

**FINASTRA**

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TRADE INNOVATION 2.10

# Common Facilities User Guide

Version 1.1

Finastra Technical Publications  
July 2023

## Version History

Date	Version	Change Reference
27/04/2023	1.0	Initial Version
27/07/2023	1.1	Updated Displaying Additional Information with Legal Entity Identifier (LEI) and Structured Name and Address

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## Preface

This Guide explains how to use the functionality of Trade Innovation transaction processing application to process transactions. It assumes that you are familiar with the basic principles of trade finance, and with web browsers.

The User Guide contains the following chapters:

Chapter	Description
Introduction	provides an introduction to Trade Innovation.
Logging On and Off	explains how to log on to the system, how to run Trade Innovation applications and how to exit from the system. It also covers some design features common to Trade Innovation windows.
The Life-cycle of an Event	describes each of the steps through which an event can pass and explains what each of these steps involves.
Working with Transactions and Events	explains how to start work in Trade Innovation using the Masters window. It also covers working profiles.
The Master Summary Window	covers the functionality provided by the Master Summary window.
Charges and Charge Schedules	explains how Trade Innovation handles charges, covering the different facilities for viewing and amending charges and the schedules that generated them.
Postings	explains how Trade Innovation handles postings and provides instructions on how to view postings for an event and its master record. It also explains how to make manual book-keeping entries.
Settlement Instructions	explains how to view and amend the settlement details relating to the payment and receipt of funds associated with a particular event and to set up settlement instructions at master record level.
Settlement	covers settlement processing.
Clauses	explains how Trade Innovation handles clauses and provides instructions on incorporating clauses into an event.
Correspondence	explains how to use Trade Innovation to send or receive various types of correspondence.
Outward Documents and Electronic Messages	explains how Trade Innovation handles the production of documents and outward electronic messages.
Events Created from Incoming Electronic Messages	covers additional functionality available for events created from incoming electronic messages.
Tracers	explains how Trade Innovation generates and sends tracers, and describes its facilities for viewing and amending tracers.
Commercial and Financial Documents	describes facilities for recording details of the commercial and financial documents required against transactions.
Customer and Party Details	explains how to retrieve and manage customer and party details, including addresses and special instructions.

Chapter	Description
Additional Parties, Party Roles and Shared Liability	explains how to record details of any additional parties to a transaction, how to set up additional party roles, and how to apportion liability between parties where a transaction involves shared liability.
Additional Common Facilities	covers some additional common facilities and conventions used throughout Trade Innovation during transaction processing for retrieving and entering data.
Expiring and Booking Off Master Records	explains what happens to master records once a transaction has been completed. It provides instructions on using Trade Innovation to manually expire and book off master records.
Appendix A	lists status values for various data items and values for Days Basis fields.
Appendix B	provides a breakdown of how charges are calculated.
Appendix C	explains how to display event fields as a diagnostic tool.

## Screen Examples

This guide includes examples of screens. The screens shown in your system may not look the same as the examples in this guide. However, the actual content and user operation are identical.

## Document Conventions

The convention used in the Guide for identifying links accessed via drop-down lists from other links is to cite the name of the first link, followed by name of the second link separated from it by a '|' character - for example, 'Other|FX Calculator'.

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**Note:** This format is used for notes that contain information of more than usual significance, such as warnings or hints on using the software.

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 In the tables listing fields in windows, a tick next to a field indicates that the field is mandatory.

## Further Reading

The system is supported by a comprehensive documentation set, which includes user guides for each Trade Innovation product:

- *Documentation Overview – Trade Innovation* lists each of the documents in the set and explains what it covers.

## Introduction

This chapter explains how Trade Innovation handles all the different products available. It includes an overview of the different outputs from each event such as charges, tracers and settlements. It also discusses the diary facility and the security that governs what you are able to work on or view within the system and a list of all the applications available with Trade Innovation.

It also introduces the terminology used in this guide.

### What is Trade Innovation?

Trade Innovation is Finastra's web-based trade finance system. It enables your bank's trade finance department to process trade finance transactions throughout their life-cycle - from the customer's initial application, through issue and payment, up to the time when the transaction expires and the records are removed from the system.

Different Trade Innovation applications allow users to:

- Set up the static data used by Trade Innovation, including defining the structure of your bank
- Define the document templates, charges, schedules and other configuration options used by Trade Innovation
- Register Trade Innovation users and define which Trade Innovation applications and functionality each user can use
- Administer the system on a day-to-day basis, including defining and running batch processes
- Process trade finance transactions, and report and enquire on the trade finance department's work and overall position
- Enter foreign exchange rates received during business hours and apply them to transactions awaiting rate fixing
- Handle inward and outward messages
- Use free format correspondence (queries, answers and general correspondence) that is not related to a specific transaction

The system may also interface to your bank's external system(s) to carry out watch list checks, credit line utilization, credit facility checks and the creation of traceable documents.

## How Trade Innovation Handles Trade Finance Products

Each type of trade finance service that Trade Innovation can process is called a product. Outward clean collection orders, import letters of credit and export guarantees are examples of types of trade finance products handled by Trade Innovation. Individual collection orders, letters of credit or guarantees are called transactions. Trade Innovation creates a master record for each transaction, to hold critical processing information about that transaction and its history.

Each transaction is processed as a series of stages called events, each event representing a stage in the life-cycle of a product. For example, an import letter of credit will:

- Be issued
- Perhaps be amended
- Have one or more payments made against it
- Expire
- Be booked off

Each of these stages has a corresponding event within Trade Innovation. The events through which a transaction passes are defined by the type of product it is. The information for each of the events through which a transaction passes is linked to the transaction's master record, to facilitate retrieval of the transaction's full history.

When creating a transaction for the first time this can be:

- Started from scratch
- Created from a deal template (a basic set of information that is copied into a newly created transaction where the product supports a deal template)
- Copied from an existing transaction (where the product supports the Copy function)

Typically deal templates would be set up for customers who have many transactions with your bank where the basic information changes little, or where your bank offers a standard service.

**Note:** A deal template can be used only as long as the transaction it is based on is live; once the transaction is aborted or expires and is deleted after the book off period, the template becomes obsolete.

At certain points during transaction processing, completion on one event can result in the creation of another separate event, which is known as a *subsidiary event*. A subsidiary event may be the first event in a separate transaction - a letter of credit payment event, for example, can result in the creation of a financing transaction. A subsidiary event may also be created against an existing master record as a result of activity against another master record. Amending a license, for example, may cause subsidiary events to be raised against master records linked to the license.

Events themselves are made up of a number of processing *steps*. Each event has at least an Input step, when the information Trade Innovation requires to process the event is entered. In addition, some events may have a Log step, which precedes an Input step and which allows you to enter some basic information simply to register the transaction on the system. After logging the event, you can then return to it later to complete input.

Your bank can specify that an event may require checks - either one check (Review or Authorise) or two checks (Review and Authorise). The checks may always be required by a particular event, or they may depend (for example) on the value, tenor or country of the event.

When an event is completed, the postings, pay and receive advices, charges and SWIFT messages generated by the system for the event are released. Release takes place automatically once an Input step is completed or, if checks are required, once the last check step is completed.

If your system is set up to support checking against a watch list (such as the US Office of Foreign Asset Control), events can be defined as requiring watch list checking in the Review or Authorise step.

## When an Event Completes

Before you begin to use the system to process transactions, your bank will have defined the charges, postings, documents, electronic messages and tracers to be produced upon completion of each event.

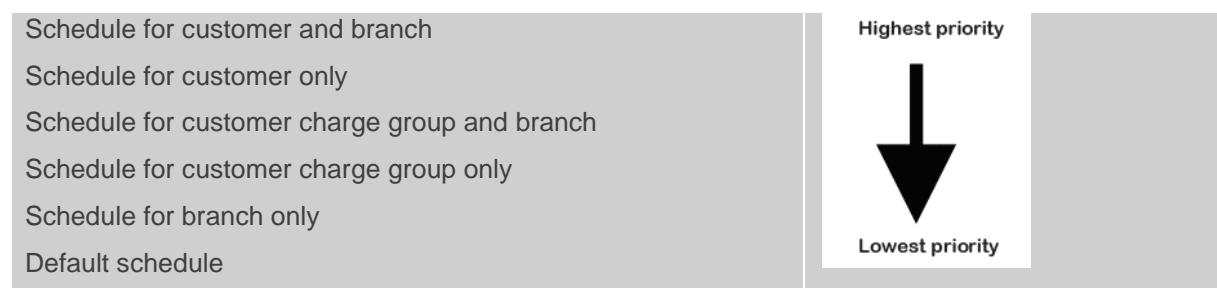
Some of these items will have been defined so that, by default, they will always be produced for an event, while others will be optional. During an Input step, you will be able to review the items generated for an event and then waive or make amendments to items produced by default and to add optional items.

### Charges

Within the system, charges are calculated and applied automatically during transaction processing, according to the charge types attached to each event. Each charge type represents a generic charge levied by your bank. It is used to set up the basic charge details and is referenced to determine how to debit or credit the relevant accounts.

Each charge type can have a number of schedules associated with it. One of these, the default schedule, defines the standard charge or rates for that charge type. Additional schedules can be set up to define special charges or rates for particular branches, customers, and customer charge groups (or any combination of these factors).

The following diagram shows how the system decides which schedule to use:



You can amend existing charge schedules. The system also permits you to set up charge schedules at master level to be used within a particular transaction only.

Charges can be debited as they are incurred, in advance or in arrears. In addition, the system's periodic billing functionality allows any charges (except other banks' charges) due from or to a customer in a particular period to be debited or credited at the end of that period, rather than as they are incurred.

Deferred charges can be treated as expected income before they are paid.

The system supports the invoicing of charges at regular intervals, allowing you to handle charges for parties who do not hold an account in your books.

### Billing and Invoicing charges

For customers who are billed or invoiced periodically, the system handles charges in the following way.

At regular intervals, as defined for each customer individually, the system generates a Billing Settlement event to debit/credit or invoice the charges for the relevant period. This takes all the charges due up to and including the date of the event with a status of 'Billed/Invoiced'.

You can also create a Billing Settlement event manually.

For customers who require an advice prior to their account being debited or credited or prior to the production of an invoice, the system generates an Advise Billing Settlement event the required number of days before the Billing Settlement event. You can use the functionality described in this chapter to take charges manually in the period after they are advised and before they are settled, if necessary.

## Internally and Externally Billed Charges

Note that the above applies to charges billed ‘Internally’ within the Trade Innovation application. Internally billed charges utilise Trade Innovation’s Billing and Invoicing functionality.

It is also possible to bill charges ‘Externally’. Where a charge is set to be billed externally, Trade Innovation calculates the charge in the normal manner and these details may be included in documents generated from the event. The charge is transmitted to the Revenue Management engine on completion of the event. However, postings are not generated at this point.

Where ‘Revenue Management’ is interfaced with Trade Innovation, the charge is then consolidated with charges from other products or functions in your bank. The consolidated charges are subsequently invoiced to your corporate customer periodically and paid by the customer in due course.

Enquiries as to the charge status, i.e. whether a particular has been settled or not, would be made via the Revenue Management engine in accordance with your bank’s normal practices.

See the *Periodic Billing and Invoicing User Guide – Trade Innovation* for more information.

## Settlement

The system allows users to change the date of a net payment when reviewing settlements. This allows separate dates to be entered for the receipt of funds and the payment of funds relating to the same transaction.

This is useful, for example, where payment is made under an export letter of credit where the date of the receipt of funds at the nostro is earlier than the credit to the beneficiary’s account.

## Clauses

Clause codes are now displayed in the appropriate fields when the user clicks **Validate**.

Clauses can now be mapped to the narrative fields of Assignment of Proceeds events.

## Customer Documents

The system integrates with Microsoft Word to allow you to use Word template facilities to create the documents your system will use. Word’s sophisticated word processing facilities allow you to create templates for documents in accordance with your bank’s corporate standards and house style. The document templates are then converted to x-html format for use in transaction processing to allow PDF documents to be generated.

These templates are linked to events, with an indicator for each document to show whether it is to be produced optionally or automatically. As events are created, the templates linked to the event are used to generate the necessary documents, which the input clerk can amend where the document includes editable fields or rich text editing.

The system permits you to create several different language versions of each template and link them to events in such a way that, during processing, the recipient’s details are consulted to determine the language in which the document should be generated. The correct language version of the template is then automatically used to generate the document.

When defining templates the document merge field facilities allows you to embed the event field names into templates. During processing, whenever a new document is created from the converted x-html template, the embedded field names are replaced with the data taken from the corresponding event field. This enables you to insert details of a transaction’s customers, amounts, settlement details and other information into documents.

Templates with an Email advice method can be set up to allow the generation of traceable documents. Traceable documents are digital original documents whose creation, ownership, transfer of ownership, amendment and invalidation are securely logged in a public immutable distributed ledger. When an event is to produce a traceable document, Trade Innovation generates the

document that will be used to create a traceable document, and at release step, sends this to the external document tracing system where the traceable document will be created. Once created, the traceable document is sent to Trade Innovation, stored in the document management system and then sent to the recipient when the event completes.

## SWIFT Messages

SWIFT message manager provides facilities that allow you to receive incoming SWIFT messages and map them into the workflow either manually or automatically. Information from the SWIFT message is then copied from incoming messages to create an event.

Outward SWIFT messages that have been produced for an event, can be viewed and printed either from the event or in the SWIFT Out message manager. Where necessary messages can be forwarded to other parties or resent.

## Tracers

In order to help your bank to check the progress of transactions, the system allows the setting up of electronic, mail and telephone tracers to trace for different conditions, including for example:

- Acknowledgement, acceptance or payment of a collection order
- Notification of expiry of a letter of credit
- Chasing beneficiary approval for an amendment

Your bank can set up schedules for the production of different types of tracers and tracers for individual payments on the same collection order. Schedules can be set up for individual customers, branches or countries (or any combination of these factors), specifying the maximum number of tracers to be sent, the method of transmission, and the interval at which the tracer is to be sent. The appropriate tracers are then raised automatically during the system's end-of-hours batch processing. Once the condition that is being traced for is met a tracer can be automatically suppressed. You can subsequently reactivate it.

You can also set up schedules to produce tracers for events and payments.

## The Diary Facility

The system includes a *diary facility* that keeps a record of all future actions that are scheduled to happen to a master record, and the date on which they are scheduled to happen. This includes actions generated and carried out automatically by the system, such as acknowledgement or advice of reduction or renewal of a standby or guarantee, maturity payments, tracers, expiry and book-off. You can also enter actions to be performed manually by you or some other user, for example instructions to telephone a party.

You can flag these actions as having been done, at which point they are deleted from the diary. Recurring actions that are handled automatically by the system (such as tracers) are rescheduled once they have been performed.

## Analysis and Reporting

The system provides several methods for grouping products and transactions for analysis and reporting, using:

- *Teams*, which can be used to identify transactions as belonging to a certain customer or customers, a certain region, to one or more products or to users at a branch working in certain processing areas; and, if required, to restrict the transactions a user can work with to those belonging to their own team
- *Business areas*, which are used to group products for reporting and for work retrieval. For example, your bank may decide to create a business area called 'Exports', which would include export letters of credit and guarantees. You could then use this business area as a filter on your working profile and on reports
- *Product types*, which are used to categorise transactions and, for financing transaction, to provide default processing options. When you create a new transaction you can specify the product type it belongs to. You can then use product types to filter your working profile and reports
- *User-definable fields*, which are used to group transactions for analysis and reporting. Your bank can define up to five different drop-down fields for each product, with different values in each drop-down, from which you can select the appropriate value(s) during transaction processing

These methods can be used at the same time, in conjunction or independent of each other.

In addition, the system permits you to assign codes to payment details during settlement. These are intended for use with statutory reporting but can also be used for internal reporting.

Product types and user-definable fields can also be used when setting rules for charges, clauses, tracers, postings, interest schedules and interest accounting.

## Using Trade Innovation

Before you can begin to use the system, the security officer or user administrator must have registered you as a user and defined what applications you can use and what specific tasks, called *capabilities*, you are able to perform within those applications and what roles you can perform within a team.

The security officer or user administrator can further define:

- Whether you can work with transactions for all branches, or just those belonging to your own branch. If you are restricted to working with transactions for your own branch only, then the system will not let you see information for transactions entered at other branches, and any new transactions you enter will be identified as belonging to your branch
- Which team or teams you belong to, and whether you are able to work with transactions for all teams or just those belonging to your own team
- The time zone you operate in. All transaction timestamp information is presented in your local time zone
- Whether you have supervisory capabilities which enables you to monitor work of other users in your teams and to re-allocate work to users or teams
- If your bank has a credit risk management system implemented and you are to be allowed to approve credit line utilisations, the maximum overline amount you are permitted to approve
- If your bank has the system's enhanced security features implemented, the maximum transaction amount you are allowed to input, authorise and review

This information is stored in your *user profile*, which also holds a unique user ID and a password.

## Working Profiles

In addition to your user profile, you will also use *working profiles* within the system to help you manage your work. You will use the Masters window to find and select the master records you wish to

work with. Working profiles act as pre-defined filters, narrowing the selection of master records shown in the Masters window using as criteria, for example, the product, product type, business area, customer, currency or status of the master record.

When you first start to use the system, your bank's system administration staff will advise you which working profile to use. You can subsequently amend your working profile so that it reflects more closely your normal work role. If your work is sufficiently varied, you can set up additional working profiles and switch between them while working, as required.

Team profiles are also used as these have pre-set filters, for example branch, product and business area. You can select to list only those transactions assigned to a specific responsible team or user.

## Trade Innovation Applications

The system consists of a number of *applications*. The table below lists each of the applications and explains what they do. Applications a user can run depends on how the system has been configured:

Application	What the Application Does
Batch processing	Background application used to run overnight processing.
Batch setup	Used to define batch processes for the system.
Clean payments	Allows users to process clean payments.
Configuration	Used during system installation to load standard system parameters.
Message manager	Used to send and receive electronic messages and to control the integration of incoming electronic messages into the workflow and to check electronic messages generated by the system.
Security	Used to control user access to the functionality within the system.
Static data maintenance	Used to set up and maintain static data used by the system.
System tailoring	Used to set up and maintain (among other things) product- and branch-related parameter sets that determine how transactions are processed.
Trade finance processing	Allows users to process trade finance transactions.
Supply chain finance	Used to process discounting and factoring facilities and their invoices.
Departmental limits	Allows users to define limits for customer, groups and countries and enquire and report on outstanding exposures
User-defined external applications	These are applications defined by your bank to appear on the standard application list. This is maintained in the Security application. See the <i>Security Guide – Trade Innovation</i> for more details.

## Times Shown in User's Time Zone

Transaction events may be processed by teams in multiple locations. As one business centre is reaching the end of its working day a transaction event can be concluded by a user in a separate time zone where it is still daily business hours. To facilitate multiple time zone access, timestamp information is presented in the Dashboard, Master browser and transaction event detail screens in the logged on user's time zone.

### Transaction Event Timestamps as Seen from its User Input Location

The following is an example of a step history as seen from the input clerk in Zurich, Switzerland. The location is shown in brackets:

<input type="checkbox"/> Step history							
<input type="checkbox"/> Show time at branch		(Europe/Zurich)				Refresh	
Step	Status	Assigned team / user	Step action	Time started	Last action time	Last action user	Actual time
⊕ Create	Completed			10/15/12 14:41:43	10/15/12 14:41:44	SUPERVISOR	1s
⊕ Log step	Completed			10/15/12 14:41:48	10/15/12 14:44:43	SUPERVISOR	2m 55s
⊕ Input step	Completed			10/15/12 14:44:48	10/15/12 14:50:56	SUPERVISOR	6m 8s
⊕ Review step	Completed			10/15/12 14:51:12	10/15/12 14:51:24	SUPERVISOR	12s
⊕ Authorise step	Completed	ABTEAM		10/15/12 14:53:57	10/15/12 14:54:30	SUPERVISOR	33s

## Transaction Event Timestamps as Seen from its Originating Branch Location

The time for the originating branch can be seen by ticking the 'Show time at branch' box, in this case London, Europe which is one hour behind Zurich.

<input checked="" type="checkbox"/> Step history							
<input checked="" type="checkbox"/> Show time at branch		(Europe/London)				Refresh	
Step	Status	Assigned team / user	Step action	Time started	Last action time	Last action user	Actual time
⊕ Create	Completed			10/15/12 13:41:43	10/15/12 13:41:44	SUPERVISOR	1s
⊕ Log step	Completed			10/15/12 13:41:48	10/15/12 13:44:43	SUPERVISOR	2m 55s
⊕ Input step	Completed			10/15/12 13:44:48	10/15/12 13:50:56	SUPERVISOR	6m 8s
⊕ Review step	Completed			10/15/12 13:51:12	10/15/12 13:51:24	SUPERVISOR	12s
⊕ Authorise step	Completed	ABTEAM		10/15/12 13:53:57	10/15/12 13:54:30	SUPERVISOR	33s

## Transaction Event Timestamps as Seen from its Maintained Location

If the event needs to be continued by a hub team member in another time zone, that user will see the times as at that time zone.

<input type="checkbox"/> Step history							
<input type="checkbox"/> Show time at branch		(America/New_York)				Refresh	
Step	Status	Assigned team / user	Step action	Time started	Last action time	Last action user	Actual time
⊕ Create	Completed			10/15/12 08:41:43	10/15/12 08:41:44	SUPERVISOR	1s
⊕ Log step	Completed			10/15/12 08:41:48	10/15/12 08:44:43	SUPERVISOR	2m 55s
⊕ Input step	Completed			10/15/12 08:44:48	10/15/12 08:50:56	SUPERVISOR	6m 8s
⊕ Review step	Completed			10/15/12 08:51:12	10/15/12 08:51:24	SUPERVISOR	12s
⊕ Authorise step	Completed	ABTEAM		10/15/12 08:53:57	10/15/12 08:54:30	SUPERVISOR	33s

The user's location is set in the Security applications Security|Users maintenance menu option.

## Logging On and Off

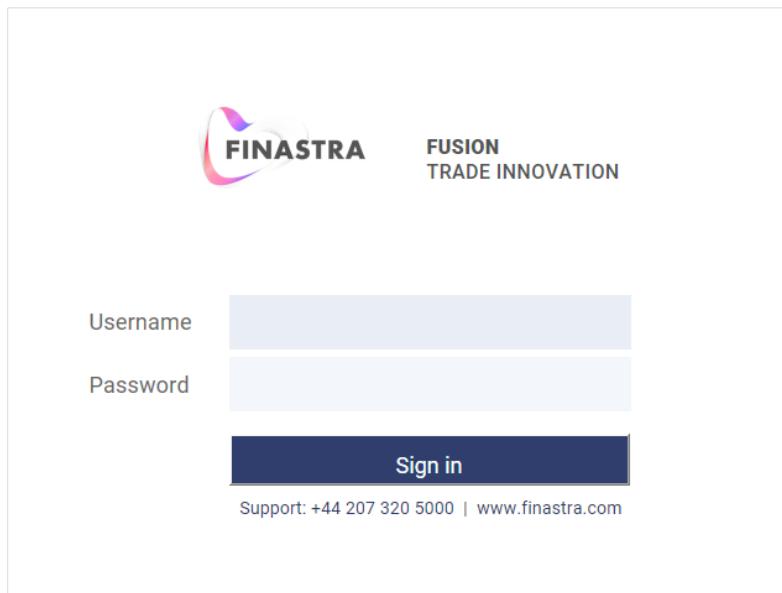
This chapter explains how to log on to the system, how to run the system applications and how to exit from the system. It also covers some design features common to the system windows.

### Logging On

Access to the system application is controlled by user ID and password. Each user is provided with one or more unique user IDs that control what applications they can access and what functionality they can use within those applications.

Before you can access the system your security officer must have set up at least one user profile for you to use, consisting of (among other things) a unique user ID and a password. Your security officer will tell you your user ID and password the first time you log on.

When you start the system a log-in page is displayed.



Enter your user ID and password and click **Sign in**.

Provided you have entered these values correctly, the system displays a window that lists all the zones available to you.

The screenshot shows a left sidebar with navigation links: User administration, Deployment administration, Zone administration, Application monitor, Restricted passwords, Change password, Who am I?, Global application parameters, Logout, Login information, and Zone list. The main area is titled "FusionBanking Trade Innovation Global Application". It has two sections: "Login information" and "Zone list". Under "Login information", it shows Last login (13/02/17 10:33:54 (Europe/London)) and Last unsuccessful login (07/02/17 09:59:24 - 0 attempt(s)). Under "Zone list", there is a table:

Zone ID	Description	Zone status	Global status
ZONE1	TI ZONE 1 (US)	RELEASED 14/07/15 16:00:04	ONLINE
ZONE2	TI ZONE 2 (GB)	RELEASED 14/07/15 16:00:26	ONLINE

A "Start..." button is located at the bottom left, and a "Refresh" button is at the top right.

Select the zone in which you wish to work and click **Start**. The system displays a list of all the applications available in that zone to which you have access.

**Note:** The System date shown at bottom right is the date of the earliest processing cycles in use in this zone.

The screenshot shows a left sidebar with navigation links: Exit, and Trade Innovation Applications List. The main area is titled "Fusion Trade Innovation Application". It has a section titled "Trade Innovation Applications List" which contains a list of applications: Application, Trade Finance Processing, Clear Payments Processing, Supply Chain Finance, Rate Fix Processing, System Tailoring, Static Data Maintenance, Batch Jobs, Batch Setup, Configuration, Security, and Message Manager. A "Start..." button is located at the bottom right.

The application names displayed in this window may be modified by your bank, and thus may differ from the ones delivered.

Click on the **Trade Finance Processing** application to open it. The system displays the **Dashboard** window, which is the starting point for transactions processing using the system. (Alternatively, within a zone the Master browser can be used).

## Logging On and Off

System date: 16/08/12 Zone: ZONE2

Print | Jobs | Help | Docs | About

**Dashboard**

**Incoming messages**

**Team ?** ATEAM **Refresh** Last refreshed at 15/11/2012 - 18:21:13 (Europe/Paris)

**Overall totals**

**Team and user totals**

**Work in progress**

Filter by... All roles **User ?** Local Zone only

Select required role... **Refresh** Details >

(Europe/Paris)

Zone	Product	Event	Via	Reference	Customer	Amount	Team	User	Status	Step	Deadline	SLA
ZONE2	Import LC	Clm Rec'd	Manual	ILC00001001 CLM001	ABC INDUSTRIES LTD	12,000,000.00 USD	ABTEAM		Awaiting	Log	09/05/12 02:00:00	<None>
ZONE2	Import LC	Issue	Manual	ILC00001015 ISS001			ABTEAM	BLYTHA	Awaiting	Input	09/05/12 02:00:00	<None>
ZONE2	Import LC	Issue	Manual	ILC00001013 ISS001			ATEAM		Awaiting	Input	09/05/12 02:00:00	<None>
ZONE2	LCIssue...	Issue	Manual	ILC00001009 ISS001			ATEAM		Pended	Input	09/05/12 02:00:00	<None>
ZONE2	Import LC	Issue	Manual	ILC00001011 ISS001			ATEAM		Pended	Input	09/05/12 02:00:00	<None>
ZONE2	LCIssue...	Issue	Manual	ILC00001007 ISS001	CMNCHG ABC	10,000.00 USD	ATEAM		Pended	Input	09/05/12 02:00:00	<None>

**Continue...**

**Note:** In this context, the System date shown is the date of the earliest processing cycle with branches you are authorised to access as a user.

Once you select or create a transaction for a behalf of branch, the system date is that of the processing cycle of the transaction's branch.

System date: 16/08/12 Zone: ZONE2 Entity: KBSL

Print | Jobs | Help | Docs | About

**Issue Import Letter of Credit... Input - ILC00001015BWW-ISS001**

**Import LC details**

Applicant reference Application date Transferable Revocable  
09/05/12  
Issue by Issue date Advise direct Revolving  
Issue date 09/05/12 Domestic expiry Operative  
Expiry date  
Confirmation Unconfirmed Preadvise date  
Applicable rules UCP LATEST VERSION Expiry place  
Product type

**Party details**

Applicant ? Beneficiary ?  
>>>  
>>>

Your bank can define whether you are allowed to have more than one concurrent session open and, if so, how many.

If your bank does not allow users to have more than one session open at a time, then, if you attempt to open a second session, you will be given the choice of logging off from the session you currently have open.

If your bank does not allow users to have more than one concurrent session open, a message will be displayed if you attempt to open more sessions than are allowed.

Through the use of the Advanced SDK the system also allows external URL call requests to take the user directly to the master or master/event combination from an external system. These requests allow access to the master browser and all events under that master. Requests can also be set as 'view-only' which restricts the user and overrides the ability to input, continue or complete events. Requests are allowed only for specific master references or master/event combinations.

**Note:** Externally invoked sessions are managed the same way as a normal user session.

## Changing Password

If the system has been configured to manage user passwords, you will be required to change your password after your password has been reset, and at regular intervals (for example, when the maximum number of days a password can remain valid is reached). Security officers can also force a change of password on an ad hoc basis. You can also choose to change your password using the **Change password** link from within the Zone list window, in which case the system displays the Change password window.

### Change password

#### ▼ Change password

User name	SUPERVISOR
Full name	SUPERVISOR
Old password	
New password	
Confirm password	

**Update**

The length and format of the password is defined by your bank, as are the rules on how often you are allowed or required to change password. The system keeps a history of the passwords you have used, and will not allow you to reuse an old password until it has been replaced in this history. Your bank can also set up a list of words and character strings that cannot be used as passwords.

**Note:** The number of passwords held in the password history is configurable up to a maximum of 12, and is set as a default to 3.

As a security officer you should be especially careful not to forget your user ID and password. If you are the only user registered as a security officer and you forget either your user ID or your password you will not be able to log on and will need to apply to Finastra for assistance in regaining access to the system.

## User Information

The **Who am I?** link in the Zones list window displays a window that shows login information, your authorisation level and the date when your password will expire.

### Security Service - User Information

#### ▼ Who am I?

User name	SUPERVISOR
Full name	SUPERVISOR
Last login	26/09/15 14:10:16
Last unsuccessful login	18/08/15 07:21:25
Login attempts	0
Last change password	2015-07-14 07:30:41.0
Authorisation level	Security Officer

Click the **Close** link to close this window.

## Logging Off

To log off from the system, close any applications using the **Exit** link. Then click the **Logout** link in the Zone list window to close the system.

The system prompts you to confirm log-off.

Logging off closes all your sessions in all zones.

You may also be forcibly logged off:

- If your system administrator needs to suspend a zone during business hours.
- At the end of business hours, when a zone is closed for overnight processing.

In either case you will see a message advising you that the system is about to close - stating the time at which the system will close - and asking you to save your work and log off. A minute later, you will be forcibly logged off.

It is also possible to log off from any page by selecting the Logout link from the Finastra dropdown menu.

---

**Note:** If you are working in a transaction event, any changes that have been made but not saved will be lost if this Logout link is taken.

---

## What Can I Do?

The system's **What Can I Do?** link displays a window that allows you to see which teams you belong to, the user roles you have within the team and the branches for which you can enter transactions.

The window that opens shows the user name you used to log in.

The screenshot shows the 'What Can I Do?' window with the following sections:

- Assigned branches:**
  - Business banking entity: Amsterdam Bank (HO)
  - Default branch for transaction input: <none>
  - Transaction branches:
    - AMSB01 Amsterdam Bank (Amsterdam)
    - AMSB011 Amsterdam Bank (Rembrandtplein)
    - AMSB012 Amsterdam Bank (Nieuwmarkt)
  - Branch for enquiry purposes: Amsterdam Bank (HO)
    - Enquiry branches:
      - AMSB Amsterdam Bank (HO)
      - AMSB01 Amsterdam Bank (Amsterdam)
      - AMSB011 Amsterdam Bank (Rembrandtplein)
      - AMSB012 Amsterdam Bank (Nieuwmarkt)
    - AMSB02 Amsterdam Bank (Utrecht)
    - AMSB03 Amsterdam Bank (Rotterdam)
- Available Product Events and Steps:**
  - Assigned roles: ILC Expert
  - Product: Customer Billing
    - Events:
      - Advise Billing Settlement
      - Amend customer billing
      - Create
      - Maintain Charges
      - Correspondence
    - Allowed steps:
      - Create
      - Abort
      - Log
      - Log limit approval
      - Input
      - Watch list check
- Common functions:**
  - Assigned common functions:
    - Update system generated diary items
    - Update manual diary items
    - Editing of event transaction charge schedules
    - Editing of master settlement instructions

The **Team** drop-down field lists all the teams you are assigned to. Once you select a team the **Business Banking Entity** drop-down list is populated with the business/banking entities that the

team is associated with. Once you select a team and business banking entity, the columns in the **Assigned Branches** pane show information for the selected combination:

- The **Transaction Branches** column lists all the branches whose transactions you can work on and complete.
- The **Enquiry Branches** column lists all the branches whose transactions you can view. You can also initiate but not complete transactions for these branches.
- The **Assigned Roles** drop-down field is also populated with the user roles that you have within the selected team.

The **Available Products Events and Steps** pane includes a drop-down list of the user roles available to you for the selected combination. When you select a user role in the **Assigned Roles** drop-down field, the **Available Product Events and Steps** pane shows information on the products and events that user role allows you to work with, and at what step. The **Common Functions** pane lists the master-level tasks the user role allows you to perform.

This same functionality is available to you as security officer or user administrator via the **Security|User/Team/Role Enquiry** menu option, but is extended to allow you to view information for all users within the selected team.

The screenshot displays the User Profile interface with the following sections:

- What can I do?** (Collapsed)
- Assigned branches** (Collapsed)
  - Business banking entity: Misys Bank London Plc
  - Default branch for transaction input: <none>
  - Transaction branches (List):
    - MUUK Misys Bank London Plc
      - ACC1 Accs Input Branch
      - ACC2 Accs Input Branch2
      - CITY Misys City Branch
      - KBAS Misys Ascot
      - KBSL Misys Slough
      - KBWD Misys Windsor
      - LOND Misys London
  - Branch for enquiry purposes: Misys Bank London Plc
    - Enquiry branches (List):
      - MUUK Misys Bank London Plc
        - ACC1 Accs Input Branch
        - ACC2 Accs Input Branch2
        - CITY Misys City Branch
        - KBAS Misys Ascot
        - KBSL Misys Slough
        - KBWD Misys Windsor
        - LOND Misys London
- Available Product Events and Steps** (Collapsed)
  - Assigned roles: USR-ASS1
  - Product (List):
    - Customer Billing
      - Events (List):
        - Advise Billing Settlement
        - Amend customer billing
        - Create
        - Maintain Charges
        - Correspondence
  - Allowed steps (List):
    - Create
    - Abort
    - Log
    - Log limit approval
    - Input
    - Watch list check
- Common functions** (Collapsed)
  - Assigned common functions (List):
    - Update system generated diary items
    - Update manual diary items
    - Editing of event transaction charge schedules
    - Editing of master settlement instructions

## Software Conventions

The windows used by the system have some common design features.

Information, input fields and buttons are displayed in a scrolling area to the centre and right of the window.

Information, input fields and buttons are grouped into panes, and each pane has a title.

The fixed area on the left-hand side of the window includes:

- Links that allow you to navigate the system. These include options that allow you to close the current window and move back to the previous window, and eventually to log out of the system.
- During transaction processing, links that allow you to access functionality common to all products for handling settlement instructions, charges, postings and customer documents; and for validating and saving input.
- A list of panes in the current window. Clicking on the title of a pane takes you directly to that pane in the right hand window, so that you do not have to scroll down and find it.

You can collapse a pane by clicking on the ▾ icon that appears next to its title. In the following illustration the **Master Browser Results** pane has been collapsed.

Clicking on the ▶ icon expands the pane.

At the top right of every window is the Finastra icon. Clicking on the down arrow next to this icon displays menu items.

- Print – to print out the contents of the window. The layout used depends on your printer settings.

- Jobs – to look at the status of submitted jobs such as report requests.
- Help – to display the help windows. Further search and navigation is available from the help system.
- Docs – to look at the status of any document requested for printing.
- About – provides information on the version of Trade Innovation that is running and also allows access to diagnostic information. Finastra may request information from the diagnostic logs in order to investigate any system errors.

## Variations on How Trade Innovation Behaves

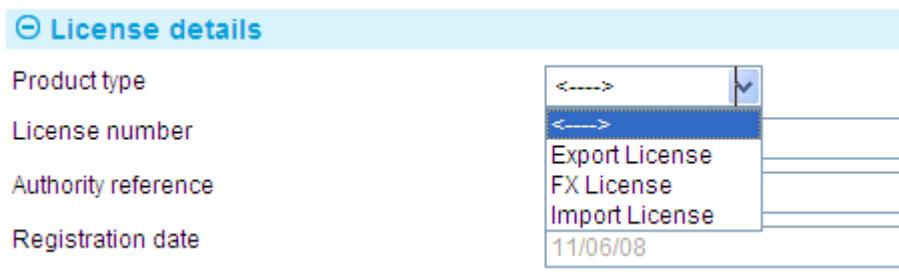
The user guides delivered with the system describe the default system behaviour. Your bank can customise the system in the ways described below.

Your bank can change the names of fields and can remove fields and entire panes.

Your bank can configure a field to show it as a read only field that you cannot change the value of.

Your bank can configure the system so that certain panes are displayed collapsed. If you expand these panes for input, then the system ensures that they are displayed expanded in subsequent Review and Authorise steps.

Typically, drop-down lists display the entire list of permitted values for the field.



Your bank can configure the content of drop-down lists so that they initially display only the most frequently used values for the field, with a value of 'Other' used to display the remaining values.

Your bank can configure the system to provide new lists where you are able to select more than one value from the list. For these lists, position the cursor on the list item and click **Ctrl+Click** to select it. You can then click **Ctrl+Click** on another item. This feature is not available to all drop-down lists.

## The Life-cycle of an Event

This chapter describes each of the steps through which an event can pass and explains what each of these steps involves.

A user's access to transaction processing functionality is controlled by the user roles they are given when they are added to teams. A user role gives a user access to each of the events they process in the course of their job, at the relevant step in each event's life-cycle.

In some circumstances you may be able to start work on a transaction (for example start to do an input step) but the system may prevent you from completing that step (clicking **OK**). This happens if you are entering a transaction for a branch that you have enquiry level access to but not transaction level access. In these cases, you may enter information but then Pend the step so that it can then be taken over by another member of your team or another team for completion. The **What Can I Do?** enquiry allows you to see what branches and roles are associated with the teams within which you work.

### Events and Steps

All trade finance transactions move through a defined life-cycle, from creation, through amendments and payments, to final expiry and book-off. Each stage in that life-cycle is processed by the system as an event.

Each event itself is made up of a number of processing steps, which are as follows under standard workflow and occur in the following order:

- Log
- Limit check (if limit checking service is implemented)
- Input
- Final limit check (if limit checking service is implemented)
- Review
- Authorise (step of type final review)

Each event must go through an Input step, but all other steps are optional and occur only if your bank configures them to do so.

In addition, an event may have the following steps or step assignments:

Step	Description
Final Print	The Final Print step is intended to allow your bank to route a transaction back to the team with which it originated so that documents for the customer can be printed locally.
Rate Fixing/ Fix Authorisation	If your bank performs rate fixing during business hours, then events with foreign exchange deals using rates subject to rate fixing are held at the Rate Fixing step until the new rates are applied, either manually during business hours or during overnight batch processing. If you change or waive a foreign exchange deal at the Rate Fixing step, the change or waiver will need to be authorised using the Fix Authorisation step.
Limit check and Final limit check approval	If your system has implemented a credit limit checking system (see page 29) or service option AlwaysApprove is enabled, then an additional approval action may also be required within the limit check step.  The limit check step approval action gives the account manager the opportunity to review credit line utilisation and to decide whether to approve or reject a transaction. It is also used to advise of any warnings or errors returned.
Watch List Check	If your bank has implemented proscribed goods watch list checking through mapping watch list checking services, then the Watch List Check step is used to record the results of list checking.

Step	Description
Release Pending	Under Global Processing within the final step which releases the events, the release will be pended if the behalf of branch is in extended business hours within an end of day. The release items remain pending until in start of business hours. The release is undertaken when services are available for the following business day.

Your bank can configure the system so that, for steps that require you to review information and then either confirm or reject the event, you are prompted to re-enter your password whenever you click **Confirm**. (This prompt appears only if you click **Confirm**; any other action you perform in the event is carried out without requiring you to re-enter your password.)

The system permits your bank to set up summary information to appear in a banner pane at the top of the windows used during transaction processing. The summary information that appears may differ from event to event. The name given to the banner pane in which the information appears is also bank-definable and is the same for all events. The following illustration shows an example of this summary information.



For information on setting up banner information, refer the *System Tailoring User Guide – Trade Innovation*. For information on setting the name of the banner pane refer the *Static Data Maintenance User Guide – Trade Innovation*.

## The Log Step and the Input Step

A Log step permits you to register a transaction within the system by entering a bare minimum of information. During a Log step none of the information is mandatory, and the window has a sub-set of the processing links available during an Input step. Your bank can determine whether an event will have a Log step, or whether its first step will be an Input step.

The following illustration shows a Log step for an import letter of credit's Pre Advise event:

From within a Log step you can select the Input link to go to the Input step (provided your security profile allows you to).

An Input step is the step in which you enter the details of the transaction that are to be used in documents, messages, postings, charges, and payments. If the event has already been logged, then the Input step involves opening the event and entering any mandatory information that has not already been input during a Log step. An Input step has additional processing links, allowing you to enter full details of documents, clauses, settlement instructions, charges and charge schedules.

The following illustration shows an Input step for an import letter of credit's Pre Advise event:

The screenshot shows a software interface for inputting L/C details. The main title is '[3] Pre Advise Import Letter of Credit Input - IL.C00001199-PRE001'. On the left, there's a vertical navigation bar with options like OK, Pend, Canc, Systat, Attachments, Validate, Special instructions and notes, Release items, Master details, Subsidiary events, Other, Import LC details, Party details, Advising bank details, Amount details, Available by... with..., Shipment, Goods, Charge details, and Other details. The main area contains sections for Import LC details, Party details, Advising bank details, Amount details, Available by... with..., Shipment, Goods, Charge details, and Other details. Fields include Applicant reference (19089876), Advise by (dropdown), Preadvise date (dropdown), Expiry date (dropdown, set to 13/05/14), Confirmation (dropdown, set to Unconfirmed), Applicable rules (dropdown, set to UCP LATEST VERSION), Transferable (checkbox), Advise direct (checkbox), Revocable (checkbox), Revolving (checkbox), Expiry place (dropdown, set to London), Product type (dropdown), and a large text area for comments.

