Export Documentary Collection Update Islamic User Guide **Oracle Banking Trade Finance Process Management** Release 14.5.4.0.0

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Oracle Banking Trade Finance Process Management - Export Documentary Collection Update Islamic User Guide Oracle Financial Services Software Limited

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Oracle Banking Trade Finance Process Management

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing trade finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

Overview

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

Benefits

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- · Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.



Export Documentary Collection Update Islamic

An Export Collection Transaction can be updated on account of change of Operation, Maturity Date, Change of Drawee Details, Change of Bill Amount, Finance/FX Linkage etc.

The various stages involved for Islamic Export Doc Collection Update are:

- · Receive and verify documents
- Input Export Collection details
- Upload of related mandatory and non-mandatory documents.
- Input Additional details of Export Collection Data Enrichment stage
- Check for limit availability if applicable.
- · Check balance availability for amount block
- · Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges if applicable
- · Capture remarks for other users to check and act
- Hand off request to back office

The Islamic Export Collection Update process flow is similar to that of conventional Export Collection Update process flow.

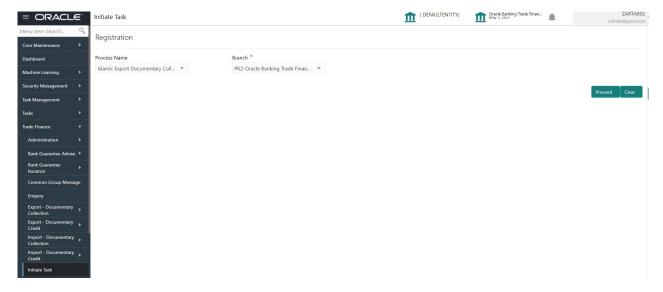
This section contains the following topics:

Common Initiation Stage	Reject Approval
Registration	Data Enrichment
Exceptions	Multi Level Approval

Common Initiation Stage

The user can initiate the new export documentary collection update request from the common Initiate Task screen.

- 1. Using the entitled login credentials, login to the OBTFPM application.
- 2. Click Trade Finance > Initiate Task.





Provide the details based on the description in the following table:

Field	Description
Process Name	Select the process name to initiate the task.
Branch	Select the branch.

Action Buttons

Use action buttons based on the description in the following table:

Field	Description
Proceed	Task will get initiated to next logical stage.
Clear	The user can clear the contents update and can input values again.

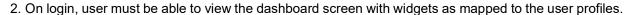
Registration

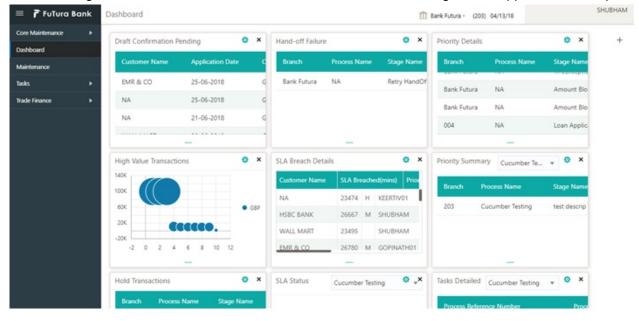
The process starts from Registration stage, user can register request for an Islamic Export Collection Update at the front desk. On registering the task in OBTFPM, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.

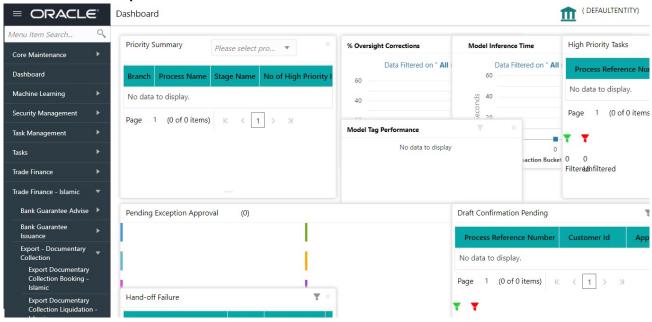








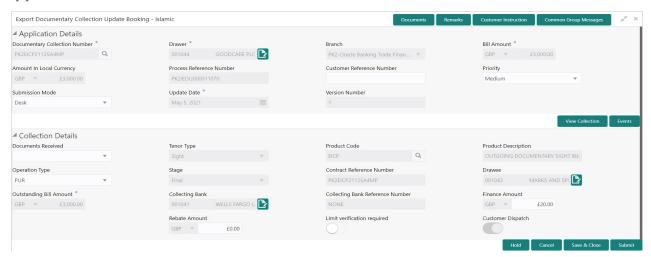
3. Click Trade Finance - Islamic > Export - Documentary Collection > Export Documentary Collection Update - Islamic.



The registration stage has two sections Application Details and Collection Details. Let's look at the details of registration screens below:



Application Details



Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Documentary Collection Number	Provide the documentary collection reference. Alternatively, user can search the documentary collection reference using LOV.	
	In the LOV, user can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.	
Drawer	Read only field.	
	Drawer ID and name will be auto-populated based on the selected Documentary Collection Reference.	
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.	
	Note	
	If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message.	
Branch	Read only field.	203-Bank
	Branch details will be auto-populated based on the selected Documentary Collection Reference.	Futura -Branch FZ1



Field	Description	Sample Values
Bill Amount	Read only field.	
	Bill amount will be auto-populated based on the selected Documentary Collection Reference.	
	Amendment to this field is enabled only if the Stage is Initial.	
Amount In Local Currency	System fetches the local currency equivalent value for the LC amount from back office (with decimal places).	
Process Reference Number	Unique OBTFPM task reference number for the transaction.	
	This is auto generated by the system based on process name and branch code.	
Customer Reference Number	System to populate customer reference number from the back end system once the Documentary Collection Number is selected.	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High
Submission Mode	Select the submission mode of Export Collection Booking Update request. By default the submission mode will have the value as 'Desk'.	Desk
	Desk- Request received through Desk	
	Courier- Request received through Courier	
Update Date	By default, the application will display branch's current date.	04/13/2018
Version Number	Version Number will be auto-generated.	

Collection Details

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

Provide the Collection Details based on the description in the following table:

Field	Description	Sample Values
Documents Received	Documents Received will be auto-populated from the collection booking.	
Tenor Type	Read only field. Tenor Details will be auto-populated from the collection booking.	



