# Oracle Banking Trade Finance Process Management

## Import LC Amendment Beneficiary Consent Islamic User Guide

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Oracle Banking Trade Finance Process Management Import LC Amendment Beneficiary Consent Islamic User Guide, Release 14.8.2.0.0

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# Contents

# Preface



## Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Import LC Amendment Beneficiary Consent - Islamic** process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

**Access to Oracle Support**

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 BulletinsCritical 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 AssuranceOracle Software Security Assurance.

# Diversity and Inclusion

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

# Structure

This manual is organized into the following chapters:

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

# Conventions

The following text conventions are used in this document:

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

# 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.<br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br>Select a Reject code and give a Reject Description.<br>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.<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• 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.<br>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**

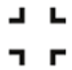
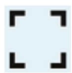
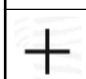
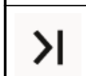
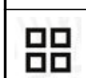
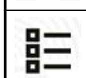
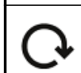
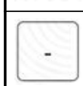
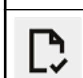
| Symbol/Icon | Function |
|---|---|
|  | Minimize |
|  | Maximize |
|  | Close |
|  | Perform Search |
|  | Open a list |
|  | Date Range |
|  | Add a new record |
|  | Navigate to the first record |
|  | Navigate to the last record |
|  | Navigate to the previous record |
|  | Navigate to the next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

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

| Symbol/Icon | Function |
|---|---|
|  | 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 Amendment - Beneficiary Consent - Islamic

This User Manual describes the various stages of Import LC Amendment - Beneficiary Consent process.

As part of Conventional Import LC Amendment, Import LC Amendment process enables the user to make an amendment to the LC which had been already issued. The amendments may need consent from the beneficiary of the amendment and the amended LC is parked awaiting beneficiary consent. Once the Beneficiary has accepted the amendment, the LC amendment Confirmation will be triggered.

The various stages involved for Import LC Amendment Beneficiary Consent are:

- Input data and Upload of related mandatory and non-mandatory documents in Registration stage
- Input/Modify details of amendment of LC - Data Enrichment stage
- Capture remarks for other users to check and act
- Notify customer on any negative statuses in any of the stages to the applicant
- Hand off request to back office for amendment confirmation

The design, development and functionality of the Islamic Import LC Amendment Beneficiary Consent process flow is similar to that of conventional Import LC Amendment process flow.

This topic contains the following sub-topics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the new **Import LC Amendment Beneficiary Consent Islamic** request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of Import LC Amendment Beneficiary Consent - Islamic request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc Amendment Beneficiary Consent - Islamic request.
- Exceptions
  This topic helps you quickly get acquainted with the Exceptions process.
- Multi Level Approval
  This topic helps you quickly get acquainted with the Multi Level Approval process.

## 2.1 Common Initiation Stage

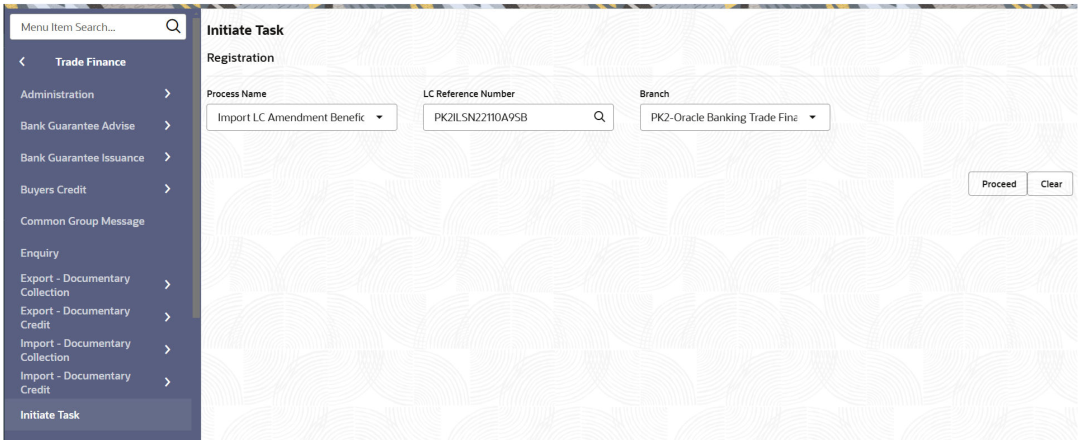
This topic provides the systematic instructions to initiate the new **Import LC Amendment Beneficiary Consent Islamic** request.

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

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

The **Initiate Task** screen appears.

**Figure 2-1 Initiate Task**




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

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

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

**Table 2-1 Initiate Task - Field Description**

| Field | Description |
| --- | --- |
| **Process Name** | Select a process name from the drop-down list. |
| **LC Reference Number** | Click **Search** to search and select the required LC 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

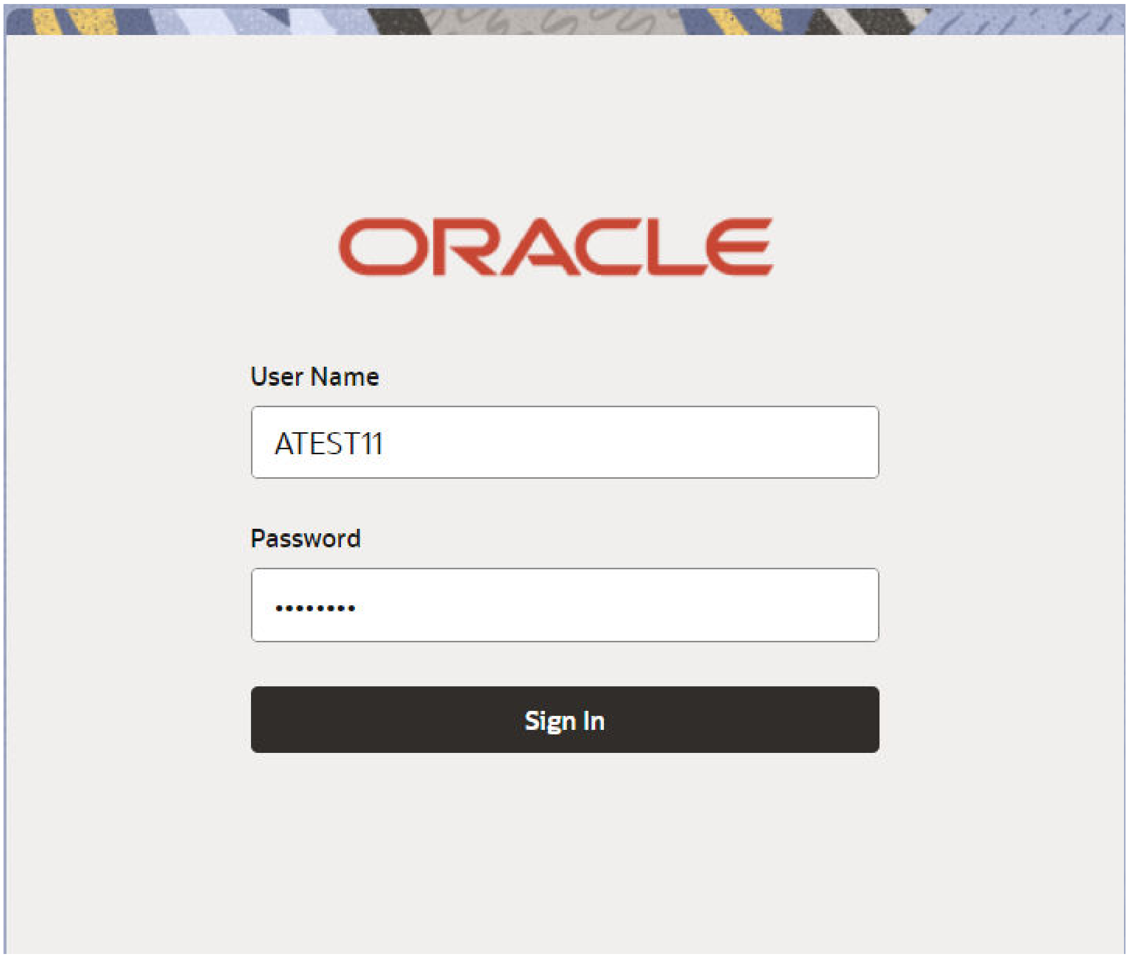
This topic provides the systematic instructions to initiate the Registration stage of Import LC Amendment Beneficiary Consent - Islamic request.

If beneficiary response is given through branch either by fax, mail, or paper, the Import LC Amendment - Beneficiary Consent Islamic process starts from the Registration Stage.

During Registration stage, user can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. It also enables the user to capture beneficiary response.

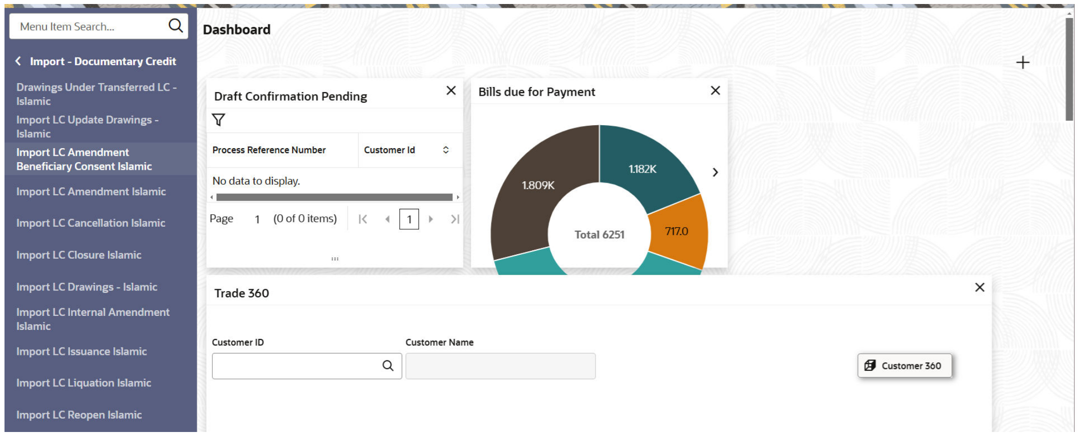
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2 LogIn Screen**



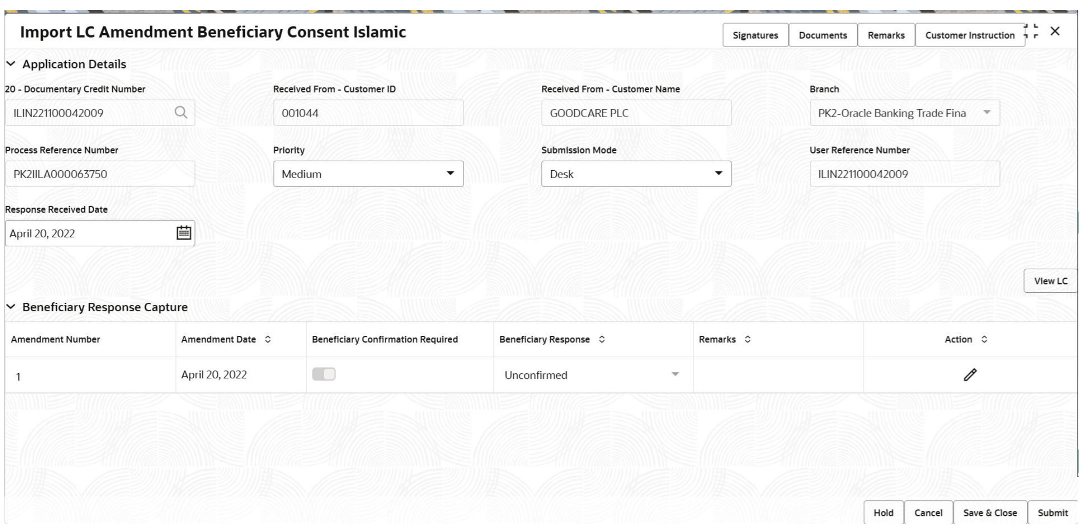

1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Import Documentary Credit**.
2. Under **Import Documentary Credit**, click **Import LC Amendment Beneficiary Consent - Islamic**.