The following links are available during transaction processing:

Step	Description
OK	<p>Closes the window and saves the data you have inputted. During an Input step, clicking <b>OK</b> causes the system to validate that data in the same way as when you click <b>Validate</b>. Error message and warnings are displayed at the top of the window, and you must correct any errors and override any warnings before you can save the data.</p> <p>Once you have closed an event using <b>OK</b>, the event goes on to the next step in its life-cycle.</p> <p>The system automatically determines the Team that can perform the next step from either:</p> <ul style="list-style-type: none"> <li>• Team/Event map - this allows the event to be passed to specialist team as required</li> <li>• Current team - if there is a role associated with the current team that can perform the next step</li> <li>• Round robin basis - the system assigns the transaction to the next auto-allocate team if there is one that can process the event step otherwise to the standard team</li> <li>• Product team - the default team for the product if no suitable team can be found</li> <li>• Responsible team - if Product team cannot perform the step</li> </ul>
Pend	<p>Closes the window and saves the data you have input, but without validating it. The event stays at the current step (Log or Input).</p> <p>You are given the choice of:</p> <ul style="list-style-type: none"> <li>• Pending the transaction and keeping the transaction assigned to yourself</li> <li>• Pending the transaction and assigning it to the current team to be continued by another user</li> <li>• Pending the transaction to the original assigned team and user where you have continued a transaction assigned to a specific team and user</li> </ul>
Cancel	<p>Closes the window and abandons any data you have input. You will be asked to confirm a Cancel instruction if you have actually changed any data which cancelling would lose.</p> <p>If you click <b>Cancel</b> during a Log step the event itself is cancelled, which has the same effect as aborting the event at a later stage. However, the event is recorded as a part of the transaction's history and appears in the Event History window for the event.</p>
Submit	Sends information to the server and refreshes the fields in the window with returned data (for example, the name and address for fields where a party has been identified) without validating it.
Validate	Checks the data already input for completeness and consistency. The system displays warnings or error messages at the top of the window if any invalid data is detected.

Copy	<p>Present for some products only.</p> <p>When you click <b>Copy</b>, the system displays a browser that you can use to select the master record you wish to copy.</p> <p>If you identify a customer for the new transaction before clicking <b>Copy</b>, the system will list master records for that customer only.</p> <p>If you copy a transaction that has been amended, an error message will be shown that you cannot copy an amended Master. A Branch General System Option "AllowCopyingOfAmendedMaster" is available to make the message a warning message if required.</p>
Create from Template	Present for some products only. This link opens a window that allows you to create the transaction from a Deal (transaction) template (see page 55).
Limits	Displays information relating to limit checking.
Special Instructions and Notes	Accesses sub-links that allow you to view any special instructions (see page 229) or notes entered against parties to the transaction.
Attachments	Opens a window used to define the documents required to support the transaction (see page 215).
Release Items	<p>Displays a drop-down list from which you can access windows used to process the following event-level data:</p> <ul style="list-style-type: none"> <li>• Clauses - see Chapter 10</li> <li>• Charges - see Chapter 6</li> <li>• Postings - see Chapter 7</li> <li>• Settlement details - see Chapter 9</li> <li>• Documents to be produced when the event completes - see Chapter 12</li> <li>• Diary items. This link displays details of the diary actions that will be generated when the event completes. For more on diary items see Chapter 5</li> </ul>

The screenshot shows a table titled "Diary Items" with the following columns: Type, Date, Event ID, Cross Ref, Description, Owner, and Status. There are two entries:

Type	Date	Event ID	Cross Ref	Description	Owner	Status
Scheduled	13/05/14	Book Off	PRE001	Book Off (from )		
Scheduled	13/05/14	Expire	PRE001	Expire (from )		

At the bottom of the window, there is a checkbox labeled "Sort soonest to latest".

The windows displayed for processing charges, postings, settlement details and documents have direct links to each other, meaning that you can view the different types of release items without having to return to the event window.

Master Details	<p>Displays a drop-down list from which you can access windows used to process the following master-level data:</p> <ul style="list-style-type: none"> <li>• Settlement instructions - see Chapter 8</li> <li>• Charge schedules - see Chapter 6</li> <li>• Notes (see page 69)</li> </ul>	
Subsidiary Events	Displays details of any subsidiary events associated with the event on which you are working.	
Credit Facilities	Present only if your bank uses an external credit limit checking system. It allows you to view details of credit facilities within that system and to select the one(s) to use (see page 32).	
Other	Accesses the following links:	
	Step History	Lists the steps in the event's history.
	Event Fields	Allows you to view diagnostic information (see Appendix C).
	FX Calculator	Opens the FX Calculator (see page 246).

	Manage as Template	Present only if you have the required security capability. Allows you to save a transaction so that it can be used as a transaction template (see page 55).
	Service level detail	Shows details service level agreement data. See the <i>SLA Dashboard User Guide – Trade Innovation</i> .
	Team/User Assignments	Shows assignment information for the event. See the <i>SLA Dashboard User Guide – Trade Innovation</i> .
What can I do?	Allows you to see which teams you belong to, the user roles you have within the team and the branches for which you can enter transactions.	

## Operating in Extended Business Hours

For events input for transaction branches undergoing end of day processing, input for transaction events is suspended for the previous day. However, transaction input to authorisation can continue for the following business day. The period of time events are pre-processed for the following day is known as extended business hours.

During this time a banner warning is presented above the event including the next business date.

Additionally, you are warned that the event is eligible only for the next business day when using the following links:

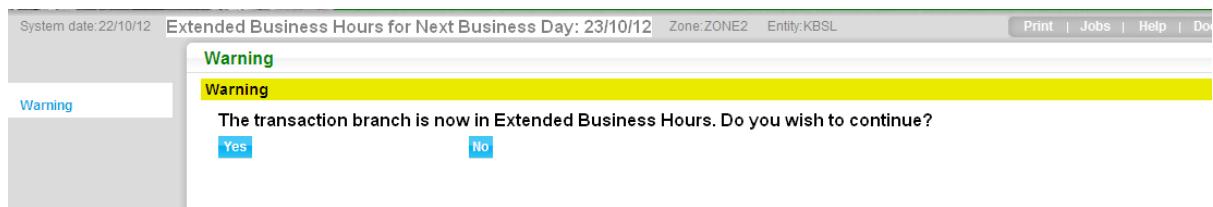
Within a Log step:

- OK
- Input

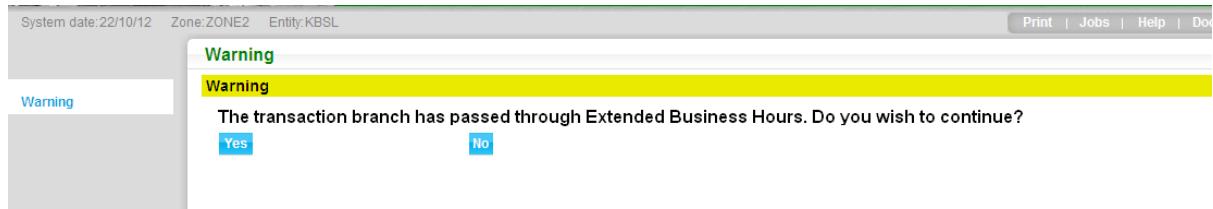
Within an Input step:

- OK
- Submit
- Validate
- Release items

If the event is started or continued in extended business hours the following warning is given to inform you that input is now valid for the next business day.



If the event was started in a previous cycle and so the branch is in a following business day, the following warning is given to inform you to validate the event against the current business day.



## On Completion of an Input Step

When you click **OK** to complete an Input step, the system validates the information you have entered and displays any error messages, warning messages or special instructions at the top of the input window.

The colours used for the text and background of warnings and error messages can be configured by your bank. The colours used for special instructions are selected by the user who entered them, using styles set up in the system for this purpose.

Messages may also be displayed in the input panes, in red.

Sometimes a separate window is opened; and additional functionality is provided for events created from an incoming SWIFT message (see page 208).

Error messages must be corrected; warning messages can be overridden by selecting them and clicking **Override**. The system keeps a record of overridden warning messages, which may be included in reports. During the Review and Authorise step any overridden warning messages are displayed at the top of the window.

Checking the **Include Information Messages** allows you to view any information messages generated.

When you click **OK**, or when you use the **Release Items|Settlements** link the system also checks that the accounts required by the transaction exist. If it identifies any that do not exist it prompts you to open them (see page 238).

Once an Input step has been completed and saved using the **OK** button the event progresses to the next step in its life-cycle.

If any of the faxes or documents generated by the event has been flagged to be produced at the end of an Input step, a window will be opened listing them and giving you the opportunity to print or send them.

---

**Note:** If you attempt to save an event when the link to a back office system is off-line, and your system is set up to perform available balance checks, you will receive a message saying that the check cannot be made. This will be treated either as an error or as a warning, depending on how the account involved was set up. If it is treated as an error, you will not be able to proceed with the event until the link to the back office system is restored. Use the **Pend** button to save your input instead.

---

If you are using departmental limits and the departmental limits rebuild is in progress you will get the message 'The limit checking service is temporarily unavailable'. You will need to pend your transaction and continue it once the rebuild has completed.

## The Review and Authorise Steps

This section describes the standard Review and Authorise steps. Additional processing is available for some reimbursement authority events, and this is described in the *Reimbursement Authorities User Guide – Trade Innovation*.

Your bank can define whether an event requires:

- Review only
- Review and authorisation
- Authorisation only
- Neither review nor authorisation

Your bank can make the requirement for review and authorisation steps dependent on, for example, an event's amount, tenor or country.

You may be able to review and authorise an event that you input; or your bank may configure the system so that review and authorisation must be carried out by someone other than the user who OK'd an Input step. If your bank has the enhanced security facilities implemented, you may not be able to review or authorise a transaction over a certain amount.

In the Review and Authorise steps you can view the information entered for an event and choose to confirm the event or reject it. If an event is confirmed it moves on to the next stage in its life-cycle; if it is rejected it goes back to the Input step. You are given a choice of returning the event to the previous team or previous team and user who worked on the transaction.

During the Review and Authorise steps, any diary actions generated for the event can be viewed using the Release Items|Diary link. If you reject an event, these diary actions are removed, and then regenerated when the event next completes the Input step.

---

**Note:** Diary actions may be affected if a separate event is completed between completion of an Input step and the Review or Authorise step for the event with which you are working, in which case the diary actions will be regenerated if required when the event is released. In addition, the list of diary actions shown will exclude any tracers. So the diary actions you see during the Review and Authorise steps may differ from those eventually generated.

---

You can use your working profile and/or the filter fields in the Masters window to identify transactions with events at the Review or Authorise step. When you open such an event the system displays information for that event using the same window used to input the information, but the information is view-only.

The screenshot shows a software interface for managing a letter of credit. At the top, there's a toolbar with 'Print', 'Jobs', 'Help', 'Docs', and 'About'. Below the toolbar, the title bar reads '[3] Pre Advise Import Letter of Credit Review - ILC00001199-PRE001'. The main area contains several input fields and dropdown menus. On the left, a vertical sidebar lists various tabs: 'Confirm', 'Pending', 'Cancel', 'Reject', 'Attachments...', 'Special instructions and notes...', 'Lands', 'Release items...', 'Master details...', 'Secondary events...', 'Other...'. Under 'Import LC details', the tabs are: 'Import LC details' (selected), 'Party details', 'Advising bank details', 'Amount details', 'Available by... with...', 'Shipment', 'Goods', 'Charge details', and 'Other details'. The 'Import LC details' tab is expanded, showing fields like 'Applicant reference' (19000076), 'Advise by' (dropdown), 'Preadvise date' (13/03/14), 'Expiry date' (13/03/14), 'Confirmation' (Unconfirmed), 'Applicable rules' (UCP LATEST VERSION), 'Transferable' (unchecked), 'Advise direct' (unchecked), 'Expiry place' (London), 'Product type' (dropdown), 'Revocable' (unchecked), and 'Revolving' (unchecked). There are also sections for 'Party details', 'Advising bank details', 'Amount details', 'Available by... with...', 'Shipment', 'Goods', 'Charge details', and 'Other details'.

If the event has any warnings, these are displayed at the top of the window.

The window used during the Watch List Check step can be opened in view-only mode using the Watch List Checker link. This shows the results of the list check.

If one or more other events have been completed for the transaction since the Input step for the event you are reviewing or authorising was completed, then this may mean that the data held in the event you are working with is out-of-step with the data held on the master record. In such a case the system displays a message at the top of the window used to review or authorise the event. (This message may be a warning message or an error message, depending on the setting of the option DisallowConcurrentEventRelease.)

If your bank runs Trade Innovation integrated with a back office system, then if an event is saved during one working day, but then opened for review or authorisation during another, a warning is displayed, advising that party details may be out of date. Rejecting the event, so that it returns to the Input step, allows the party details to be updated.

To be certain that the output for the event with which you are working is up-to-date with the current information for the master record, reject the event so that it is returned to the Input step, then use OK to complete the Input step. The system will then ensure that SWIFT messages, postings and clauses reflect the new information.

Once you are satisfied that the information for the event is in order, click **Confirm**. For the Review step, the event will proceed to the Authorise step or to completion and release, if authorisation is not required. For the Authorise step the event will proceed to completion and release.

If corrections are needed to the event data, click **Reject** instead. This returns the event's status to 'Awaiting' at the Input step. The system automatically displays the Notes window for you to record the reasons for the rejection.

## Reviewing and Authorising Amend and Adjust Events

When you open an Amend or Adjust event to review or authorise it, the system first displays a window that shows the changes made in the event.

Field	Old value	New value
Nominal master amount	10,000.00 EUR	25,000.00 EUR
Outstanding available amount	10,000.00 EUR	25,000.00 EUR
Expiry date	25/03/14	15/05/15
Book off date	25/03/14	15/05/15
Deactivation date	25/03/14	15/05/15
Maximum amount	10,000.00 EUR	25,000.00 EUR
Minimum amount	10,000.00 EUR	25,000.00 EUR

**View...**

The window lists each field that has changed and shows the original value of the field and the new value provided by the current Amend or Adjust event. For narrative fields and party fields, for example, where the value may not fit in the space available in this window, you can select the field and click **View** to see complete details.

### View changes - Expiry date

Original	25/03/14
Modified	15/05/15

The window used to review or authorise the event has a **Changes** button which also displays those fields that have changed.

For Beneficiary Response to Amend events, where changes might have taken place to the database between the release of the Amend event and receipt of the beneficiary's response, the input clerk is able to decide whether or not to apply the changes in the Amend event to the database. A **Changes** button is present during the Review and Authorise steps which lists all the fields affected, showing their value before the Amend event, their value within that Amend event, and, in the Master Value column, their current value on the database, which may differ due to the authorisation of a separate amendment event.

Field	Old value	Master value	New value	Retain
Beneficiary	Atlantic General Plc	Atlantic Industrial PLC	Atlantic Industrial PLC	Y
Reduction date	01/10/09		01/07/09	Y

**View...** **Discard** **Restore**  
**Default all** **Discard all** **Restore all**

**OK** **Cancel**

The **Retain** column indicates whether the input clerk chose to use the value from within the Amend event (Y) or the value on the database (N).

## Extended Business Hours

A banner warning is presented above the event to warn you that input is restricted to the next business day.

Additionally you are warned that the event is eligible only for the next business day when using the following links:

Within the Review and/or Authorise step:

- Confirm
- Release items

If the event is begun or continued in extended business hours a warning is given to inform you that input is now valid for the next business day.

If the event began in a previous cycle and so the branch is in a following business day, a warning is given to inform you to validate the event against the current business day.

## Release of an Event

Once all the necessary steps for an event have been completed, the system can release all accounting entries, deals and electronic messages for processing. Release happens automatically when the final step for an event is completed, unless the transaction branch is in extended business hours, in which case the release is pended until the back office is available again within start of business hours. See the *Business Operations Guide – Trade Innovation* for mapping the system's actions.

---

**Note:** Under extended business hours if the customer mnemonic, account branch or deal branch used in the event are being changed by a request from the back office, the event pending release is returned to the input step for rectification.

---

The event's status is changed to 'Complete' and it is removed from the **Work in Progress** pane, although it can still be viewed using the **History** button.

When an event is released, any subsidiary event(s) created by it is also released.

Charges, postings, pay and receive advices and SWIFT messages are generated automatically by the system when an event completes its final step.

When the event is to produce a traceable document, the document that will be made traceable is sent by Trade Innovation to the external document tracing system when the event is released. The document tracing system creates the traceable document and sends this to Trade Innovation. The traceable document is then stored in the document management system and sent to the recipient when the event completes.

A window is displayed that allows you to print or send mail and fax documents - see the next section. Mail and fax documents produced during overnight processing, such as standby renewal advices, are automatically printed once an event has been released. The system uses the document template for each item to determine how many copies are required and which printer or fax device should be used.

You can print any Word-based mail or fax documents associated with the event if, for example, another print or re-send of the fax is required.

When you are working in the final step of an event (the one upon completion of which the event will be released) and another user opens the transaction and makes, and then saves, changes to it, the system will produce an error message when you attempt to save the step. In this case, click **OK** to close the error message and return to the transaction. Then click **Cancel** to close the transaction. Reopen it and complete it in the required way.

## Release under Extended Business Hours

If the event is completed within the end of day under extended business hours, the release is held at a release pending step. The release is pended until the back office and other services are available for the following business day. The release is handled automatically by the action 'Release Extended Business Hours Events' in the Start of Business Hours phase.

The release pending step is visible from the event step history.

## Producing Documents and Faxes

At the end of an Input step and at the end of the final step in an event's history, the system displays a window showing the customer documents generated by that event that allows documents to be printed (excluding items produced automatically during overnight processing).

<input type="checkbox"/> Documents to print											
Type	Method	Document	Addressee	Front	Cover	Orig	Dup	Copies	Int	Attach	Print
Message	Mail	Acknowledgement to Applicant	Eaton Ltd	Y	N	0	0	1	Y	0	Y
Message	Mail	SWIFT copy	MISYS BANK LONDON		N	0	0	0	Y	0	N

Select document for update

**Update**

or Close to continue

**Close**

The window lists information for each document under the following headings:

Heading	What it Shows
Type	Indicates whether the item is a message, correspondence, a foreign exchange option deal, a funds movement, or an approval form.
Method	The method of transfer.
Document	A descriptive text, which indicates the nature of the document.
Addressee	The name of the addressee.
Front	For documents to be printed remotely, indicates whether a front cover will be produced (Y) or not (N). (For all other documents it is blank). The default value is provided by the option ProduceFrontPage and can be amended by checking or unchecking the Front Separator Page flag.
Cover	Indicates whether the document has a cover letter (Y) or not (N).
Orig	The number of original documents to be produced. The documents produced will be marked 'Original' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.
Dup	The number of duplicate documents to be produced. The documents produced will be marked 'Duplicate' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.
Copies	The number of copy documents to be produced. The documents produced will be marked 'Copy' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.
Int	Indicates whether the document is internal (Y) or not (N).
Attach	The number of attachments.
Print	Whether the document is to be printed (Y) or not (N).

You can amend the value in the **Print** or **Send** column by selecting an item and then clicking **Update**.

**④ Documents to print**

Type	Method	Document	Addressee	Front	Cover	Orig	Dup	Copies	Int	Attach	Print
Message	Mail	Acknowledgement to Applicant	Eaton Ltd	Y	N	0	0	1	Y	0	Y
Message	Mail	SWIFT copy	MISYS BANK LONDON		N	0	0	0	Y	0	N

**⑤ Document action**

Select action  Require print

**OK**   **Cancel**

Change the value in the **Require Print** field, then click **OK**.

If you print a document at an Input step and this window is subsequently displayed upon release of the event after a later step, then any documents already printed are flagged as not requiring printing. They can, however, be reprinted by changing the value in the **Require Print** column.

Information on monitoring the production of faxes and documents is given in Chapter 12.

**Note:** Credit approval forms are not produced on release but at the end of the step at which credit line utilisation is checked. This may be a Log or an Input step. See the *System Tailoring User Guide – Trade Innovation* for instructions on how to set up printing options for credit approval forms.

Once the event has been released, the system stores a .pdf version of each document, together with a single .pdf version of any copy or cover letter produced, and stores these in your bank's document management system.

When a traceable document is to be produced, the system generates the original document in PDF/A format and sends this to the document tracing system. PDF/A format ensures that the fonts in the document remain unchanged when it is transformed into traceable format. Copies, duplicates and internal copy of the traceable document are still generated in PDF.

## The Final Print Step

The Final Print step is intended to allow your bank to route a transaction back to the team with which it originated so that documents for the customer can be printed locally.

Events that have a Final Print step are completed and released in the usual way, with all the usual release items (for example charges, postings and SWIFT messages) being generated on completion of the Input, Review or Authorise step. The Final Print step follows completion and release, and does not hold up the progress of the transaction.

You can open a Final Print step from within the **Work In Progress** pane in the usual way.

Click **Confirm** to complete the event.

**⑥ Documents to print**

Type	Method	Document	Addressee	Front	Cover	Orig	Dup	Copies	Int	Attach	Print
Message	Mail	Acknowledgement to Applicant	Eaton Ltd	Y	N	0	0	1	Y	0	Y
Message	Mail	SWIFT copy	MISYS BANK LONDON		N	0	0	0	Y	0	N

Select document for update **Update** or Close to continue **Close**

In the window that is then displayed, set the documents to be printed in the usual way (see the previous section), then click **Close**.

## The Limit Check and Final Limit Check Approval for Customer Limits

If you have a customer limits service implemented such that limit checking is undertaken, then additional approval step actions may occur. These actions give the account manager the opportunity to review credit line utilisation and to decide whether to approve or reject a transaction. Limit checking can occur after a Log step or an Input step. Note that the final limit check after input is triggered only if reservation details have changed since the previous check. If service option AlwaysApprove is enabled then the final limit check and approval are always required.

Your bank can configure whether an Approval action will be used or not in the following way:

- If the option AlwaysApprove is set on (see the *System Tailoring User Guide – Trade Innovation*) then an Approval action is always carried out within the limit check step. This is regardless of whether exceptions are discovered. This applies to both the limit check step after log and the final limit check step after input.
- If the option AlwaysApprove is not set on, then the Approval action appears only if exceptions are discovered. This applies to both the limit check step after log and the final limit check step after input.

The following conditions cause exceptions to be reported for both the Limit check and the Final limit check:

- If credit line utilisation checks indicate that one or more parties to a transaction have exceeded their limit
- If the limit service is unavailable, making credit line utilisation checking impossible at the end of an Input step

When you open an event that is awaiting approval, the system displays information for that event using the same windows used to input the information, but view-only. If the event has any overridden warnings, these are displayed in a separate window, which you can close by clicking **OK**.

---

**Note:** You can open a Limit check approval action involving a breach of limits only if the maximum amount involved is equal to or less than the limit specified by your user profile.

---

The credit amount requested is reserved even if it causes a limit to be exceeded. The reservation will be reversed if the Limit check results in a rejection.

## Viewing Credit Line Utilisation Details

The window displayed during the Approval action has an additional link - the **Limits** link - which you can use to view details of the credit line utilisation the transaction involves. On approval, the **Limits** link screen is shown first. The **Limits** link is also available during the Review and Authorise steps.

The screenshot shows a detailed view of credit line utilization. At the top, there's a header section with Principal Party (ABC Industries), Input branch (Misys London), User (SUPERVISOR), Debit Party (ABC Industries), and a date field (28.08.10). Below this is a table for 'Departmental limits information' showing a single row for customer ABC with a reserve amount of 10000.00 USD, issued by RALC. A dropdown menu for 'Customer details' is open. Further down, there's a section for 'Categories' with one entry for CAT01 Category. At the bottom, there's a table for 'External credit facility reservations' with columns for Master Event reference, Customer, Amount, Facility id, Facility seq, Reservation id, and Reservation seq. A 'Select' button is visible at the bottom left of this table.

The window lists all the postings relevant to the credit line utilisation for that event in the panel at the top of the window, showing for each:

- The party
- The amount (with currency) that is to be reserved
- The reservation value date
- The description provided on the posting
- The account officer for the party
- If a limit has been breached, a message indicating the nature of the breach

The rest of the window shows the credit line structures and categories involved in the credit line utilisation. Where there is a single posting, the information shown in the rest of the window relates to that posting only. Where there is more than one posting, for example where there is shared liability, the window shows information for the selected posting. Initially, when you first enter the window, this is for the first posting listed.

If your bank uses an external credit risk management system, the **External Credit Facility Reservations** pane is present and shows details of any reservations made against facilities in that system.

## Credit Limit Structures

The fields in the middle section of the window show information on the credit limit structures utilised.

View	<input type="button" value="Customer details"/>	<input type="button" value="Refresh"/>	
Status			
Customer	EATON - Eaton and Company	Country	United Kingdom
Limit structure	STR01 ABC Structure description	Risk Country	United Kingdom
Narrative	ABC Structure narrative		
Earliest expiry date	28/08/10	Reservation amount in default limit ccy	4,000,000.00 GBP

Initially, they show information for the customer structures, but you can use the buttons in the **View** panel to display details of group or country structures for the selected posting.

Information is shown under the following headings:

Heading	What it Shows
Status	Any error message returned from your credit risk management system
Limit details	Customer/Group, Country and Risk Country
Limit structure	The limit structure, description and narrative
Earliest expiry date	The date of the earliest limit to expire where this information is available from the limit system being used (otherwise blank).
Reservation amount in default currency	The transaction reservation amount in a default limit currency, for example, base currency where this information is available from the limit system being used (otherwise blank)

## Limit Categories

The **Categories** pane shows information on the credit limit category affected by the reservation.

<input type="checkbox"/> Categories			
Description	Limit	Risk	Available
CAT01 Category	500,000.00 GBP	0.00 GBP	-3,500,000.00 GBP

Information is shown under the following headings:

Heading	What it Shows
Description	The description of the category.
Limit	The amount and currency of the credit allocated to the category.
Risk	The risk amount for the credit line, as calculated by your credit risk management system.
Available	The amount that would be available for the credit line, if the credit line utilisation is approved. This figure takes into account any reservations passed to your credit risk management system for that category, but not yet matched against postings.

## Confirming or Rejecting the Credit Line Utilisation

In the Approval action you can choose to:

- Confirm the credit line utilisation
- Reject it

## Confirming the Credit Line Utilisation

Once you are satisfied that the information for the event is in order, click **Confirm**. The system validates the input data, in the same way as during an Input step, displaying any warnings or errors in the Validation window. If any warnings or errors are reported you must reject the event, so that they can be corrected during an Input step.

Once you have confirmed the credit line utilisation, if the event does not require review or authorisation, it will proceed to completion and release. Upon release, the reservation's status is changed to a firm credit line utilisation.

Your bank may configure the system so that the Notes window is displayed at the end of the Approval action for you to record the reasons for approval.

## Rejecting the Credit Line Utilisation

If corrections are needed to the event's data, you can signal this by clicking **Reject**. This returns the event's status to 'Awaiting' at an Input step. If you reject an event, the system automatically displays the Notes window for you to record the reasons for the rejection.

# The Approval Action and Credit Facilities

This section describes how the Approval action is processed if your bank uses credit facilities for all or selected products. If your bank uses such a system then, you may be required to select a credit facility against which the customer liability will be recorded. (Your bank can configure the system so that this is mandatory.)

To allow you to do this, during an Input step or a Log step, the **Credit Facilities** link is present if the product uses credit facilities.

The screenshot shows a software interface for managing credit facilities. On the left, a vertical sidebar lists various actions: OK, Pend, Cancel, Submit, Attachments..., Validate, Copy, Create from template, Special Instructions and notes, Limits, Release items, Master details, Subsidiary events..., Credit facilities..., Other, What can I do?, Import standby details, and Party details. The 'Credit facilities...' option is highlighted. The main panel is titled 'Issue Import Standby LC' and contains two expandable sections: 'Import standby details' and 'Party details'. Under 'Import standby details', fields include Applicant reference, Application date, Issue by, Issue date, Expiry date, Confirmation, Financial / trade, and Applicable rules. Under 'Party details', there is a search field for 'Applicant' with a magnifying glass icon and a 'Party' icon.

It allows you to select the credit facilities to be used by that transaction.

When you click on this link, the system uses information entered in the event to retrieve and list any liability postings that will be generated by the event that are flagged as requiring credit limit checking.

The screenshot shows a detailed view of credit limit checks. At the top, there are sections for 'Header' (Principal Party: ABC Industries, Input branch: Missy London, User: SUPERVISOR) and 'Debit Party' (ABC Industries). Below this is a table titled 'Liability postings' with columns: Master Event reference (ILC00001742/ISS001), Description (Customer (sight) liability), Party (ABC INDUSTRIES LTD), Dr/Cr (Dr), Amount (50,000.00 MYR), Value date (09/06/11), Facility identifier, and Facility sequence. A button 'Attach Facility...' is located below the table. At the bottom, there are 'OK' and 'Cancel' buttons.

The window displayed shows information under the following headings:

Field	What it Shows
Master/Event Reference	The reference number of the master record, followed by the event reference. (This is used to identify the particular event in which the liability posting originated.)
Description	The description attached to the liability posting when it was set up. This identifies the purpose of the posting.
Party	The party for which the liability posting will be generated.
Dr/Cr	Indicates whether the liability posting is a debit or a credit.
Amount	The amount of the liability posting.
Value Date	The value date of the liability posting.
Facility ID	Once a facility has been attached to the event, this shows the facility's unique identifier.
Facility Sequence	The facility's sequence identifier within the credit risk management system.

Clicking on the **Attach Facility** button opens a window that allows you to select a credit facility for each of the liability postings shown in the list. If the list shows more than one liability posting, the Select Posting button is present and you must select the liability posting before the Attach Facility button appears.

Once you have attached a facility, this window shows details of the attached facility or facilities, and you can detach them by highlighting the relevant posting and clicking **Detach Facility**. The system produces a prompt window for you to confirm that the facility is to be detached before detaching it.

## Selecting the Facility to Use

The window that opens on clicking **Attach Facility** shows details of the selected liability posting in the **Posting** pane.

**Note:** In this window, the filters used to set criteria, and the table used to display returned data at the bottom of the **Posting** pane, are defined by your bank. The following illustration provides an example of what you might see.

Use the filters to set selection criteria and then click **Refresh**.

The screenshot shows a user interface for selecting a facility. At the top, there are two input fields: 'Facility Level' and 'FACILITY CODE'. Below these are two dropdown menus: 'Sort on' and 'Order by'. A section titled 'Posting' contains various filters: Product (ILC), Branch (KBSL), Account type (RA), Related party (ABC), Amount (50,000.00 MVR), Start date (09/06/11), Internal account (9999-123445-605), External account, User codes, and Analysis code. To the right of these filters are corresponding values: Customer (High), Product sub type (Customer), Customer type (CF), Value date (09/06/11), Dr, End date (09/06/16), Back office account (IBAN), Name/Ref, and LC category. At the bottom of the interface are three buttons: 'OK', 'Cancel', and 'View..'. Below the interface is a table with columns: HIGH LV FAC CODE, HIGH LV FAC SEQ, HIGH LEVEL AMT APPROVED, FACILITY CODE, AMT APPROVED, AVAILABLE AMT, UTILISED AMT, RESERVED AMT, STATUS, and CURRENCY. The table contains several rows of data.

The system retrieves a list of facilities matching the selection criteria that you have entered that can be used with that particular posting. (This is determined by information taken from the transaction, including the product, product type, posting tenor and currency.)

Facility Level		FACILITY CODE																																													
		Sort on	<input type="button" value="View..."/>																																												
<b>© Posting</b> <table border="1"> <tr> <td>Posting</td> <td>Customer (sight) liability</td> <td>Product sub type</td> <td></td> </tr> <tr> <td>Product</td> <td>IIC</td> <td>Customer</td> <td>ABC</td> </tr> <tr> <td>Branch</td> <td>KBSL</td> <td>Customer type</td> <td>C/F</td> </tr> <tr> <td>Account type</td> <td>RA</td> <td>Value date</td> <td>09/06/11</td> </tr> <tr> <td>Related party</td> <td>ABC</td> <td>Dr</td> <td></td> </tr> <tr> <td>Amount</td> <td>50,000.00 MYR</td> <td>End date</td> <td>09/06/16</td> </tr> <tr> <td>Start date</td> <td>09/06/11</td> <td>Back office account</td> <td></td> </tr> <tr> <td>Internal account</td> <td>9998-123445-605</td> <td>IBAN</td> <td></td> </tr> <tr> <td>External account</td> <td></td> <td>Narrative</td> <td></td> </tr> <tr> <td>User codes</td> <td></td> <td>LC category</td> <td></td> </tr> <tr> <td>Analysis code</td> <td></td> <td></td> <td><input type="button" value="Refresh"/></td> </tr> </table>				Posting	Customer (sight) liability	Product sub type		Product	IIC	Customer	ABC	Branch	KBSL	Customer type	C/F	Account type	RA	Value date	09/06/11	Related party	ABC	Dr		Amount	50,000.00 MYR	End date	09/06/16	Start date	09/06/11	Back office account		Internal account	9998-123445-605	IBAN		External account		Narrative		User codes		LC category		Analysis code			<input type="button" value="Refresh"/>
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HIGH LV FAC CODE	HIGH LV FAC SEQ	HIGH LEVEL AMT APPROVED	FACILITY CODE	AMT APPROVED	AVAILABLE AMT	UTILISED AMT	RESERVED AMT	STATUS	CURRENCY																																						
ATF	0005199600010	10,000,000.00	LCL	2,000,000.00	1,000,000.00	1,000,000.00	0	Active	MYR																																						
ATF	0005199600123	5,000,000.00	LCF	5,000,000.00	300,000.00	4,500,000.00	200,000.00	Active	MYR																																						

To view details of a credit facility before attaching it, highlight it, and then click **View**. (These fields are also displayed if you click **OK**.)

Facility Level		FACILITY CODE																																													
		Sort on	<input type="button" value="View..."/>																																												
<b>© Posting</b> <table border="1"> <tr> <td>Posting</td> <td>Customer (sight) liability</td> <td>Product sub type</td> <td></td> </tr> <tr> <td>Product</td> <td>IIC</td> <td>Customer</td> <td>ABC</td> </tr> <tr> <td>Branch</td> <td>KBSL</td> <td>Customer type</td> <td>C/F</td> </tr> <tr> <td>Account type</td> <td>RA</td> <td>Value date</td> <td>09/06/11</td> </tr> <tr> <td>Related party</td> <td>ABC</td> <td>Dr</td> <td></td> </tr> <tr> <td>Amount</td> <td>50,000.00 MYR</td> <td>End date</td> <td>09/06/16</td> </tr> <tr> <td>Start date</td> <td>09/06/11</td> <td>Back office account</td> <td></td> </tr> <tr> <td>Internal account</td> <td>9998-123445-605</td> <td>IBAN</td> <td></td> </tr> <tr> <td>External account</td> <td></td> <td>Narrative</td> <td></td> </tr> <tr> <td>User codes</td> <td></td> <td>LC category</td> <td></td> </tr> <tr> <td>Analysis code</td> <td></td> <td></td> <td><input type="button" value="Refresh"/></td> </tr> </table>				Posting	Customer (sight) liability	Product sub type		Product	IIC	Customer	ABC	Branch	KBSL	Customer type	C/F	Account type	RA	Value date	09/06/11	Related party	ABC	Dr		Amount	50,000.00 MYR	End date	09/06/16	Start date	09/06/11	Back office account		Internal account	9998-123445-605	IBAN		External account		Narrative		User codes		LC category		Analysis code			<input type="button" value="Refresh"/>
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ATF	0005199600123	5,000,000.00	LCF	5,000,000.00	300,000.00	4,500,000.00	200,000.00	Active	MYR																																						

<b>© Facility details</b>			
Identifier	<input type="text" value="ATF"/>	Sequence	<input type="text" value="0005199600010"/>
Description	<input type="text" value="MyRFacility1 Description"/>	Customer	<input type="text" value="ABC"/>
Start date	<input type="text" value="01/11/09"/>	Expiry date	<input type="text" value="21/12/09"/>
Related party	<input type="text" value="ABC"/>	Related party identifier	<input type="text" value="ABC.FAC11D"/>
Facility limit amount ?	<input type="text" value="2,000,000.00 MYR"/>	Exposure amount ?	<input type="text" value="1,000,000.00 MYR"/>
Reserved amount ?	<input type="text" value="0.00 MYR"/>	Available amount ?	<input type="text" value="1,000,000.00 MYR"/>
Available amount in liability currency ?	<input type="text" value="1,000,000.00 MYR"/>	Status	<input type="text" value="Active"/>
<input checked="" type="checkbox"/> Multi currency		Allowable currencies	<input type="text" value="MYR/USD/BPEURCHF"/>

<b>© Extra details</b>	
Name	<input type="text" value="Value"/>
Facility level	<input type="text" value="1"/>
Tenor code	<input type="text" value="M"/>
Commission rate	<input type="text" value="3.5"/>
Interest rate spread	<input type="text" value="0.25"/>
Settlement account	<input type="text" value="1975423"/>

The following table lists the fields in the **Facility Details** pane and explains what they show. The **Extra Details** pane holds any additional information your system has been configured to return with the facility details:

Field	What it Shows
Identifier	The facility's unique identifier.
Sequence	The facility's sequence.
Description	The description of the facility.
Customer	The customer for which the liability posting was generated.
Start Date	The facility's start date.
Expiry Date	The expiry date of the facility.
Related Party	The transaction's primary customer.
Related Party Identifier	The unique identifier of the facility for the transaction's primary customer.
Facility Limit Amount	The amount of the facility's limit.
Exposure Amount	The exposure amount recorded against the facility.
Reserved Amount	The amount currently reserved against the facility.
Available Amount	The amount available against the facility.
Available Amount in Liability Currency	The amount available against the facility, shown in the currency of the liability.
Status	A code indicating status of the facility (for example 'Active', 'Blocked' or 'Expired').
Multi-currency/Allowable Currencies	If the facility is set up to use several currencies, the Multi-currency field is checked and the Allowable Currencies field holds the codes of each of the currencies with which it can be used.

To attach a facility, highlight it, and then click **OK**.

Once attached you can remove the utilisation by clicking **Detach Facility**.

## Processing the Approval Action

When you complete data capture prior to a limit check step, in which you have attached one or more credit facilities, the system passes information to your facilities system, which then carries out the required limit checks and records a reservation.

The limit check approval action window provides information on any error message or warning message produced as a result of limit violations. It lists the violations reported against each of the credit facilities. Warning messages generated by the system can be overridden, in which case the transaction progresses to the next step in its life-cycle.

The Facility service system option AlwaysApprove allows you determine whether the limit check approval action window is displayed for Credit Facilities when that service is used alone. Otherwise, this setting is used in conjunction with similar setting for the Limit service described above. If both or either service always requires approval then the screen is always shown. If AlwaysApprove is not set on for both the Limit and Facility services the Approval action appears only if exceptions are discovered as part of either limit or facility checking.

**Note:** Warning messages reported for your attention by the external credit facilities service cannot be overridden. If a debit reservation request fails, you can detach the current credit facility and select another one.

If an approval action reports an error message then it must be rejected, so that the event returns to the Input step. Any reservations already made are reversed.

A limit check approval action may be produced after an Input step of any event that amends a party's liability, either by increasing it or by altering the category of risk. This includes events that create a transaction and events involving an amendment to the amount of the transaction, such as payment events; reductions, increases and rollovers; amendment events; and cancellations. Where the category of risk changes, you will be able to select a different credit facility.

Events that reduce liability (such as payment events or the cancellation of a transaction) generate postings that are used to update the amounts recorded against the relevant credit facility or facilities accordingly.

The approval action window shows error messages and warning messages in the usual way (see page 21). Details of liability postings and their associated facilities can be viewed using the **Credit Facilities** link (see page 33).

When you open the approval action, it initially displays a window showing details of the credit facility utilisation. (It can subsequently be opened from within the limit check window using the **Limits** link.)

<b>Header</b>								
Principal Party	ABC Industries	Debit Party	ABC Industries					
Input branch	Mitsubishi London							
User	SUPERVISOR							
<b>External credit facility reservations</b>								
Master Event reference	Customer	Amount	Facility id	Facility seq	Reservation id	Reservation seq		
ILC00001742ISS001	ABC	50,000.00 USD	FAC1	01	RES1	0101		
<b>Select</b>								
<b>Reservation details</b>								
Description	Limit amount	Reserved amount	Exposure amount	Availability	Start date	Expiry date	Status	Message
LIMCAT1	100,000.00 USD	10,000.00	75,000.00 USD	250,000.00 USD	01/11/09	31/12/09	Successful	
LIMCAT2	200,000.00 USD	10,000.00	150,000.00 USD	500,000.00 USD	01/11/09	31/01/10	Warning	Warning on LIMCAT2
LIMCAT3	300,000.00 USD	10,000.00	225,000.00 USD	750,000.00 USD	01/11/09	31/03/10	Error	Error on LIMCAT3
<b>Reservation extra details</b>								
Name	Value							
RES1FN1	RES1FV1							
RES1FN2	RES1FV2							
RES1FN3	RES1FV3							

When you close this window, the system displays the information entered for the event and you can choose to confirm the event or reject it.

Where there is more than one liability posting, the **Select** button allows you to select the liability posting for which you wish to see information.

Should you reject the event, or should the event be aborted, any reservations already made will be reversed.

## Watch List Checking

If your system is set up to support checking against a watch list (such as the EU or American Office of Foreign Asset Control watch list), particular products and events within those products can be defined as requiring checking. Typically this may affect create, amend and payment events.

Under standard workflow orchestration checking against the list takes place at the end of the data capture phase, depending on whether a watch list service has been mapped, the system checks whether there is a Watch List Checker definition defined for the particular event. (The Watch List Checker definitions maintenance is controlled by the setting of the zone system option WatchListChecking.)

The system conducts an interactive check using .xml messages to the relevant service messages to communicate with the external list checking system. The Watch List Check step is triggered automatically and shows the results of the check. If the check results in a 'pass', the Watch List Check step completes automatically.

