Oracle Banking Trade Finance Process Management

Import LC Closure User Guide

Release 14.8.1.0.0
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Oracle Banking Trade Finance Process Management Import LC Closure User Guide, Release 14.8.1.0.0

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Preface

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Import LC Closure** process.

Audience

This document is intended for the following audience:

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

Access to Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

- Access to Oracle Support

Access to Oracle Support

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

Critical Patches

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

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.

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.

Conventions

The following text conventions are used in this document:

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

Related Documents

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

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

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

Basic Actions

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

Table 2 Common Action Buttons and its Definitions

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

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

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

Symbols and Icons

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

Table 3 Symbols and Icons - Common

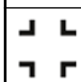
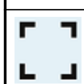
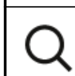
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 3 (Cont.) Symbols and Icons - Common

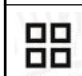
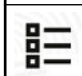
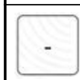
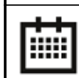
Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar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

Table 4   Symbols and Icons - Widget

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

1 Oracle Banking Trade Finance Process Management

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

Welcome to the Oracle Banking Trade Finance Process Management 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.

2
Import LC Closure

This process illustrates the update to an Import LC Closure handled in Oracle Banking Trade Finance Process Management (OBTFPM).

This process allows the user to register a request for an Import LC Closure received at desk.

This topic contains following subtopics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the new **Import LC Closure** request.
- Registration
  This topic provides the systematic instructions to initiate the **Registration** stage of **Import LC Closure** request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Closure request.
- 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.

2.1 Common Initiation Stage

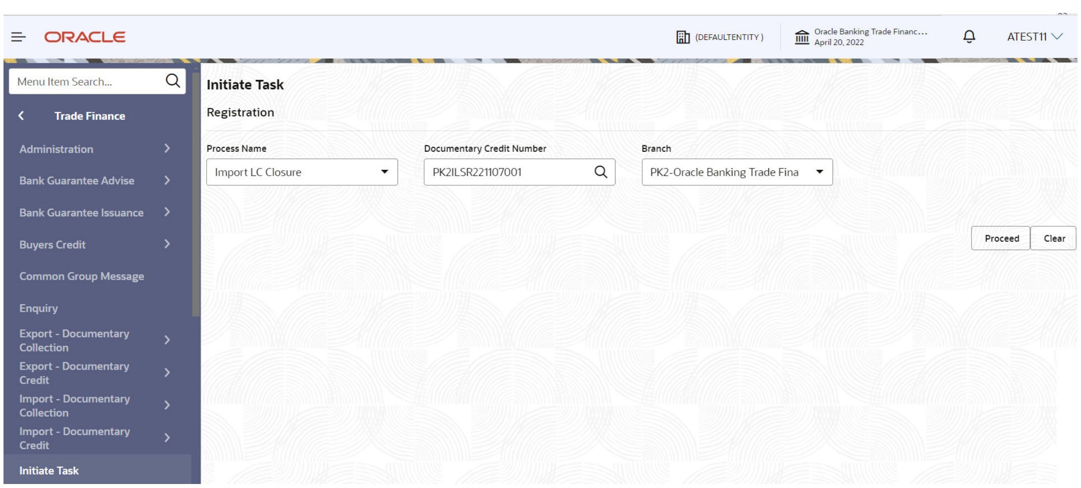
This topic provides the systematic instructions to initiate the new **Import LC Closure** request.

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

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

   The **Initiate Task** screen appears.

Figure 2-1 Initiate Task



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

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Documentary Reference Number	Click **Search** to search and slect the Documentary Reference 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 2-2 Action Buttons - Field Description

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

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

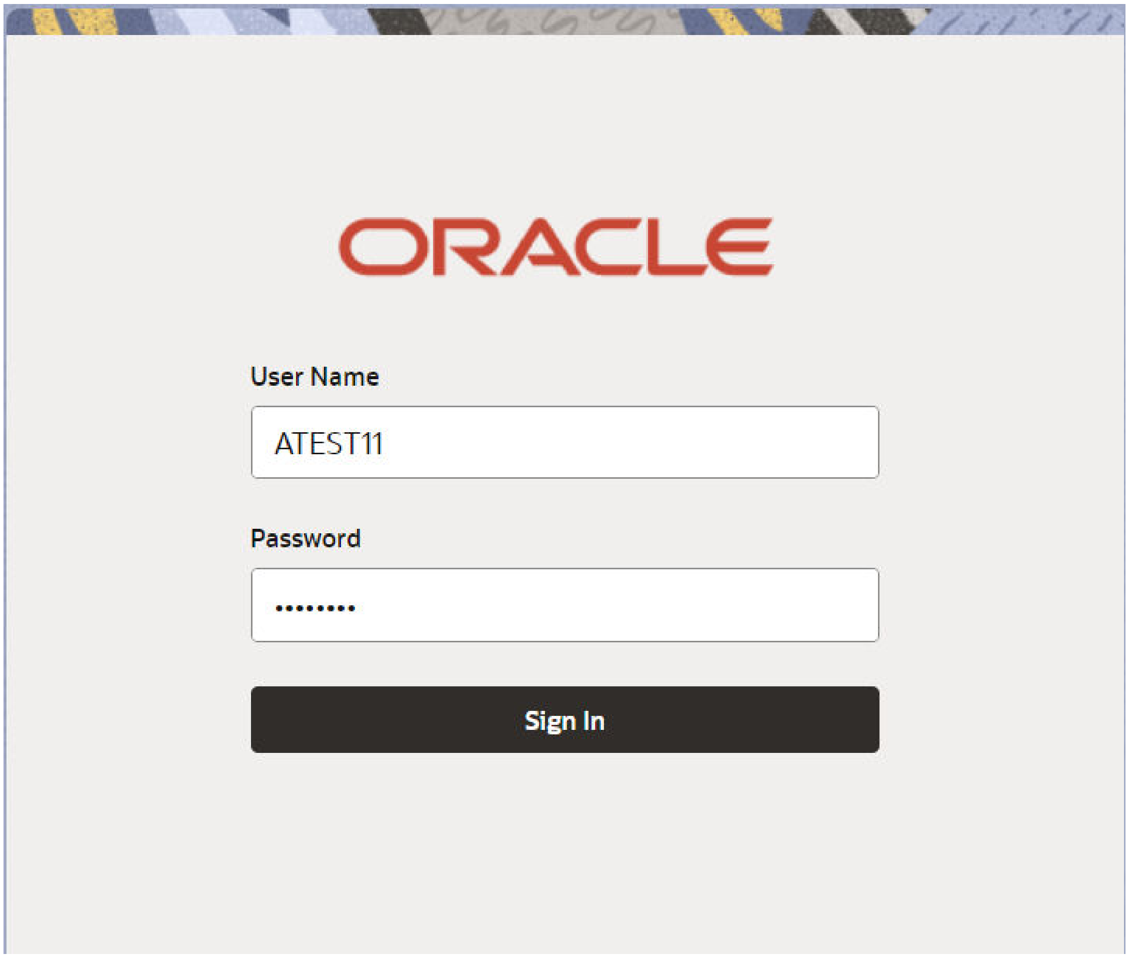
2.2 Registration

This topic provides the systematic instructions to initiate the **Registration** stage of **Import LC Closure** request.

The Import LC Closure request received will be initiated in the Registration Stage. The Registration stage has two sections 'Application Details' and 'LC Details'. Let’s look at the details of Registration screens below:

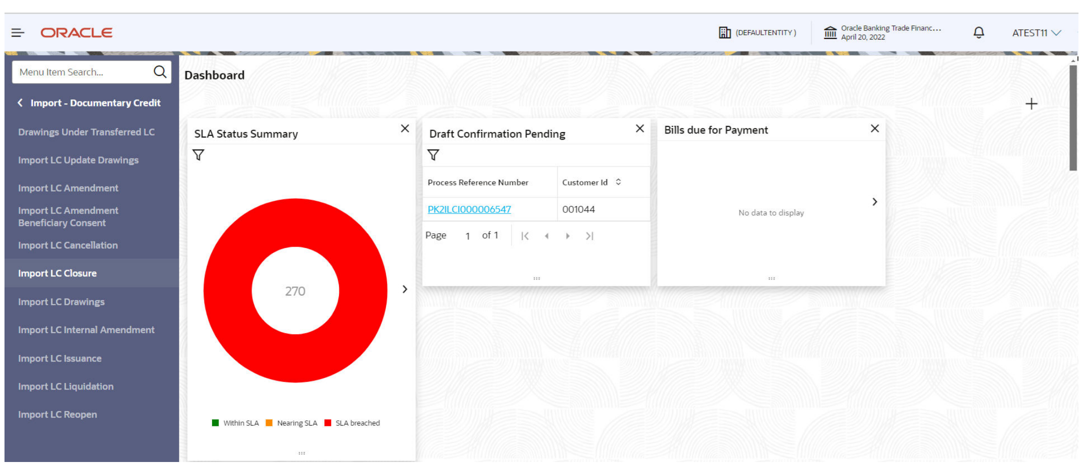
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



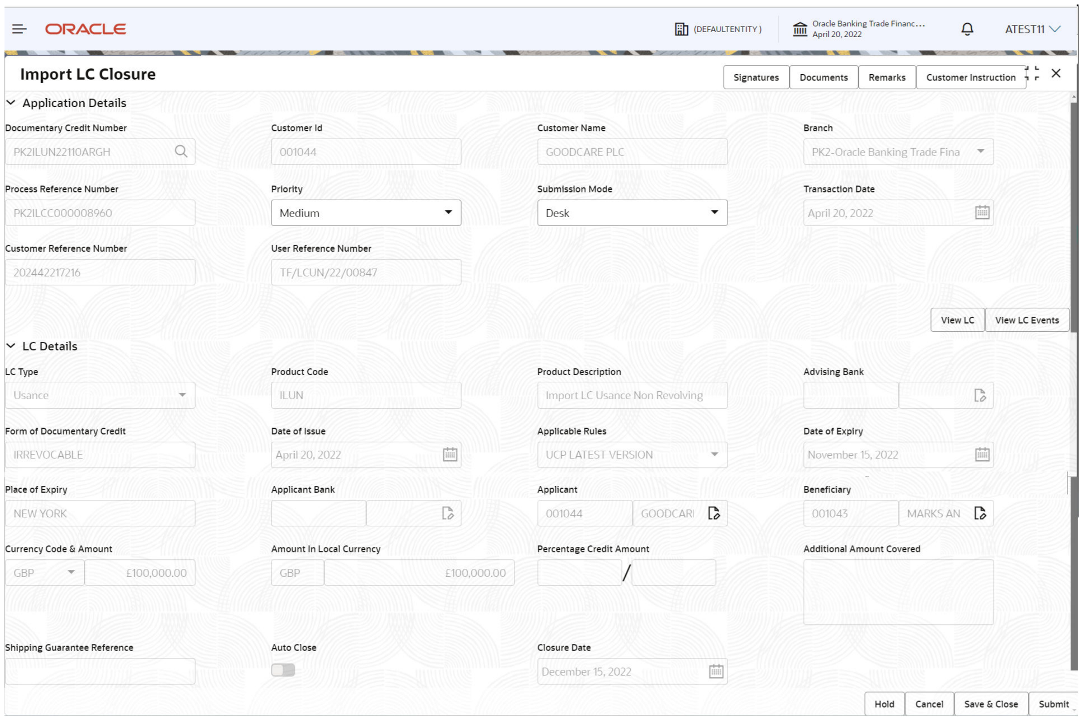
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import Documentary Credit**.
2. Under **Import Documentary Credit**, click **Import LC Closure**.

