

Import LC Amendment Beneficiary Consent User Guide



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Preface

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

Purpose

This manual is designed to help you quickly get acquainted with the **Import LC Amendment Beneficiary Consent** 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](#)

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

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

Related Documents

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

- Getting Started User Guide

- Oracle Banking Common Core User Guide

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

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.

Symbols and Icons

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

Table 2 Symbols and Icons - Common






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

Table 2 (Cont.) Symbols and Icons - Common























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

Table 3 Symbols and Icons - Widget

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

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 4 Common Action Buttons and its Definitions

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

Table 4 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
Cancel	<p>Click Cancel to cancel the transaction input midway without saving any data.</p>
Save & Close	<p>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.</p>
Next	<p>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.</p>
Submit	<p>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.</p>

This topic helps you quickly get acquainted with the process.

Welcome to the 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

is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. 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

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

Import LC Amendment - Beneficiary Consent process enables the user to register the beneficiary consent response received for an amendment made to a LC.

This topic contains following subtopics:

- [Common Initiation Stage](#)
This topic provides the systematic instructions to initiate the new **Import LC amendment - Beneficiary Consent** request.
- [Registration](#)
This topic provides the systematic instructions to initiate the Registration stage of **Import LC Amendment Beneficiary Consent** request.
- [Data Enrichment](#)
This topic provides the systematic instructions to initiate the Data Enrichment stage of **Import LC Amendment Beneficiary Consent** 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.

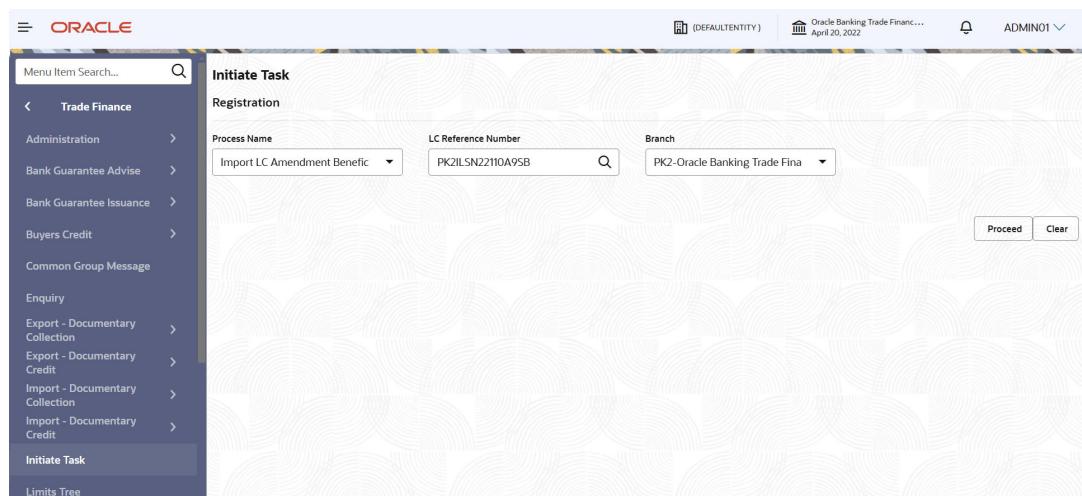
2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Import LC amendment - Beneficiary Consent** 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



- 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.