The event cannot progress further until the Watch List Check step completes; and for the actual event to complete it must either pass watch list checking or have a 'fail' status overridden from within the Watch List Check step.

Events subject to watch list checking that are generated during overnight processing are pended at an Input step for manual completion, so that watch list checking is triggered subsequently.

The window used to process a Watch List Check step includes a Status Details pane, which provides information on the status of the check and allows you to select a user action to continue the step. If the check has been carried out automatically and has failed, a Failed Data Fields pane is also present and lists the fields that failed checking.

The screenshot shows a software interface for a 'Watch List Check' step. At the top, there's a header bar with the step name. Below it is a 'Status Details' pane with the following information:

- Check status:** Check underway
- Check started:** 09/07/13 18:36:25
- User action:** A dropdown menu currently set to 'Check underway'.
- Watch List Checker narrative:** A link labeled 'Check underway'.

Below the status details, there's a large, empty rectangular area representing the 'Failed Data Fields' pane.

The window used by the Watch List Check step can also be opened from within the Review and Authorise steps in view-only mode using the **Watch List Checker** link.

The **Check Status** field shows the status of the check. A list of statuses is given in Appendix A.

The User Action can be one of the following:

Field	What to Enter
Check Underway	The default value assigned to the transaction when the check is first initiated.
Disposition Awaited	The transaction is with the checking process, being checked. This is particularly relevant for transactions checked using flat file processing.
Funds Blocked	For payment events, the funds are being blocked pending proscribed goods watch list checking.
Matches Overridden	The user has overridden matches found by the checking process to allow the transaction to progress.
None Required	The transaction does not require proscribed goods watch list checking.
Repeat Check	For transactions checked using an electronic message, either the message sent to the checking process was in an invalid format, or the message could not be sent to the checking process because of network connection problems. A warning message will indicate which.
Transaction to be Aborted	The transaction has failed checking and is waiting to be aborted. It cannot be progressed to completion.

Regardless of the user action you select you can use the **Watch List Checker Narrative** field to enter any additional relevant information.

As several Watch List Checks may be undertaken due to rejecting back to input or log steps, the system stores only the most recent version of the watch list checker information.

However, the system maintains a full audit trail of the response messages received within the event, warning overrides and user actions taken, and this can be viewed online. The following illustration shows multiple Watch List Check step iterations and the user's action at each step:

#### Issue Import Letter of Credit Watch List Check - ILC00001207BWW-ISS001

- [+ Errors and warning messages](#)
- [+ Action items associated with the event](#)
- [+ Messages](#)

Step	Via	Description	Time processed
Gateway	Gateway	Step level document for 'Gateway'	04/11/14 15:22:38
Watch List Check	Gateway	Step level document for 'Watch List Check'	04/11/14 15:25:35
Exchange Step	Gateway	Exchange Step	04/11/14 15:38:52
Watch List Check	Gateway	Step level document for 'Watch List Check'	04/11/14 15:55:19

[View](#)

View can be selected against each check.

#### ⊕ Gateway message

Standard message text

[Show XML](#)

[Hide](#)

```
TFWLCRSP
Context
Branch: KBSL
OurReference: ILC00001207BWW
Team: ILC
DocumentsReceiveds
DocumentsReceived
DocID: DocID
DocType: GEN
Description: Description
ReceivedDate: 2012-08-24
ReceivedTime: 12:59:59
EmbeddedItems
EmbeddedItems
ID: ID
AttachType: AttachType
DocType: GEN
Description: Description
DataStream: DataStream
MimeType: MimeType
EventReference: ISS001
WatchListCheckerRef: R56749NLL44
Timestamp: 20120525125959
Status: F3
FailedFields
FailedField
Code: Chinese tea,50
```

#### ⊕ Status details

Check status	Check underway
Check started	04/11/14 16:54:40
User action	<a href="#">Check underway</a>
Watch List Checker narrative >>>	<input type="text"/>

## The Rate Fixing and Fix Authorisation Steps

If your bank performs rate fixing during business hours, then, as an event is released, the system checks whether it involves any foreign exchange deals that are subject to rate fixing. If this is the case, instead of releasing the event it flags it as requiring rate fixing and holds it at the 'Awaiting rate Fixing' step until the new rates are entered onto your system and applied. However, any documents, faxes, SWIFT or telex messages that are not affected by a foreign exchange deal requiring rate fixing are produced upon release of the event.

The new rates are applied either manually during business hours, or automatically during overnight batch processing. The system identifies each event awaiting rate fixing in turn and applies the new rates according to the rate fixing type for the rate code involved.

Rate Fixing Type	How it is Processed
Fix rate today	The rate code involved requires the event to use the current business day's rate. The system calculates the amounts affected using the new rate code and updates the master record for the transaction.
Fix rate next day	The rate code involved requires that the following business day's rate be used. The system flags the event to be updated after the next set of rates has been entered instead.
To be negotiated	The rate code involved requires that a negotiated rate be used. The system holds the event until a negotiated rate has been manually entered. It then calculates the amounts affected using the manually entered negotiated rate. Negotiated rates can be entered manually only if the ExtendedRateFixingAllowed system option has been set to 'Yes', see the <i>System Tailoring User Guide – Trade Innovation</i> .

Recalculated deals are held back until the last foreign exchange deal has been fixed. Once the rate fixing process has completed - that is, when there are no more outstanding deals awaiting rate fixing - all the recalculated deals are released, along with their associated documents and SWIFT messages.

## Amending Foreign Exchange Deals at the Rate Fixing Step

If your system has the ExtendedRateFixingAllowed system option set to 'Yes', you will be able to amend certain details of foreign exchange deals at the Rate fixing step.

You can:

- Enter a new rate
- Enter a new rate code
- Waive the deal and amend the associated settlement instructions.

Such deals are accessed by opening the event, then using the **Settlements** button to display the Settlements window. You can then select the settlements line showing the foreign exchange deal and click:

- Edit** to amend the rate code or the rate used or waive the deal
- Instructions** to amend the settlement instructions.

For clean payments the deal may also be accessed from the clean payments application's main window.

The following table shows the effect of changing the rate fixing type, as a result of applying a new rate code:

Original	Changed To	Effect
Fix rate today	Not subject to fixing	The affected amounts will be recalculated with the last known fixed or negotiated rate.
Fix rate next day	Not subject to fixing	The affected amounts will be recalculated with the last known fixed or negotiated rate.
Fix rate today	To be negotiated	The deal will be held back until a negotiated rate has been entered.
Fix rate next day	To be negotiated	The deal will be held back until a negotiated rate has been entered.
To be negotiated	Not subject to fixing	The affected amounts will be recalculated with the last known fixed or negotiated rate.

Original	Changed To	Effect
To be negotiated	Fix rate today	If rate fixing has been run, the affected amounts will be recalculated with the last fixed rate; otherwise the deal will be held back for the current business day's rate fixing.
To be negotiated	Fix rate next day	The deal will be held back for the next business day's rate fixing.

If a known rate is entered (either the last known fixed rate or the last known negotiated rate), the affected amounts will be recalculated with the known rates.

If you waive a deal, the currency on the floating side will be set to the same as the currency on the fixed side automatically. You may also change associated settlement instructions on the waived deal. Upon authorisation the deal is waived and will not be transmitted to the back office. However, postings and netted funds movements will be regenerated with the amended settlement instructions.

### Authorising Rate Fixing

If you change or waive a foreign exchange deal at the Rate Fixing step, the change or waiver (together with any changes to settlement instructions) will need to be authorised using the Fix Authorisation step. This step provides a **Confirm** button to authorise the change or waiver, and a **Reject** button to reject it.

If you authorise an amendment or waiver, provided that there are no other deals awaiting rate fixing, the recalculated deal is released, along with regenerated outstanding documents, SWIFT messages and postings and netted fund movements for transmission to the back office.

If you authorise an amendment or waiver and there are other deals awaiting rate fixing, the deal and its associated documents, SWIFT messages, postings and funds movements will be held back until the last deal has been fixed (which might happen manually at any time or during overnight rate fixing). However, the deal and its associated data can be viewed within the system using the usual facilities.

If you reject changes or a waiver, then the transaction will revert back to its original state, with a status of Rate Fixing.

**Note:** The system allows you to configure your system so that, for new deals, the deal is sent to the back office upon completion of the Authorise step of an event (note that this is different from the Fix Authorisation step), so that the bank knows in advance of the deal and its effect on its foreign exchange position. The deal then undergoes rate fixing in the usual way during overnight processing or manually at any time, and the regenerated postings and funds movements overwrite those already held in the system. The postings and funds movements are transmitted to the back office on completion of rate fixing.

This facility is enabled by setting the `SendUnfixedDealsInAuth` system option to Yes see the *System Tailoring User Guide – Trade Innovation*.

## Flagging an Event as Provisional

Your bank can configure the system so that for certain events (for example an import letter of credit Issue event) transaction data input can be treated as a provisional version of the event. This is useful if you need to send draft copies of outputs to either a customer or another department within the bank before issuing final agreed copies.

This is available under the following events:

- All initial events which create a master record
- Finance creation events
- Import and Export LC Pre Advise events and Transfer LC events
- Import and Export LC, Standby LC and Guarantee Amend and Adjust events
- Freely Negotiable LC Adjust events
- Collection Amend and Adjust events
- Inward Bank and Customer payment Continue Payment events

The following input fields are available:

- Provisional – this field within the Log and Input steps for such events allow you to flag the event as provisional, in which case a subsequent version of the event is needed before the event can be completed
- Automatic follow on event - this field allows you to indicate whether this subsequent event should be created automatically or not

An event can have any number of subsequent events, each being flagged as provisional until the data is deemed correct.

Subsequent events of this sort are always created at an Input step.

In addition, under Import Guarantees, Import Standbys and Import LCs a further field is available to assist in the interaction between a bank and corporate customer:

- Final wording – this field can be used to indicate whether the wording in the transaction is Final. This can be used to exchange details of an Import Guarantee, Import Standby or Letter of Credit between the bank and the corporate customer. The event can be considered provisional until the customer and bank agree that the wording is final – at which point the transaction can be made LIV.

This functionality is implemented for each available event using the branch product option AllowProvisionalEvents - see the *System Tailoring User Guide – Trade Innovation* for details.

It can be used in conjunction with the system functionality that allows your bank to route events to specific users or teams, depending on which step it is at. This functionality is also described in the *System Tailoring User Guide – Trade Innovation*.

With this functionality implemented, the additional flag fields are present during the Log and Input steps for the event that creates the master record for the transaction. The default values for the 'Provisional' event and 'Automatically create follow-on event' are set up for individual events using the system tailoring application - see the *System Tailoring User Guide – Trade Innovation*.

The following illustration shows them in the Issue event's Input step for an import letter of credit:

<b>Import LC details</b>			
Applicant reference	<input type="text"/>	<input type="checkbox"/> Transferable	<input type="checkbox"/> Revocable
Application date	<input type="text" value="09/10/12"/>	<input type="checkbox"/> Advise direct	<input type="checkbox"/> Revolving
Issue by	<input type="text" value="&lt;---&gt;"/>	<input type="checkbox"/> Domestic expiry	<input checked="" type="checkbox"/> Operative
Issue date	<input type="text" value="09/10/12"/>	Preadvise date	<input type="text"/>
Expiry date	<input type="text"/>	Expiry place	<input type="text"/>
Confirmation	<input type="text" value="Unconfirmed"/>	Product type	<input type="text" value="&lt;---&gt;"/>
Applicable rules	<input type="text" value="UCP LATEST VERSION"/>	<input type="checkbox"/> Final wording	<input type="checkbox"/> Provisional
			<input type="checkbox"/> Automatically create follow-on event

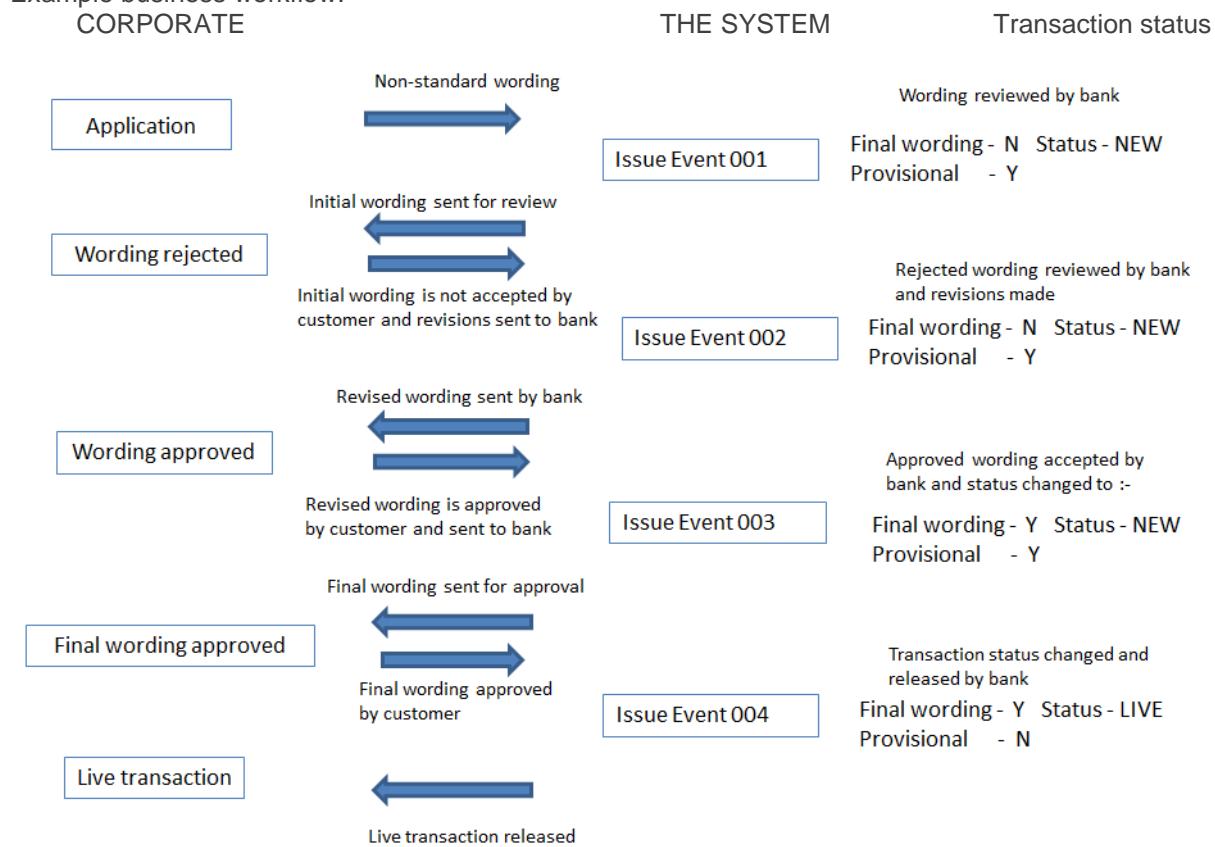
If you check the Provisional flag field, the master record status is set to NEW. When the final step for the initial version of the event is completed the master record is given a status of PRV, and a second

version of the event needs to be created and processed to completion without the Provisional flag field being set on. Once a subsequent version of the event has been completed with the Provisional flag field set off, release takes place and the status of the master record is changed to LIV. Master record statuses are described in Appendix A (see page 256).

Subsequent versions of a provisional event also have the extra fields shown above, allowing your bank to process any number of subsequent versions of the event until the data is deemed satisfactory.

If you check the Automatically Create Follow-on Event flag field, the system automatically creates a subsequent version of the event at an Input step; otherwise a new version of the event needs to be created manually.

Example business workflow:



**Note:** Where a Corporate Front End is being used to for the approval or rejection of interim or final wording these are indicated to the bank user through the use of Event notification fields in the relevant gateway message. These details then need to be reviewed and actioned by the bank user as part of processing the transaction.

Issue Import Guarantee Input step				
Gateway message				
Field	Description	Data	Information	Actioned
MTP	Final Wording	Authorised See Instructions from Applicant	Review details	N
<a href="#">View message details...</a>		<a href="#">Add further items...</a>	<a href="#">Action/Unaction</a>	
Import guarantee details				
Principal reference				
Application date	08/11/12	<input type="checkbox"/> Advise direct		
Issue by	<a href="#">&lt;----&gt;</a>	<input type="checkbox"/> Domestic expiry		
Issue date	08/11/12	<input type="checkbox"/> Partial drawings	<input checked="" type="checkbox"/> Operative	
Expiry date	<a href="#">Unconfirmed</a>	Expiry place		
Confirmation	Financial	Product type		
Financial / trade		Not payable before		
Applicable rules	NONE			
<input type="checkbox"/> Customer counter				
<input checked="" type="checkbox"/> Final wording <input type="checkbox"/> Provisional <input type="checkbox"/> Automatically create follow-on event <input type="checkbox"/> Gateway transaction refused				

# Working with Transactions and Events

This section explains how to start work in the system using the dashboard window. It also covers the master browser, working profiles and transaction templates.

## The Dashboard

If your bank uses the SLA Dashboard and you want to only work on events that are still in progress that are assigned to you then you should use the SLA Dashboard for this purpose. The SLA Dashboard provides a team and/or user centric view of outstanding tasks.

If you are working in a team that processes work across the zones you can view your outstanding work across all those zones in the dashboard.

The dashboard window is divided into the following panes:

- The Incoming Messages pane, which provides information on the number of electronic messages requiring attention.
- The Dashboard pane
- The Overall Totals pane
- The Team and User Totals pane
- The Work in Progress pane
- The Diary Items pane
- The New Master pane, which allows you to initiate a new transaction.

Using each of these panes the SLA Dashboard window permits you to:

- Display transaction totals information for the default or a selected team (if you are permitted to view the totals information).
- Show team and user totals by various selectors (if you are permitted to view the totals information).
- Show work in progress transactions by various filters.

Supervisors can reassign one or all transaction events to another user or team.

- Show diary items by type and period/date range.

In addition if you are a Supervisor you are permitted to:

- View the workloads of each member of your team.
- Reassign one or all transaction events to another user or team (if your security profile enables this).

## The Dashboard Team Selection

When you first log in, your default team is selected. If you are a member of more than one team you can browse to select a different team.



## The Overall Totals and Team and User Totals Panes

You will only see these panes if your security access permits this.

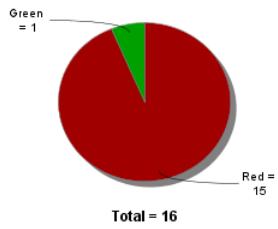
For the team selected:

- The first pie chart shows the number of high, medium and low status transactions in line with the SLA set.

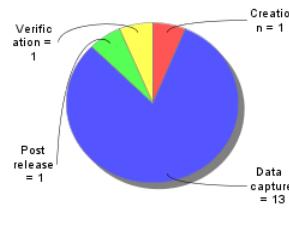
- The second pie chart shows the number of transaction events at each phase of the event's step lifecycle.

#### Overall totals

All transaction steps - RAG status



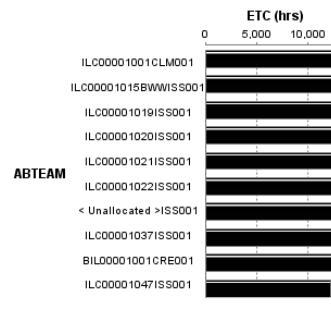
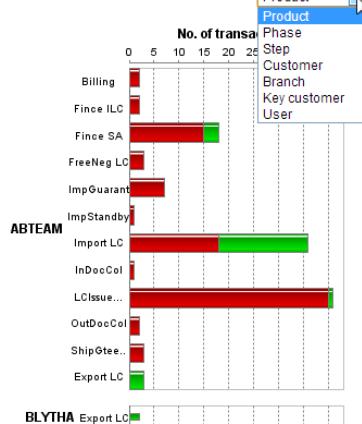
All transaction steps - Input status



In the **Team and User Totals** pane the number of transactions can be shown by phase, product, step, customer, key customer, branch or user. Transactions are colour coded by the SLA status and the transaction events with the most urgent ETC (estimated time to completion) SLA statuses are shown (as red, amber or green by default). Overdue items are shown in black.

#### Team and user totals

Transactions by...



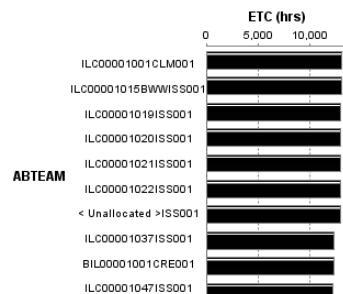
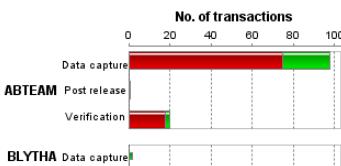
Selecting **Phase** from the dropdown list shows a breakdown of the transactions matching the All transactions – Input status pie chart. For both the Team and User charts, the total transactions are displayed in groups by the phase of the step the transactions are in. The phases are:

- Data capture
- Verification
- Release
- Post release

#### Team and user totals

Transactions by...

Phase



## The Work in Progress Pane

The **Work in Progress** pane lists outstanding transactions, in order of target completion time. Filter fields allow you to control which transactions are displayed.

A team or user can be separately selected. If you are not a Supervisor then you can select only your own roles or profiles for the team. If you are a supervisor then you can additionally select all the processing roles carried out by your team. This enables you to monitor the workloads of your team. Additional filters are available from the **Details >>** button. The work in progress items are colour coded according to their SLA status.

(Europe/Paris)												
Zone	Product	Event	Via	Reference	Customer	Amount	Team	User	Status	Step	Deadline	SLA
ZONE2	Fince SA	Past Due	Diary	FSA00001030 PDF001	USIMPEX US Import and Export Co Inc.	20,024.31 USD	ATEAM	SUPERVISOR	Awaiting	Input	27/02/13 07:38:34	<None>
ZONE2	Fince SA	Sched Pay	Diary	FSA00001024 SRF001	WIC TOR World Industries Corporation Ltd	20,083.33 USD	ATEAM	SUPERVISOR	Awaiting	Input	27/02/13 07:38:39	<None>
ZONE2	Fince SA	Past Due	Diary	FSA00001024 PDF001	WIC TOR World Industries Corporation Ltd	20,083.33 USD	ATEAM	SUPERVISOR	Awaiting	Input	27/02/13 07:38:39	<None>
ZONE2	Fince SA	Sched Pay	Diary	FSA00001031 SRF001	ATLANT Atlantic Industrial (London)	100,000.00 USD	ATEAM	SUPERVISOR	Awaiting	Input	28/03/13 08:59:11	<None>
ZONE2	Fince SA	Past Due	Diary	FSA00001031 PDF001	ATLANT Atlantic Industrial (London)	100,000.00 USD	ATEAM	SUPERVISOR	Awaiting	Input	28/03/13 08:59:12	<None>
ZONE2	Fince SA	Past Due	Diary	FSA00001022	USIMPEX	10,105.00	ATEAM	SUPERVISOR	Awaiting	Input	28/02/13	<None>

**Continue...**

Reallocate to Team ?  Selected item >> All items >>

... and / or assign to user ?

If your security profile allows then you can reallocate the currently selected item in the list (one transaction) or all items (the full list) to another team or user.

If external system data is provided through a proxy zone, data from the proxy zone is fed into this pane and the Diary items pane. Selecting an individual work in progress or diary item transaction from the proxy zone can pass transaction data to request transfer directly to the transaction data in the external application if so configured.

## The Diary Items Pane

Diary items can be selected for all entries, manual, tracer or manual (system or auto). Items can be selected for a date range or a relative range compared to today.

Type	Date	Master ref	Event Id	Cross ref	Description	Owner
System (Auto)	10/10/12	ILC00000016MBWW	Book Off		Book Off	SUPERVISOR
System (Auto)	15/10/12	ILC00001023	Book Off		Book Off	SUPERVISOR
Tracer	15/10/12	ILC00001029	TRC1		Tracer TRC1 - Master	SUPERVISOR
System (Auto)	18/10/12	< Unallocated >	Book Off		Book Off	SUPERVISOR
System (Auto)	18/10/12	< Unallocated >	Book Off		Book Off	SUPERVISOR
System (Auto)	18/10/12	< Unallocated >	Book Off		Book Off	SUPERVISOR
System (Auto)	18/10/12	< Unallocated >	Book Off		Book Off	SUPERVISOR

**Open master**

See the *SLA Dashboard User Guide – Trade Innovation* for more information on configuring and using the SLA Dashboard panes.

## The Master Browser

The Master Browser enables you to search the entire list of transactions in the zone, including those that are no longer live but still available for enquiry (a status of booked off).

It can work in three modes depending on the filters selected to return a list of master records, a list of event details or it can return a list of active event steps that meet the filter criteria.

The **Master Browser Filters** pane is used to display a list of master records. Filter fields in this pane can be used to limit the display to master records fulfilling certain criteria only.

Depending on your security settings you may be able to search for transactions for a single branch (and its customers) only or a number of branches controlled by your current team settings.

The Masters window permits you to:

- Find and display existing transactions
- Open an existing transaction (see page 53)
- Create a new transaction (see page 54)
- Create and manage transaction templates
- Create a new working profile

The **Reports** link allows you to access and print reports. See the *Reports Guide – Trade Innovation* for instructions.

The **Incoming Messages** pane provides information on the number of electronic messages requiring attention.

Clicking **>>** opens either the SWIFT Inward Message browser or the Incoming Gateway Messages browser. See the *Business Operations Guide – Trade Innovation* for information on using these browsers to incorporate incoming messages into the workflow.

---

**Note:** If you navigate away from the Masters window (for example to work on a transaction) when you return to it, click **Refresh** to ensure the up to date information is displayed.

---

## Finding and Displaying Transactions

The fields in the **Master Browser Filters** pane permit you to limit the display of master records to those matching certain criteria. The first of these filter fields identifies the working profile you currently have loaded, and this provides default values for the other filter fields. When you first open the Masters window, the system automatically loads the working profile you last used.

Also, when browsing during transaction processing, your team is used to determine the branches and main banking entity within which you can work.

Note that when searching in the master browser, selecting  for the customer filter will allow you to search for a customer within a source banking business. Depending on how your system is configured you may see just a single entry or a number of entries to select from for the source banking business. Entering the Customer mnemonic directly in the filter field displays the masters for all customers matching that customer mnemonic across all available sources.

For the **Our Reference** and **Their Reference** filter fields, the use of wildcard characters provides more powerful search facilities. In the Open Master browser they work as follows:

Field	What to Enter
The all-characters wildcard %	%ABC% will find anything that has ABC at the beginning, in the middle, at the end or an exact match. ABC% will find anything with ABC at the beginning. %ABC will find anything with ABC at the end.

**Note:** The system uses a method of fuzzy matching for searches on transaction reference fields in this window to help compensate for typing or transcription errors (for example, typing 'B' instead of '8' or 'S' instead of '5'). Consequently the system may find more than one match, even though you have typed in the exact reference for a transaction accurately.

Three browser result layouts are used to display filter results in the Masters window:

## Master Details Results

**Masters**

► Incoming messages

▼ Master browser filters

Select profile or enter selection criteria ?

Our reference	<---->	Refresh	Open master
Customer <span style="color: blue;">Q</span>		Name and address	%
SWIFT BIC	%	Expiry date range	-
Creation date range	-	Min/max amount range <span style="color: blue;">Q</span>	-
Currency <span style="color: blue;">Q</span>		Responsible team <span style="color: blue;">Q</span>	LCHub
Behalf of branch <span style="color: blue;">Q</span>		Master status	<---->
Business area	<---->	Product type	<---->
Product	Import Letter of Credit	Event status	<---->
Event	<---->	Event step type	<---->
RAG Status	<---->	Event step	<---->
Step assigned team <span style="color: blue;">Q</span>		Step status	<---->
Watch List check - user action	<---->		

▼ Master browser results

Reference	Status	Product	Amount	Principal	Reference	Non principal	Expiry date
ILC00001217BWW	NEW	Import LC	10,000.00 USD	Eaton Ltd	Applic1217	UNION BANK OF CALIFORNIA (SAN FRAN)	31/12/14

**Masters**

► Incoming messages

▼ Master browser filters

Select profile or enter selection criteria ?

Our reference	<---->	Refresh	Open master
Customer <span style="color: blue;">Q</span>		Their reference	
SWIFT BIC	%	Name and address	%
Creation date range	-	Expiry date range	-
Currency <span style="color: blue;">Q</span>		Min/max amount range <span style="color: blue;">Q</span>	-
Behalf of branch <span style="color: blue;">Q</span>		Responsible team <span style="color: blue;">Q</span>	LCHub
Business area	<---->	Master status	<---->
Product	Import Letter of Credit	Product type	<---->
Event	<---->	Event status	<---->
RAG Status	<---->	Event step type	<---->
Step assigned team <span style="color: blue;">Q</span>		Event step	<---->
Watch List check - user action	<---->	Step status	<---->

▼ Master browser results

Reference	Status	Product	Amount	Principal	Reference	Non principal	Expiry date
ILC00001217BWW	NEW	Import LC	10,000.00 USD	Eaton Ltd	Applic1217	UNION BANK OF CALIFORNIA (SAN FRAN)	31/12/14

The following table lists the filter fields in the Masters window which return master details and explains how to use them to set criteria. Click **Refresh** when you have completed setting the filter criteria:

Field	What it Determines
Select Profile or Enter Selection Criteria	When you select a working profile here and click <b>Refresh</b> , the system uses the values set for that profile as default values for the remaining filter fields.
Our Reference	Limits the display using your bank's reference for a transaction.

Field	What it Determines
Their Reference	Limits the display using the other party's reference for a transaction.
Customer	Limits the display to transactions for customers matching the criteria provided. The system matches the criteria entered against either the principal party or the non-principal party in the master record.
SWIFT BIC	Entering a whole or part SWIFT BIC limits the display to transactions where the BIC of principal and/or non-principal parties matches the characters that have been input.
Name and Address	Limits the display to transactions for customers whose address matching the criteria provided. The system matches the criteria entered against the address of either the principal party or the non-principal party in the master record.
Creation Date Range	<p>Entering a date either side of the hyphen limits the display to master records or events started on or between the two dates entered. Enter a start date, followed by a hyphen, to display all master records started on and since a particular date. Enter a space, followed by a hyphen and a date, to list all master records started up to and including that date.</p> <p>You can enter partial dates, such as '28/02-03/03' instead of '28/02/2000-03/03/2000'. In such cases, where the end date is later than the start date, the system assumes that they are both in the current year. If the end date is later than the start date, the system assumes that the start date is in the current year and the end date is in the next calendar year.</p> <p>You can also enter abbreviations instead of actual dates in the usual way.</p>
Expiry Date Range	Used in the same way as the previous field to limit the display according to a master record's expiry date.
Currency	Limits the display to transactions in the specified currency.
Min/Max Amount Range	Limits the display to transactions whose amount is in the currency specified and falls within the range specified.
Responsible Team	Limits the display to transactions whose master record belongs to a particular team.
Behalf of Branch	Limits the display to transactions belonging to a particular branch.
Business Area	Used to select the business area that includes the product(s) and events you wish to work with.
Product	Limits the display to transactions belonging to a specific product. If you have specified a business area in the Area field, then the field will include products in that business area only.
Product Type	Limits the display to transactions belonging to a particular product type.
Master Status	Limits the display to transactions whose master records have the status specified (see page 262).

## Event Details Results

▼ Master browser filters

Select profile or enter selection criteria <a href="#">?</a>	<input type="text"/>	<input type="button" value="Refresh"/>	<input type="button" value="Open master"/>
Our reference	<input type="text"/>	Their reference	
Customer <a href="#">Q</a>	<input type="text"/>	Name and address	
SWIFT BIC	<input type="text"/>	%	
Creation date range	<input type="text"/> - <input type="text"/>	Expiry date range	
Currency <a href="#">Q</a>	<input type="text"/>	Min/max amount range <a href="#">Q</a>	
Behalf of branch <a href="#">Q</a>	<input type="text"/>	Responsible team <a href="#">Q</a>	
Business area	<input type="text"/>	Master status	
Product	<input type="text"/>	Product type	
Event	<input type="text"/> Issue	Event status	
RAG Status	<input type="text"/>	In progress	
Step assigned team <a href="#">Q</a>	<input type="text"/>	Event step type	
Watch List check - user action	<input type="text"/>	Event step	
		Step status	

▼ Master browser results

Reference	Event reference	Event type	Product	Amount	Principal	Non principal	Status	Started
ILC00001344BWW	ISS001	Issue	Import LC	100,000.00 USD	ATLANTIC INDUSTRIAL DUBAI	World Industries Corporation Ltd	In progress	23/02/16 02:46:33
ILC00001347BWW	ISS001	Issue	Import LC	10,000.00 USD	Eaton Ltd	ATLANTIC INDUSTRIAL DUBAI	In progress	25/02/16 17:00:16
ILC00001349BWW	ISS001	Issue	Import LC	1,000.00 USD	ABC INDUSTRIES LTD	Eaton Ltd	In progress	02/03/16 20:01:11
ILC00001351BWW	ISS001	Issue	Import LC	10,000.00 USD	ABC INDUSTRIES LTD	UNION BANK OF CALIFORNIA (SAN FRAN)	In progress	02/03/16 22:47:41
ILC00001353BWW	ISS001	Issue	Import LC	10,000.00 USD	ABC INDUSTRIES LTD	UNION BANK OF...	In	03/03/16 23:29:19

The following table lists the filter fields in the Masters window which return event details and explains how to use them to set criteria. Click **Refresh** when you have completed setting the filter criteria: If the **Event** filter is not set to a specific event, the Masters window lists transactions, ordered by reference.

If the **Event** filter is set to a specific event, the Masters window lists events:

Field	What it Determines
Event	<p>Limits the display to transactions for which the specified event exists. You must specify a product first.</p> <p>The list of events will also include any Correspondence Further IDs that have been defined by your bank to distinguish different correspondence types</p> <p>Using the Event filter in conjunction with the Event Step Type, Event Step and/or Step Status filter fields, allow you to search for events at a particular step and/or with a particular status. This allows you, for example, to look for events that are awaiting review or authorisation.</p>
Event status	This filter allows all events in progress, completed or aborted to be shown.
RAG Status	Allows the users to see at a glance which transactions are the most urgent. This bank-definable colour codes are Red = High, Amber = Medium and Green = Low.

## Active Step Details Results

**▼ Master browser filters**

Select profile or enter selection criteria	<input type="text"/> <input checked="" type="checkbox"/> Refresh	<input type="button" value="Open master"/>
Our reference	<input type="text"/>	Their reference
Customer	<input type="text"/>	Name and address
SWIFT BIC	<input type="text"/> %	
Creation date range	<input type="text"/> -	Expiry date range
Currency	<input type="text"/>	Min/max amount range
Behalf of branch	<input type="text"/>	Responsible team
Business area	<input type="text"/> <input checked="" type="checkbox"/>	Master status
Product	<input type="text"/> Import Letter of Credit <input checked="" type="checkbox"/>	Product type
Event	<input type="text"/> Issue <input checked="" type="checkbox"/>	Event status
RAG Status	<input type="text"/> <input checked="" type="checkbox"/>	
Step assigned team	<input type="text"/>	Event step type
Watch List check - user action	<input type="text"/> <input checked="" type="checkbox"/>	Input
		Event step
		<input type="text"/> <input checked="" type="checkbox"/>
		Step status
		<input type="text"/> <input checked="" type="checkbox"/>

**▼ Master browser results**

Reference	Event reference	Event type	Product	Amount	Principal	Non principal	Step status	Step	Started
< Unallocated >	ISS001	Issue	Import LC				Initiated	Input	08/07/15 21:39:16
< Unallocated >	ISS001	Issue	Import LC				Initiated	Input	25/09/15 17:19:00
< Unallocated >	ISS001	Issue	Import LC				Initiated	Input	20/07/15 19:15:30
ILC00001217BWW	ISS001	Issue	Import LC	10,000.00 USD	Eaton Ltd	UNION BANK OF CALIFORNIA (SAN FRAN)	Assigned	Input	09/09/16 17:26:49
ILC00001231BWW	ISS001	Issue	Import LC	10,044.00 USD	Eaton Ltd	ATLANTIC INDUSTRIAL DURAI	Pended	Input	12/02/16 20:12:07

The following table lists the filter fields in the Masters window which return active step details and explains how to use them to set criteria. Click **Refresh** when you have completed setting the filter criteria:

Field	What it Determines
Step assigned Team	Limits the display to event steps belonging to a particular team.
Event step type	This filter allows all steps of a selected type to be shown. For example all log steps.
Event Step	This filter allows selection of individual step descriptions.
Step Status	Used in conjunction with the Event and Event Step fields to limit the display to events with the specified step at a particular status.
Watch List check – user action	Limits the display to events with the selected watch list checking user action (see page 264).

In the above views, the window lists events either by your bank's reference or by event type (this is determined by the option `EventBrowserSortByEventType`). Events are listed:

- by reference or event type, within elapsed time since they were initiated (earliest first), within priority RAG status

or

- by reference or event type within priority RAG status

This is determined by the option `EventBrowserSortedByElapsedTime`.

The third option is available using the **Order By** field, which is available only if you have the `EventBrowserSortByEventType` system option set to 'Yes'. It allows event-level information to include more than one type of event for one or more products. Select the product, if relevant, then select 'Event Type' in this field and click **Refresh**. The system shows all the events for the specified product (or all products) ordered by event type within priority.

## Opening an Existing Transaction

You can open an existing transaction in one of two ways.

Use the **Our Reference** and/or the **Their Reference** field to identify the transaction and click **Open Master**. The system opens the transaction and displays the Master Summary window for it.

The Master Summary window shows basic details of the transaction, and allows you to continue work on it by:

- Opening and continuing work on an existing event. This may involve completing input for the event at the Log or Input step; or reviewing or authorising an event for which input has already been completed
- Creating a new event against the transaction

Alternatively, use the filter fields in the Masters window to find the transaction. Set the filter fields and click **Refresh**. The system lists all the transactions that match the information entered into the filter fields. Highlight the required transaction and click **Open** to open it.

If the Masters window is displaying information at master level, the system opens the Master Summary window for the transaction.

If the Masters window is displaying information at event level the system opens the selected event at its current step. If it has a status of 'Completed' it is opened in view-only mode.

See Chapter 5 for information on the Master Summary window.

## Service Calls in Transaction Processing

The system may access external services provided by your bank, such as customer limit checking, account balance checking and watch list checking.

If a required service cannot be found at all, then an error message is issued informing you to contact your system administrator to check that the services have been correctly configured.

## Creating a New Transaction

You can create a new transaction in one of two ways:

- From scratch
- Using a transaction template

To create a new transaction from scratch, in the Masters window specify a Team and Behalf of branch, then use the drop-down list in the New Masters pane to select a product.

The screenshot shows the 'New Master' dialog box with the following fields:

- Team ?**: ILC
- Behalf of branch ?**: LOND
- Create new master >>**: Import Letter of Credit... - Issue
- Product type**: <---->
- Customer ?**: (empty)
- Enter pre-allocated reference (if known)**: 2361
- Currency ?**: (empty)
- Related reference ?**: (empty)

If your working profile specifies a business area, then the drop-down will list products included in that business area only.

If your current role restricts the products you can work with that too restricts the list of products in the drop-down list.

If the customer for the transaction has been allocated a block of reference numbers, enter the reference number provided by the customer into the **Enter Pre-allocated Reference** field and click **New**. The system searches for the customer to whom the number has been allocated and displays their name and, if relevant, the product and the product type. The reference number entered here is used to generate the unique reference number for the transaction; and warnings are produced when you save or validate your input if you enter a customer or product type other than those displayed here. If you do not enter anything into the **Enter Pre-allocated Reference** field the system uses the next available sequence number to generate the unique reference number.

If this transaction is related to another one, you can use the **Related Reference** field to specify that transaction's master record.

If your system has been configured to allow the incorporation of legacy transactions into the system, an **Original Reference** field is present in the **New Masters** pane. This is for use when entering transactions from the legacy system manually. It allows you to enter the legacy system's unique reference for the transaction.

Once you have completed input click **New**. The system creates the new master record and then opens the transaction's initial event.

If your bank has implemented the system's remote printing functionality, an additional pane - the **Originator's Details** pane - is present in initial events (that is, events that create a new master record).

The screenshot shows the 'Originator details' pane with the following fields:

- Originating user name**: (empty)
- Originators reference**: (empty)
- Originating branch ?**: (empty)
- Originating team ?**: (empty)

It allows you to enter details of the originating user and branch for use when customer documents need to be printed remotely.

The following table lists the fields in this pane and explains what to enter into them:

Field	What to Enter
Originating User Name/ID	Enter either the name of the originating user in free format; or the unique ID of the user. The  button allows you to toggle between the two input modes.
Originator' Reference	The originating user's reference for the transaction.
Originating Branch	The originating user's branch.
Originating Team	The printer team to be used for remote printing. This identifies the printer to be used to print customer documents flagged for remote printing.

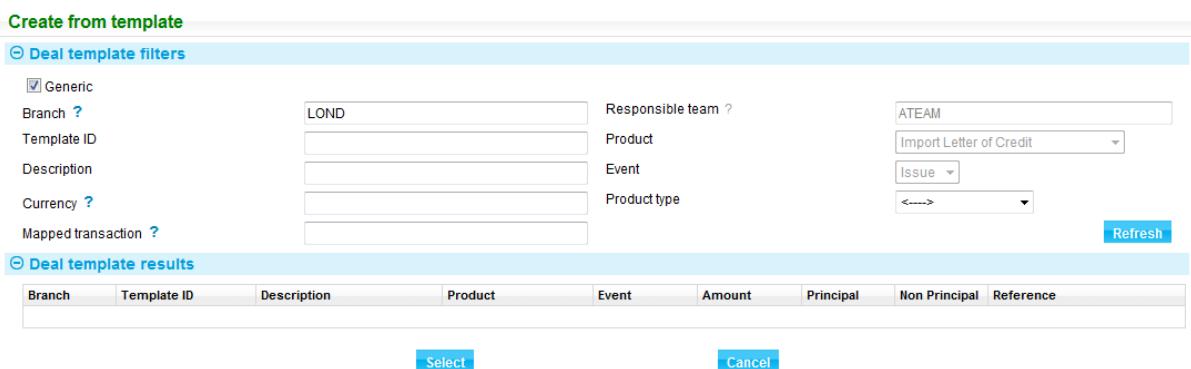
The system's remote printing functionality is switched on using the **RemoteTransactionOrigination** system option.

