Update User Guide



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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](#)

1.1 Purpose

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

1.2 Audience

This document is intended for the following audience:

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

1.3 Documentation Accessibility

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

Access to Oracle Support

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

1.4 Critical Patches

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

1.5 Diversity and Inclusion

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

1.6 Structure

This manual is organized into the following chapters:

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

1.7 Conventions

The following text conventions are used in this document:

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

1.8 Related Documents

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

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

1.9 Screenshot Disclaimer

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

1.10 Acronyms and Abbreviations

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

Table 1-1 Acronyms and Abbreviations

Abbreviation	Description
CMC	Common Core
OS	Operating System
SMS	Security Management System
LC	Letter of Credit
VM	Virtual Machine

1.11 Basic Actions

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

Table 1-2 Common Action Buttons and its Definitions

Action Buttons	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

Action Buttons	Description
Cancel	Click Cancel to cancel the transaction input midway without saving any data.
Save & Close	Click Save & Close to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click Next , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
Submit	Click Submit to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common

Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record

Table 1-3 (Cont.) Symbols and Icons - Common

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

Table 1-4 Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status

Table 1-4 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	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 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

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

Benefits

Oracle Banking Trade Finance Process Management 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.

3

Import Documentary Collection Booking Update

Import Documentary Collection Booking Update process involves update of an existing documentary collection.

This topic contains following sub-topics:

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

3.1 Common Initiation Stage

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

The screenshot shows the Oracle 'Initiate Task' screen. On the left is a sidebar menu with 'Trade Finance' selected, containing options like Administration, Bank Guarantee Advise, Bank Guarantee Issuance, Buyers Credit, Common Group Message, Enquiry, Export - Documentary Collection, Import - Documentary Collection, and Initiate Task. The main area has a header with the Oracle logo and user information (ADMIN01). Below the header, there's a search bar and a 'Initiate Task' section. The 'Registration' tab is active, displaying three input fields: 'Process Name' (a dropdown menu showing 'Import Documentary Collection'), 'Documentary Collection Number' (a text input with 'PK2ISNC21108548' and a search icon), and 'Branch' (a dropdown menu showing 'PK2-Oracle Banking Trade Fine'). At the bottom right of the form are 'Proceed' and 'Clear' buttons.

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

Note

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

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

Table 3-1 Initiate Task - Field Description

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

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

Table 3-2 Action Buttons - Field Description

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

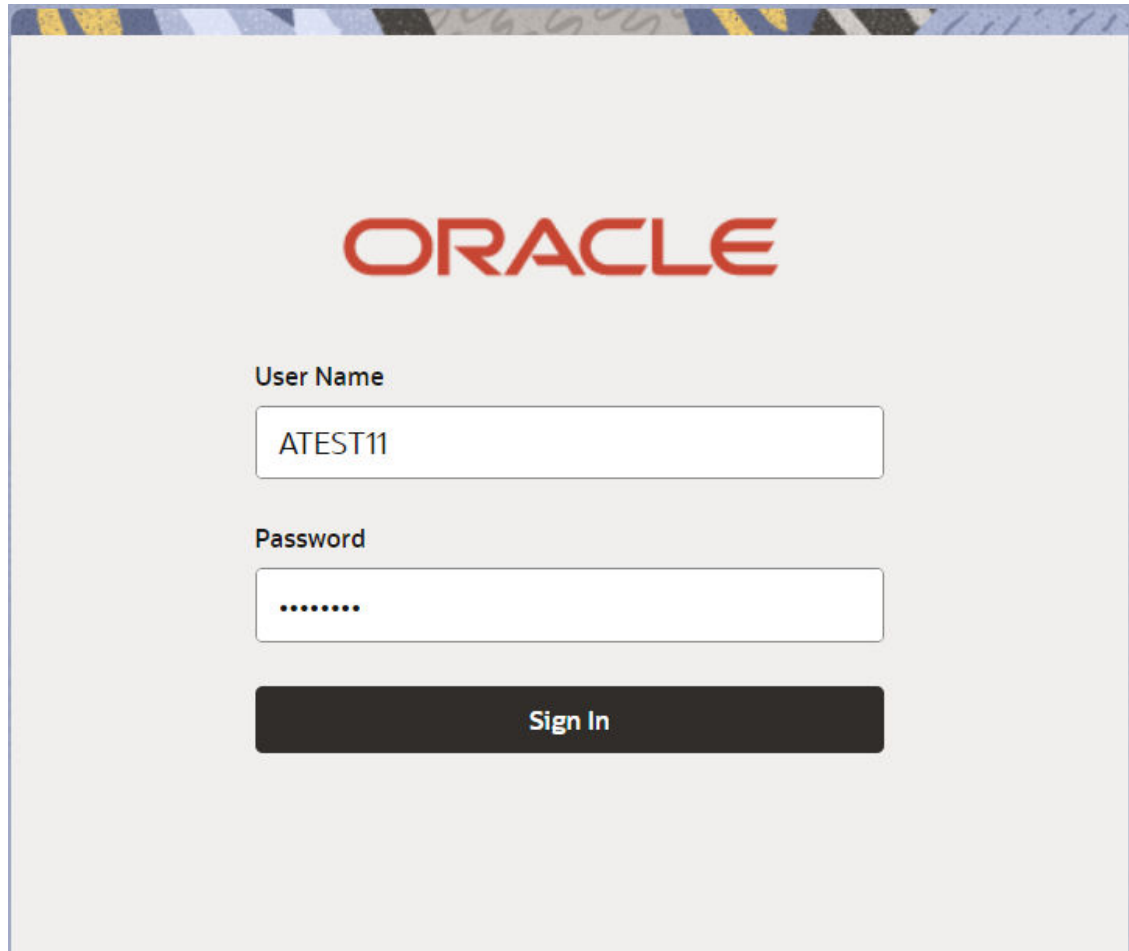
- Click **Proceed** to proceed to the next step.

3.2 Registration

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

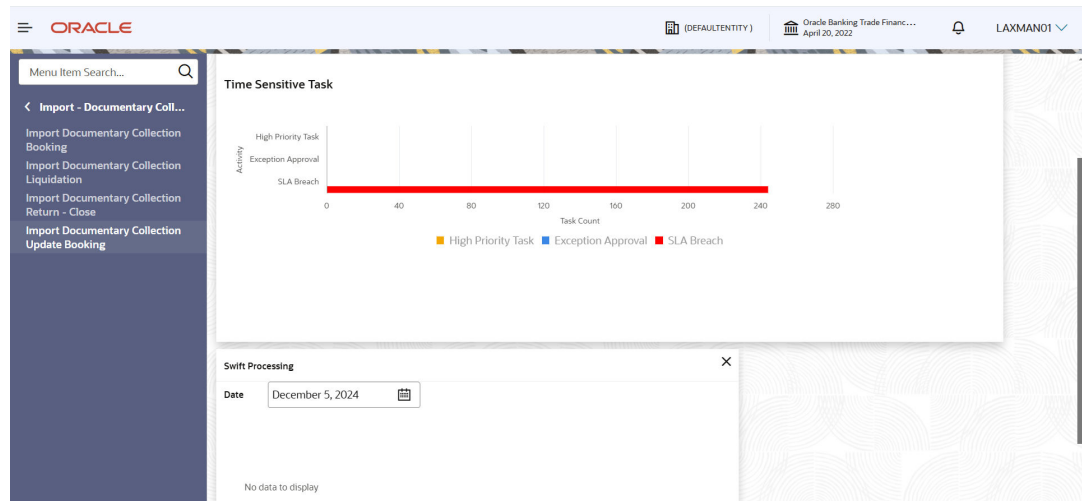
In Registration stage, user captures the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

Figure 3-2 Login ScreenThe image shows the Oracle login screen. At the top, the Oracle logo is displayed in red. Below the logo, there are two input fields. The first field is labeled "User Name" and contains the text "ATEST11". The second field is labeled "Password" and contains a series of dots, indicating a masked password. Below these fields is a dark gray button with the text "Sign In" in white.

