

Import LC Issuance
Oracle FLEXCUBE Universal Banking
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1. Import LC Issuance

1.1 Introduction

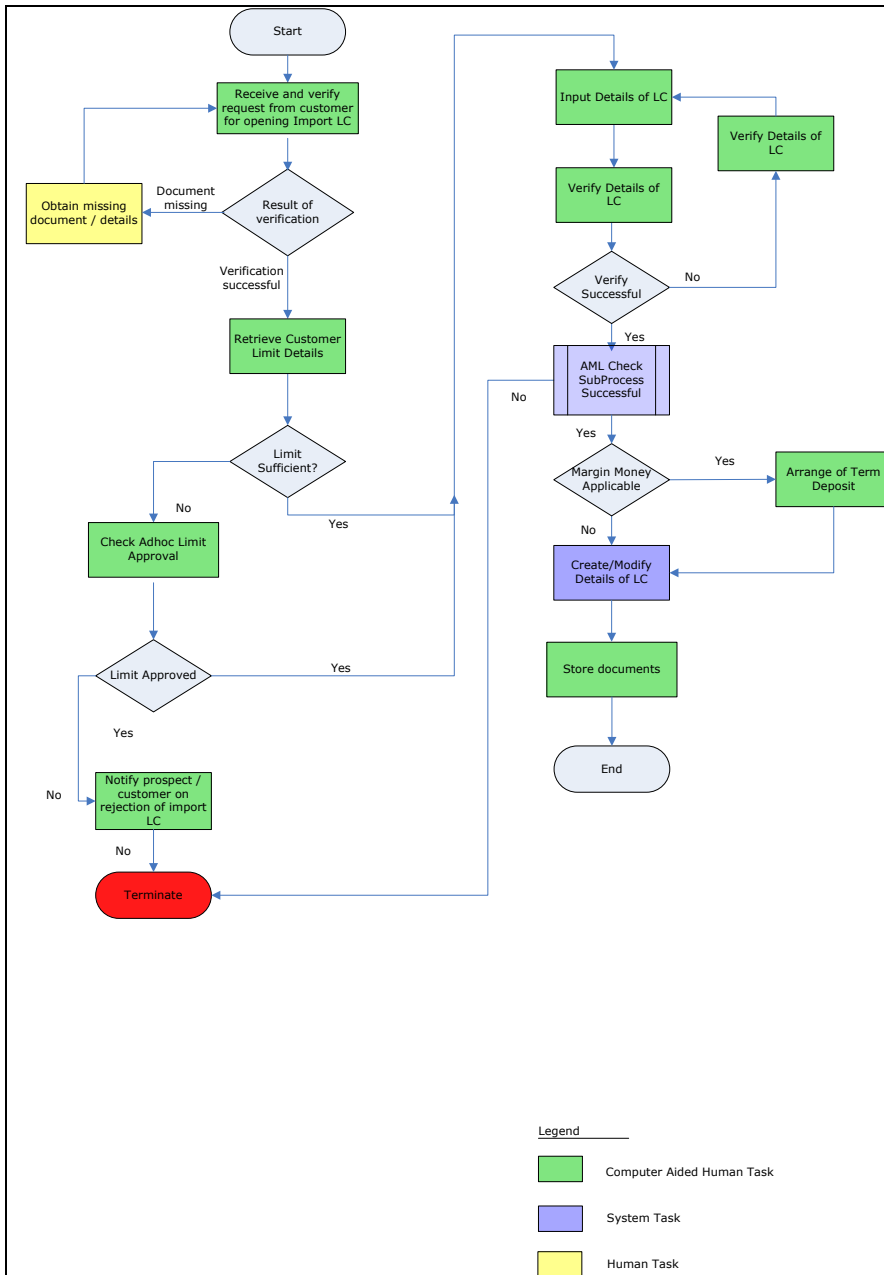
An Import LC issuance is providing a letter of credit to a customer; to issue, advise or confirm a letter of credit, for a trade transaction. Your bank thus verifies the customer limit to enable the transaction. After compliance checks and validations are performed, your bank requests an acceptance instruction from your customer. The customer may accept the data entry and may ask your bank to include further details, which if acceptable, are included in the LC transaction. If the customer modifications are not acceptable to the bank, the same can be communicated to the customer and the record may be consequently deleted.

1.2 Stages in Import LC Issuance

In Oracle FLEXCUBE, the process for issuing an import LC is governed by several user roles created to perform different tasks. At every stage, the users (with requisite rights) need to fetch the relevant transactions from their task lists and act upon them. Similarly, at different times, the system will make calls to certain web services to process the transaction. This process is composed of the following stages:

1. Receive and verify LC import opening form and other documents
2. Retrieve customer limit details and check for limit approval
3. Notify prospect/customer on negative status of limit
4. Input details of LC import issuance
5. Verify details of LC import issuance
6. Modify details of LC import issuance
7. Sub process – AML checks
8. Notify prospect/customer on negative status of AML checks
9. Arrange term deposit
10. Create LC import in Oracle FLEXCUBE
11. Store document reference in Oracle FLEXCUBE
12. Store documents

Only users who have procured the relevant access rights can perform activities under a stage.



Step 1. Receive and Verify Documents

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities.

The bank receives the required documents from the customer for issuing an import LC. If you have the required access rights, you can capture document details using the 'Receive and Verify' screen. To invoke this screen, type 'LCDTR001' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The screen is displayed below:

Here you can capture the following details.

Workflow Reference

The system-generated reference number of the workflow is displayed here. This number remains constant till the last stage.

Priority

Select the priority for the task from the adjoining drop-down list. This list displays the following values:

- Low
- Medium
- High

LC Details

You can capture the following LC details here.

Product

Specify a valid product to which you want to link the import LC. The adjoining option list displays all valid import LC products maintained in the system. You can select the appropriate one.

Description

The system displays a brief description of the chosen product.

Product Type

The system displays the product type as 'Import'.

If you have specified a valid product, the system will display the corresponding LC type in this field. You will not be able to modify it.

Currency

Specify the currency in which the LC should be issued. You can also select the appropriate currency from the adjoining option list. This list displays all the valid currency codes maintained in the system.

Contract Amount

Specify the amount for which the LC should be issued.

Customer Information

You can capture the following details.

Customer

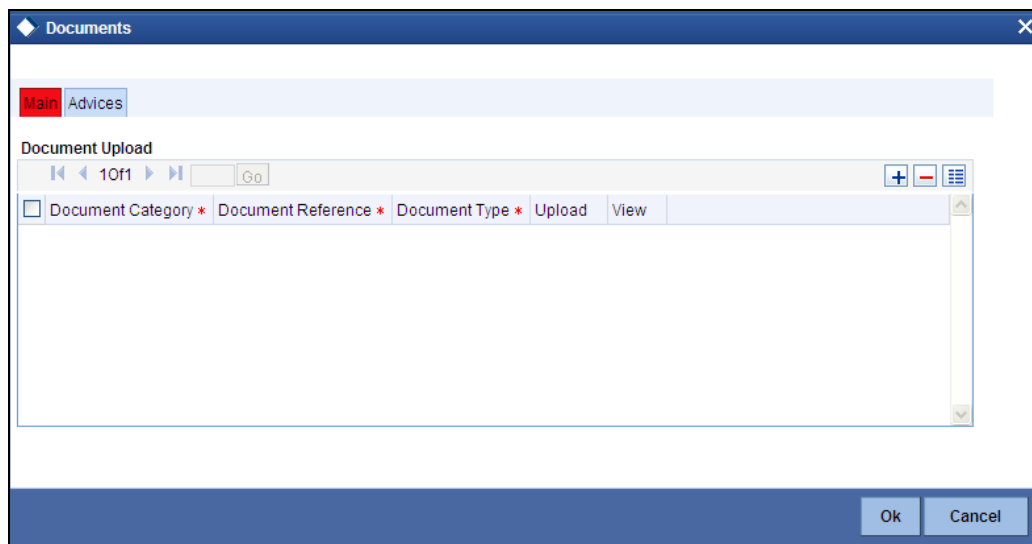
Specify a valid customer number (CIF) for whom the LC should be issued. You can also select the appropriate CIF from the adjoining option list. The list displays all valid customers maintained in the system.

Customer Name

The name of the selected customer is displayed here.

1.2.1 Capturing Document Details

You can capture the customer related documents in central content management repository through the 'Documents' screen. Click 'Documents' button to invoke this screen.



Here, you need to specify the following details:

Document Category

Specify the category of the document to be uploaded.

Document Reference

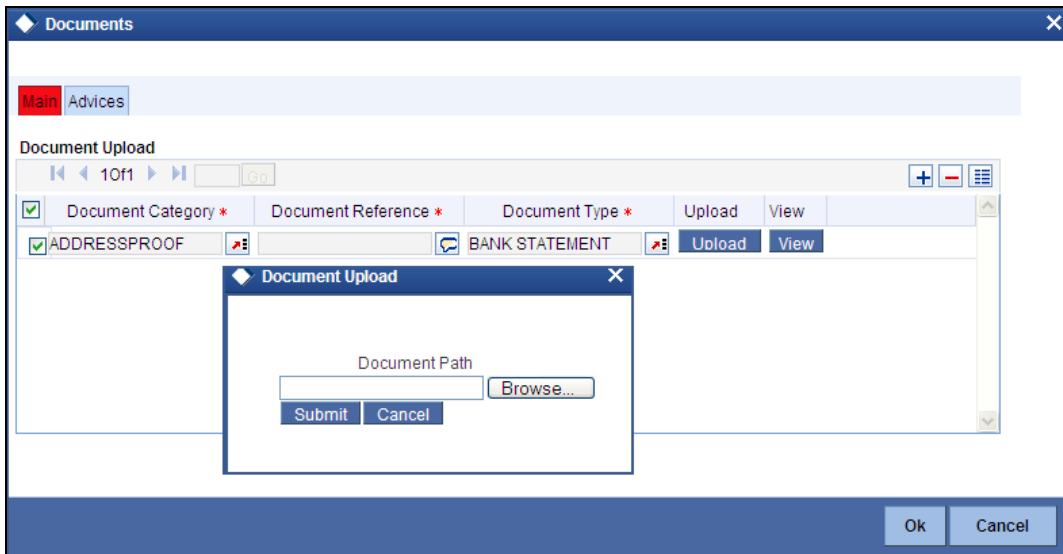
The system generates and displays a unique identifier for the document.