## Creating a New Transaction Using a Template

You can create a new transaction from a template at one of three points:

- From within the Dashboard. In the **New Master** pane, the **Create from Template** button allows you to select the template to use. You must specify the Team, the Branch and the Product that you want to create.
- From within the Master Browser window. In the **New Master** pane, the **Create from Template** button allows you to select the template to use. You must specify the Team, the Branch and the Product that you want to create.
- From within a transaction, during the Input step of an event that is creating a new master record. The Create from Template link allows you to select the template to use.

In each case, a browser window is opened that allows you to browse for the templates related to the team and product that were specified. Depending on your user permissions, you may also filter on templates for all branches in the main banking entity you are working in.



**Create from template**

Generic

Branch ?

Template ID

Description

Currency ?

Mapped transaction ?

Responsible team ?

Product

Event

Product type

**Deal template results**

Branch	Template ID	Description	Product	Event	Amount	Principal	Non Principal	Reference
LOND								

Select      Cancel

To filter for:

- General templates, check the **Generic** field (the Customer field is hidden). Enter any further criteria into the remaining filter fields and click **Refresh**.
- Branch general templates, check the **Generic** field (the customer field is hidden). Identify the branch in the **Branch** field. Enter any further criteria in the remaining filter fields and click **Refresh**.
- Customer specific templates. Leave the **Generic** field blank, identify the customer in the **Customer** field. Enter any further criteria into the remaining filter fields and click **Refresh**.
- Branch customer specific templates. Leave the **Generic** field blank. Identify the customer in the **Customer** field. Identify the branch in the Branch field. Enter any further criteria into the remaining filter fields and click **Refresh**.

Templates matching the selected criteria specified are listed in the Deal template results table.

Once you have identified the template you want to use highlight it and click **Select**. This will initiate the transaction.

If you decide that the transaction should not be created from a template, clicking **Cancel** prior to clicking **Select** will return you to either the Dashboard, Master browser, or Transaction Input screen, depending on your starting point.

If you select the template from within the New Master pane, the new event is opened and its fields populated with data from the template. You can amend this information as required.

If you select the template from within an Input step of an existing event, the data from the template is copied into the relevant event fields. Any information that you have entered into these fields is overwritten by data from the template. Any information you have entered into fields where data is not provided from the template remains unaffected.

---

**Note:** If you decide to use a different template part-way through input, then the data in fields populated from the template is overwritten with data from the new template; if you have made changes to any of these the changes will be lost.

---

## Creating Transactions from Templates Requested By Customers

Transactions may also be created from templates requested by customers for the following products:

- Import Letters of Credit
- Import Standby Letters of Credit
- Import Guarantees

Gateway messages received from your customers requesting issuance of one of the above products may quote a 'Deal Template Identifier' which you have previously set up in your system. You can create the templates on your customer's behalf and once created in your system, the 'Template Identifiers' can be advised to your customer so that transactions of a similar type can be established on a regular basis.

When your customer quotes the Template Identifier in the gateway message requesting issuance of an import letter of credit, import standby, or import guarantee, the system matches the reference to the existing template and automatically creates the transaction using that template data. Note however, that data included in those fields in the incoming gateway message which maps to the relative fields in the issue event will take precedence and overwrite the template data.

Once the data has been mapped into the issue event, transaction input can continue in the normal manner.

## Creating a New Transaction and Saving It as a Template

You can create a new template from within a transaction provided you are assigned the 'ManageDealTemplates' Capability, see the *Security User Guide – Trade Innovation*.

To create a new template,

1. Create the transaction in the usual way and enter the data that is to be used to populate the template and any transactions based on it.
2. Select the **Other|Manage as template** link.

**Note:** This link is capability-controlled, and will be visible only if you have been given permission to use it.

The window that is displayed allows you to save the transaction as a template.

<input checked="" type="checkbox"/> Generic		<input type="checkbox"/> Set this deal as a template
Branch ?		Responsible team ?
Template ID		Description
<b>OK</b> <b>Cancel</b>		

3. Check the **Set this deal as a template** flag.

If the template is to be customer-specific, do not check the **Generic** flag. The **Customer** field is set to the customer from the transaction. Set the **Branch** if the template is restricted by customer and branch. Set the **Customer Role** field to the correct party role.

If the template is to be generic, check the **Generic** field. The customer field disappears.

<input checked="" type="checkbox"/> Generic		<input checked="" type="checkbox"/> Set this deal as a template
Branch ?		Responsible team ?
Template ID		Description
<b>OK</b> <b>Cancel</b>		

Whether the transaction template is generic or customer-specific, use the **Template ID** and **Description** fields to enter a unique ID and a meaningful description for the template.

4. Click **OK** when you have entered this information.

You can then continue working in the transaction Input window. The new template is saved when you pend or save the Input step.

## Amending Transaction Templates

Once a transaction template is created you can update the following details:

- Branch
- Template ID
- Description
- Whether it is generic or customer-specific
- Customer role

If you change any of these values, any existing transactions based on that template remain unaffected; any new transactions based on the template use the amended data.

## Deleting Transaction Templates

Transaction templates can be deleted manually in the usual way.

If the transaction which a template is based on is aborted, or if it expires and is deleted after the book off period, then the transaction template is marked as 'Obsolete' and can no longer be used (although it is retained on the system).

## Working Profiles

If your bank has the system's SLA-driven workflow functionality implemented, team profiles are also present, as described in the *SLA Dashboard User Guide – Trade Innovation*.

The Masters window permits you to select a working profile, the settings of which provide defaults for the filter fields in the Masters window. When you open the Masters window, the system applies the working profile you last used. You can use the drop-down list to select a different working profile.

The My Profiles link in the Masters window allows you to set up different working profiles and to amend or delete existing working profiles.

Profile name	Is default?
current	N

New...      Update...      Delete...      View...      Copy...

To create a new working profile, click **New**. You can also create a new profile based on existing working profile by clicking **Copy**.

Name	<input type="text" value="current"/>	<input type="checkbox"/> Default profile
Branch	<input type="text"/>	
Responsible team	<input type="text"/>	Assigned team
Business area	<input type="button" value="&lt;----&gt;"/>	<input type="text"/>
Product	<input type="button" value="&lt;----&gt;"/>	<input type="text"/>
Product type	<input type="button" value="&lt;----&gt;"/>	<input type="text"/>
Master status	<input type="button" value="&lt;----&gt;"/>	<input type="text"/>
Customer	<input type="text"/>	Event
Amount	<input type="text"/>	Event step type
		Event step
		Step status
		RAG Status
		Currency

Add      OK      Cancel      Clear

When you click **Copy** the fields change to show the values for the selected working profile. Overtype these values as required - the table at the end of this section explains what to enter into the fields in this pane.

To save the new working profile, click **OK**.

Field	What it Determines
Name	Name of the profile.
Behalf of Branch	Limits the display to transactions belonging to a particular branch.
Responsible Team	Limits the display to transactions whose master record belongs to a particular team.
Assigned Team	Limits the display to events belonging to a particular team.
Business Area	Used to select the business area that includes the product(s) and events you wish to work with.
Product	Limits the display to transactions belonging to a specific product. If you have specified a business area in the Area field, then the field will include products in that business area only.
Product Type	Limits the display to products belonging to a particular product type.

Field	What it Determines
Event	Limits the display to transactions for which the specified event exists. You must specify a product first and click <b>Refresh</b> .  Using the Event filter in conjunction with the Event Step Type, Event Step and/or Step Status filter fields, allows you to search for events at a particular step and/or with a particular status. This allows you, for example, to look for events that are awaiting review or authorisation.
Event step type	This filter allows all steps of a selected type to be shown. For example all log steps.
Event Step	This filter allows selection of individual step descriptions.
Master Status	Limits the display to transactions whose master records have the specified master status (see page 262).
Step Status	Used in conjunction with the Event and Step fields to limit the display to events with the specified step at a particular status.
RAG Status	Allows the users to see at a glance which transactions are the most urgent. This bank-definable colour codes are Red = High, Amber = Medium and Green = Low.
Customer	Limits the display to transactions for customers matching the criteria provided. The system matches the criteria entered against either the principal party or the non-principal party in the master record.
Currency	Limits the display to transactions in the specified currency.
Amount	Limits the display to transactions for the specified amount.

The Team Profiles link in the Masters window allows you to set up different team profiles and to amend or delete existing team profiles. This is the same as creating a working profile using the My Profiles link except for the required Team field.

The screenshot shows the 'Team profile - filters' section and the 'Results' section of a software application. In the 'Team profile - filters' section, there are input fields for 'Team' (with a question mark icon) and 'Profile name', and a 'Refresh' button. In the 'Results' section, there is a table with columns for 'Profile name' and 'Is default?'. Below the table are buttons for 'New...', 'Update...', 'Delete...', 'Copy...', and 'View...'.

Profile name	Is default?

New...      Update...      Delete...      View...      Copy...

## Rejecting Transaction to a Previous Step

When rejecting to a previous step, reasons for rejection and corrective instructions can be given to the correcting user. These are provided in a warning message for the user to acknowledge prior to completing the changes. Additionally the instructions can be stored in a master level note for audit.

On clicking **Reject**, the following can be selected:

- The previous data capture step to reject to.
- The team or team/user assignment in the target step.
- Option to enter reason for rejection text, available in a warning in the target step for the correcting user to acknowledge.
- Where target step warning requested, can also create a rejection type note for audit purposes by ticking Create master note.

**▼ Select rejection step**

Current step Reject to step The following steps in progress will also be rejected by this action:- <b>▼ Assign transaction to</b>	Review - Review step Input - Input step Watch list chk - Watch list check <b>Input - Input step</b> Log - Log step
--	--

**▼ Reason for rejection**

<input type="checkbox"/> Create master note Message	<input type="checkbox"/> Last user ATEAM - SUPERVISOR <input checked="" type="checkbox"/> Team - ATEAM
--	---

OK      Cancel

After the rejection is complete, the user actioning the target step must confirm a warning message detailing the reason for rejection.

### Amend - Import Letter of Credit Input step - ILC00000025A01-AMD001

**▼ Errors and warning messages**

Severity	Description	Step	Details	Overridden
⚠ Warning	General	Input step	Step Review was rejected to user BLYTHA for the following reason: Correct shipping details	N
⚠ Warning	General	Input step	Product requires an attached credit facility.	Y - SUPERVISOR 2/9/17 05:59:06

**Override**

A warning is also created where no message text is entered.

#### Amend - Import Letter of Credit Input step - ILC0000025A01-AMD001

##### ▼ Errors and warning messages

Severity	Description	Step	Details	Overridden
⚠ Warning	General	Input step	Step Review was rejected to user BLYTHA	N
⚠ Warning	General	Input step	Product requires an attached credit facility.	Y - SUPERVISOR 2/9/17 05:59:06

Override

Checking 'Create master note', presents additional fields for a master note to be created in addition to the warning for audit purposes.

##### ▼ Reason for rejection

Create master note

Message/Notes

Correct shipping details

Type: Rejection      Related event: AMD001 Amend      Code:      Style:

Active       Emphasis

OK      Cancel

##### ▼ Notes

Active 2, total 4       Show active notes only       First line only      Refresh (America/New\_York)

Type	Code	Notes	Event	Date/Time	User	Active
Rejection		Correct shipping details	AMD001	2/9/17 07:00:06	BLYTHA	Y
Tracer		Tracer schedule does not exist for tracer 'TracerA - TracerA'		12/17/14 12:25:42	ALICE1	Y

Add...      Update...      Action      View...

# The Master Summary Window

This chapter covers the functionality provided by the Master Summary window.

## The Master Summary Window

The Master Summary window shows summary details of a transaction and acts as the main point from which work on that transaction continues.

The window has the following panes:

Field	What it Shows
Master Summary	Shows basic details of the transaction, such as the parties involved and the amount and currency. The details displayed vary with the product. See the product-specific User Guides for a full description of what this pane shows for different products.
New Event	Allows you to create new events against the transaction. If one or more of the parties to the transaction have special instructions set up for them clicking the button in this pane displays them.
Work In Progress	Lists all the events relating to the master record that have not yet been completed and released. You can also change an event's priority from within this window.
Event History	Allows you to list a history of all the completed events in the life-cycle of the transaction.
Notes(see page 69)	Displays any notes entered against the transaction and allows you to enter new notes, amend existing notes and mark notes as 'actioned'.
Diary Items	Displays actions that are scheduled to be performed on the master record, and the date on which each action is due to be performed; and allows you to enter new diary actions.
Our Charges	Displays any charges raised against the transaction for your own bank.
Other Banks' Charges	Displays any charges raised against the transaction for another bank.

In addition, the system also allows external applications to access events or the master summary directly. Depending on your configuration, you can access for update or view-only requests. Under view only you will not be able to input, continue, or complete events.

## The New Event Pane

The New Event pane is used to create new events against a transaction. Select the team under which events are to be created or continued.

Where a provisional event has been completed, but not continued to finalise, select the required provisional event from the drop-down list on the Continue provisional field, then click **Continue**.

For new events, select the event to be created using the drop-down list on the Create New Event field, then click **Create**.

The system creates the event and opens it at whichever step your bank has defined as the initial step.

The screenshot shows the 'New event' pane with the following interface elements:

- Team:** Super Team
- Continue provisional:** Amend - AMD001
- Create new event:** Adjust
- Buttons:** Continue... (disabled), Create...
- Links:** Special instructions..., Authorisation details ➤

The system may display an error message where your bank may have configured the system so that certain events may be created only in certain circumstances. In such a case, the system will issue a message. You may be allowed to override the message and create the event anyway, or you may be prevented from creating it.

The Authorisation details ➤ button shows which events can and cannot be created for the transaction in its current state of progress.

The screenshot shows the 'New event' pane with the following interface elements:

- Team:** Super team
- Create new event:** Adjust
- Buttons:** Create...
- Links:** Special instructions..., Authorisation details ➤

Event	Authorised	Status	Additional Information
Adjust	Authorised		
Amend	Authorised		
Assignment of Proceeds	Authorised		
Beneficiary Resp to Amend	Authorised	Error	There is no Amend event for this one to continue
Beneficiary Response to Cancel	Authorised	Error	There is no Cancel event for this one to continue
Book Off	Authorised	Error	Cannot book off this master - Open events = 1

The **Special Instructions** button is present if one or more parties to a transaction have special instructions set up for them. It opens a window that lists the special instructions for all parties to the transaction (see page 229).

## The Work In Progress Pane

The Work In Progress pane lists all the events started against the master record that have not yet been completed and released.

Work in progress							
Reference	Name	Amount	Started	Extra information	Cross reference	Status	Assignment
ISS001	Issue		9/10/2012			Pended	COREBT / SUPERVISOR
Input	Input step						
COR001	Corresp - Internal Check complete Received - Manual - Input step		9/10/2012	Check by 11/5/114 Risk Dept		Pended	COREBT / SUPERVISOR

[Refresh](#)   [Collapse/Expand](#)   [View...](#)   [Abort](#)   [Step history...](#)

It shows the following information for each event:

- The event's reference
- The event's short name (and step where there is a single step in progress). Where there are multiple steps in progress each step is shown below.
- The value and currency of the event, where relevant
- The date the event was started
- The status of the event
- Extra information – either:
  - Additional information entered in a correspondence event or
  - Event information relating to of A status code to indicate the progress of payments, cancellations or amendments.
- A cross reference, if relevant
- Status – See Appendix A
- The ID of the user who last worked on the latest step for the event

The + symbol against the event reference allows you to expand the information on the event to show the current step(s) in progress. Click on the – symbol to collapse this information.

Subsidiary events requiring review and/or authorisation are listed in the Work in Progress pane with a status of 'Subsidiary'. For subsidiary events, the pane includes the master reference of the transaction from within which the subsidiary event was created.

The Work In Progress window allows you to:

- Continue work on an event. Select the event and click **Continue**
- Abort an event
- Change an event's priority
- Return an event to the data capture phase
- View an event's history. Select the event and click **Show History**

### Aborting an Event

You can abort an event at any point before it is released by highlighting it in the Master Summary window's Work in Progress pane and clicking **Abort**. The event is aborted and removed from the list in the Work in Progress pane. However, it continues to be recorded as a part of the transaction's history.

If your system has implemented a credit limit checking system or customer facilities, then when an event is aborted any limit reservations on a customer's account or facility are reversed automatically.

If you abort an event that was created using an incoming SWIFT message, an additional window appears after the Note window.

## The Master Summary Window

The event associated with this SWIFT message has been aborted. You can either  
- map the message to a new event or master or  
- select Close to re-map the message later

**Extracted information**

Type	202	Date received	08/09/22
SWIFT message reference	1622090827FUNBUS3WXXXX811100	Sequence #	00
Reference (20)		Amount ?	9,900.00 USD
Alternative ref 1 (21)	APISTUBSJWS1		
Alternative ref 2			

**Processing details**

Status	Errors	<input type="checkbox"/> Auto process	Preprocess
Action	Inward Bank Payment	Create Bank Payment	
Error text	Event aborted Create Bank Payment in master CPB00001029		

**OK**   **Close**

**Resolved information**

Team ?		Behalf of branch ?	
Input branch ?			New master
Our master reference	CPB00001029		
Our event reference		<b>Review master...</b>	

**SWIFT message**

Formatted

```
[1:F01KAPIGB2L1543999999999]{2:O20216531622090827FUNBUS3WXXXX8111000010904301}{3:(119:COV)}{4:  
:20:APISTUBSJWS1  
:21:CPC00001072  
:13C:RNCTIME/0916+1000  
:32A:090508USD9900.00  
:52AKAPIGB2L543  
:53B:/84000840-00101  
:57A:ABACUS61XXX  
:58A:B0FCUSSFXXX  
:72/REC/Cover  
:50F:CUSTID/E/ABC BANK/123456789/8-123456  
1:MANN GEORG  
2:LOW STREET 7  
3:DE/FRANKFURT  
:57D UNION BANK OF CALIFORNIA (SAN FRAN)  
767 FISHERMANS WHARF BUILDING  
SAN FRANCISCO  
USA  
:59:/1233212  
World Industries Corporation Ltd  
San Francisco  
USA  
:70:TEST EVENT FEELDS OUTGOING  
:72/REC/Cover  
:33B:USD10000.00  
:}
```

**Printer friendly...**

It permits you to reassign the SWIFT message to a new or different master, or to return it for re-processing using the system's Message Manager application as explained in the *Business Operations Guide – Trade Innovation*.

The table at the end of this section explains what each of the fields in this window shows.

The **Show Label** field allows you to show the text of the message with or without the SWIFT labels. When you check it and click **Refresh**, the labels are displayed.

To assign the message to an existing master, enter the reference of that master into the **Reference** field, select the event it is to create in the **Action** field, then click **Process**. You can use the **New Master** button to list masters to which the message might relate. The system creates a new event for the selected master.

To assign the message to a new master, click **New Master**, select the appropriate event in the **Map to Event** field, then click **PreProcess**. The system creates a new event and master, which you can access from the Masters browser in the usual way.

To return the message for processing using the Message Manager application, use the **Auto Process** field to set the status of the message to Auto Process (by checking the box), then click **Close**. (Messages with a status of Auto Process can be processed by the SWIFT application without the user having to view their details):

Field	What it Shows
Type	The SWIFT message type.
Reference	If relevant, use this field to enter the reference to the master record to which you wish to assign the record.
Date Received	The date the message was received.
Alternative Reference 1/2	If relevant, use these fields to enter possible alternatives for the reference of the transaction to which this message belongs.
Sequence #	If this is one of a sequence of linked messages, its number in the sequence.
Reference	The unique reference generated for the message by SWIFT.
Amount	The amount of the transaction.
Map to Event	This field provides a drop-down list of valid events with which this message can be associated.
Auto Process	Check this box if you wish to flag the message for automatic processing.
Error Text	The system generates text describing the message in error, which you can overtype.
Team	The team the event is to be assigned to.
Input Branch	The input branch for the event being created.
Behalf of Branch	The behalf of branch for the transaction as entered by the user or set from the incoming SWIFT or gateway message. The behalf of branch determines the parameter sets that are to be used to generate charges, documents, postings, etc. during transaction processing. The branch can be changed to any other branch within the same main banking entity that shares the same parameter sets.
Our Master Reference	Your bank's reference for the transaction to which this message is currently assigned.
Our Event Reference	Your bank's reference for the event to which this message is currently assigned.
Current Status	The current status of the message.

Field	What it Shows
Error Text	The text generated to explain the nature of the error.

## Returning an Event to the Data Capture

If you have the capability EventEditAllowed the Work in Progress pane contains an additional button, the **Edit** button, whenever there is an uncompleted event at a step in its life-cycle later than the Input step.

Reference	Name	Amount	Status	Step	Step	Started	Extra information	Cross reference	Last user
ISS001	Issue	50,000.00 EUR	Awaiting	Approval	Approval	20/02/08			SUPERVISOR

Buttons: Continue..., View..., Abort, Step history..., Edit..., Change priority, <----> dropdown.

The **Edit** button allows you to return the event to the last input step as defined in the workflow orchestration for the event (if, for example, you inadvertently confirmed an event at the Review step).

Select the event to be returned to Input from those listed and click **Edit**. The system opens the event at the last Input step.

## The Event History Pane

▼ Event history

Only event type	<---->	Exclude event type	<---->
Only event status	<---->	Event serial	%
Event prefix	%	Event name	%
Event started	-	<input type="checkbox"/> Exclude acknowledgements	
Event finished	-	Refresh	
COR001	Correspond - General Received - Manual	Completed	12/11/12   12/11/12   Charge query
PST001	Manual Bookkeeping	0.00 EUR   Aborted	12/11/12   12/11/12

Buttons: View..., Step history..., Refresh.

The Event History pane displays a list of events - completed and aborted - for the transaction. Filter fields are present if the option EventFilteringEnabled is set to 'Yes'.

Select an event and click **View** to see details of the event data, or **Step History** to list the steps in its history.

<input checked="" type="checkbox"/> Step history		KBSL		(Europe/London)				<input type="button" value="Refresh"/>
Step	Status	Assigned team / user	Step action	Time started	Last action time	Last action user	Actual time	
⊕ Create	Completed			17/07/13 14:46:26	17/07/13 14:46:26	BLYTHA	0s	
⊕ Basic Log Step	Completed			17/07/13 14:46:27	17/07/13 14:47:20	BLYTHA	50s	
⊕ Detailed Log Step	Completed			17/07/13 14:47:20	17/07/13 14:47:30	BLYTHA	3s	
⊕ Limit Reservation	Completed		Approved	17/07/13 14:47:30	17/07/13 14:47:44	BLYTHA	6s	
⊕ Back Office Input	Completed			17/07/13 14:47:44	17/07/13 14:48:49	ALICE1	16s	
⊕ Back Office Input 2	Completed			17/07/13 14:48:50	17/07/13 14:49:07	ALICE1	11s	
⊕ Final limit check	Completed		Overridden	17/07/13 14:49:07	17/07/13 14:49:28	ALICE1	12s	
⊕ Verification 1	Completed			17/07/13 14:49:29	17/07/13 14:49:47	ALICE1	7s	
⊕ Watch List Check	Completed		None required	17/07/13 14:49:47	17/07/13 14:50:09	ALICE1	17s	
⊕ Authorisation	Completed			17/07/13 14:50:10	17/07/13 14:50:23	ALICE1	6s	
⊕ Release step	Completed			17/07/13 14:50:23	17/07/13 14:50:28	** System **	4s	
⊕ Release pending	Initiated			17/07/13 14:50:23	17/07/13 14:50:23	** System **	0s	
⊕ Print Step	Completed			17/07/13 14:50:29	17/07/13 14:51:26	BLYTHA	3s	
⊕ C Level Approval	Completed	Local / BLYTHA		17/07/13 14:51:27	17/07/13 14:51:42	BLYTHA	2s	

For each step the system shows:

- The time and date the step was started in the viewing user's time zone
- The time and date the step was last closed in the viewing user's time zone
- Optionally, the time and date the step was last closed in the originating branch's time zone – check the 'Show time at branch' check box field to change the setting in the Time column
- The time elapsed
- The event's status
- The team/user who worked on the step
- The step actions undertaken within limit check and watch list checks

The step history shows by default the time and date each step was initiated and completed.

Each step can be expanded to show the step status details. The step status history includes intermediate step actions and any pend actions on the step. This can be accessed and returned from in the following ways:

Using the [ + ] and [ - ] buttons

Using the Collapse all, Expand all and Collapse/Expand buttons

The view button provides the following according to the step type:

Create – shows creation gateway or SWIFT message where present.

Input, Limit check, Review – shows warnings/errors where present.

Exchange – shows warnings/errors & response event data.

External review – shows warnings/errors & review check response data.

Watch list check – shows warnings/errors & WLC response information.

## The Notes Pane

The system allows you to enter notes against a transaction, either at master level or at event level. These notes may simply provide information about the transaction, or may be a reminder of some action that needs to be carried out. Notes that require an action to be performed can be flagged as 'Active' when they are first entered, then as 'Actioned' once that action has been completed.

All notes are retained for the life-time of the transaction, and are removed from the system along with the master record. Notes are displayed in the Master Summary window's Notes pane.

The same information is also accessed using the Master Details|Notes link from within an event.

Type	Code	Notes	Event	Date/Time	User	Active
Tracer		Tracer schedule does not exist for tracer 'Test - Test test'		14/12/16 21:45:32	SUPERVISOR	Y
Approval		Contact buyer if advice not received within 5 working days.		14/12/16 21:44:23	SUPERVISOR	Y

You can control whether notes are listed in their entirety or whether only the first line is shown using the **First Line Only** check box. The **Show Active Notes Only** check box allows you to display only those notes that still have to be actioned. The pane displays entries in the order in which they were entered, most recent first.

To enter a new note click **Add** in the Notes pane.

### Adding a Note

The window displayed is also automatically displayed at certain points during transaction processing (for example, if you abort or reject an event).

Select the type of note you are adding using the **Note Type** field. This drop-down lists the categories of notes set up by your bank.

If the note relates to a specific event, select that event in the **Related Event** field.

If the note requires an action on the part of your bank check the **Active** box.

If your bank runs Trade Innovation integrated with a back office system, then the note may have a related customer information number. If so, enter it into the **Code** field.

Use the **Style** field to select the style to be used to display the note in the Notes pane. If a style has been set up for the note type that is used as the default style. The style selected here determines the note's text and background colours.

Once you have completed input and clicked **OK**, the Notes window closes and the note is displayed in the Notes pane. You can amend a note by highlighting it and clicking **Update**.

Selecting a note and clicking **Action** flags a note as actioned and therefore inactive.

**Note:** Notes can only be updated or amended when it is 'Active'. No further actions can be made once status is 'Inactive'.

### The Diary Items Pane

The system's diary facility keeps a record of all actions that are scheduled to be performed on a master record, and the date on which each action is to be performed. These actions are listed in the Master Summary window's Diary Items pane.

Type	Date	Event ID	Cross Ref	Description	Owner	Status
** Scheduled **						
System (Auto)	11/05/14	Book Off		Book Off	SUPERVISOR	
System (Manual)	11/05/14	Expire		Expire	SUPERVISOR	

These include four different types of action:

Manual	<b>Actions entered manually, such as a reminder to make a telephone call.</b>
System (Auto)	Actions that will automatically generate an event, such as Bookoff or Expiry, during overnight processing on the required date.
System (Manual)	<p>Actions that will generate an event, such as Bookoff or Expiry, but which require manual intervention for that event to be generated.</p> <p>The diary action is generated during overnight processing when it falls due, but no associated event is created. For example, if the action is to book off the transaction, a book-off action will be created in the diary, but no Bookoff event will be created.</p> <p>You must create the event manually using the Create New Event dropdown field in the Master Summary window. Once you have created the event you can flag the diary action as 'actioned'.</p>
Tracer	Tracers.

For information on using the Diary pane to process tracers see Chapter 14.

The filter fields allow you to limit the display to actions of a particular type and/or with their scheduled date falling within a particular range of dates.

Information shown for each action includes:

- The type of action
- The date the action is due to be performed
- If the action involves the generation of an event, the event's name
- Any cross-reference, for example to another event
- For manual actions and tracers, an explanation of what the action involves
- The user to which the action is assigned
- For actions repeated at regular intervals, the frequency
- The status of the action

Actions are listed under one of two headings:

<b>**Scheduled**</b>	<b>This includes all actions scheduled to happen today or at a future date.</b>
<b>**Unactioned**</b>	This includes all actions that should have been performed by the current processing date but have not been. These will consist of manual actions that have not been marked as actioned; and automatic actions that the system batch processing has been unable to complete. If there are no such unactioned entries in the diary, then this heading will be omitted.

If the Sort Soonest to Latest field is checked, the system displays those actions that need to be performed soonest first. If you uncheck this field, the items are displayed in the reverse order.

You can indicate that you have performed an action, at which point the system will remove the action or, for recurring actions, generate a new entry in the diary indicating when the action is next to be performed. You can also remove manually performed actions from the diary when they are no longer needed.

For actions that are performed automatically during overnight processing, the system removes the action from the diary once it has been performed. If the action is recurring, the action is rescheduled.

## Adding a Manual Diary Action

To add an action (other than a tracer) to the schedule for the master record, click **Add** in the Diary pane.

<b>Diary Item Details</b>	
Description	Date
Narrative	Repeat Period
<b>Assignment</b>	
Assigned User ?	SUPERVISOR
Assigned Team ?	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

The following table explains what to enter into each of the fields in this window. Use the Submit button to validate your input:

Field	What to Enter
Description	A brief explanation of what the action involves.
<input checked="" type="checkbox"/> Narrative	Instructions on what action needs to be performed and why.
<input checked="" type="checkbox"/> Date	If the action is to be carried out just once, enter here the date it is to be performed. For actions that are to be repeated at regular intervals, enter the date the action is to be performed the first time.
Repeat Frequency	If the action is to be carried out just once, leave this field blank. For an action that is to be repeated at regular intervals, enter the interval.
Assigned User	You can use this field to assign the action to a particular user.
Assigned Team	You can use this field to assign the action to a particular team.

## Amending Diary Actions and Marking them as Actioned

To amend an action, select the action you want to amend and click **Update**.

<b>Diary Item Details</b>	
Description	Date
Narrative	31/07/09
<b>Assignment</b>	
Assigned User ?	SLIGHTJ1
Assigned Team ?	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	
<input type="button" value="Action"/>	

The system displays the existing information for the action, and you can overtype any of the values. At this point you can also click **Action** to mark an action as having been performed. If it is a recurring action, then the system calculates when the action next needs to be performed and reschedules it.

## Removing a Diary Action

The system permits you to delete any of the manually entered actions listed in the Diary window, but not those that are generated and carried out automatically by the system. Highlight the action in the Diary pane and click **Delete**.

## The Our Charges and the Other Banks' Charges Pane

▼ Our charges										
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	AdvInt	13.70 USD		13.70 USD		Take	Y	In preparation	N	ISS001
Buyer	ArrInt	2.74 USD		2.74 USD		Take	Y	In preparation	N	ISS001
Buyer	ChgTax	100.00 USD		100.00 USD	5.00 USD	Take	Y	In preparation	Y	ISS001
Buyer	ISB ISS	100.55 USD		100.55 USD		Take	Y	In preparation	N	ISS001
Buyer	flat	12.00 USD		12.00 USD		Defer	N	In preparation	N	ISS001

<a href="#">View...</a>	<a href="#">Edit...</a>	<a href="#">Take all...</a>	<a href="#">Defer all...</a>
<a href="#">Split Charge...</a>	<a href="#">Add...</a>	<a href="#">Delete</a>	<a href="#">Undo split</a>

▼ Other banks' charges							
For	Bank	Type	Pay amount	Tax amount	Action	Status	Originating event
Buyer	Advising bank	GENOTHER	15.00 USD		Take	In preparation	ISS001

<a href="#">View...</a>	<a href="#">Add...</a>	<a href="#">Edit...</a>	<a href="#">Delete...</a>

The Our Charges pane lists your own bank's charges, and the Other Banks' Charges pane lists charges for other banks. Information is shown under the following headings:

Heading	What it Shows
Charge For	Indicates who is to pay the charge - Buyer, Seller, or Other (to indicate another party, such as an assignee or party to a participated deal).
Bank	For other banks' charges only, this shows the bank that will be paid.
Type	The charge type.
Pay Amount	For your own bank's charges only, this shows the charge amount, as calculated using the schedule. The Pay amount for other banks' charges shows the amount to be paid.
Action	This shows the action selected on the charge - Take, Bill/Invoice, Defer, Waive, Waive and Cancel, Cancel
Tax Amount	The tax amount relating to the charge in the currency in which the charge will be paid.
Status	The status of the charge (see page 256).
Originating Event	The event in which the charge was generated.

The View Charges filter allows you to limit the charges displayed by their status. The default is 'All outstanding / in progress' which includes charges in preparation, outstanding, claimed and awaiting. Filtering by each status is also available.

## Viewing Information about the Transaction

The Master Summary window has links and buttons that allow you to view additional information about the transaction.

The following links are present in the left-hand side of the window:

Postings	Allows you to view the postings generated for the transaction. See Chapter 7.																
Attached Documents	Allows you to identify the commercial and financial documents associated with a transaction. See Chapter 15.																
Extra Data	If your bank has customised the system, this link allows you to see details of any extra fields it has set up for this transaction. (Note that your bank can change the name of this link.)																
Settlement Instructions	Allows you to view details of standing settlement instructions for all parties to the transaction. See Chapter 8.																
Charge Schedules	Allows you to view details of charge schedules used by the transaction. See Chapter 6.																
Credit Facilities	Allows you to view details of Credit Facilities that have been attached to the Master. (see page 75)																
Related Masters	Displayed only if the transaction is related to one or more other transactions, either because it was so defined when it was created or because another transaction has subsequently been created for which this transaction has been identified as a related transaction. Clicking the link displays a list of any related transactions.																
<b>Related masters</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Our ref</th> <th>Product</th> <th>Type</th> <th>Their ref</th> <th>Amount</th> <th>Ccy</th> <th>Contract</th> <th>Expiry</th> </tr> </thead> <tbody> <tr> <td>ILC00001144</td> <td>Import LC</td> <td></td> <td>1089765</td> <td>50,000.00</td> <td>EUR</td> <td>28/04/09</td> <td>28/04/14</td> </tr> </tbody> </table> <span style="border: 1px solid #ccc; padding: 2px 10px; color: #0070C0;">Open</span>		Our ref	Product	Type	Their ref	Amount	Ccy	Contract	Expiry	ILC00001144	Import LC		1089765	50,000.00	EUR	28/04/09	28/04/14
Our ref	Product	Type	Their ref	Amount	Ccy	Contract	Expiry										
ILC00001144	Import LC		1089765	50,000.00	EUR	28/04/09	28/04/14										
	<p>You can select a transaction from this list and open it for viewing using the Open button.</p> <p>If you open a related master in this way, you must then return to the original transaction's Master Summary window (by closing the related master using the Close button) before you will be able to continue processing on the original transaction.</p>																
Other	Accesses two further links - one allowing you to view diagnostic information (see Appendix C), the other opening the FX Calculator (see page 246).																
The Master Summary window may include the following additional buttons in the Master Summary pane:																	
Splits	Displayed if there are assignments of proceeds or transfer or back-to-back letters of credit associated with the transaction. See the product-specific User Guides for more information.																
Sharing	Displayed if any parties are sharing liability or if the deal is a participated deal, as described in the next section.																
More	Displayed if your security profile allows. It shows details of the event that initiated the master record.  <b>Note:</b> Free Correspondence Master Summary does not include the 'More' button.																
Special Instructions	Displayed if any parties have special instructions entered against them (see page 229).																

## Shared Liability

This section explains how the system caters for the sharing of liability either with other banks or between customers.

The system permits your bank to specify that liability, contingent (for example, when issuing a letter of credit) and acceptance/deferred, is to be shared. The liability can be shared between customers only, between banks only, or between customers and banks. This is achieved by defining two postings, each using the same amount field, but specifying different parties and amount types.

Liability may be shared with other parties for a number of reasons:

- An export credit guarantee department may guarantee part of the risk when goods are exported
- A transaction may be sufficiently large that the bank can not undertake the liability totally on its own. In this case the bank may share (participate or syndicate) its risk with one or more other banks
- A customer may have a parent company who shares the risk in order to stay within the credit lines assigned to each party

The posting definitions are the mechanism used to define how the liability is to be shared and recorded. By setting the required values on a posting definition you can:

- Track the increases and decreases in liability due to events such as amendments, payments and expiry
- Create postings for each of the parties sharing the liability and record the liability held against each party

Track the contingent liability separately from the acceptance/deferred liability. This then allows you to write off any unutilised contingent liability amounts when the final payment is received or the transaction is expired.

## Credit Facilities

Selecting the Credit Facilities link from the Master summary menu displays a list of Facilities that have been attached to the master.

Credit facilities - Import Guarantee - IGTIGT4413BR01						
▼ Facilities						
Branch	Customer	Account type	Product type	Liability amount	Facility Identifier	Facility sequence
LOND	NTHSEA OIL	R2		150,000.00 USD	FAC0018766	02
View						

The following details are shown for each facility:

Branch – branch associated with posting

Customer mnemonic – customer

Account type – account type of the posting

Product type – product type of the master

Liability amount – outstanding liability amount – net of all postings against the facility for this master

Facility identifier – Facility and sequence number of the facility against which the liability was drawn

Facility Exposure ID – the unique Facility Exposure ID associated with this liability entry in the Facilities system (where a value has provided by that service)

If your facility service supports enquiries on facilities then a view button appears allowing you to view full details of the current status of the facility.

Credit facilities - Import Guarantee - IGTIGT4413BR01							
▼ Facilities							
Branch	Customer	Account type	Product type	Liability amount	Facility identifier	Facility sequence	Facility Exposure ID
LOND	NTHSEA OIL	R2		150,000.00 USD	FAC0018766	02	FEBS233T
<a href="#">View</a>							
▼ Facility details							
Identifier	FAC0018765		Sequence	0001			
Description	General TF Facility		Customer	NTHSEA OIL			
Start date	11/1/10		Expiry date	3/1/16			
Related party	NTHSEA OIL		Related party identifier	North Sea Oil			
Facility limit amount	1,000,000.00 EUR		Exposure amount	700,000.00 EUR			
Reserved amount	100,000.00 EUR		Available amount	100,000.00 EUR			
Available amount in liability currency	100,000.00 USD		Status	A			
<input checked="" type="checkbox"/> Multi currency			Allowable currencies	EUR			
▼ Extra details							
Name	Value						
Head Office Classification	Approved for current Financial year - Type A6612						

This feature is enabled by setting the Facility service system option `ViewFacilityDetails` to 'Yes' see the *System Tailoring User Guide – Trade Innovation*.

## Viewing the Master Summary from within a Transaction

During event processing, you may need to refer to the Master Summary details for the transaction on which you're working. This data may only be available from the Master Summary screen.

It is possible to access the Master Summary details in 'View' mode, via the 'View master summary' sub-menu button, available via the 'Master details' menu item. This enables you to view details of the transaction without having to pend and exit the event.

This functionality is available for all products and events in the following transaction processing applications:

- Trade Finance Processing
- Clean Payments Processing
- Supply Chain Finance Processing

## Transaction Processing

To view the Master Summary details, click **View master summary** available via the ‘Master details’ menu item:

The screenshot shows the 'Amend - Import Letter of Credit Input step' window for ILC00000291A01-AMD001. On the left, a sidebar lists navigation options like OK, Pend, Cancel, Submit, Attachments..., Validate, Special instructions and notes, Limits, Release items, Master details (selected), Settlement instructions, Charge schedules, Notes, View master summary (selected), Subsidiary events..., and Credit facilities... .

**Import LC details** section:

- Amend date: 01/03/13
- Transfer method:  Transferable,  Advise direct,  Revocable,  Revolving,  Operative
- Issue date: 01/03/13
- Application date: 01/03/13
- Expiry date: 03/06/13
- Confirmation: Unconfirmed
- Applicable rules: UCP LATEST VERSION
- Expiry place: UK
- Product type:  View changes details

**Amendment instructions** section:

- Apply reversal postings
- Seek beneficiary approval
- Approval not reqd

Amendment narrative:

The Master Summary screen opens in ‘Summary view’ mode and display as ‘Read only’.

The screenshot shows the 'Summary view - Import Letter of Credit - ILC00000291A01' window. The left sidebar lists navigation options: Close, What can I do?, Postings..., Settlement Instructions, Charge schedules, Credit facilities..., Other, Master summary (selected), Work in progress, Event history, Notes, Diary items, Our charges, Other bank's charges, and Other bank's charges.

**Master summary** section:

Field	Value	Field	Value
Applicant	112 REGENT STREET	Advising bank	Trifit First Bank New York
Reference	TSDS-10594A	Beneficiary	World Industries Corporation Ltd
Amount	1,500,000.00 USD	Available by	Negotiation
Available	1,500,000.00 USD (Claimed: 0.00 USD)		
Expiry date	03/06/13	Confirmation	Operative
Expiry place	UK	Type	Unconfirmed
Total liability amount	1,500,000.00 USD		
Margin deposit			
Remaining			
Input branch	LOND	Responsible team	ATEAM
Behalf of branch	LOND	Responsible user	LIV
		Status	

**More...**

**Work in progress**, **Event history**, **Notes**, **Diary items**, **Our charges**, **Other bank's charges**

When the ‘Summary view’ of the Master Summary is opened, the following panes are displayed:

- Master summary
- Work in progress
- Event history
- Notes
- Diary items
- Our charges
- Other bank's charges

Note that you are unable to do the following, when in 'Read only' mode:

- See or access 'New events'
- Open individual events in the Work in progress pane
- Open individual events in the Event history pane
- Create new Notes
- Edit existing notes
- Create new Diary items
- Edit existing diary items
- Edit charges

However, you can filter, via the dropdown lists which are available, on:

- Events (in Event history)
- Diary items
- Charges

**Note:** Note that functionality normally available via the 'More' button is available and remains unchanged. You may still open an expanded view of the event on which you're working.