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

Figure 3-3 Import Documentary Collection Booking Update



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

Figure 3-4 Import Documentary Collection Booking Update - Registration - Application Details

- On **Import Documentary Collection Update Booking - Registration - Application Details** screen, specify the fields.

Note

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

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

Table 3-3 Import Documentary Collection Update Booking - Registration - Application Details - Field Description

Field	Description
Documentary Collection Number	Specify the documentary collection reference. Alternatively, click Search to search and select the documentary collection reference number. In the lookup, you can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.
Drawee	Read only field. This field displays the Drawee ID and name based on the selected Documentary Collection Number. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.  Note If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message.
Branch	Read only field. Branch details is auto-populated based on the selected Documentary Collection Reference.
Priority	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate Medium as the default priority. User can change the priority populated any time before submit of task in Registration stage.
Submission Mode	Select the submission mode of Import Documentary Collection Booking Update request from the drop-down list. By default the submission mode will have the value as 'Desk'. • Desk - Request received through Desk • Courier - Request received through Courier
Update Date	System displays the update date of the application. By default, the application displays branch's current date.

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

Field	Description
Remitting Bank/Remitter	Read only field. Remitting Bank/Remitter is auto-populated based on the selected Documentary Collection Number. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties. Note In case the selected Bank is not RMA Compliant, the system displays error message “RMA arrangement not available, Only MT999 messages can be sent to the bank”.
Remitting Bank/Remitter Reference	Read only field. Remitting Bank/Remitting Bank Reference is auto-populated based on the selected Documentary Collection Number.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Remitting Bank Date/Remitting Date	Read only field. Remitting Bank Date/Remitting Date is auto-populated based on the selected Documentary Collection Number.
Version Number	Read only field. Version number is auto-generated.

Collection Details

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

- On **Import Documentary Collection Update Booking - Registration - Collection Details** screen, specify the fields.

Note

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

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

Table 3-4 Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Documents Received	Documents Received is auto-populated based on the selected Documentary Collection Number. User can change the documents received value. The options are: • First • Second • Both
Fate Pay / Fate Acceptance Required	Select the checkbox to indicate whether the system generates the Fate Pay or Fate Acceptance advice (MT422 message) for the collection. When set to Yes , related Fate Pay or Fate Accept fields become available for input. When set to No , those fields remain hidden.
Generate Tracer Online	Select the checkbox to indicate whether tracers to be generated automatically during the transaction. When set to Yes , tracer-related fields are enabled for input. When set to No , tracer generation fields remain disabled.
Duplicate	If a Duplicate (second set) of Import document is received, the user has to initiate Import Collection update process. User has to select the option as 'Second' in "Document Received" and has to set the "Duplicate" toggle to Yes.
Tenor Type	Read only field. Tenor type is auto-populated based on the selected Documentary Collection Number. If Tenor type is Both , system disables user input in Liquidation and Unlinked FX rate field. On Submit user will get an error message.
Product Code	Read only field. Product Code is auto-populated from the Documentary Collection Number.
Product Description	Read only field. This field displays the description of the product as per the product code.
User Reference Number	User reference number is defaulted based on the description of the product as per the product code. User can change the value.

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

Field	Description
Operation Type	Operation type is auto-populated from the collection booking. User can update the operation code, if required. The options are: • ACC • NEG • COL • PUR • DIS • PAY • FOP - Free of Payment for bills booked with operation Collection or Acceptance • CAC Note a. Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills not under LC. b. User cannot change the operation type, If the operation code is set as ADV or COL or DIS in collection Booking. c. User can change the operation type to ADV or DIS, if the operation code is set as ACC in collection booking.
Stage	Stage is auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already. Note a. User cannot change the stage value from Final to initial. b. For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the Documentary Collection Number is selected.
Bill Amount	Read only field. This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Reference.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).

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

Field	Description
Bill Outstanding Amount	Read only field. Bill outstanding amount is auto-populated from the collection booking. Note This field is enabled, if Stage is Initial.
Finance Amount	Read only field. Finance amount is auto-populated based on the selected Documentary Collection Number. User can update the Finance Amount, if the Operation Type is set to DIS.
Acceptance Date	Specify the acceptance date.
Non Acceptance Date	Non acceptance date is auto-populated based on the selected Documentary Collection Number.
Non Payment Date	Non payment date is auto-populated based on the selected Documentary Collection Number. This field can be read only or editable depending on the Documentary Collection Number.
Drawer	Drawee ID will be auto-populated from the collection booking. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties. Note a. If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message. b. This field is read only , if the Operation Type is set to DIS and PUR.
Limit verification required	Move the slider On to enables for limit verification. If the toggle is disabled and Finance Amount has been provided, the system prompts an override message on Submit.
Rebate Amount	Specify the value for rebate to the bill outstanding amount.
Transferee Bank	Read only field. Displays the name of the transferee bank.

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

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

5. Click **Submit**.

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

Table 3-5 Import Documentary Collection Booking Update - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following. Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

Table 3-5 (Cont.) Import Documentary Collection Booking Update - Registration - Action Buttons - Field Description

Field	Description
Checklist	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.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Import Documentary Collection Booking Update task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	The task will move to next logical stage of Import Documentary Collection Booking Update. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

3.3 Data Enrichment

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

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

Note

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

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

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

The **Free Tasks** screen appears.

Figure 3-5 Free Tasks

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
☒	Medium	Import Documentary ...	PK2IDCU000063635	PK2IDCU000063635	DataEnrichment	22-04-20
☐	Medium	Import LC Internal Am...	PK2ILCI000064226	PK2ILCI000064226	DataEnrichment	22-04-20
☐	Medium	Import LC Internal Am...	PK2IIIA000064225	PK2IIIA000064225	DataEnrichment	22-04-20
☐	Medium	Guarantee Cancellatio...	PK2IGCI000064224	PK2IGCI000064224	DataEnrichment	22-04-20
☐	Medium	Guarantee Issuance A...	PK2IGTM000064223	PK2IGTM000064223	DataEnrichment	22-04-20
☐	Medium	Guarantee Amendment	PK2GTEA000064222	PK2GTEA000064222	DataEnrichment	22-04-20
☐	Medium	Guarantee Amendment	PK2GTEA000064221	PK2GTEA000064221	DataEnrichment	22-04-20
☐	Medium	Guarantee Advise	PK2GTEA000064219	PK2GTEA000064219	Reject Approval	22-04-20
☐	Medium	Guarantee Advise Inte...	PK2IGIA000064217	PK2IGIA000064217	DataEnrichment	22-04-20
☐	Medium	STP Process Allocation	PK2STPP000064092	PK2STPP000064092	Approval Task Level 1	22-04-20
☐	Medium	Import LC Drawing Up...	PK2ILCU000064208	PK2ILCU000064208	Scrutiny	22-04-20
☐	Medium	Export LC Drawing Up...	PK2ELCU000064207	PK2ELCU000064207	Scrutiny	22-04-20
☐	Medium	Export LC Drawing Up...	PK2ELCU000064206	PK2ELCU000064206	Scrutiny	22-04-20