**Figure 2-3 Import LC Amendment Beneficiary Consent - Islamic**




The **Import LC Amendment Beneficiary Consent - Islamic** screen appears.
The Import LC Amendment - Beneficiary Consent - Islamic - Registration stage has two sections Application Details and Beneficiary Response Capture. Let's look at the details of Registration screens below:

**Figure 2-4 Import LC Amendment Beneficiary Consent - Islamic - Registration - Application Details**




3. On **Import LC Amendment Beneficiary Consent - Islamic - Registration - Application Details** screen, specify the fields.

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

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

**Table 2-3 Import LC Amendment Beneficiary Consent - Islamic- Registration - Application Details - Field Description**

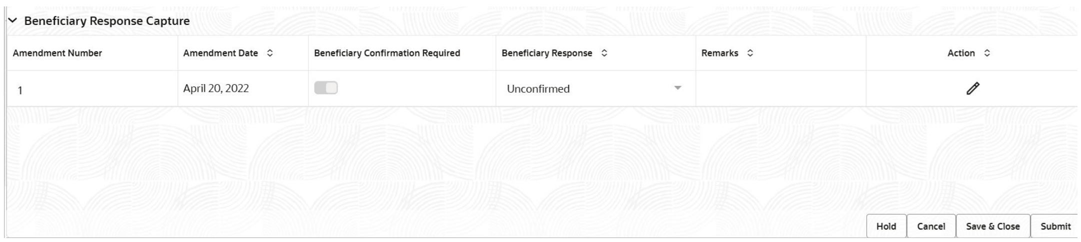
| Field | Description |
| --- | --- |
| **Documentary Credit Number** | Specify the documentary credit number..<br><br>Alternatively, click **Search** to search and select the documentary credit number.<br><br>In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount and User Reference to fetch the LC details.<br>Based on the search result, select the applicable LC to add the Beneficiary response. |
| **Received From - Customer ID** | Read only field.<br><br>Customer ID will be auto-populated based on the selected LC from the lookup. |
| **Received From - Customer Name** | Read only field.<br><br>Customer name will be auto-populated based on the selected LC from the lookup. |
| **Branch** | Read only field.<br><br>Branch details will be auto-populated based on the selected LC from the lookup. |
| **Process Reference Number** | Unique Oracle Banking Trade Finance Process Management task reference number for the transaction.<br><br>This is auto generated by the system based on process name and branch code. |
| **Priority** | Set the priority of the Import LC Amendment - Beneficiary Consent request as:<br>• **Essential**<br>• **Critical**<br>• **Low**<br>• **Medium**<br>• **High**<br>If priority is not maintained for the customer, system will populate 'Medium' as the default priority. |
| **Submission Mode** | Select the submission mode of Import LC Amendment - Beneficiary Consent - Islamic request. By default the submission mode will have the value as 'Desk' for transactions created via registration.<br><br>By default the submission mode will have the value as 'Desk'.<br><br>• **Desk** - Request received through Desk<br>• **Fax**- Request received through Fax<br>• **Email**- Request received through Email<br>• **Courier** - Request received through Courier |
| **User Reference Number** | Read only field.<br>User Reference Number will be auto populated by the system based on selected LC using documentary credit number. |

**Table 2-3 (Cont.) Import LC Amendment Beneficiary Consent - Islamic-Registration - Application Details - Field Description**

| Field | Description |
| --- | --- |
| **Response Received Date** | The application displays the branch's current date by default. The user can change the date to any back date. **Note** Future date selection is not allowed. |

**Import LC Amendment Beneficiary Consent - Registration - Beneficiary Response Capture**

Registration user can capture the beneficiary responses of each amendments made to the LC in this section.




4. On **Import LC Amendment Beneficiary Consent - Islamic - Registration - Beneficiary Response Capture** screen, specify the fields.

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

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

**Table 2-4 Import LC Amendment Beneficiary Response Capture - Islamic - Registration - Beneficiary Response Capture - Field Description**

| Field | Description |
| --- | --- |
| **Amendment Number** | Read only field. Amendment number will be auto-populated based on selected LC using documentary credit number. |
| **Amendment Date** | Read only field. This field displays the date on which the amendment was made to LC. |
| **Bene Conf Required** | Read only field. This field displays whether beneficiary consent is required or not. It is auto-populated based on selected LC using documentary credit number. |

**Table 2-4 (Cont.) Import LC Amendment Beneficiary Response Capture - Islamic - Registration - Beneficiary Response Capture - Field Description**

| Field | Description |
|---|---|
| **Beneficiary Response** | Select the beneficiary response from the drop-down.<br>The options are:<br>• **Confirmed**<br>• **Unconfirmed**<br>• **Rejected**<br><br>**Note**<br>Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'. |
| **Remarks** | Specify the remarks of the beneficiary response. |
| **Action** | Click the edit icon to edit the beneficiary response. |

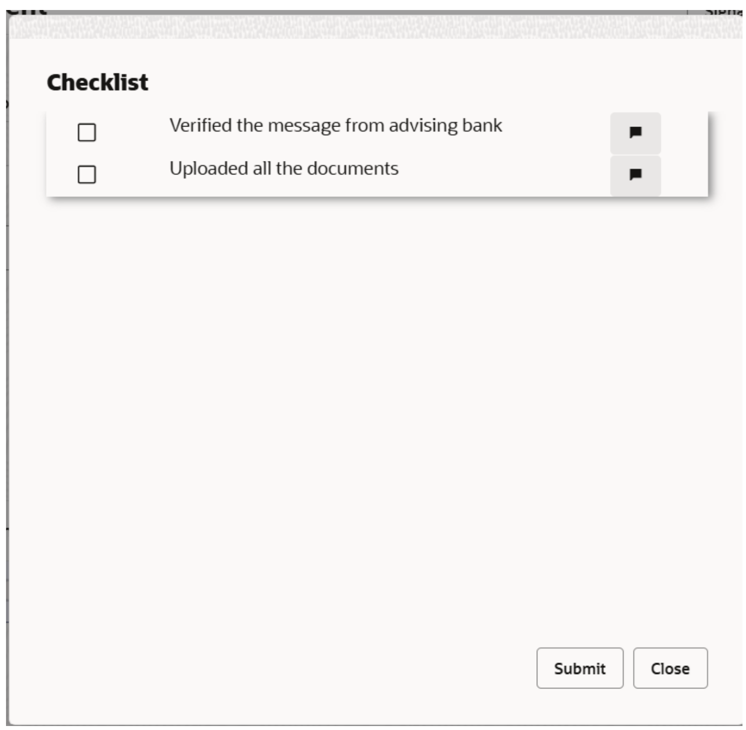
5. Click **Submit**.

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

**Table 2-5 Import LC Amendment Beneficiary Consent - Islamic - Registration - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Documents** | Upload the documents received under the LC.<br>Application displays mandatory documents to be uploaded for Import LC Amendment Beneficiary Consent - Islamic. Place holders are also available to upload additional documents submitted by the applicant |
| **Remarks** | Specify any additional information regarding the LC. This information can be viewed by other users processing the request. |
| **Customer Instruction** | Click to view/ input the following:<br>• **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.<br>• **Transaction Level Instructions** – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |

**Table 2-5 (Cont.) Import LC Amendment Beneficiary Consent - Islamic - Registration - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Hold** | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant. |
| **Cancel** | Cancels the Import LC Internal Amendment Beneficiary Consent - Islamic task. Details entered will not be saved and the task will be removed. |
| **Save & Close** | Save the information provided and holds the task in 'My Task' queue for working later.<br>This option will not submit the request. |
| **Submit** | Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Import LC Amendment Beneficiary Consent - Islamic.<br>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.<br>The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.<br> |

# 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc Amendment Beneficiary Consent - Islamic request.

On successful completion of Registration of an Import LC amendment Beneficiary Consent Islamic - Registration, the task moves to Data Enrichment stage.
**Non-Online Channel** - Internal LC Amendment - Beneficiary Consent request that were received at the desk will move to Data Enrichment stage post successful Registration. The requests will have the details entered during the Registration stage.

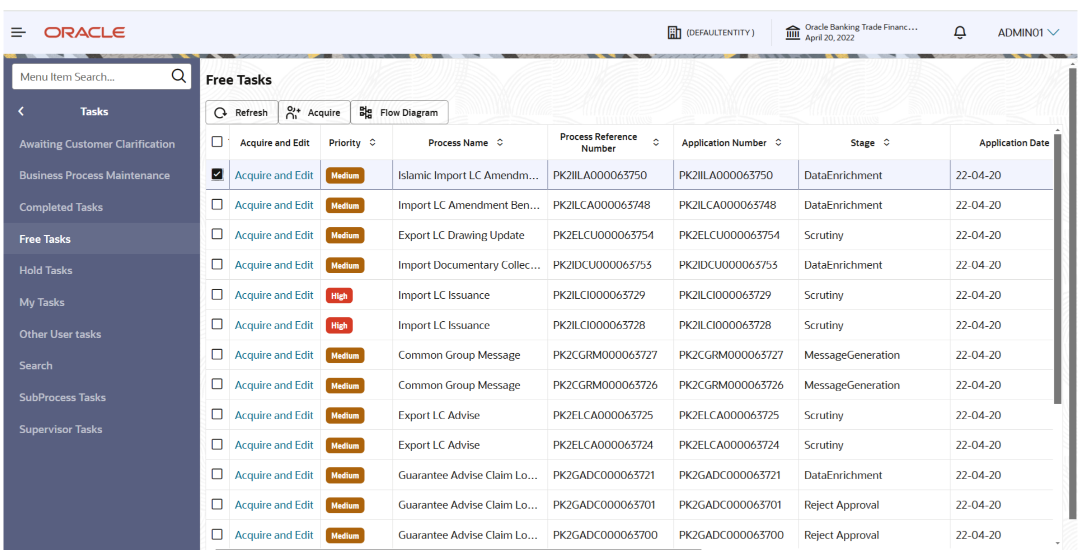
**Online Channel** - Requests that are received via online channel like SWIFT are available directly for further processing from Beneficiary Consent Response Capture stage.