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

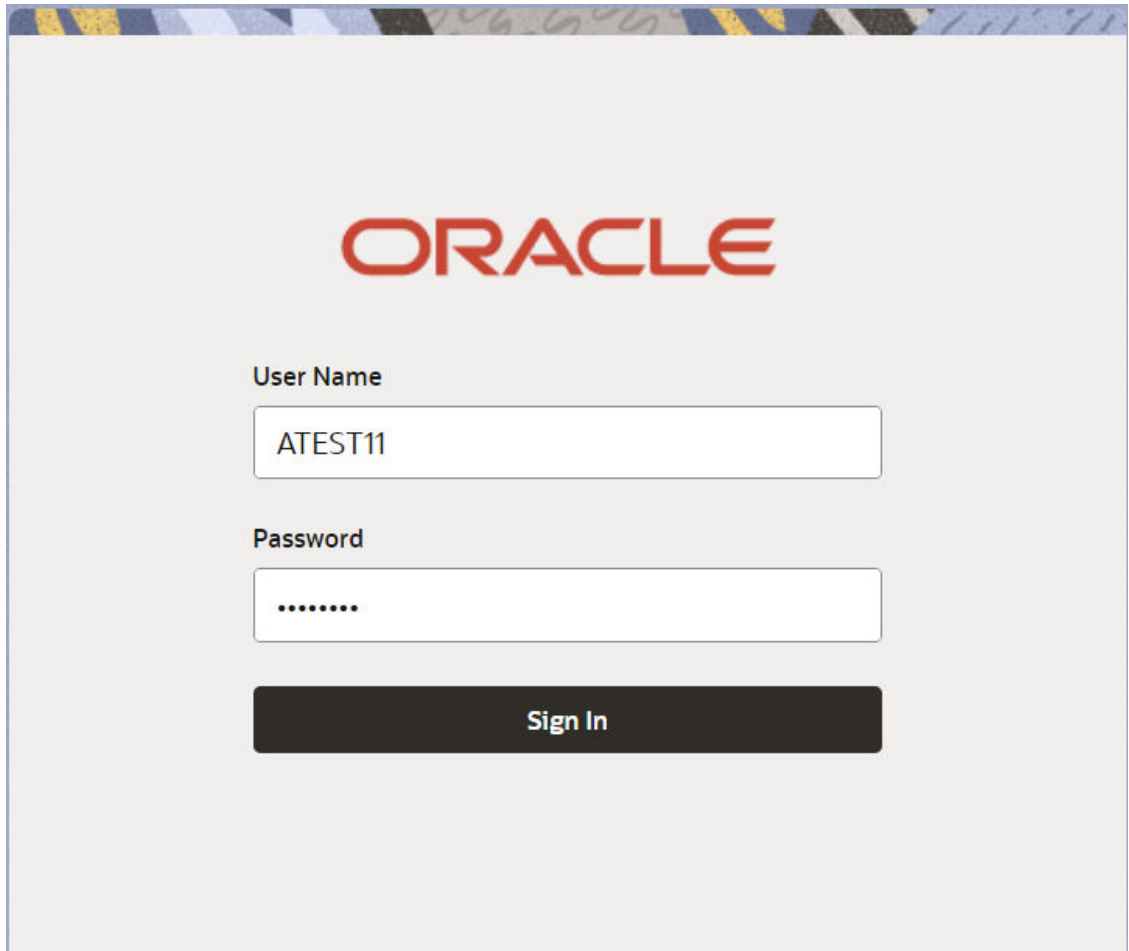
2.2 Registration

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

If beneficiary response is given through branch either by fax, mail, or paper, the **Import LC amendment - Beneficiary Consent** 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.

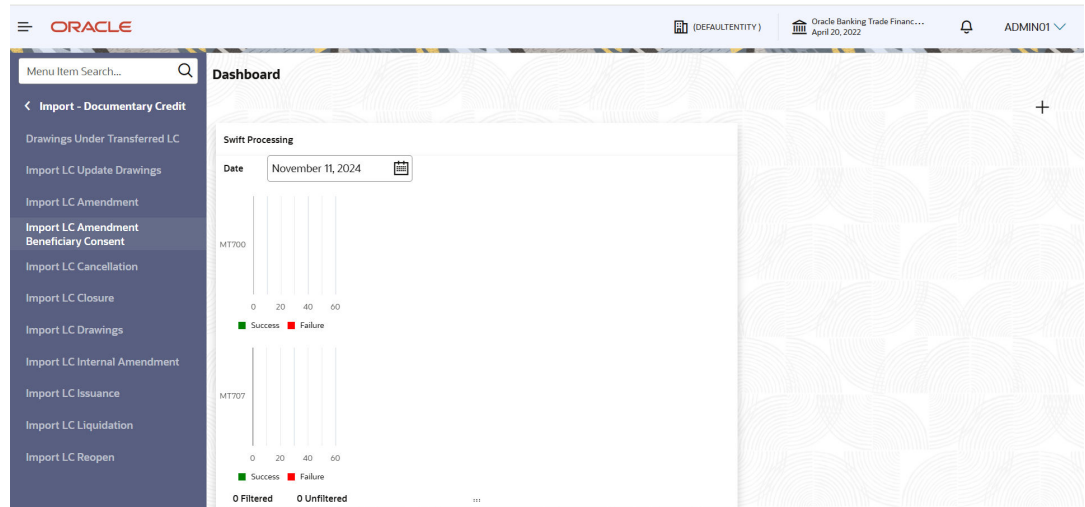
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 Login Screen

The image shows the Oracle login screen. At the top center is the Oracle logo in red. Below the logo, there are two input fields. The first is labeled "User Name" and contains the text "ATEST11". The second is labeled "Password" and contains seven dots. Below the password field is a dark grey button with the text "Sign In" in white. The background is a light grey gradient with a decorative pattern at the top.

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

Figure 2-3 Import LC Amendment - Beneficiary Consent



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

Figure 2-4 Registration - Application Details

Amendment Number	Amendment Date	Beneficiary Confirmation Required	Beneficiary Response	Remarks	Action
1	April 20, 2022	<input type="checkbox"/>	Unconfirmed		

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

Note

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

Table 2-3 Registration - Application Details - Field Description

Field	Description
Documentary Credit Number	<p>Specify the documentary credit number..</p> <p>Alternatively, click Search to search and select the documentary credit number.</p> <p>In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount and User Reference to fetch the LC details.</p> <p>Based on the search result, select the applicable LC to add the Beneficiary response.</p>
Received From - Customer ID	<p>Read only field.</p> <p>Customer ID will be auto-populated based on the selected LC from the lookup.</p>
Received From - Customer Name	<p>Read only field.</p> <p>Customer name will be auto-populated based on the selected LC from the lookup.</p>
Branch	<p>Read only field.</p> <p>Branch details will be auto-populated based on the selected LC from the lookup.</p>
Process Reference Number	<p>Unique task reference number for the transaction.</p> <p>This is auto generated by the system based on process name and branch code.</p>
Priority	<p>Set the priority of the Import LC Amendment - Beneficiary Consent request as:</p> <ul style="list-style-type: none"> • Essential • Critical • Low • Medium • High <p>If priority is not maintained for the customer, system will populate 'Medium' as the default priority.</p>
Submission Mode	<p>Select the submission mode of Import LC Amendment - Beneficiary Consent request. By default the submission mode will have the value as 'Desk' for transactions created via registration.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> • Desk - Request received through Desk • Fax- Request received through Fax • Email- Request received through Email • Courier - Request received through Courier
User Reference Number	<p>Read only field.</p> <p>User Reference Number will be auto populated by the system based on selected LC using documentary credit number.</p>