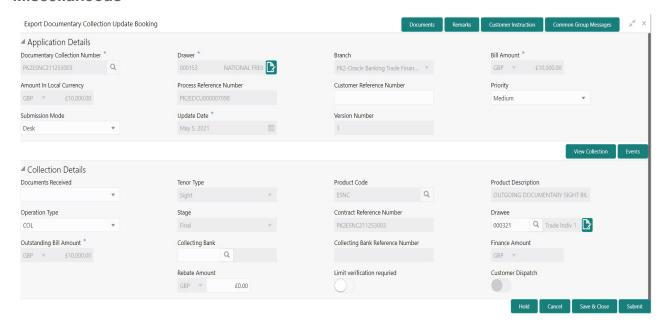
Field	Description	Sample Values
Product Code	Read only field. Product Code will be auto-populated from the Documentary Collection Number.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Operation Type	Select Operation type. The options are: COL PUR FOP - Free of Payment for bills booked with operation Collection or Acceptance. Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills.	
Stage	Stage will be auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already. Note For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.	
Contract Reference Number	System to populate contract reference number from the back end system once the Documentary Collection Number is selected.	
Drawee	Read only field. Drawee ID will be auto-populated from the collection booking. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties. Note User can change the value of the Drawee for only those bills where Operation Type is COL.	



Field	Description	Sample Values
Outstanding Bill Amount	Read only field.	
	Outstanding Bill Amount will be auto-populated from the collection booking.	
Collecting Bank	Read only field.	
	Collecting Bank Name will be auto-populated from the collection booking.	
	Note	
	In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".	
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.	
	Note	
	User can change the value of the the Collecting Bank for only those bills where Operation Type is COL.	
Collecting Bank	Read only field.	
Reference Number	Collecting Bank reference number will be autopopulated from the collection booking.	
Finance Amount	Finance Amount will be auto-populated from the collection booking. User can update the Finance Amount, if the operation if the operation is set to PUR or DIS.	
Acceptance Date	Provide the acceptance date.	
Rebate Amount	Provide rebate to the bill outstanding amount.	
Limit verification required	Toggle On- Enables for limit verification.	
	If the toggle is disabled and Finance amount has been provided, the system prompts an override message on Submit.	
Customer Dispatch	The value will be populated from back office based on the maintenance.	
	Toggle On: If the toggle is set to Yes, the customer has the option to dispatch the documents directly to the importer's bank.	
	Toggle Off : If the toggle is set to No , the bank has to dispatch the documents to the importer's bank.	
	Bank user is not allowed to edit the field, if the value defaulted from the back office is "No",	



Miscellaneous



Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the documents received under the Documentary Collection.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users handling the request.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.	
	 Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Checklist	Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.aqsw	

Action Buttons



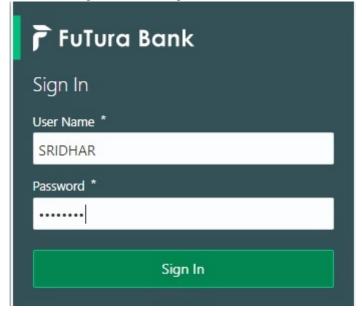
Field	Description	Sample Values
Submit	On submit, task will move to next logical stage of Import Documentary Collection Booking.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Cancel	Cancels the Import Documentary Collection Booking Task. Details entered will not be saved and the task will be removed.	
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.	

Data Enrichment

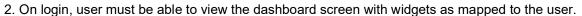
On successful completion of Registration of an Islamic Export Documentary Collection Update, the task moves to Data Enrichment stage. As part of DE, user can enter/update basic details of the Islamic Export Collection Update request, check documents and can verify if the request can be progressed further.

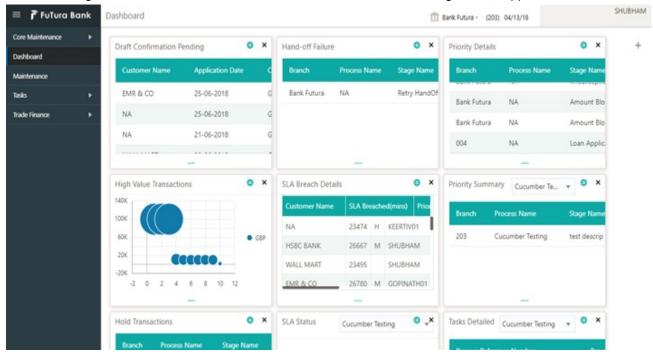
Do the following steps to acquire a task currently at Data Enrichment stage:

1. Using the entitled login credentials for Data Enrichment stage, login to the OBTFPM application.

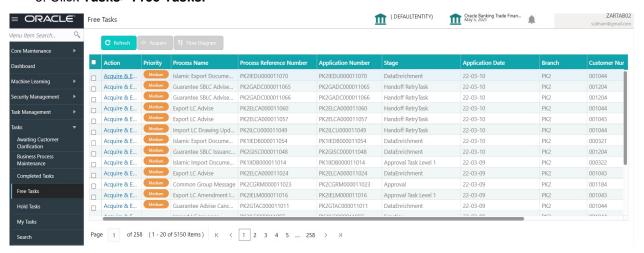




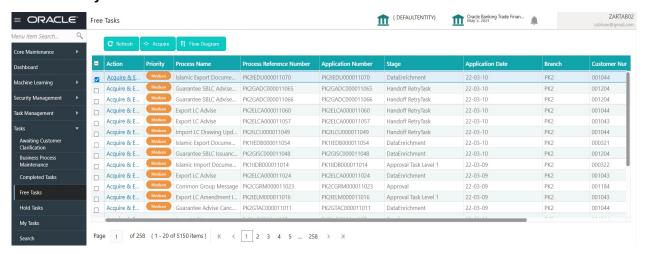




3. Click Tasks> Free Tasks.

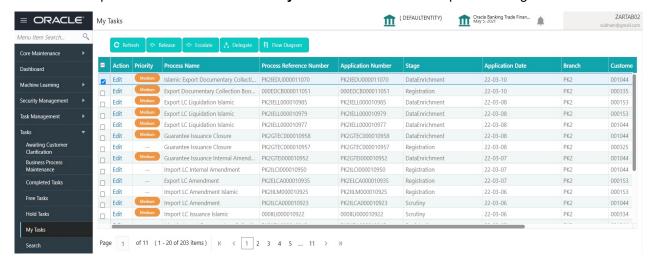


Select the appropriate task and click Acquire & Edit to edit the task or click Acquire to edit the task from My Tasks.