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, **Tasks**.
2. Under **Tasks**, click **Free Tasks**.

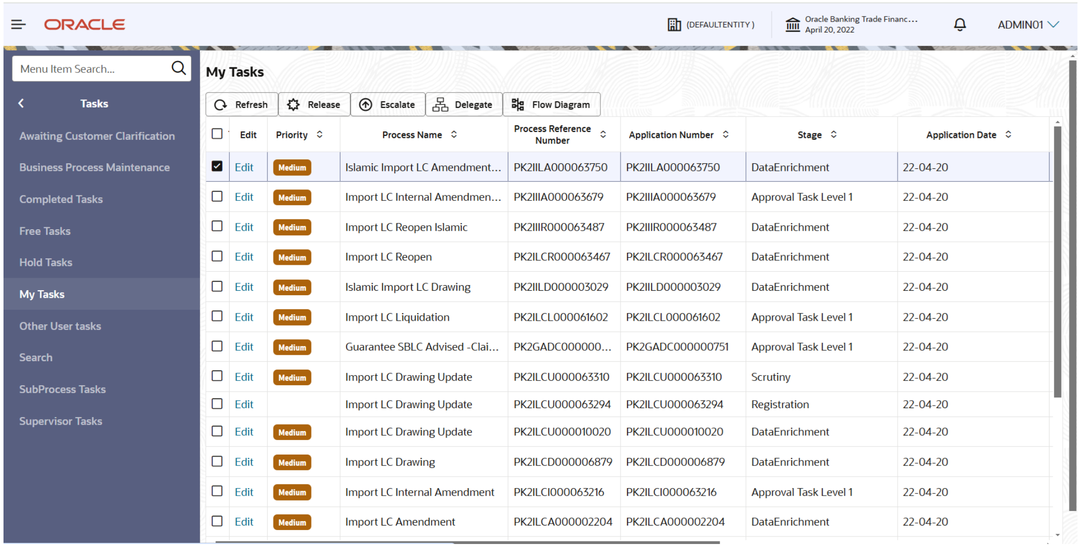
**Figure 2-5 Free Tasks**



The **Free Tasks** screen gets displayed.

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

**Figure 2-6 My Tasks**




Let's look at the details for Data Enrichment stage. User can enter/update basic details of the incoming request. Some of the fields that are already having value from Registration/ online channels may not be editable.
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 Amendment Benificiary Consent - Islamic request.
- Advices
  This topic provides the systematic instructions to capture the advices details.
- Additional Fields
  This topic provides the systematic instructions to capture the additional fields.
- 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 amendment beneficiary consent - Islamic request.
- Summary
  This topic provides the systematic instructions to view the summary of Import LC amendment Beneficiary Consent - Islamic request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Import LC Amendment Benificiary Consent - Islamic request.

Main details section has two sub section as follows:

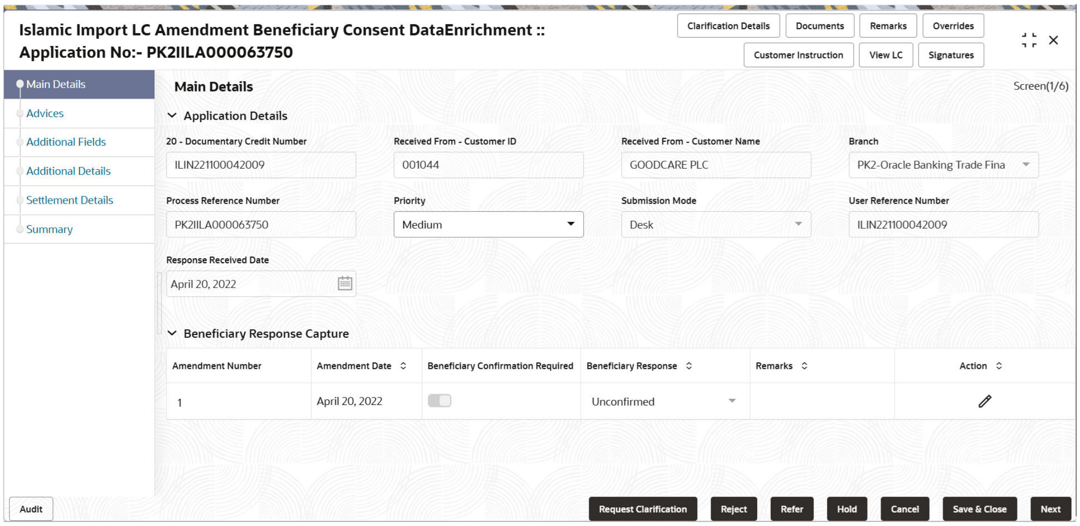
- Application Details
- Beneficiary Response Capture

### Application Details

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

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

**Figure 2-7 Data Enrichment - Main Details**




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

**Table 2-6 Data Enrichment - Main Details - Application Details - Field Description**

| Field | Description |
|---|---|
| **Documentary Credit Number** | Read only field.<br><br>Documentary credit number is defaulted from LC. |
| **Received From - Customer ID** | Read only field.<br><br>Customer ID will be auto-populated based on the selected LC in Registration stage. |
| **Received From - Customer Name** | Read only field.<br><br>Customer name will be defaulted as available in LC. |
| **Branch** | Read only field.<br><br>Branch details will be auto-populated based on the selected LC from the lookup. |

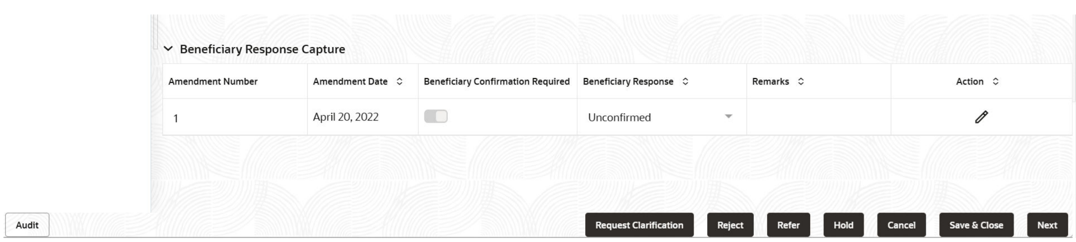
**Table 2-6 (Cont.) Data Enrichment - Main Details - Application Details - Field Description**

| Field | Description |
|---|---|
| **Process Reference Number** | Read only field.<br>Unique Oracle Banking Trade Finance Process Management task reference number for the transaction.<br>This is auto generated by the system based on process name and branch code. |
| **Priority** | Set the priority of the Import LC Amendment - Beneficiary Consent request as:<br>• **Essential**<br>• **Critical**<br>• **Low**<br>• **Medium**<br>• **High**<br>If priority is not maintained for the customer, system will populate 'Medium' as the default priority. |
| **Submission Mode** | Read only field.<br>Submission mode will be defaulted based on the selected LC in Registration stage. |
| **User Reference Number** | Read only field.<br>User reference number will be defaulted based on the selected LC in Registration stage. |
| **Response Received Date** | Read only field.<br>The application displays the branch's current date by default. |

**Beneficiary Response Capture**

The fields listed under this section are same as the fields listed under the **Beneficiary Response Capture** section in **Registration**. For more information on the fields refer **Beneficiary Response Capture** in the **Registration** stage. If user has not captured input, then user can capture the details in this section.

**Figure 2-8 Beneficiary Response Capture**

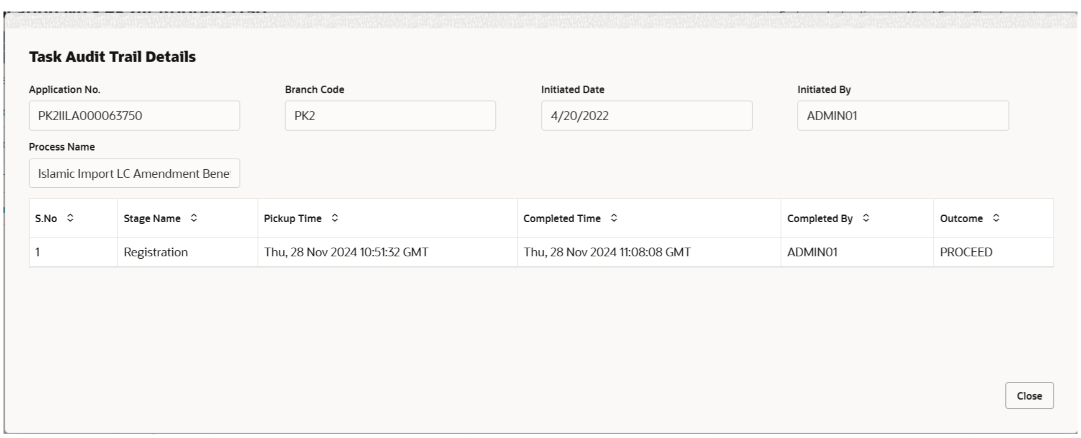



For more information on fields, refer to the field description table below:

**Table 2-7 Data Enrichment - Main Details - Beneficiary Response Capture - Field Description**

| Field | Description |
| --- | --- |
| **Amendment Number** | Read only field.<br>Amendment number will be auto-populated based on selected LC using documentary credit number. |
| **Amendment Date** | Read only field.<br>This field displays the date on which the amendment was made to LC. |
| **Bene Conf Req** | Read only field.<br>This field displays whether beneficiary consent is required or not. It is auto-populated based on selected LC using documentary credit number. |
| **Beneficiary Response** | Select the beneficiary response from the drop-down.<br>The options are:<br>• **Confirmed**<br>• **Unconfirmed**<br>• **Rejected**<br><br>**Note**<br>Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'. |
| **Remarks** | Specify the remarks of the beneficiary response. |
| **Action** | Click the edit icon to edit the beneficiary response. |

### Audit




This button provides information about user initiated the transaction, initiated date, stage wise detail etc.