Figure 2-3 Import LC Closure



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

Figure 2-4   Registration - Application Details



3. On **Import LC Closure - Registration - Application Details** screen, specify the fields.

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

Table 2-3   Registration - Application Details - Field Description

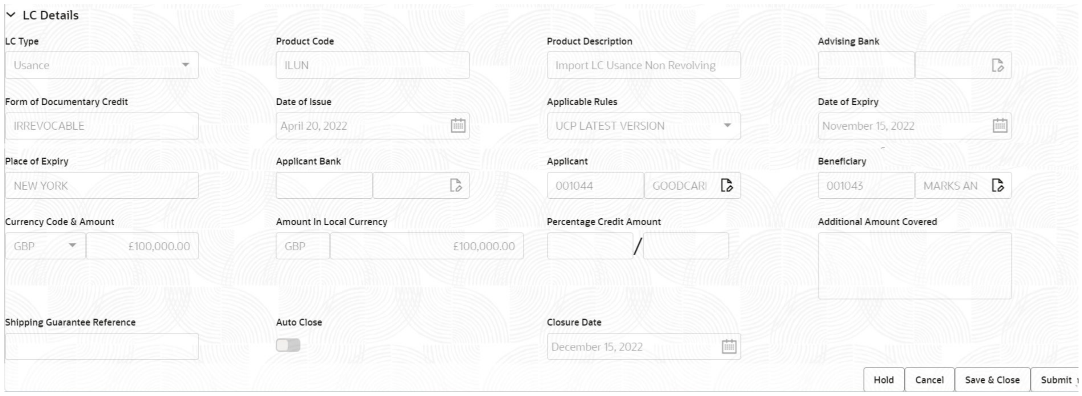
Field	Description
Documentary Credit Number	Specify the documentary credit number. Alternatively, click **Search** icon to search and select the documentary credit number from the lookup. In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount and User Reference to fetch the LC details. Based on the search result, select the applicable LC to be closed.

Table 2-3 (Cont.) Registration - Application Details - Field Description

Field	Description
Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC.
Customer Name	Read only field. Customer Name will be auto-populated based on the selected LC.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Priority	System will populate 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 Registration stage.
Submission Mode	Select the submission mode of Import LC Closure request. By default the submission mode will have the value as ‘Desk’ for transactions created via registration. By default the submission mode will have the value as ‘Desk’. • **Desk** - Request received through Desk • **Courier** - Request received through Courier • **Email** - Request received through Mail • **Fax** - Request received through Fax
Transaction Date	Read only field. By default, the application will display branch’s current date.
Customer Reference Number	Read only field. A unique Customer Reference Number for the closure provided by the applicant/ applicant bank.
User Reference Number	Read only field. User reference number is defaulted based on the selected LC.

LC Details

The user can view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.



4. On **Import LC Closure - Registration - LC Details** screen, specify the fields.

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

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

Table 2-4 Registration - LC Details - Field Description

Field	Description
LC Type	Read only field. LC type will be populated based selected LC using documentary credit number.
Product Code	Read only field. This field displays the product code of the selected LC.
Product Description	Read only field. This field displays the description of the product as per the product code.
Advising Bank	Read only field. This field displays the advising bank details (if provided) of the selected LC.
Form of Documentary Credit	Read only field. This field displays the form of documentary credit details of the selected LC.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	Read only field. This field displays the applicable rule of the selected LC.
Date of Expiry	Read only field. This field displays the expiry date of the selected LC.
Place of Expiry	Read only field. This field displays the place of expiry of the selected LC.
Applicant Bank	Read only field. This field displays the applicant bank details of the selected LC.
Applicant	Read only field. This field displays the details of the applicant of the selected LC.

Table 2-4 (Cont.) Registration - LC Details - Field Description

Field	Description
Beneficiary	Read only field. This field displays the beneficiary details of the selected LC.
Currency Code, Amount	Read only field. This field displays the value of LC along with the currency details of the selected LC.
Amount In Local Currency	Read only field. This field displays the amount of LC along in local currency.
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details of the selected LC.
Additional Amount Covered	Read only field. This field displays the details of additional amount covered of the selected LC.
Shipping Guarantee Reference	Read only field. This field displays the details of shipping guarantee reference.
Auto Close	Read only field. System default the value from the previous versions of the contracts.
Closure Date	Read only field. System default the value from the previous versions of the contracts.

5. Click **Submit**.

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

Table 2-5 Registration - Action Buttons - Field Description

Field	Description
Signatures	Click the **Signatures** 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.
Documents	Upload the documents received under the LC. Application displays mandatory documents to be uploaded for Import LC Closure. Place holders are also available to upload additional documents submitted by the applicant
Remarks	Specify any additional information regarding the LC Closure. This information can be viewed by other users processing the request.
Customer Instruction	Click to view/ input the following: • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

Table 2-5 (Cont.) Registration - Action Buttons - Field Description

Field	Description
View LC	Click to view the latest LC values displayed in the respective fields.
View LC Events	Click to view the details of LC events.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Import LC Closure 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	Click Submit, task will get moved to next logical stage of Import LC Closure. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
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. The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.

- Document Linkage
  This topic provides the systematic instructions to initiate the document linkage.

2.2.1 Document Linkage

This topic provides the systematic instructions to initiate the document linkage.

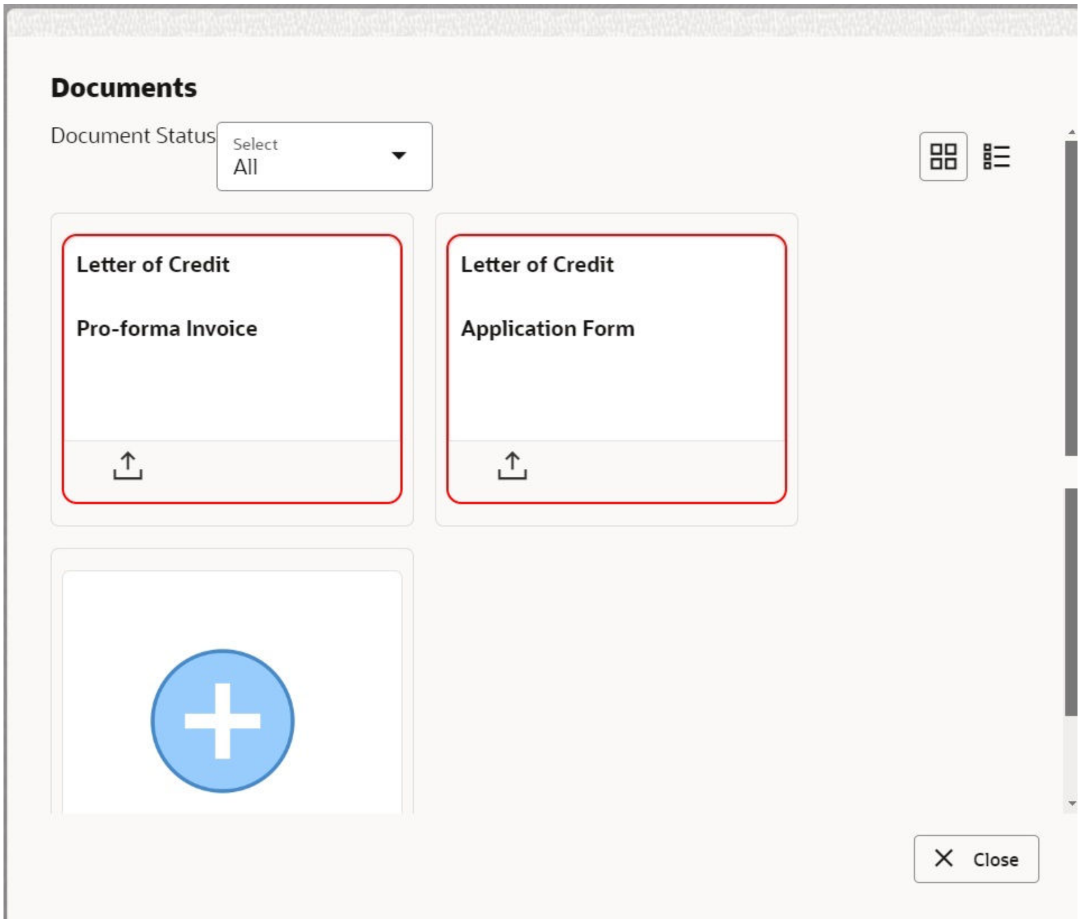
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

Specify **User ID** and **Password**, and navigate to **Registration** screen.

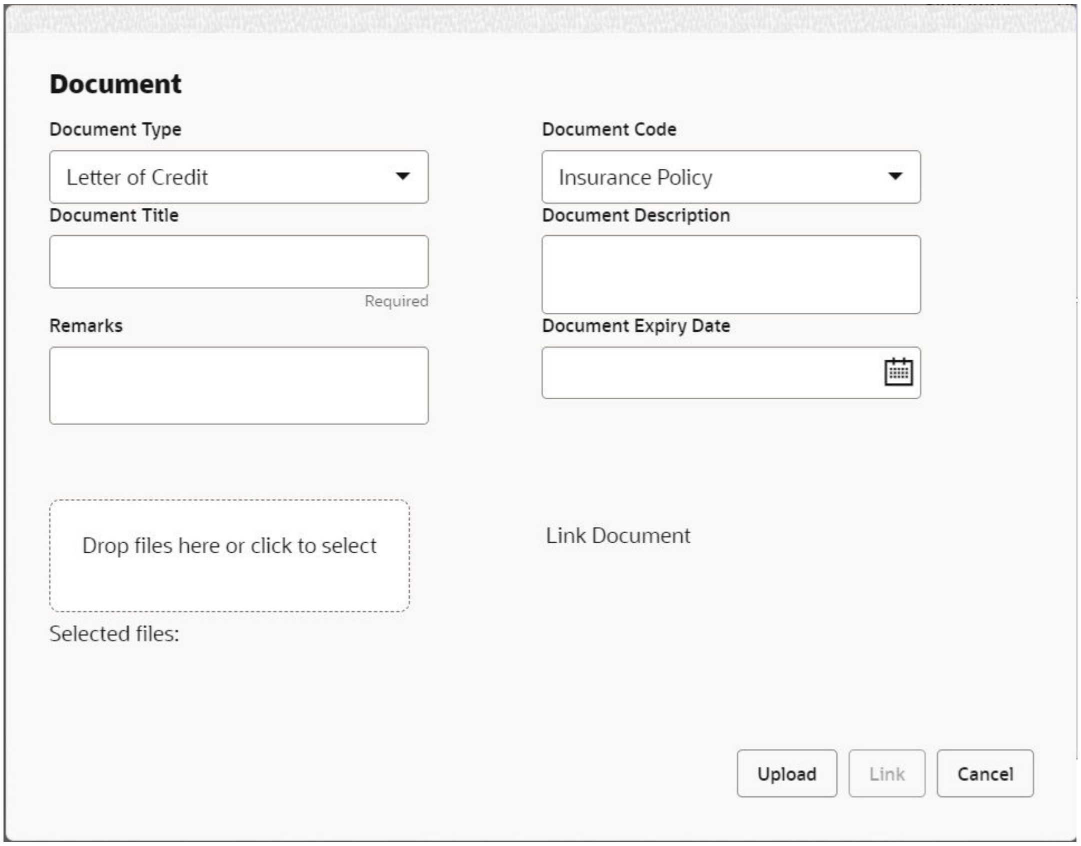
1. On the header of **Registration** screen, click, **Documents**.

The **Document** pop-up screen is displayed.