5. The acquired task will be available in My Tasks tab. Click Edit to update the registered task.



The Data Enrichment stage has six sections as follows:

- Main Details
- Maturity Details
- Additional Fields
- Advices
- Additional Details
- Updated Details
- Settlement Details
- Summary

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

Main Details

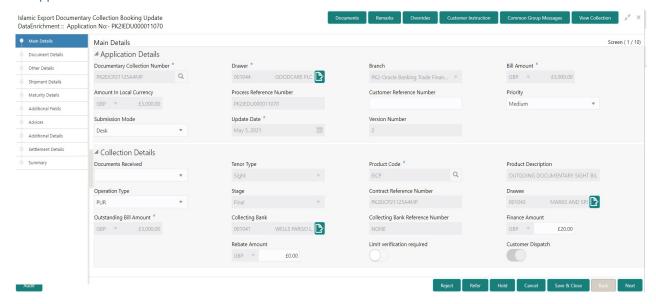
Main details section has two sub section as follows:

- Application Details
- Collection Details



Application Details

All fields displayed under Basic details section, would be read only except for the **Priority**. Refer to Application Details for more information of the fields.

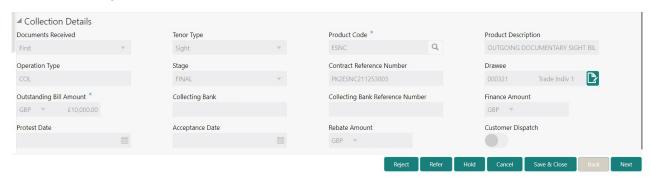


Collection Details

The fields listed under this section are same as the fields listed under the Collection Details section in Registration. Refer to Collection Details for more information of the fields. During Registration, if user has not captured input, then user can capture the details in this section.



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





Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display 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	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.	
	 Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
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.	

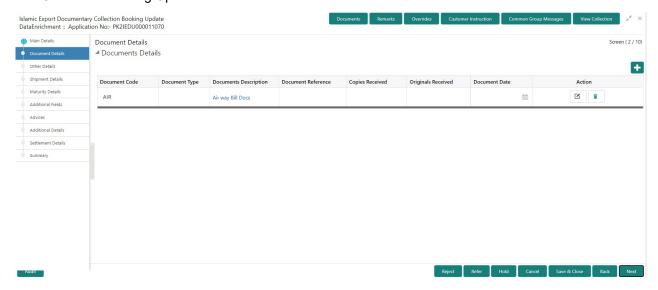


Field	Description	Sample Values
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: 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	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Next	On click of Next, system should validate 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.	



Document Details

This section enables the user to enter/ update Documents and conditions details for Islamic Export Collection Booking Update.



Capture the information based on the description in the following table:

Field	Description	Sample Values
Click '+' plus to add multiple	e document details.	
Document Code	Select the document code from the LOV based on the document received. User can add or delete the code by deleting the line on the grid.	
Document Type	System will populate the document type based on the document code.	
Document Description	System will populate the document description based on the document code. User can edit the description.	
Document Reference	Enables the user to capture the document reference.	
Copies Received	Provide the number copies received from the Drawer. User can edit the actual copies received.	
Originals Received	Provide the number of original documents received from the Drawer. User can edit the actual originals received.	



Field	Description	Sample Values
Document Date	User can edit the date on which the document is received.	
	On click of 'Next' system should validate the value in this field against the transport document/ Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.	
Action	Click Edit icon to edit the document code/ document date.	
	Click Delete icon to delete the document code.	

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display 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	Click the Remarks icon to provide any additional information. 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.	



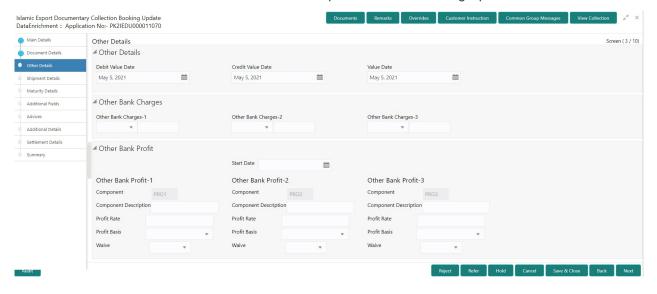
Field	Description	Sample Values
Customer Instructions	Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer.	
	 User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
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: 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.	



Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Next	On click of Next, system should validate 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.	

Other Details

User can validate the Other details for Islamic Export Collection Booking Update.



Other Details

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Debit Value Date	Provide the debit value date.	
Credit Value Date	Provide the credit value date.	
Value Date	Provide the value date.	



Other Bank Charges

Provide the other bank charges based on the description in the following table:

Field	Description	Sample Values
Other Bank Charges - 1	Charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 2	Charges to be collected for the other bank as part of the collection transaction.	
Other Bank Charges - 3	Charges to be collected for the other bank as part of the collection transaction.	

Other Bank Profit

The user can enter the Profit details to be captured as a part of "Other Bank Profit" details section.

Provide the other bank Profit based on the description in the following table:

Field	Description	Sample Values
Start Date	Provide the date from which the system starts calculating the Interest.	
Other Bank Profit -1, 2 and	3	
Component	This field displays the name of the interest Component.	
Component Description	Provide the description of the interest component.	
Profit Rate	Provide the rate to be applied for the interest component.	
Profit Basis	Select the calculation basis on which the Interest to be computed.	
Waive	Select whether the interest to be waived off.	
	The options are:	
	• Yes	
	No	



Action Buttons

Use action buttons based on the description in the following table:Shipment Details

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display 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	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	 Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. 	
	Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
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.	