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

Field	Description
Response Received Date	<p>The application displays the branch's current date by default. The user can change the date to any back date.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>Future date selection is not allowed.</p> </div>

Registration - Beneficiary Response Capture

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

Amendment Number	Amendment Date	Beneficiary Confirmation Required	Beneficiary Response	Remarks	Action
1	April 20, 2022	<input type="checkbox"/>	Confirmed		

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

Note

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

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

Table 2-4 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.) Registration - Beneficiary Response Capture - Field Description

Field	Description
Beneficiary Response	<p>Select the beneficiary response from the drop-down. The options are:</p> <ul style="list-style-type: none"> • Confirmed • Unconfirmed • Rejected <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.</p> </div>
Remarks	Specify the remarks of the beneficiary response.
Action	Click the edit icon to edit the beneficiary response.

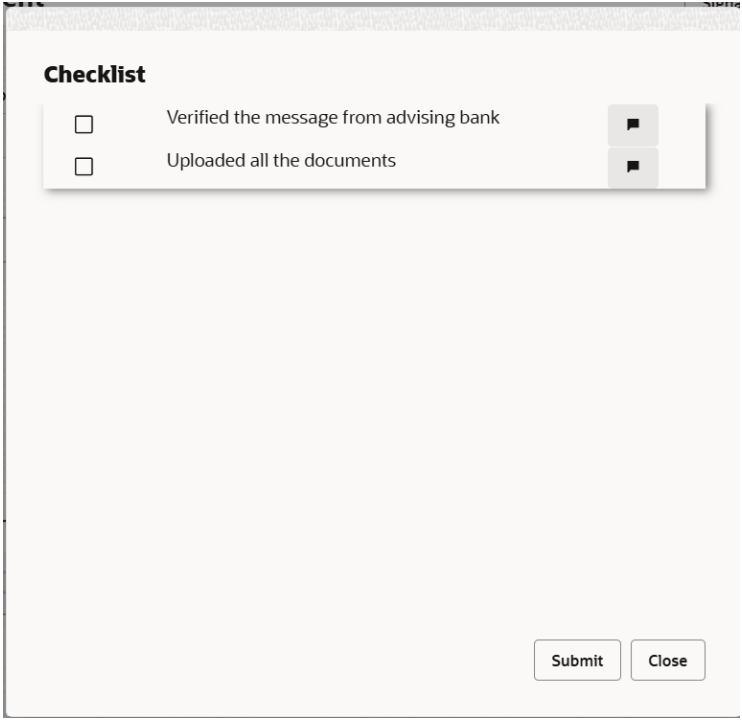
5. Click **Submit**.

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 - Registration - Action Buttons - Field Description

Field	Description
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is available, system should display all the signatures.</p>
Documents	<p>Upload the documents received under the LC.</p> <p>Application displays mandatory documents to be uploaded for Import LC Amendment Beneficiary Consent - Islami. Place holders are also available to upload additional documents submitted by the applicant</p>
Remarks	Specify any additional information regarding the LC. This information can be viewed by other users processing the request.
Customer Instruction	<p>Click to view/ input the following:</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, 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.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
Cancel	Cancels the Import LC Amendment Beneficiary Consent task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, 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. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit. The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant. 

- [Document Linkage](#)
This topic provides the systematic instructions to initiate the document linkage.