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

**Table 2-8 Audit - Field Description**

| Field | Description |
| --- | --- |
| **Application No.** | This field displays the appliation number of the process. |
| **Branch Code** | This field displays the branch code. |
| **Initiated Date** | This field displays the date on which process is initiated. |
| **Initiated By** | This field displays the user ID of the user who had initiated the process. |
| **Process Name** | This field displays the name of the process which is initiated. |
| **S. No** | This field displays the serial number of the audit record. |
| **Stage Name** | This field displays the current stage of the process. |
| **Completed Time** | This field displays the time on which the audit of the current stage is completed. |
| **Completed By** | This field displays the user ID of the user who had completed the audit. |
| **Outcome** | This field displays the outcome of the audit. |

2. Click **Next**.

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

**Table 2-9 Main Details - Action Buttons - Field Description**

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

**Table 2-9 (Cont.) Main Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Customer Instructions** | Click to view/ input the following<br>• **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.<br>• **Transaction Level Instructions** – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Request Clarification** | Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline. |
| **Save & Close** | Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br>This option is used, if there are any pending information yet to be received from applicant. |
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br>Select a Reject code and give a Reject Description.<br>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.<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |

**Table 2-9 (Cont.) Main Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **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 Advices

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

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

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

**Figure 2-9 Advices**

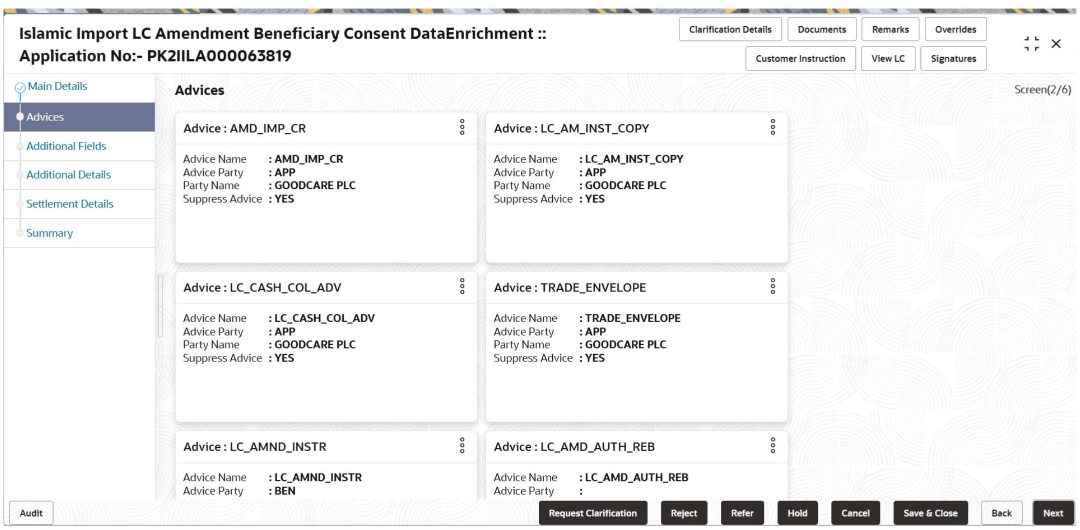


**Figure 2-10 Advices Details**

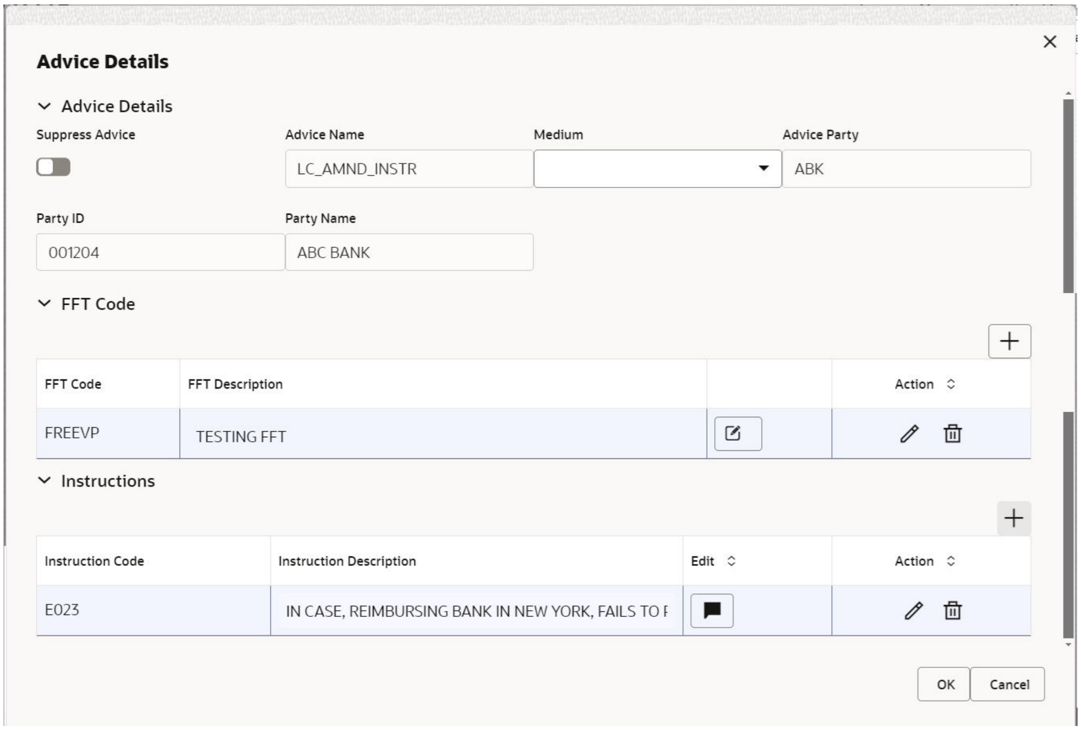
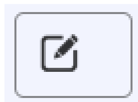



**Table 2-10 Advices Details**

| Field | Deacription |
|---|---|
| **Suppress Advice** | Switch to  , to suppress the advice.<br>Switch to  , if suppress advice is not required. |
| **Advice Name** | Read only field.<br>Displays the advice name. |
| **Medium** | This field diaplays the medium of advices defaulted from the system. User can update if required. |
| **Advice Party** | Read only field.<br>Displays the advice party, defaulted from the LC amendment bneficiary consent. |
| **Party ID** | Read only field.<br>Displays the party Id defaulted from the LC amendment bneficiary consent. |
| **Party Name** | Read only field.<br>Displays the party name defaulted from the LC amendment bneficiary consent. |
| **FTT Code** | Specify the free format text based on the following table.<br>Click plus icon to add multiple FFT code. |
| **FTT Code** | Click **Search** to search and select the FFT code as a part of free text. |

**Table 2-10 (Cont.) Advices Details**

| Field | Deacription |
|---|---|
| **FFT Description** | Read only field.<br>This field displys the FFT description based on the FFT code selected. |
|  | Click edit icon to edit the existing FFT description. |
| **Action** | Click Edit icon to edit the FFT code.<br>Click Delete icon to delete the FFT code. |
| **Instructions** | Specify the instrunction details based on the following table. |
| **Instruction Code** | Click **Search** to search and select the instruction code as a part of free text. |
| **Instruction Description** | This field displys the instruction description based on the instruction code selected.<br>User can edit the instruction description. |
|  | Click edit icon to edit the existing instruction description. |
| **Action** | Click Edit icon to edit the instruction code.<br>Click Delete icon to delete the 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 2-11 Advices - Action Buttons - Field Description**

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

**Table 2-11 (Cont.) Advices - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Remarks** | Specify any additional information regarding the import lc amendment - beneficiary response - Islamic. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• 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.<br>• Transaction Level Instructions – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Request Clarification** | Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline. |
| **Save & Close** | Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |

**Table 2-11 (Cont.) Advices - Action Buttons - Field Description**

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

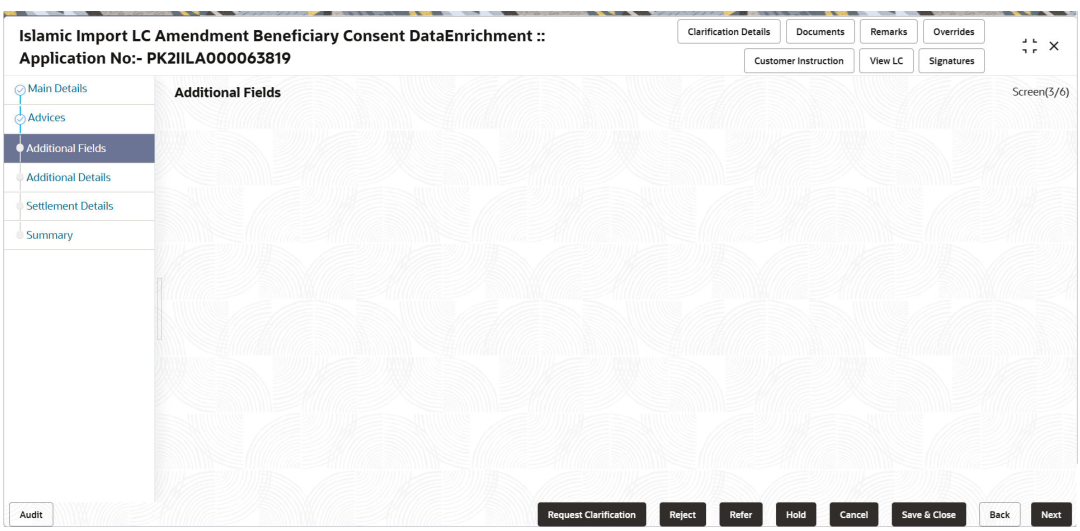
# 2.3.3 Additional Fields

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

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

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

**Figure 2-11 Additional Fields**




2. Click **Next**.

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

**Table 2-12 Additional Fields - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Clarification Details** | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'. |
| **Documents** | Click to View/Upload the required document.<br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| **Remarks** | Specify any additional information regarding the import lc amendment - beneficiary response. This information can be viewed by other users processing the request.<br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• 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.<br>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Request Clarification** | Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline. |
| **Save & Close** | Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-12 (Cont.) Additional Fields - Action Buttons - Field Description**

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

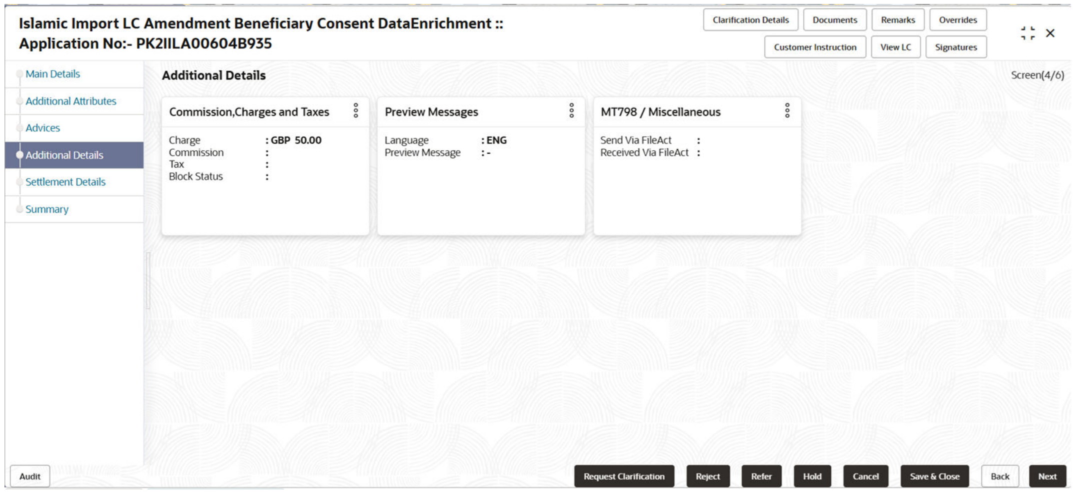
## 2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details

A Data Enrichment user can verify and enter the basic additional details available in the Islamic Import LC amendment Beneficiary confirmation request. In case the request is received through online channel user will verify the details populated.