To return to the event that you were previously working on, click **Close**. You may then continue input,

The screenshot shows a software interface for managing a Letter of Credit (ILC) with ID ILC00000291A01. On the left, there's a sidebar with a 'Close' button and a list of navigation links: What can I do?, Postings..., Settlement Instructions, Charge schedules, Credit facilities..., Other, Master summary (which is selected and highlighted in blue), Work in progress, Event history, Notes, Diary items, Our charges, and Other banks' charges. The main content area is titled 'Summary view - Import Letter of Credit - ILC00000291A01'. Below this, a section titled '▼ Master summary' is expanded, showing various details about the letter of credit. The data is presented in a grid format:

Field	Value	Field	Value
Applicant	112 REGENT STREET	Advising bank	Thrift First Bank New York
Reference	TSDS-10594A	Beneficiary	World Industries Corporation Ltd
Amount	1,500,000.00 USD	Available by	Negotiation
Available	1,500,000.00 USD	(Claimed: 0.00 USD)	Operative
Expiry date	03/06/13	Confirmation	Unconfirmed
Expiry place	UK	Type	(1,500,000.00 USD)
Total liability amount	1,500,000.00 USD		
Margin deposit			
Remaining			
Input branch	LOND	Responsible team	ATEAM
Behalf of branch	LOND	Responsible user	
		Status	LIV

A small 'More...' button is located at the bottom right of the expanded section.

## Charges and Charge Schedules

This chapter explains how the system handles charges, covering the different facilities for viewing and amending charges and the schedules that generated them.

### Charges and Charge Schedules in Trade Innovation

Your bank sets up charges and charge schedules in advance using the system tailoring application.

#### Charges

Your bank can define what charges will be generated for each event. These charges can be based on the bank's general charge schedule, or on a specific schedule for:

- A particular customer, branch, or customer/branch combination
- A customer charge group (customer charge groups bring together customers who are charged using the same schedule)
- A customer charge group/branch combination

Charges may be raised for your own bank, for another bank, or for participants.

The amount of the charge can be determined as a flat rate, as a percentage of a given sum, or as an interest payment. It is also possible to have charges with tiers or with split tiers, by amount, count or by period. (Charges calculated by period in this way are not to be confused with periodic charges, a term used for charges billed periodically.) Under extended charges each tier can calculate independently by amount, count or period. Nested tiers provide further flexibility.

The system uses as the date of the charge the date the event in which it originates is released, not the date that the event was initiated.

Charges may be defined as standard charges, which are always generated for an event (and can be waived or deferred) or as optional charges, which are generated for the event only if you decide that they should be.

Charges may be defined as being periodic, meaning that they are taken at regular intervals over the life of the transaction. Periodic charges may be charged in advance of each charging period, or at the end of each period. For periodic charges, Cancel events and Amend events resulting in an unscheduled change in amount may result in a refund of charges taken in advance. (Your bank can suppress the automatic generation of refunds for periodic charges as a result of the amount being changed by an amendment event or an adjustment event. This is done using the `DoNotRefundPeriodicCharges` system option - see the *System Tailoring User Guide – Trade Innovation*.)

For letters of credit, standby letters of credit, guarantees and participated deals, the system permits you to set up single-cycle charges - charges that are accrued periodically, but taken in arrears when a payment is made. This caters for transactions involving large amounts and a lengthy life-cycle.

During payment events the input clerk can amend the amount of the charge. This does not affect the underlying charge accrual details.

Once the charge has been taken, the system starts to accrue the next charge, which is processed during the next payment event. Charge accruals end once the final payment has been made.

For charges of this sort, your bank can choose whether accrual postings are generated or not.

Charges may be linked to other charges. The linkage can be governed by rules, so that for example a deferred payment commission on a letter of credit might be defined as collectable from the date up to which the issuance commission for the letter of credit has been calculated.

During transaction processing you can add optional charges, and waive, take or defer charges. You can change the amount of a charge, and who it is for. Depending on how your bank has configured its charges, you may also be able to amend the charge basis amount.

The Maintain Charges event (see page 108) is provided to allow you to pay, waive, change or add a charge, or to refund a charge that has already been paid, for a master record. The event allows you to make changes to an existing charge while preserving a record of the previous, un-amended charge. For single-cycle charges you can use the Maintain Charges event to cancel the charge and add a different one. For periodic charges only, the system also includes a Pay Charges event, which you can use to take periodic charges.

Details of any charges raised against a transaction are displayed in the Master Summary window.

Our charges						
View charges <---->						
Charge for	Description	Schedule amount	Collect amount	Tax amount	Status	Originating event
Buyer	Post	33.30 EUR	33.30 EUR		In preparation	ISS001
Buyer	GENADMIN	200.00 EUR	200.00 EUR		In preparation	ISS001
Buyer	GenPay	0.00 EUR	0.00 EUR		In preparation	ISS001
Buyer	Sight	66.60 EUR	66.60 EUR		In preparation	CLM001

Other banks' charges						
View charges <---->						
For	Party	Description	Pay amount	Tax amount	Status	Originating event

The Our Charges pane lists your own bank's charges, and the Other Banks' Charges pane lists charges for other banks. Information is shown under the following headings:

Heading	What it Shows
Charge For	Indicates who is to pay the charge - Buyer, Seller, or Other (to indicate another party, such as an assignee or party to a participated deal).
Party	For other banks' charges only, this shows the party who is to pay the charge.
Description	The charge type.
Schedule Amount	For your own bank's charges only, this shows the charge amount, as calculated using the schedule.
Collect Amount	The amount of the charge (in either the currency of the transaction or the schedule currency, depending on how your system has been configured). If the charge schedule involves a flat charge or a minimum or maximum charge, then this amount will be shown in the schedule currency. An 'R' is shown next to this amount, if it is a refund of a charge taken in advance.
Tax Amount	The tax amount relating to the charge in the currency in which the charge will be paid.
Status	The status of the charge (see page 256).
Originating Event	The event in which the charge was generated.

The View Charges filter allows you to limit the charges displayed by their status.

Charges can be taken for the buyer, the seller, or another party. The following table shows who the buyer is, and who the seller is, for each product.

Your bank can configure the text string (label) used to identify the buyer and seller in the Charges Summary window for each individual product. These text strings can be set as part of product options using the system tailoring application:

Product	Buyer	Seller
Cash letters	Debit party	Payee/remitting bank
Clean bankers acceptances	Obligor	Beneficiary
Collection orders	Drawee	Drawer
Customer billing	Billing customer	Billing customer
Export credit agency facility	Customer	(not applicable)
Export guarantees	Applicant (via Received From bank)	Beneficiary
Export letters of credit	Applicant (via Received From bank)	Beneficiary
Export standby letters of credit	Applicant (via Received From bank)	Beneficiary
Factoring facility	Customer	Customer
Financing transactions	Debit party	Finance To party
Free correspondence	Addressee	Received From party
Import guarantees	Applicant	Beneficiary (via advising bank)
Import letters of credit	Applicant	Beneficiary (via advising bank)
Import standby letters of credit	Applicant	Beneficiary (via advising bank)
Invoice	Buyer	Seller
Inward bank payment	Remitter	Beneficiary
Inward cheque	Remitter	Beneficiary
Inward customer payment order	Remitter	Beneficiary
License	Principal party	Non-principal party
Outward bank payment	Remitter	Beneficiary
Outward cheque	Remitter	Beneficiary
Outward customer payment order	Remitter	Beneficiary
Participation deal	Participation customer	(not applicable)
Reimbursement authorisations	Applicant (via issuing bank)	Beneficiary (via claiming bank)
Standing order	Remitter	Beneficiary
Transfer letters of credit	Applicant	Beneficiary

## Charge Schedules

To define the charge schedules a charge type will use, open the Charge Types window using the Parameter Sets|Charge Types menu option. The filters allow you to further refine the search. The Type filter allows you to only show Tax charges, Interbranch charges or Standard charges. Leaving the filter blank will display charges of all types.

## Charge type selection

### ▼ Charge type - filters

ID	<input style="width: 100px; height: 25px; border: 1px solid #ccc;" type="text" value="%"/>	Description	<input style="width: 100px; height: 25px; border: 1px solid #ccc;" type="text" value="%"/>
Type	<input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="button" value="&lt;----&gt;"/>		
<input style="width: 80px; height: 25px; background-color: #4f81bd; color: white; border: none;" type="button" value="Refresh"/>			

### ▼ Results

ID	Description	Type
Acceptance	Acceptance Commission	Standard
Advise	Advising Commission	Standard
Assign	Assignment Fee	Standard
BA	Banker's acceptance commission	Standard
BAA	Advising banker's acceptance	Standard
BTB	Back to Back commission	Standard
CL-Ad-Int	Negotiation interest in advance	Standard
CL-Ar-Int	Cash Letter Interest in arrears	Standard
CL-fee	Cash Letter Fee	Standard
Chequelss	Outward payment via Cheque	Standard








Select the charge type and click **Schedules**.

## Charge Schedules - Acceptance Commission

### ▼ Charge schedule details

Charge type <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="Acceptance"/>	Branch <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="ATLANT DU"/>
Charge group <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value=""/>	Customer <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="ATLANT GEN"/>
Start date range <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="-"/>	Expiry date range <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="EATON"/>
<input style="width: 80px; height: 25px; background-color: #4f81bd; color: white; border: none;" type="button" value="Refresh"/>	

Type	Branch	Charge group	Customer	Start date	Expiry date
Acceptance					
Acceptance			ATLANT DU		
Acceptance			ATLANT GEN		
Acceptance			EATON		






The window displayed lists all the schedules set up for that charge type (for a new charge type the window will be empty). The default schedule can be identified in the Charge Schedule window; it is the only schedule with Branch, Charge Group and Customer columns blank.

**Note:** Charge schedules can be amended and deleted from within this window in the usual way. Be careful not to amend the default schedule for a charge type so that it includes a branch, customer charge group or customer. If you attempt to delete a schedule that is in use by an existing transaction a warning message is displayed. If you confirm the deletion for such a schedule it is then marked as obsolete. No new transaction may use it, and the system does not display it. However, it is not removed from the system if any existing transaction uses it. Schedules relating to a specific customer are removed from the system when that customer is.

In the Charge Schedules window, the Customer filter is not displayed if either:

- You have set the DownloadSchedulesFromBackOffice system option to 'Yes', to download customer-specific schedules from your back office system
- You have set the ChargePercentageSchedule system option to 'Yes', to define customer-specific charge percentage schedules

Use the Type field to display schedules for a particular charge type only; and the Branch, Charge Group and Customer fields to display schedules set up for a particular branch, customer charge group or customer, or for a combination of branch and customer or branch and customer charge group.

To create a new schedule click **New**.

### Charge schedule - Create

**▼ Charge Schedule Details**

Applies to	Default	Expiry date	
Start date		Description	
Charge ID	Acceptance	Acceptance Commission	
Currency	GBP		
Narrative			
Charges waived		Maximum charges	
<input checked="" type="checkbox"/> Minimum/maximum by period		Minimum/maximum currency	
Schedule type	One off		
Charge type	Flat		
Tier	Amount	<input type="checkbox"/> Split tier	<input type="checkbox"/> Extended tier structure
Product	<---->	Event type	<---->

**▼ Tier 1**

Amount	GBP	Frequency	One off
Charge amount	GBP		

**▼ Tier 2**

Amount	GBP	Frequency	One off
Charge amount	GBP		

**▼ Tier 3**

Amount	GBP	Frequency	One off
Charge amount	GBP		

**▼ Tier 4**

Charge amount	GBP	Frequency	One off
Overall minimum	GBP	Overall maximum	GBP

**OK**    **Cancel**

The Charge Schedule Details pane is used to:

- Enter information common to all types of charge
  - Set the minimum and maximum amount to be levied on a transaction using the charge schedule
- How the tier panes are used varies, depending on the charge type.

See the *System Tailoring User Guide – Trade Innovation* for more information.

## Working With Charges during an Event

When you have an event open, the Release Items|Charges link can be used to display details of the charges raised against the transaction. This link displays the Charges Summary window.

The screenshot shows the Charges Summary window with four main sections:

- Master charge summary:** A table with columns: For, Type, Charge amount, Reduction, Pay amount, Tax amount, Action, Default, Status, and Originating event. It includes a "View Master" button.
- Event charges summary:** A table with columns: For, Description, Charge amount, Reduction, Pay amount, and Tax amount. It lists charges for Buyer (GENADMIN, Sight Iss, DSD) and a total row.
- Our charges:** A table with columns: For, Type, Charge amount, Reduction, Pay amount, Tax amount, Action, Default, Status, Amend schedule, and Originating event. It lists charges for Buyer (GENADMIN, Sight Iss, DSD) and a total row. Below the table are buttons: View..., Edit..., Take all..., Defer all..., Split Charge..., Add..., Delete, Consolidate, Undo Split, and Reset cons... .
- Other banks' charges:** A table with columns: For, Bank, Type, Pay amount, Tax amount, Action, Status, and Originating event. It includes a "View..." button.

The Our Charges pane lists all the charges raised against the transaction so far in all events.

The Master Charges Summary pane lists all charges raised for your bank against the transaction so far for all events except the current one.

The Event Charges Summary pane and the Our Charges pane list charges to be generated for your bank by the current event. It also includes any charges shared with participants.

The Other Bank's Charges pane shows charges to be generated for other banks by the current event.

You can view and edit (see page 85) your own (and participants') charges for this event, and add optional ones. You can also add charges for other banks and for participants and subsequently delete them using the Delete button in the usual way.

The following buttons allow you to process charges:

Buttons	Action
View	Allows you to view details of a charge (see page 85).
Edit	Allows you to amend a charge's details (see page 85).
Take All	Allows you to take all outstanding charges (see page 97).
Defer All	Allows you to defer all outstanding charges (see page 97).
Split Charge/ Undo Split	Allows you to split a charge between two or more parties to the transaction.
Add	Allows you to add an optional charge (see page 93).
Delete	Allows you to delete optional charges. Select the charge to be deleted and click this button. You are prompted to confirm the deletion, after which the charge is removed from the transaction.
	Non-optional charges cannot be deleted, but can be waived or cancelled.

Buttons	Action
Consolidate/Reset Cons	Allows you to consolidate correspondence charges. This button is available only if your bank implemented has the system's functionality for consolidating correspondence charges.
Claim	Allows you to claim all outstanding charges during import and export letters of credit payment events (see page 102).
Suppress Billing	Suppress billing/invoicing, if charges are billed/invoiced. See the <i>Periodic Billing and Invoicing User Guide – Trade Innovation</i> .

## Viewing and Amending Your Own Bank's Charges

 Our charges										
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	GENADMIN	2 000,00 EUR		2 000,00 EUR		Take	Y	In preparation	N	ISS001
Buyer	Sight Iss	50,00 GBP		82,73 EUR		Defer	Y	In preparation	N	ISS001
Buyer	DSD	10,34 EUR		10,34 EUR		Defer	Y	In preparation	N	ISS001

[View...](#)
[Edit...](#)
[Take all...](#)
[Defer all...](#)
  
[Split Charge...](#)
[Add...](#)
[Delete](#)
[Undo Split](#)
  
[Consolidate](#)
[Reset cons...](#)

The Charges Summary window lists your own bank's charges (referred to in the system as *our charges*) to be raised in an event using the Our Charges pane. This pane also includes any participants' charges. Information is shown under the following headings:

Heading	What it Shows
For	Indicates who is to pay the charge - Buyer, Seller, or Other (to indicate another party, such as an assignee or party to a participated deal).
Type	The charge type.
Charge Amount	The amount of the charge (in either the currency of the transaction or the schedule currency, depending on how your system has been configured). If the charge schedule involves a flat charge, or a minimum or maximum charge and a minimum or maximum charge is applied, then this amount will be shown in the schedule currency.
Reduction	An R is shown if the charge is a refund of a charge taken in advance.
Pay Amount	The charge amount shown in the preferred payment currency, if this is specified, otherwise in the transaction currency. This is the currency in which the charge will be collected.
Tax Amount	The tax amount relating to the charge in the currency in which the charge will be paid.
Action	Indicates what action has been taken regarding the charge.
Default	Indicates whether this is the automatically calculated charge (Y) or whether the charge has been amended (N).
Status	The status of the charge. See Appendix A (see page 256) for a list of status values.
Amend Schedule	Indicates whether the charge schedule has been amended (Y) or not (N).
Originating Event	Shows the reference of the event for which the charge was generated.

Where a charge has been split between parties the original charge is listed, followed by separate entries for each of the split charges. Split charges have an asterisk in the Type column.

Selecting one of your bank's own charges and clicking **Edit** button displays information about that charge and the schedule used to calculate it.

**Charge details**

Charge type	Documentary Stamp Duty
Charge for	Buyer
Action	Defer
Charge basis: Charge basis amount	50,000.00 EUR
Amount for calculation purposes	50,000.00 EUR
Narrative description of charge schedule	Schedule...
Percentage of standard	100.0
Charge amount ?	10.34 EUR
Pay amount ?	10.34 EUR
<input type="checkbox"/> Split Charge	

**Calculation details**

Charge calculation details	Documentary Stamp Duty Charge amount payable 10.34 EUR
Charge text for documents >>>	
Charge text for SWIFT >>>	

OK Cancel

What is shown in this window varies, depending on whether the charge involves a foreign exchange conversion, and whether it is a tax charge (see page 91), a periodic charge or a single-cycle charge. If the charge involves a split fee, a Fee Split button is present and displays details of the charge income and how it is split.

In addition, the setting of the option DefaultChargeText determines what you see in the Charge Text for Documents field and the Charge Text for SWIFT field. These fields may be blank, or they may contain information taken either from clauses set up against them or from the database fields.

Whether or not an individual charge can be amended depends on how your system has been configured. If you change any of the values in this window click **Recalculate** to recalculate the charge, based on the new values.

The system checks the appropriate 'Set' box if you change the value in any of the fields in this window. This prevents the system from changing that value when it next generates the charge. You can remove an override by unchecking the appropriate box.

If the charge basis amount for the charge can be amended, the Amend Charge Basis Amount field is displayed. If you check it, the charge basis amount is enabled and you can amend it.

Where the charge involves neither a foreign exchange conversion nor a tax charge, the fields listed in the following table are present:

Heading	What it Shows
Charge Type	The descriptive identifier given to the charge to indicate what it is for.
Charge For	Select from Buyer, Seller or Other to define who is to pay the charge. If you select Other, an additional drop-down list is shown of parties involved in the transaction.
	<b>Note:</b> When the charges are to be taken against a second beneficiary you must specify their bank as the other party.
Action	Indicate what action should be taken with regard to the charge: <ul style="list-style-type: none"> <li>• Waive</li> <li>• Defer</li> <li>• Reimburse (for seller only, for import letters of credit, guarantees and standby letters of credit only).</li> <li>• Take</li> <li>• Bill/Invoice (only shown if the party paying or receiving the charge is billed or invoiced periodically).</li> <li>• Cancel a periodic charge.</li> <li>• Partial Pay, to partially pay a charge. When you click <b>Refresh</b> additional fields are displayed. This action is available only if the option PartialChgPayments is set to 'Yes'. (For periodic charges the option PerdChgNoAccruals must also be set to 'Yes').</li> <li>• Open, signifying that this is a single-cycle periodic charge running in open state during its full life. For charges of this sort the other actions listed above are not relevant except in payment events and during Maintain Charges events, when Cancel is an option.</li> </ul>
	<b>Note:</b> Deferred charges can be treated as expected income and realised as profit: see the <i>System Business Reference Guide - Trade Innovation</i> for details. However, periodic charges may not be deferred or taken.
Charge Basis	The amount used to calculate the charge, preceded by the name of the event field that holds that amount.
Narrative Description of Charge Schedule	The narrative given to the charge schedule used for this charge when it was set up.
Charge Amount	The amount of the charge in either the currency of the transaction or the schedule currency, depending on how your system has been configured. If the charge schedule involves a flat charge or a minimum or maximum charge, then this amount will be shown in the schedule currency.  If you change the amount's currency, the system displays the exchange rate between the transaction currency and the charge currency, and the new currency and the payment currency.
Pay Amount	The amount of the charge to collect, followed by its currency. If the charges are for the seller and the selected payment action is 'Await Reimburse' the system displays two additional fields showing the charge (in local currency) to be refunded to the applicant upon settlement.
Split Charge	Check this field if you want to split the charge between parties to the transaction.
Charge Calculation Details	Displays details of the charge and how it was calculated. For examples of how this calculation is generated see Appendix B.
Charge Text for Documents	This field allows you to enter details of the charge (such as a description of the charge, the charge basis amount and the charge start and end dates) for inclusion in customer documents.

Heading	What it Shows
	<p>Depending on the setting of the option DefaultChargeText the details shown in the Charge Calculation Details may be displayed here as the default value.</p> <p>If you amend the default value, the system automatically checks the Set Text for Documents flag when you click <b>OK</b>. This prevents the system from re-displaying the default value here, should the charge be amended and consequently recalculated later.</p>
Charge Text for SWIFT	<p>This field allows you to enter details of the charge for inclusion in SWIFT messages generated by the event.</p> <p>Depending on the setting of the option DefaultChargeText the charge type, amount and currency may be displayed here as the default value, in SWIFT-compatible format.</p> <p>If you amend the default value, the system automatically checks the Set Text for SWIFT flag when you click <b>OK</b>. This prevents the system from re-displaying the default value here, should the charge be amended later.</p>
Share with Participants	This field is displayed only if there is a participated deal associated with the transaction. Check this field if the charge amount is to be shared with participants.
Percentage of Standard	<p>This field is displayed only if customer-specific charge percentage schedules are being used - whether this customer has a charge percentage schedule or not.</p> <p>Use it to specify the percentage of the standard charge that will be charged for this transaction. By default, this field displays:</p> <p>The percentage of the standard charge defined in the customer's charge schedule for this charge type. This may be explicitly defined for this charge type, defined for the product and event, or may be a default percentage defined for the customer's schedule.</p> <p>If there is no charge percentage schedule for this customer, or if this charge type is defined as not being eligible for inclusion in charge percentage schedules, this field defaults to 100%.</p> <p>You can amend this figure. Click <b>Recalculate</b> to recalculate the Charge Amount and Charge Pay Amount taking account of the revised charge.</p>

## Partially Paying a Charge

The functionality described in this section is available only if the option PartialChgPayments is set to 'Yes'. For periodic charges the option PerdChgNoAccruals must also be set to 'Yes'.

If you select 'Partially Pay' in the Action field then click **Refresh**, the system displays an additional pane.

**⊕ Partial payment details**

Total pay amount	33.30 EUR
Total paid previously	
Total outstanding	33.30 EUR
Total to be paid ?	<input type="text" value="33.30 EUR"/>
Partial charge payment ?	<input type="text" value="33.30 EUR"/>
New total outstanding	
Outstanding charge action	<input type="button" value="Defer"/>

**Refresh**

The fields in this pane allow you to record the partial payment of the selected charge. The first three fields show:

- The total charge amount
- The total amount already paid against the charge
- The amount of the charge currently outstanding.

If the partial payment is being made in the currency of the charge, enter the amount of the partial payment into the Total To Be Paid field and click **Refresh**.

If the partial payment is being made in a currency other than that of the charge, enter the amount into the Total To Be Paid field in the currency of the charge, and a currency code into the Partial Charge Payment field. Then click **Refresh**.

Partial payment details	
Total pay amount	33.30 EUR
Total paid previously	33.30 EUR
Total outstanding	33.30 EUR
Total to be paid ?	<input type="text" value="33.30 EUR"/>
Partial pay FX rate ?	<input type="text" value="1.758106"/>
Partial charge payment ?	<input type="text" value="18.94 GBP"/>
New total outstanding	
Outstanding charge action	<input type="button" value="Defer"/>

Additional fields are displayed, allowing you to set the exchange rate to be used to convert the partial payment amount into the currency of the charge. Use the first field to select the rate code, and the second field to specify whether the buy, sell or mid rate is to be used. Then click **Refresh** again. The system calculates and displays the amount of the partial payment.

Any amount remaining to be paid can be deferred or waived by selecting the appropriate action in the Outstanding Charge Action field. The options are:

Field	Action
Defer	Defers the new outstanding amount.
Waive	Waives the new outstanding amount. For periodic charge the balance is waived for the current charge period only; from the next period the full amount will be charged. For standard charges this means the remaining amounts will be waived for the whole charge.
Cancel	This is available for periodic charges only. The new outstanding amount is waived and the periodic charge is cancelled, so that the related Pay Charges event is removed from the diary.

Partially paid charges can be refunded using the Maintain Charges event or a Manual Bookkeeping event in the same way as for fully paid charges. You cannot amend a partially paid charge; if necessary postings can be adjusted using a Manual Bookkeeping event.

Tax charges are collected on a pro rata basis based on the partial charge amount paid. For example, on a charge of \$100 with tax at 10%, if a partial payment is made of \$40 then the tax amount due on the part payment will be calculated as \$4.

## Cancelling a Periodic Charge

You can select a payment action of 'Cancel' for periodic charges. You can then refund the amount paid using a Maintain Charges event (see page 108) (provided the RefundPeriodicCharges system option is set to allow this) or a Manual Bookkeeping event.

The option PerdChgNoRefundOnCancel can be used to stop the automatic refund of periodic charges in advance when the charge is cancelled.

For periodic charges in arrears, the amount in arrears is collected if the charge is before the end of a charge cycle.

If on the charge schedule the Interest Full Cycle field is checked or the Always Apply Full Charge Amount For Cycle field is checked, the amounts in arrears will be collected for the full charge period to the actual cycle end date.

## Charges Involving Foreign Exchange Conversion

**Charge details**

Charge type	Sight Payment Commission		
Charge for	Buyer	<input type="checkbox"/> Set charge for	
Action	Take	<input type="checkbox"/> Set action	
Charge basis: Part payment amount	50.000.00 EUR		
Amount for calculation purposes	50.000.00 EUR		
Narrative description of charge schedule	Default Sight Payment Commission Flat Charge Schedule	<b>Schedule...</b>	
Percentage of standard	100.00	<input type="checkbox"/> Set percentage	
Charge amount ?	66.60 EUR	<input type="checkbox"/> Set charge amount	
Pay FX rate ?	SPECL (1.6650298)	Mid	<input type="checkbox"/> Set pay FX rate <input type="checkbox"/> Set pay FX code <input checked="" type="checkbox"/> Set pay currency
Pay amount ?	40.00 GBP	<b>Recalculate</b>	

**Calculation details**

Charge calculation details	Sight Payment Commission Charge calculated on amount 50.000.00 EUR 50.000.00 EUR = 66.60 EUR Charge amount payable 66.60 EUR Receivable charge amount 66.60 EUR @ 1.6650298 = 40.00 GBP
Charge text for documents >>>	
Charge text for SWIFT >>>	

**OK**    **Cancel**

For charges that involve foreign exchange conversions between either the charge amount and the schedule used or between the calculated charge amount and the amount to be paid, additional fields are present.

The Amount for Calculation Purposes shows the charge basis amount converted to the currency used to calculate the charge. The FX Rate field shows the foreign exchange rate used to arrive at this figure.

Where the pay amount is in a different currency from the calculated charge amount, the Pay FX Rate shows the foreign exchange rate used.

## Tax Charges

**Charge details**

Charge type	Stamp Duty on ILC Issuance		
Charge for	Buyer <input type="button" value="▼"/>	<input type="checkbox"/> Set charge for	
Action	Waive <input type="button" value="▼"/>	<input type="button" value="Refresh"/>	<input type="checkbox"/> Set action
Charge basis: Charge basis amount			
Amount for calculation purposes			
Narrative description of charge schedule	<input type="button" value="Schedule..."/>		
Percentage of standard	<input type="text" value="100.00"/>	<input type="checkbox"/> Set percentage	
Charge amount ?	<input type="text" value="0.00 GBP"/>	<input type="checkbox"/> Set charge amount	
Pay amount ?	<input type="text" value="0.00 GBP"/>	<input type="checkbox"/> Set pay currency	
<input type="button" value="Recalculate"/>			

**Tax details**

Charge type	Usage Confirmation Fee		
Tax in charge currency	0.00 GBP		
Tax amount ?	<input type="text" value="0.00 GBP"/>	<input type="button" value="Schedule..."/>	<input type="checkbox"/> Set tax amount
Tax pay amount ?	<input type="text" value="0.00 GBP"/>	<input type="button" value="Recalculate"/>	
Total pay amount	0.00 GBP		

**Calculation details**

Charge calculation details	Stamp Duty on ILC Issuance Charge calculated on amount $0.30\% \times 0.00 \text{ GBP} = 0.00 \text{ GBP}$ Tax = 0.00 GBP Charge amount payable 0.00 GBP
790x434	
Charge text for documents >>>	<input type="text"/>
Charge text for SWIFT >>>	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

For tax charges the Tax Details pane is present. The following table lists the fields in this pane and explains what they hold:

Field	What it Holds
Tax in Charge Currency	Shows the value of the tax payable, in the same currency as the charge amount. You cannot amend the amount shown here.
Tax Amount	Displays the tax amount in either the currency of the transaction or the schedule currency, depending on how the tax charge type has been defined.
Tax Pay Amount	The amount of tax to collect. If you change the value in this field, the system automatically recalculates and displays the value in the Total Pay Amount field. You cannot amend the currency for this amount - it will always be the same as the currency of the Charge Pay Amount field.
Total Pay Amount	This field displays the total amount payable, including the charge and its related tax. It cannot be overridden.

## Periodic Charges

Schedules can define charges as *periodic*, meaning that they are taken at regular intervals over the life of the transaction. Such periodic charges may be charged in advance of each charging period, or at the end of each period. For periodic charges that are subject to (internal) billing - see Chapter 9 - charges in advance are debited to the billing account rather than the actual customer account during periodic billing. Charges in arrears are held over to the billing period after they are raised before being debited to the billing account. The charge basis amount for a periodic charge cannot be amended.

When the system generates a periodic charge it determines the charge schedule to use in the same way as for standard charges, taking in to account any start and end dates, unless there is a master-level schedule, in which case it uses the master-level schedule. See the *Common Facilities User Guide – Trade Innovation* for more on how periodic charge schedules are handled during transaction processing.

**Note:** When linking charges to events, periodic charges must be linked with an attachment type of Event, otherwise the charge is not treated as a periodic charge.

## Collecting Charges for Multiple Cycles

The system allows your bank to set up schedules for periodic charges in such a way that, instead of calculating charges at the start or end of a period or cycle, the system runs them together and makes a single charge calculation at the start or end of the extended period. (Any gaps at the end of the last period are ignored.)

The number of periods or cycles that can be run together in this way is specified using the Multiply Charge By field when setting up charge schedules. See the *System Tailoring User Guide – Trade Innovation* for more information.

For charges set up in this way, any Pay Charges events falling between the start date and end date of the extended period are suppressed. Any maximum or minimum amounts set up at the tier level are applied to the specified number of charge periods.

The following illustration shows a periodic charge in advance, with a single charge calculated over a three-month period:

The screenshot shows a software interface for managing event charges. At the top, it displays 'System date: 09/06/08 Unit: ZONE1 Login: 17:08' and navigation links for Print, Jobs, Help, Docs, and About. The main title is 'Update Event Charge IGT00001181-ISS001 - PADV'. The interface is divided into several sections:

- Charge details:** Shows 'Charge type: Periodic charge in advance' and 'Buyer' selected.
- Periodic charge details:** Includes fields for 'Action' (Take), 'Charge basis: Charge basis amount' (500,000.00 USD), 'Amount for calculation purposes' (500,000.00 USD), 'Narrative description of charge schedule' (Periodic charge in advance), 'Schedule...' button, 'Charge amount?' (747.95 USD), 'Pay amount?' (747.95 USD), and 'Recalculate' button.
- Calculation details:** Contains sections for 'Periodic charge details' and 'Calculation details'.
  - Periodic charge details:** Shows 'Start date: 09/06/08', 'End date: 09/03/09', 'Schedule period: 3 Months', and checkboxes for 'Taken in advance' (checked), 'Set start date', and 'Set end date'.
  - Calculation details:** Shows a table with one row:
 

Event	From	To	Charge basis amount	Charge amount	Details
Original charge	09/06/08	09/03/09	500,000.00 USD	747.95 USD	Charge calculated on amount 500,000.00 USD Number of periods: 3 Period 06/2008 - 09/3/2009 273 Days 0.20% x 500,000.00 USD x 273/365 = 747.95 USD Charge amount 747.95 USD Charge amount 747.95 USD

The following illustration shows a periodic charge with the minimum charge applied over the three periods covered by the extended charge:

System date: 09/06/08 Unit: ZONE1 Login: 17.0.8

**Update Event Charge IGT00001181-1SS001 - PADV**

<b>Charge details</b>	Charge basis: Charge basis amount 500.000.00 USD Amount for calculation purposes 500.000.00 USD Narrative description of charge schedule	<b>Schedule...</b>																		
<b>Calculation details</b>	Charge amount ? 805.00 USD Pay amount ? 805.00 USD	<b>Recalculate</b>																		
<b>Periodic charge details</b> Start date: 09/06/08 Schedule period: 3 Months End date: 09/03/09 <input checked="" type="checkbox"/> Taken in advance Overridden first cycle start date: <input type="text"/> Overridden current cycle end date: <input type="text"/> <input type="checkbox"/> Project future premiums Next cycle date day in month: <input type="text"/> <b>Next schedule...</b>																				
<b>Calculation details</b> <table border="1"> <thead> <tr> <th>Event</th> <th>From</th> <th>To</th> <th>Charge basis amount</th> <th>Charge amount</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Original charge</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inception</td> <td>09/06/08</td> <td>09/03/09</td> <td>500.000.00 USD</td> <td>805.00 USD</td> <td>           Charge calculated on amount 500.000.00 USD            Number of periods 3            Period 9/06/2008 - 9/3/2009 273 Days  <math>0.20\% \times 500.000.00 \text{ USD} \times 273/365 = 805.00 \text{ USD (Min)}</math>            Charge amount 805.00 USD            Charge amount 805.00 USD            Receivable charge amount 805.00 USD         </td> </tr> </tbody> </table>			Event	From	To	Charge basis amount	Charge amount	Details	Original charge						Inception	09/06/08	09/03/09	500.000.00 USD	805.00 USD	Charge calculated on amount 500.000.00 USD Number of periods 3 Period 9/06/2008 - 9/3/2009 273 Days $0.20\% \times 500.000.00 \text{ USD} \times 273/365 = 805.00 \text{ USD (Min)}$ Charge amount 805.00 USD Charge amount 805.00 USD Receivable charge amount 805.00 USD
Event	From	To	Charge basis amount	Charge amount	Details															
Original charge																				
Inception	09/06/08	09/03/09	500.000.00 USD	805.00 USD	Charge calculated on amount 500.000.00 USD Number of periods 3 Period 9/06/2008 - 9/3/2009 273 Days $0.20\% \times 500.000.00 \text{ USD} \times 273/365 = 805.00 \text{ USD (Min)}$ Charge amount 805.00 USD Charge amount 805.00 USD Receivable charge amount 805.00 USD															

**View all...**

## Single-cycle Charges

For letters of credit, standby letters of credit, guarantees and participated deals, the system permits you to set up *single-cycle charges* - charges that are accrued periodically, but taken in arrears when a payment is made. This caters for transactions involving large amounts and a lengthy life-cycle where, typically, the period corresponds to the duration of the transaction and the collection of charges coincides with payment.

During payment events the input clerk can amend the start and end date for the period for which the charge is to be calculated, and also amend the amount of the charge. This does not affect the underlying charge accrual details.

Once the charge has been taken, the system starts to accrue the next charge, which is processed during the next payment event. Charge accruals end once the final payment has been made.

For charges of this sort, your bank can choose whether accrual postings are generated or not.

Single-cycle charges are typically used to handle confirmation-type charge structures, where the charge basis amounts are sufficiently large that taking a confirmation charge in advance is not practical.

Single-cycle charges are calculated from the day the transaction was confirmed (or silently confirmed) to the date of documents being settled, taking into account any decreases and or increases that took place during the period.

Single-cycle periodic charges are designed to cover the duration of the transaction, using a single period, without predefined repeating charge periods and related regular charge payment events.

They are typically based on the confirmed amount and are created either during the event that created the transaction, or during a later Amend event.

The charges are accumulated using standard functionality, but with an option to prevent the posting of accruals.

The amount of the charge may be increased or decreased as a result of amendments to the master record transaction due for example, to amendments, reductions and increases.

Single-cycle charges are collected during payment events, at the same time as payment settles. They stop accruing when the final part-payment settles. They can be cancelled, if required, using a Maintain Charges event.

## Adding a New Charge for Your Own Bank

To add a new charge for the event in which you are currently working, click **Add**. The system displays a list of optional charges set up for that event.

Optional charges	
Selected	Charge
N	Acceptance Commission
N	Courier Fee
N	Deferred Payment Commission
N	Sight Payment Commission
N	Telex Transmission Fee

**Add**

Select the charge you want to add from the list and click **Add**. The system calculates the charge due and adds it to the list in the Charges Summary window.

If the event is, or has, a subsidiary event, the list of optional items includes those available to both events - the main event and the subsidiary event. A new column - the Originating Event column - provides the reference of the event for which the item is set up as optional.

## Splitting a Charge

The system allows you to split a charge between the various parties to an event provided that the charge:

- Is not a periodic charge
- Is not a consolidated charge
- Is not a charge that has already been split
- Is a charge for the buyer or the seller - charges for 'Other' parties cannot be split
- Is a charge for your own bank - charges for other banks cannot be split

A charge can be split in one of two ways:

- Select the charge in the Charge Summary window and click **Split Charge**
- Select the charge in the Charge Summary window and click **Edit**. In the window that appears check the Split Charge field

In both cases the window used to edit charges is displayed with a new pane, the Charge Payers pane.

**Charge details**

Charge type	Documentary Stamp Duty
Charge for	Buyer
Action	Split
Charge basis: Charge basis amount	10,000.00 EUR
Amount for calculation purposes	10,000.00 EUR
Narrative description of charge schedule	Schedule...
Charge amount ?	10.34 EUR
<input checked="" type="checkbox"/> Split Charge	

**Charge Payers**

Role	Party	Action	Amount	Pay FX rate	Pay Amount
Buyer	ABC INDUSTRIES LTD	Defer	5.17 EUR		5.17 EUR

Add      Update      Delete

**Unallocated charge amount**

Unallocated charge amount ?	5.17 EUR
-----------------------------	----------

**Calculation details**

Charge calculation details	Documentary Stamp Duty Charge amount 10.34 EUR
----------------------------	---

OK      Cancel

This pane lists the party identified in the Charge For field, with 50% of the charge apportioned to them.

To add a second charge payer click **Add**.

**Charge details**

Charge type	Documentary Stamp Duty
Charge for	Seller
Action	Defer
Charge basis: Charge basis amount	10,000.00 EUR
Amount for calculation purposes	10,000.00 EUR
Narrative description of charge schedule	Schedule
Percentage of standard	100.0
Charge amount ?	10.34 EUR
Charge payable by other payers ?	5.17 EUR

**PaymentDetails**

**Split Charge details**

Split charge amount ?	5.17 EUR
Pay amount ?	5.17 EUR

**Recalculate**      Set pay currency

**Calculation details**

Charge calculation details	Documentary Stamp Duty Charge amount 10.34 EUR  Charge details after split Charge amount to pay 5.17 EUR Receivable split charge amount 5.17 EUR
----------------------------	---

Charge text for documents >>>

Charge text for SWIFT >>>

OK      Cancel

Use the Charge For field to select the second charge payer. The drop-down list is limited to those parties to the event who have not yet been added to this charge as a charge payer. If you select

Other, a second drop-down list is displayed that allows you to select from the parties to the transaction by customer ID.

The Split Charge Amount field displays the amount of the charge not yet allocated. Use this field to enter the amount of the charge this party is to pay. The amount is mirrored in the Pay Amount field. If the charge is to be paid in a different currency, enter the currency code (but not the amount) into the Pay Amount field, and then click **Recalculate**. The system will convert the amount shown in the Split Charge Amount field into the currency you have identified and display the resulting amount in the Pay Amount field.

Click **OK**.

 Charge Payers					
Role	Party	Action	Amount	Pay FX rate	Pay Amount
Buyer	Eaton Ltd	Defer	5.17 EUR		5.17 EUR
Other	Worldwide Bank (London)	Defer	5.17 EUR		5.17 EUR

Add

Update

Delete

The second charge payer details are now displayed in the Charge Payers pane. You can amend or remove entries in this list in the usual way.

When you click **OK** the system produces an error message if the charge amount has been under-allocated or over-allocated.

Once you have saved a split charge, it is displayed in the Charges Summary window over several lines.

 Our charges										
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	DSD	10.34 EUR				Split	Y	Split	N	ISS001
Buyer	DSD *	5.17 EUR		5.17 EUR		Defer	N	In preparation	N	ISS001
Other	DSD *	5.17 EUR		5.17 EUR		Defer	N	In preparation	N	ISS001

The first line shows the original charge, and it is followed by separate entries for each of the split charges. Split charges have an asterisk in the Type column. You can select a split charge entry and click **Edit**, but you will only be able to change the pay amount; any other changes need to be made via the original charge. If you do change the pay amount, ensure that the charge remains fully allocated; the system will issue an error message if you attempt to save a transaction with an under-allocated or over-allocated charge.

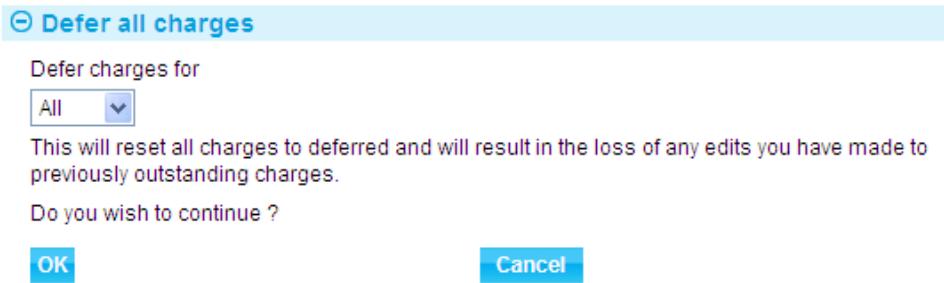
You can reverse a charge in one of two ways:

- Highlight the original charge, then click **Undo Split**.
- Delete all the split charges except one and then edit the remaining charge by unchecking the Split Charge field.

Both methods remove the split charges and reinstate the original charge.

## Deferring All Outstanding Charges

To defer all outstanding charges click **Defer All** in the Charges Summary window.