2.2.1 Document Linkage

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

In , system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the

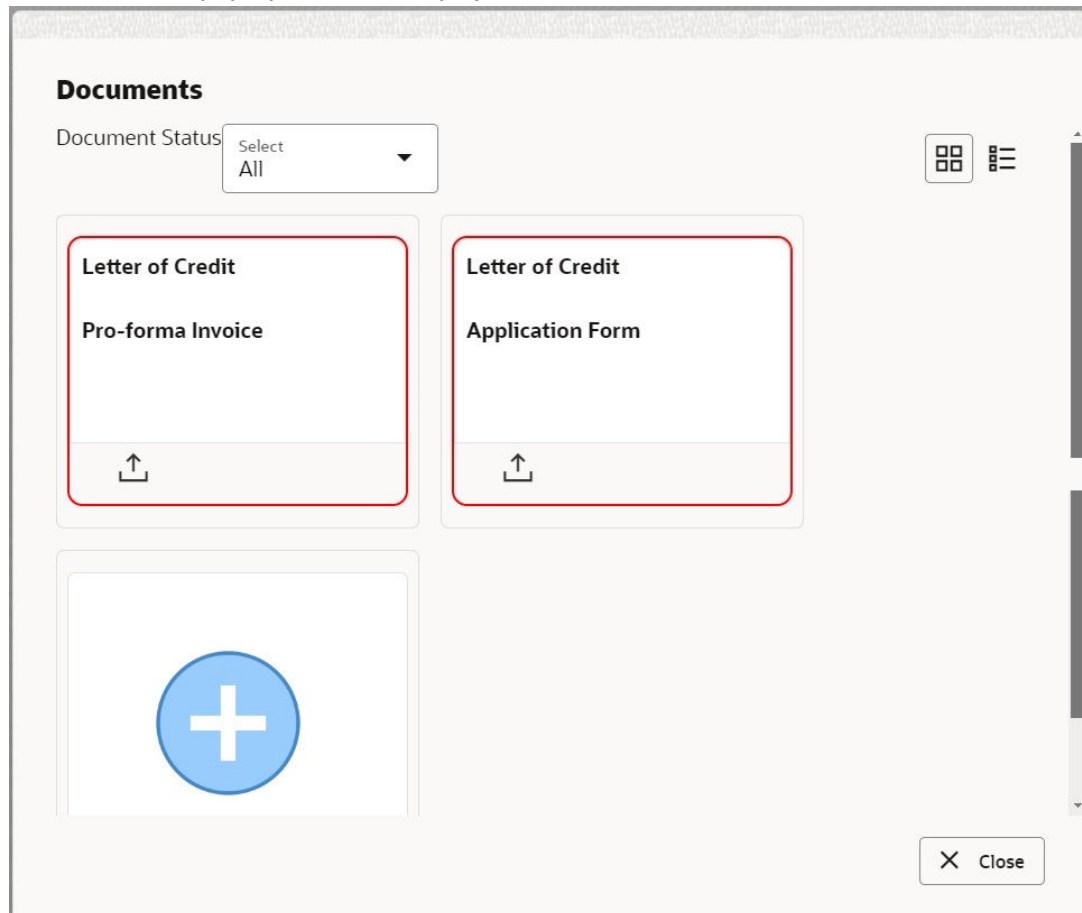
DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

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

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

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

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



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

The **Document** screen is displayed.

The screenshot shows a form titled "Document". It contains the following fields and controls:

- Document Type:** A dropdown menu with "Letter of Credit" selected.
- Document Code:** A dropdown menu with "Insurance Policy" selected.
- Document Title:** A text input field with a "Required" label below it.
- Document Description:** A text input field.
- Remarks:** A text input field.
- Document Expiry Date:** A date picker field with a calendar icon.
- Link Document:** A button located to the right of the Document Expiry Date field.
- File Upload:** A dashed box containing the text "Drop files here or click to select".
- Selected files:** A label below the file upload area.
- Buttons:** "Upload", "Link", and "Cancel" buttons are located at the bottom right of the form.

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

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

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

The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.

Link Document

Customer Id

Document Type

Document Id

Document Code

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
No data to display.						

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

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

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

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

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

Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
Link	616	001044	fdff	INSURANCE	December 6, 2023	PK2ELCU000003399
Link	116	001044		INSURANCE	November 3, 2023	PK2ILCD000001238
Link	144	001044		INSURANCE	November 6, 2023	PK2IILD000001312
Link	162	001044		INSURANCE	November 9, 2023	PK2ELCC000001424
Link	684	001044	cvcvc	INSURANCE	December 11, 2023	PK2IELD000004034

Page 1 of 6 (1-5 of 29 items) | < > 1 2 3 4 5 6 > > >

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

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

The **Edit Document** screen is displayed.

Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Import LC Amendment Beneficiary Consent** request.

On successful completion of Registration of an Import LC amendment - Beneficiary Consent, 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

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Medium	Import LC Amendment Beneficiar...	PK2ILCA0000...	PK2ILCA000063225	DataEnrichment	22-04-20
Medium	Import LC Internal Amendment	PK2ILCI00006...	PK2ILCI000063216	Approval Task Level 1	22-04-20
High	Import LC Issuance	PK2ILCI000051...	PK2ILCI000051404	Handoff RetryTask	22-04-20
Medium	Import LC Issuance	PK2ILCI00000...	PK2ILCI000004849	DataEnrichment	22-04-20
High	Import LC Issuance	PK2ILCI00006...	PK2ILCI000062659	Approval Task Level 1	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063178	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063173	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063171	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063170	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063169	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063167	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063163	Handoff RetryTask	22-04-20
Medium	Common Group Message	PK2CGRM000...	PK2CGRM000063161	Handoff RetryTask	22-04-20

The **Free Tasks** screen displays.

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

Process Name	Process Reference Number	Application Number	Stage	Application Date
Islamic Import LC Amendment...	PK2IILA000063750	PK2IILA000063750	DataEnrichment	22-04-20
Import LC Internal Amendmen...	PK2IIIA000063679	PK2IIIA000063679	Approval Task Level 1	22-04-20
Import LC Reopen Islamic	PK2IIIR000063487	PK2IIIR000063487	DataEnrichment	22-04-20
Import LC Reopen	PK2ILCR000063467	PK2ILCR000063467	DataEnrichment	22-04-20
Islamic Import LC Drawing	PK2IILD000003029	PK2IILD000003029	DataEnrichment	22-04-20
Import LC Liquidation	PK2ILCL000061602	PK2ILCL000061602	Approval Task Level 1	22-04-20
Guarantee SBLC Advised -Clai...	PK2GADC000000...	PK2GADC000000751	Approval Task Level 1	22-04-20
Import LC Drawing Update	PK2ILCU000063310	PK2ILCU000063310	Scrutiny	22-04-20
Import LC Drawing Update	PK2ILCU000063294	PK2ILCU000063294	Registration	22-04-20
Import LC Drawing Update	PK2ILCU000010020	PK2ILCU000010020	DataEnrichment	22-04-20
Import LC Drawing	PK2ILCD000006879	PK2ILCD000006879	DataEnrichment	22-04-20
Import LC Internal Amendment	PK2ILCI000063216	PK2ILCI000063216	Approval Task Level 1	22-04-20
Import LC Amendment	PK2ILCA000002204	PK2ILCA000002204	DataEnrichment	22-04-20