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

**Figure 2-12 Additional Details**




### Commission, Charges and Taxes

On clicking Commission, Charges and Taxes tiles, the user can view the charges, commission and tax components mapped to the product auto populated from the back office system.

Override message for charges should be displayed for - LC should be cancelled only after recovery of all outstanding charges.

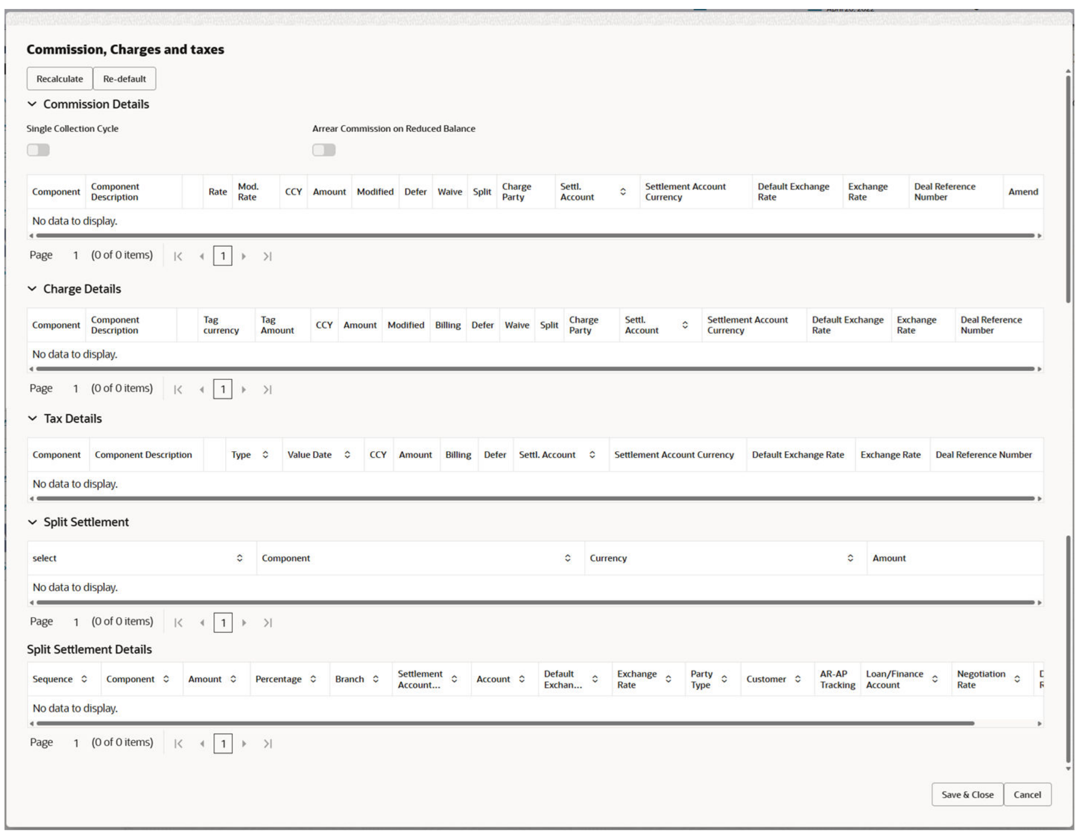
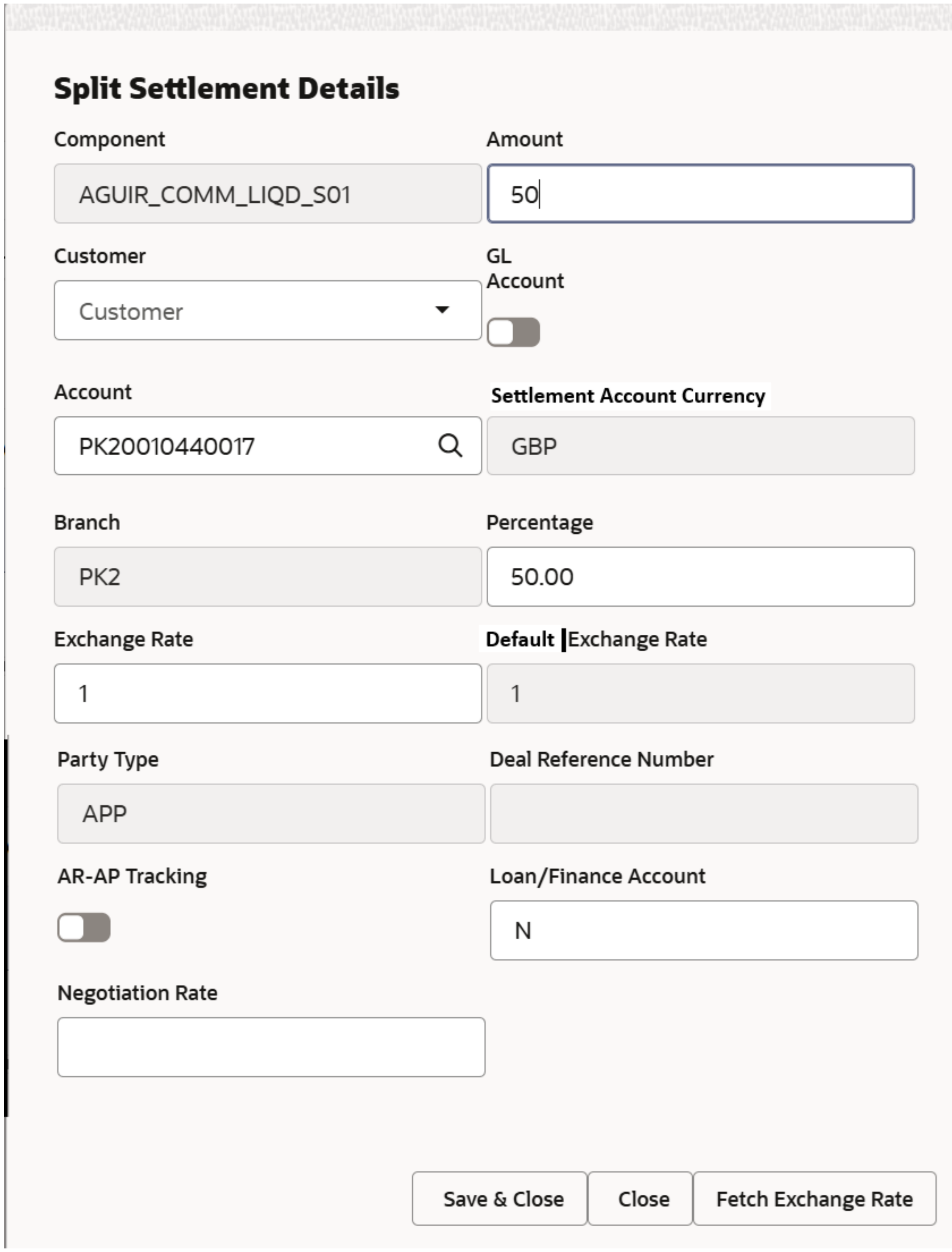


**Figure 2-13 Split Settlement Details**




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

**Table 2-13 Charge Details - Field Description**

| Field | Description |
| --- | --- |
| **Commission Details** | This section displays the commission details.<br>By default, all the charges, commission and margin are collected from the counter-party. |
| **Single Collection Cycle for Commission** | This field is display only.<br>The value displays as available in Bank Parameter at Back office<br>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:<br>• **Advance**<br>• **Arrears**<br>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** | Displays the commission component.<br>Click the link to view the commission component details. |
| **Rate** | Displays the rate that is defaulted from product.<br>The commission rate, if available in Back Office defaults in Oracle Banking Trade Finance Process Management. The user is able to change the rate.<br>If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field. |
| **Mod. Rate** | From the default value, if the rate is changed the value gets updated in this field. |
| **Currency** | Displays the currency in which the commission have to be collected. |
| **Amount** | Displays the amount that is maintained under the product code.<br>The commission rate, if available in Back Office defaults in Oracle Banking Trade Finance Process Management. 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 Oracle Banking Trade Finance Process Management.<br>If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field. |
| **Modified** | From the default value, if the amount is changed, the value gets updated in the modified amount field. |
| **Defer** | Switch to  for charges/commissions has to be deferred and collected at any future step. |
| **Waive** | Switch to  to waive the charges/commissions.<br>Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.<br>If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the ‘Remarks’ place holder. |

**Table 2-13 (Cont.) Charge Details - Field Description**

| Field | Description |
|---|---|
| **Split** | Switch to  for splitting the Commission.<br>Switch to  if splitting of commission is not required. |
| **Charge Party** | Charge party is 'Applicant' by default. User can change the value to Beneficiary. |
| **Settl. Account** | Select the settlement account. |
| **Settlement Account Currency** | Read only field.<br>This field displays the settlement account currency defaulted by the system. |
| **Default Exchange Rate** | Read only field.<br>This field displays the maintained exchange rate when the component currency differs from the settlement account currency. |
| **Exchange Rate** | Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.<br>• Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP.<br>System restricts input for these components.<br>• Specify Exchange Rate within the allowed range.<br>System allows save without any message.<br>• If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close.<br>System displays the override message - "Exchange Rate has exceeded Override Limit"<br>Proceed after accepting the override.<br>• If Exchange Rate exceeds the stop limit. Click Save and Close.<br>System displays the error message - "Exchange Rate has exceeded Stop Limit"<br>System does not allow the transaction to proceed. |
| **Deal Reference Number** | **Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are not allowed.<br>**Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.” |
| **Amend** | Displays if the field is amendable or not. |
| **Charge Details** | This section displays the charge details. |
| **Component** | Displays the charge component type. |
| **Tag Currency** | Displays the tag currency in which the charges have to be collected. |
| **Tag Amount** | Displays the tag amount that is maintained under the product code. |
| **Currency** | Displays the currency in which the charges have to be collected. |
| **Amount** | This field displays the amount that is maintained under the product code. |
| **Modified** | From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field. |