In the window that appears elect one of the options in the Charges Type pane to indicate whether you wish to defer charges for the buyer only, for the seller only, or for all parties. Check the Defer Subsidiary Event Charges Also flag if you want to defer charges for any subsidiary events, or leave it blank if you want to defer charges for the main event only.

Then click **OK** to close the window.

For charges that originated in a previous event but were to be taken in this event, the system will undo any changes made to those charges in the current event when you click **Defer All**.

You cannot defer periodic charges. If you do defer outstanding charges in the way described above, periodic charges are excluded.

## Taking All Outstanding Charges

To take all outstanding charges due for the transaction, including charges for the event in which you are currently working and all earlier events, click **Take All** in the Charges Summary window.



In the window that appears select one of the options in the Charges Type pane to indicate whether you wish to take charges for the buyer only, for the seller only, or for all parties. Check the Take Subsidiary Event Charges Also flag if you want to take charges for any subsidiary events, or leave it blank if you want to take charges for the main event only.

Then click **OK** to close the window.

The system sets the value in the Action column for all charges to 'Take', and then generates the settlement details and postings once you click either **OK** from within the event's Input window or the **Release Items|Settlements** link.

## Taking Periodic Charges

For periodic charges, which are taken in advance or in arrears, a Pay Charges event is used to debit or credit the charges.

When a periodic charge is specified during the Advise, Issue or Create event of a transaction, a Pay Charges event is required. If the periodic charge is to be taken in advance, the first charge is taken as part of the Advise or Issue or Create event. To take subsequent charges, and to take the first charge if it is taken in arrears, the system automatically sets up a Pay Charges event as a diary action to occur on the next date that the periodic charge is due. Depending on how your bank has defined the Pay Charges event, it may need to be manually completed and then reviewed and/or authorised.

When calculating charges, the Pay Charges event takes into account any events that are generated automatically to take place at some future date. These include for example renewals, reductions and increases for guarantees and standby letters of credit, and revolutions for letters of credit.

For periodic charges that are to be included in (internal) billing, if the date of the Billing Settlement event (or the Advise Billing Settlement event) falls before the end of a charging period for a charge to be collected in arrears, the charge is not included in that Billing Settlement event. Instead, the system debits or credits a special billing account set up for that purpose. The charge is then settled as part of the next Billing Settlement event.

The same window is used to input, review and authorise a Pay Charges event.

<b>Charge details</b>					
Charge	General payment handling charge				
Charge party	Eaton Ltd				
<b>Periodic charge details</b>					
Start date	15/05/09	End date	15/05/09	Schedule period	1 Month
	<input type="checkbox"/> Taken in advance				
<b>Charge basis amounts</b>					
Event	From	To	Charge basis amount	Charge amount	Details
Original charge Inception	15/05/09	15/06/09	1,000,000.00 USD	4,000.00 USD	Charge calculated on amount 1,000,000.00 USD Period 15/5/2009 - 15/6/2009 31 Days $0.40\% \times 1,000,000.00 \text{ USD} = 4,000.00 \text{ USD}$ $x 31 / 31 = 4,000.00 \text{ USD}$
Waived amendment charge Amendment	15/05/09	15/05/09	100,000.00 USD	0.00 USD	Charge calculated on amount 100,000.00 USD Period 15/5/2009 - 15/5/2009 0 Days $0.30\% \times 100,000.00 \text{ USD} = 300.00 \text{ USD}$ $x 0 / 31 = 0.00 \text{ USD}$
Charge increase (Waived) Waived final charge Amendment	15/05/09	15/05/09	100,000.00 USD	0.00 USD	Charge amount 0.00 USD Previous charge amount 4,000.00 USD Charge amount payable -4,000.00 USD Receivable charge amount 0.00 USD
Charge increase (Waived)				0.00 USD	
Charge action	<input type="button" value="Reject"/> <input checked="" type="button" value="Authorise"/>			<a href="#">View all...</a>	

The following table explains what each of the fields in this window shows and how to use the Charge Action panel to take the charges:

Field	What it Shows
Start Date/ End Date	The start and end dates of the period for which the charge is calculated.
Taken in Advance	If checked, the charge is being taken in advance. If not checked, the charge is being taken in arrears.
Schedule Period	The schedule period, which may be different from the charge frequency for the specific transaction.
Event	The event for which the charge was generated.
From/To	The start and end date of the period to which the charge relates.
Charge Basis Amount	The amount (with currency) on which the charge was calculated.
Charge Amount	The amount and currency of the charge.
Charge Action	Select one of the following: <ul style="list-style-type: none"> <li>• Authorise, to take the charges</li> <li>• Reject, to reject the event. No charges are taken, and the system creates a new diary entry for the next periodic charge.</li> </ul>

The View All button permits you to display details of all instances of the charge.

[Event Charge Details](#)

Charge calculation details	General payment handling charge Charge calculated on amount 100,000.00 USD Period 15/5/2009 - 15/5/2009 0 Days $0.30\% \times 100,000.00 \text{ USD} = 300.00 \text{ USD}$ $x 0 / 31 = 0.00 \text{ USD}$  Charge amount 0.00 USD Previous charge amount 4,000.00 USD Charge amount payable -4,000.00 USD Receivable charge amount 0.00 USD
Charge text for documents >>>	<input type="text"/>
Charge text for SWIFT >>>	<input type="text"/>

### Taking Deferred Charges Automatically in a Pay Periodic Charge Event

During a periodic charge cycle, other events for the transaction may have occurred and incurred additional charges that are set to defer. Where this is the case, your bank can collect such charges automatically at the start of the next charge cycle, without the need for user intervention. This applies to both your bank's charges and any other banks' charges that are related to periodic charges taken in arrears, provided that you have set up appropriate settlement instructions.

Note that in a Pay periodic charge event, where appropriate settlement instructions have not been defined, the event defaults to the Input step and the periodic charge and any associated, deferred charges which were added in Create/Issue/Advise events, default to Take.

To implement this functionality, it is necessary to enable the TakeOutstandingChargesOnPayCharge product level system option. This system option may be set for those products where your bank wishes deferred charges to be automatically taken at the end of a periodic charge cycle.

In addition, you must set the SettlementAccTyp system option to identify the settlement account types which will apply.

When the end of the current periodic charge cycle is reached and the periodic charge is taken, any related deferred charges are automatically set to 'Take', unless they are associated with events that are scheduled to complete after the periodic charge cycle end date.

You may also manually add a charge and set this to 'Take' in the pay periodic charge event, if required.

In the following example, an import letter of credit is issued with a periodic charge (in arrears). Charges relating to an Amendment and a Claim are subsequently added during the charge cycle.

#### Pay charge Import Letter of Credit Input step - ILC00000137A01-PCH001 - Charges Summary

##### ▼ Master charge summary

For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default Status	Originating event
Buyer	Acceptance	1,500.00 GBP		1,500.00 GBP		Claim	Y	Claimed CLM001
Buyer	Courier	10.00 GBP		10.00 GBP		Claim	Y	Claimed CLM001
Buyer	Discrep	35.00 GBP		35.00 GBP		Claim	Y	Claimed CLM001
Buyer	SWIFT	20.00 GBP		20.00 GBP		Defer	Y	Superseded ISS001
Buyer	Post	20.00 GBP		20.00 GBP		Defer	Y	Superseded ISS001
Buyer	Usance Iss	50,000.00 GBP		50,000.00 GBP		Take	Y	Periodic ISS001
Buyer	ILC Amd	40.00 GBP		40.00 GBP		Defer	Y	Superseded AMD001
Buyer	Usance Iss	0.00 GBP		0.00 GBP		Waive	Y	Waived ISS001

[View Master](#)

Where your bank's charges were originally set to 'Defer' (in the Issue and Amend events), then in the Pay periodic charge event they are now set to 'Take'. Also, the Periodic charge from the Issue event is being taken and the Periodic charge for the next charge period is scheduled.

**Note:** Note that charges attached to a Claim received event are not set to be taken in this event, as the maturity date of the claim is later than the first Pay periodic charge date.

#### Taking Deferred Charges Automatically at Expiry

Where a transaction reaches its expiry date and it has outstanding, deferred charges, it is possible to set those charges to be taken automatically, provided that they are not associated with an event that is scheduled to complete after expiry (e.g. an Outstanding Claim).

The functionality is implemented by setting the TakeOutstandingChargesAtExpiry, product level system option for those products which have an expire event. For those products where the value in the system option is set to 'Yes'; all outstanding charges in both manual and scheduled (automatic) expire events are set to 'Take'.

For those products where charges are set to be taken at expiry, note that the system collects both your bank's charges and any Other banks' charges that are recorded against the transaction.

For example:

**Expire Import Letter of Credit Authorise step - ILC00000121A01-EXP001 - Charges Summary**

▼ Master charge summary

For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Originating event
Buyer	Usance Iss	5,000.00 GBP		5,000.00 GBP		Defer	Y	Superseded	ISS001
Buyer	SWIFT	20.00 GBP		20.00 GBP		Defer	Y	Superseded	ISS001
Buyer	Post	20.00 GBP		20.00 GBP		Defer	Y	Superseded	ISS001
Buyer	ILC Amd	40.00 GBP		40.00 GBP		Defer	Y	Superseded	AMD001
Buyer	Acceptance	300.00 GBP		300.00 GBP		Claim	Y	Claimed	CLM001
Buyer	SWIFT	20.00 GBP		20.00 GBP		Claim	Y	Claimed	CLM001
Buyer	Courier	10.00 GBP		10.00 GBP		Claim	Y	Claimed	CLM001

[View Master](#)

▼ Event charges summary

For	Type	Charge amount	Reduction	Pay amount	Tax amount
Buyer	Usance Iss	5,000.00 GBP		5,000.00 GBP	
Buyer	SWIFT	20.00 GBP		20.00 GBP	
Buyer	Post	20.00 GBP		20.00 GBP	
Buyer	ILC Amd	40.00 GBP		40.00 GBP	
Buyer	Total of above charges	3,248.09 USD		5,080.00 GBP	

▼ Our charges

For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	Usance Iss	5,000.00 GBP		5,000.00 GBP		Take	Y	In preparation	N	ISS001
Buyer	SWIFT	20.00 GBP		20.00 GBP		Take	Y	In preparation	N	ISS001
Buyer	Post	20.00 GBP		20.00 GBP		Take	Y	In preparation	N	ISS001
Buyer	ILC Amd	40.00 GBP		40.00 GBP		Take	Y	In preparation	N	AMD001

Charges relating to the Issue and Amend events are automatically set to 'Take' and will be settled in the Expire event. Charges relating specifically to the Claim Received event are still set to "Claim" and will be settled at maturity.

## Claiming Outstanding Charges

For an export letter of credit, when requesting payment or asking for authorisation, it is sometimes necessary for the bank to advise the issuing bank of charges that will be due from the applicant. When documents are received on an import letter of credit, the issuing bank may similarly need to advise the applicant of charges due.

In such circumstances, your bank may wish to advise the beneficiary or the advising bank of any charges that will be claimed as part of the payment.

The system handles this by allowing you to claim all outstanding charges due for the transaction from within the following events:

- Documents Presented
- Outstanding Presentation
- Claim Received
- Outstanding Claim

When you are processing one of these events, and the Charges Summary window has For Master selected, the system displays an additional button - the Claim All button.

Master charge summary									
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Originating event
Buyer	GteIssue	16.65 EUR		16.65 EUR		Defer	Y	Superseded	ISS001
Buyer	SWIFT	33.30 EUR		33.30 EUR		Defer	Y	Superseded	ISS001
Buyer	GteIssue	16.65 EUR		16.65 EUR		Take	Y	Paid	ISS001
Buyer	SWIFT	33.30 EUR		33.30 EUR		Take	Y	Paid	ISS001
Buyer	Present	49.95 EUR		49.95 EUR		Take	Y	Paid	CLM001
Buyer	Sight	75.00 GBP		124.88 EUR		Take	Y	Paid	CLM001

[View Master](#)

Event charges summary						
For	Description	Charge amount	Reduction	Pay amount	Tax amount	
Buyer	Present	49.95 EUR		49.95 EUR		
Buyer	Sight	200.00 EUR		200.00 EUR		
Buyer	Discrep	58.28 EUR		58.28 EUR		
Buyer	Total of above charges	175.32 GBP		308.23 EUR		

Our charges										
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	Present	49.95 EUR		49.95 EUR		Claim	Y	In preparation	N	CLM002
Buyer	Sight	200.00 EUR		200.00 EUR		Claim	Y	In preparation	N	CLM002
Buyer	Discrep	58.28 EUR		58.28 EUR		Claim	Y	In preparation	N	CLM002

[View...](#)     
 [Edit...](#)     
 [Add...](#)     
 [Take all...](#)     
 [Delete](#)     
 [Consolidate](#)     
 [Defer all...](#)     
 [Claim all](#)     
 [Reset cons...](#)

Other banks' charges								
For	Bank	Type	Pay amount	Tax amount	Action	Status	Originating event	

[View...](#)     
 [Add...](#)     
 [Edit...](#)     
 [Delete...](#)

For a Documents Presented or Outstanding Presentation event the Claim button is displayed only if the payment action means that payment will take place at a date in the future. For a Claim Received or Outstanding Claim event the Claim button is displayed only if the payment action involves a request for payment.

When you click **Claim**, the system changes the value in the Action column to Claim for all charges with a status of Outstanding or In Preparation. When the event is completed, the status of these charges changes to Claimed. This indicates that the charges have been claimed by the bank, but payment has not yet been authorised or made. No postings are generated by the claim, since no payment has yet been made.

## Consolidating Correspondence Charges

The system provides functionality that allows your bank to consolidate charges for customer correspondence documents during transaction processing. This functionality is implemented using the CorrespondenceTypeCharge system option.

With this functionality implemented, during transaction processing the Charges Summary window includes a Consolidate button.

<b>Our charges</b>										
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	Acceptance	8.876.39 EUR		8.876.39 EUR		Take	Y	In preparation	N	ISS001
Buyer	Post	33.30 EUR		33.30 EUR		Take	Y	In preparation	N	ISS001
Buyer	SWIFT	33.30 EUR		33.30 EUR		Take	Y	In preparation	N	ISS001
Buyer	Sight Iss	12.50 EUR		12.50 EUR		Take	Y	In preparation	N	ISS001
Buyer	SWIFT	33.30 EUR		33.30 EUR		Take	Y	In preparation	N	CLM001

**View...**
**Edit...**
**Take all...**
**Defer all...**

**Add...**
**Delete**
**Consolidate**
**Reset cons...**

Clicking this button causes the system to identify any charges with charge types for which consolidation is to be carried out. These charges are then consolidated, with a single charge being generated for each charge type/charge payer/charge action/pay currency combination.

<b>Our charges</b>										
For	Type	Charge amount	Reduction	Pay amount	Tax amount	Action	Default	Status	Amend schedule	Originating event
Buyer	Acceptance	8.876.39 EUR		8.876.39 EUR		Take	Y	In preparation	N	ISS001
Buyer	Post	33.30 EUR		33.30 EUR		Take	Y	In preparation	N	ISS001
Buyer	Sight Iss	12.50 EUR		12.50 EUR		Take	Y	In preparation	N	ISS001
Buyer	SWIFT	66.60 EUR		66.60 EUR		Take	Y	In preparation	N	ISS001

**View...**
**Edit...**
**Take all...**
**Defer all...**

**Add...**
**Delete**
**Consolidate**
**Reset cons...**

The new consolidated charge can then be viewed and processed as for a standard charge.

The Reset Cons button reverses consolidation processing, reinstating each of the individual charges affected.

## Viewing and Amending Other Banks' Charges

<b>Other banks' charges</b>							
For	Bank	Type	Pay amount	Tax amount	Action	Status	Originating event

**View...**
**Add...**
**Edit...**
**Delete...**

For charges for other banks information is shown under the following headings in the Other Banks' Charges pane in the Charges Summary window:

Heading	What it Shows
For	Indicates who is to pay the charge - the buyer or the seller.
Bank	The bank to which the charge is to be paid.

Heading	What it Shows
Type	The charge type.
Pay Amount	The charge amount shown in the currency specified for the charge type.
Tax Amount	The tax amount relating to the charge in the currency in which the charge will be paid.
Action	Indicates whether the charge has been deferred, waived, taken, or claimed or is periodic.
Status	The status of the charge. See Appendix A (see page 256) for a list of status values.
Originating Event	Shows the reference of the event for which the charge was generated.

Click **Add** to add an additional charge for another bank.

**Other bank's charge**

Charging bank	Advising bank	Charge for
Charge type	GenPay	Buyer
Action	Take	
Amount ?	0.00 EUR	Recalculate
Charge text for documents >>>		
Charge text for SWIFT >>>		
<b>OK</b> <b>Cancel</b>		

The following table explains what to enter into each of the fields in the window that is displayed:

Field	What to Enter
Charging Bank	The bank to which the charge is due.
Charge For	Who is to pay the charge.
Charge Type	The charge type.
Action	Select the charge action - Take, Defer or Waive.
Amount	The amount and currency.
Charge Text for Documents	This field allows you to enter details of the charge for inclusion in documents generated by the event.  Depending on the setting of the option DefaultChargeText the charge type, amount and currency may be displayed here as the default value.
Charge Text for SWIFT	This field allows you to enter details of the charge for inclusion in SWIFT messages generated by the event.  Depending on the setting of the option DefaultChargeText the charge type, amount and currency may be displayed here as the default value, in SWIFT-compatible format.
	<p><b>Note:</b> The system checks the appropriate 'Set' box if you change the value in either of the two fields containing charge text. This prevents the system from changing the relevant value when it next generates the charge. You can remove an override by unchecking the appropriate box.</p> <p>Clicking <b>Recalculate</b> causes these two fields to revert to their default values.</p>

## Schedules for Your Bank's Own Charges

By default, transactions use the charge schedules that your bank has already set up for customers, branches or charge groups. When you are processing a trade finance transaction, the system permits you to set up charge schedules at master level to be used within that particular transaction only. From the point you set up such a schedule, it is used in preference to the standard one for the rest of the life-cycle of the transaction (although any charges already generated are unaffected).

The system permits you to view and amend the schedules used to generate individual charges (including any set up specifically for the transaction). Any such amendments to a schedule are applied only to the transaction in which they were made; the underlying schedule remains unchanged for use with other transactions.

You cannot amend customer-specific charge schedules if your bank downloads such schedules from your back office system, nor if your bank uses customer-specific charge percentage schedules. Define the party for whom you wish to set up transaction-specific schedules in the transaction itself before you use this functionality.

To set up new transaction-specific schedules for a customer, select the Master Details|Charge Schedules link.

Charge Schedules - Issue Import Letter of Credit Input step - ILC00000246A01-ISS001

**Master level charge schedules**

Charge type	Party	Updated

Add...      Update...      Delete

**Standing charge schedules**

Party	Type	Branch	Group	Customer
<---->	<---->			

Copy...

To create a new schedule for a party to the transaction, click **Add**.

## Setting Up a New Schedule

Issue Import Letter of Credit Input step - ILC00000246A01-ISS001 - New master transaction charge schedule

**Master transaction schedule**

Charge type	<---->	Refresh
Party	NORTH SEA OIL LIMITED (APP)	Expiry date
Start date		Description
Charge ID		
Currency		
Narrative		
Charges waived	0	Maximum charges
<input checked="" type="checkbox"/> Minimum/maximum by period		Minimum/maximum currency
Schedule type	One off	
Charge type	Flat	<input type="checkbox"/> Split tier
Tier	Amount	<input type="checkbox"/> Extended tier structure

<b>Tier 1</b>	<b>Amount</b> <input type="text"/> <b>Charge amount</b> <input type="text"/>	<b>Frequency</b> <input type="text"/>	<b>One off</b> <input type="button" value="▼"/>
<b>Tier 2</b>	<b>Amount</b> <input type="text"/> <b>Charge amount</b> <input type="text"/>	<b>Frequency</b> <input type="text"/>	<b>One off</b> <input type="button" value="▼"/>
<b>Tier 3</b>	<b>Amount</b> <input type="text"/> <b>Charge amount</b> <input type="text"/>	<b>Frequency</b> <input type="text"/>	<b>One off</b> <input type="button" value="▼"/>
<b>Tier 4</b>	<b>Charge amount</b> <input type="text"/>	<b>Frequency</b> <input type="text"/>	<b>One off</b> <input type="button" value="▼"/>
	<b>Overall minimum</b> <input type="text"/> <b>Overall maximum</b> <input type="text"/>		
	<b>OK</b> <b>Cancel</b>		

In the window that is displayed use the Charge ID field to select from a list of charge types already available to the product, and select the party from the list of parties already defined for the transaction in the Party field. Use the rest of the fields in this window to define the charge schedules in the same way as when using the system tailoring application.

Once you have closed this window, the new schedule is listed in the Master Level Charge Schedule pane. The system shows the charge type and the party it is for. The Updated column shows 'Yes', to indicate that the entry is for a new schedule that has been set up for this transaction; or, in the case of copied schedules, amended.

You can select an entry in this list and then click **Update** to display the details of the schedule for amendment. You can also delete an entry by selecting it and clicking **Delete**.

You can base a new schedule on an existing one by selecting the schedule to be copied and then clicking **Copy**.

## Amending Schedules at Event Level

For charges generated by the current event, you are permitted to amend the charge schedule (but not the start date and expiry date). The system recalculates the charge using the new schedule details and displays the new amount.

Any amendments you make to the standard schedule used for the event will apply to this transaction only, and do not affect other transactions.

### For periodic charges

The schedules for periodic charges can be amended in the same way as for a non-periodic charge schedule. You can amend the schedule used for the current charging period or set up a new schedule to be used from the start of the next charging period onwards.

Transaction Charge Schedule Details			
Branch	GenPay	Description	General payment handling charge
Charge group	EUR		
Customer			
Charge ID			
Currency ?			
Narrative			
Charges waived	0	Maximum charges	
<input checked="" type="checkbox"/> Minimum/maximum by period			
Schedule type	Periodic in arrears		<input checked="" type="checkbox"/> Retain schedule
Charge period	1 Month		
Charge type	Percent	Multiply charge by	1
Tier	By Amount	<input type="checkbox"/> Single cycle charge	<input type="checkbox"/> Split tier

The window used includes an additional field - the Retain Schedule field. If you check this field, the amended schedule is used for all the current and all subsequent charging periods; any future changes to the master schedule will not be picked up by this particular transaction. If you leave the field unchecked, it is used until the beginning of the next charging period only, at which point the system will revert to using the standard schedule set up for the event. (The default setting for this field is controlled by the PerdChgRetainSchedule system option.)

Any amendments you make to the standard schedule used for the event will apply to this transaction only, and do not affect other transactions. The system applies the changed schedule from the beginning of the next charging period, which, in the case of an origination event such as an Issue or Advise event, is immediate.

For an interest type periodic charge, you can also use a Maintain Charges event (see page 108) to amend the interest rate used by the charge and enter an effective date for the new rates.

## Viewing Details of Charge Schedules

The Charge Schedules link in the Master Summary window displays details of the charge schedules set up for the transaction, and of standing charge schedules for parties to the transaction.

The screenshot shows two panes. The top pane, titled 'Master level charge schedules', has columns for 'Charge type' (Party) and 'Updated'. A 'View...' button is at the bottom. The bottom pane, titled 'Standing charge schedules', has filters for 'Party' (dropdown), 'Type' (dropdown set to 'Acceptance'), 'ChargeType' (dropdown), 'Branch' (dropdown), 'Group' (dropdown), and 'Customer' (dropdown). A 'Refresh' button is also present.

The Master Level Charge Schedules pane lists schedules set up specifically for that transaction, showing the charge type, the party for whom the schedule has been set up, and the date the schedule was set up or last amended. Selecting a charge schedule and clicking **View** displays details of that schedule.

The Standing Charge Schedules pane allows you to list standing charge schedules used by the transaction by party and charge type.

## The Maintain Charges Event

The Maintain Charges event allows you to:

- Pay a charge (described below)
- Add a new charge (see page 109)
- Amend or waive a charge (see page 111)
- Refund a charge that has already been paid, in part (see page 109)
- Refund a charge that has already been paid, in full (see page 109)
- For single-cycle periodic charges, cancel the charge (and, if required, add a new one)

The event allows you to make changes to an existing charge while preserving a record of the original charge, thus providing an audit of changes made. For interest-type periodic charges the event also permits you to amend the interest rates used and enter an effective date for the new rates; and to take or waive the refundable or collectable amount.

(Whether or not you are able to refund a periodic charge using this event is controlled by the RefundPeriodicCharges system option.)

In the Master Summary window select 'Maintain Charges' from the Create New Event drop-down list and click **Create**. The system opens the event at either a Log step or an Input step, depending on how your system has been configured. The same field are used by both the Log and the Input step.

The screenshot shows the 'Master details' pane with fields for 'Applicant' (Eaton Ltd), 'Advising bank' (WORLD WIDE BANK (LONDON)), and 'Event' (ISS001). The 'Charges' pane has a dropdown 'Show charges' set to 'Outstanding'. It contains a table with columns: For, Type, Pay amount, Status, Event, Start date, and End date. Two rows are shown: one for 'Buyer' with Type GENADMIN, Pay amount 200.00 EUR, Status Periodic, Event ISS001, Start date 15/05/09, End date 15/06/09; and another for 'Buyer' with Type GenPay, Pay amount 150.00 EUR, Status Periodic, Event ISS001, Start date 15/05/09, End date 15/06/09. Below the table are buttons for 'Add...', 'Amend...', and 'Undo'. To the left is a note 'Notes for principal party >>>' and to the right is a note 'Notes for non-principal party >>>'.

When first displayed, the window shows the outstanding charges. When displaying outstanding charges you can add a new charge from the list of optional charges set up for the event, or amend, defer or waive an existing charge. You can also refund a periodic charge in part or in full.

Select 'Refundable' in the Show Charges field to list all the charges relating to the current master that have already been taken, and which are therefore refundable.

In both views and for all types of charges the fields at the bottom of the window permit you to enter any narrative to appear on correspondence generated by the event for the principal and non-principal parties.

Details of the charges are shown under the following headings:

Heading	What it Shows
For	Who is responsible for paying the charge.
Type	The charge type.
Amount	The amount that is to be collected. For periodic charges, when 'Outstanding' is selected the amount shown is the original charge amount of the current charge period. For periodic charges, when 'Refundable' is selected the system will show on a single line the total of all instances of the charge taken so far, less any amounts already refunded.
Currency	The currency of the charge.
Status	If you have selected outstanding charges, the window only displays charges with a status of 'Outstanding', 'Periodic' or 'Billed/Invoiced', meaning that the event has been released but the charge has not yet been paid, or has been amended. If you have selected refundable charges, the status will be 'Periodic' for periodic charges, and Paid otherwise.
Event	The reference of the event that produced the charge.
Start Date/ End Date	These headings are shown only when you have selected paid charges. They show the start and end dates of the period for which a periodic charge has been paid.

## Adding a New Charge

To add a new charge, click **Add**, then proceed as when adding a new charge via the Charges Summary window (see page 93).

## Refunding Charges in Full

To make a full refund of a non-periodic charge that has already been paid, display the list of paid charges. Select a charge from the list, and click **Refund**.

## Refunding Charges in Part

To make a partial refund of a non-periodic charge, you must first refund the charge completely and then take it again at the reduced amount in the same Maintain Charges event. Follow the steps listed below.

Using the Maintain Charges event, refund the charge in full.

The original charge is displayed with the status 'Superseded' in the Outstanding view. To add the same charge again, use the Release Items|Charges link, then add the charge from those listed as optional for the Maintain Charges event.

A warning will be displayed telling you that the charge already exists. Confirm that you want to add it again.

The original charge will now be displayed in the Charges Summary window with the status 'Refund'.

Select the new charge and click **Edit**. The Update Event Charge window is displayed. Set the action to Take and amend the charge amount as required. For example, to refund 200.00 GBP from a 500.00 GBP charge, set the new amount of the charge to 300.00 GBP. Click **OK** to confirm.

Close the Charges Summary window.

The Maintain Charges event contains additional functionality to allow you to refund periodic charges in part. This functionality is enabled using the RefundPeriodicCharges system option.

## Amending, Deferring and Waiving Charges

To amend, defer or waive a charge, display outstanding charges, then select the charge from the list and click **Amend**. Proceed as for the instructions for amending, deferring or waiving a new charge via the Charges Summary window.

You cannot edit the percentage of the standard charge applied when using this method to amend a charge.

If you waive a charge that has already been billed, the system generates the postings necessary to reverse the charge out from the relevant billing account and from profit and loss accounts.

If you waive a charge that has already been posted to an expected income account, the system generates the postings necessary to reverse the charge out from the relevant expected income and from profit and loss accounts.

If you amend, waive or defer a charge, the changes are not shown on the maintain charges screen, instead its status is changed to Superseded in the list within the Maintain Charges window to indicate a change has been made.

You can use the **Release Items|Charges** link to review the updated details of the charge.

Amended charges are flagged as superseded and kept on the system only for information purposes. A new version of the charge is created, with a Maintain Charges event reference and a cross-reference to the originating event.

In case of any error, you can select the amended charge in the list and click **Undo**. The amendment is reversed, and the status of the charge in the list is changed back to Outstanding.

## Periodic Charges

Schedules can define charges as *periodic*, meaning that they are taken at regular intervals over the life of the transaction. Such periodic charges may be charged in advance of each charging period, or at the end of each period. For periodic charges that are subject to billing - see Chapter 9 - charges in advance are debited to the billing account rather than the actual customer account during periodic billing. Charges in arrears are held over to the billing period after they are raised before being debited to the billing account. The charge basis amount for a periodic charge cannot be amended.

When the system generates a periodic charge it determines the charge schedule to use in the same way as for standard charges, taking in to account any start and end dates, unless there is a master-level schedule, in which case it uses the master-level schedule.

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**Note:** (1) Maintain Charge event is limited to showing charges with status as Outstanding/Refundable only. If a user wishes to amend a periodic charge but the status is In preparation, the user will have to complete the pay periodic charge event first before creating a Maintain Charge event.

(2) When linking charges to events, periodic charges must be linked with an attachment type of Event, otherwise the charge is not treated as a periodic charge.

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## Postings

This chapter explains how the system handles postings and provides instructions on how to view postings for an event and its master record. It also explains how to make manual book-keeping entries.

### Postings in Trade Innovation

The system generates accounting postings as a result of any event that produces charges, liabilities, or movements of funds. Postings can record movements of real funds, changes in liability to customer or internal accounts, and foreign exchange or money market deals.

Reversal postings are also possible, to allow any postings generated for participated deals and shared liability to be reversed automatically if the liability shares involved in a transaction are amended.

Your bank will have set up posting sets that define the postings to be generated for each event. A posting may be so defined that it is generated only if certain conditions are met. Your bank will also have taken into account the limit checking that needs to be carried out for certain postings.

Postings defined within an event can also be configured to be generated conditionally on whether the event is provision or final. Each posting can be conditioned on the following:

Applicable for provisional and final events (default)

Applicable for provisional events

Applicable for final events

Manual book-keeping may occasionally be necessary, for example to provide a refund or to adjust liability. The Manual Bookkeeping event allows you to make manual adjustments of this sort.

### Viewing Event-level Postings

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**Note:** Information on using this window to open new accounts is presented in a later section see "If an Account Does Not Exist" on page 238.

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The window displayed when you click Release Items|Postings link lists postings generated by the event in which you are working and postings for any outstanding charges to be paid by this event.

## Postings

**Accounts to open**

The following accounts need to be opened or the appropriate accounts selected

Branch	Account for	Account type	Description	Currency
KBSL	ABC	BR	Billed charges receivable	USD
KBSL	SP661	YD	Billed income/expenses	GBP

[Open...](#)

**Postings**

Show postings from  Show account format   Internal  Netted postings [Refresh](#)

Type	Dr/Cr	Account	Account type	Name	Amount	Value date	Description	User codes
Contingent liability	Dr	9998-123445-600	RA	ABC	10,000.00 USD	03/04/08	Customer (sight) liability	
	Cr	9998-897000-840	TA	@LI-USD	10,000.00 USD	03/04/08	LC contra liability	
Settlements	Dr	9998-881826-840	YX	@SE-GBP/USD	16.55 GBP	03/04/08	General payment handling charge	
	Dr	9998-123445-004	BR	ABC	26.65 USD	03/04/08	General payment handling charge	
	Cr	9998-950501-826	YP	@IS-GBP	1.55 GBP	03/04/08	Sight Issuance Commission	
	Cr	9998-981107-826	YD	Billed income/expenses	15.00 GBP	03/04/08	General payment handling charge	
	Cr	9998-881840-826	YX	@SE-USD/GBP	26.65 USD	03/04/08	General payment handling charge	

[View](#) [Narrative...](#) [Netting...](#)

Information is shown for each posting under the following headings:

Heading	What it Shows
Type	The category to which the posting belongs - Contingent Liability, Other Liability or Settlement.
Dr/Cr	Whether the posting is a debit (Dr) or credit (Cr).
Account	The number of the account to which the posting is to be made, followed by either the short name of the account or a description of the account.
Account Type	The account type to which the account belongs.
Name	The short name associated with the account. For internal SP and SK accounts this column may show either the short name of the account or the account description, depending on how your system is configured.
Amount	The amount of the posting.
Value Date	The value date of the posting.
Description	A brief description of the purpose of the posting, as specified on the posting definition.
User Codes	You may use this field to enter a value for analysis purposes. Your bank will have devised its own system for using this field.

Postings are displayed in the following order:

Contingent Liability	Postings to accounts flagged as 'Contingent' and 'Liability', both for customers and internal.
Other Liability	Postings to accounts that match the account types defined using the option PostingWindowOtherLiabAccType.
Settlement	Postings relating to payments and charges, to settlement accounts, nostro/vostro accounts, charge profit-and-loss accounts and contra accounts, and settlement suspense accounts.

The fields in the Postings - Filter pane allow you to control what is displayed. If you change any of these values click **Refresh** to update the display.

Check the Internal check box to include internal postings in the display, or blank it to exclude them. (The option PostingWindowExcludeInternalByDflt controls the default setting for this check box.)

The Show Account Format field can be used to display account numbers in internal, back office, external or IBAN format.

The Show Postings From field permits you to select to show postings for the main event only, or for the main event and any subsidiary events.

Wherever possible, postings to the same account are netted together. For example, if there is a debit of 15 USD and a debit of 20 USD to the same account, they will be netted to produce a single posting of 35 USD. By default, the Postings window shows postings in this netted form. To see the full list of postings in un-netted form, uncheck the Netted Postings field and click **Refresh**.

For an event that has one or more subsidiary events, if you select to show postings for the main event netted, the netted figures shown include amounts from any subsidiary events as well.

When you view postings for a subsidiary event, the Show Postings From field and the Netted Postings field are not available. The window indicates the master and event in which postings for the subsidiary event are netted.

When you select a posting and click **View**, the Postings pane displays details of the posting.

**Accounts to open**

The following accounts need to be opened or the appropriate accounts selected

Branch	Account for	Account type	Description	Currency
KBSL	ABC	BR	Billed charges receivable	USD
KBSL	SP661	YD	Billed income/expenses	GBP

**Open...**

**Postings**

Show postings from      Show account format

Main event only	Internal	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> Netted postings
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**Refresh**

Type	Dr/Cr	Account	Account type	Name	Amount	Value date	Description	User codes
Contingent liability	Dr	9998-123445-600	RA	ABC	10,000.00 USD	03/04/08	Customer (sight) liability	
	Cr	9998-897000-840	TA	@LI-USD	10,000.00 USD	03/04/08	LC contra liability	
Settlements	Dr	9998-881826-840	YX	@SE-GBP/USD	16.55 GBP	03/04/08	General payment handling charge	
	Dr	9998-123445-004	BR	ABC	26.65 USD	03/04/08	General payment handling charge	
	Cr	9998-950501-826	YP	@IS-GBP	1.55 GBP	03/04/08	Sight Issuance Commission	
	Cr	9998-981107-826	YD	Billed income/expenses	15.00 GBP	03/04/08	General payment handling charge	
	Cr	9998-881840-826	YX	@SE-USD/GBP	26.65 USD	03/04/08	General payment handling charge	

**View      Narrative...      Netting...**

Netted posting	Sight Issuance Commission	Amount	1.55 GBP
Back office account	9998950501 GBP YP 826	Value date	03/04/08
External account	Ext 9998826950501GBP	Transaction code	760 Commission/Fee
IBAN		User codes	
Related party	ABC INDUSTRIES LTD		
Account details	9998-950501-826		
Narrative			

**Posting fields >>**

For netted postings, depending on how your system is configured, you may be able to use the Edit button to enter or amend narrative text against the posting.

The Narrative button displays any narrative text held against netted postings.



Netting details	
Netting criterion	Value
Account	9998-881826-978
Currency	GBP
Against currency	EUR
Value date	11/6/2008
Customer	
Reference	ILC-00001345
User codes	
Party	
Related party	Eaton Ltd
Team	

## Viewing Master-level Postings

You can view master-level postings by selecting the Postings link in the Master Summary window.

Master postings by account							
View master postings by...	Account <input type="button" value="▼"/>						
Account	Name						
0132-145678-604	EATON						
0132-897000-978	LC Issuance Liability						
Select an account to view postings	<input type="button" value="View postings"/>						
Postings							
<input checked="" type="checkbox"/> Netted postings							
Type	Dr/Cr	Amount	Value date	Transaction code	User codes	Posting description	EventReference

The Master Postings by Account pane displays all the accounts affected by the postings generated for this master record, showing the net effect of all postings to each account.

The View Master Postings By drop-down allows you to select one of the following display options:

Field	What it Shows	
Account	Postings are ordered by account, with debits shown before credits, in value date order.	
Event	Postings are ordered by event, in chronological order, ordered the following categories within event:	
	Contingent Liability	Postings to accounts flagged as 'Contingent' and 'Liability', both for customers and internal.
	Other Liability	Postings to accounts that match the account types defined using the option PostingWindowOtherLiabAccType.
	Settlement	Postings relating to payments and charges, to settlement accounts, nostro/vostro accounts, charge profit-and-loss.

The Netted Postings check box allows you to select whether to show details netted or un-netted. Check the Internal check box to include internal postings in the display, or blank it to exclude them. (The option PostingWindowExcludeInternalByDflt controls the default setting for this check box.)

To view details of the postings affecting a particular account, select the account and then click **View Posting**.

The screenshot shows the Postings pane with two main sections. The top section, "Master postings by account", displays a table of accounts with their names and balances. The bottom section, "Postings", shows a detailed table of a single posting with columns for Type, Dr/Cr, Amount, Value date, Transaction code, User codes, Posting description, and EventReference. A checkbox for "Netted postings" is checked.

Account	Name	Balance
0132-145678-604	EATON	-50,000.00 EUR
0132-897000-978	LC Issuance Liability	50,000.00 EUR

Type	Dr/Cr	Amount	Value date	Transaction code	User codes	Posting description	EventReference
Contingent liability	Dr	50,000.00 EUR	11/06/08	290-LC Issued - Sight		ILC Issued	ISS001

The Postings pane gives a full breakdown of all postings across the selected account. Information is shown under the following headings:

Field	What it Shows
Type	The category to which the posting belongs - Contingent Liability, Other Liability or Settlement.
Dr/Cr	Indicates whether the posting is a debit or a credit.
Amount	The amount and currency of the posting.
Value Date	The value date of the posting.
Transaction Code	The transaction code associated with the posting.
User Codes	Any user codes included in the posting.
Posting Description	The description given to the posting when it was set up.
Event Reference	The event that gave rise to the posting.

## Making Manual Adjustments

The Manual Bookkeeping event allows you to enter postings to create a manual adjustment. The system may open the event at the Log and the Input step, depending on how your system has been configured. Both steps use the same fields.

The screenshot shows the Manual Bookkeeping event interface with three main panes. The top pane, "General details", shows applicant information and advising bank. The middle pane, "Manual postings", is a table for entering new postings with columns for Dr/Cr, Account, Name, Amount, Currency, Value date, and Transaction code. It includes buttons for View..., New..., Update..., and Delete... . The bottom pane, "Currency totals", shows totals by currency and narrative details.

Applicant	Eaton Ltd	Advising bank	Worldwide Bank (London)
-----------	-----------	---------------	-------------------------

Dr/Cr	Account	Name	Amount	Currency	Value date	Transaction code

Total Dr/Cr by currency	Narrative details		
Dr/Cr	Currency	Amount	

To add a new posting click **New...** and follow the instructions provided in the next section.

As you enter postings they are displayed in the Manual Postings pane. The Currency Totals pane shows the totals of the debit and credit items entered, by currency, for balancing purposes. It is adjusted automatically as you enter postings.

The screenshot shows the 'Postings' screen with the following sections:

- General details:** Shows Applicant (Eaton Ltd), Advising bank (Worldwide Bank (London)), and Transaction code (Reimbursement funds paid rev).
- Manual postings:** A table with columns Dr/Cr, Account, Name, Amount, Currency, Value date, and Transaction code. One row is shown: Dr Cr 0000-000001-001 ATLANTIC 20,222.00 USD 11/06/08 Reimbursement funds paid rev.
- Currency totals:** A table showing Total Dr/Cr by currency. One row is shown: Dr Cr USD 20,222.00.
- Narrative details:** An empty text area for narrative information.

Buttons at the bottom include View..., New..., Update..., and Delete... .

You can use the View and Delete buttons in the usual way to view details of postings and to delete postings in this window.

In the Manual Postings pane information is shown for each posting under the following headings:

Field	Contents
Dr/Cr	Indicates whether the posting is for a debit (Dr) or a credit (Cr).
Account	The number of the account to which the posting is to be made.
Short Name	The account short name.
Amount	The amount and currency of the posting.
Value Date	The value date for the transaction.
Transaction Code	The transaction code to appear on the posting.

You can enter explanatory material into the Narrative Details field which can then be incorporated into customer documents.

## Adding a New Manual Posting

When you click **New** the system displays a window used to enter details of the new posting.

The 'Manual posting' dialog box contains the following sections:

- Account details:**
  - Post to account: Account dropdown (selected BO-LOND-ABC-RA-GBP-3), Refresh button.
  - Account number (MBWW): BO-LOND-ABC-RA-GBP-3.
  - Related party: Applicant dropdown.
- Amount details:**
  - Debit or credit: Cr.
  - Amount: 10,000.00 GBP.
  - Value date: 9/16/19.
  - Tenor start date: 9/16/19.
  - Tenor end date: 12/16/19.
  - Reference: ILC/1/19/1543.
  - Narrative: (empty text area).
  - Liability:  Liability.
  - Check limit:  Check limit.
  - Exchange rate: 1.39.
  - Base currency equivalent: 13,900.00 USD.
- Sundry reference code:** (empty text area).
- User code 1:** (empty text area).
- User code 2:** (empty text area).