2. Click the **Add Additional Documents** button/ link.

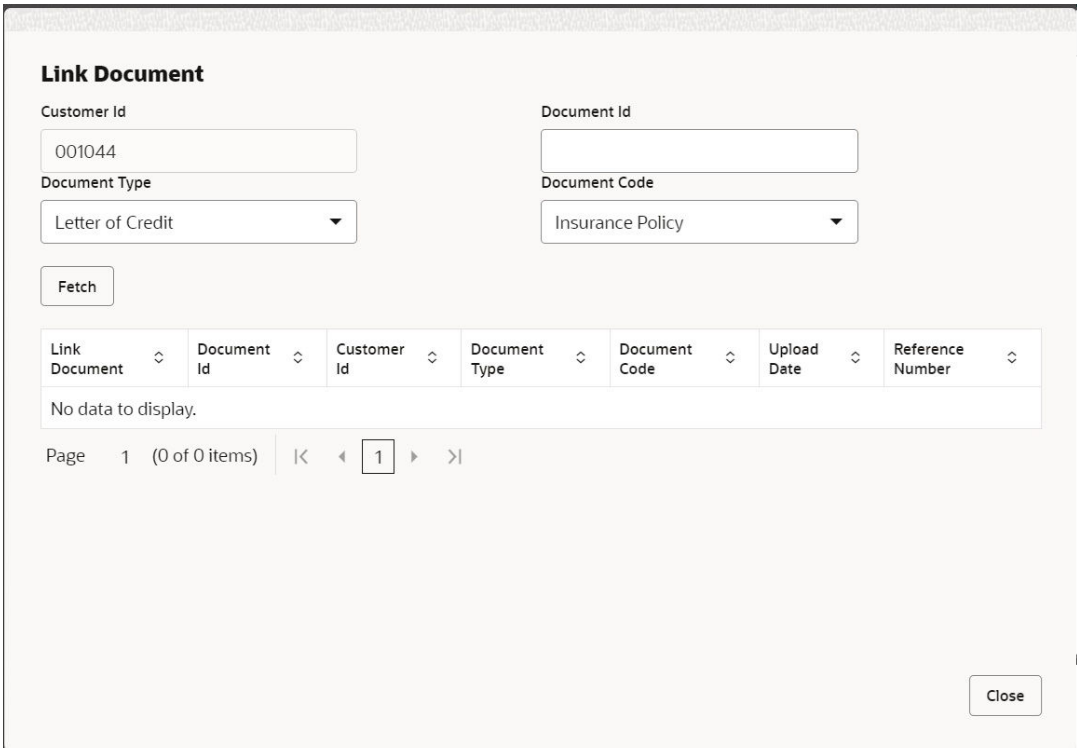
The **Document** screen is displayed.



Field	Description
Document Type	Select the document type from list. Indicates the document type from metadata.
Document Code	Select the document Code from list. Indicates the document Code from metadata.
Document Title	Specify the document title.
Document Description	Specify the document description.
Remarks	Specify the remarks.
Document Expiry Date	Select the document expiry date.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.

3. Select the document to be uploaded or linked and click the **Link Document** link.

   The link **Document** pop up screen is displayed.
   The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.

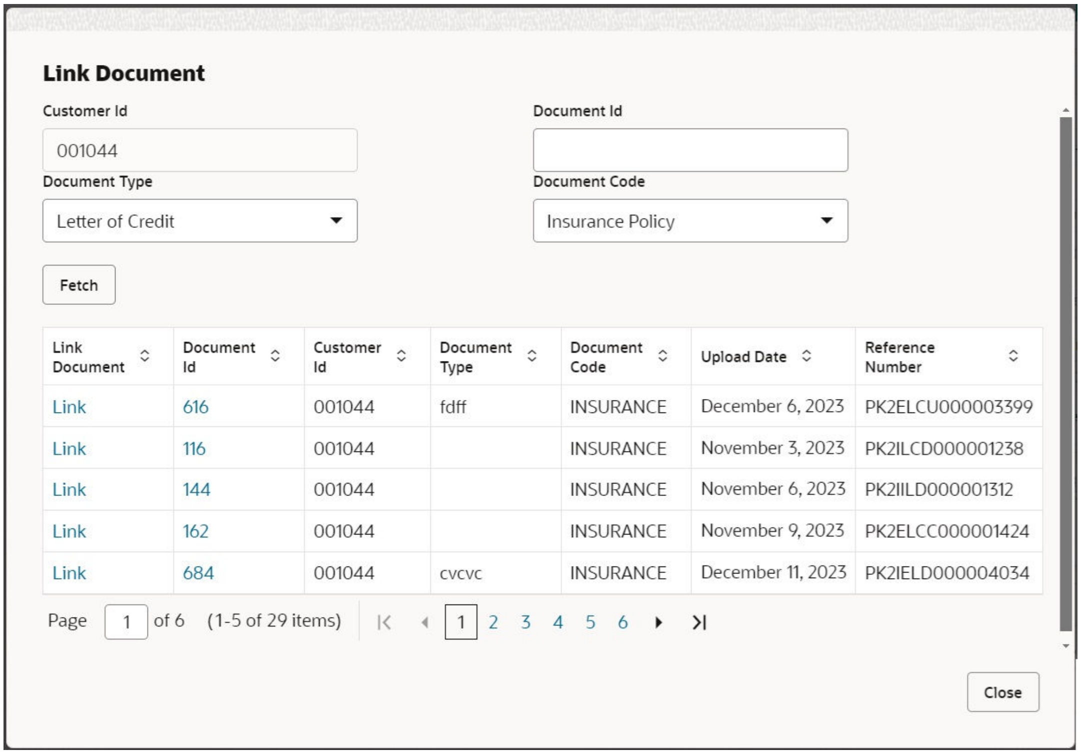


4. Click **Fetch** to retrieve the details from DMS.

   System displays all the documents available for the given **Document Type** and **Document Code** for the customer.

Field	Description
Customer ID	This field displays the transaction Customer ID.
Document ID	Specify the document ID.
Document Type	Select the document type from list.
Document Code	Select the document Code from list.
Search Result	
Document ID	This field displays the document ID from metadata.
Customer ID	This field displays the transaction customer ID.
Document Type	This field displays the document type from metadata.
Document Code	This field displays the document code from metadata.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.
Upload Date	The field displays the upload date of the document.
Reference Number	The field displays the reference number of the document.

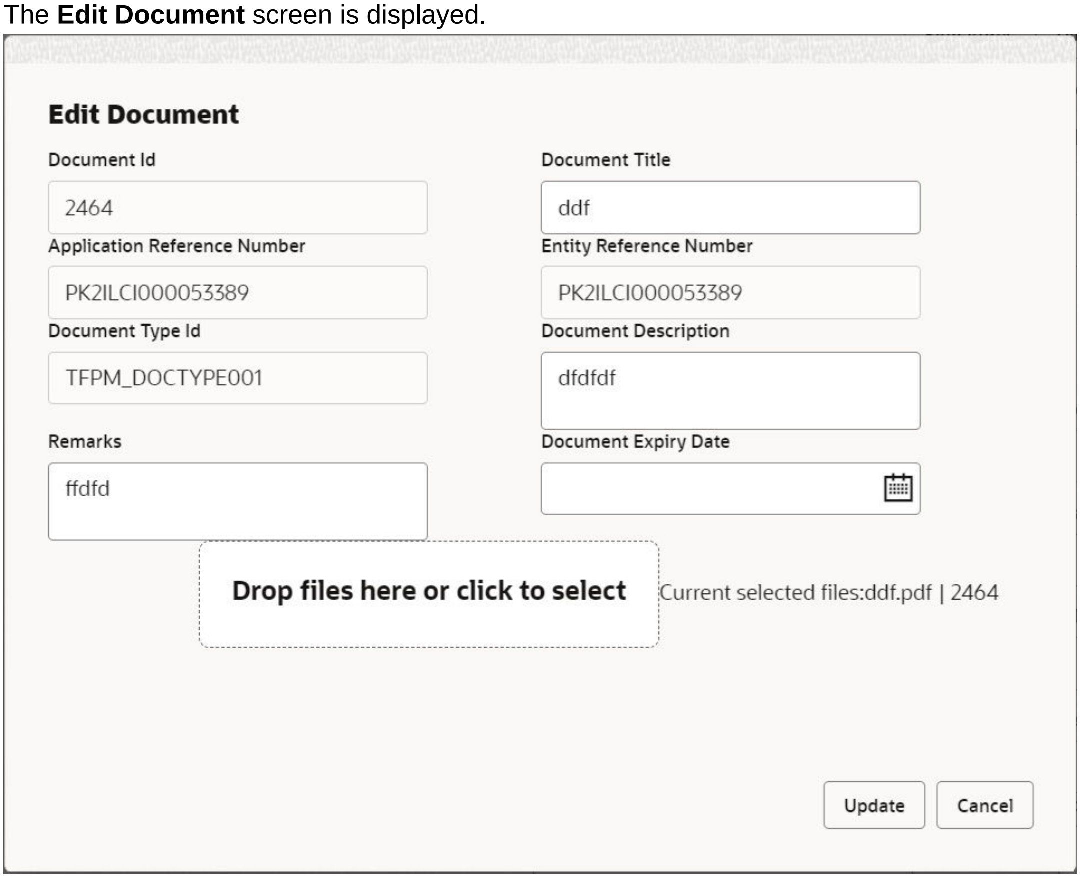
5. Click **Link** to link the particular document required for the current transaction.



Post linking the document, the user can View, Edit and Download the document.

6. Click **Edit** icon to edit the documents.

   The **Edit Document** screen is displayed.



2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Closure request.

As a part of Data Enrichment stage, user can enter/update basic details of the incoming request of the Import LC Closure.

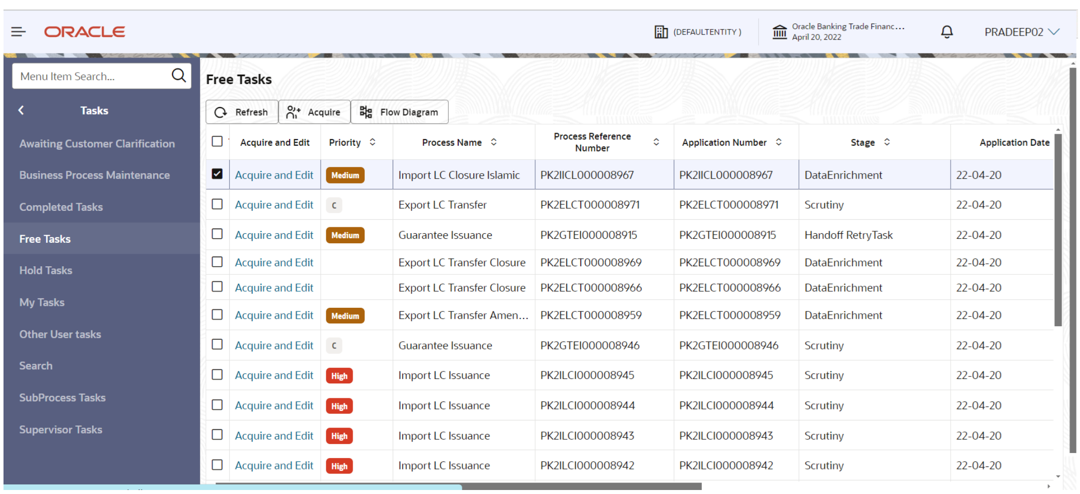
> **Note**
>
> For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

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

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

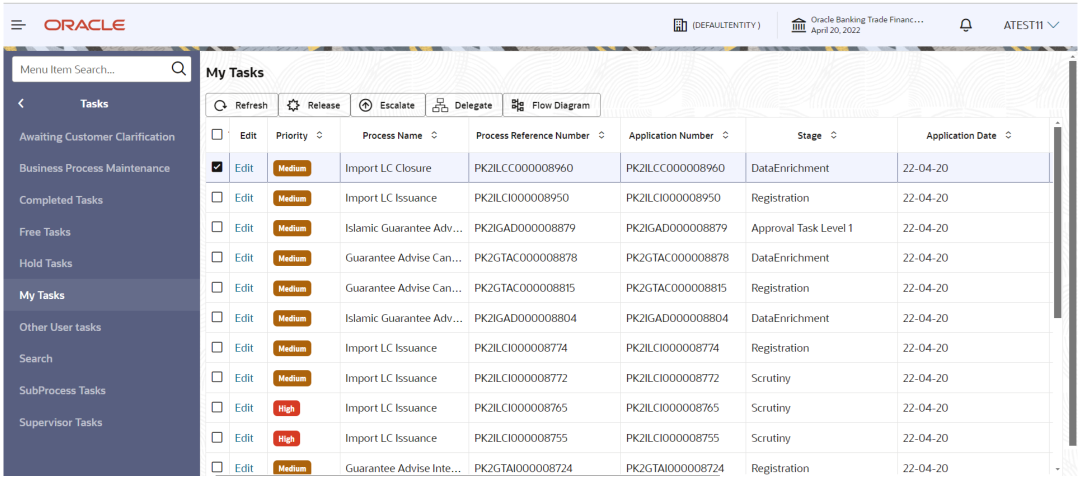
Figure 2-5



The **Free Task** screen appears.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

Figure 2-6 My Task



Let’s look at the details for Data Enrichment stage. User can enter/update the following fields.
Do the following steps to acquire a task at Data Enrichment stage.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 LC Closure request.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- Advices
  This topic provides the systematic instructions to capture the advices details.
- Additional Details
  This topic provides the systematic instructions to capture the additional details.
- Settlement Details
  This topic provides the systematic instructions to capture the settlement details of import LC Closure request.
- Summary
  This topic provides the systematic instructions to view the summary of **Import LC Closure** request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Closure request.