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 3-6 My Tasks

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
☒	Medium	Import Documentary ...	PK2IDCU00005538	PK2IDCU00005538	DataEnrichment	22-04-20
☐	Medium	Import Documentary ...	PK2IDCB000064147	PK2IDCB000064147	DataEnrichment	22-04-20
☐	Medium	Islamic Export LC Tran...	PK2IELT000064089	PK2IELT000064089	Registration	22-04-20
☐	Medium	Islamic Export LC Tran...	PK2IELT000064052	PK2IELT000064052	DataEnrichment	22-04-20
☐	Medium	Islamic Drawings Und...	PK2IDRT000064036	PK2IDRT000064036	Scrutiny	22-04-20
☐	Medium	Islamic Drawings Und...	PK2IDRT000064033	PK2IDRT000064033	Registration	22-04-20
☐	Medium	Islamic Drawings Und...	PK2IDRT000064030	PK2IDRT000064030	Registration	22-04-20
☐	Medium	Islamic Drawings Und...	PK2IDRT000064022	PK2IDRT000064022	Registration	22-04-20
☐	Medium	Import Documentary ...	PK2IDCB000063949	PK2IDCB000063949	DataEnrichment	22-04-20
☐	Medium	Islamic Export LC Tran...	PK2IELT000063918	PK2IELT000063918	Scrutiny	22-04-20
☐	Medium	Islamic Drawings Und...	PK2IDRT000063917	PK2IDRT000063917	Registration	22-04-20
☐	Medium	Islamic Drawings Und...	PK2IDRT000063914	PK2IDRT000063914	Registration	22-04-20
☐	Medium	Export LC Drawing Up...	PK2ELCU000063794	PK2ELCU000063794	Registration	22-04-20

Let's look at the details for Data Enrichment stage. User can enter/update the fields. Some of the application details that are already having value from Registration/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 Import Documentary Collection Booking Update request.

- [Document Details](#)
This topic provides the systematic instructions to capture the details of the documents received.
- [Other Details](#)
This topic provides the systematic instructions to capture the other details like Shipping guarantee Reference, Credit Value Date, Debit Value Date, Other Bank charges etc.
- [Maturity Details](#)
This topic provides the systematic instructions to capture the maturity details.
- [Additional Fields](#)
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)
This topic provides the systematic instructions to capture the advices details.
- [Settlement Details](#)
This topic provides the systematic instructions to capture the settlement details of Import Documentary Collection Booking Update request.
- [Updated Details](#)
This topic provides the systematic instructions to capture the updated details.
- [Additional Details](#)
This topic provides the systematic instructions to capture the additional details.
- [Summary](#)
This topic provides the systematic instructions to view the summary of **Import Documentary Collection Booking Update** request.

3.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- Collection Details.

Application Details

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

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

Figure 3-7 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 3-6 Import Documentary Collection Update Booking - Data Enrichment - Main Details - Application Details - Field Description

Field	Description
Documentary Collection Number	Read only field. This field displays the documentary collection reference number as selected in Registration stage.
Drawee	Read only field. This field displays the Drawee ID and name based on the selected Documentary Collection Number.
Branch	Read only field. Branch details is auto-populated based on the selected Documentary Collection Reference.
Priority	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority.

Table 3-6 (Cont.) Import Documentary Collection Update Booking - Data Enrichment - Main Details - Application Details - Field Description

Field	Description
Submission Mode	System populates the submission mode of Import Documentary Collection Booking Update request. By default the submission mode will have the value as 'Desk'. User can change the submission mode.
Update Date	Read only field. By default, the application displays branch's current date.
Remitting Bank/Remitter	Read only field. Remitting Bank/Remitter is auto-populated based on the selected Documentary Collection Number.
Remitting Bank/Remitter Reference	Read only field. Remitting Bank/Remitting Bank Reference is auto-populated based on the selected Documentary Collection Number.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Remitting Bank Date/Remitting Date	Read only field. Remitting Bank Date/Remitting Date is auto-populated based on the selected Documentary Collection Number.
Version Number	Read only field. Version number is auto-generated.

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. Refer to Collection Details for more information of the fields. During Registration, if user has not captured input, then user can capture the details in Data Enrichment section.

Note

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

Figure 3-8 Data Enrichment - Main Details - Collection Details

Note

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

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

Table 3-7 Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Documents Received	Documents Received is auto-populated based on the selected Documentary Collection Number. User can change the documents received value. The options are: First Second Both
Fate Pay / Fate Acceptance Required	Select the checkbox to indicate whether the system generates the Fate Pay or Fate Acceptance advice (MT422 message) for the collection. When set to Yes , related Fate Pay or Fate Accept fields become available for input. When set to No , those fields remain hidden.
Generate Tracer Online	Select the checkbox to indicate whether tracers to be generated automatically during the transaction. When set to Yes , tracer-related fields are enabled for input. When set to No , tracer generation fields remain disabled.
Duplicate	If a Duplicate (second set) of Import document is received, the user has to initiate Import Collection update process. User has to select the option as 'Second' in "Document Received" and has to set the "Duplicate" toggle to Yes.

Table 3-7 (Cont.) Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Tenor Type	Read only field. Tenor type is auto-populated based on the selected Documentary Collection Number. If Tenor type is Both, system disables user input in Liquidation and Unlinked FX rate field. On Submit user will get an error message.
Product Code	Read only field. Product Code is auto-populated from the Documentary Collection Number.
Product Description	Read only field. This field displays the description of the product as per the product code.
User Reference Number	User reference number is defaulted based on the description of the product as per the product code. User can change the value.
Operation Type	Operation type is auto-populated from the collection booking. User can update the operation code, if required. The options are: • ACC • NEG • COL • PUR • DIS • PAY • FOP - Free of Payment for bills booked with operation Collection or Acceptance • CAC Note - Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills not under LC. - User cannot change the operation type, If the operation code is set as ADV or COL or DIS in collection Booking. - User can change the operation type to ADV or DIS, if the operation code is set as ACC in collection booking.

Table 3-7 (Cont.) Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Stage	Stage is auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already. Note a. User cannot change the stage value from Final to initial. b. For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the Documentary Collection Number is selected.
Bill Amount	Read only field. This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Reference.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Bill Outstanding Amount	Read only field. Bill outstanding amount is auto-populated from the collection booking. Note This field is enabled, if Stage is Initial.
Finance Amount	Read only field. Finance amount is auto-populated based on the selected Documentary Collection Number. User can update the Finance Amount, if the Operation Type is set to DIS.
Acceptance Date	Specify the acceptance date.
Non Acceptance Date	Non acceptance date is auto-populated based on the selected Documentary Collection Number.
Non Payment Date	Non payment date is auto-populated based on the selected Documentary Collection Number. This field can be read only or editable depending on the Documentary Collection Number.