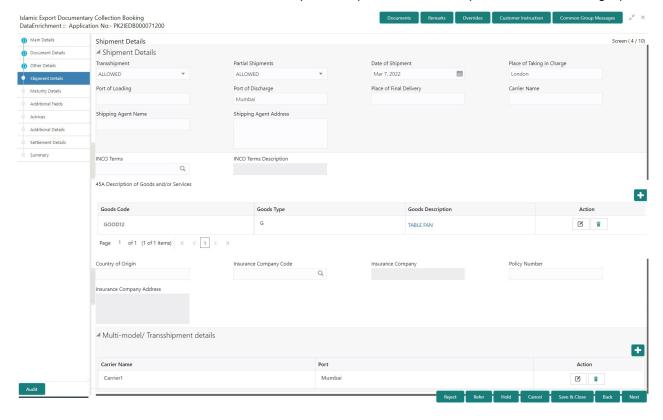


Field	Description	Sample Values
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: 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	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Next	On click of Next, system should validate 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.	



Shipment Details

A Data Enrichment user, can Enrich the Shipment request for Islamic Export Collection Booking Update.



Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
Transshipment	Provide the transshipment details of goods (if	
	any) from the document received.	
	The values are:	
	Allowed	
	Not Allowed	
	Provide the partial shipment details of goods (if	
Partial Shipments	any) from the document received.	
	The values are:	
	Allowed	
	Not Allowed	
Date Of Shipment	Provide the date of shipment from the document received. Shipment date can be back dated but not future dated.	
	This is a mandatory field, an error message will be displayed if not provided.	



Field	Description	Sample Values
Place Of Taking In Charge	This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.	
	Provide the details of place of taking in charge from the document received.	
	Note This field is alternate to Port Of Loading.	
Port Of Loading	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Provide the details of Port/Airport of Loading from the document received.	
	Note This field is alternate to Place Of Taking In Charge.	
Port Of Discharge	This field specifies the port of discharge or airport of destination to be indicated on the transport document.	
	Provide the details of Port/Airport of Discharge from the document received.	
	Note This field is alternate to Place Of Final Destination.	
Place Of Final Delivery	This field specifies the final destination or place of delivery to be indicated on the transport document.	
	Provide the details of Place Of Final Destination from the document received.	
	Note This field is alternate to Port Of Discharge.	
Carrier Name	Provide the name of the carrier through which the goods were shipped.	
Shipping Agent Name	Provide the shipping agent name from the document received.	



Field	Description	Sample Values
Shipping Agent Address	Provide the shipping agent address from the document received.	
INCO Terms	Select the INCO terms from the document received.	
INCO Terms Description	The description of the INCO Term.	

Description of Goods and/or Services

Provide the Goods Details based on the description in the following table:

Field	Description	Sample Values
+ Icon	Click + icon to add goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.	
Goods Type	The goods type is auto populated depending on selected goods code.	
Goods Description	This field displays the description of goods based on goods code.	
No of Units	Enter the number of units being imported or exported.	
Price per Unit	Enter the value for price per unit.	
Total Amount	System to calculate the total price.	
	In case of online request, the system should populate the total amount from incoming request.	
	System should validate that the total amount is equal to the value of the transaction (LC/Collection).	
Action	Click Edit icon to edit the goods code.	
	Click Delete icon to delete the goods code.	
Country of Origin	Provide the country of origin details from the documents received.	
Insurance Company Code	Select the Insurance Company Code from the LOV.	
Insurance Company	Read only field.	
	Insurance company details will be displayed as per the selected Insurance Company Code from the LOV.	
Policy Number	Provide the policy number of the insurance.	



Field	Description	Sample Values
Insurance Company Address	Read only field. Insurance company address will be displayed as per the selected Insurance Company Code from the LOV.	

Multimodal/Transshipment Details

During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section.

Field	Description	Sample Values
Carrier Name	Provide the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.	
Ports	Provide the port details as per the document received, if the ship has transit on its way to the destination.	
Action	Click Edit icon to edit the Carrier name and port. Click Delete icon to delete the record.	

Action Buttons

Use action buttons based on the description in the following table: Shipment Details

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display 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	Click the Remarks icon to provide any additional information. 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.	



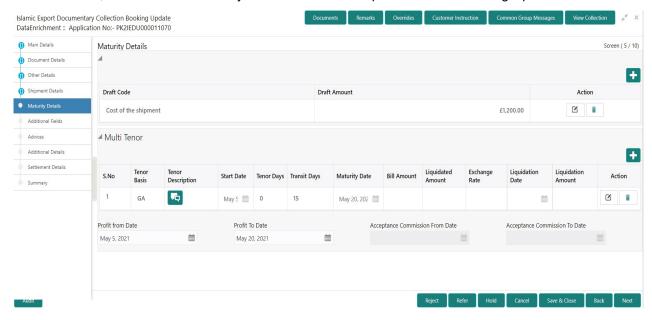
Field	Description	Sample Values
Customer Instructions	Click to view/ input the following	
	 Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. 	
	 Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
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: 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.	



Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing	
	R3- Input ErrorR4- Insufficient Balance/LimitsR5 - Others.	
Next	On click of Next, system should validate 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.	

Maturity Details

A DE user, can Enrich the Maturity Details for Islamic Export Collection Booking Update.



Draft Details

Update the draft details based on the description in the following table:

Field	Description	Sample Values
Draft Code	Update the draft code. Alternatively, user can search the draft details using LOV.	
Draft Amount	Update the draft amount.	
Action	Click Edit icon to edit the draft code. Click Delete icon to delete the draft code.	



Maturity and Multi Tenor Liquidation Details

Update the maturity details based on the description in the following table:

Field	Description	Sample Values
SNo.	Serial number of the tenor record.	
Tenor Basis	Update the tenor basis, if the tenor is not sight.	
Tenor Description	The tenor base code description is displayed based on the selected tenor basis.	
	The user to can edit the tenor description.	
Start Date	Update the tenor start date, if required.	
Tenor Days	Update the number of tenor days, if required	
Transit Days	Update the transit days, if the tenor is sight.	
Maturity Date	System displays the due date for the drawing based on tenor and tenor basis.	
	If tenor is sight, system will calculate the maturity date as 5 working days from document Received date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date.	
	If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
	Note In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field.	
Bill Amount	Provide the bill amount.	
Liquidated Amount	Provide the liquidation amount.	
Exchange Rate	Provide the Exchange Rate.	
Liquidation Date	Provide the liquidation date.	
Liquidation Amount	Provide the bill amount.	
Action	Click Edit icon to edit the tenor record. Click Delete icon to delete the tenor record.	
Profit From Date	Update the interest From date. The interest from date cannot be earlier than branch date and later than maturity date.	