Main details section has two sub section as follows:

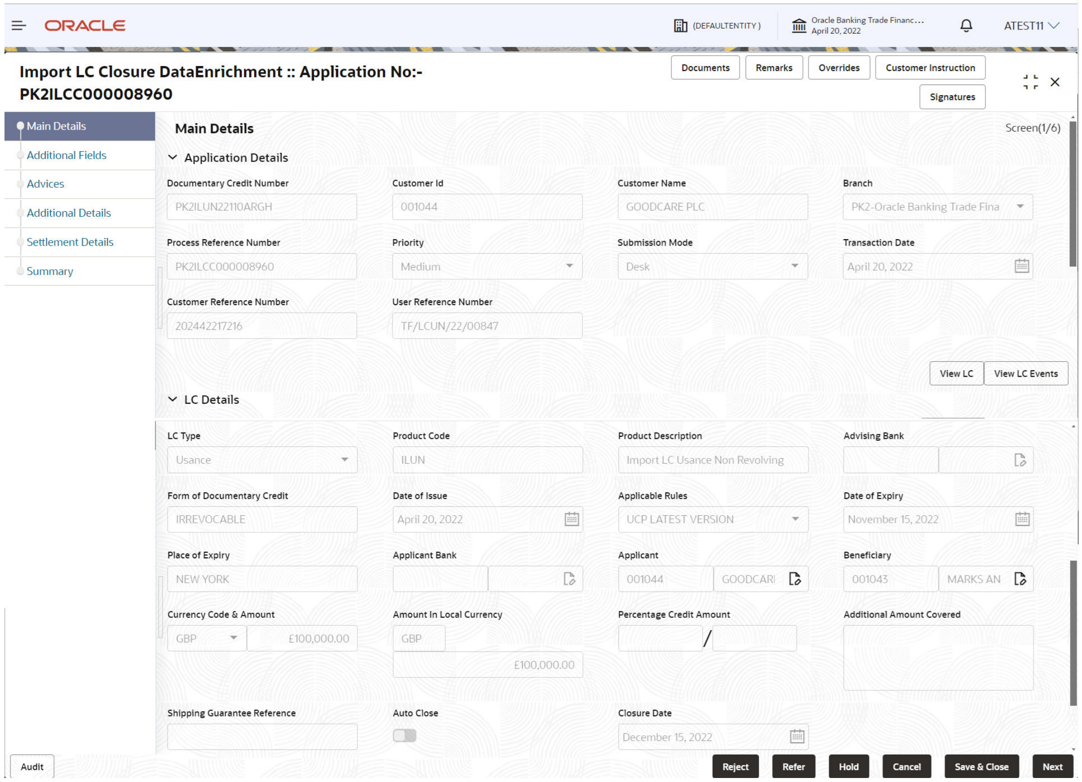
- Application Details
- LC Details.

Application Details

All fields displayed under main details section, would be same as Registration stage. For more information on fields, refer 'Application Details' section of **Registration** stage.

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

Figure 2-7 Main Details



Field	Description
Documentary Credit Number	Read only field. The documentary reference number as selected in the Registration stage.
Customer ID	Read only field. Displayed as available from earlier stage.
Customer Name	Read only field. Displayed as available from earlier stage.
Branch	Read only field. Displayed as available from earlier stage.
Priority	Read only field. System will populate 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.
Submission Mode	Read only field. Displayed as available from earlier stage.

Field	Description
Process Reference Number	Read only field. Displayed as available from earlier stage.
Reopen Date	Read only field. Displayed as available from earlier stage.
Closure Date	Read only field. Displayed as available from earlier stage.
User Reference Number	Read only field. Displayed as available from earlier stage.
Customer Reference Number	Read only field. Displayed as available from earlier stage.

LC Details

The fields listed under this section are same as the fields listed under the **LC Details** section in Registration. All fields displayed in LC details section are read only fields.

Figure 2-8 LC Details

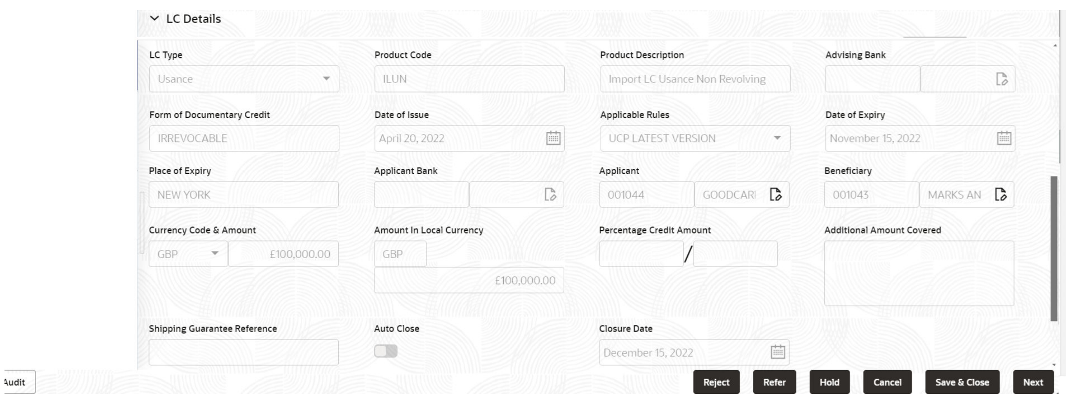


Table 2-6 Main Details - Liquidation Details - Field Description

Field	Description
LC Type	Read only field. LC type will be populated based selected LC using documentary credit number.
Product Code	Read only field. This field displays the product code of the selected LC.
Product Description	Read only field. This field displays the description of the product as per the product code.

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

Field	Description
Advising Bank	Read only field. This field displays the advising bank details (if provided) of the selected LC.
Form of Documentary Credit	Read only field. This field displays the form of documentary credit details of the selected LC.
Date of Issue	Read only field. This field displays the LC issuance date.
Applicable Rules	Read only field. This field displays the applicable rule of the selected LC.
Date of Expiry	Read only field. This field displays the expiry date of the selected LC.
Place of Expiry	Read only field. This field displays the place of expiry of the selected LC.
Applicant Bank	Read only field. This field displays the applicant bank details of the selected LC.
Applicant	Read only field. This field displays the details of the applicant of the selected LC.
Beneficiary	Read only field. This field displays the beneficiary details of the selected LC.
Currency Code, Amount	Read only field. This field displays the value of LC along with the currency details of the selected LC.
Amount In Local Currency	Read only field. This field displays the amount of LC along in local currency.
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details of the selected LC.
Additional Amount Covered	Read only field. This field displays the details of additional amount covered of the selected LC.
Shipping Guarantee Reference	Read only field. This field displays the details of shipping guarantee reference.
Auto Close	Read only field. System default the value from the previous versions of the contracts.
Closure Date	Read only field. System default the value from the previous versions of the contracts.

2. Click **Next**.

   The task will move to next data segment.

Table 2-7 Main Details - Action Buttons - Field Description

Field	Description
Documents	Click to 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 LC Closure. 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 various overrides that have been generated and accepted.
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.
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 available, system should display all the signatures.
View LC	Click to view the latest LC summary with the latest LC details values.
View LC Events	Click to view the LC Events.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

Table 2-7 (Cont.) Main 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
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	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

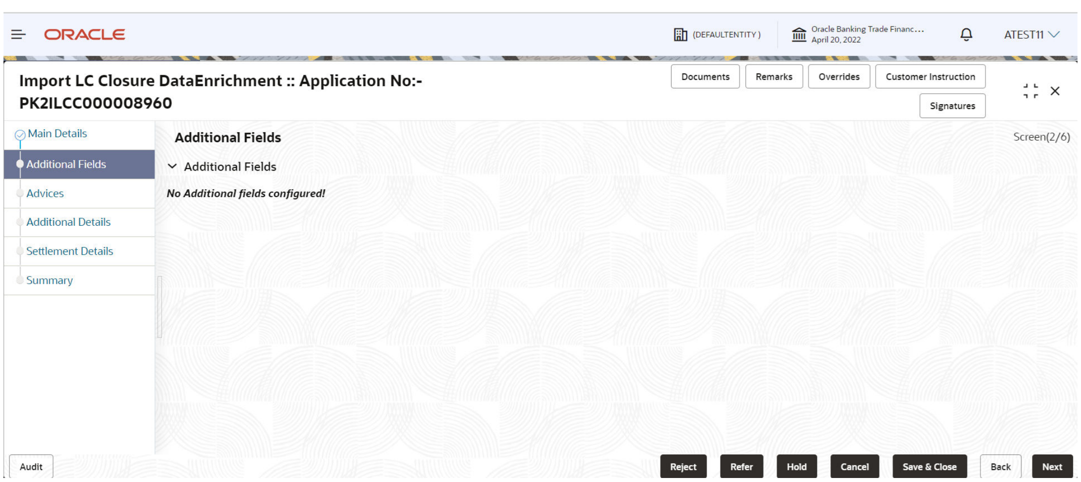
2.3.2 Additional Fields

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

In this section, the user can input in the additional fields implemented by the bank for Import LC Closure.
Any user defined fields maintained at the bank level should be available in this Additional field details.

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

Figure 2-9 Additional Fields



2. Click **Next**.

   The task will move to next data segment.

Table 2-8 Additional Fields - Action Buttons - Field Description

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

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
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.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

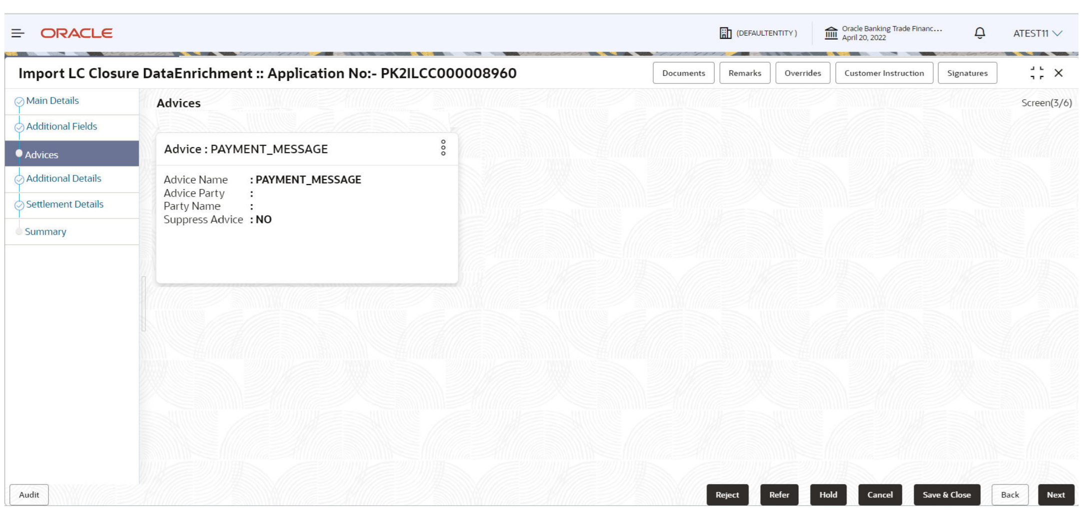
2.3.3 Advices

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

DE user can view the Advices generated during Import LC Closure request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of LC closure, payment message, etc.