Table 3-7 (Cont.) Import Documentary Collection Booking - Registration - Collection Details - Field Description

Field	Description
Drawer	Drawee ID will be auto-populated from the collection booking. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties. Note a. If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message. b. This field is read only , if the Operation Type is set to DIS and PUR.
Limit verification required	Move the slider On to enables for limit verification. If the toggle is disabled and Finance Amount has been provided, the system prompts an override message on Submit.
Rebate Amount	Specify the value for rebate to the bill outstanding amount.
Transferee Bank	Read only field. Displays the name of the transferee bank.
Avalization/Co-Acceptance Requested	Enable this option, if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations. Note Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.

2. Click **Next**.

The task will move to next data segment.

Table 3-8 Main Details - Action Buttons - Field Description

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

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

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

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

3.3.2 Document Details

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

As part of document details screen in DE stage the user can capture the Transport Document reference and document date. On click of 'Next' system should validate the value in Document Reference field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.

System to display an override if the Bill Of Lading reference mentioned in the document details screen matches with that of the Bill of Lading reference in any of the unlinked Shipping Guarantees issued for the customer.

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

Figure 3-9 Data Enrichment - Document Details

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

Table 3-9 Document Details - Field Description

Field	Description
Document Code The user can click + to add multiple Document Details .	
Document Code	System defaults the document codes based on the product selected. Click Search to search and select the document code based on the document received . User can add or delete the code by deleting the line on the grid.
Document Type	System displays the document type based on the document code.
Document Description	System displays the document description based on the document code. User can view the description, by clicking the link.
Document Reference	Specify the document reference.
Copies Received	Specify the number copies received from the Drawer. User can edit the actual copies received.
Originals Received	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
Document Date	User can edit the date on which the document is received.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

2. Click **Next**.

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

Table 3-10 Document Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTfPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

Table 3-10 (Cont.) Document Details - Action Buttons - Field Description

Field	Description
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

3.3.3 Other Details

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

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

Figure 3-10 Other Details

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

Table 3-11 Other Details - Field Description

Field	Description
Shipping Guarantee Reference	
Shipping Guarantee Reference	Shipping Guarantee Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee. Click Search to search and select the Shipping Guarantee Reference
Transport Document Reference	Transport Document Reference is auto populated from the underlying Shipping Guarantee details. System validates the Shipping Guarantee Transport Document reference number with Transport Document Reference number in a Bill, if user manually provides the Shipping Guarantee detail.
Transport Document Date	Transport Document Date is auto populated based on the date provided in Bill, which is linked with the Shipping Guarantee.
Amount	Shipping Guarantee amount is displayed in this field.

Table 3-11 (Cont.) Other Details - Field Description

Field	Description
Action	Click Edit icon to edit the shipping guarantee details. Click Delete icon to delete the shipping guarantee details.
Other Details	
Debit Value Date	Specify the debit value date
Credit Value Date	Specify the credit value date.
Value Date	Specify the value date.
Sender to Receiver MT412	Click the edit icon and specify the additional information in Line 1-6 and click Save & Close to save the changes. The user can edit the details by clicking the edit icon.
Other Bank Charges	
Specify the other bank charges based on the description in the following table.	
Other Bank Charges - 1	This field displays the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 2	This field displays the charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 3	This field displays the charges to be collected for the other bank as part of the collection transaction.
Other Bank Description - 1	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 2	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 3	This field displays the description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Interest	
The user can enter the Interest details to be captured as a part of “Other Bank Interest” details section	
Start Date	Specify the date from which the system starts calculating the Interest, if other bank interest details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable.
Other Bank Interest-1, 2 and 3	
Component	This field displays the name of the interest Component.
Component Description	Specify the description of the interest component.
Interest Rate	Specify the rate to be applied for the interest component, if other bank interest details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable.
Interest Basis	Select the calculation basis on which the Interest to be computed from the drop-down list, if other bank interest details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable.

Table 3-11 (Cont.) Other Details - Field Description

Field	Description
Waive	Select whether the interest to be waived off, if other bank interest details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable. The options are: • Yes • No

2. Click **Next**.

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

Table 3-12 Other Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.

Table 3-12 (Cont.) Other Details - Action Buttons - Field Description

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

3.3.4 Maturity Details

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

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

Figure 3-11 Maturity Details

Import Documentary Collection Booking Update DataEnrichment ::
Application No:- PK2IDCU000003760

Maturity Details

Draft Details

No data to display.

Maturity and Multi Tenor Liquidation Details

S.No	Tenor Basis	Tenor Description	Start Date	Tenor Days	Transit Days	Maturity Date	Bill Amount	Liquidated Amount	Exchange Rate	Liquidation Date	Liquidation Amount	Rebate Amount	Action
1	ID	After Invoice Date	April 20, 2022	30	0	May 20, 2022							

Tracer Details

Acceptance Tracer

Tracer Required: ☐

Tracer Receiver Party:

Tracer Start Date:

Tracer Frequency:

Tracer Medium:

Tracer Template ID:

Online Generation: ☐

Charges Tracer

Tracer Required: ☐

Tracer Receiver Party:

Tracer Start Date:

Tracer Frequency:

Tracer Medium:

Tracer Template ID:

Online Generation: ☐

Fate Acceptance

Online Generation: ☐

Advice Medium:

Receiver Of Advice:

Outgoing MT422 - Tag 75-Queries:

Outgoing MT422 - Tag 75-Answers:

Outgoing MT422 - Tag 72-Queries:

Outgoing MT422 - Tag 72-Answers:

Buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, Next

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

Table 3-13 Maturity Details - Field Description

Field	Description
Draft Details The user can click + to add multiple Draft Details .	
Draft Code	Click Search to search and select the draft code.
Draft Amount	Specify the draft amount.

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

Field	Description
Action	Click Edit icon to edit the draft code/ draft amount. Click Delete icon to delete the draft code.
Maturity and Multi Tenor Liquidation Details The user can click + to add multiple Maturity and Multi Tenor Liquidation Details .	
S. No	Serial number of the tenor record.
Tenor Basis	Click Search to search and select the tenor basis. <i>Note</i> This field is disabled if the Tenor Type is 'Both'.
Tenor Description	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.
Start Date	Select the tenor start date.
Tenor Days	Specify the number of tenor days. <i>Note</i> This field is disabled if the Tenor Type is 'Both'.
Transit Days	Specify the value for transit days. <i>Note</i> This field is disabled if the Tenor Type is 'Both'.
Maturity Date	Maturity date is Start date + Tenor Days or Transit Days. <i>Note</i> This field is disabled if the Tenor Type is 'Both'.
Bill Amount	Specify the bill amount.
Liquidated Amount	If a liquidation has already happened in the bill, system displays the Liquidated amount. System validate that the Total Liquidation Amount is not greater than the Bill amount and should display an error message.
Exchange Rate	Specify the exchange rate.
Liquidation Date	Specify the liquidation date.
Liquidation Amount	Specify the liquidation amount.
Rebate Amount	Specify the bill rebate amount.