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 Beneficiary Consent** 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 request.
- [Summary](#)
This topic provides the systematic instructions to view the summary of import LC amendment Beneficiary Consent request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Import LC Amendment Beneficiary Consent** 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

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

Field	Description
Documentary Credit Number	Read only field. Documentary credit number is defaulted from LC.
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC in Registration stage.
Received From - Customer Name	Read only field. Customer name will be defaulted as available in LC.
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the lookup.
Process Reference Number	Read only field. Unique task reference number for the transaction. This is auto generated by the system based on process name and branch code.

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

Field	Description
Priority	Set the priority of the Import LC Amendment - Beneficiary Consent request as: <ul style="list-style-type: none"> • Essential • Critical • Low • Medium • High If priority is not maintained for the customer, system will populate 'Medium' as the default priority.
Submission Mode	Read only field. Submission mode will be defaulted based on the selected LC in Registration stage.
User Reference Number	Read only field. User reference number will be defaulted based on the selected LC in Registration stage.
Response Received Date	Read only field. 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

Amendment Number	Amendment Date	Beneficiary Confirmation Required	Beneficiary Response	Remarks	Action
1	April 20, 2022	<input type="checkbox"/>	Confirmed		

Table 2-7 Data Enrichment - Main Details - 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 Req	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 2-7 (Cont.) Data Enrichment - Main Details - Beneficiary Response Capture - Field Description

Field	Description
Beneficiary Response	<p>Select the beneficiary response from the drop-down. The options are:</p> <ul style="list-style-type: none"> • Confirmed • Unconfirmed • Rejected <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.</p> </div>
Remarks	Specify the remarks of the beneficiary response.
Action	Click the edit icon to edit the beneficiary response.

Figure 2-9 Information to Reimbursing Bank

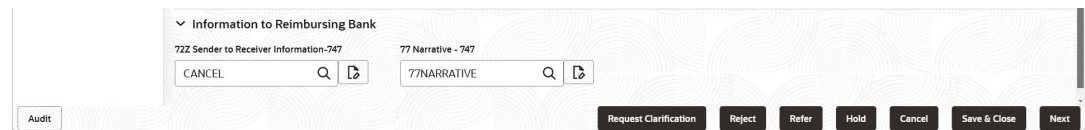


Table 2-8 Data Enrichment - Main Details - Information to Reimbursing Bank - Field Description

Field	Description
Sender to Receiver Information-747	Click Search to search and select the sender to receiver information. Click the edit icon to view and modify the description of sender to receiver information
Narrative - 747	Click Search to search and select the narrative. Click the edit icon to view and modify the description of narrative.

Audit

Task Audit Trail Details					
Application No.	Branch Code	Initiated Date	Initiated By		
PK2ILCA000063748	PK2	4/20/2022	ATEST11		
Process Name					
Import LC Amendment Beneficiary C					
S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Thu, 28 Nov 2024 10:46:42 GMT	Thu, 28 Nov 2024 11:08:05 GMT	ATEST11	PROCEED
Close					

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 2-9 Audit - Field Description

Field	Description
Application No.	This field displays the application 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.

Table 2-10 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. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the LC amendment beneficiary consent. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the various overrides that have been generated and accepted.

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

Field	Description
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, 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	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is available, system should display all the signatures.</p>
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	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