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

Figure 2-10 Advices



Advice Details

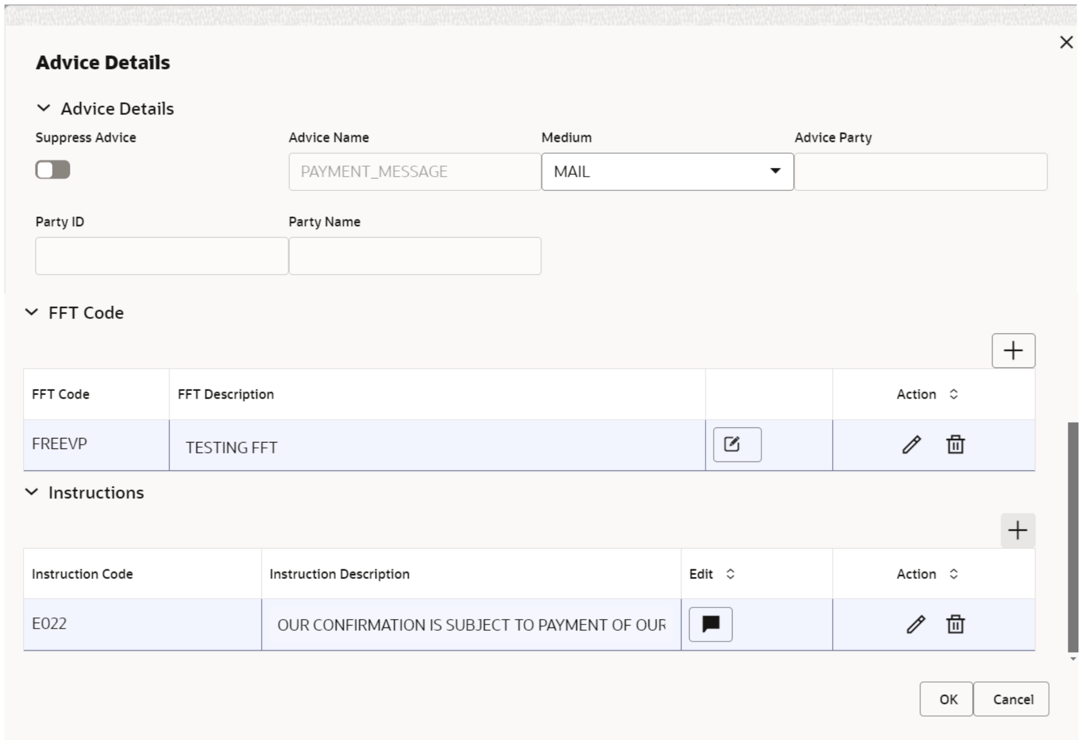
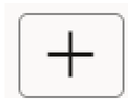
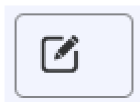
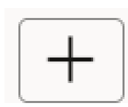


Table 2-9 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Read only field. Advice name is defaulted from Guarantee Advise.
Medium	The medium of advices is defaulted from the system. User can update, if required.
Advice Party	Read only field. The medium of advices is defaulted from the system.
Party ID	Read only field. Value be defaulted from Guarantee Advise.
Party Name	Read only field. Value be defaulted from Guarantee Advise.
Free Format Text	Specify the free format text details.

Table 2-9 (Cont.) Advice Details

Field	Description
	Click plus icon to add new FFT code.
FTT Code	Click **Search** to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected.
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instruction Details	Specify the Instruction Details details.
	Click plus icon to add new instruction code.
Instruction Code	Click **Search** to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected.
	Click edit icon to edit the existing instruction description.
Action	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

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

Table 2-10 Advices - Action Buttons - Field Description

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

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
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.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

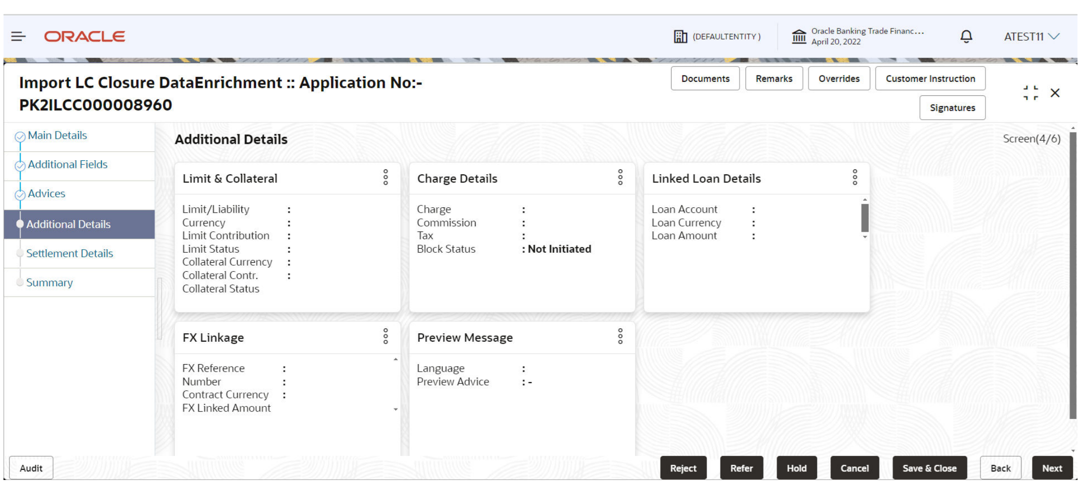
2.3.4 Additional Details

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

A Data Enrichment user can verify and enter the basic additional details available for the Import LC Closure request.

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

Figure 2-11 Additional Details



2. Click the 3 dots on **Limits and Collaterals** tiles to view the **Limits and Collaterals** screen.

Limits and Collaterals

Limit and Collateral details are Read Only and can not be edited and the value for Outstanding Collateral field should be fetched from back office.

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

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

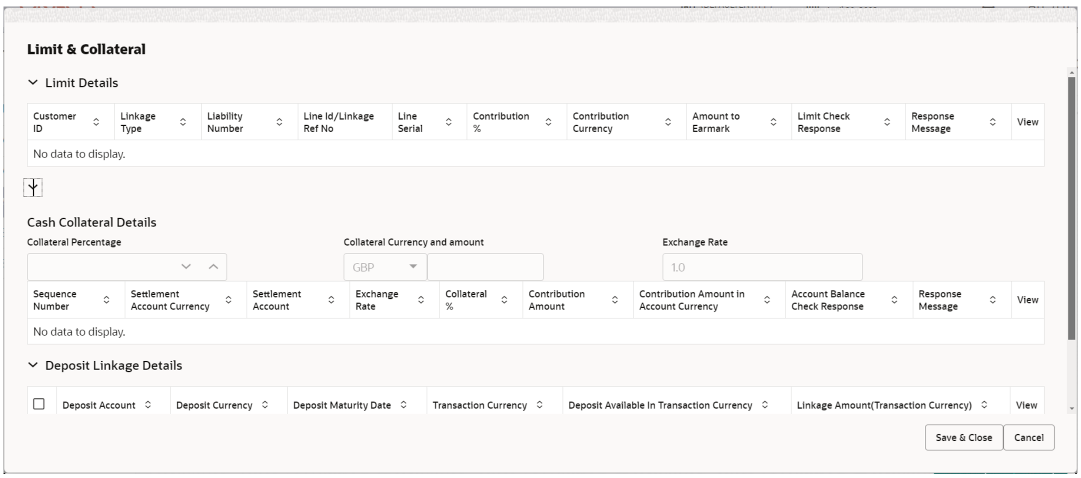
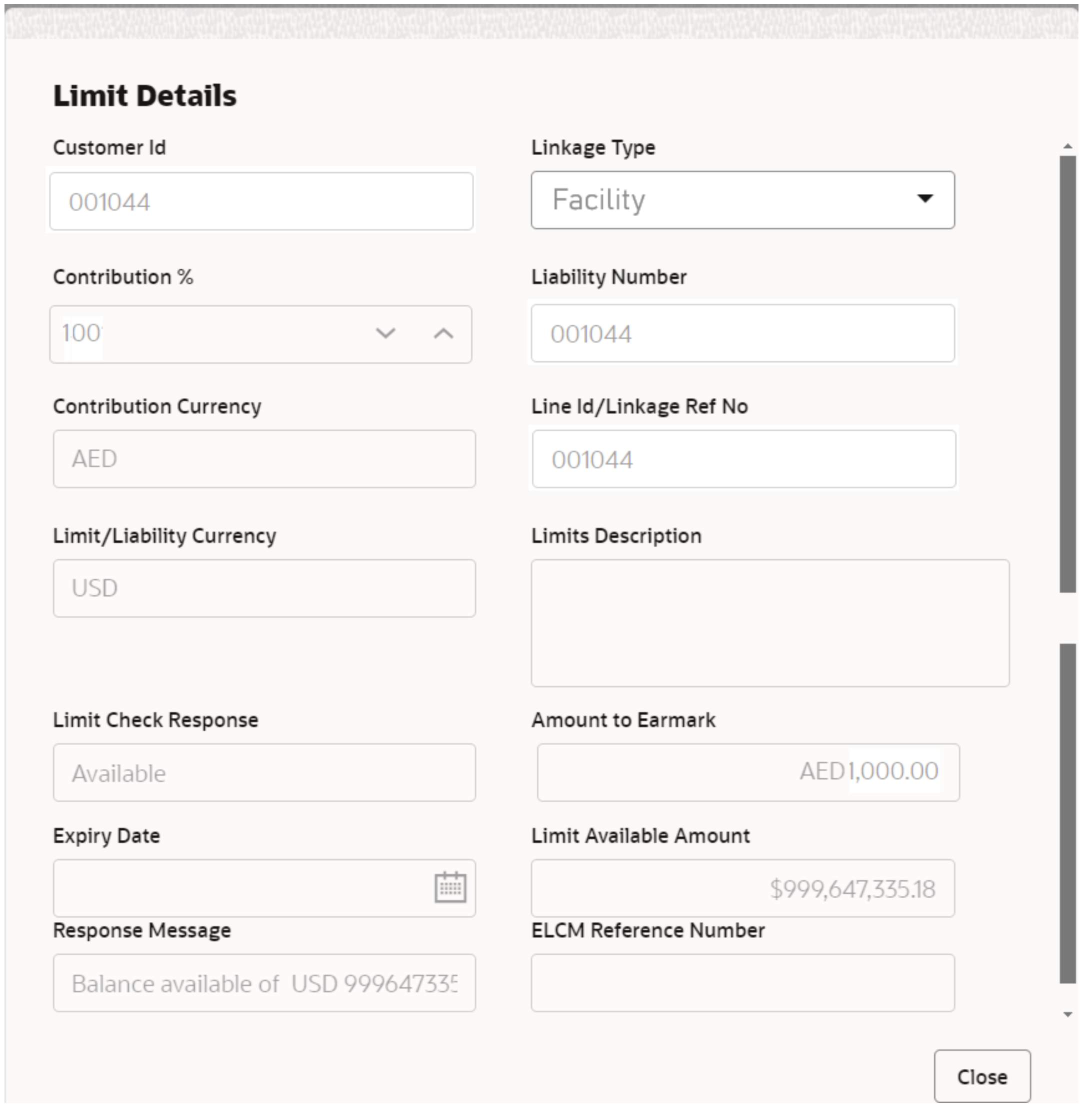


Figure 2-12 Limit Details



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

Table 2-11 Limit Details - Field Description

Field	Description
Limit Details	Displays the limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks the View link.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Linkage Type	The linkage type. Linkage type can be: • Facility • Liability By default Linkage Type is “Facility”.

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

Field	Description
Contribution %	System will default this to 100%. 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.
Liability Number	The Liability Number mapped to the customer.
Contribution Currency	Displays the LC currency defaulted by the system.
Line ID/ Linkage Ref No	Displays the Line ID/ Linkage reference number available and mapped under the customer id.
Limit/ Liability Currency	Limit Currency will be defaulted in this field.
Limits Description	Displays the limits description.
Limit Check Response	Displays the limit check response. Response can be ‘Success’ or ‘Limit not Available’ based on the limit service call response.
Amount to Earmark	Amount to earmark will default based on the contribution %.
Expiry Date	Displays the date up to which the Line is valid.
Limit Available Amount	Displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.
Response Message	Displays the detailed response message.
ELCM Reference Number	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.
View	Click the View link to view the limit details.

Collateral Details

Collateral availability needs to be checked if amendment involves increase in amount or tolerance.