Document Type

Specify the type of document that is to be uploaded.

Upload

Click 'Upload' button to open the 'Document Upload' sub-screen. The 'Document Upload' sub-screen is displayed below:



In the 'Document Upload' sub-screen, specify the corresponding document path and click the 'Submit' button. Once the document is uploaded through the upload button, the system displays the document reference number.

View

Click 'View' to view the document uploaded.

In 'Import LC Issuance' process, 'Document Upload' feature is not available in all the stages. Its availability in this process is given below:

Stage Title	Function Id	Doc Callform Exists	Upload(Available /Not Available)	View(Available/ Not Available)
Receive and verify LC import opening form and other documents	LCDTR001	Available	Available	Available
Retrieve Customer Limit	LCDTR002	Available	Not Available	Available

Stage Title	Function Id	Doc Callform Exists	Upload(Available /Not Available)	View(Available/ Not Available)
Details.				
Check for limit approval		Not Available		
Notify prospect / customer on negative status of limit	LCDTR004	Not Available	Not Available	Available
Input details of LC import issuance	LCDTR003	Available	Not Available	Available
Verify details of LC import issuance	LCDTR006	Available	Not Available	Available
Modify details of LC import	LCDTR007	Available	Not Available	Available
Verify prospect /customer details	CSDAML01	Available	Not Available	Available
SDN check				
Verify SDN Match	CSDAML04	Available	Not Available	Available
Inform Regulatory / Internal authorities on AML checks failure	CSDAML03	Available	Not Available	Available
Internal blacklist check	CSDAML05	Available	Not Available	Available
Verify Prospect / Customer Contact Details	CSDAML06	Available	Not Available	Available
Verify Nature / Details of Transaction	CSDAML07	Available	Not Available	Available
Obtain Additional Information	CSDAML02			
Sub process – AML checks				
Notify prospect / customer on negative status of AML checks				
Arrange for TD	LCDTR009	Available	Not Available	Available
Create import LC in	LCDTR101/	Available	Not Available	Available

Stage Title	Function Id	Doc Callform Exists	Upload(Available/Not Available)	View(Available/Not Available)
FLEXCUBE	LCDTRMCR			
Store document reference in FLEXCUBE	LCDSTDOC	Available	Not Available	Available
Store documents				

1.2.2 Viewing Customer Details

Click 'Customer Information' button in the 'Receive and Verify' screen and invoke the 'Customer Details' screen.

You can view the following details.

Customer No

The system displays the customer identification number (CIF) specified in the 'Receive and Verify' screen.

Full Name

The system displays customer name based on the customer identification number (CIF) specified in the 'Receive and Verify' screen.

Existing Customer

If the LC customer is an existing customer, the system will check this box.

Customer Information

If the customer is an existing customer, the system will display the following details based on the existing maintenance.

- Address.
- Permanent Address – Line 1, 2 and 3.
- Telephone
- Mobile Number
- E-mail

Click 'OK' button to return to the 'Receive and Verify' screen.

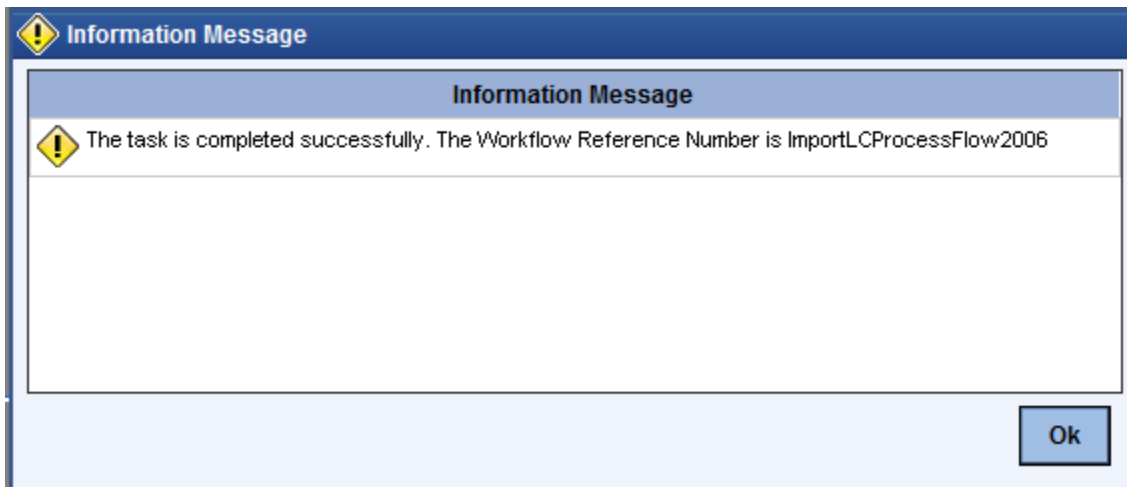
Outcome

If documents are missing, select 'DOCMISSING' from the adjoining drop-down list. If everything is found acceptable, select 'Proceed' from the adjoining drop-down list.

Remarks

Specify remarks if you have chosen any outcome other than 'Proceed'.

Choose 'Save' from the Actions menu or click save icon to save the record. The system will display the following message on successful creation of the record.



Step 2. Retrieve Limit Details and Check for Limit Approval

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

Task List										
<input type="button" value="Acquire"/> <input type="button" value="Release"/> <input type="button" value="Resume"/> <input type="button" value="Reassign"/>										
Page 1 of 1 <input type="text" value="Jump to page"/> <input type="button" value="Go"/>										
<input type="checkbox"/>	WorkFlow Ref Number	Txn Ref No	Title	Assignee Group	Assignee Users	Customer Name	AMOUNT	Created Date ^A	Priority	Product
<input type="checkbox"/>	ImportLCProcessFlow1617		Receive and Verify LC Import	CCSEROLE,ALLROLES				2009-04-07 17:00:46 GMT+05:30		
<input type="checkbox"/>	ImportLCProcessFlow1715		Receive and Verify LC Import	CCSEROLE,ALLROLES				2009-04-08 17:02:02 GMT+05:30		
<input type="checkbox"/>	ImportLCProcessFlow1937		Receive and Verify LC Import	CCSEROLE,ALLROLES				2009-04-11 11:47:19 GMT+05:30		
<input type="checkbox"/>	ImportLCProcessFlow1984		Receive and Verify LC Import	CCSEROLE,ALLROLES				2009-04-13 11:51:15 GMT+05:30		
Action Time Pickup Time User Id User Name Action Code Action Desc BRANCH Remarks										

Select the required task and click 'Acquire' button to acquire it. The system will display the following screen.

Contract Details

New

Workflow Reference #

Priority

LC Details

Product Description

Product Type

Product Code

Currency *

Contract Amount *

Expiry Date

Customer Information

Customer *

Customer Name

Documents
Customer Information

Prev Remarks

Remarks

Exit

Audit

Outcome

The system displays all details captured in the previous stage. However, you can modify them. Additionally, you can also check limits details of the customer. Click 'Limits' button and invoke the following screen.

The screenshot shows a software window titled "Customer Limit Details". At the top left, there is a "New" button. Below it is a text input field labeled "Liability Number". Underneath the input field is a table with the following columns: "Line Code", "Line Serial", "Line Currency", "Limit Amount", and "Available Limit". The table has one row of data. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

Here you can view the following details.

- Liability Number
- Line Code
- Line Serial
- Line Sanctioned
- Available Limit
- Limit Expiry Date

Click 'OK' button to return to the 'Retrieve Customer Limit Details' screen.

Outcome

If limits are insufficient for processing an LC, select 'InsufficientLimit' from the drop-down list adjoining 'Outcome' in the 'Retrieve Customer Limit Details' screen. You may then notify the customer of the negative status of limits. The system will move the task to the stage 'Check for limit approval'.

If limit details are found to be acceptable, select 'SufficientLimit' from the drop-down list and save the record. The system will move the task to the next stage 'Input Details of Import LC'.

Choose 'Save' from the Actions menu or click save icon to save the record.

Step 3. Check for Limit Approval

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

The screenshot shows a web application window titled "Contract Details". At the top left, there is a "New" icon. Below it, there are input fields for "Workflow Reference #" and a "Priority" dropdown menu set to "Low". The form is divided into two sections: "LC Details" and "Customer Information".

LC Details:

- Product Description: [Text Input]
- Product Type: [Dropdown Menu] (Selected: Import)
- Product Code: [Text Input]
- Currency*: [Text Input]
- Contract Amount*: [Text Input]
- Expiry Date: [Text Input]

Customer Information:

- Customer*: [Text Input]
- Customer Name: [Text Input]

At the bottom of the form, there are two tabs: "Documents" and "Customer Information". Below the tabs is a blue bar containing the following elements:

- Prev Remarks: [Text Input]
- Remarks: [Text Input]
- Audit: [Text Input]
- Outcome: [Dropdown Menu]
- Exit: [Button]

Outcome

If sufficient limits are not approved, select 'Limit Not approved' from the drop-down list adjoining 'Outcome'. The system will move the task to the stage 'Notify the customer of the negative status of limits'.

If limit details are found to be acceptable, select 'Limit Approved' from the drop-down list and save the record. The system will move the task to the next stage 'Input Details of Import LC'.

Choose 'Save' from the Actions menu or click save icon to save the record.