**Table 2-13 (Cont.) Charge Details - Field Description**

| Field | Description |
|---|---|
| **Billing** | Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is ‘Billing’ enabled, ‘Billing’ toggle for that component should be automatically enabled in Oracle Banking Trade Finance Process Management.<br>The user can not enable/disable the option, if it is de-selected by default.<br>This field is disabled, if ‘Defer’ toggle is enabled. |
| **Defer** | Switch to  to defer the charges and collect at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, ‘Defer’ toggle for that component should be automatically checked in Oracle Banking Trade Finance Process Management.<br>The user can enable/disable the option the check box. On de-selection the user has to click on ‘Recalculate’ charges button for re-simulation. |
| **Waive** | Switch to  to waive the charges.<br>Based on the customer maintenance, the charges should be marked for Billing or for Defer.<br>This field is disabled, if **Defer** toggle is enabled. |
| **Split** | Switch to  for splitting the Commission.<br>Switch to , if splitting of commission is not required. |
| **Charge Party** | Displays the charge party. By default the charge party is ‘Applicant’. |
| **Settlement Account** | Click **Search** icon to search and select the settlement account. |
| **Settlement Account Currency** | Read only field.<br>This field displays the settlement account currency defaulted by the system. |
| **Default Exchange Rate** | Read only field.<br>This field displays the maintained exchange rate when the component currency differs from the settlement account currency. |

Table 2-13 (Cont.) Charge Details - Field Description

| Field | Description |
| --- | --- |
| **Exchange Rate** | Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.<br>• Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP.<br>System restricts input for these components.<br>• Specify Exchange Rate within the allowed range.<br>System allows save without any message.<br>• If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close.<br>System displays the override message - "Exchange Rate has exceeded Override Limit"<br>Proceed after accepting the override.<br>• If Exchange Rate exceeds the stop limit. Click Save and Close.<br>System displays the error message - "Exchange Rate has exceeded Stop Limit"<br>System does not allow the transaction to proceed. |
| **Deal Reference Number** | **Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are not allowed.<br>**Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.” |
| **Tax Details** | This section displays the tax details.<br>The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system. |
| **Component** | Displays the tax component. |
| **Type** | Displays the type of tax component. |
| **Value Date** | Displays the value date of tax component. |
| **Ccy** | Displays the currency in which the tax have to be collected.<br>The tax currency is the same as the commission. |
| **Amount** | Displays the tax amount based on the percentage of commission maintained.<br>The user can edit the tax amount, if applicable. |
| **Billing** | Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine.<br>This field is disabled, if ‘Defer’ toggle is enabled. |
| **Defer** | Switch to  to defer the taxes and collect at any future step.<br>Switch to  if you do not want to defer the taxes.<br>On disabling the user has to click on ‘Recalculate’ charges button for re-simulation. |
| **Settl. Account** | System defaults the settlement account.<br>The user can modify the settlement account. |

**Table 2-13 (Cont.) Charge Details - Field Description**

| Field | Description |
|---|---|
| **Split Settlement** | This section displays the Split Settlement.<br>This section is displayed if the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice.<br>The default parties in Split row should be fetched from OBTF. |
| **Select** | The option to select the split settlement record. |
| **Component** | Displays the split component type eligible for Split . |
| **Currency** | Displays the currency of split settlement. |
| **Amount** | Displays the amount of split settlement. |
| **Split Settlement Details** | This section displays the Split Settlement details. Split Settlement details section appears from Back office, when the user clicks on the Recalculate button. |
| **Seqence** | Displays the sequence number is auto populated with the value, generated by the system. |
| **Component** | Displays the split component type eligible for Split. |
| **Amount** | The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default.<br>The bank user can modify the amount.<br>More than two splits are not allowed. |
| **Customer** | Indicates the ID of the Customer in Split Settlement Details section. |
| **GL Account** | The system defaults the GL account. |
| **Account** | The system defaults the Settlement account.<br>User can modify the settlement account. System initiates a call to common core tables within Oracle Banking Trade Finance Process Management to select the account. |
| **Settlement Account Currency** | Read only field.<br>This field displays the settlement account currency defaulted by the system. |
| **Branch** | Indicates the branch of the customer where transaction is getting processed. |
| **Percentage** | The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default.<br>More than two splits are not allowed.<br>The bank user can modify the amount.<br>The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount. |
| **Default Exchange Rate** | Read only field.<br>This field displays the maintained exchange rate when the component currency differs from the settlement account currency. |

**Table 2-13 (Cont.) Charge Details - Field Description**

| Field | Description |
| --- | --- |
| **Exchange Rate** | Specify **Exchange Rate** upto 4 decimal places, if applicable. System rounds off values beyond 4 decimals.<br>• Do not specify Exchange Rate for deferred charges, commission, and tax components under AR-AP. System restricts input for these components.<br>• Specify Exchange Rate within the allowed range. System allows save without any message.<br>• If Exchange Rate exceeds the allowed range but is within the override band. Click Save and Close. System displays the override message - "Exchange Rate has exceeded Override Limit"<br>Proceed after accepting the override.<br>• If Exchange Rate exceeds the stop limit. Click Save and Close. System displays the error message - "Exchange Rate has exceeded Stop Limit"<br>System does not allow the transaction to proceed. |
| **Party Type** | Displays the party type in split settlement details section. |
| **AR-AP Tracking** | Indicates to defer the charge/ commission in Split Settlement Details section.<br>The user can modify the AR-AP Tracking flag as per the requirements. |
| **Loan/Finance Account** | Displays the loan account. |
| **Deal Reference Number** | **Deal Reference Number** allows up to **30 characters**. Entries longer than 30 characters are not allowed.<br>**Deal Reference Number** can be specified only when **Exchange Rate** has a value. If **Exchange Rate** is blank and a **Deal Reference Number** is specified, the system displays: “Cannot add Deal Reference without specifying the Exchange Rate value.” |
| **Negotiation Rate** | Displays the negotiation rate. |

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

**Preview Messages**
User can preview the draft message.

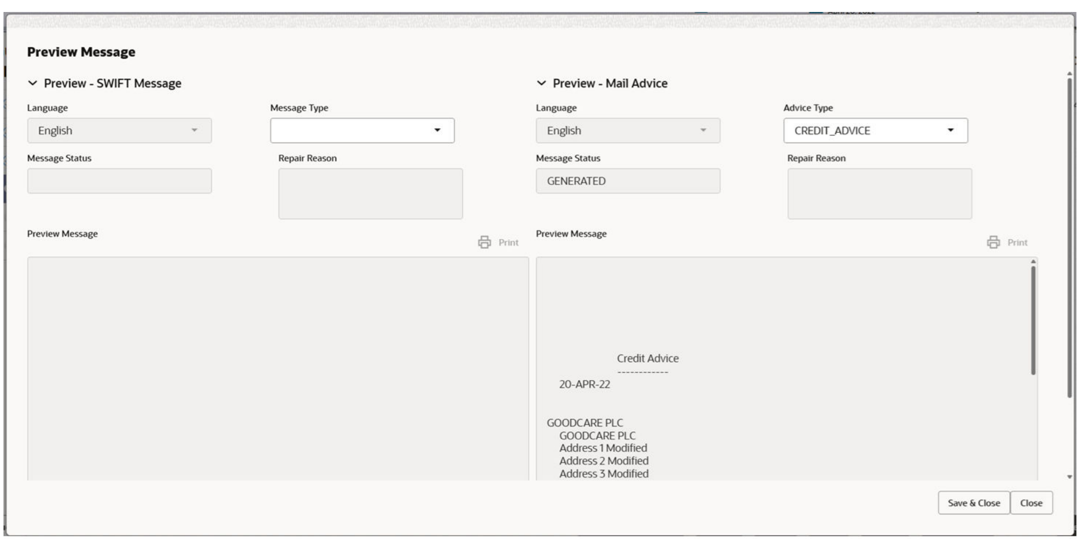


**Table 2-14 Preview Messages - Field Description**

| Field | Description |
| --- | --- |
| **Preview SWIFT Message** | This section displays the preview of SWIFT Messages fields. |
| **Language** | Read only field.<br>English is set as default language for the preview. |
| **Message Type** | Select the message type. |
| **Message Status** | Read only field.<br>Display the message status of draft message of amendment beneficiary consent details. |
| **Repair Reason** | Read only field.<br>Display the message repair reason of draft message of amendment beneficiary consent details. |
| **Preview Message** | This field displays a preview of the draft message. |
| **Preview Mail Advice** | This section displays the preview of Mail Advice fields. |
| **Language** | Read only field.<br>English is set as default language for the preview. |
| **Advice Type** | Select the advice type. |
| **Message Status** | Read only field.<br>Display the message status of draft message of amendment beneficiary consent details. |
| **Repair Reason** | Read only field.<br>Display the message repair reason of draft message of amendment beneficiary consent details. |
| **Preview Message** | This field displays a preview of the draft message. |
| **Print (SWIFT messages)** | If the required SMS rights are available, user can print SWIFT message previews and enquiry views, and Mail advice previews and enquiry views.<br>Printed output matches the back-office format and includes a watermark based on context: **DRAFT MESSAGE/DRAFT ADVICE** for previews and midoffice enquiries, and **COPY MESSAGE/COPY ADVICE** for back-office enquiries.<br>**Note**: If printing fails due to a technical issue (for example, printer, workstation, or connectivity issues), the system displays the error message: **“Unable to Print. Try again later !”** |
| **Print (Mail advices)** | If the required SMS rights are available, user can print Mail advice previews and enquiry views. Printed output matches the back-office format and includes a watermark based on context: **DRAFT MESSAGE/DRAFT ADVICE** for previews and midoffice enquiries, and **COPY MESSAGE/COPY ADVICE** for back-office enquiries.<br>**Note**: If printing fails due to a technical issue (for example, printer, workstation, or connectivity issues), the system displays the error message: **“Unable to Print. Try again later !”** |

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

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

**Table 2-15 Additional Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Clarification Details** | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'. |
| **Documents** | Click to View/Upload the required document.<br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| **Remarks** | Specify any additional information regarding the lc amendment beneficiary consent - Islamic. This information can be viewed by other users processing the request.<br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• **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.<br>• **Transaction Level Instructions** – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Request Clarification** | Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline. |
| **Save & Close** | Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br>This option is used, if there are any pending information yet to be received from applicant. |

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

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

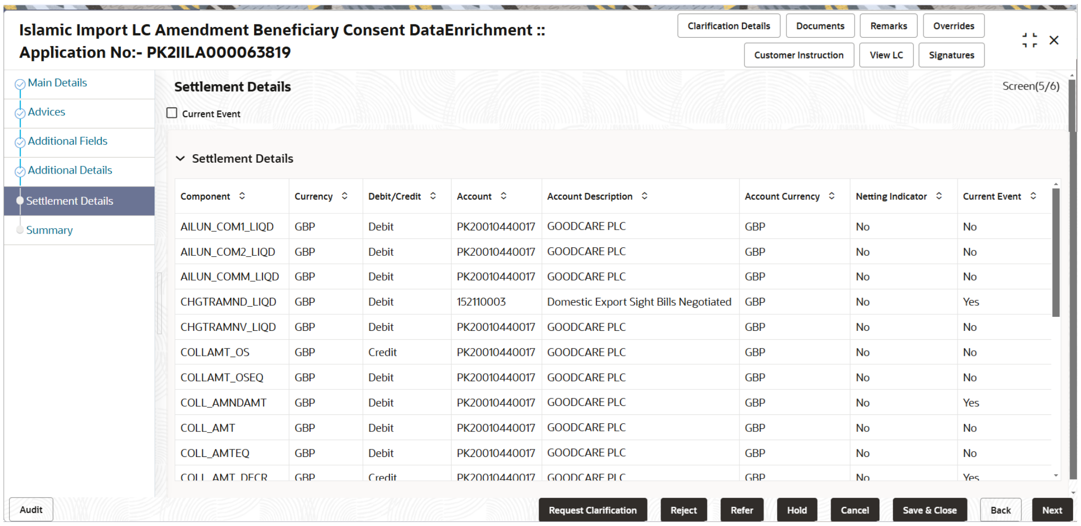
## 2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Import LC amendment beneficiary consent - Islamic request.