Figure 2-13 Collateral Details

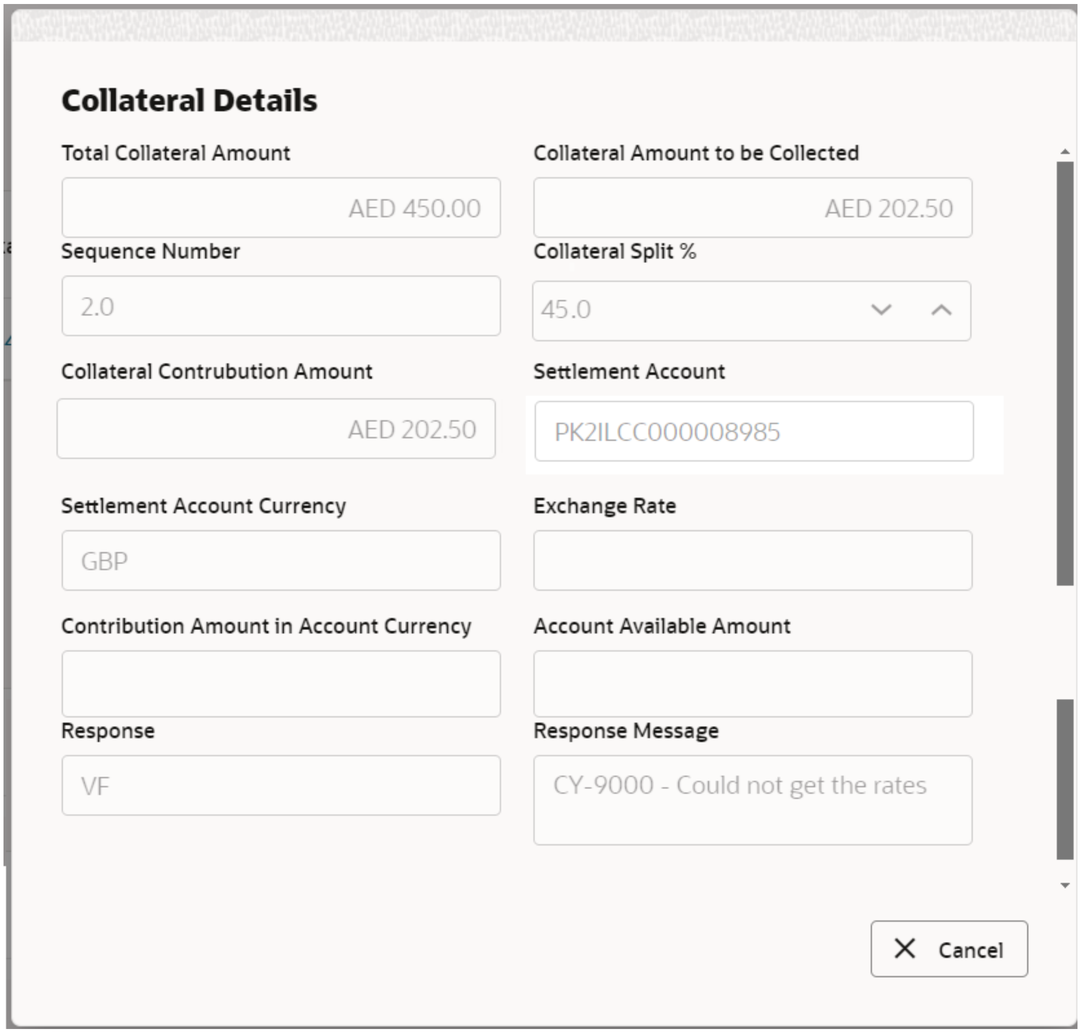


Table 2-12 Cash Collateral Details - Field Description

Field	Description
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract.
Collateral Currency and amount	System populates the contract currency as collateral currency by default.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
View	Click the View link to view the collateral details. Below fields are displayed on the **Cash Collateral Details** pop-up screen, if the user clicks View link.
Total Collateral Amount	Displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	The sequence number is auto populated with the value, generated by the system.
Collateral Split %	The collateral split% to be collected against the settlement account.

Table 2-12 (Cont.) Cash Collateral Details - Field Description

Field	Description
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. 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.
Settlement Account	The settlement account for the collateral.
Settlement Account Currency	Displays the settlement account currency and will be auto-populated based on the Settlement Account selection.
Exchange Rate	Displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	System populates the account available amount.
Response	System populates the response.
Response Message	System populates the response message.
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 %	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.
Contribution Amount	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.
Account Balance Check Response	Displays the account balance check response.
View	Click View link to view the collateral details.

Figure 2-14 Deposit Linkage Details

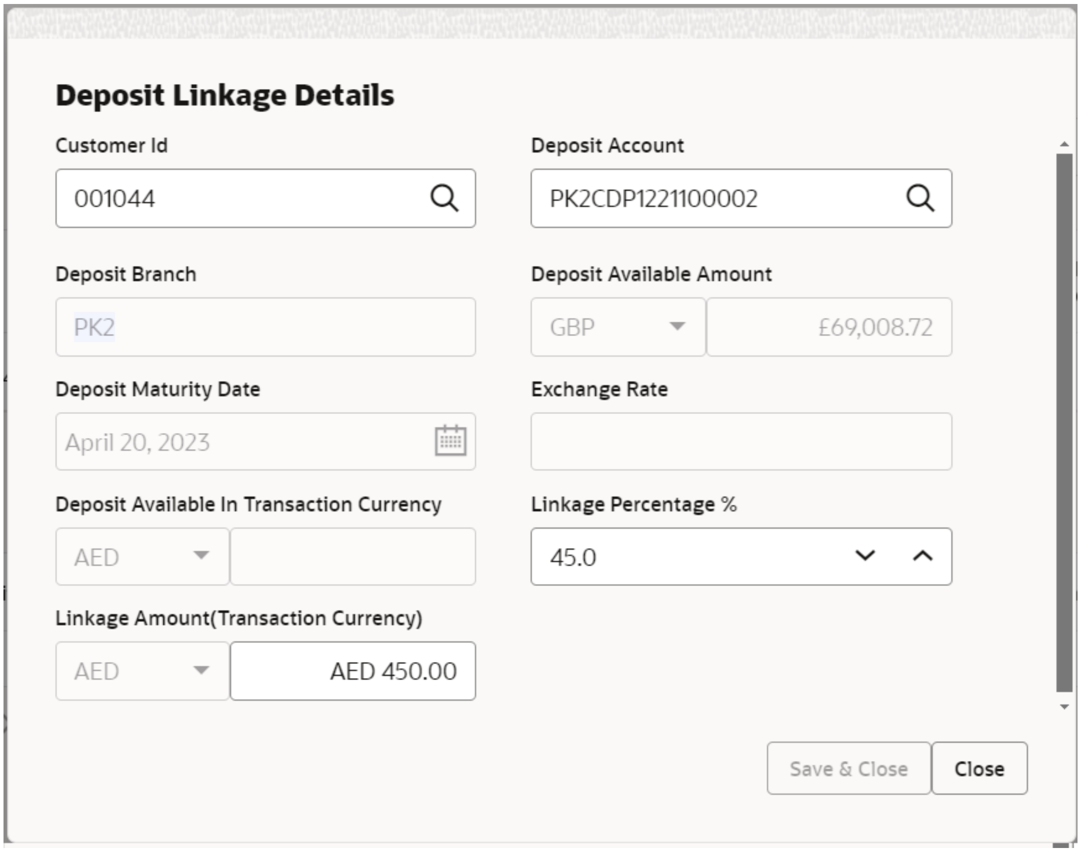


Table 2-13 Deposit Linkage Details

Field	Description
View	Click the View link icon to view the deposit linkage details.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Deposit Account	The deposit account for linkage from the look-up.
Deposit Branch	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account.
Deposit Maturity Date	Maturity Date of deposit is displayed based on the Deposit Account.
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 %	The value for linkage percentage.
Linkage Amount (Transaction Currency)	System defaults the transaction amount. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details - grid	Below fields appear in the **Deposit Details** grid along with the above fields.
Deposit Currency	The currency will get defaulted in this field.

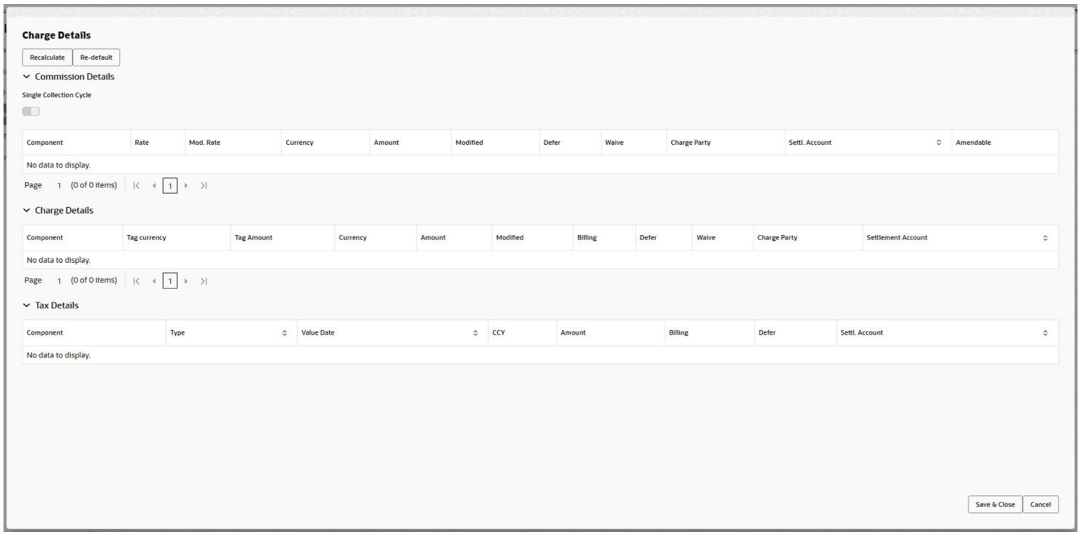
Table 2-13 (Cont.) Deposit Linkage Details

Field	Description
Transaction Currency	The currency will get defaulted in this field from the underlying task.

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

Charge Details

This section displays charge details:



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

Field	Description
Commission Details	The commission details. All charges, commission and margin are collected from the counter-party by default.
Single Collection Cycle for Commission	This field is display only. The value displays as available in Bank Parameter at Back office When Single Cycle toggle is on, back office system follows single cycle for collecting commission as per the issuance commission cycle period for periodic commission.
Commission Collection Method	Select the Commission Collection Method from the following values: • **Advance** • **Arrears** The values are defaulted for commission Collection method as per product, which user can change. Based on collection method provided at contract level, for all commission component commission are collected and same is applicable for life cycle of the transaction.
Component	This field displays the commission component.

Field	Description
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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	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	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.
Settl. Account	The settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	Displays 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.

Field	Description
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.
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	Enble 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	The settlement account.
Tax Details	Displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	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.
Ccy	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.
Settl. Account	System defaults the settlement account. The user can modify the settlement account.

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

Linked Loan Details
This user can view the details of linked loan accounts.

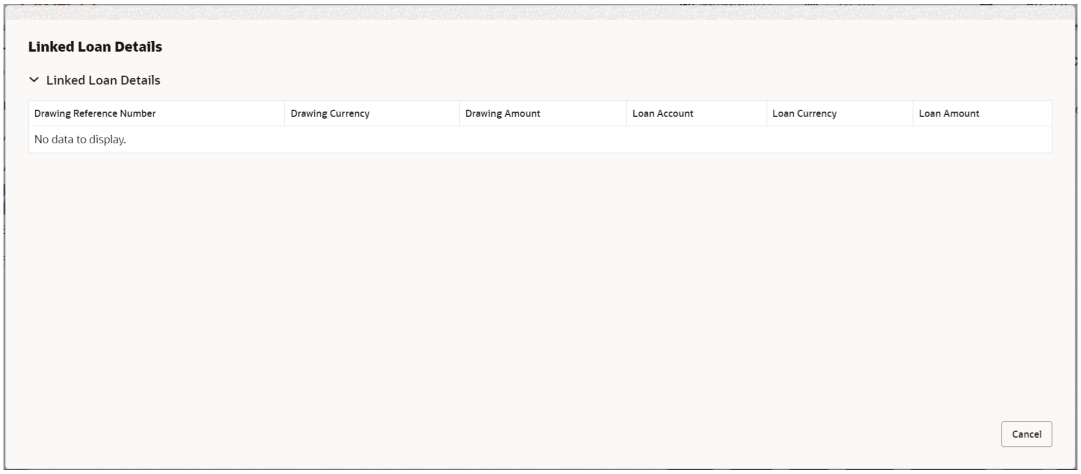


Table 2-14 Linked Loan Details

Field	Description
Drawing Reference Number	Drawing reference number of the linked loan account.
Drawing Currency	Drawing Currency of the linked loan account.
Drawing Amount	Drawing amount of the linked loan account.
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.