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

Field	Description
Action	Click Edit icon to edit the tenor record. Click Delete icon to delete the tenor record.
Interest From Date	Interest from date is defaulted in this field. The user can select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.
Interest To Date	Interest to date is auto-populated in this field. The user can change the interest to date.
Acceptance Commission From Date	Acceptance commission from date is auto-populated in this field. The user can change the acceptance commission from date.
Acceptance Commission To Date	Acceptance commission to date is auto-populated in this field. The user can change the acceptance commission to date.
Incoming MT420/MT430 - Sender to Receiver information	Specify the sender-to-receiver details received in the incoming MT420 or MT430 message.
Incoming MT430 - Amendments	Specify the amendment details received in the incoming MT430 message.
Tracer Details	Following are the Tracer Details:
Acceptance Tracer	Click Acceptance Tracker to specify the Acceptance Tracer fields.
Charges Tracker	Click Charger Tracker to specify the Tracer Details fields.
Tracer Required	Enable the option, if tracer is required.
Number of Tracers	Specify the Number of Tracers required.
Tracer Frequency	Select the frequency for generation of the Tracer. • Daily • Weekly • Fortnightly
Tracer Medium	Select the Tracer Medium from the drop-down list: • MAIL • EMAIL • SWIFT
Tracer Receiver Party	Click Search to search and select the tracer receiver party.
Tracer Start Date	Select the Tracer Start Date . Start date cannot be earlier than the branch date.
Template ID	Specify the Template ID from the list of values.
Online Generation	Select this checkbox to enable online generation.
Outgoing MT420 -Tag72 Sender to Receiver Information	Specify any additional instructions or information for the receiver when generating the outgoing tracer (MT420) message.
Fate Acceptance	Click Fate Acceptance to specify the Fate Acceptance fields.
Online Generation	Select this checkbox to generate the MT422 message immediately upon saving the transaction. Select No to generate it later through batch processing.
Advice Medium	Select the Advice Medium through which the MT422 advice is sent to the receiver. Following are the drop-down list: • SWIFT • MAIL
Receiver Of Advice	Specify the party that receives the MT422 advice message.

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

Field	Description
Outgoing MT422 -Tag72 Sender to Receiver Information	Specify any additional instructions or communication meant for the receiver of the MT422 message.
Outgoing MT422 -Tag 75-Queries	Specify any queries related to the collection that need to be sent along with the MT422 advice.
Outgoing MT422 -Tag 76-Answers	Specify the responses or clarifications corresponding to earlier queries in the collection process.

2. Click **Next**.

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

Table 3-14 Maturity Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.

Table 3-14 (Cont.) Maturity Details - Action Buttons - Field Description

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

3.3.5 Additional Fields

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

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

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

Figure 3-12 Additional Fields

2. Click **Next**.

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

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

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

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

Table 3-15 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTfPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 3-15 (Cont.) Additional Fields - Action Buttons - Field Description

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

3.3.6 Advices

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

Advices menu displays the advices available under a product code from the back office as tiles. User can update the fields in the tile for details to be captured in the advices. User can suppress the advice. All advices including Remittance Letter should be generated in the back office and user has to attach the Remittance letter (cover letter) with the import documents and forward the same to the Transferee bank.

Note

In case of Operation Type is FOP, Advice should be generated for the Drawer (Mail Advice) and the Collecting Bank (MT499). In Advices, SWIFT 499 – FREEOFPAYMENT_ADVICE user should attach the FOP instruction and system should validate the same.

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

Figure 3-13 Advices

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

Clarification DetailsDocumentsRemarksOverridesCustomer Instruction
Common Group MessagesIncoming MessageView CollectionSignatures

Main DetailsDocument DetailsOther DetailsMaturity DetailsAdditional FieldsAdvicesUpdated DetailsAdditional DetailsSettlement DetailsSummary

Advices

Advice : PAYMENT_MESSAGE
Advice Name : PAYMENT_MESSAGE
Advice Party :
Party Name :
Suppress Advice : NO

Audit

Request ClarificationRejectReferHoldCancelSave & CloseBackNext

Advice Details

Figure 3-14 Advice Details

Advice Details

▼ Advice Details

Suppress Advice
☐

Advice Name
LC_AMND_INSTR

Medium
▼

Advice Party
ABK

Party ID
001204

Party Name
ABC BANK

▼ FFT Code

FFT Code	FFT Description		Action
FREEVP	TESTING FFT		

▼ Instructions

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

OKCancel

Table 3-16 Advice Details

Field	Deacription
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	This field diaplays the advice name defaulted from LC issuance.
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.
Advice Party	This field diaplays the advice party defaulted from LC issuance.
Party ID	This field diaplays the party ID defaulted from LC issuance.
Party Name	This field diaplays the party name defaulted from LC issuance.
FFT Code	Click + to add multiple FFT Code .
FTT Code	Click Search to search and select the FFT code as a part of free text.
FFT Description	This field displys the FFT description based on the FFT code selected.
Action	Click Edit icon to edit the FFT code. Click Delete icon to delete the FFT code.
Instructions	Click + to add multiple Instruction Code .
Instruction Code	Click Search to search and select the instruction code as a part of free text.
Instruction Description	This field displys the instruction description based on the instruction code selected.
Edit	Click Edit icon to edit the instruction code description.
Action	Click Edit icon to edit the instruction code. Click Delete icon to delete the instruction code.

2. Click **Next**.

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

Table 3-17 Advices - Action Buttons - Field Description

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

Table 3-17 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTfPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 3-17 (Cont.) Advices - Action Buttons - Field Description

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

3.3.7 Settlement Details

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

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

Figure 3-15 Settlement Details

Import Documentary Collection Booking Update
DataEnrichment :: Application No:- PK2IDCU000063636

Clarification Details Documents Remarks Overrides Customer Instruction
Common Group Messages Incoming Message View Collection Signatures

Screen(9/10)

Settlement Details

☐ Current Event

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Nesting Indicator	Current Event
BILL_LIQ_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
BILL_LIQ_AMTEQ	GBP	Credit	PK20010410...	WELLS FARGO LA	USD	No	No
BKTAX_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
INT_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No

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

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

Table 3-18 Settlement Details – Field Description

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

2. Click **Next**.

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

Table 3-19 Settlement Details - Action Buttons - Field Description

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

Table 3-19 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 3-19 (Cont.) Settlement Details - Action Buttons - Field Description

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

3.3.8 Updated Details

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

This section enables the user to view the details of the updated fields to the Import Documentary Collection Update Booking.

1. On **Updated Details** screen, view the fields.

Figure 3-16 Updated 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 3-20 Updated Details - Action Buttons - Field Description

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

Table 3-20 (Cont.) Updated Details - Action Buttons - Field Description

Field	Description
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 3-20 (Cont.) Updated Details - Action Buttons - Field Description

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

3.3.9 Additional Details

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

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

Figure 3-17 Additional Details

Import Documentary Collection Booking Update DataEnrichment ::
Application No:- PK2IDCU000003760

Additional Details

Limit & Collateral

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

Charge Details

Charge : GBP 100.00
Commission :
Tax : GBP 2.00
Block Status : Not Initiated

Preview Message

Language :
Preview Message : -

Payment Details

Allow Rollover : No
Advance by Loan : Yes
Liquidate using Collateral : No

FX Linkage

Reference Number :
Currency :
Contract Amount :

Interest Details

Component :
Amount :
Event :

Loan Preferences

Loan Product : TA15
Linkage Ref. No :
Loan Tenor : 12
Currency : GBP
Loan Amount :
Loan Maturity Date : 2023-04-20

Linked Loan Details

Loan Account :
Loan Currency :
Loan Amount :

Buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, Next

Limits and Collaterals

Provide the Limit Details based on the description in the following table.