1.2.3 Notify Prospect / Customer on Negative Status of Limit

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

The screenshot shows a 'Contract Details' form with the following fields and controls:

- Workflow Reference # (text input)
- Priority (dropdown menu, set to 'Low')
- LC Details section:
 - Product Description (text input)
 - Product Type (dropdown menu)
 - Product Code (text input)
 - Currency * (text input)
 - Contract Amount * (text input)
 - Expiry Date (text input)
- Customer Information section:
 - Customer * (text input)
 - Customer Name (text input)
- Bottom navigation: Documents, Customer Information, Limits (tabs)
- Bottom actions: Prev Remarks, Remarks, Audit, Outcome (dropdown), Exit (button)

The system displays all details captured in the 'Receive and Verify' screen. Additionally you can specify the following details:

Deliver Dispatch of Advice

In case the prospect/customer does not clear adhoc limit checks, you can terminate the import LC opening process and notify the prospect accordingly.

Line 1 to 4

Specify the notification message that should be sent to the customer/prospect.

Outcome

Select 'Proceed' from the adjoining drop-down list and save the record. The task will get terminated after saving the stage.

Step 4. Input Details of Import LC

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

The system displays all details captured in the 'Receive and Verify' screen. You can further specify required details to initiate an import LC. This screen is identical to the 'Letters of Credit Contract Input' screen.

Refer the chapter titled 'Processing a LC Contract' in the Letter of Credit User Manual for further details about the fields, tabs and buttons in the screen.

Outcome

After specifying all required details, select 'Proceed' from the adjoining drop-down list and save the record.

Step 5. Verify Details of Import LC

Users belonging to the user role 'TFMROLE' (Trade Finance Manager) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

The screenshot displays the 'Contract Details' window with the following sections:

- Header:** Contract Details (New)
- Workflow Reference #:** [Text Field]
- Priority:** Low (Dropdown)
- Product Code:** [Text Field]
- Contract Reference *:** [Text Field]
- Operation Code *:** [Text Field]
- Product Description:** [Text Field]
- User Reference:** [Text Field]
- Source Code:** FLEXCUBE
- Product Type:** [Dropdown]
- Source Reference:** [Text Field]
- Margin Money Applicable:**
- Navigation:** Main (Selected), Preferences, Parties, Shipment, Documents, Tracers, Advices
- LC Details:**
 - Currency * [Text Field]
 - Contract Amount * [Text Field]
 - Positive Tolerance [Text Field]
 - Negative Tolerance [Text Field]
 - Max Amount [Text Field]
 - Liability Tolerance [Text Field]
 - Liability Amount [Text Field]
 - Tolerance Text [Dropdown]
 - Customer * [Text Field]
 - Customer Name [Text Field]
 - Party Type * [Text Field]
 - Dated [Text Field]
 - Customer Reference [Text Field]
 - License Expiry Date [Text Field]
 - Remarks [Text Field]
 - Issue Date * [Text Field]
 - Effective Date * [Text Field]
 - Tenor [Text Field]
 - Expiry Date [Text Field]
 - Expiry Place * [Text Field]
 - Closure Date [Text Field]
 - Stop Date [Text Field]
 - Default (Button)
- Credit:**
 - Type * [Dropdown]
 - Mode [Dropdown]
 - Credit Available With * [Text Field]
 - Details [Text Field]
 - Amount [Text Field]
 - Liability [Text Field]
 - Back To Back LC:
- Other Details:**
 - Type of guarantee [Text Field]
 - Guarantee [Dropdown]
 - INCO Term [Text Field]
 - INCO Description [Text Field]
 - Applicable Rule [Text Field]
 - Rule Narrative [Text Field]
- Additional Information:**
 - Line 1 [Text Field]
 - Line 2 [Text Field]
 - Line 3 [Text Field]
- Navigation:** Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Limits, Customer Information, Documents
- Footer:** Prev Remarks, Remarks, Audit (Dropdown), Outcome [Dropdown], Exit (Button)

Here, the system displays all details captured in the 'Input Details of Import LC' stage. You can verify them. You can navigate to all tabs and verify the data that has been entered or corrected.

Outcome

If the details are acceptable, select 'Proceed' from the adjoining drop-down list and save the record. The system will update the status of this stage as 'Verification Successful' and move the task to the 'AML Check' stage. If the details are incorrect or insufficient, select 'Reject' from the adjoining drop-down list and save the record. The system will update the status of this stage as 'Verification Failed' and move the task to the 'Modify details of import LC' stage.

Remarks

If verification is a failure, you need specify remarks stating the reason for failure.

Step 6. Modify Details of Import LC

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities. If you have required rights, you can acquire this task from your task list and process it further.

The screenshot displays the 'Contract Details' application window. At the top, there are fields for Product Code, Contract Reference, Operation Code, Product Description, User Reference, Source Code (set to FLEXCUBE), Product Type, Source Reference, and Version Number. Below this is a navigation bar with tabs: Main, Preferences, Parties, Parties Limits, Shipment, Documents, Tracers, and Advices. The 'Main' tab is active, showing 'LC Details' with fields for Currency, Contract Amount, Positive/Negative Tolerance, Max Amount, Liability Tolerance/Amount, Tolerance Text, Customer, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Amount, Liability, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Auto Closure, Closure Date, Stop Date, Pre-Advice Date, and Reference To Pre-Advice. Below 'LC Details' are sections for 'Credit' (Type, Mode, Credit Available With, Details), 'Guarantee Details' (Type of guarantee, Guarantee), 'Revolving Detail' (Revolves in, Units, Frequency, Automatic Reinstatement, Cumulative, Next Reinstatement Date, Remarks), and 'Reimbursement Undertaking' (Undertaking Expiry Date, Undertaking Amount, Aailed Undertaking Amount). At the bottom, there are 'Status' fields (User Defined Status, Derived Status) and a navigation bar with tabs: Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Transfer Details, BC Linkages, Split Settlement, Loan Preference, Brokerage, All Messages, and Documents. The bottom-most section contains fields for Maker, Date Time, Status, Checker, Date Time, Authorization Status, and an Exit button.

You can modify the required details in this screen.

Outcome

Select 'Proceed' from the adjoining drop-down list and save the record. The task will move to the 'Verify Details of Import LC' stage. In that stage if it gets verified successfully, it will move to the 'AML Check' stage.

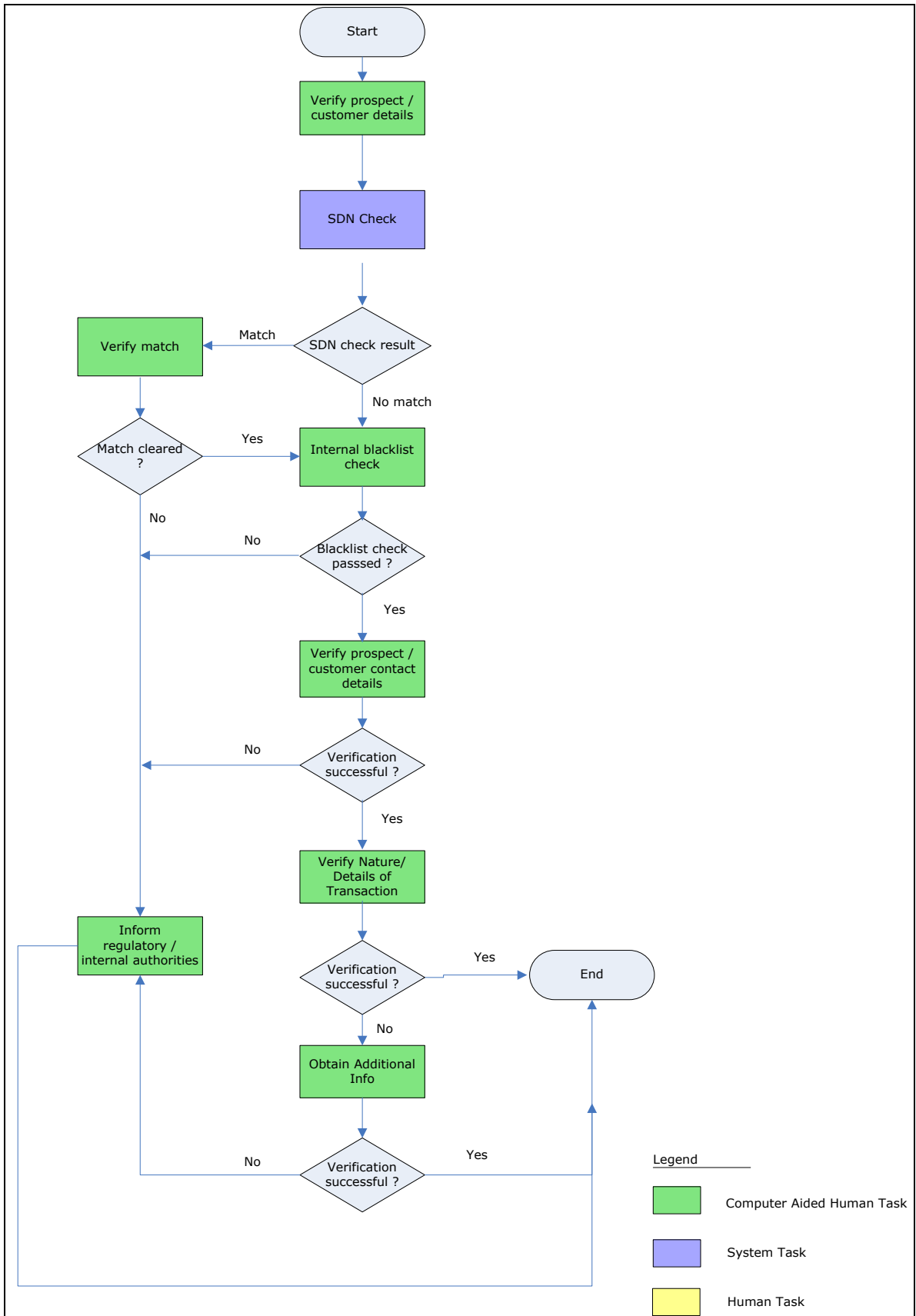
Step 7. AML checks

This process includes checks like SDN check, internal blacklist check, contact details verification, etc. The LC is created only when the customer passes all these checks. In case of non-clearance of any of the checks, the LC initiation process is terminated. The bank verifies all the details/documents to ensure that the information/documents required for AML checks are obtained. In case the details captured are incorrect, the bank makes the necessary modifications. If the verification is successful, the bank may proceed to conduct AML checks. Once AML checks are carried out, the result is passed on to the parent process.