Table 2-10 (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 2-10 Advices

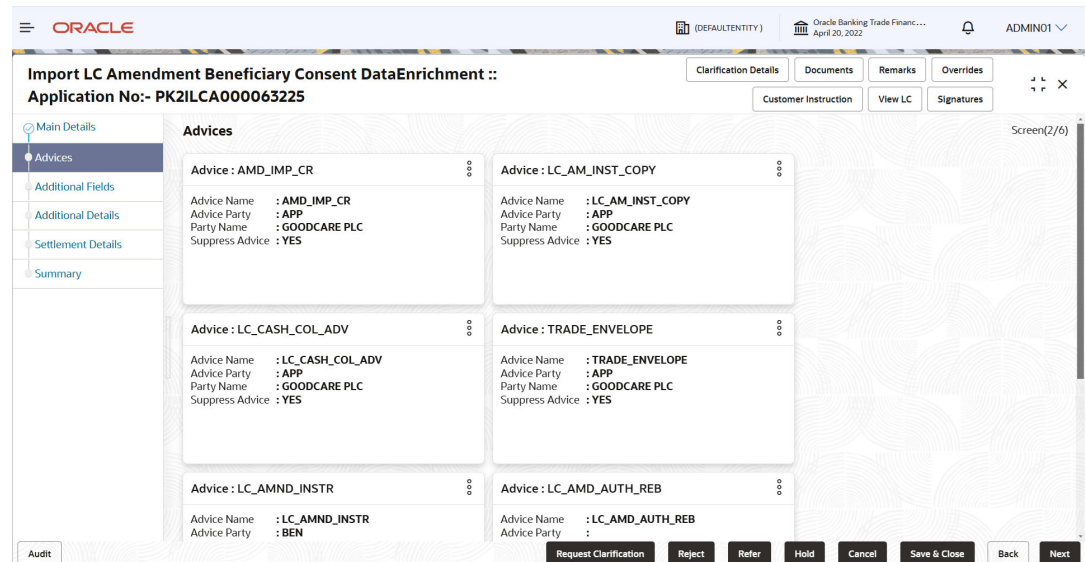


Figure 2-11 Advices Details

Table 2-11 Advices Details







Field	Decription
Suppress Advice	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the LC amendment bneficiary consent.
Party ID	Read only field. Displays the party Id defaulted from the LC amendment bneficiary consent.
Party Name	Read only field. Displays the party name defaulted from the LC amendment bneficiary consent.
Free Format Text	Specify the free format text based on the following table.
	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 2-11 (Cont.) Advices Details

Field	Description
FFT Description	Read only field. This field displays 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. Click Delete icon to delete the FFT code.
Instruction Details	Specify the instruction details based on the following table.
	Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction code as a part of free text.
Instruction Description	This field displays the instruction description based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
Action	Click Edit icon to edit the instruction code. Click Delete icon to delete the instruction code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-12 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. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.

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

Field	Description
Remarks	Specify any additional information regarding the import lc amendment - beneficiary response. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
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. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: <ul style="list-style-type: none"> R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.3 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 2-12 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 2-13 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. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the import lc amendment - beneficiary response. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
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. This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details


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

Figure 2-13 Additional Details

Import LC Amendment Beneficiary Consent DataEnrichment ::
Application No:- PK2ILCA000063225

Clarification Details Documents Remarks Overrides
 Customer Instruction View LC Signatures

Main Details
 Advices
 Additional Fields
Additional Details
 Settlement Details
 Summary

Additional Details

Commission, Charges and taxes

Charge : GBP 225.00
 Commission : GBP 1,200.00
 Tax : null null
 Block Status :

Preview Messages

Language : ENG
 Preview Message :-

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

Screen(4/6)

Charge Details

This section displays charge details.

Commission, Charges and taxes

Recalculate Re-default

Commission Details

Single Collection Cycle

Component	Rate	Mod Rate	CCY	Amount	Modified	Defer	Waive	Split	Charge Party	Settl Account	Amend
No data to display.											

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

Charge Details

Component	Tag currency	Tag Amount	CCY	Amount	Modified	Billing	Defer	Waive	Split	Charge Party	Settl Account
No data to display.											

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

Tax Details

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

Split Settlement

select	Component	Currency	Amount
No data to display.			

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

Split Settlement Details

Save & Close Cancel

Figure 2-14 Split Settlement Details

Split Settlement Details

<p>Component</p> <input style="width: 90%;" type="text" value="AILSN_COM1_LIQD_S01"/>	<p>Amount</p> <input style="width: 90%;" type="text" value="600"/>
<p>Customer</p> <input style="width: 90%;" type="text" value="001044-APP"/>	<p>GL Account</p> <input type="checkbox"/>
<p>Account</p> <input style="width: 90%;" type="text" value="PK20010440017"/>	<p>Account Currency</p> <input style="width: 90%;" type="text" value="GBP"/>
<p>Branch</p> <input style="width: 90%;" type="text" value="PK2"/>	<p>Percentage</p> <input style="width: 90%;" type="text" value="50.00"/>
<p>Exchange Rate</p> <input style="width: 90%;" type="text" value="1"/>	<p>Original Exchange Rate</p> <input style="width: 90%;" type="text" value="1"/>
<p>Party Type</p> <input style="width: 90%;" type="text" value="APP"/>	<p>Negotiation Reference</p> <input style="width: 90%;" type="text"/>
<p>AR-AP Tracking</p> <input type="checkbox"/>	<p>Loan/Finance Account</p> <input style="width: 90%;" type="text" value="N"/>
<p>Negotiation Rate</p> <input style="width: 90%;" type="text"/>	

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

Table 2-14 Charge Details - Field Description

Field	Description
Commission Details	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
Single Collection Cycle for Commission	This field is display only. The value displays as available in Bank Parameter at Back office. When Single Cycle toggle is on, back office system follows single cycle for collecting commission as per the issuance commission cycle period for periodic commission.

Table 2-14 (Cont.) Charge Details - Field Description





Field	Description
Commission Collection Method	Select the Commission Collection Method from the following values: <ul style="list-style-type: none"> Advance Arrears The values are defaulted for commission Collection method as per product, which user can change. Based on collection method provided at contract level, for all commission component commission are collected and same is applicable for life cycle of the transaction.
Component	Displays the commission component. Click the link to view the commission component details.
Rate	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	Displays the currency in which the commission have to be collected.
Amount	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the 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. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Split	Switch to  for splitting the Commission. 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	The settlement account.
Amend	Displays if the field is amendable or not.
Charge Details	This section displays the charge details.
Component	Displays the charge component type.