Limit & Collateral

Limit Details

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

Cash Collateral Details

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

Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available in Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP1221100003	GBP	April 20, 2023	GBP	63880.34	67	PK2CDP1221100003	

Page 1 of 1 (1 of 1 items)

Save & Close

Cancel

Figure 3-18 Limit Details

Limit Details

Customer Id

001044

Linkage Type

Facility

Contribution %

100.0

Liability Number

001044

Contribution Currency

USD

Line Id/Linkage Ref No

001044_US

Limit/Liability Currency

USD

Limits Description

Limit Check Response

Available

Amount to Earmark

\$10.00

Expiry Date

Limit Available Amount

\$999,378,010.18

Response Message

Balance available of USD 999378010.18

ELCM Reference Number

Verify

Save & Close

Close

Figure 3-19 Collateral Details

Collateral Details

Total Collateral Amount

£20.00

Collateral Amount to be Collected

£20.00

Sequence Number

1.0

Collateral Split %

100.0

Collateral Contrubution Amount

£20.00

Settlement Account

PK20010440016

Settlement Account Currency

GBP

Exchange Rate

1.0

Figure 3-20 Deposit Linkage Details

Deposit Linkage Details

Customer Id

001044

Deposit Account

PK2CDP1221100004

Deposit Branch

PK2

Deposit Available Amount

GBP

£50,150.24

Deposit Maturity Date

April 20, 2023

Exchange Rate

1

Deposit Available In Transaction Currency

GBP

50,150.24

Linkage Percentage %

67.0

Linkage Amount(Transaction Currency)

GBP

£6,700.00

Save & Close

Close

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

Table 3-21 Limit Details - Field Description

Field	Description
Limit Details	Click plus icon to add new limit details.
Limit Details	Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Linkage Type	Select the linkage type. Linkage type can be: - Facility - Liability By default Linkage Type should be Facility .

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

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

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

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

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

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

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

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

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

Commission, Charges and Taxes Details

This section displays the charge details. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from Back End system. The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

The screenshot shows a 'Charge Details' window with three main sections: Commission Details, Charge Details, and Tax Details. Each section contains a table of data.

Commission Details

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

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Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
BCCOUR2	GBP	1000	EUR	€100.00		☐	☐	☐		

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Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
BKTAX	WITHHOLDINC	April 20, 2022	GBP	£20.00	☐	☐	

Buttons: Recalculate, Re-default, Save & Close, Close

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

Table 3-22 Charge Details - Field Description

Field	Description
Commission Details	Specify the commission details.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Rate	From the default value, if the rate is changed the value gets updated in this field.

Table 3-22 (Cont.) Charge Details - Field Description

Field	Description
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Amount	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settlement Account	Select the settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	Specify the charge details.
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.

Table 3-22 (Cont.) Charge Details - Field Description

Field	Description
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Waive	Enable the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	Indicates the settlement account.
Tax Details	The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Currency	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. 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.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.

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

Preview Message

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

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

Table 3-23 Preview Message - Field Description

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

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

Payment Details

Payment Details

Payment Details

Auto Liquidate
☐

Advance by Loan
☐

Settle Available Amount
☐

Allow Rollover
☐

Auto Change from Acceptance to Advance
☐

Liquidate using Collateral
☐

Outstanding Collateral Amount

GBP

Protest Date

Split Settlement
☒

Settlement Details - Liquidation

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

Page 1 of 1 (1 of 1 items)

Split Settlement

Component	Contract Currency	Amount
No data to display.		

Page 1 (0 of 0 items)

Split Settlement Details

+

Fetch Exchange Rate

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

Page 1 of 1 (1 of 1 items)

Save & Close

Close

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

Table 3-24 Payment Details - Field Description

Field	Description
Payment Details	
Auto Liquidate	Enable the option as 'On' if the auto liquidation is required. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
Advance by Loan	Enable the Advance by Loan option, if required. Advance by Loan enables creation of loan at the time of Final liquidation.
Settle Available Amount	Enable this option, if during settlement, the amount as available in the CASA account of the customer has to be utilized and for the balance if a loan has to be availed.
Allow Rollover	Read only field.
Auto Change from Acceptance to Advance	Select Auto Change from Acceptance to Advance, if required. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. Note This option is applicable only for the bills that are co-accepted by the bank.
Liquidate using Collateral	Read only field.

Table 3-24 (Cont.) Payment Details - Field Description

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

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

FX Linkage

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

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

Following are the features of FX Linkage in BC.

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

FX Linkage

FX Linkage

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

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1

Average FX Rate

0

Save & Close

Cancel

Figure 3-21 FX Linkage Details

FX Linkage

FX Reference Number

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

Available FX Contract Amount

USD ▼
\$4,000.00

Rate

FX Expiry Date

FX Delivery Period To

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

Table 3-25 FX Linkage - Field Description

Field	Description
The user can click + to add multiple FX Details .	
FX Reference Number	Click Search to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, - Counterparty of the FX contract should be the counterparty of the Bill contract. - Active Forward FX transactions authorized not marked for auto liquidation. Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
The user can click + to add multiple FX Details .	
Bought Currency	This field displays the currency from the linked FX contract.
Sold Currency	This field displays the currency from the linked FX contract.
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Rate	This field displays the rate at which the contract is booked.

Table 3-25 (Cont.) FX Linkage - Field Description

Field	Description
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Current Utilized amount	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
Total Utilized Amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.
FX Expiry Date	This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.
Average FX Rate	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.

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

Interest Details

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

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

Table 3-26 Interest Details - Field Description

Field	Description
Component	This field displays the component maintained in the back office.

Table 3-26 (Cont.) Interest Details - Field Description

Field	Description
Component Description	This field displays the description of the component.
Rate Type	This field displays the rate type maintained for the component in back office. - Fixed Floating - Special
Rate Code	This field displays the rate code applicable for the component.
Min Spread	This field displays the minimum spread applicable for the Rate Code. This field have value, if the Rate Type is Floating .
Max Spread	This field displays the maximum spread applicable for the Rate Code. This field have value, if the Rate Type is Floating .
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread.
Min Rate	This field displays the minimum rate applicable for the Rate Code.
Max Rate	This field displays the maximum rate applicable for the Rate Code.
Rate	This field displays the value applicable for the Rate Code. You can modify the value, if the Rate Type is Fixed . System validates whether the Rate input is between the Minimum and Maximum Rate.
Modified Rate	This field displays the modified rate.
Special Pricing Reference Number	Specify the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component). Special Pricing Reference is not applicable for Penal Interest components. For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same. Note System displays an override as “Special Pricing Applicable”, on clicking “Save” in the Interest Details screen, if Special Pricing Reference number has been provided.
Currency	This field displays the interest currency.
Interest Amount	Specify the interest amount, if the Rate Type is Special . In other cases , the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.
Waive	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.

Table 3-26 (Cont.) Interest Details - Field Description

Field	Description
Charge Party	This field displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills.
Settlement Account	This field displays the settlement account of the Charge Party for debit of Interest. User can change the value. System displays an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override. In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFPM).
Settlement Currency	System defaults the currency of the Settlement Account as maintained for the Charge Party.
Settlement Branch	System defaults the branch of the Settlement Account as maintained for the Charge Party.

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

Loan Preferences

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

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

Table 3-27 Loan Preferences

Field	Description
Drawing/Collection Ref	Defaults from the underlying task. User cannot change the value.