If any of the checks fail, the relevant regulatory /internal authorities may be informed. Once AML checks are carried out, the result is passed on to the parent process.

The AML check depends upon the regulatory environment within which your bank operates and its internal policies. Bank initiates the process of AML for a customer as a part of parent process with all the relevant information in the system. This process comprises the following stages:

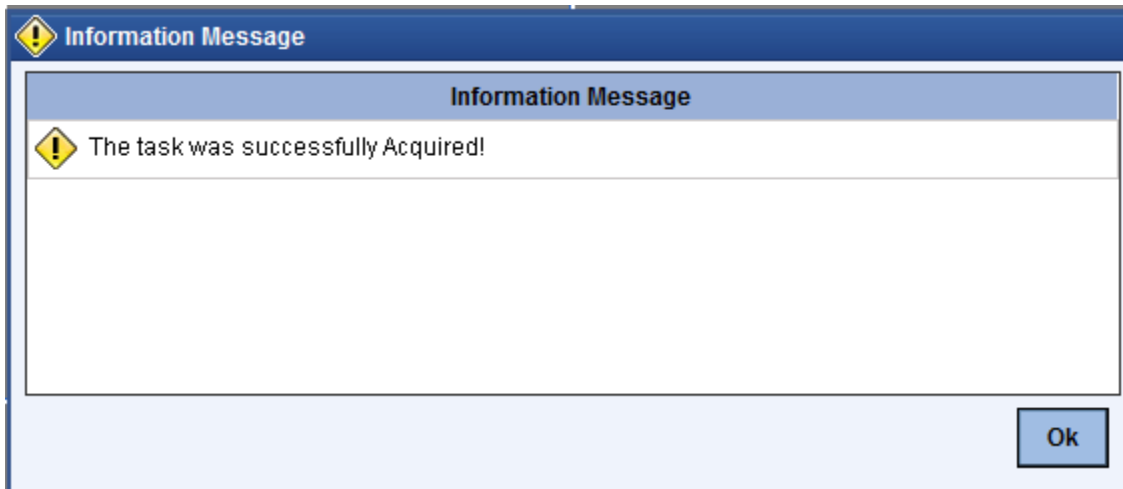
- Verify prospect/customer details
- SDN checks
- Verify SDN Match
- Inform Regulatory/Internal authorities on checks failure
- Internal Blacklist check
- AML Decision



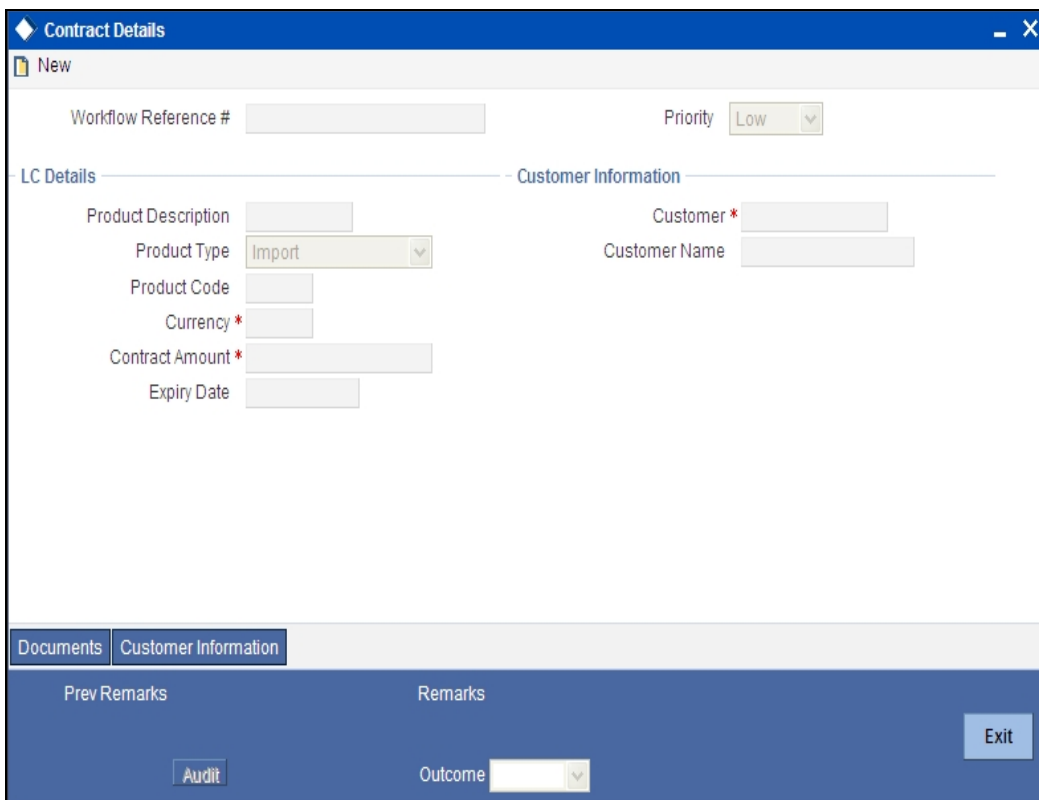
1.2.4 Verify Prospect /Customer Details

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Sub-process AML' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:



The image displays a "Contract Details" form. At the top, there is a "New" button. The form is divided into two sections: "LC Details" and "Customer Information".

LC Details:

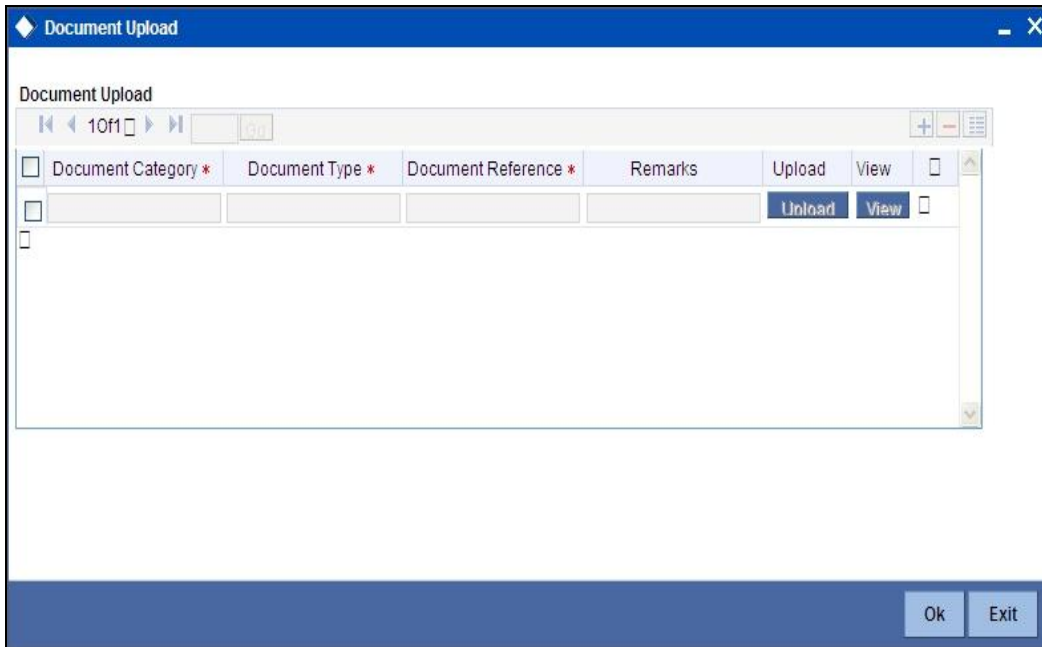
- Workflow Reference #:
- Product Description:
- Product Type:
- Product Code:
- Currency*:
- Contract Amount*:
- Expiry Date:

Customer Information:

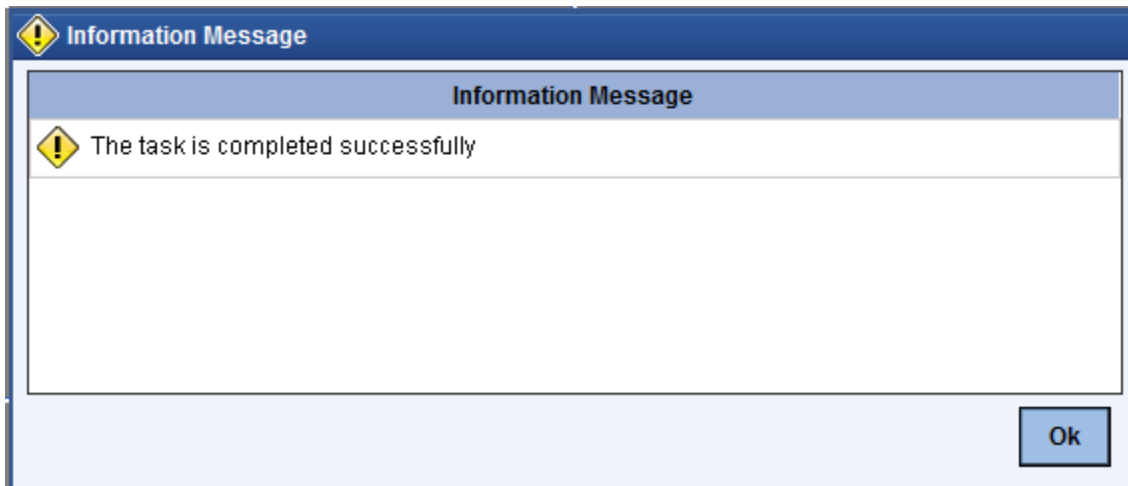
- Priority:
- Customer*:
- Customer Name:

At the bottom, there are tabs for "Documents" and "Customer Information". Below the tabs, there are fields for "Prev Remarks", "Remarks", and "Outcome" (with a dropdown arrow). There is also an "Audit" button and an "Exit" button.