Buttons at the bottom include OK, Cancel, and Validate.

In the Post To Account field specify the type of account to which the posting is to be made:

- Account
- Nostro

- Customer a/c
- Internal a/c
- Internal settlement a/c
- Charge a/c

Additional fields are displayed in the Account Details pane, depending on what you select:

Field	What to Enter
Account	Enter the number of the account to be debited or credited.
Nostro	Enter the number of the account to be debited or credited, and identify the settlement party. If you then enter a party's details in this field a funds transfer message can be generated. If no party is entered, the system generates only the posting with no associated funds transfer message.
Customer a/c	Enter the Customer Mnemonic, Account Type, Branch and Amount with currency. The system displays the Account number.
Internal contra a/c	Enter the number of the account to be debited or credited. The system finds and displays the identifier of the branch that owns the account.
Internal settlement a/c	Enter the number of the account to be debited or credited, and identify the settlement party. The system finds and displays the identifier of the branch that owns the account. If you then enter a party's details in this field a funds transfer message can be generated. If no party is entered, the system generates only the posting with no associated funds transfer message.
Charge a/c	Enter the number of the account to be debited or credited. The system finds and displays the identifier of the branch that owns the account.

The following table explains what to enter into the fields in the Amount Details pane:

	Field	Contents
✓	Dr/Cr	Specify whether the posting is for a debit or a credit.
✓	Transaction Code	The transaction code to appear on the statement.
✓	Amount	The amount and currency of the posting. You can use the FX Calculator to calculate conversions.
	Value Date	The value date of the posting. A warning is displayed if the value date is more than 99 days ahead.
	Tenor Start Date	The start date for the posting reservation.
	Tenor End Date	The end date for the posting reservation.
	Liability	Check this field if the posting is to be included in liability calculations.
	Check Limit	Displayed for debit postings if the Liability field is checked, and for credit postings if the Liability field is checked and the option AllowCreditLimitCheck is set on. Check this field if the liability posting is to be used to update credit line utilisation. Depending on which credit risk management system you use, you may also need to select the credit facility against which the liability posting is to be recorded. See Chapter 3.
	Reference	Any reference for the posting.
	Narrative	This field allows you to enter up to four lines of text to appear, among other places, on the account statement.
	Sundry reference code and User Codes	You may use this field to enter a value for analysis purposes. Your bank will have devised its own system for using this field.

If the system option **AddBaseCcyEquivalentOnPostingForAll** is set and the posting amount is not in base currency the user can either

Field	Contents
<ul style="list-style-type: none"><li>Enter an exchange rate (or FX rate code, if required) to calculate the base currency equivalent of the posting amount</li><li>Enter the base currency equivalent for the system to determine the exchange rate based on the two amounts entered. This allows the bank to enter the exchange rate in effect on the posting value date</li></ul>	
Exchange rate	Exchange rate to convert to base
Base currency equivalent	Base currency equivalent amount of posting amount

## Settlement Instructions

This chapter explains how to view and amend the settlement details relating to the payment and receipt of funds associated with a particular event and to set up settlement instructions at master record level.

See Chapter 9 for information on actual settlement.

### Settlement Instructions

The system permits the standing settlement instructions set up for the parties to a transaction to be viewed and amended during transaction processing. Where necessary, settlement instructions can be set up during an event to override any standard instructions held, or to enter settlement details for parties that your bank may not normally deal with. If instructions for the master are set up in this way, they come into use as soon as they are entered. Once these instructions are saved as part of the completed event they are held at master level for subsequent events.

Additional settlement instructions can also be entered during an event, allowing a payment to be funded from, or a receipt to be paid into, more than one account.

When changing settlement instructions during transaction processing, the main banking entity will be derived from the behalf of branch and so the system will only show accounts, Clearing Systems and Nostros belonging to that main banking entity.

### Settlement and Euro Processing

The system allows a settlement currency at master level to be changed to a currency different from that of the transaction. This results in the automatic creation of a foreign exchange deal on the transaction date, using a fixed exchange rate taken from static data.

For example, remittance of a CPY amount in Euros is made possible by having pay settlement instructions in CPY, but with the settlement currency set to EUR.

### National Clearing System Codes

Your bank can maintain a list of national clearing system codes in the system tailoring application. During transaction processing, you can then enter a national clearing system code in any party account field in any pay settlement details window. The system will convert it into the full account information when generating SWIFT messages.

For example, if you enter the following code in an account field:

CH123456

it will be output in the SWIFT message as:

58D://CH123456

THRIFT FIRST BANK NEW YORK

425 5TH AVENUE

NEW YORK

NY0128 USA

If the format of the code you enter is correct, as defined when you set up the code in the system tailoring application, the output appears correctly formatted with a preceding double slash (//), as in the example above. If the code you input does not correspond to the defined format, the output is preceded by a single slash and SWIFT will treat it as plain text.

Depending on the format selected when defining the code, either the party's name and address (option D) or the party's BIC address (option A) will be output. If the code is defined as "Either A or D", the BIC address will be used if one can be identified, otherwise the name and address is used.

## How Settlement Instructions are Retrieved

When a funds transfer is being made to a party, the system retrieves the appropriate settlement instructions for the principal, interest or charge amount being paid/received. These are used to determine the account or nostro through which funds are to be settled and the settlement instructions to be applied.

If your bank runs Trade Innovation integrated with a back office system, payment routing information can be retrieved from the back office; otherwise only those settlement instructions held on the local system database are used.

In general, the settlement instructions are obtained in the following sequence:

- Master level instructions from the main event
- Master level instructions from the subsidiary event
- Customer standing settlement instructions using the main event instruction group
- Default nastros
- The first customer account found that is valid for funds movements
- Suspense accounts

The system retrieves settlement instructions for a principal, interest or charge movement in the following way:

It first looks for master level settlement instructions defined for the master against which the posting has been defined, to identify settlement instructions for the funds movement. In the case of a subsidiary event, it will then look to the parent master to determine if any master level settlement instructions have been defined at that level.

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**Note:** Branch level and customer level settlement instructions are mutually exclusive. See the *Static Data Maintenance User Guide – Trade Innovation* for more details.

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The system will then search for either the branch-level customer standing settlement instructions, or bank level settlement instructions, depending on your system options. The system uses the Behalf of Branch for retrieving settlement instructions.

If no instructions are found for the master, the system then checks for customer standing settlement instructions (at bank or branch level) for the appropriate settlement type (principal, interest or charge) for the relevant settlement instruction group, as defined for the product. If no instructions are found for interest or charge types, then the system searches for principal instructions for the instruction group.

If the system cannot find instructions at instruction-group level, then it retrieves instead the general instructions defined, which are not specific to any particular instruction group.

If no settlement instructions are found at this level, then the system uses the default nostro for the branch and currency.

If no default nostro exists then the system will set the settlement account to either the first settlement account for the customer in the settlement currency (based on the options SettlementAccTyp); or to the SP500 trade finance settlement suspense account.

---

**Note:** Selection of first settlement account for a customer is not available as part of standard SSI retrieval. Even if the value for the system option SettlementAccTyp is set, Trade Innovation will still look for an existing payment routing external system.

---

If your bank runs Trade Innovation integrated with a CustomerSettlements routing service and the option HostPaymentRouting is set to 'Yes', then once settlement instructions have been determined, if settlement is via an account held at another bank, the back office payment routing service will be called to determine the route to be used.

If the system identifies an account that should be used but cannot for some reason then it will use the SP148 Error Settlement Suspense account instead. It will make a note of the reason why this account was used in the narrative details so that the cause of the problem can be traced and rectified.

Your bank can set a system option so that the system will not use separate charge instructions at payment. In this case, in a Payment event, charges will always be netted with the principal amount being paid or received, rather than creating separate charge settlements.

When entering Customer settlement instructions you must specify the main banking entity for which Customer SSI are being defined (where you work across multiple banking entities) as the SSIs themselves will contain account information for that banking entity and are therefore tied to that particular G/L. This means that the Customer Standing settlement instructions database needs to be keyed by main banking entity. Customers entered on the settlement instructions for example for Account With, Intermediary bank can however, come from the source banking CIF service for the main banking entity.

#### Standing settlement instructions

##### © Standing settlement instructions

Main banking entity ?	<input type="text"/>	Customer ?	<input type="text"/>	Currency ?	<input type="text"/>	Instruction group ?	<input type="text"/>
Type	All	<input type="button" value="Refresh"/>					
Customer	Branch	Currency	Instruction group	Movement type	Review date		
<input type="button" value="New..."/>	<input type="button" value="Update..."/>	<input type="button" value="Delete..."/>	<input type="button" value="View..."/>	<input type="button" value="Copy..."/>			

## Accessing Settlement Instruction Details

Settlement instructions are accessed:

- Using the Settlement Instructions link from within the Master Summary window. This link allows you to view settlement instructions information, as described below, but not to amend it.
- Using the Master Details|Settlement Instructions link from within event-processing windows. This link allows to enter, amend or delete master-level settlement instructions, as well as view it.

Both links display the Master Level Settlement Instructions window.

To view details of the standing settlement instructions for parties to the transaction (on both the master and subsidiary master) select the party for whom you want to see settlement details in the Party field and use the Pay/Receive/Both field to select whether you wish to see Pay details, Receive details, or both. Then click **Refresh**.

Any standing settlement instructions set up for the selected party are listed. The following table lists the headings used to display information on the standing settlement instructions:

Heading	What it Shows
Pay/Receive	Indicates whether the settlement involves a payment by (Pay) or to (Receive) your bank.
Customer	The party for whom the settlement instructions are held.
Branch	If your bank is using branch-level settlement instructions, a Branch column is displayed, showing the branch for which the standing settlement instructions have been set up.
Instruction Group	The instruction group, provided by the product to indicate which customer settlement instructions and/or default nostros for branches are to be used when settling a transaction. The system includes any default settlement instructions

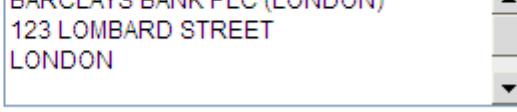
	(that is, settlement instructions set up without an instruction group) in the initial display when a customer is selected.
Currency	The currency of the settlement instructions.
Principal/Interest/Charges	Indicates whether the settlement instructions apply to principal, interest or charges.
Via	Indicates the method of transfer to be used.
Nostro/Account	If settlement is via an account, then this column shows details of the account to which funds are to be credited (paid) or debited (received). If settlement is via a vostro this column shows the vostro account through which funds are to be paid. If settlement is through a nostro, this column shows the nostro through which funds are to be paid/received. If no nostro has been specified, the text 'Nostro (default)' is shown.
A/c With Intermediary	If settlement is via a nostro or vostro: <ul style="list-style-type: none"><li>• If funds are to be received by your bank, this column will show details of the intermediary bank.</li><li>• If funds are to be paid by your bank, this column will show the bank at which the account to receive the payment is held, and the account number.</li></ul>
Currency	The settlement currency.
Updated	This column is shown in the Master Level Settlement Instructions pane only and indicates where instructions have been added or amended during the current event. Where the instructions displayed are from a subsidiary master, the master reference is shown.

The window that appears when you select the Master Details|Settlement Instructions link includes two buttons - Add Pay and Add Receive - that allow you to enter new Pay (see page 126) and Receive (see page 144) settlement instructions for the parties to the transaction.

You can use the Standing Settlement Instructions pane to retrieve standing settlement instructions for a party, then select them and click **Copy** to copy them to the Master Level Settlement Instructions pane and then view, edit or delete them.

The format of nostro fields varies, depending on the setting of the option NostroInputInCustomerAccountNumber.

If the option is set on, the nostro is identified using the following fields. Identify the bank using the party fields in the usual way, then use the Account field to enter the actual number of the nostro account.

Pay funds via	<input type="button" value="Beneficiary bank"/>
Settles by	<input type="button" value="Nostro"/>
Paying bank ?	<input type="text" value="BBL LON"/>
>>>	<input type="text" value="BARCLAYS BANK PLC (LONDON)&lt;br/&gt;123 LOMBARD STREET&lt;br/&gt;LONDON"/> 
Account ?	<input type="text" value="0892-012008-001"/>

In the option is not set on, the nostro is identified using a single field to enter the nostro's mnemonic.

Pay funds via	<input type="text" value="Beneficiary bank"/> <input type="button" value="▼"/>
Settles by	<input type="text" value="Nostro"/> <input type="button" value="▼"/>
Account/Nostro to credit ?	<input type="text"/>

## For Participated Deals

For participated transactions, the Settlement Instructions window shows settlement details for parties to the transaction and the participants identified on the participation deal.

If the participation deal was created first and then linked to a transaction, the Updated column shows the participation deal's master reference. The instructions held against the participation deal will be used to settle charges with the participants. If these details need to be overridden, the original instructions cannot be changed (as they are held against the participant master) - you must enter overriding settlement instructions for the appropriate party against the participated transaction.

If the participation deal was created from within the participated transaction, then participants' settlement instructions are held against the transaction master, and no participation deal reference is shown.

## Updating Payment Routing Information

If your bank runs Trade Innovation integrated with a Customer Settlement routing service, then that service uses the basic settlement instructions to retrieve fuller payment routing information, which is passed to the system and displayed here. You can amend this information. If you do so, clicking **Get Routing Details** causes the back office system to retrieve updated payment routing information, based on the changes you have made. Clicking **Reset** resets the information displayed to that originally retrieved by the back office.

## For Payments

For payments the system displays a window showing details of the account to which the payment is to be credited. In general, a payment is credited either by instructing a nostro to pay funds to the beneficiary's bank, or by instructing the bank closest to the beneficiary to pay funds, with a cover message being sent to your nostro to transfer funds to the paying bank.

<b>Master settlement instructions</b>			
Pay/receive	Pay	Movement type	<input checked="" type="checkbox"/> Principal
Party	ATLANTIC INDUSTRIAL DUBAI (BEN)	Currency ?	EUR
<b>Beneficiary</b>			
Beneficiary ?	ATLANT DU	Reference	
>>>			
Account			
<b>Pay settlement details</b>			
Pay funds via	Beneficiary bank with cover	Main payment transfer method ?	
Paying bank ?			
>>>			
Account			
Notes for receiver (72)		Payment details (70)	
Sundry Ref Code		SWIFT charges	
User Code 1			
User Code 2			
<b>Cover details</b>			
Settles by	Nostro	Settle currency ?	EUR
Account/Nostro to credit ?		Cover payment transfer method ?	
Receiver's correspondent/3rd Reimb bank ?		Intermediary reimbursing bank ?	
>>>			
Account		Account	
Beneficiary institution (58) ?		Time indications	
>>>		CLS time	
Notes for receiver (cover)		RNC time	
		SND time	

The Via field allows you to define whether the payment is to be settled:

- Via an account in your bank's own books (see page 127)
- Via the beneficiary's account at our nostro/vostro - no other intermediary banks are required
- Via the beneficiary's account, using a clearing service
- Via the beneficiary's bank (see page 130)
- Via the beneficiary's bank, using a clearing service
- Via the beneficiary's bank with cover
- Via the beneficiary's bank with cover, using a clearing service
- Via an intermediary bank (see page 136)
- Via an intermediary bank with cover
- Via an intermediary bank, using a clearing service
- Via an intermediary bank with cover, using a clearing service

- Via an account held outside the system (see page 142)

The fields shown in the window change, depending on what you select in the Via field. For payments to a beneficiary who is not a bank, the Additional Details pane (see page 143) may be displayed.

Depending on how payment is being made, an additional button - the Ordering Customer button - is present at the bottom of the Pay Settlement Details pane. When you click this button the system opens a window to display details of the ordering customer who initiated the payment.

If settlement instructions have been manually edited and saved, when they are selected for amendment again, a Reset button will be present on this window. Clicking **Reset** removes the amended instructions and the item will net together with other settlement lines.

The Beneficiary field may be enabled, allowing you to enter a collecting bank. (This is governed by the **BeneficiaryChangeAtSettlement** system option.)

**Note:** If you need to change the beneficiary, you should do this after you have made all other changes to the settlement instructions, including the addition of foreign exchange deals. Otherwise the system will not apply the new beneficiary details.

### Payment via an Account in Your Books

Where a payment is to be settled by account, select 'Account Transfer' in the Pay Funds Via field.

The screenshot shows the 'Master settlement instructions' dialog box with the 'Pay settlement details' section expanded. The 'Pay funds via' dropdown is set to 'Account transfer'. The 'Settles by' dropdown is set to 'Account' and the account number '0543-876108-978' is entered. The 'Settle currency ?' dropdown is set to 'EUR'. The 'Main payment transfer method ?' dropdown is also set to 'EUR'. At the bottom right are 'OK' and 'Cancel' buttons.

Master settlement instructions			
Pay/receive	Pay	Movement type	Principal
Party	ATLANTIC INDUSTRIAL DUBAI (BEN)	Currency ?	EUR
Beneficiary			
Beneficiary ?	ATLANT DU	Reference	
>>>			
Pay settlement details			
Pay funds via	Account transfer	Settle currency ?	EUR
Settles by	Account	Main payment transfer method ?	EUR
Account/Nostro to credit ?	0543-876108-978		
Account transfer narrative			
Sundry Ref Code			
User Code 1			
User Code 2			

Use the fields displayed to enter details of the account to be credited. The following table explains what to enter into them:

Field	What to Enter
Account/Nostro to Credit	The account or nostro to be credited.
Main Payment Transfer Method	The transfer method to be used. This determines the type of paper advice produced.
Account Transfer Narrative	Any additional information about the payment relevant to the settlement of the payment. This will appear on the paper advice produced.
Payment Details	Additional notes about the transaction.
Cheque Number	This field is present only if the funds transfer method for the pay instructions has been set up on your system as one used for domestic cheques. (This is controlled by the option DomesticChequeTfr). Depending on how your system has been configured, the cheque number may be generated automatically, or you may be required to enter it manually.  Once the transaction is released the cheque is printed and can be posted or handed to the beneficiary.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using this field.

### Payment via the Beneficiary's Account at our Nostro or Vostro

If the beneficiary has an account with our nostro (or vostro), select 'Acct at Nostro/Vostro' in the Pay Funds Via field.

The screenshot shows a dialog box titled 'Pay settlement details'. It contains the following fields:

- Pay funds via: A dropdown menu showing 'Acct at nostro/vostro'.
- Settles by: A dropdown menu showing 'Nostro'.
- Settle currency: A dropdown menu showing 'EUR'.
- Main payment transfer method: A dropdown menu.
- Payment details: A text area labeled '(70)'.
- Sundry reference code: Three text input fields.
- User code 1: Three text input fields.
- User code 2: Three text input fields.
- SWIFT charges: A text input field.
- Beneficiary: A dropdown menu.

At the bottom are 'OK' and 'Cancel' buttons.

Use the fields displayed to enter details of the nostro (vostro) with whom the beneficiary holds their account. The following table explains what to enter into them:

Field	What you should Enter
Settles By	Select either 'Nostro' or 'Vostro', as appropriate.
Account/Nostro to Credit	The nostro through which the payment is to be made or the vostro account belonging to the receiver of the payment instruction that is to be credited.
Settle Currency	The currency in which settlement is to be made into the beneficiary's account.
Main Payment Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Beneficiary	The party to be credited.
Account	The number of the beneficiary's account being credited at the nostro/vostro.
Payment Details	Additional notes about the transaction involved.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.

Field	What you should Enter
SWIFT Charges	The party that is to pay SWIFT charges.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

### Payment via the Beneficiary's Account at our Nostro or Vostro using a Clearing Service

If the beneficiary has an account with our nostro (or vostro) with settlement via a clearing service, select:

- 'Acct at Nostro/Vostro' in the Pay Funds Via field
- The clearing service in the Settles By field

**Master settlement instructions**

Pay/receive	Pay	Movement type	Principal
Party	<---->	Currency ?	EUR
<b>Beneficiary</b>			
Beneficiary ?	Reference		
>>>			
Account			
<b>Pay settlement details</b>			
Pay funds via	Acct at nostro/vostro	Settle currency ?	EUR
Settles by	TARGET1	Main payment transfer method ?	SW
Paying bank ?			
>>>			
Clearing id ?			
Notes for receiver (72)	Payment details (70)		
Sundry reference code			
User code 1			
User code 2	Beneficiary		
<b>OK</b> <b>Cancel</b>			

The following table explains what to enter into the remaining fields in this window. The pane may also include fields set up by your bank:

Field	What you should Enter
Beneficiary	The party to be credited.
Reference	The beneficiary's reference for the payment.
Account	The number of the beneficiary's account being credited.
Paying Bank	The bank at which the party being credited holds their account.
Settle Currency	The currency in which settlement is to be made into the beneficiary's account.
Main Payment Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Clearing ID	Identifier for banks and correspondents, assigned to a specific Bank customer defined under Customer Details. This is used by Banks as their clearing number with their local clearing system.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.

Field	What you should Enter
Payment Details	Additional notes about the transaction involved.
SWIFT Charges	The party that is to pay SWIFT charges.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

### Payment via Beneficiary Bank

If you are requesting your nostro to transfer funds to the beneficiary's bank, select 'Beneficiary Bank' in the Pay Funds Via field.

The screenshot shows a banking application interface with two main sections: 'Beneficiary' and 'Pay settlement details'. In the 'Beneficiary' section, the 'Beneficiary' field contains 'ATLANT DU' and there is a reference field. In the 'Pay settlement details' section, the 'Pay funds via' dropdown is set to 'Beneficiary bank', 'Settles by' is 'Nostro', 'Settle currency' is 'EUR', and 'Main payment transfer method' is 'SW'. The 'Beneficiary bank' dropdown shows 'WWB LON' and 'Worldwide Bank (London)' details. There are also fields for 'Account', 'Notes for receiver (72)', 'Payment details (70)', 'SWIFT charges', and 'Sundry Ref Code', 'User Code 1', and 'User Code 2'.

Use the fields displayed to enter details of the nostro or vostro and the beneficiary bank. The following table explains what to enter into them. The pane may also include fields set up by your bank:

Field	What to Enter
Account/Nostro to Credit	The nostro through which the payment is to be made or the vostro account belonging to the receiver of the payment instruction that is to be credited.
Main Payment Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Beneficiary Bank	The bank at which the party being credited holds their account.
Account	The number of the beneficiary's account at the beneficiary bank.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

### Payment via Beneficiary Bank, using a Clearing Service

If you are transferring funds to the beneficiary's bank with settlement via a clearing service, select:

- 'Beneficiary Bank' in the Pay Funds Via field

- The clearing service in the Settles By field

**Pay settlement details**

Pay funds via	Beneficiary bank	Settle currency ?
Settles by	TARGET1	EUR
Paying bank ?		Main payment transfer method ?
>>>		SW
Clearing id ?		
Beneficiary bank (57) ?		
>>>		
Account		
Notes for receiver (72)	Payment details (70)	
Sundry reference code		
User code 1		
User code 2		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

The following table explains what to enter into the remaining fields in this window. The pane may also include fields set up by your bank:

Field	What to Enter
Paying Bank	The bank being credited through the Clearing system.
Settle Currency	The currency in which settlement is to be made into the beneficiary's account.
Main Payment Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Clearing ID	Identifier for banks and correspondents, assigned to a specific Bank customer defined under Customer Details. This is used by Banks as their clearing number with their local clearing system.
Beneficiary Bank	The bank at which the party being credited holds their account.
Account	The number of the beneficiary's account at the beneficiary bank.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.
SWIFT Charges	
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

### Payment via Beneficiary Bank with Cover

Two panes are used to enter details - the Pay Settlement Details pane and the Cover Payment Details pane. The following table explains what to enter into them. The Pay Settlement Details pane may also include fields set up by your bank.

**④ Beneficiary**

Beneficiary ?	ATLANT DU	Reference	
>>>			
Account			

**⑤ Pay settlement details**

Pay funds via	Beneficiary bank with cover	Main payment transfer method ?	SW
Paying bank ?	WWB LON Worldwide Bank (London) WORLD WIDE BANK (LONDON) 13 Churchill Road London		
>>>			
Account			
Notes for receiver (72)	Payment details (70)		
Sundry Ref Code	SWIFT charges		
User Code 1	Beneficiary		
User Code 2			

**⑥ Cover details**

Settles by	Nostro	Settle currency ?	EUR
Account/Nostro to credit ?		Cover payment transfer method ?	SW
Receiver's correspondent/3rd Reimb bank ?		Intermediary reimbursing bank ?	
>>>			
Account	Account		
Beneficiary institution (58) ?	Time indications		
>>>	CLS time		
Notes for receiver (cover)	RNC time		
	SND time		

If the payment message is being advised via SWIFT, a SWIFT MT103 Single Customer Credit Transfer message will be sent to the Account With (beneficiary) bank instructing them to pay funds to the beneficiary. Additionally an MT202 General Financial Institution Transfer message (or an MT202 COV or MT205 COV message, if your bank has the SWIFT 2009 features enabled) will be sent to our nostro to transfer the funds (cover) in favour of the Account With (beneficiary) bank; and information from the original MT103 message sent to the beneficiary's bank will be displayed in the COV message:

Field	What to Enter
Account/Nostro to Credit	The nostro through which the payment is to be made or the vostro account belonging to the receiver of the payment instruction that is to be credited.
Main Payment Transfer Method	The transfer method to be used to send the payment instruction to the paying bank. This determines the type of advice to be produced and the method of transmission.
Beneficiary Bank	The bank at which the party being credited holds their account.
Account	The number of the beneficiary's account at the beneficiary bank.
Notes for Received	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.

Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.
Cover Payment Transfer Method	The transfer method to be used for the cover payment. This determines the type of advice to be produced and the method of transmission.
Receiver's Correspondent/ 3rd Reimb Bank	The bank at which funds are to be made available to the paying bank.
Intermediary Reimbursing Bank	The intermediary bank through which the funds are to be transferred to the beneficiary institution.
Account	The number of the account at the receiver's correspondent.
Account	The intermediary reimbursement bank's account number.
Beneficiary Institution	The bank that is to be credited by the cover payment (this is the paying bank (beneficiary bank)).
The following fields allow you to add one or more time indications related to the processing of the payment instruction:	
CLSTIME	The time by which the funding payment must be credited, with confirmation, to the Continuous Linked Settlement (CLS) bank's account at the central bank, expressed in CET.
RNCTIME	The time at which a TARGET payment has been credited at the receiving central bank, expressed in CET.
SNDTIME	The time at which a TARGET payment has been debited at the sending central bank, expressed in Central European Time (CET).
	<p>In each field enter:</p> <ul style="list-style-type: none"> <li>• A time, in the form HHMM</li> <li>• An offset, in the form +HHMM or -HHMM, to indicate the time zone to which the time applies</li> </ul> <p>The offset is expressed as the difference from Universal Standard Time (UST). Note that if the time you are entering is the same as UST, you must enter an offset of +0000, not omit the offset.</p>

## Payment via Beneficiary Bank with Cover, using a Clearing Service

If payment is via beneficiary bank with cover, with settlement via a clearing service, select:

- 'Beneficiary Bank with Cover' in the Pay Funds Via field
- The clearing service in the Settles By field

<b>(+) Master settlement instructions</b> Pay/receive      Pay      Movement type      Principal Party      <---->      Currency ?      EUR			
<b>(+) Master settlement instructions</b> Pay/receive      Pay      Movement type      Principal Party      <---->      Currency ?      EUR			
<b>(+) Beneficiary</b> Beneficiary ?      Reference >>> Account			
<b>(+) Pay settlement details</b> Pay funds via      Beneficiary bank with cover      Main payment transfer method ? Paying bank ? >>> Account Notes for receiver (72) Payment details (70)			
Sundry reference code      SWIFT charges      Beneficiary User code 1 User code 2			
<b>(+) Cover details</b> Settles by      TARGET1      Settle currency ?      EUR Paying bank ? >>> Clearing id ? Receiver's correspondent/3rd Reimb bank ? >>> Account Beneficiary institution (58) ? >>> Notes for receiver (cover)			
Intermediary reimbursing bank ? >>> Account Time indications CLS time RNC time SND time			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

The following table explains what to enter into the remaining fields in this window. The window may also include fields set up by your bank:

Field	What to Enter
Main Payment Transfer Method	The transfer method to be used to send the payment instruction to the paying bank. This determines the type of advice to be produced and the method of transmission.
Paying Bank	The bank at which the party being credited holds their account.
Account	The number of the beneficiary's account at the beneficiary bank.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.
SWIFT Charges	The party that is to pay SWIFT charges.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.
Paying Bank (cover)	The bank being credited through the Clearing system.
Settle Currency	The currency in which settlement is to be made into the beneficiary's account.
Cover Payment Transfer Method	The transfer method to be used for the cover payment. This determines the type of advice to be produced and the method of transmission.
Clearing ID	Identifier for banks and correspondents, assigned to a specific Bank customer defined under Customer Details. This is used by Banks as their clearing number with their local clearing system.
Receiver's Correspondent/ 3rd Reimb Bank	The bank at which funds are to be made available to the paying bank.
Account	The number of the account at the receiver's correspondent.
Intermediary Reimbursing Bank	The intermediary bank through which the funds are to be transferred to the beneficiary institution.
Account	The intermediary reimbursement bank's account number.
Beneficiary Institution	The bank that is to be credited by the cover payment (this is the paying bank (beneficiary bank)).
Notes for Receiver (cover)	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.
The following fields allow you to add one or more time indications related to the processing of the payment instruction:	
CLSTIME	The time by which the funding payment must be credited, with confirmation, to the Continuous Linked Settlement (CLS) bank's account at the central bank, expressed in CET.
RNCTIME	The time at which a TARGET payment has been credited at the receiving central bank, expressed in CET.
SNDTIME	The time at which a TARGET payment has been debited at the sending central bank, expressed in Central European Time (CET).
	In each field enter: A time, in the form HHMM An offset, in the form +HHMM or -HHMM, to indicate the time zone to which the time applies

Field	What to Enter
	The offset is expressed as the difference from Universal Standard Time (UST). Note that if the time you are entering is the same as UST, you must enter an offset of +0000, not omit the offset.
	If the payment message is being advised via SWIFT, a SWIFT MT103 Single Customer Credit Transfer message will be sent to the Account With (beneficiary) bank instructing them to pay funds to the beneficiary. Additionally an MT202 General Financial Institution Transfer message (or an MT202 COV or MT205 COV message, if your bank has the SWIFT 2009 features enabled) will be sent to the cover paying bank to transfer the funds (cover) in favour of the Account With (beneficiary) bank; and information from the original MT103 message sent to the beneficiary's bank will be displayed in the COV message.

### Payment via Intermediary Bank

If the payment instructions require funds to be paid via an intermediary bank to the beneficiary's bank select 'Intermediary Bank' in the Pay Funds Via field and click **Refresh**.

The screenshot shows the 'Beneficiary' and 'Pay settlement details' panes. In the Beneficiary pane, fields include 'Beneficiary ?' (ATLANT DU), 'Reference', and 'Account'. In the Pay settlement details pane, fields include 'Pay funds via' (Intermediary bank), 'Settles by' (Nostro), 'Settle currency ?' (EUR), 'Main payment transfer method ?' (SW), 'Account/Nostro to credit ?' (EURB), 'Beneficiary bank (57) ?' (WWB LON), 'Intermediary bank (56) ?' (Worldwide Bank (London)), 'Account', 'Notes for receiver (72)', 'Sundry Ref Code', 'User Code 1', 'User Code 2', 'Payment details (70)', 'SWIFT charges', and 'Beneficiary'.

Use the fields displayed to enter details of the nostro or vostro, intermediary bank and beneficiary bank. The following table explains what to enter into them. The Pay Settlement Details pane may also include fields set up by your bank:

Field	What to Enter
Settle By	In the second field in the pane select whether settlement is to be via an account or via a nostro.
Account/Nostro to Credit	The nostro through which the payment is to be made or the vostro account belonging to the receiver of the payment instruction that is to be credited.
Main Payment Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Beneficiary Bank	The number of the beneficiary's account at the beneficiary bank.
Intermediary Bank	The intermediary bank through which the funds are to be transferred to the beneficiary bank.
Account	The beneficiary bank's account number.
Account	The intermediary bank's account number.

Field	What to Enter
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

### Payment via Intermediary Bank, Using a Clearing Service

If the payment instructions require funds to be paid via an intermediary bank to the beneficiary's bank, with settlement via a clearing service, select:

- 'Intermediary Bank' in the Pay Funds Via field
- The clearing service in the Settles By field

**(+) Pay settlement details**

Pay funds via	Intermediary bank	Settle currency ?	EUR
Settles by	TARGET1	Main payment transfer method ?	SW
Paying bank ?			
>>>			
Clearing id ?		Intermediary bank (56) ?	
Beneficiary bank (57) ?		>>>	
>>>			
Account		Account	
Notes for receiver (72)		Payment details (70)	
Sundry reference code		SWIFT charges	
User code 1			Beneficiary
User code 2			
<b>OK</b> <b>Cancel</b>			

Use the fields displayed to enter details of the nostro or vostro, intermediary bank and beneficiary bank. The following table explains what to enter into them. The Pay Settlement Details pane may also include fields set up by your bank:

Field	What to Enter
Settle Currency	The currency in which settlement is to be made into the beneficiary's account.
Paying Bank	The bank being credited through the Clearing system.
Main Payment Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Clearing ID	Identifier for banks and correspondents, assigned to a specific Bank customer defined under Customer Details. This is used by Banks as their clearing number with their local clearing system.
Beneficiary Bank	The beneficiary's bank.
Account	The beneficiary bank's account number.
Intermediary Bank	The intermediary bank through which the funds are to be transferred to the beneficiary bank.
Account	The intermediary bank's account number.

Field	What to Enter
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.
SWIFT Charges	The party that is to pay SWIFT charges.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

### Payment via Intermediary Bank with Cover

Where payment cannot be made directly to the beneficiary's bank, it is necessary to pay via the closest bank to the beneficiary with an associated cover payment. In this case select 'Intermediary With Cover' in the Pay Funds Via field.

Two panes are used to enter details - the Pay Settlement Details pane and the Cover Payment Details pane. The following table explains what to enter into them. The Pay Settlement Details pane may also include fields set up by your bank.

**Pay Settlement Details**

- Beneficiary ?
- Reference
- >>>
- Account
- Notes for receiver (72)
- Sundry Ref Code
- User Code 1
- User Code 2

**Cover Details**

- Settles by  Nostro
- Settle currency ?  EUR
- Account/Nostro to credit ?
- Cover payment transfer method ?
- Receiver's correspondent/3rd Reimb bank ?
- Intermediary reimbursing bank ?
- >>>
- Account
- Beneficiary institution (58) ?
- Time indications
- CLS time
- RNC time
- SND time
- Notes for receiver (cover)

If the payment message is being advised via SWIFT, a SWIFT MT103 Single Customer Credit Transfer message will be sent to the Intermediary bank instructing them to pay funds to the

beneficiary at the beneficiary bank. Additionally an MT202 General Financial Institution Transfer message (or an MT202 COV or MT205 COV message, if your bank has the SWIFT 2009 features enabled) will be sent to our nostro to transfer the funds (cover) in favour of the Intermediary bank; and information from the original MT103 message sent to the beneficiary's bank will be displayed in the COV message:

Field	What to Enter
Settle By	In the second field in the pane select whether settlement is to be via an account or via a nostro.
Account/Nostro to Credit	The nostro through which the payment is to be made or the vostro account belonging to the receiver of the payment instruction that is to be credited.
Main Payment Transfer Method	The transfer method to be used to send the payment instruction to the paying bank. This determines the type of advice to be produced and the method of transmission.
Beneficiary Bank	The bank at which the party being credited holds their account.
Intermediary Bank	The intermediary bank to which the payment instruction is to be sent. This bank will pay funds to the beneficiary's bank.
Account	The number of the beneficiary's account at the beneficiary bank.
Account	The number of the account to be used at the intermediary bank.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.
Payment Details	Additional notes about the transaction.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.
Cover Payment Transfer Method	The transfer method to be used for the cover payment. This determines the type of advice to be produced and the method of transmission.
Receiver's Correspondent/ 3rd Reimb Bank	The bank at which funds are to be made available to the paying bank.
Intermediary Reimbursing Bank	The intermediary bank through which the funds are to be transferred to the beneficiary institution.
Account	The account of the receiver's correspondent.
Account	The intermediary reimbursement bank's account number.
Beneficiary Institution	The bank that is to be credited by the cover payment (this is the paying bank (that is, the intermediary bank) on the Pay Settlement Details pane).
The following fields allow you to add one or more time indications related to the processing of the payment instruction:	
CLSTIME	The time by which the funding payment must be credited, with confirmation, to the Continuous Linked Settlement (CLS) bank's account at the central bank, expressed in CET.
RNCTIME	The time at which a TARGET payment has been credited at the receiving central bank, expressed in CET.
SNDTIME	The time at which a TARGET payment has been debited at the sending central bank, expressed in Central European Time (CET).
	In each field enter: <ul style="list-style-type: none"> <li>• A time, in the form HHMM</li> </ul>

Field	What to Enter
	<ul style="list-style-type: none"> <li>An offset, in the form +HHMM or -HHMM, to indicate the time zone to which the time applies</li> </ul> <p>The offset is expressed as the difference from Universal Standard Time (UST). Note that if the time you are entering is the same as UST, you must enter an offset of +0000, not omit the offset.</p>

### Payment via Intermediary Bank with Cover, using a Clearing Service

Where payment cannot be made directly to the beneficiary's bank, it is necessary to pay via the closest bank to the beneficiary with an associated cover payment. Where settlement is via a clearing service, select:

- 'Intermediary With Cover' in the Pay Funds Via field
- The clearing service in the Settles By field

**( Pay settlement details**

Pay funds via	<input type="button" value="Intermediary with cover"/>	Main payment transfer method ?	<input type="text"/>
Beneficiary bank (57) ?	<input type="text"/>	Paying bank ?	<input type="text"/>
>>>	<input type="text"/>	>>>	<input type="text"/>
Account	<input type="text"/>	Account	<input type="text"/>
Notes for receiver (72)	<input type="text"/>	Payment details (70)	<input type="text"/>
Sundry reference code	<input type="text"/>	SWIFT charges	<input type="text"/>
User code 1	<input type="text"/>	Beneficiary <input type="button" value="dropdown"/>	
User code 2	<input type="text"/>		

**( Cover details**

Settles by	<input type="button" value="TARGET1"/>	Settle currency ?	<input type="text" value="EUR"/>
Paying bank ?	<input type="text"/>	Cover payment transfer method ?	<input type="text"/>
>>>	<input type="text"/>	>>>	<input type="text"/>
Clearing id ?	<input type="text"/>	Intermediary reimbursing bank ?	<input type="text"/>
Receiver's correspondent/3rd Reimb bank ?	<input type="text"/>	>>>	<input type="text"/>
>>>	<input type="text"/>		<input type="text"/>
Account	<input type="text"/>	Account	<input type="text"/>
Beneficiary institution (58) ?	<input type="text"/>	Time indications	<input type="text"/>
>>>	<input type="text"/>	CLS time	<input type="text"/>
Notes for receiver (cover)	<input type="text"/>	RNC time	<input type="text"/>
		SND time	<input type="text"/>

The following table explains what to enter into the remaining fields in this window. The window may also include fields set up by your bank:

Field	What to Enter
Main Payment Transfer Method	The transfer method to be used to send the payment instruction to the paying bank. This determines the type of advice to be produced and the method of transmission.
Beneficiary Bank	The bank at which the party being credited holds their account.
Account	The account belonging to the receiver of the payment instruction that is to be credited.
Paying Bank	The intermediary bank to which the payment instruction is to be sent. This bank will pay funds to the beneficiary's bank.
Account	The number of the account to be used at the intermediary bank.
Notes for Receiver	Any special instructions to the receiving bank. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.
Payment Details	The bank through which payment is to be made.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.
Settle Currency	The currency in which settlement is to be made into the beneficiary's account.
Paying Bank (cover)	The bank being credited through the Clearing system.
Cover Payment Transfer Method	The transfer method to be used for the cover payment. This determines the type of advice to be produced and the method of transmission.
Clearing ID	Identifier for banks and correspondents, assigned to a specific Bank customer defined under Customer Details. This is used by Banks as their clearing number with their local clearing system.
Receiver's Correspondent/ 3rd Reimb Bank	The bank at which funds are to be made available to the paying bank.
Account	The account of the receiver's correspondent.
Intermediary Reimbursing Bank	The intermediary bank through which the funds are to be transferred to the beneficiary institution.
Account	The intermediary reimbursement bank's account number.
Beneficiary Institution	The bank that is to be credited by the cover payment (this is the paying bank (that is, the intermediary bank) on the Pay Settlement Details pane).
Notes for Receiver (cover)	Any special instructions to the receiving bank for the cover message. If the instructions are to be transmitted via SWIFT, then you should use SWIFT codewords to enter information here.
The following fields allow you to add one or more time indications related to the processing of the payment instruction:	
CLSTIME	The time by which the funding payment must be credited, with confirmation, to the Continuous Linked Settlement (CLS) bank's account at the central bank, expressed in CET.
RNCTIME	The time at which a TARGET payment has been credited at the receiving central bank, expressed in CET.
SNDTIME	The time at which a TARGET payment has been debited at the sending central bank, expressed in Central European Time (CET).
	In each field enter:

Field	What to Enter
	<ul style="list-style-type: none"> <li>A time, in the form HHMM</li> <li>An offset, in the form +HHMM or -HHMM, to indicate the time zone to which the time applies</li> </ul> <p>The offset is expressed as the difference from Universal Standard Time (UST). Note that if the time you are entering is the same as UST, you must enter an offset of +0000, not omit the offset.</p>

If the payment message is being advised via SWIFT, a SWIFT MT103 Single Customer Credit Transfer message will be sent to the Intermediary bank instructing them to pay funds to the beneficiary at the beneficiary bank. Additionally an MT202 General Financial Institution Transfer message (or an MT202 COV or MT205 COV message, if your bank has the SWIFT 2009 features enabled) will be sent to the cover paying bank to transfer the funds (cover) in favour of the Intermediary bank; and information from the original MT103 message sent to the beneficiary's bank will be displayed in the COV message.