Table 2-14 (Cont.) Charge Details - Field Description






Field	Description
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.
Billing	<p>Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM.</p> <p>The user can not enable/disable the option, if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>
Defer	<p>Switch to  to defer the charges and collect at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>
Waive	<p>Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if Defer toggle is enabled.</p>
Split	<p>Switch to  for splitting the Commission.</p> <p>Switch to , if splitting of commission is not required.</p>
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.
Tax Details	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	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. The tax currency is the same as the commission.

Table 2-14 (Cont.) Charge Details - Field Description




Field	Description
Amount	Displays the tax amount based on the percentage of commission maintained. 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. This field is disabled, if 'Defer' toggle is enabled.
Defer	Switch to  to defer the taxes and collect at any future step. Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.
Settl. Account	System defaults the settlement account. The user can modify the settlement account.
Split Settlement	This section displays the Split Settlement. This section is displayed if the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice. 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.
Sequence	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. The bank user can modify the amount. 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. User can modify the settlement account. System initiates a call to common core tables within OBTFPM to select the account.
Account Currency	This field defaults the currency of the account.
Branch	Indicates the branch of the customer where transaction is getting processed.

Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Percentage	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default. More than two splits are not allowed. The bank user can modify the amount. 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.
Exchange Rate	System populates the exchange rate maintained.
Original Exchange Rate	Displays the Original Exchange Rate as simulated in split settlement details section.
Party Type	Displays the party type in split settlement details section.
Negotiation Reference	Specify the negotiation reference number.
AR-AP Tracking	Indicates to defer the charge/ commission in Split Settlement Details section. The user can modify the AR-AP Tracking flag as per the requirements.
Loan/Finance Account	Displays the loan account.
Negotiation Rate	Displays the negotiation rate.
Negotiation Reference	Displays the negotiation reference.

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

Preview Messages

User can view the draft LC amendment Beneficiary Consent message being displayed on the preview message text box.

The screenshot displays the 'Preview Messages' window. It is divided into two main sections: 'Preview - SWIFT Message' and 'Preview - Mail Advice'. Each section contains dropdown menus for 'Language' and 'Message Type' (or 'Advice Type'), a text box for 'Message Status', and a text box for 'Repair Reason'. The 'Preview - Mail Advice' section shows 'Message Status' as 'GENERATED'. A 'Preview Message' text box on the right contains the following text:

```

DEBIT ADVICE/TAX INVOICE
-----
DATE: 20-APR-22
PAGE: 1
BRANCH ID:
BRANCH NAME:
BANK TRN: 100282764800003
TRANS TIME:

GOODCARE PLC
GOODCARE PLC
sajant1@oracle.com
lane no 4
London

```

At the bottom right of the window, there are 'Save & Close' and 'Cancel' buttons.

Table 2-15 Preview Messages - Field Description

Field	Description
Preview SWIFT Message	This section displays the preview of SWIFT Messages fields.

Table 2-15 (Cont.) Preview Messages - Field Description

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

3. Click **Save and Close** to save the details and close the screen.
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 2-16 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. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.

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

Field	Description
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
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. This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

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

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

2.3.5 Settlement Details

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

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

Figure 2-15 Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
AILSN_COM1_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
AILSN_COMM_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
AILUN_COM2_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
COLLAMT_OSEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMNDAMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
COLLAMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
COLLAMT_DECR	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	Yes
COLL_AVALAMTEQ	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	No
LCCOURAMND_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
LCCOURAMNV_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No
LCCOURISS_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No

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

Table 2-17 Settlement Details – Field Description

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

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

Field	Description
Account Currency	This field displays the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	This field displays the current event.

2. Click **Next**.

The task will move to next data segment.

Table 2-18 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the LC amendment beneficiary consent. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click to view the details of the LC.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.

Table 2-18 (Cont.) Settlement Details - Action Buttons - Field Description

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

User can review the summary of details updated in Beneficiary Consent Response Capture section.

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

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

Figure 2-16 Summary

Import LC Amendment Beneficiary Consent DataEnrichment :: Application No:- PK21LCA000063225

Clarification Details Documents Remarks Overrides Customer Instruction View LC Signatures

Screen(6/6)

Summary

Main Details

Form of LC	: IRREVOCABLE
Submission Mode	: Desk
Date of Issue	: 2022-04-20
Date of Expiry	: 2022-11-15
Place of Expiry	: NEW YORK

Commission, Charges and taxes

Charge	: GBP 225.00
Commission	: GBP 1,200.00
Tax	:
Block Status	: Not Initiated

Additional Fields

Click here to view Additional fields

Parties Details

Beneficiary	: MARKS AND SP...
Applicant	: GOODCARE PLC

Compliance details

KYC	: Not Initiate...
Sanctions	: Not Initiate...
AML	: Not Initiate...

Advices

Advice 1	: AMD_IMP_CR
Advice 2	: LC_AM_INST_C...
Advice 3	: LC_CASH_COL...
Advice 4	: TRADE_ENVVELO...
Advice 5	: LC_AMND_INST...