Click 'Document' button to invoke 'Document Upload' screen. As a verifier, you can view the uploaded documents.



You can view the customer details in this screen. If the customer information is complete, then select the outcome as 'Proceed' and save the record by clicking save icon in the tool bar. The following screen will be displayed:



Click 'Ok' button. You will be taken back to the 'Verify Prospect Customer Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

1.2.5 **SDN Check**

In this stage, the bank checks the applicant's name for terrorism-related black-listing against the SDN database maintained by the Office of Foreign Assets Control (OFAC). In case of a no match, the process proceeds. In case of a match (positive/partial), you can verify the match again using the OFAC guidelines.

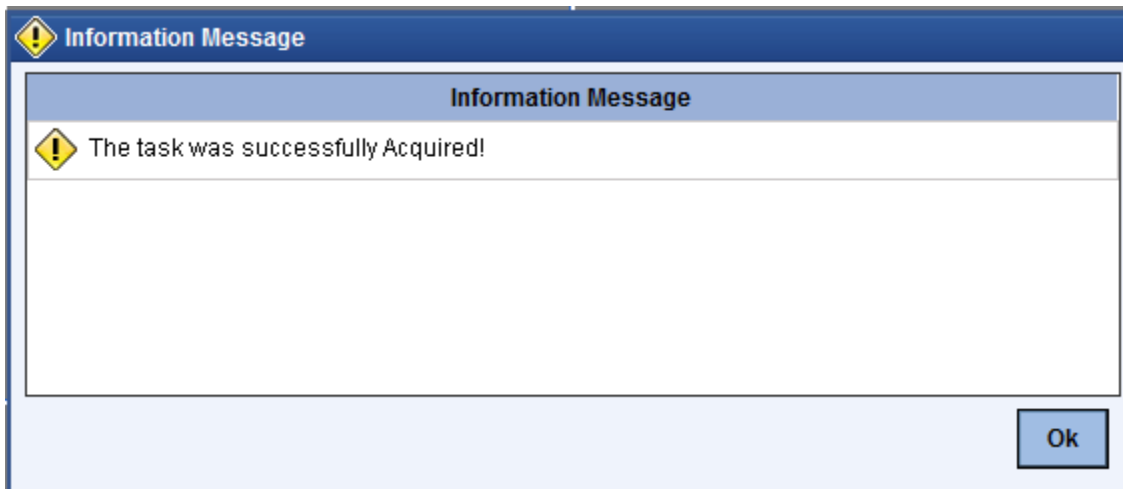
A system Task is created which invokes the external service to do the SDN check for all new applicants and any existing customers whose information is modified.

1.2.6 Verify SDN Match

The bank checks the applicant's name for terrorism-related black-listing against the SDN database maintained by the Office of Foreign Assets Control (OFAC). In case of a no match, the process proceeds. In case of a match (positive/partial), you can verify the match again using the OFAC guidelines.

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Verify SDN Match' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:

In this screen, you can view the applicant's details. In case of a positive SDN match, the bank informs the regulatory agency (OFAC or any other similar agency) about the SDN match of the prospect/customer. However, if the match is cleared, you can continue with the subsequent AML checks. Select the outcome as 'NO MATCH' and save the record by clicking the save icon in the tool bar. Select the outcome as 'MATCH' and save the record by clicking the save icon in the tool bar to move the task to 'Inform Regulatory/Internal authorities on AML checks failure'. The following screen will be displayed:

Click 'Ok' button. You will be taken back to the 'Verify Partial Match' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

1.2.7 Inform Regulatory/Internal Authorities on AML Checks Failure

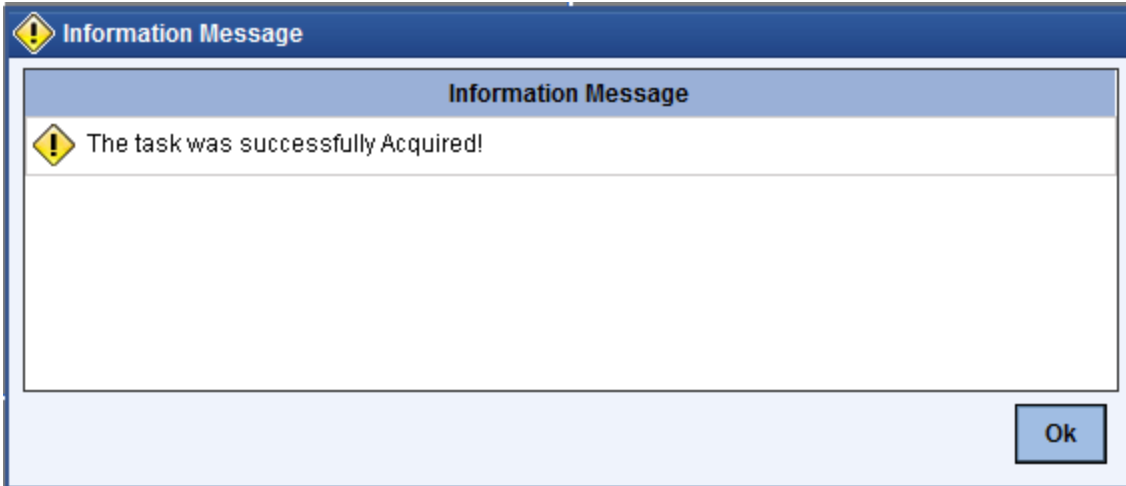
In case of a positive SDN match, the bank informs the regulatory agency (OFAC or any other similar agency) about the SDN match of the prospect/customer. The bank may also inform its internal authorities in case of positive SDN match and/or if the prospect/customer is blacklisted internally.

Users belonging to the user role 'RCHROLE' (Risk and Control Head) can perform these activities.

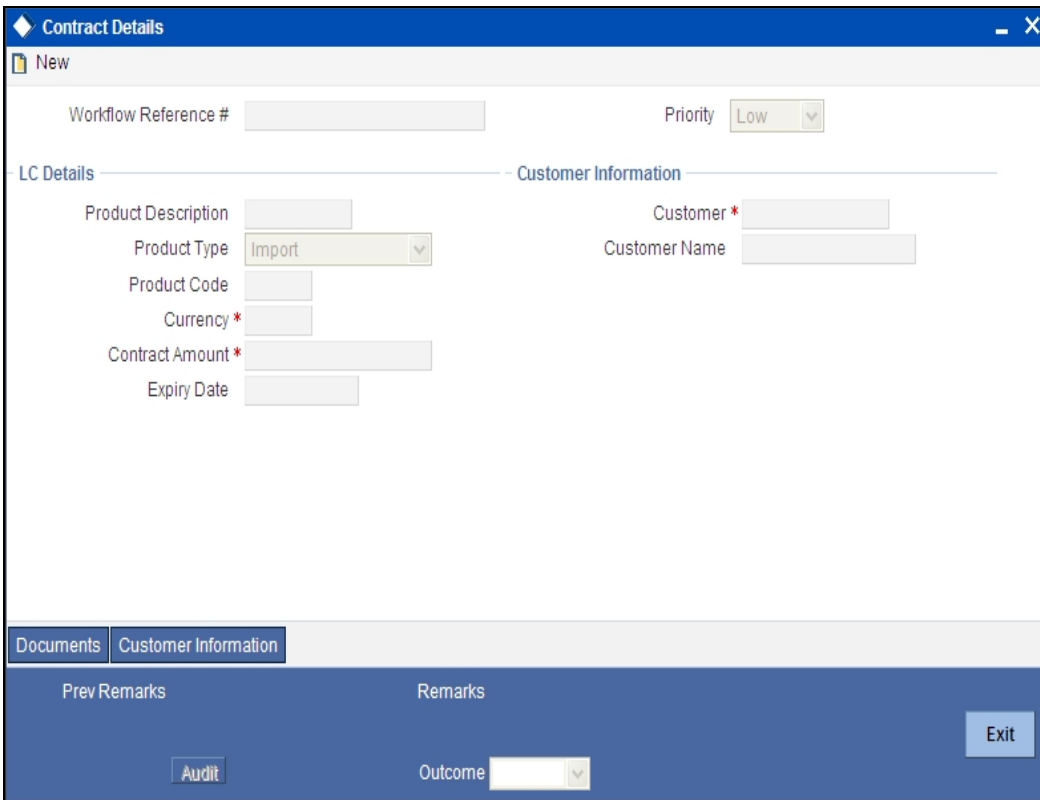
1.2.8 Internal Blacklist Check

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Blacklist Check' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:



Click 'BlackList Check' button to invoke 'Blacklist Check' screen. As a verifier, you will be able to update only remarks in this stage.