5. 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 LC transactions. User can link multiple forward FX contracts.

   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.

   System should default Counter party for FX linkage. However option to be provided to user to select contracts of Accountee, if Accountee is other than counter party.

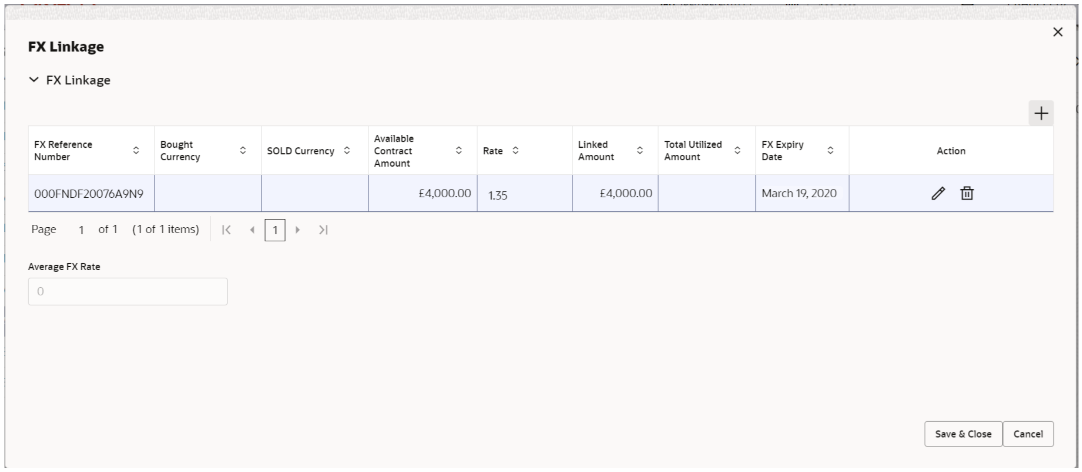
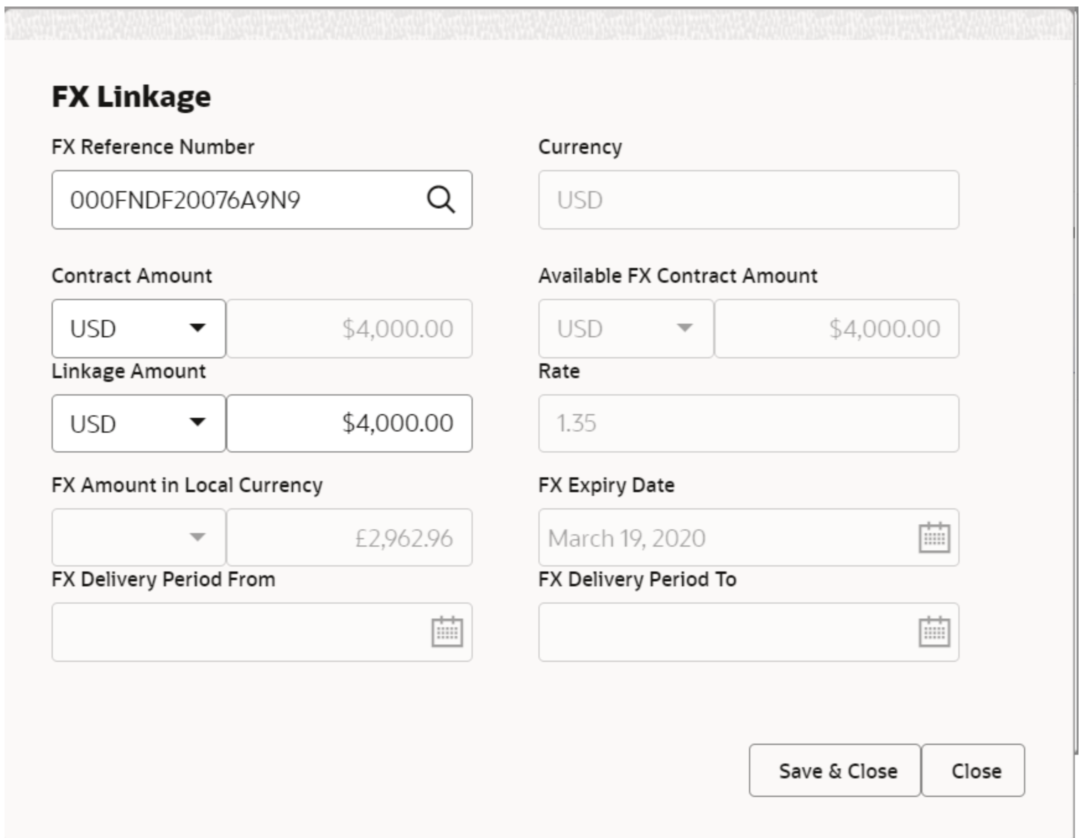


Figure 2-15 FX Linkage Details



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

Table 2-15 FX Linkage - Field Description

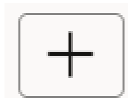
Field	Description
	Click + to add multiple **FX Details**.
FX Reference Number	Click **Search** to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at 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.
Currency	This field displays the FX SOLD currency from the linked FX contract.
Contract Amount	TThis field displays the FX SOLD currency and Amount. The user can change the currency.
Available FX Contract Amount	This field displays the available FX contract amount. The value is from the “Available Amount” in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.
Linkage Amount	This field displays the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation “Sum of Linked amount will not be greater than contract amount” or “Linkage amount will not be greater than the available amount for linkage” should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
Rate	This field displays the rate at which the contract is booked.
FX Amount in Local Currency	This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
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.
FX Linkage grid	Below fields appear in the FX linkage grid along with the above fields.
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.
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.

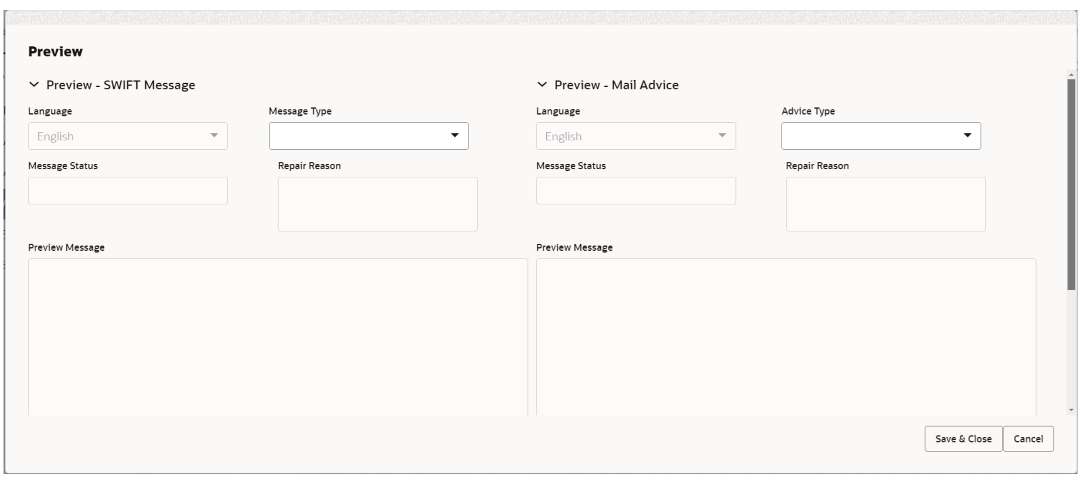
Table 2-15 (Cont.) FX Linkage - Field Description

Field	Description
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. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
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.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.

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

Preview Messages

The bank user can view a preview of the message and advice simulated from back office which is based on the details captured in the previous screen.



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

Field	Description
Preview SWIFT Message	Displays the preview of SWIFT Messages.
Language	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.
Message Type	Select the message type from the drop-down.
Message Status	Read only field. Displays the message status of the draft message.
Repair Reason	Read only field. Displays the reason of repair.

Field	Description
Preview Message	This field displays a preview of the draft message. Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen.
Preview Mail Device	Based on the guarantee amendment captured in the previous screen, the preview message-mail advice is simulated from the back office and the user can view the message.
Language	Read only field. The language for the advice message. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. Displays the message status of the mail advice.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of advice.

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

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

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

Field	Description
Documents	Click to 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 LC Closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

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

Field	Description
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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 available, system should display all the signatures.
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.
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.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

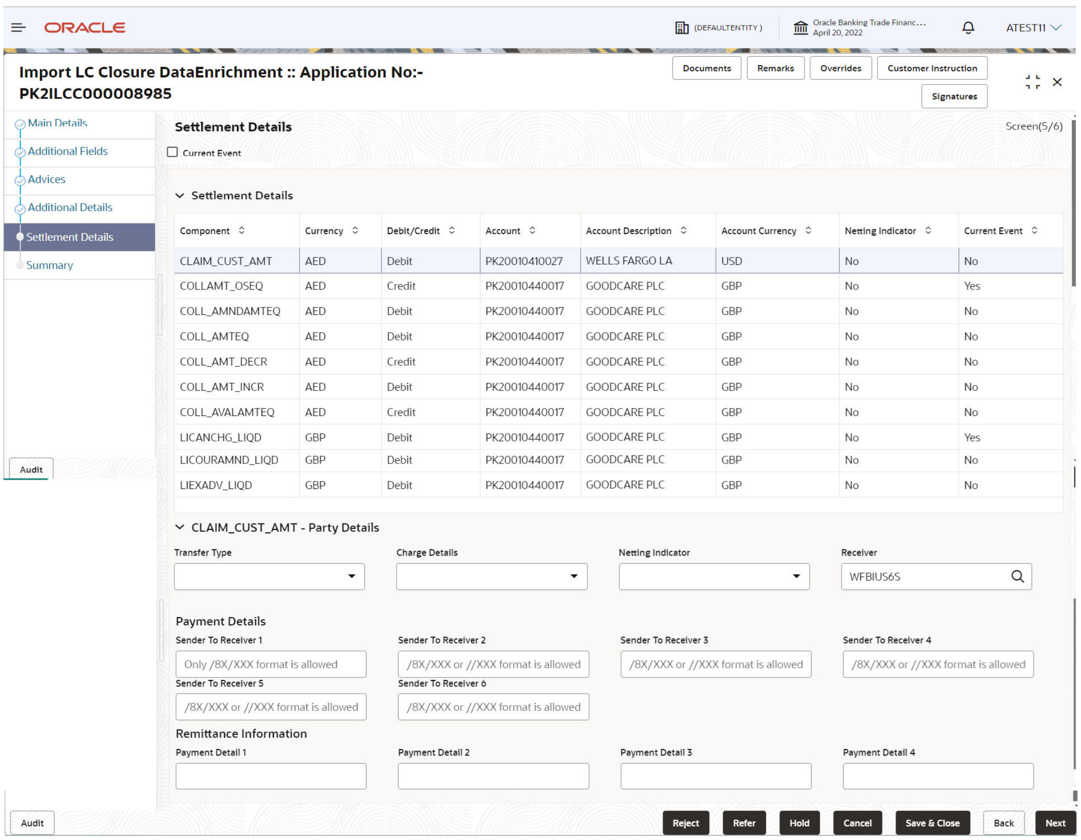
2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of import LC Closure request.

System should simulate the settlement details from back office and display the same in this screen.

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

Figure 2-16 Settlement Details



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

Table 2-17 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.

Table 2-17 (Cont.) Settlement Details – Field Description

Field	Description
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.
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.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	System populates the exchange rate maintained.
Deal Reference Number	System defaults the exchange deal reference number.

2. Click any component in the grid.

Party Details

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are: • Customer Transfer • Bank Transfer for own account • Direct Debit Advice • Managers Check • None • Customer Transfer with Cover • Bank Transfer
Charge Details	Select the charge details for the transaction. The options are: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges
Netting Indicator	Select the netting indicator for the component. The options are: • Yes • No
Ordering Customer	Click search icon to search and select the ordering customer from the look up.
Ordering Institution	Click search icon to search and select the ordering institution from the look up.
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.
Account with Institution	Click search icon to search and select the account with institution from the look up.
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.