Preview Messages

Language	: ENG
Preview Message	: -

Settlement Details

Component	: LCSHIFTAMN_L...
Account Number	: PK2001044001...
Currency	: GBP

Accounting Details

Event	: CLIQ
AccountNumber	: 265200001
Branch	: PK2

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

Tiles Displayed in Summary

- Main Details - User can view and modify the main details, if required.
- 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.
- Settlement Details - User can view the settlement details.
- Accounting Details - User can view the accounting entries generated in back office.

- **Note**

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

2. Click **Submit**.

The task will move to next logical stage.

Table 2-19 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. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the LC amendment beneficiary consent . This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	Click to view/ input the following <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View LC	Click to view the details of the LC.
Signatures	Click the Signatures button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
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. This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	<p>On click of Back, system moves the task back to previous data segment.</p>
Submit	<p>Task will get moved to next logical stage of Import LC amendment Beneficiary Consent.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>
Checklist	<p>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.</p>

2.4 Exceptions

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

The Import LC Amendment Beneficiary Consent 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 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 Block Exception

This section will display the amount block exception details.

Summary

Import LC Amendment Beneficiary Consent
AmountBlock Exception Approval - Application No:- PK2ILCI00012533

Documents Remarks Overrides Customer Instruction View LC Signatures

Amount Block Exception Summary

Screen (2 / 2)

Main Details	Commission,Charges and Taxes	Parties Details	Compliance details
Form of LC : IRREVOCABLE	Charge : Commission : Tax :	Advising Bank : CITIBANK E Beneficiary : MARKS AND Applicant : GOODCARE PLC	KYC : Not Initia Sanctions : Not Initia AML : Not Initia
Submission Mode : Dark Date of Issue : 2021-05-05 Date of Expiry : 2021-08-03 Place of Expiry : fdfdf	Block Status : Not Initia		
Advices	Preview Messages	Accounting Details	Settlement Details
Advice 1 : Advice 2 :	Language : ENG Preview Message : +	Event : Account Number : Branch :	Component : Account Number : Currency :

Audit

Reject Refer Hold Approve Back Next

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 2-20 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. 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 <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, 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. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-20 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

Exception - Know Your Customer (KYC)

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

1. Log in into 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 2-17 Exception - Know Your Customer (KYC) Summary

Import LC Amendment Beneficiary Consent
KYC Exceptional approval :: Application No:- PK2ILCI000012533

Documents Remarks Overrides Customer Instruction View LC Signatures

KYC Exception Summary

Main Details	Commission,Charges and Taxes	Parties Details	Compliance details
Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2021-05-05 Date of Expiry : 2021-08-03 Place of Expiry : fdidf	Charge : Commission : Tax : Block Status : Not Initia	Advising Bank : CITIBANK E Beneficiary : MARKS AND Applicant : GOODCARE PLC	KYC : Not Initia Sanctions : Not Initia AML : Not Initia
Advices	Preview Messages	Accounting Details	Settlement Details
Advice 1 : Advice 2 :	Language : ENG Preview Message : +	Event : Account Number : Branch :	Component : Account Number : Currency :

Audit Reject Refer Hold Approve Back Next

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 2-21 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-21 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, 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	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is available, system should display all the signatures.</p>
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>
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 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 buttons, refer to the field description table below.

Table 2-22 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
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.

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 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 2-18 Approval Re-Key

Approval Rekey

View Signature Documents

Remarks

Currency

GBP ✓

Contract Amount

GBP £10,000.00 ✓

Refer Close Proceed

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

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 2-23 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. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Documents	Click to View/Upload the required document.
Remarks	Specify any additional information regarding the Import LC Amendment Beneficiary Consent . This information can be viewed by other users processing the request.
Refer	Select a Refer Reason from the values displayed by the system. User will be able to refer the task back to the Data Enrichment user. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R5 - Others
Close	Click Close to close the Import LC Amendment Beneficiary Consent 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

Import LC Amendment Beneficiary Consent Approval Task Level 1 ::
Application No:- PK2ILCA000063225

Main Details

Form of LC	: IRREVOCABLE
Submission Mode	: Desk
Date of Issue	: 2022-04-20
Date of Expiry	: 2022-11-15
Place of Expiry	: NEW YORK

Commission, Charges and taxes

Charge	: GBP 225.00
Commission	: GBP 1,200.00
Tax	:
Block Status	: Success

Parties Details

Applicant	: GOODCARE PLC
Beneficiary	: MARKS AND SP...

Compliance details

KYC	: Verified
Sanctions	: Verified
AML	: Verified

Advices

Advice 1	: AMD_JMP_CR
Advice 2	: LC_AM_INST_C...
Advice 3	: LC_CASH_COL_...
Advice 4	: TRADE_ENVELO...
Advice 5	: LC_AMND_INST...

Preview Messages

Language	: ENG
Preview Message	: -

Additional Fields

Click here to view Additional : fields

Exception(Approval)

Sanction	: EXCEPTION
PLEASE VISIT REMARKS FOR MORE DETAILS	: -

Accounting Details

Event	: CLIQ
AccountNumber	: 263200001
Branch	: PK2

Action Buttons: Audit, Reject, Hold, Refer, Cancel, Approve

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 2-24 Approval Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Import LC Amendment Beneficiary Consent. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, 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. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: <ul style="list-style-type: none"> R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-24 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • 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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