Internal Blacklist Checks

New

Workflow Reference # Priority

Account Details

Account Number
 Description
 Currency
 Account Class

Customer Information

Customer No *
 Type Corporate
 Bank
 Full Name
 Existing Customer
 SWIFT Code

Man Corporate Directors

Contact Information

Address *

 Telephone

Permanent Address

Country
 Line 1
 Line 2
 Line 3

Contact Person

Name
 Telephone
 Email

Existing Bank Account Details

<input type="checkbox"/>	Bank Name	Branch Code	Acco
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KYC Check Details

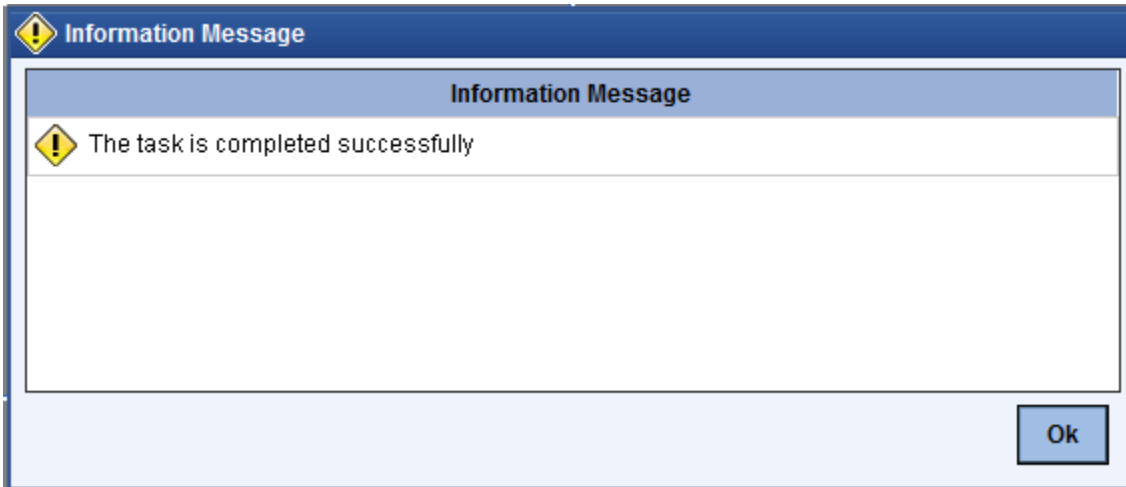
SDN Result
 Internal Blacklist Result

Documents Internal Blacklist Check

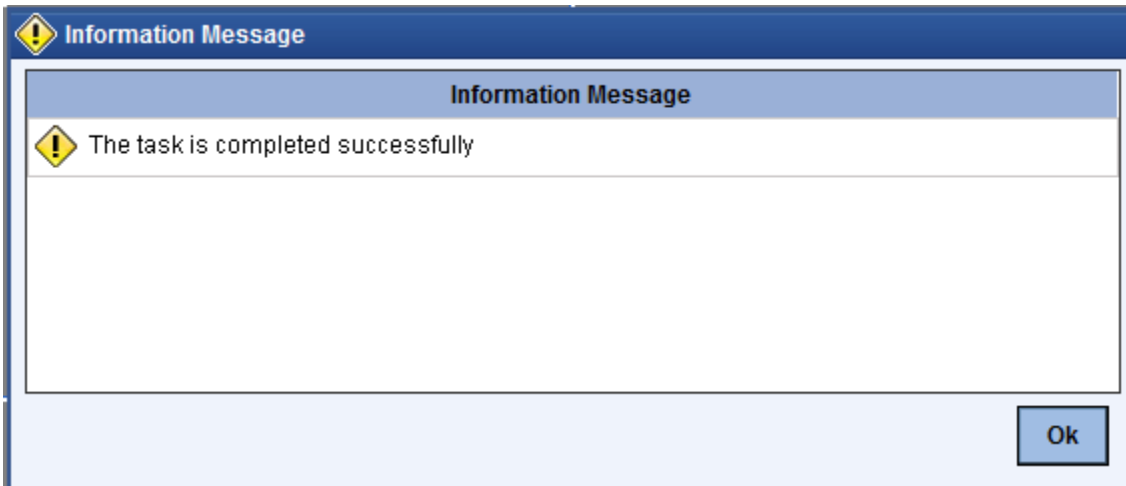
Prev Remarks Remarks

 Outcome

In this screen, you can view the applicant's details. If the applicant's name is listed in the bank's internal list of global blacklisted customers, you can report it to the internal authorities of the bank. You can continue with the process of creating LC only when the customer passes these checks.



Select the outcome as 'PROCEED' and save the record by clicking the save icon in the tool bar. The following screen will be displayed:

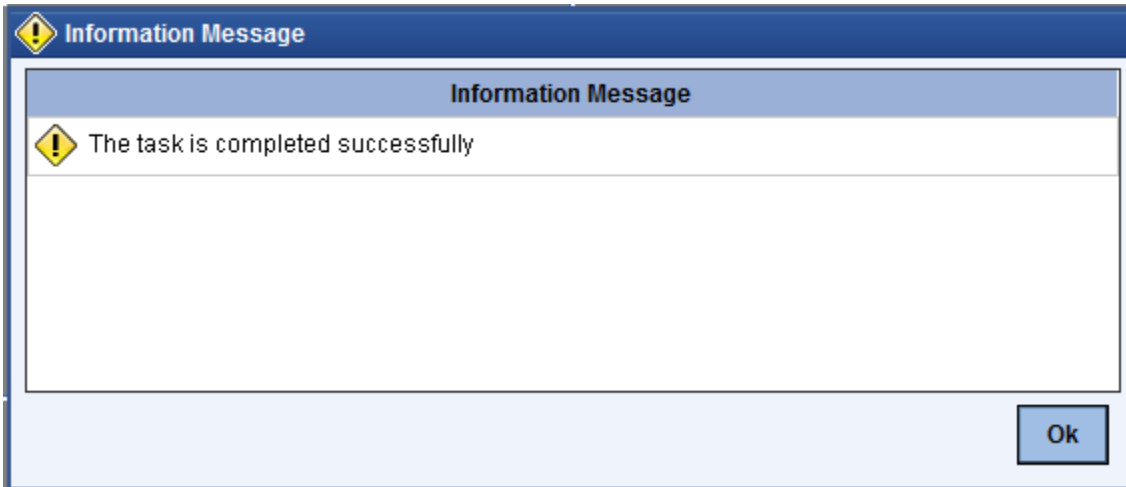


Click 'Ok' button. You will be taken back to the 'Blacklist Checks' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

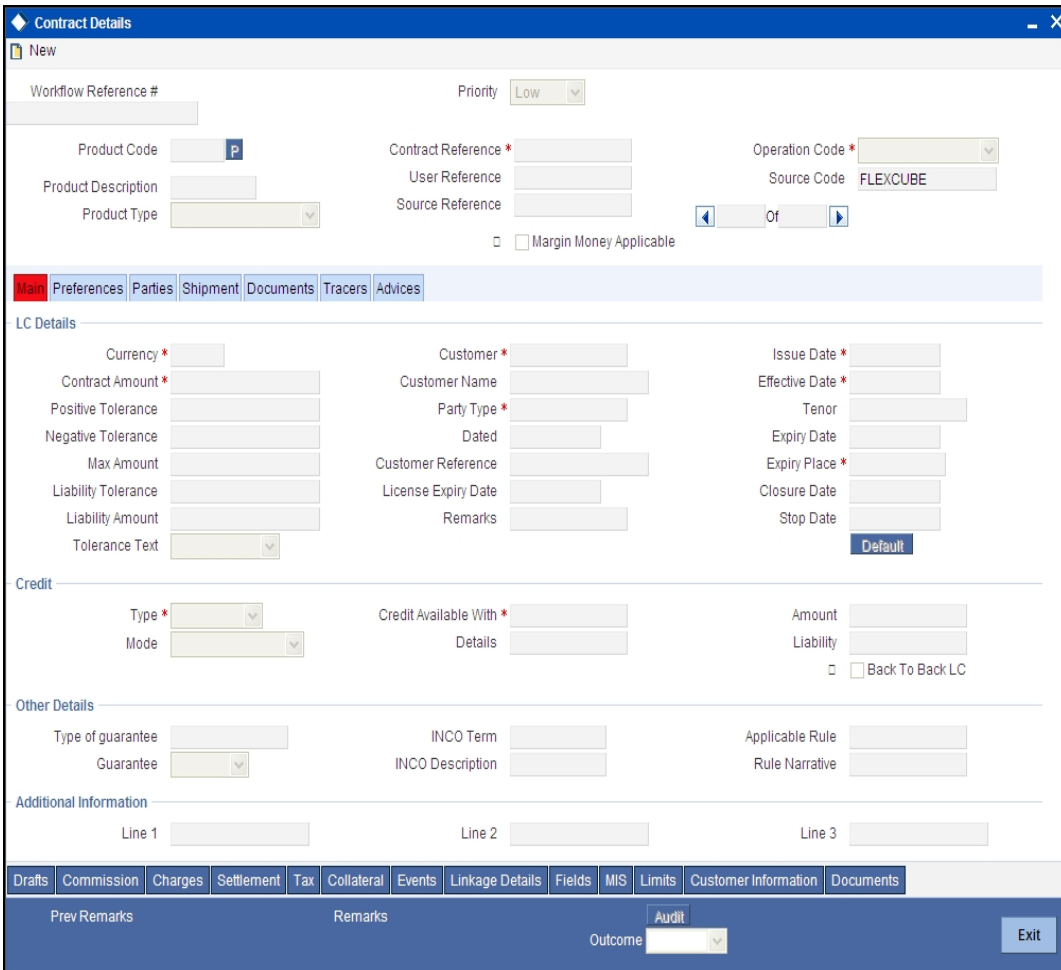
1.2.9 **Verify Customer/Prospect Contact Details**