Field	Description	Sample Values
Profit To Date	Update the interest To date. The interest from date cannot be earlier than branch date and later than maturity date.	
Accept Commission From Date	Provide the accept commission from date.	
Accept Commission To Date	Provide the accept commission to date.	

Action Buttons

Use action buttons based on the description in the following table:Shipment Details

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
	Application will display 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	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instructions	Click to view/ input the following	
	 Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. 	
	 Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 	
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	

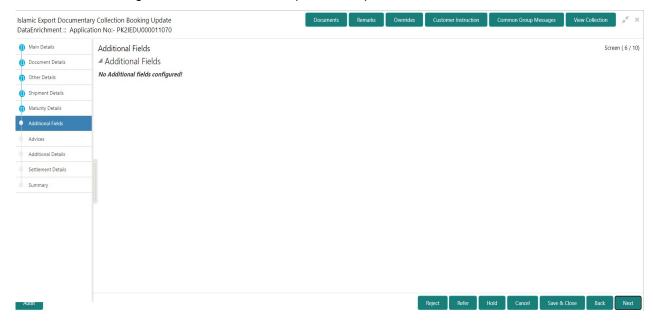


Field	Description	Sample Values
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data 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: 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	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Next	On click of Next, system should validate 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.	



Additional Fields

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

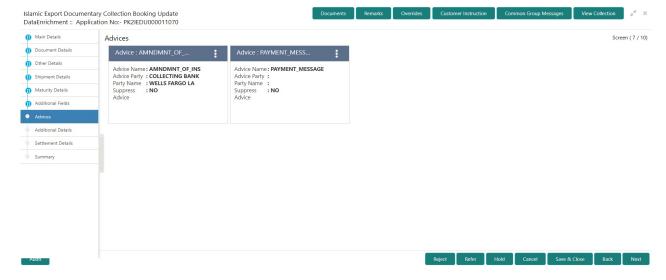


Advices

Advices menu displays the advices from the back office as tiles. User can input Payment data segment details of an Export Collection Update. User can edit the fields in the tile, if required.



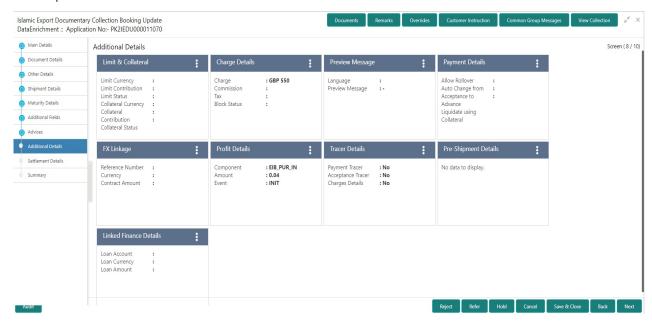
In case of **Operation Type** is **FOP**, Advice should be generated for the Drawer (Mail Advice) and the Collecting Bank (MT499).In Advices, SWIFT 499 – FREEOFPAYMENT_ADVICE user should attach the FOP instruction and system should validate the same.





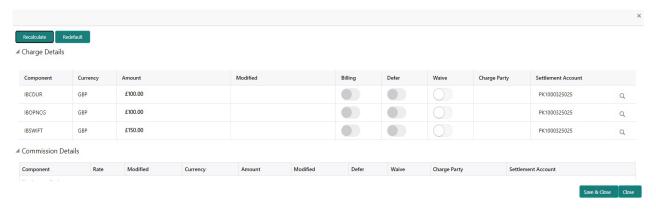
Additional Details

As part of DE, user can enter and update basic additional details of the Islamic Export Collection Update request.



Charge Details

This section displays charge details:



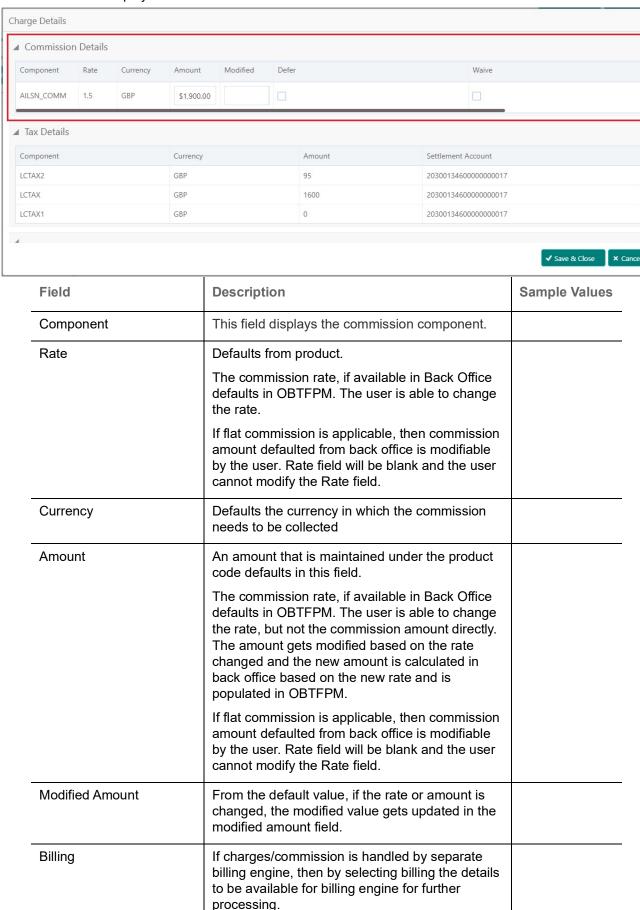
Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	



Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically checked in OBTFPM.	
	The user can not select/de-select the check box if it is de-selected by default.	
	This field is disabled, if 'Defer' toggle is enabled.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
	On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.	
	The user can select/de-select the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.	
Waive	If charges have to be waived, this check box has to be selected.	
	Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
	This field is disabled, if 'Defer' toggle is enabled.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Select the settlement account.	



This section displays the commission details:





Field	Description	Sample Values
Defer	If check box is selected, charges/commissions has to be deferred and collected at any future step.	
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.	
	If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

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.