Field	Description
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Reciever	Click search icon to search and select the intermediary reimbursement institution from the look up.

Payment Details

Table 2-18 Payment Details - Field Description

Field	Description
Sender to Receiver 1	Specify the sender to receiver message.
Sender to Receiver 2	Specify the sender to receiver message.
Sender to Receiver 3	Specify the sender to receiver message.
Sender to Receiver 4	Specify the sender to receiver message.
Sender to Receiver 5	Specify the sender to receiver message.
Sender to Receiver 6	Specify the sender to receiver message.

Remittance Information

Field	Description
Payment Detail 1	Specify the payment details.
Payment Detail 2	Specify the payment details.
Payment Detail 3	Specify the payment details.
Payment Detail 4	Specify the payment details.

3. Click **Next**.

   The task will move to next data segment.

Table 2-19 Settlement Details - Action Buttons - Field Description

Field	Description
Documents	Click to 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 LC Closure. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

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

Field	Description
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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 available, system should display all the signatures.
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.
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.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

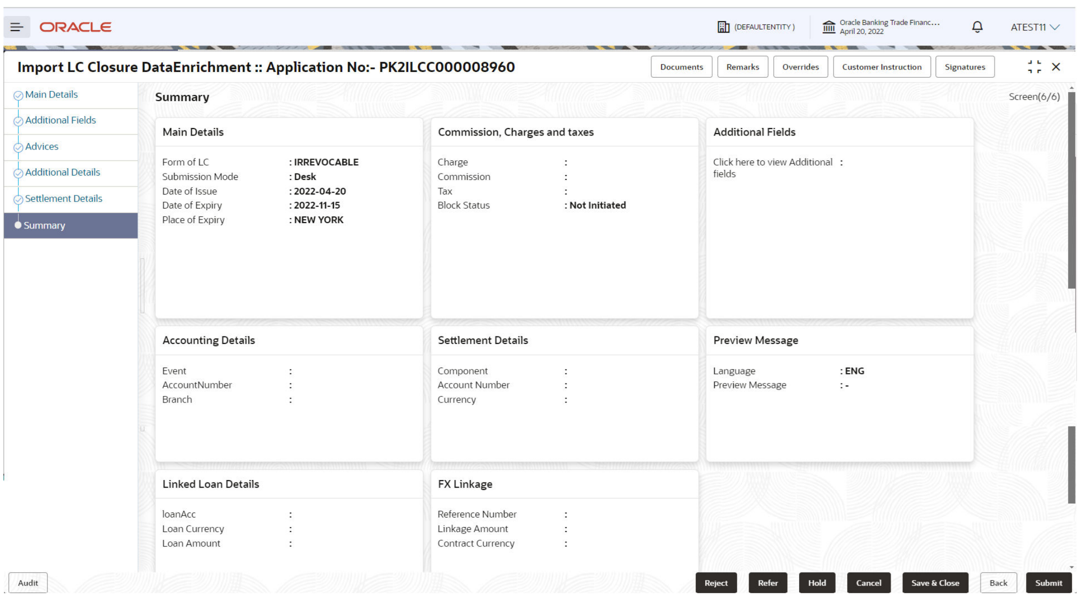
2.3.6 Summary

This topic provides the systematic instructions to view the summary of **Import LC Closure** request.

User can review the summary of details updated in Data Enrichment stage of Import LC Closure request.
The tiles must display a list of important fields with values. User can drill down from Summary tiles into respective data segments.

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

Figure 2-17 Summary



Tiles Displayed in Summary

- Main Details - User can view the application and LC details.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Additional Fields - User can view the details of additional fields.
- Accounting Details - User can view the accounting entries generated in back office.

> **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.

- Settlement Details - User can view the settlement details.
- Preview Messages: User can view the preview of the simulated messages to remitting bank.

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

2. Click **Submit**.

   The task will move to next logical stage.

Table 2-20 Summary - Action Buttons - Field Description

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

Table 2-20 (Cont.) 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
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	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will get moved to next logical stage of Import LC Reopen. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. n case of duplicate documents' system will terminate the process after handing off the details to back office.
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.

On submit of DE Stage, if Limits Earmark or Amount block fails, system should park the task in Limit Exception stage or Amount Block exception stage as required.

2.4 Multi Level Approval

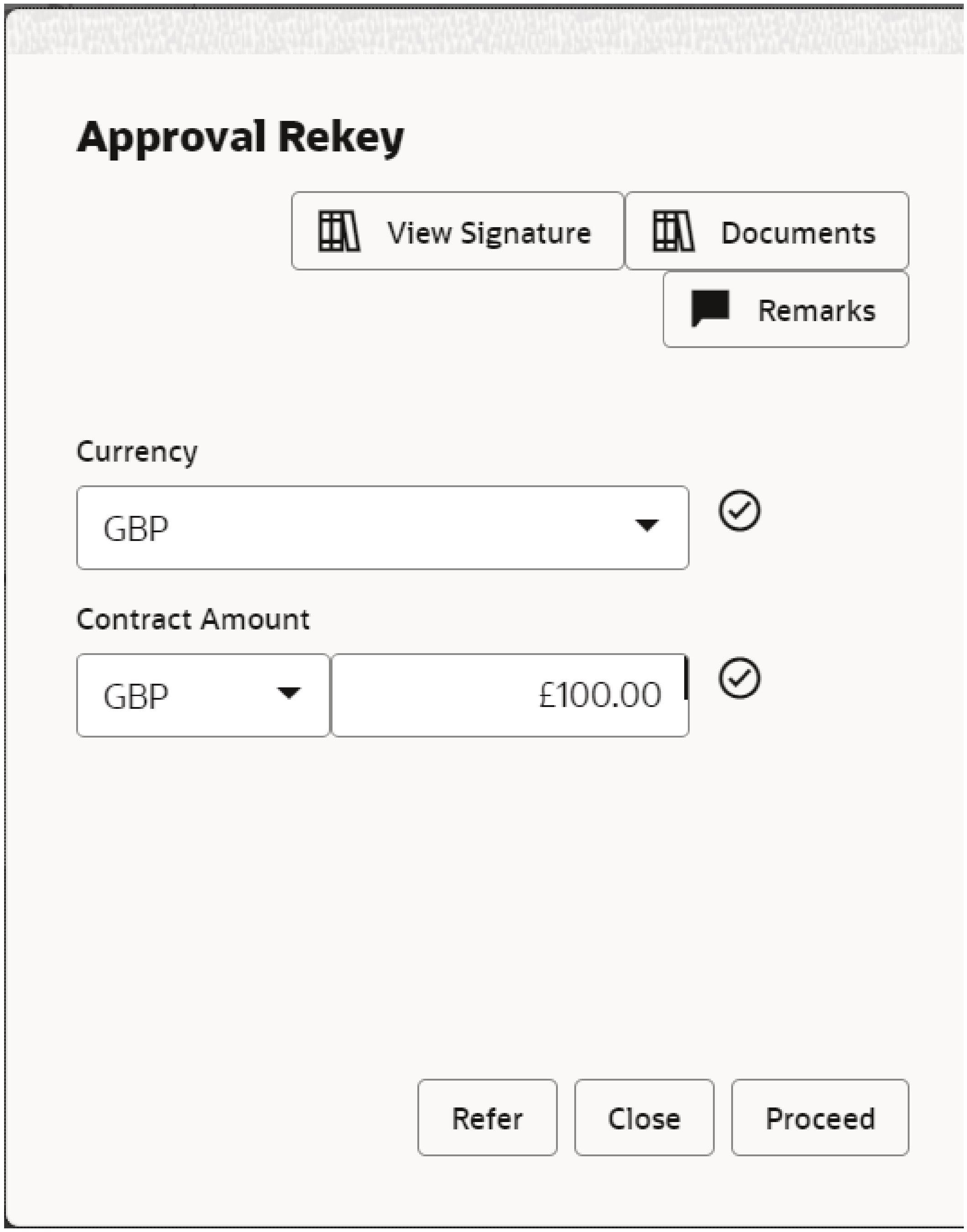
This topic helps you quickly get acquainted with the Multi Level Approval process.

The Approval user can approve a Import LC Closure transaction.

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

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

Figure 2-18 Approval Re-Key



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.

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

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

   - Currency

- Contract Amount

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

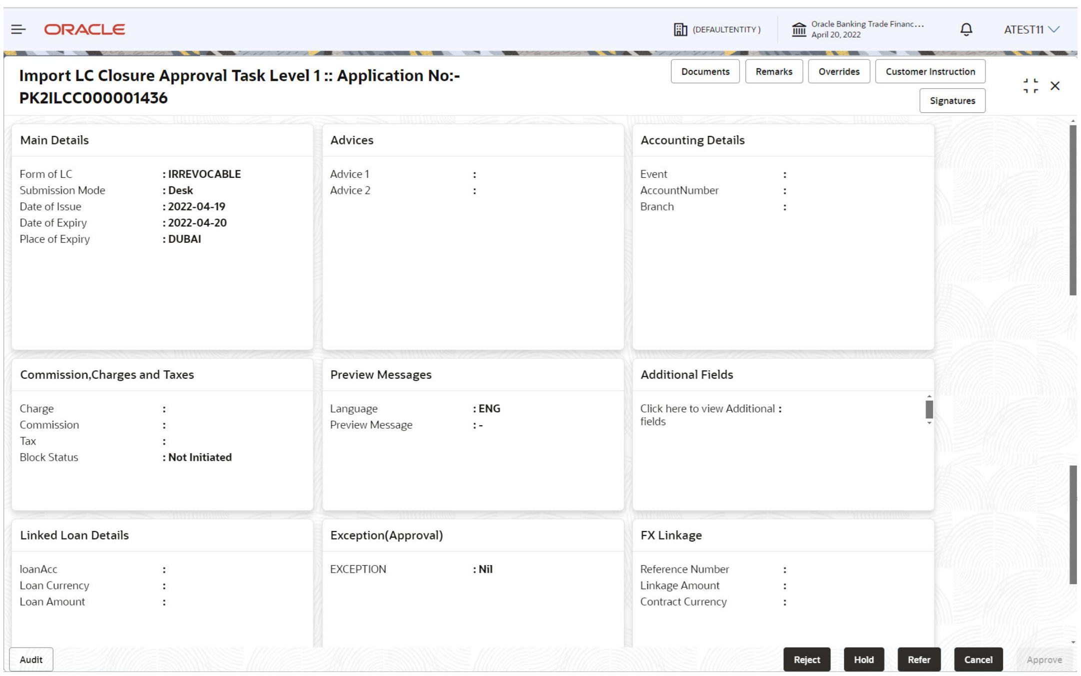
6. Click **Proceed** to proceed for the approval.

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

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

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

Approval Summary



Tiles Displayed in Summary:

- Main Details - User can view the application and LC details.
- Advices - User can view the Advices details.
- Accounting Details - User can view the accounting entries generated in back office.

> **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.

- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Preview Messages: User can view the preview of the simulated messages to remitting bank.
- Additional Fields - User can view the details of additional fields.
- Linked Loan Details - User can view the linked loan details.
- Exception (Approval) - User can view the Exception (Approval) details.
- FX Linkage - User can view the FX linkage details

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

Table 2-21 Approval Summary - Action Buttons - Field Description

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

Table 2-21 (Cont.) Approval Summary - 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.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

8. Click **Approve**.

2.5 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.

1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
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**.

   The **Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.
5. Click each tile to drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

   Reject Approval Summary

   The data captured during handling of the transaction until the stage when reject is given will be available 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 the application and LC details.
   - Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
   - Preview Messages: User can view the preview of the simulated messages to remitting bank.
   - Accounting Details - User can view the accounting entries generated in back office.

     > **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.
   - Additional Fields - User can view the details of additional fields.
   - Exception (Approval) - User can view the Exception (Approval) details.
   - Advices - User can view the Advices details.
   - FX Linkage - User can view the FX linkage details.

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

Table 2-22 Reject Approval Summary - Action Buttons - Field Description

Field	Description
Approve	On click of Approve, the transaction is rejected.
Reject	On click of Reject, 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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