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

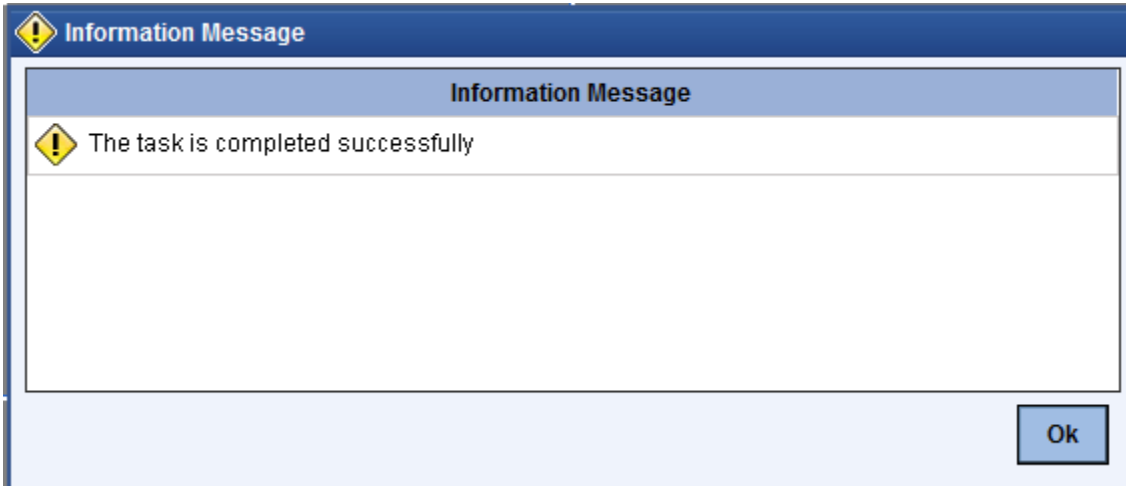
Go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Verify Customer/Prospect Contact Details' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:



In this screen, you can view the applicant's details. As per the bank's mandated policy, you will have to perform the customer identification check. This involves verification of customer address, phone number etc. You can enter the outcome of various stages in the Audit block for the verifier to make a decision. After verification, select the outcome as 'PROCEED' and save the record by clicking the save icon in the tool bar. The following screen will be displayed:



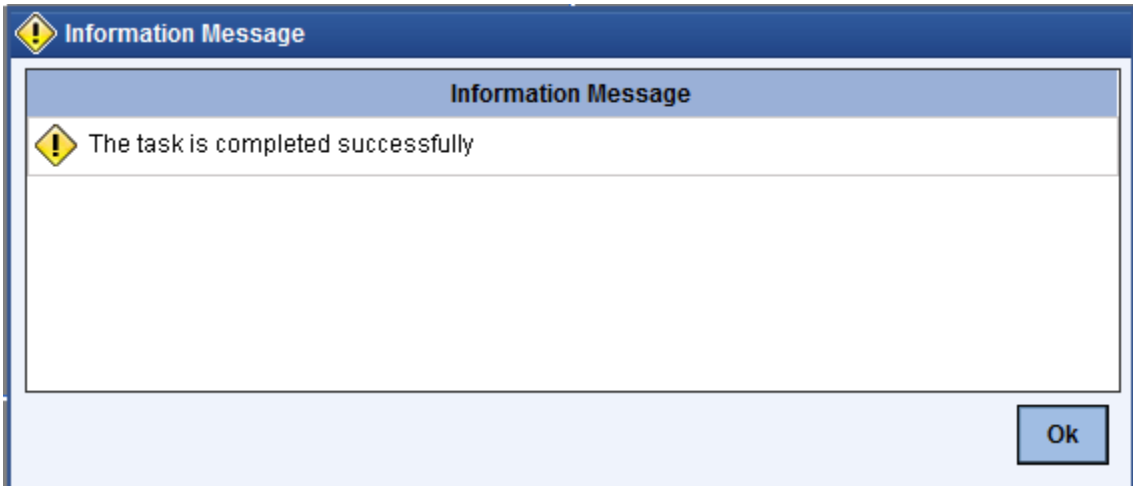
You can continue with the process of creating LC only when the customer passes these checks. Select the outcome as 'PASSED' and save the record by clicking the save icon in the tool bar to continue with the subsequent KYC checks. Select the outcome as 'FAILED' and save the record by clicking the save icon in the tool bar to move the task to 'Inform Regulatory/Internal authorities on AML checks failure'

Click 'Ok' button. You will be taken back to the 'Verify Prospect Contact Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

1.2.10 Verify Nature/Details of Transaction

The bank may decide whether or not to enter into a relationship with the prospect or to continue relationship (in case of an existing customer). Users belonging to the user role 'CMROLE' (Compliance Manager) can perform these activities.

Go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Verify Nature/Details of Transaction' task to acquire it. The following screen is displayed:

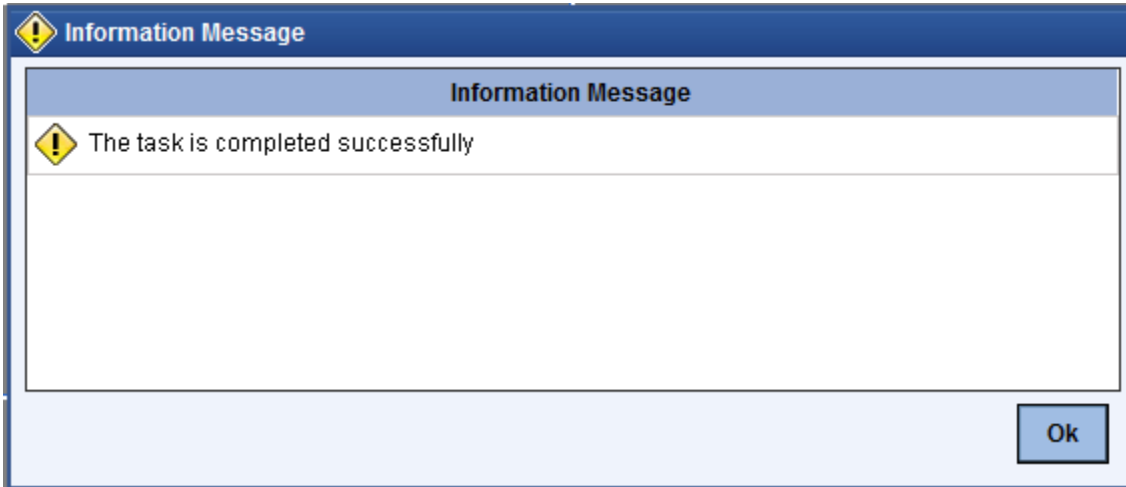


If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:

The image displays the 'Contract Details' form in Oracle. The form is titled 'Contract Details' and has a 'New' button. It contains several sections of input fields:

- General Information:** Workflow Reference #, Priority (Low), Product Code (P), Product Description, Product Type, Contract Reference *, User Reference, Source Reference, Operation Code *, Source Code (FLEXCUBE), Margin Money Applicable checkbox.
- LC Details:** Currency *, Contract Amount *, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer *, Customer Name, Party Type *, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date *, Effective Date *, Tenor, Expiry Date, Expiry Place *, Closure Date, Stop Date, Default button.
- Credit:** Type *, Mode, Credit Available With *, Details, Amount, Liability, Back To Back LC checkbox.
- Other Details:** Type of guarantee, Guarantee, INCO Term, INCO Description, Applicable Rule, Rule Narrative.
- Additional Information:** Line 1, Line 2, Line 3.
- Navigation and Audit:** Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Limits, Customer Information, Documents, Prev Remarks, Remarks, Audit, Outcome, Exit button.

In this screen, you can view and verify the LC details. After verifying the details, select the outcome as 'Satisfactory' and save the record by clicking the save icon in the tool bar. If transaction details are incorrect or insufficient, select the outcome as 'NotSatisfactory' and save the record by clicking the save icon in the tool bar. The following screen will be displayed:

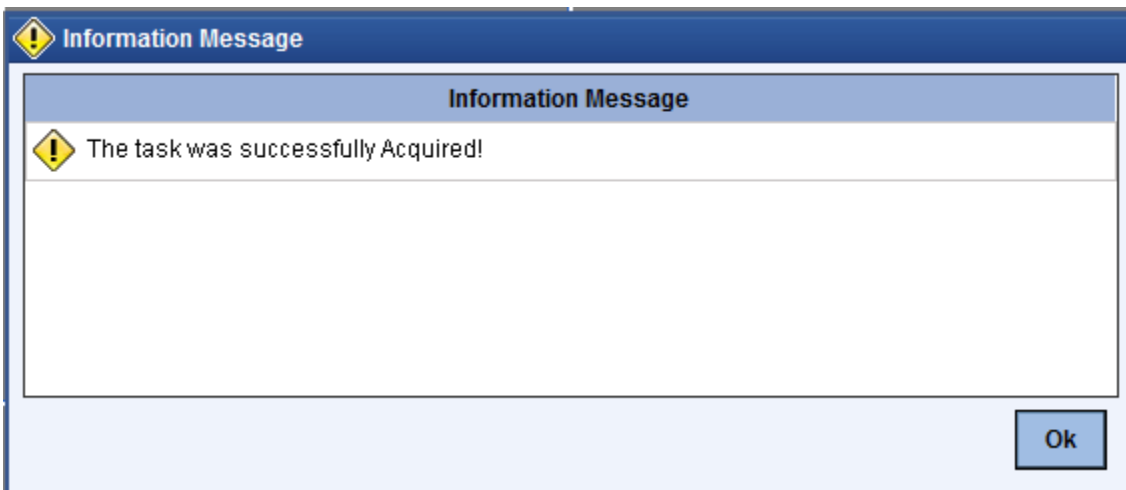


The task moves to 'Obtain Additional Information' stage. Click 'Ok' button. You will be taken back to the 'Verify Transaction Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

1.2.11 Obtain Additional Information

Users belonging to the user role 'CEROLE' (Compliance Executive) can perform these activities.