This section displays the tax details:

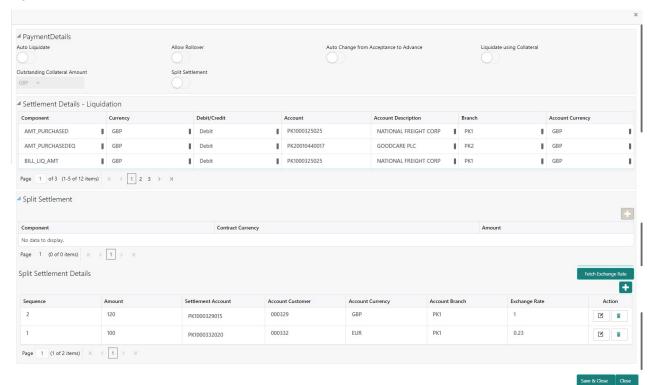


Save & Close Close

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	



Payment Details



Preferences

Select the preferences options based on the description in the following table:

Field	Description	Sample Values
Auto Liquidate	Select Auto Liquidate check box, if required. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.	
Allow Roll over	Select Allow Rollover check box, if required.	
Protest Date	Select the Protest Date.	
Auto Change from Acceptance to Advance	Select Auto Change from Acceptance to Advance, if required. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. Note This option is applicable only for the bills that are co-accepted by the bank.	



Field	Description	Sample Values
Split Settlement	Toggle On: Enables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill Toggle Off: Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill	Disable
Split Settlement		
Component	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Amount	Amount for each component. This is populated from the transaction details of the drawing.	
Split Settlement Details		
Select	Check box to select the record	
Sequence	Sequence of the settlement details.	
Amount	Amount for the split settlement.	
Settlement Account	Account for the split settlement.	
Account Customer	Customer account.	
Account Currency	Currency of the account.	
Account Branch	Branch of the customer's account.	
Exchange Rate	Exchange rate for the split settlement.	
Action	Click Edit icon to edit the split settlement details record. Click Delete icon to delete the split settlement details record.	
	1	I

FX Linkage

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

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

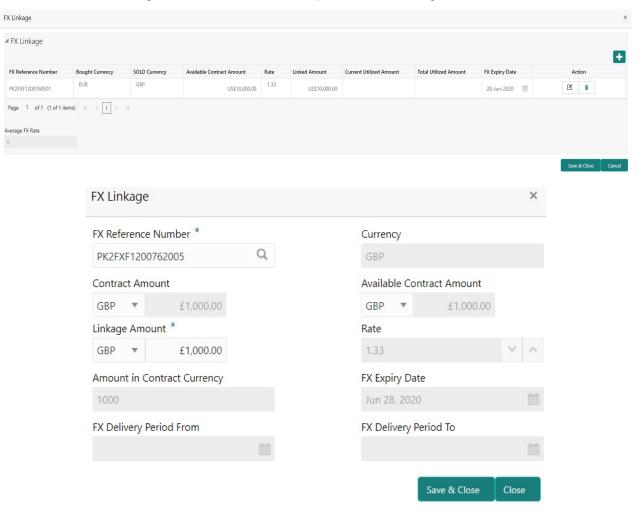
Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.



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

Provide the FX linkage detail based on the description in the following table:





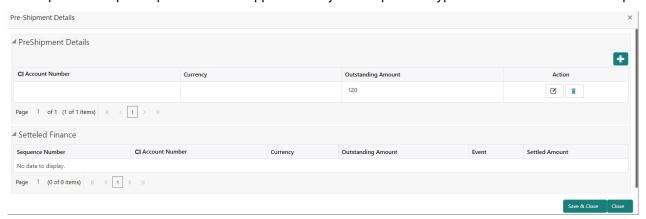
Field	Description	Sample Values
FX Reference Number	Select the FX contract reference number from the LOV.	
	On select and save and close, system defaults the available amount, bot currency, sold currency and rate.	
	Forward FX Linkage available for selection at bill would be as follows,	
	 Counterparty of the FX contract should be the counterparty of the Bill contract. 	
	 Active Forward FX transactions authorized not marked for auto liquidation. 	
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.	
Bought Currency	This field displays the currency from the linked FX contract.	
Sold Currency	This field displays the currency from the linked FX contract.	
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.	
Rate	This field displays the rate at which the contract is booked.	
Linked Amount	Sum of Linked amount will not be greater than LC contract amount.	
	Linked amount will not be greater than the available amount for linkage.	
Current Utilized amount	This field displays the liquidated /purchased / discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.	
Total Utilized amount	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.	
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.	
FX Expiry Date	This field displays the expiry date from the linked FX contract.	
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.	
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.	



Field	Description	Sample Values
Action	Click the Edit icon to modify the FX details. Click the Delete icon to delete the FX details.	
Average FX Rate	Multiple forward FX contract could be linked,and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.	

Pre-Shipment Details

Liquidation of pre-shipment credit is applicable only is the operation type is PUR or DIS. Provide the pre-



shipment credit details based on the description in the following table:

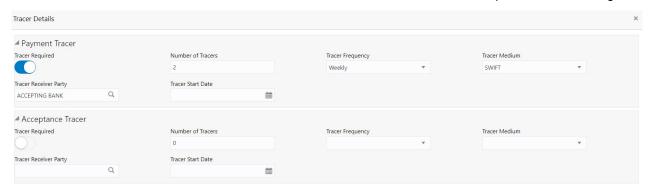
Field	Description	Sample Values
CI Account Number	Provide the CI Account Number. Alternatively, user can search the CI Account Number in the LOV.	
	Note If there are any pre-shipment credits available for the selected pre-shipment credit number, application will display message: There are earlier pre-shipment credit/s. Do you want to continue?	
Currency	Read only field. Application defaults the currency based on the selected pre-shipment credit number.	
Outstanding Amount	Read only field. Application defaults the outstanding amount based on the selected pre-shipment credit number.	



Field	Description	Sample Values
Action	Click the Edit icon to modify the Pre Shipment details.	
	Click the Delete icon to delete the Pre Shipment details.	
Settled Finance		
Sequence Number	This field displays the sequence of the settled loan.	
CI Account Number	This field displays the pre-shipment Loan Account number.	
Currency	This field displays the currency of the preshipment loan account number.	
Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Event	This field displays the event.	
Settled Amount	This field displays the settled amount.	