Table 3-27 (Cont.) Loan Preferences

Field	Description
Bill Currency-Amount	Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task. User cannot change the value.
Customer Id	Customer Id defaults from the underlying task. User cannot change the value.
Customer Name	Applicant/ Drawee name defaults from the underlying task. User cannot change the value.
Product Code	Product Code defaults from the underlying task.
Loan Currency-Amount	Loan currency is defaulted from the bill currency. System should display an error message on tab out if the currency selected is not a Bill currency or Local Currency. User can change this to Local Currency. System populates the loan account based on the outstanding drawing/ Collection amount less the collateral amount. User can change the Loan amount.
Original Exchange Rate	This field displays the original exchange rate applicable for Local Currency. System displays the Exchange rate from maintenance. System validates the exchange rate is within the allowed range. User cannot change the value.
Exchange Rate	This field displays the exchange rate applicable. User cannot change the value.
Loan Tenor Units	Indicates the period of loan defaults from the underlying task. User can change the value. The numerical value for Days or months or Years is applicable.
Tenor Type	System defaults the tenor type. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
Rate Type	Defaults from the underlying task. User cannot change the value.
Rate Code	Defaults from the underlying task. User cannot change the value.
Loan/Finance Value Date	This field displays the branch date as Value date. User cannot change the value.
Loan Maturity Date	Loan maturity date defaults based on Tenor type and Tenor units. User cannot change the value.
Loan Interest/UDE Details	
User Defined Element ID	System populates the UDE Element ID as part of simulation.
UDE Description	System populates the UDE description as part of simulation.
Rate Code	System populates the Rate code as part of simulation.
Usage	System populates the details as part of simulation.
UDE Value	System populates the value as part of simulation.
Limits	
Linkage Type	System defaults the linkage type as "Facility" from back office.
Linkage Reference Number	System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer is displayed for selection.

Table 3-27 (Cont.) Loan Preferences

Field	Description
Linked Percentage	Specify the value for linked percentage. Maximum is 100. User cannot enter negative values.
Limit Amount	System defaults the value. System populates the value based on the contribution percentage.

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

Linked Loan Details

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

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

Table 3-28 Linked Loan Details - Field Description

Field	Description
Loan Account	The details of the linked loan account.
Loan Currency	Loan Currency of the linked loan account.
Loan Amount	Loan amount of the linked loan account.

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

10. **Next.**

The task will move to next data segment.

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

Table 3-29 Additional Details - Action Buttons - Field Description

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

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

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

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

3.3.10 Summary

This topic provides the systematic instructions to view the summary of **Import Documentary Collection Booking Update** request.

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

The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

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

Figure 3-22 Summary

Import Documentary Collection Booking Update DataEnrichment :: Application
No:- PK2IDCU00003796

Clarification Details Documents Remarks Overrides Customer Instruction Common Group Messages Incoming Message
View Events View Collection Signatures

Screen(11/11)

Summary

Main Details Booking Date : 2022-04-20 Submission Mode : Online Bill Amount : GBP 9999	Maturity Details Tenor Type : Usance Tenor Basis : Maturity Date : 2022-05-20	Document Details Document 1 : BOIL	Other Details Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20
Additional Fields Click here to view Additional : fields	Advices Advice 1 : DOC_ARVI_NOT... Advice 2 : ACKNOWLEDGEM... Advice 3 : PAYMENT_MESS...	Limits and Collaterals Contribution Currency : Not Available... Amount to Earmark : Not Available... Limit Status : Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount : Casa Linkage Currency : Casa Linkage Amount :	Commission, Charges and taxes Charge : Commission : Tax : Block Status : Not Initiated
Preview Messages Language : ENG Preview Message :	Payment Details Advance by Loan : Yes Allow Rollover : No Liquidate using Collateral : No	FX Linkage Reference Number : Linkage Amount : Contract Currency :	Loan Preferences Loan Product : TAD4 Linkage Ref. No : Loan Tenor : 12 Loan Currency : GBP Loan Amount : 9999 Loan Maturity : 2025-04-20
Settlement Details Click here to view Settlement: Details	Updated Details Click here to view : Amended/Updated Details	Parties Details Drawer : MARKS AND SP... Remitting Bank : WELLS FARGO ... Drawee : GOODCARE PLC	Compliance details KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...
Accounting Details Click here to view : Accounting Details	Linked Loan Details loanAcc : Loan Currency : Loan Amount :	Interest Details Component : Amount : Event :	

Audit

Export Documentary ... Import Documentary ...

Request Clarification Report Refer Hold Cancel Save & Close Back Submit

Tiles Displayed in Summary

- Main Details - User can view details about application details and collection details.
- Maturity Details - User can view the maturity details in case of usance and multi tenor.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view the commission, charges and taxes details.
- Preview message - User can view the preview of the simulated messages to remitting bank.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preferences - User can view the details of the loan preferences selected.

- Settlement Details - User can view the settlement details.
- Updated Details - User can view the updated details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

Note

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

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

2. Click **Submit**.

The task will move to next logical stage.

Table 3-30 Summary - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.

Table 3-30 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Request Clarification	User can specify the clarification details for requests received online.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Export Documentary Collection Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Table 3-30 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit..

3.4 Exceptions

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

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

Exception - Amount Block

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

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage.

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of updated available fields with values.

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

Approve:

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

Refer:

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

Reject:

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

Amount Bock Exception

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view additional fields.
- Advices - User can view the advices.

- Limits and Collaterals - User can view the limits and collaterals details.
- Commissions, Charges and Taxes - User can view commissions, charges and taxes detail.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the FX Linkage details.
- Loan Preferences - User can view the loan preferences detail.
- Tracer Details - User can view the tracer details.
- Settlement Details - User can view the settlement details.
- Updated Details - User can view the updated details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Interest Details - User can view the interest details.

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

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

Table 3-31 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Cancel	Cancel the Import Collection Update Booking Amount Block Exception check.
Hold	The details provided will be saved and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

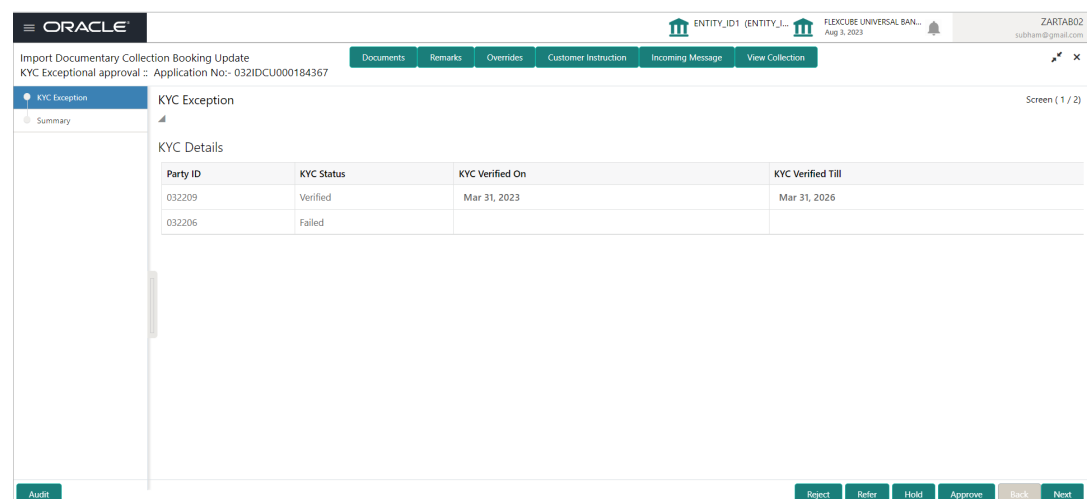
Table 3-31 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

Exception - Know Your Customer (KYC)

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

1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.