Go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Obtain Additional Information' task to acquire it. The following screen is displayed:

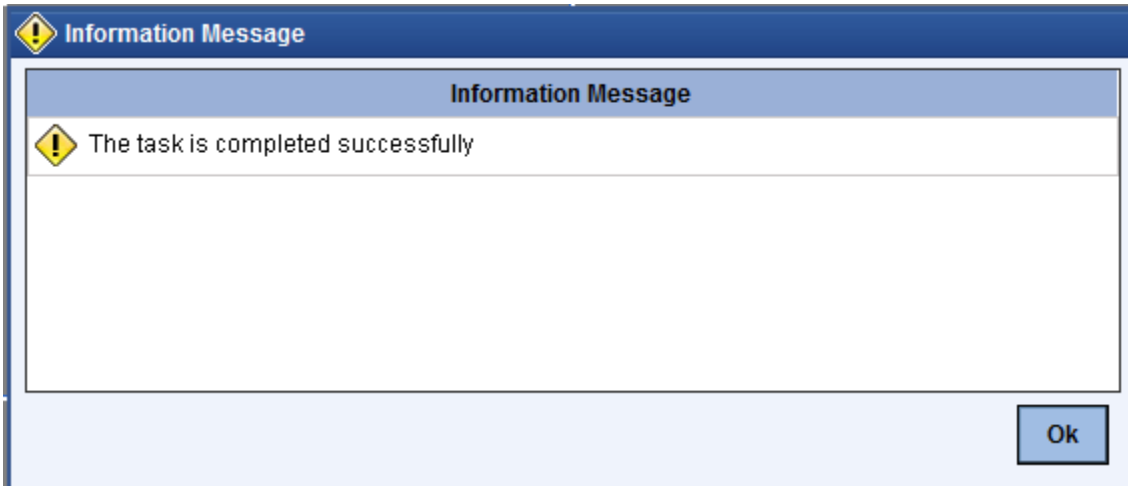


If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:

The screenshot shows the 'Contract Details' form in Oracle. The form is titled 'Contract Details' and includes a 'New' button. The form is divided into several sections: 'New', 'LC Details', 'Credit', 'Other Details', and 'Additional Information'. The 'New' section includes fields for Workflow Reference #, Priority (Low), Product Code, Contract Reference, Operation Code, Product Description, User Reference, Source Code (FLEXCUBE), Product Type, Source Reference, and Margin Money Applicable. The 'LC Details' section includes fields for Currency, Contract Amount, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Closure Date, and Stop Date. The 'Credit' section includes fields for Type, Mode, Credit Available With, Amount, Liability, and Back To Back LC. The 'Other Details' section includes fields for Type of guarantee, Guarantee, INCO Term, INCO Description, Applicable Rule, and Rule Narrative. The 'Additional Information' section includes fields for Line 1, Line 2, and Line 3. The form also includes a navigation bar at the bottom with tabs for Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Limits, Customer Information, and Documents. An 'Audit' dropdown menu is visible in the bottom right corner.

In this screen, you can view and verify the LC details. After verifying the details, select the outcome as 'Satisfactory' and save the record by clicking the save icon in the tool bar to proceed the LC issuance. If transaction details are incorrect or insufficient, select the outcome as 'NotSatisfactory' and save the record by clicking the save icon in the tool bar to move the task to 'Inform Regulatory / Internal authorities on AML checks failure' stage

The following screen will be displayed:



Click 'Ok' button. You will be taken back to the 'Obtain Additional Information' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 8. Notify Prospect/Customer on Negative Status of AML Checks

Users belonging to the user role 'CCSEROLE' (Corporate Customer Service Executive) can perform these activities.

In case, a customer does not clear AML checks, then you can terminate the LC initiation process after notifying the customer. If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:

In this screen you can view the transaction and the customer details. After intimating the customer about the failed AML checks, you can terminate the LC initiation process.

Step 9. Arrange Term Deposit

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities. If task is marked as Margin money applicable in Input LC stage, then a term deposit has to be arranged for the process to proceed further.

Once a TD is arranged outside you can select 'Proceed' to Continue with LC issuance.

Step 10. Create Import LC

The data captured in the 'Input LC Details' stage is saved in Oracle FLEXCUBE as a system task after all the validations are successful. In case of business errors, the system creates a human task to retry the save operation.

Once saved successfully, the contract will be available in the 'Letters of Credit Contract Input' screen. You can invoke this screen by typing 'LCDTRONL' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

Step 11. Store Document Reference

The document details captured in the 'Input LC Details' stage, are saved in Oracle FLEXCUBE database. In case of business errors, the system creates a human task to retry the save operation.

Step 12. Store Documents

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

The system creates a task to display primary customer name, customer number and account number in the 'Document Storage Details' screen. This screen allows you to capture document storage details and the details of the documents stored.

The screenshot shows a software interface for storing document details. It includes input fields for workflow reference, customer information, account details, and storage details. The interface is organized into sections with expandable/collapsible headers. At the bottom, there are navigation and action buttons like 'Audit' and 'Exit'.

In this screen the following information can be stored:

Workflow Reference #

The workflow reference number is displayed.

Priority

The priority selected at the first stage is displayed here.

LC Details

The following customer information is displayed:

- Contract reference number
- Customer name
- Customer number

Storage Details

Capture the following storage details in this section:

Storage Ref. Number

Specify the storage reference number.

Place of Storage

Mention the place where the document is stored.

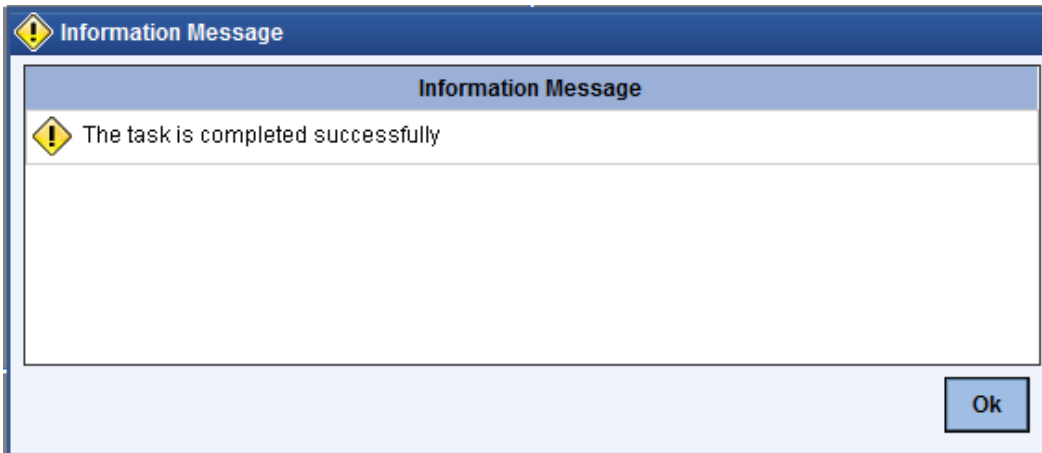
Date of Storage

Capture the date of storing the documents.

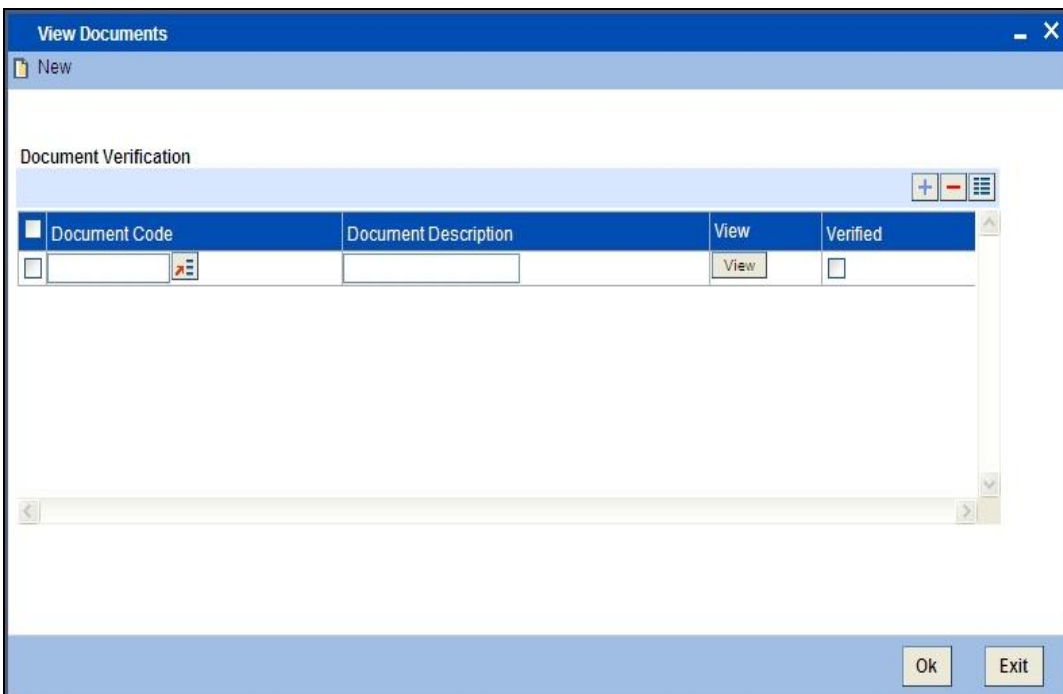
Time of Storage

Specify the time of storing the documents of the current account.

Select the action 'Document Stored' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The following screen will be displayed:



Click 'Ok' button. You will be taken back to the 'Store Documents' screen. Click 'Documents' button to view the documents stored. The following screen is displayed:



2. Screen Glossary

2.1 Function ID List

The following table lists the function id and the function description of the screens covered as part of this User Manual.

Function ID	Function Description
LCDTR001	Contract Details
CCSEROLE	Contract Details



Import LC Issuance
[May] [2012]
Version 12.0

Oracle Corporation
World Headquarters
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Worldwide Inquiries:
Phone: +1.650.506.7000
Fax: +1.650.506.7200
[www.oracle.com/ financial_services/](http://www.oracle.com/financial_services/)

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