Tracers

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:





Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.

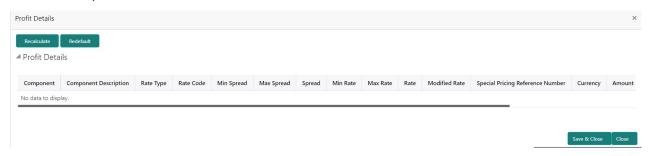
Field	Description	Sample Values
Tracer Required	Select if tracer is required or nor from the available drop list: Required Not required Till resolved	
Number of Tracers	Provide the number of tracers required.	



Field	Description	Sample Values
Tracer Frequency	Provide the frequency for generation of the Tracer. Note This field is applicable only if Tracer Required has value as Till Resolved.	
Tracer Medium	Select the tracer medium from the LOV. Note This field is applicable only if Tracer Required has value as Required or Till Resolved.	
Tracer Receiver Party	Select the tracer receiver party from the LOV. Note This field is applicable only if Tracer Required has value as Required or Till Resolved.	
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the branch date. Note This field is applicable only if Tracer Required has value as Required or Till Resolved.	

Profit Details

The user can view and modify the Profit Details Simulated from Back Office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a simulation call to the back office and the updated Interest details will be reflected in this section.





Field	Description	Sample Values
Component	This field displays the component maintained in the back office.	
Component Description	This description of the component.	
Rate Type	System defaults the rate type maintained for the component in back office.	
	Value can be:	
	Fixed Floating	
	Special	
Rate Code	This field displays the rate code applicable for the Component.	
Min Spread	This field displays the minimum spread applicable for the Rate Code.	
	This field have value only if the Rate Type is Floating .	
Max Spread	This field displays the maximum spread applicable for the Rate Code.	
	This field have value only if the Rate Type is Floating.	
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value.	
	System validates whether the spread input is within the Minimum to Maximum Spread.	
Min Rate	This field displays the minimum rate applicable for the Rate Code.	
Max Rate	This field displays the maximum rate applicable for the Rate Code.	
Rate	This field displays the value applicable for the Rate Code.	
	User can change the value if the Rate Type is Fixed . System validates whether the Rate input is between the Minimum and Maximum Rate.	
Modified Rate	This field displays the modified rate.	

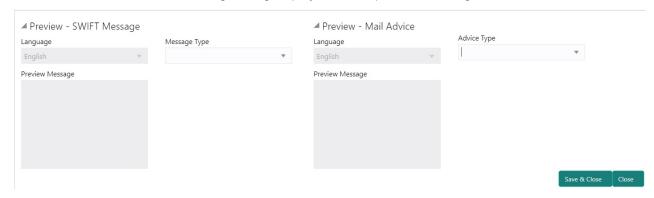


Field	Description	Sample Values
Special Pricing Reference Number	User can capture the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component).	
	Special Pricing Reference is not applicable for Penal Interest components.	
	For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.	
	Note	
	System shows an override as "Special Pricing Applicable", on clicking "Save" in the Interest Details screen, if Special Pricing Reference number has been provided.	
Currency	System defaults the Interest currency in this field.	
Amount	User can input the interest amount, in case the Rate Type is Special, else user can not be able to input the amount. In such cases, the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.	
Waive	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.	
Charge Party	System displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills	
Settlement Account	System defaults the Settlement Account of the Charge Party for debit of Interest. User can change the value. System should display an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override. In case the user modifies the Interest Rate, the	
	user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFPM).	



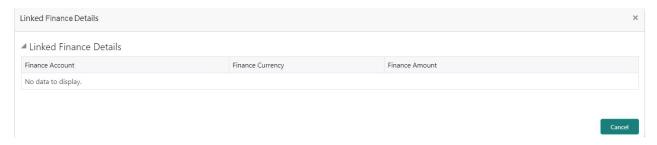
Preview Message

User can view the draft message being displayed on the preview message text box.



Linked Finance Details

This user can view the details of linked loan accounts.



Provide the loan preference details based on the description in the following table:

Field	Description	Sample Values
Finance Account	The details of the linked finance account.	
Finance Currency	Finance Currency of the linked loan account.	
Finance Amount	Finance amount of the linked loan account.	

Action Buttons

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. 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.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	

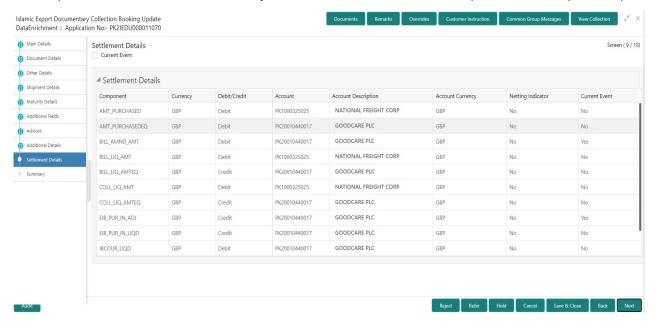


Field	Description	Sample Values
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My 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: 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	User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.	
Next	On click of Next, system should validate 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.	



Settlement Details

As part of DE, user can enter and verify settlement details of the Islamic Export Collection Update request.



Provide the settlement details based on the description in the following table:

Field	Description	Sample Values
Current Event	The user can 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	Components gets defaulted based on the product selected.	
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Current Event	Application displays the current event as Y or N.	



Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. 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.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
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:	
	 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.	

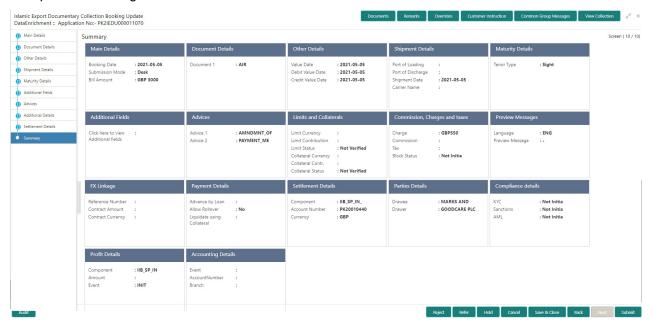


Field	Description	Sample Values
Refer	User must select a Refer Reason from the values displayed by the system. Refer Codes:	
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others. 	
Next	On click of Next, system should validate if all the mandatory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

Summary

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

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



Tiles Displayed in Summary

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Maturity Details User can view the maturity details.
- Document Details User can view the document details.
- Draft Details User can view the draft details.
- Updated Details User can view the updated details.
- · Charges User can view the charge details



- Additional Fields User can view the additional fields.
- Payment Details User can view the payment details.
- Advices User can view the advices.
- Shipment Details User can view the shipment details.
- Preview Message User can view the draft preview message.
- Compliance User can view the compliance details.