Figure 3-23 KYC Exception

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

Approve

- After changing the KYC status in the back end application (outside this process).

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

Summary

Figure 3-24 Exception - Know Your Customer (KYC) Summary

Import Documentary Collection Booking Update
KYC Exceptional approval : Application No- PK2IDCU000008913

KYC Exception

Summary

Main Details	Maturity Details	Additional Fields	Advices	Limits and Collaterals
Booking Date : 2021-05-05 Submission Mode : Desk Bill Amount : GBP 100000	Tenor Type : Usance	Click here to view Additional Fields :	Advice 1 : PAYMENT_ME	Limit Currency : Limit Contribution : Limit Status : Not Verified Collateral Currency : Collateral Contr. : Collateral Status : Not Verified
Commission, Charges and taxes	Preview Messages	Payment Details	FX Linkage	Loan Preferences
Charge : Commission : Tax : Block Status : Not Initia	Language : ENG Preview Message :	Advance by Loan : Yes Allow Rollover : No Liquidate using Collateral : No	Reference Number : Contract Amount : Contract Currency :	Loan Product : LinkageRefNo : Loan Tenor : Loan Currency : Loan Amount : Loan Maturity :
Tracer Details	Settlement Details	Updated Details	Parties Details	Compliance details
Payment Tracer : No Acceptance Tracer : No Confirmation Tracer : No Charge Tracer : No	Component : REFUND_INT Account Number : PK1000325025 Currency : GBP	Click here to view Amended/Updated Details :	Drawer : Trade Indi Drawee : NATIONAL F	KYC : Not Verified Sanctions : Not Initia AML : Not Initia
Interest Details				

Component :

Reject Refer Hold Approve Back Next

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view the limits and collaterals details.
- Commissions, Charges and Taxes - User can view commissions, charges and taxes detail.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the FX Linkage details.
- Loan Preferences - User can view the loan preferences detail.
- Tracer Details - User can view the tracer details.
- Settlement Details - User can view the settlement details.
- Updated Details - User can view the updated details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Interest Details - User can view the interest details.

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

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

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.
Back	Task moves to previous logical step.

Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view the limits and collaterals details.
- Commissions, Charges and Taxes - User can view commissions, charges and taxes detail.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the FX Linkage details.

- Loan Preferences - User can view the loan preferences detail.
- Tracer Details - User can view the tracer details.
- Settlement Details - User can view the settlement details.
- Updated Details - User can view the updated details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Interest Details - User can view the interest details.

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

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

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

3.5 Multi Level Approval

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

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

On successful Handoff, system triggers TRFB event in the Back office.

Authorization Re-Key (Non-Online Channel)

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

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

- Bill Amount
- Bill Currency Code

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

Figure 3-25 Authorization Re-Key

The screenshot displays the 'Approval Rekey' dialog box in the OBTFPM application. The dialog box is centered over a 'My Tasks' table. The table has columns for 'Task ID', 'Priority', 'Process', 'Stage', and 'Application Date'. The 'Approval Rekey' dialog box contains the following fields and buttons:

- Bill Amount:** A dropdown menu showing 'GBP' and a text input field showing '£1,122.00' with a confirmation icon.
- Bill Currency Code:** A dropdown menu showing 'GBP' with a confirmation icon.
- Buttons:** 'View Signature', 'Documents', 'Remarks', 'Refer', 'Close', and 'Proceed'.

The 'My Tasks' table in the background shows a list of tasks with their respective stages and application dates. The tasks are as follows:

Task ID	Priority	Process	Stage	Application Date
64081	Medium	Import D	Approval Task Level 1	22-04-20
64102	Medium	Import D	Registration	22-04-20
63819	Medium	Islamic In	Approval Task Level 1	22-04-20
63732	Medium	Guarante	Scrutiny	22-04-20
63677	Medium	Import L	Registration	22-04-20
63499	Medium	Import L	DataEnrichment	22-04-20
63485	Medium	Import L	DataEnrichment	22-04-20
63470	Medium	Import L	DataEnrichment	22-04-20
61647	Medium	Islamic In	Approval Task Level 1	22-04-20
606042	Medium	Import L	Approval Task Level 1	22-04-20
605661	Medium	Import L	DataEnrichment	22-04-20
PK2ILCU000005672	Medium	Import LC Drawing Up...	DataEnrichment	22-04-20
PK2ILU000005673	Medium	Islamic Import LC Dra...	DataEnrichment	22-04-20

Approval Summary

Import Documentary Collection Booking Update Approval Task Level 1 ::
Application No:- PK2IDCU000053538

Documents Remarks Overrides Customer Instruction Common Group Messages Incoming Message View Collection Signatures

Main Details Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : GBP 1000	Maturity Details Tenor Type : Usance Tenor Basis : Maturity Date : 2022-05-20	Additional Fields Click here to view Additional : fields
Advices Advice 1 : PAYMENT_MESS...	Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission, Charges and taxes Charge : EUR 100.00 Commission : Tax : Block Status : Not Initiated
Preview Messages Language : ENG Preview Message : -	Payment Details Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No	FX Linkage Reference Number : Linkage Amount : Contract Currency :
Loan Preferences Loan Product : LinkageRefNo : Loan Tenor : Loan Currency : Loan Amount :	Tracer Details Payment Tracer : No Acceptance Tracer : No Confirmation Tracer : No Charge Tracer : No	Settlement Details Component : BCCOUR_LIQD Account Number : PK2001044001... Currency : EUR
Updated Details Click here to view : Amended/Updated Details	Parties Details Drawee : GOODCARE PLC Remitting Bank : PK2WALKIN1 Drawer : MARKS AND SP...	Linked Loan Details loanAcc : Loan Currency : Loan Amount :
Compliance details KYC : Verified Sanctions : Verified AML : Verified	Accounting Details Event : AccountNumber : Branch :	Interest Details Component : Amount : Event :
Exception(Approval) Sanction : EXCEPTION 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 collection details.

- Maturity Details - User can view the maturity details in case usance and multi tenor.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission,Charges and Taxes - User can view commission,charges and taxes detail.
- Preview message - User can view the preview of the simulated messages to remitting bank.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preferences - User can view the details of the loan preferences.
- Tracer Details - User can view the tracer details.
- Settlement Details - User can view settlement details.
- Updated Details - User can view the details updated to the Import Collection.
- Parties Details - User can view party details like remitting bank, drawee, drawer etc.
- Linked loan Details - User can view linked loan details.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

Note

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

- Interest Details - User can view the interest details.

1. Click **Approve.**

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

Table 3-34 Approval Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

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

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following - Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. - Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to view the incoming SWIFT message MT730.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: - R1- Documents missing - R2- Signature Missing - R3- Input Error - R4- Insufficient Balance/Limits - R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

3.6 Reject Approval

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

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

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

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

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

Summary

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

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

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

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

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

Table 3-35 Action Buttons - Field Description

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

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