A Data Enrichment user can verify and enter the basic settlement details available in the Islamic Import LC amendment Beneficiary confirmation request. In case the request is received through online channel user will verify the details populated.

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

**Figure 2-14 Settlement Details**




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

**Table 2-16 Settlement Details – Field Description**

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

   The task will move to next data segment.

**Table 2-17 Settlement Details - Action Buttons - Field Description**

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

**Table 2-17 (Cont.) Settlement Details - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Documents** | Click to View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| **Remarks** | Specify any additional information regarding the LC amendment beneficiary consent. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• **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.<br>• **Transaction Level Instructions** – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Request Clarification** | Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline. |
| **Save & Close** | Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-17 (Cont.) Settlement Details - Action Buttons - Field Description**

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

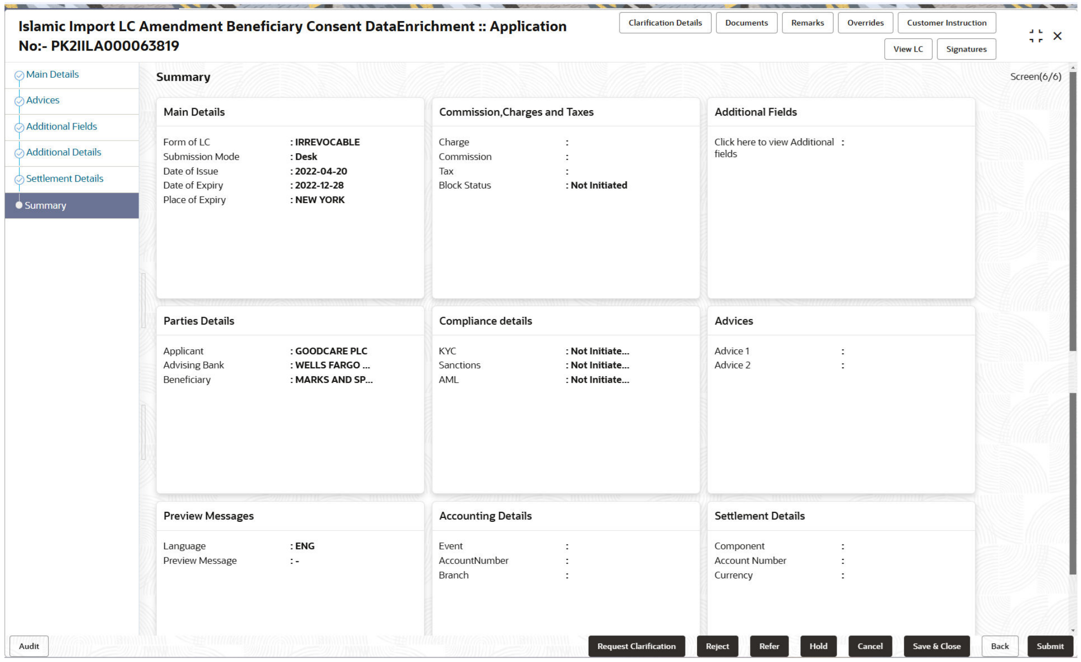
## 2.3.6 Summary

This topic provides the systematic instructions to view the summary of Import LC amendment Beneficiary Consent - Islamic request.

A Data Enrichment user can enter/update details of the amendment confirmation request. User can review the summary able to see the summary tiles. The tiles should display a list of important fields with values. User can drill down from summary Tiles into respective data segments.

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

**Figure 2-15 Summary**




Tiles Displayed in Summary

- Main Details - User can view the main details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Additional Fields - User can view the additional field details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Advices - User can view the advice details.
- Preview Messages - User can view the preview message.
- 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.

2. Click **Submit**.

   The task will move to next logical stage.

**Table 2-18 Summary - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Clarification Details** | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'. |
| **Documents** | Click to View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application. |
| **Remarks** | Specify any additional information regarding the LC amendment beneficiary consent . This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• **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.<br>• **Transaction Level Instructions** – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signatures button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |
| **Request Clarification** | Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline. |
| **Save & Close** | Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-18 (Cont.) Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br>Select a Reject code and give a Reject Description.<br>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.<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |
| **Back** | On click of Back, system moves the task back to previous data segment. |
| **Submit** | Task will get moved to next logical stage of Import LC amendment Beneficiary Consent - Islamic.<br>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. |

# 2.4 Exceptions

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

The Import LC Amendment Beneficiary Consent - Islamic request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

**Exception - Amount Block**

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

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

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

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

Approve:

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

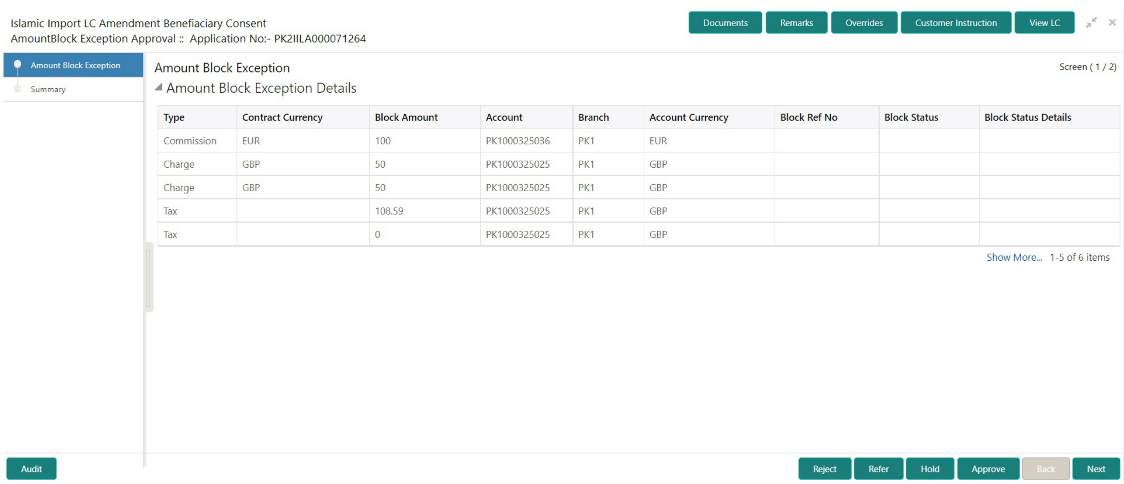
Refer:

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

Reject:

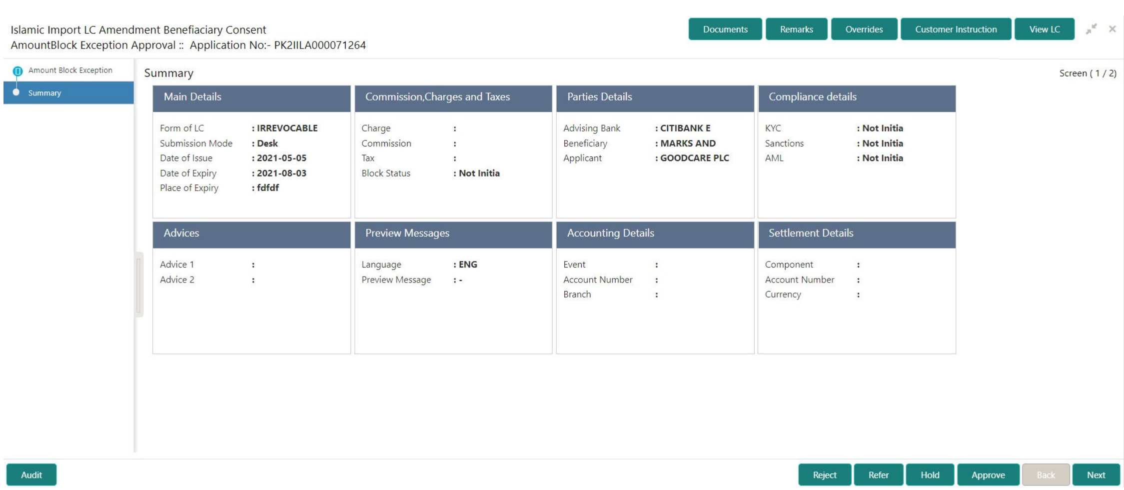
Reject the transaction due to non-availability of sufficient balance in settlement account.

**Amount Bock Exception**




This section will display the amount block exception details.

**Summary**



Tiles Displayed in Summary

- Main Details - User can view the main details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Advices - User can view the advice details.
- Preview Messages - User can view the preview message.
- 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.