Field	Description	Sample Values
Documents	Click the Documents icon to View/Upload the required documents.	
Remarks	Click the Remarks icon to provide any additional information. 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.	
View Collection	Enables the user to view the latest collection values displayed in the respective fields.	
Submit	Task will move to next logical stage of Export Documentary Collection Update.	
	If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.	
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.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	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	User must select a Refer Reason from the values displayed by the system.	
	Refer Codes:	
	R1- Documents missing	
	 R2- Signature Missing 	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	

Exceptions

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

Exception - Amount Block

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

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

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

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

Approve:

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



Refer:

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

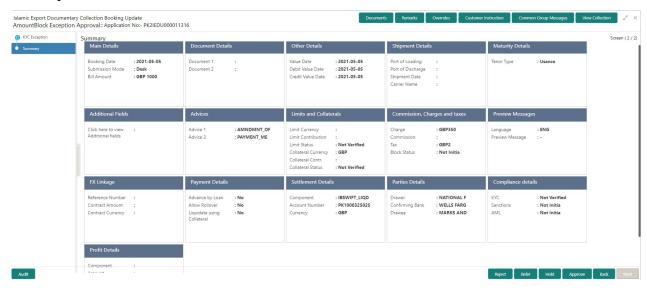
Reject:

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

Amount Bock Exception

This section will display the amount block exception details.

Summary



Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charge Details User can view and modify details provided for charges, if required.



Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	On click of reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: 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 registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the Export Collection Update Amount Block 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.	

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.

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

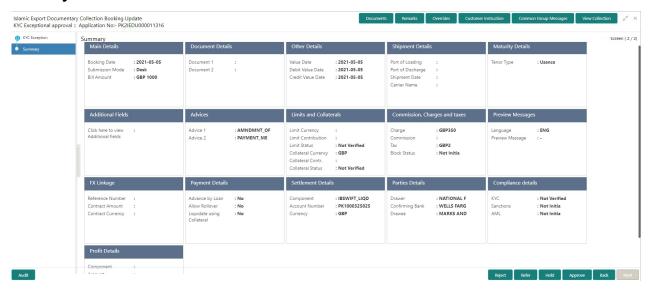
User can pick up a transaction and do the following actions:



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



Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Document Details User can view document details.
- Draft Details User can view the draft details.
- Shipment Details User can view shipment details.
- Charges User can view charge details.
- Maturity Details User can view the maturity details.
- Advices User can view the advices.
- Payment Details User can view the payment details.
- FX Linkage User can view the FX Linkage details.
- Settlement Details User can view the settlement details.
- Message Preview User can view the preview of the simulating message to the remitting bank.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.



Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: 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 registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the Export Collection Booking 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.	

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.

Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for trade finance transactions must be listed in your queue. Open the task, to see summary tiles that display a 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 and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.
- Documents & Condition User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

Action Buttons

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	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.	



Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance- Limits R5 - Others	
Cancel	Cancel the Export Collection Booking Limit 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.	

Multi Level Approval

User can review the summary of details updated in multilevel approval stage of Islamic Export Documentary Collection Update request.

Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving. User can see the summary tiles, the tiles should display a list of Important fields with values. The user can also drill down from summary tiles into respective data segments where user can verify the details of all fields under the data segment.

Authorization Re-Key (Non-Online Channel)

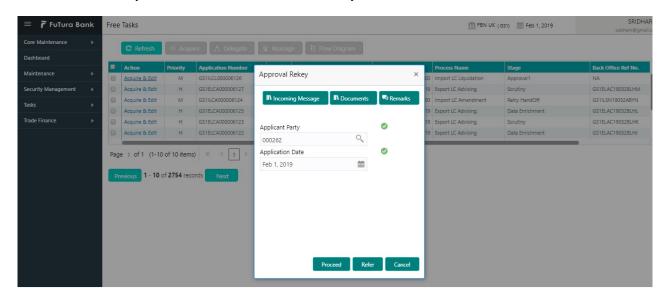
For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from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

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

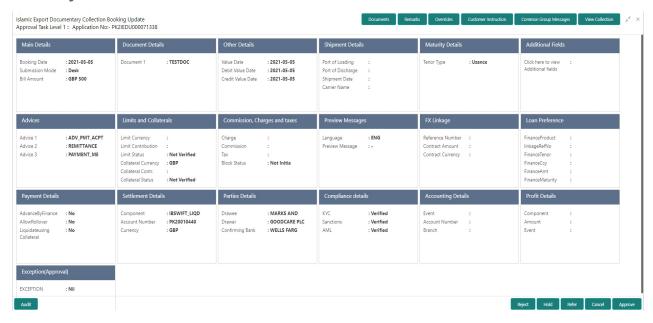
- Drawee Name
- Drawer Name
- Bill Currency
- Bill Amount



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.



Summary



Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Maturity Details User can view the maturity details.
- Documents User can view the document details.
- Draft Details User can view the draft details.
- Shipment Details User can view the shipment details.
- · Limits and Collaterals User can view limits and collateral details
- Additional Fields User can view the additional fields.
- Advice Details User can view the advice details.
- Payment Details User can view the Payment details.
- Settlement Details User can view the settlement details.



- Preview Message User can view the preview message.
- Pre-shipment Finance User can view the pre-shipment finance details.
- Charges User can view charge details.
- Tracers User can view the tracer details.
- FX Linkage User can view the details of FX Linkage.

Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: 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 registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the approval.	
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.	



Reject Approval

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

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

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

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

Summary

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

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

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

Action Buttons

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



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Reference and Feedback

References

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

- Getting Started User Guide
- Common Core User Guide

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