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

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

**Table 2-19 Amount Bock Exception - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Documents** | View/Upload the required document. |
| **Remarks** | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• 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.<br>• Transaction Level Instructions – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>If more than one signature is available, system should display all the signatures. |

**Table 2-19 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br>This option is used, if there are any pending information yet to be received from applicant. |
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br>Select a Reject code and give a Reject Description.<br>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.<br>User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system. Refer Codes<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. |
| **Back** | Task moves to previous logical step. |

### Exception - Know Your Customer (KYC)

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

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

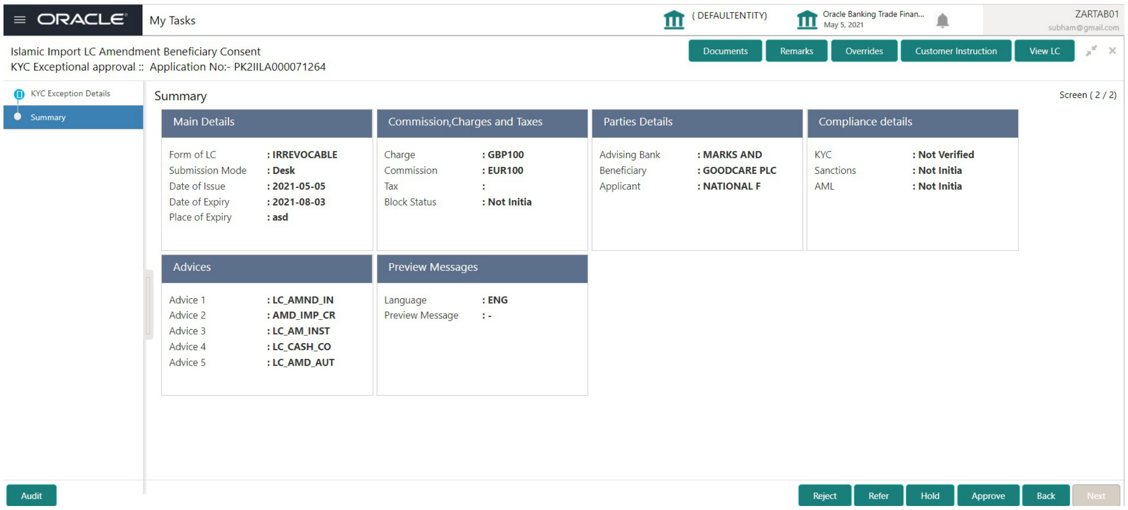
   **Approve**

   - After changing the KYC status in the back end application (outside this process).
   - Without changing the KYC status in the back end application.

- Reject (with appropriate reject reason).

**Summary**

**Figure 2-16 Exception - Know Your Customer (KYC) Summary**



Tiles Displayed in Summary

- Main Details - User can view the main details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Advices - User can view the advice details.
- Preview Messages - User can view the preview message.
- 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.

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

**Table 2-20 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Documents** | View/Upload the required document. |

**Table 2-20 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Remarks** | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• 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.<br>• Transaction Level Instructions – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>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.<br><br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br><br>Select a Reject code and give a Reject Description.<br>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.<br><br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• 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.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-20 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

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

### Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

#### Approve

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

#### Refer

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

#### Reject

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

#### Limit/Credit Check

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details - User can view the main details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Advices - User can view the advice details.
- Preview Messages - User can view the preview message.
- 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.

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

**Table 2-21 Exception - Limit Check/Credit - Action Buttons – Field Description**

| Field | Description |
|---|---|
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br>Select a Reject code and give a Reject Description.<br>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.<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• 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.<br>This option is used, if there are any pending information yet to be received from applicant. |
| **Cancel** | Cancel the Import LC Amendment KYC exception check. |
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. |
| **Back** | Task moves to previous logical step. |

1. Click **Approve**. The task moves to next stage.

# 2.5 Multi Level Approval

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

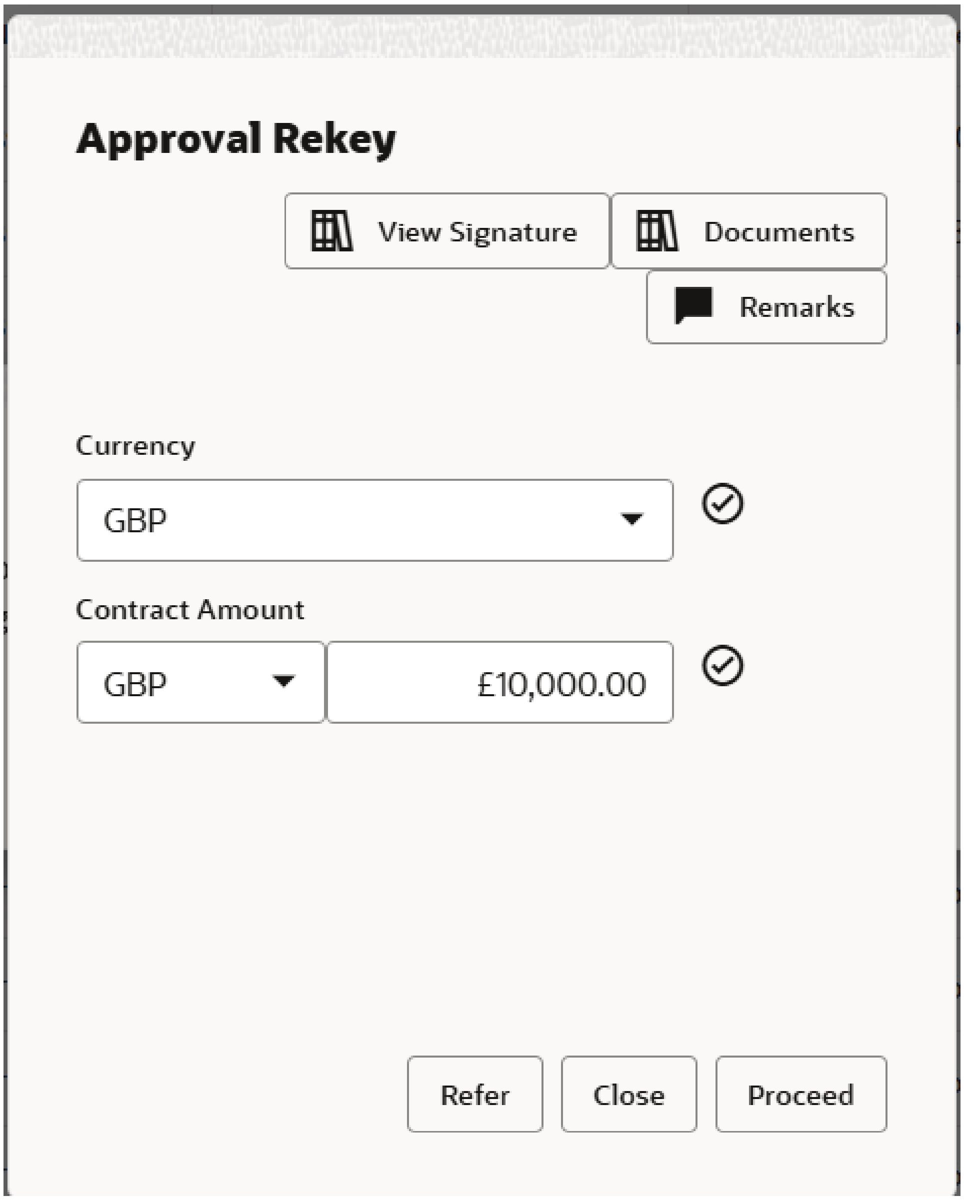
A user can view the summary of details updated in multilevel approval stage of Import LC Amend Beneficiary Consent - Islamic request. The Approval user can approve the Transaction.

The Approval summary screen displays the summary tiles. The tiles displays a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

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

   The **Approval Re-Key** pop-up screen gets displayed.

**Figure 2-17 Approval Re-Key**




For non online channel, the application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

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

- Currency
- 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.

**Table 2-22 Approval Re-Key - Action Buttons - Field Description**

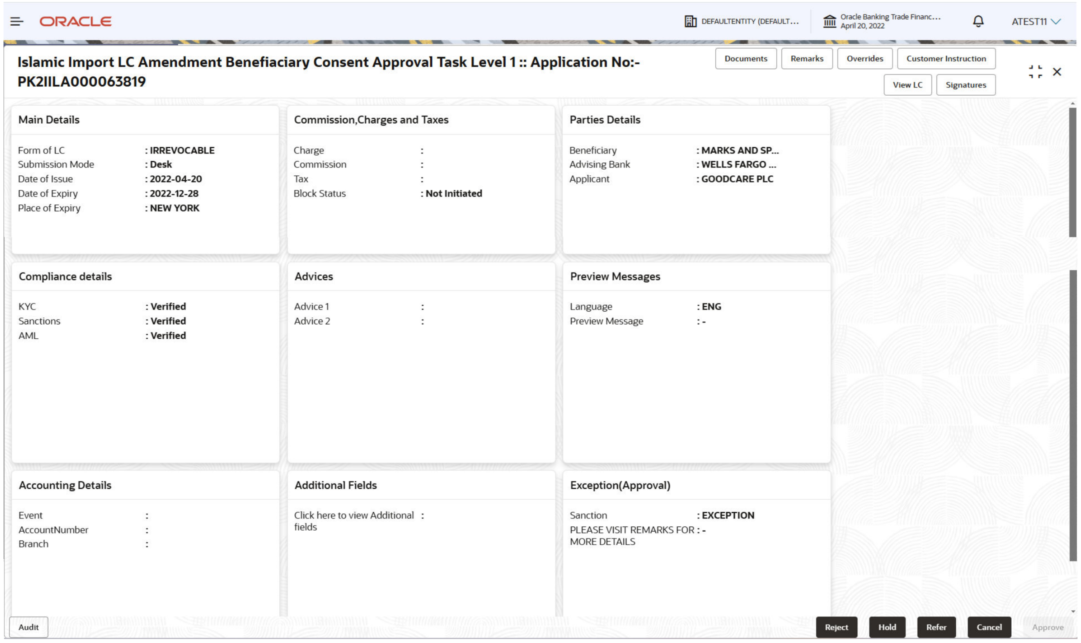
| Field | Description |
|---|---|
| **View Signature** | Click the View Signatures button to verify the signature of the customer/ bank if required.<br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br>If more than one signature is available, system should display all the signatures. |
| **Documents** | Click to View/Upload the required document. |
| **Remarks** | Specify any additional information regarding the mport LC Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request. |
| **Refer** | Select a Refer Reason from the values displayed by the system.<br>User will be able to refer the task back to the Data Enrichment user.<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R5 - Others |
| **Close** | Click Close to close the Import LC Amendment Beneficiary Consent - Islamic Approval Rekey screen. |
| **Proceed** | Click to navigat to Approval Summary screen. |

5. Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.
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 main details.
- Commission, Charges and Taxes - User can view the commission, charges and taxes details.
- Parties Details - User can view the parties details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Advices - User can view the advice details.
- Preview Messages - User can view the preview message.
- 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.
- Additional Fields - User can view the details of additional fields.
- Exception(Approval) - User can view the approval details.

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

**Table 2-23 Approval Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Documents** | View/Upload the required document.<br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| **Remarks** | Specify any additional information regarding the Import LC Amendment Beneficiary Consent - Islamic. This information can be viewed by other users processing the request.<br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instruction** | Click to view/ input the following<br>• 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.<br>• Transaction Level Instructions – In this section, Oracle Banking Trade Finance Process Management user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| **View LC** | Click to view the details of the LC. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br>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.<br>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.<br>Reject Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |

**Table 2-23 (Cont.) Approval Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Hold** | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br>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.<br>Refer Codes are:<br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |
| **Cancel** | Cancel the Approval stage. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting. |

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

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