### Payment via an Account Held Outside Trade Innovation

This option is available only if your system has been configured to allow accounts for which the system has no information stored to be used in settlement instructions.

Where payment is to be made from an account whose details are not known to the select 'Other Account' in the Pay Funds Via field.

The screenshot shows the 'Pay settlement details' section of the Settlement Instructions interface. It includes the following fields:

- Pay funds via: Other account
- Settle currency: EUR
- Main payment transfer method: (empty)
- Beneficiary: ATLANT DU
- Reference: (empty)
- Account number: (empty)
- Sundry Ref Code: (empty)
- User Code 1: (empty)
- User Code 2: (empty)

Use the Account/Nostro to Debit field to enter the number of the account. (The length of this field is determined by the OtherAccountValidBasic system option.)

The Account Transfer Narrative field can be used to enter any additional information about the receipt. This will appear on the paper advice produced.

You may use the Sundry Ref Code/User Code 1/User Code 2 fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

## Additional Details

For payments to a beneficiary who is not a bank, the Additional Details pane may be displayed. It allows you to enter additional settlement details. This pane is displayed only if your system is configured to allow SWIFT MT103 messages (this is controlled by the option MT103).

These additional details can then be included in a MT103 message or equivalent payment messages.

Additional details		
Message type	MT103	Service level
Transaction type		Credit Tfr
Charges deducted (71F) ?		Charges deducted (71F) ?
Charges deducted (71F) ?		Charges deducted (71F) ?
Charges deducted (71F) ?		Charges deducted (71F) ?
Regulatory reporting		CLS time RNC time SND time
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

The following table explains what to enter into the fields in this pane. In addition to these fields the SWIFT Charges field in the Pay Settlement Details pane allows you to indicate who is to bear any SWIFT charges - the beneficiary, your own bank (Our), or your bank and the beneficiary (Shared):

Field	What to Enter	
Message Type	Select MT103 or MT103+.	
Service Level	The SWIFT service level. Select from the following:	
	Credit Tfr	(CRED) for a credit transfer. No service level is involved. This is the default
	SWIFTPay	(SPAY) to process the credit according to SWIFTPay service level
	Standard	(SSTD) to process the credit according to standard service level
	Priority	(SPRI) to process the credit according to priority service level
Transaction Type	A three-character code to identify the purpose of the transaction.	
Charges Deducted (71F)	The six fields allow you to enter details of charges deducted by previous banks involved in the settlement.	
Regulatory Reporting	Any statutory or regulatory reporting details required.	

The following fields allow you to add one or more time indications related to the processing of the payment instruction:

CLSTIME	The time by which the funding payment must be credited, with confirmation, to the Continuous Linked Settlement (CLS) bank's account at the central bank, expressed in CET.
RNCTIME	The time at which a TARGET payment has been credited at the receiving central bank, expressed in CET.
SNDTIME	The time at which a TARGET payment has been debited at the sending central bank, expressed in Central European Time (CET).
	<p>For each field enter:</p> <ul style="list-style-type: none"> <li>• A time, in the form HHMM</li> <li>• An offset, in the form +HHMM or -HHMM, to indicate the time zone to which the time applies</li> </ul> <p>The offset is expressed as the difference from Universal Standard Time (UST). Note that if the time you are entering is the same as UST, you must enter an offset of +0000, not omit the offset.</p>

## For Receipts

For receipts, the system displays a window showing details of the account from which funds are to be received.

The screenshot shows the 'Master settlement instructions' window for a receipt. It includes sections for 'Pay/receive' (Party: Eaton Ltd (APP)), 'Receive' (Movement type: Principal, Currency: EUR), and 'Receive details'. Under 'Receive details', the 'Settles by' field is set to 'Nostro'. Other fields include 'Receive funds via' (empty), 'Receive transfer method' (empty), 'Settle currency' (EUR), and 'Intermediary bank (56)' (empty). There are also sections for 'Account', 'Sundry Ref Code', 'User Code 1', and 'User Code 2', each containing four empty input fields. At the bottom are 'OK' and 'Cancel' buttons.

The Via field allows you to define whether the payment is to be settled:

- Via an account in your bank's own books (see page 144)
- Via the beneficiary's account with our nostro (see page 145)
- Via an account held outside the system (see page 145)
- Using a clearing service

The fields shown in the main payment pane detail how funds are to be transferred. They change, depending on what you select in the Via field.

If settlement instructions have been manually edited and saved, when they are selected for amendment again, a Reset button will be present on this window. Clicking **Reset** removes the amended instructions and the item will net together with other settlement lines.

### Via an Account in Your Bank's Own Books

Select 'Account' in the Settles By field.

This screenshot shows the same 'Master settlement instructions' window as above, but with a key difference: the 'Settles by' dropdown is now set to 'Account'. The 'Receive funds via' field contains the value '0543-876108-978'. The rest of the window, including the 'Receive' section and other 'Receive details' fields, remains identical to the first screenshot.

Use the Account/Nostro to Debit field to identify the account from which payment is to be made.

The Account Transfer Narrative field can be used to enter any additional information about the receipt. This will appear on the paper advice produced.

You may use the Sundry Ref Code/User Code 1/User Code 2 fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

## Via a Nostro or Vostro

Select 'Nostro' or 'Vostro' in the Settles By field.

The screenshot shows the 'Master settlement instructions' dialog box. At the top left is a section titled '(+) Master settlement instructions'. Below it, under 'Receive', 'Pay/receive' is set to 'Party' and 'Receive' is set to 'Eaton Ltd (APP)'. Under 'Movement type', 'Movement type' is set to 'Principal' and 'Currency' is set to 'EUR'. In the 'Settles by' dropdown, 'Nostro' is selected. The 'Receive funds via' field contains 'EURB'. The 'Intermediary bank (56)' field shows 'BBI LON' and 'BARCLAYS BANK PLC (LONDON) 123 LOMBARD STREET LONDON'. Below these fields are four empty input boxes for 'Account', 'Sundry Ref Code', 'User Code 1', and 'User Code 2'. At the bottom right are 'OK' and 'Cancel' buttons.

Use the Account/Nostro to Debit field to identify the nostro or vostro to be used.

Use the Intermediary Bank field to identify the intermediary bank from which you expect to receive funds, and the Account field to enter the number of the account with that intermediary bank from which funds are to be received.

Where a receipt of funds is made up of charges only and is settling via a nostro, an additional Sender to Receiver Info field is present. It allows you to enter information for the recipient of the advice. This information can then be included in the relevant SWIFT message (such as an MTn91 Request for Payment of Charges).

The Account Transfer Narrative field can be used to enter any additional information about the receipt. This will appear on the paper advice produced and on the relevant SWIFT message (such as an MTn90 Advice of Charges, Interest and Other Adjustments).

You may use the Sundry Ref Code/User Code 1/User Code 2 fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

## Via an Account Held Outside Trade Innovation

This option is available only if your system has been configured to allow accounts for which the system has no information stored to be used in settlement instructions.

Where payment is to be made from an account whose details are not known to the system select 'Other Account' in the Settles By field.

The screenshot shows the 'Master settlement instructions' dialog box. At the top left is a section titled '(+) Master settlement instructions'. Below it, under 'Receive', 'Pay/receive' is set to 'Party' and 'Receive' is set to 'Eaton Ltd (APP)'. Under 'Movement type', 'Movement type' is set to 'Principal' and 'Currency' is set to 'EUR'. In the 'Settles by' dropdown, 'Other account' is selected. The 'Account number' field contains '21-28835-67'. The 'Account transfer narrative' field is empty. Below these fields are four empty input boxes for 'Sundry Ref Code', 'User Code 1', and 'User Code 2'. At the bottom right are 'OK' and 'Cancel' buttons.

Use the Account/Nostro to Debit field to enter the number of the account. (The length of this field is determined by the OtherAccountValidBasic system option.)

The Account Transfer Narrative field can be used to enter any additional information about the receipt. This will appear on the paper advice produced.

You may use the Sundry Ref Code/User Code 1/User Code 2 fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

## Using a Clearing Service

To settle using a clearing service, select the clearing service in the Settles By field.

The screenshot shows the 'Master settlement instructions' dialog box. The 'Receive details' section is active. It contains fields for Pay/receive, Movement type (Principal), Party (EUR), Settles by (TARGET1), Receiving bank, Receive transfer method, Settle currency (EUR), Clearing id, Intermediary bank, Account, Sundry reference code, User code 1, and User code 2. At the bottom are 'OK' and 'Cancel' buttons.

The following table explains what to enter into the remaining fields in this window:

Field	What to Enter
Receiving Bank	The bank at which the party being credited holds their account.
Receive Transfer Method	The transfer method to be used. This determines the type of advice to be produced and the method of transmission.
Settle Currency	The currency in which settlement is to be made.
Clearing ID	Identifier for banks and correspondents, assigned to a specific Bank customer defined under Customer Details. This is used by Banks as their clearing number with their local clearing system.
Intermediary Bank	The intermediary bank from which you expect to receive funds.
Account	The number of the account with the intermediary bank from which funds are to be received.
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter a value for analysis purposes. Your bank will have devised its own system for using these fields.

## Settlement

This chapter covers settlement processing.

### Settlement in Trade Innovation

During an Input step for an event, the system permits you to view the settlement details for each funds movement generated for that event using the Settlement Details window. If an event results in funds being paid to or received from a party, then details of these funds movements appear in the Settlements window, where you can review and amend them. Depending on the type of event, you can also:

- Amend instructions for the funds movement or for any charges, foreign exchange deals or discounted deals associated with it
- Amend settlement details
- Enter foreign exchange deals
- Discount a selected payment
- Repay an outstanding loan
- Enter additional settlement instructions to allow a payment to be made from, or a receipt to be made to, more than one account

The Settlement Details window used to view settlement details also permits you to enter pre-defined reporting codes against individual payment lines for use in statutory reporting. Each reporting code attached in this way creates a reporting record that includes the reporting code itself and details of the payment line to which it is attached.

For each event you can create five such records. You can use the same reporting code more than once, and you can apply more than one reporting code to the same payment line.

## Settlement Details and Settlement Processing Options

For information on using this window to open new accounts see the section If an Account Does Not Exist on page 238.

To view details of the funds movements generated for the event in which you are currently working, select the Release Items|Settlements link. The Settlement Details window is displayed.

**▼ Settlement details**

Description	Amount	Currency	Value date	Type	Details
PARTY: Amalgamated Mouldings Limited					
Collected amount payable	50,000.00	GBP		Payment	Due 50,000.00
Charges deducted	5,120.00	- GBP		Charges	
Net pay	44,880.00	GBP	27/03/13	No docs	Pay to Amalgamated Mouldings Limited Account: BO-LOND-876500-GBP @LD-GBP
PARTY: Thrift First Bank New York					
Collected amount receivable	50,000.00	- GBP		Payment	Due 50,000.00
Net receive	50,000.00	- GBP	27/03/13	No docs	Account: BO-LOND-876500-GBP @LD-GBP

[View...](#) [Edit...](#) [Instructions...](#) [SI details...](#)  
[FX deal...](#) [Split...](#) [Add settlement statistics...](#)

**▼ Settlement statistics**

Code	Customer	Country	Amount	Base equivalent	Rate	Dr A/C type	Cr A/C type	Pay / rec	Value date

[Copy...](#) [Update...](#) [Delete...](#) [View...](#)

The window lists summary information for each funds movement generated for the event, detailing all the funds movements that have been netted together for the same value date. Warnings are given where a pay/receive is through a settlement suspense account.

The various buttons displayed allow you to view and/or amend items as described in the next section.

The Repayment button is present only if there is an outstanding loan against a collection order.

The Add settlement statistics button is presented only if you have configured your system to use this reporting facility with the branch general option COEAnalysisRequired.

Information for net pay and net receives is shown under the following headings:

Heading	What it Shows
Description	The name of the party to be debited or credited, as appropriate, followed by details of the funds movement, including an indication of whether it is a receipt or a payment of funds.
Amount	The amount of the funds movement.
Currency	The currency in which the funds movement is to be made.
Value Date	The date the funds movement is to be settled. An asterisk against this date indicates settlements that occur on a non-business day for that currency.
Type	The transmission method used to advise the settlement.
Details	<p>Depending on the settlement details, this column shows one of the four following values:</p> <p>The <b>nostro</b> through which funds are to be received and the intermediary institution through which funds are to be passed. This is shown in the following format:</p> <ul style="list-style-type: none"> <li>• The text 'Nostro'</li> <li>• Followed by the nostro's 6-character mnemonic</li> <li>• Followed by the text 'Intermediary'</li> <li>• Followed by the name of the bank</li> </ul> <p>Or the <b>nostro</b> through which funds are to be paid and the institution with whom the party being paid holds their account. This is shown in the following format:</p> <ul style="list-style-type: none"> <li>• The text 'Nostro'</li> <li>• Followed by the nostro's 6-character mnemonic</li> <li>• Followed by the text 'Account with'</li> <li>• Followed by the name of the bank holding the account</li> </ul> <p>Or the <b>vostro</b> through which funds are to be paid and the institution with whom the party holds their account. This is shown in the following format:</p> <ul style="list-style-type: none"> <li>• The text 'Vostro'</li> <li>• Followed by the number of the account</li> <li>• Followed by the text 'Account with'</li> <li>• Followed by the name of the bank holding the account</li> </ul> <p>Or the <b>account</b> through which funds are to be paid/received. This is shown in the following format:</p> <ul style="list-style-type: none"> <li>• The text 'Account'</li> <li>• Followed by the number of the account</li> <li>• Followed by the account's short name</li> </ul> <p>Where the account through which funds are to be paid/received is held outside the system the following information is shown:</p> <ul style="list-style-type: none"> <li>• The text 'Other account'</li> <li>• Followed by the number of the account</li> </ul>

By selecting a settlement line and clicking Add settlement statistics, the following is presented to store statistical information to send to the central bank authority. This is to record the payments or receipts of funds or FX where the flow of funds is outside the country of the central bank.

**▼ Statistic**

Statistics code	<input type="text"/>	Reference	ODC0000024MBWW-PAY001
Statistics description	<input type="text"/>		
Customer	<input type="text"/>	Country	<input type="text"/> US
Amount	<input type="text"/> 50,000.00 GBP	Value date	<input type="text"/> 27/03/13
Base currency equivalent	<input type="text"/> 71,107.00 USD	Rate	<input type="text"/> 1.42214
Debit account type	<input type="text"/>	Credit account type	<input type="text"/>
Pay / receive	<input type="text"/> Pay	Central bank approval ID	<input type="text"/>
Ultimate beneficiary name	<input type="text"/>		
Ultimate beneficiary country	<input type="text"/>	Source of funds	<input type="text"/>
Relationship with beneficiary/remitter	<input type="text"/> <---->	Additional classification	<input type="text"/> <---->
Company ID	<input type="text"/>	Company sector code	<input type="text"/>
Responsible party type	<input type="text"/>	Responsible party ID	<input type="text"/>

**OK**      **Cancel**

- The statistics codes are defined in the trade section of the zone level static data
- The Debit and Credit account types are defined in the COE account types in the trade section of the zone level static data

Information for settlement statistics is shown under the following headings:

Heading	What it Shows
Statistics code	Select from Statistics codes defined in static data.
Reference	Display only. The transaction and event reference.
Statistics code description	Defaults from statistics code description – freely amendable.
Customer	Select from Trade Innovation Customers in static data.
Country	Select from countries defined in static data.
Amount	Defaults from the settlement selected. Freely amendable. Amount currency cannot be changed.
Value date	Defaults from the settlement selected. Freely amendable.
Base currency equivalent	Display only. Base currency equivalent calculated from the spot rate or FX deal rate where applicable.
Rate	Display only. Rate used to convert to base currency (calculated according to reciprocal flag set on currency).
Debit account type	Select from COE account types defined in static data.
Credit account type	Select from COE account types defined in static data.
Pay/receive	Defaults from the settlement selected. Freely amendable.
Central bank approval ID	The foreign currency payment approval ID from the central bank.
Ultimate beneficiary name	The name of the ultimate beneficiary of the funds, if different to that associated with the settlement.
Ultimate beneficiary country	Country ISO code from the country browser. This is the country of the ultimate beneficiary of the funds, if different to that associated with the settlement.
Source of funds	Free format text relating to the source of funds.

Relationship with Beneficiary/Remitter	<p><b>Dropdown list:</b></p> <ol style="list-style-type: none"> <li>1. (Blank) – the default</li> <li>2. Related</li> <li>3. Not-related</li> <li>4. Other</li> </ol> <p>Where 'Other' selected, additional field Relationship text presented to enter details.</p>
Additional classification	<p><b>Dropdown list:</b></p> <ol style="list-style-type: none"> <li>1. (Blank)</li> <li>2. Yes</li> <li>3. No</li> <li>4. Other</li> </ol> <p>Where 'Other' selected, additional field Additional classification text presented to enter details.</p>
Company ID	This would be the identifier for the company such as the registered company ID for the beneficiary of the funds.
Company sector code	Free format text relating to the company sector code.
Responsible party type	This would be the individual with ultimate responsibility within the company e.g. director PLUS Responsible party type/name.
Responsible party ID	This would be the individual with ultimate responsibility within the company e.g. director PLUS Responsible party identifier.

## Settlement Processing Options

You can select a line in the Settlement Details window and use the buttons to view, amend or enter further information for the line, depending on what the line shows. The following table shows the different types of information each line can hold, indicating which buttons are enabled when that type of line is selected and explaining what they allow you to do:

	<b>Net pay/ Net receive</b>	<b>Charges deducted/ Charges added</b>	<b>Discounted deal/ Discount amount*</b>	<b>Foreign exchange deal/Option deal**</b>	<b>Loan repayment</b>
View	View settlement instructions for the group of funds movements making up the net pay/receive (see page 156)	View the charge totals (see page 157)	View basic details of the discounted deal	View basic details of the foreign exchange deal and option take-up (see page 158)	View loan repayment details (see page 154)
Edit	Edit settlement instructions for the group of funds movements making up the net pay/receive (see page 156)	Review charge totals, amend the associated settlement date and edit the settlement instructions for a selected charge (see page 157)	Amend or delete basic details of the discounted deal	Amend or delete basic details of the foreign exchange deal and option take-up - or waive the deal (see page 158)	Edit loan repayment details (see page 154)
Instructions	Edit settlement instructions for the group of funds movements making up the net pay/receive (see page 156)	Edit settlement instructions for all charges (see page 157)	Edit the settlement instructions (see page 155)	Edit the settlement instructions (see page 155)	Edit the settlement instructions (see page 155)
FX Deal	Convert the net due amount into another currency using one or more foreign exchange deals and option take-ups (see page 159)				
Discount	Discount all or part of the amount due (for net payments)				
Statistics	Enter reporting codes against the selected line (see page 160)	Enter reporting codes against the selected line (see page 160)	Enter reporting codes against the selected line (see page 160)	Enter reporting codes against the selected line (see page 160)	Enter reporting codes against the selected line (see page 160)
SI Details		View how the settlement instructions were retrieved and applied for the charge totals (see page 154)	View how the settlement instructions were retrieved and applied for the discounted deal (see page 154)	View how the settlement instructions were retrieved and applied for the foreign exchange deal (see page 154)	View how the settlement instructions were retrieved and applied for the loan repayment (see page 154)

	<b>Net pay/ Net receive</b>	<b>Charges deducted/ Charges added</b>	<b>Discounted deal/ Discount amount*</b>	<b>Foreign exchange deal/Option deal**</b>	<b>Loan repayment</b>
Split	Enter additional settlement details, so that the payment or receipt is made to or from more than one account (see page 163)				

\* Discount deals entered against a part payment can only be amended or deleted in the part payment window.

\*\* Foreign exchange deals relating to additional amounts for a part payment can only be amended or deleted in the part payment window.

## Viewing How Settlement Instructions were Retrieved and Applied

Select a line and click **SI Details** to view settlement details for the selected item.

<b>Settlement instructions</b>		Instructions	Standard
Party	WWB LON WORLD WIDE BANK (LONDON) 13 Churchill Road		
Amount	50,000.00 EUR		
<b>Settlement instructions applied</b>			
Instruction group	TF - Trade Finance	<input type="checkbox"/> Use separate charge instructions	
Input branch	LOND	Behalf of branch	CITY
Settlement required			
Party	Type	P/R	Instr group
WWB LON	Principal	Pay	TF
Settlement applied			Ccy
No master or standing settlement instructions found			EUR
No default nostro found			
Settlement suspense	SP500		
How actually settled			
Account: 0132-876500-978 @LD- EUR			

The fields in the Settlement Instructions Applied pane show the instruction group, the input branch and the Behalf Of branch. The Use Separate Charge Instructions field is checked if master-level settlement instructions have been set up for the transaction.

Beneath these fields the system displays settlement instruction information under three headings:

Heading	What it Shows
Settlement Required	The basic key instruction details the system attempted to retrieve for the system.
Settlement Applied	The actual details retrieved.
How Actually Settled	A summary of how the details were applied.

## Viewing and Amending Settlement Instructions at Item Level

When you select an item line in the Settlement Details window and click **Instructions** the system displays the settlement instructions used in settlement of that item.

The screenshot shows a dialog box with three tabs:

- Settlement instructions**:
  - Party: WWB LON  
WORLD WIDE BANK (LONDON) 13 Churchill Road
  - Amount: 50,000.00 EUR
  - Value date: 28/04/09
  - Instructions: Standard
- Beneficiary**:
  - Beneficiary?: WWB LON
  - >>> WORLD WIDE BANK (LONDON)  
13 Churchill Road  
London  
W1 2EW
  - Reference: EATON01
- Pay settlement details**:
  - Pay funds via: Account transfer
  - Settles by:
    - Account: 0132-876500-978
    - Account transfer narrative: (empty)
    - User codes: (empty)
  - Settle currency?: EUR
  - Main payment transfer method?: (empty)
  - CLS time: (empty)
  - RNC time: (empty)
  - SND time: (empty)

Buttons at the bottom: Submit, OK, Cancel.

See Chapter 8 for full details of settlement instructions and how to amend them.

## Viewing and Amending Settlement Instructions at Net Pay/Receive Level

When you select a net pay or net receive line in the Settlement Details window and click **Edit** or **Instructions** the system displays the settlement instructions used in settlement of the group of funds movements making up the net payment or receipt.

**Settlement instructions**

Party	WWB LON WORLD WIDE BANK (LONDON) 13 Churchill Road	Instructions
Amount	50,000.00 EUR	
Original value date	28/04/09	
New value date	28/04/09	<b>Reset</b>

**Beneficiary**

Beneficiary?	WWB LON	Reference	EATON01
>>>	WORLD WIDE BANK (LONDON) 13 Churchill Road London W1 2EW		

**Pay settlement details**

Pay funds via	Account transfer	Settle currency ?	EUR
Settles by	Account	Main payment transfer method ?	
Account/Nostro to credit ?	0132-876500-978	CLS time	
Account transfer narrative			
User codes			
Ordering customer >>>			

**Postings**

Debit/Credit	Amount	Description
Cr	50,000.00 EUR	Part payment amount

**Submit**    **OK**    **Cancel**

See Chapter 8 for full details of settlement instructions and how to amend them.

The Original Value Date field in the Settlement Instructions pane shows the value date derived from the transaction details. You can amend this by entering a new date into the New Value Date field. The Reset button reverts the date in the New Value Date field to that derived from the transaction details.

Updates to the settlement instructions are applied to each funds movement making up the net payment or receipt.

The Postings pane lists the postings associated with the selected item. Click **Submit** to update the information in this pane if you make any changes to the settlement instructions.

## Viewing and Amending Settlement Instructions for Charges

When you select a charges line, clicking either **View** or **Edit** shows information about the charges associated with the net payment or receipt.

The screenshot shows three panels: Settlement instructions, Charges, and Charge settlement dates.

**Settlement instructions:**

Party	EATON Eaton Ltd Eaton House	Instructions	Standard
Amount	59,009.59 EUR		
Value date	28/04/09		

**Charges:**

Bank	Type	Charge amount	Rate	Pay amount	Tax amount	Originating event
Ourselves	Acceptance	8,876.39 EUR		8,876.39 EUR		ISS001
Ourselves	Post	33.30 EUR		33.30 EUR		ISS001
Ourselves	SWIFT	33.30 EUR		33.30 EUR		ISS001
Ourselves	SWIFT	33.30 EUR		33.30 EUR		CLM001
Ourselves	SWIFT	33.30 EUR		33.30 EUR		CLM001

**Charge settlement dates:**

Settlement date	
-----------------	--

Buttons: Submit, OK, Cancel.

The Settlement Instructions pane shows the amount and value date of the charges, and the party who will pay it. The Charge Settlement Dates pane allows you to enter a settlement date.

The Charges pane shows information about the charge under the following headings:

Heading	What it Shows
Bank	Indicates who is to receive the charge: <ul style="list-style-type: none"> <li>Ourselves</li> <li>The party for whom the charges are being collected or paid</li> </ul>
Type	The charge type.
Charge Amount	The charge amount.
Rate	The rate used to convert the charge amount to the payable amount shown in the Payable field.
Payable	The amount payable by the charge payer.
Tax Amount	The amount payable in tax.
Event	The reference of the event for which the charge was generated.

Clicking **Settlements** shows the settlement instructions to be used to settle the charge, which you can amend. See Chapter 8 for instructions on entering and amending settlement instructions.

## Viewing and Amending Foreign Exchange Deal Details

In the Settlement Details window, if you select a foreign exchange deal you can use the View button to display details of the deal, or the Edit button to display and amend them.

The screenshot shows a software interface titled "Foreign Exchange deal". At the top, there's a dropdown menu labeled "Enter Foreign Exchange details or select FX Option deal" with "Standard" selected. Below this are several input fields and dropdowns:

- "We receive ?": A dropdown showing "1,000.00 USD".
- "Exchange rate ?": A dropdown showing "1.03418" and a dropdown next to it showing "Buy - EUR".
- "We pay ?": A dropdown showing "1,034.18 EUR".
- "Date": A dropdown showing "01/06/09".
- "Branch ?": A dropdown showing "LOND".
- "Sundry Ref Code": Three empty input fields.
- "User Code 1": One empty input field.
- "User Code 2": One empty input field.

At the bottom right are "OK" and "Cancel" buttons.

If your bank uses Trade Innovation's foreign exchange rate fixing application, you can access this window from an event at the Rate Fixing step in order to amend the rate code or the actual rate used, or to waive the deal. A Waive button is present for foreign exchange deals in events at the Rate Fixing step for this purpose. You can then use the Instructions button from within the Settlements window to amend the settlement instructions, if required.

Use the first field to select whether the deal to be used is a standard foreign exchange deal or an existing foreign exchange option, then click **Refresh**. (If you specify an option deal, the system will either produce an option deal ticket as a document which can be passed to the back office, allowing the option deal to be taken up manually or an FX option take-up deal depending on how your system is configured.)

The following table explains what to enter into the remaining fields in this window:

Field	What it Holds
FX Option Contract	This field is displayed only for an option take-up. It holds the reference of the foreign exchange option to be used to satisfy the payment. The FX Options button opens a window that allows you to select an existing option deal, amend existing deals and enter new deals. If your bank uses the <b>FX Deal</b> Service to retrieve details of existing foreign exchange deals, you will not be able to overwrite those details, although the amount fields will still be enabled for input.
We Receive	Defaults to the value and currency of the payment to be converted to the required currency.
Date	The date your bank is due to receive the funds.
Exchange Rate	Indicates the foreign exchange rate. This can be entered either as a rate code (the customer's rate code is used as the default) or as a specific rate, in which case the system automatically calculates the sale/purchase amount due. If you have set up a cutoff rate and a cutoff amount at system level, product level or customer level, the cutoff rate will be applied automatically if the deal amount (on the fixed side) exceeds the cutoff amount. If you click on the check box next to these fields, then the system displays the exchange rate reciprocally.
We Pay	The value and currency of the converted amount your bank is due to pay.
Date	Enter a separate sale date, if, for example, the sale date is not a business day in the purchase currency calendar. The system uses the purchase date as the default.
Branch	The foreign exchange deal branch. For an option deal, this field shows the branch relating to the option defined in the Contract Ref field.

Field	What it Holds
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter values for analysis purposes. Your bank will have devised its own system for using these fields.

If your bank has set the FXContractCheck option set for the FX deals service, then during settlement the system will validate the foreign exchange contract.

The reference entered is sent to the back office service and, if the contract already exists, its details are retrieved and displayed .The details of the contract are displayed allowing the amount fields to be overwritten.

Your bank can configure your system to produce an error message or a warning if the take-up results in the contract being overdrawn.

The actual take-up against a foreign exchange contract is made when the event in which settlement details were entered is released. The FX Option Deals service system option governs whether the take-up is made via the FXContractDrawdown message or via postings set up by your bank.

## Entering or Amending Option Deals

If you select a Net Pay or Net Receive line, you can use the FX Deal button to convert the net due amount to another currency using foreign exchange deals and option take-ups. When you click **FX Options** the system displays a window from which you can add one or more new foreign exchange option to be associated with the payment, or to view and amend details of an existing one.

FX option contract - filters					
Branch	Deal type	Reference	Purchase currency	Sale currency	Rate

Highlighting the option deal from the *FX option contract* list and clicking **OK** selects it for use in the currency conversion.

If FX Options deal details are entered manually, the buttons allow you to enter a new option contract, and view, amend or delete existing ones in the usual way. Clicking **Add** displays a window which allows you to enter details of a new foreign option contract.

If you are using the FX Options service, this service will provide details of FX option deals that are available. The OK button allows you to select an existing foreign exchange option contract for use in the event.

Fx contract reference	Deal branch	Customer	Purchase amount	Purchase currency	Sale amount	Sale currency	Option rate	Valid from date	Valid to date
OP6663	MBGE	NESTLE	100,000.00	GBP	156,200.00	USD	1.562	1/1/2012	1/2/2014

## Entering a New Option Deal

Foreign exchange contract	
Reference	
Branch ?	
Deal type ?	
Purchase currency ?	
Sale currency ?	
Option rate ?	

**Note:** This does not set up an option contract on the back office system.

The following table explains what to enter into the fields in this window. Once you have saved input in and closed this window, the information is used to supply default values for the FX Rate fields and the currency code when entering details of a foreign exchange option deal:

Field	What to Enter
Reference	The reference of the foreign exchange forward contract.
Branch	The branch for which the deal is recorded. The system uses as a default the input branch for the master record, which you can overtype.
Deal Type	The deal type of the deal in the back office system.
Purchase Currency	The currency being bought as part of the foreign exchange contract.
Option Rate	The exchange rate used for the forward contract.
Sale Currency	The currency being sold as part of the foreign exchange contract.
Branch	The branch that will own the new foreign exchange option deal.

## Entering Codes for Statutory Reporting

If you have configured your system to use statutory reporting by setting the COEAnalysisRequired system option, the Settlement Details window includes a Statistics button. When you select a payment line then click **Statistics** the system displays the Statistics window.

The screenshot shows the Settlement Details window with two tabs: "Attached statistics" and "Statistics".

**Attached statistics:** A table with columns: Code, Reference, Customer, Country, Amount, Dr A/C type, Cr A/C type, Pay / rec, and Value date. A "Select" button is at the top right of the table.

**Statistics:** A form with the following fields:

- Statistics code: [empty field]
- Customer: [empty field]
- Amount: 50.000,00 EUR
- Debit account type: [empty field]
- Pay / receive: Pay
- Reference: ILC00001144-CLM001
- Country: GB
- Value date: 28/04/09
- Credit account type: [empty field]

An "Add" button is located at the bottom left of the Statistics form.

This permits you to create a statutory reporting record using information taken from the selected payment line.

You can create up to five reporting records per event, using the same reporting code more than once, or different reporting codes against the same payment line or different payment lines.

When you add a reporting code against a payment line, the system creates an entry for it in the field at the bottom of the window.

If you create statutory reporting records using more than one payment line, this field displays details for all of them, not just those for the currently selected payment line. You can select a line in this field and click **Delete** to remove it, if required.

The following table explains what to enter into each of the fields in this window to create a statutory reporting record. Click **Add** to add the record:

Heading	What to Enter
Statistics Code	The reporting code to be used to create a statutory reporting record.
Reference	The system displays the transaction reference.
Customer	The customer whose details are to appear on this record.
Country	The country to which the payment or receipt of funds relates. The system uses as the default the country of the party to which the line relates.
Amount	The amount of the payment or receipt of funds. The system uses as the default the amount from the selected line.
Value Date	The value date of the payment or receipt. The system uses as the default the value date from the selected line.
Debit Account Type	A code to categorise the debit account for statutory reporting purposes.
Credit Account Type	A code to categorise the credit account for statutory reporting purposes.
Pay/Receive	Indicate whether the record is for a payment or a receipt of funds.

## Discounting Payments

**Note:** The functionality described in this section is available only if you do not have the financing module implemented.

For payments where you have checked both the Eligible box and the Hold box, the Discount button in the Associated Payment Details pane is enabled.

Associated payment details		
Type	Amount	Details

This allows you to record details of a payment to be made to the presenter before the date due under the terms of the master record.

When you click **Discount** the system opens a window for you to enter details of the discount.

**Payment discount**

Type	Sight	Amount?	40,000.00 EUR
Maturity date	30/04/09	Additional amounts ?	
<b>Discount details</b>			
Branch ?	LOND	User codes	
Previously discounted ?	0.00 EUR		
Amount to discount ?	40,000.00 EUR		
Discount start date	30/04/09		
Discount rate	2.002	Spread rate	
Discount amount ?	0.00 EUR	Interest days basis	1 - 360 day
Net amount ?	40,000.00 EUR	<b>Calculate</b>	
<b>Credit party</b>			
<b>OK</b>		<b>Cancel</b>	

Details of the payment or part payment being discounted are displayed at the top of the window. The table below explains what to enter into the field in this window. Clicking **Calculate** updates the fields, using the values you have entered:

Field	What to Enter
Previously Discounted	If a discount has already been given against the transaction, the amount against which the discount was given.
Amount to Discount	The amount of the discounted payment for which the early payment is to be made. This may be up to the amount due under the part payment, including additional amounts.
Discount Date	The date the discounted payment is to be made. The system uses today's date as a default.
Spread Rate	The spread rate that has been added to the interest rate. This is used for reporting purposes only.
Days Basis	The days basis to be used to calculate the interest. A list of valid values is given in the <i>Common Facilities User Guide – Trade Innovation</i> .
Discount to Yield	Click once on the Discount to Yield box so that it is checked if the discount to yield formula is to be used to calculate the discount instead of the standard discount formula.
Discount Amount	The amount of the discount. If you enter the interest rate into the Discount Rate field, the system calculates the discount and displays it in this field, where you can overwrite it. Alternatively, you can enter the discount value directly into this field and the rate will be automatically recalculated.
Discount Rate	The interest rate to be used to calculate the discount interest amount. Enter the overall rate at which discount is to be calculated (including the spread). Alternatively, you can enter the discount as an amount in the Discount Amount field.
Net Amount	The total value of the early payment, taking into account any discount due.
Discount Paid By	Indicate which party is to pay the discount on the early payment.
Branch	The branch that owns the discount deal.

## Settlement Using Several Accounts

The system permits you to fund a payment or credit a receipt using more than one account. In the Settlement Details window, when you select a Net Pay or Net Receive button the Split button is enabled.

Clicking this button displays a window that you can use to specify a different set of settlement instructions, and the amount with which the account specified is to be debited or credited. See Chapter 8 for full information on specifying settlement instructions.

**Settlement instructions**

Party	WWB LON WORLD WIDE BANK (LONDON) 13 Churchill Road		
Amount	50,000.00 EUR	Amount to split ?	EUR
Value date	28/04/09		

**Beneficiary**

Beneficiary ?	WWB LON	Reference	EATON01
>>>	WORLD WIDE BANK (LONDON) 13 Churchill Road London W1 2EW		

**Pay settlement details**

Pay funds via	Account transfer	Settle currency ?	EUR
Settles by	Account	Main payment transfer method ?	CLS time
Account/Nostro to credit ?	0132-876500-978	RNC time	SND time
Account transfer narrative			
User codes			

**Postings**

Debit/Credit	Amount	Description
Cr	50,000.00 EUR	Part payment amount

**Submit**    **OK**    **Cancel**

The amount to be debited or credited using these settlement instructions is entered in the Amount to Split field.

When you close this window the settlement details are updated to show the amount being funded from a separate account.

Split amount	5,000.00	EUR		Split amount	
Less split amount	5,000.00	-	EUR	Less split amount	
Part payment amount	50,000.00	EUR		Sight	for 50,000.00 EUR value 28/4/2009 null
Net pay	50,000.00	EUR	28/04/09	No docs	Account: 0132-876500-978 @LD-EUR

The original settlement instructions are displayed, with the amount amended to take account of the funds being paid to or received from the other account. A new line - Less Split Amount - shows the amount being settled using the other account. The Split Amount lines show details of the amount and account of the second settlement instructions.

You can specify further settlement instructions for the payment or receipt by selecting the Net Pay or Net Receive line for the original settlement instructions and clicking **Split** to repeat the process.

## Clauses

This chapter explains how the system handles clauses and provides instructions on:

- Incorporating clauses into an event's data
- Viewing, adding, and removing clauses
- Editing clauses

### Clauses in Trade Innovation

Clauses constitute one of the parameter set types your bank can set up. Before you begin linking clauses to the events that will use them your bank will need to have defined the parameter set ID to be used to link the event/charge combinations to the branch(es) that will use them.

The system permits you to create standard clauses for inclusion in documents. Each clause is created as a generic clause type (such as a disclaimer notice, an insurance certificate description or a certificate of health) which can include several different versions of the clause, each in a different language.

Clause types are linked to individual fields in events. During processing, whenever a document is generated, the system checks the document template used for any field that has a clause linked to it. It selects the correct language version of the clause by referencing the recipient's details and embeds it into the document in place of the field name.

Chapter 12 explains how to embed fields into documents.

When you link clause types to events, you can define whether the clauses are to be included automatically or optionally; and you can set up rules so that clauses are used only where certain conditions are met.

Clauses themselves can have field codes embedded into them. During processing, the embedded field code is replaced with the value in the event field. For example, if a clause contains the Issuing Bank field code, when a document containing that clause is processed it would be replaced by the name of the issuing bank for the appropriate master.

Your bank can use a system option to specify how clauses behave when they are copied to a new master. During processing, you can create a new master by copying an existing one. Any clauses in the existing master are copied to the new one. Normally they are copied as clauses, so any field codes they contain are updated to suit the new master; for example, when the Issuing Bank field code is processed, it will be replaced by the name of the issuing bank for the new master. However, if you set the option NoClauseRemapOnCopy to 'Yes', clauses are copied as text and the fields are not updated; in this case, the clause copied to the new master would contain the name of the issuing bank for the existing master.

There are three stages in the process of configuring clauses.

First, create the generic clause type, such as a disclaimer notice.

Then, create each different language variant of the clause.

Finally, link the clauses to the events that will use them, specifying the event fields they will be used to replace when documents are generated.

These three stages are described in the following sections.

### Incorporating Clauses into an Event

Clauses are incorporated into fields for which they are set up using the  button.

It is recommended that you use this button to include clauses in a field only when you have entered enough information for the system to identify which conditional clauses are required.

The window that is displayed allows you to:

- View the text of the clauses in a larger window
- List and select from any optional clauses linked to a field
- Remove clauses from a field
- Edit the text of a clause

#### Issue Import Letter of Credit Continue - ILC00000246A01-ISS001 - Additional conditions

**▼ Add clauses**

Clause ID	Description	Included

**Add**

**▼ Additional conditions**

Text		Language	Clause	Overridden
<input type="checkbox"/> Non-proportional font <small>+ ALL DOCUMENTS IN ENGLISH + INSURANCE MUST BE PROVIDED BY TRIPLE A RATED INSURANCE COMPANY + COMMERCIAL INVOICE MUST BE IN TRIPPLICATE</small>		English	TOP	N
			ILCDITEM3	

**Edit...**    **Remove**    **Add text...**

**Close**

The window lists each of the clauses linked to the field, showing the full text. Those that are mandatory, or match criteria for inclusion, are listed in the lower pane; optional clauses are listed in the Add Clauses pane.

In every case the first clause listed in the lower pane is titled 'TOP'. This is a placeholder clause and cannot be deleted.

To add an optional clause, select it and click **Add**. It is moved from the list in the Add Clause pane and added to the list of clauses to be included in the field.

To remove a clause from the field, select it and click **Remove**. It is moved to the list in the Add Clauses pane.

You can display the clause text in a different language (provided that a translated version of the clause has been set up on your system - see the *System Tailoring User Guide – Trade Innovation*) by selecting the required language in the Language field.

You can display the text in Non-proportional font, for example, to review how the details will be aligned in SWIFT messages as follows:

#### Issue Import Letter of Credit Continue - ILC00000246A01-ISS001 - Additional conditions

**▼ Add clauses**

Clause ID	Description	Included

**Add**

**▼ Additional conditions**

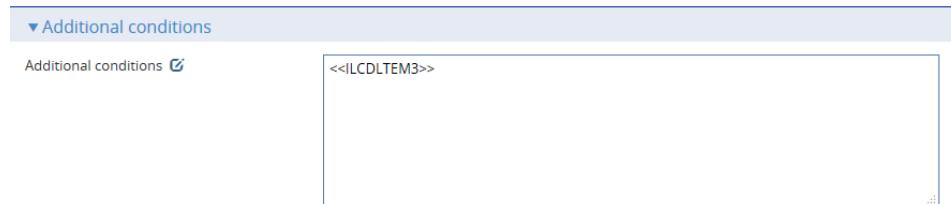
Text		Language	Clause	Overridden
<input checked="" type="checkbox"/> Non-proportional font <small>+ ALL DOCUMENTS IN ENGLISH + INSURANCE MUST BE PROVIDED BY TRIPLE A RATED INSURANCE COMPANY + COMMERCIAL INVOICE MUST BE IN TRIPPLICATE</small>		English	TOP	N
			ILCDITEM3	

The Edit button allows you to amend the text of a clause, and the Add Text button allows you to add additional text to the field, as described in the next section.

The system includes features that allow you to control where items appear in relation to each other. Items appear in the narrative field in the order in which they are listed as you add them. To position text, select the item after which it will appear before clicking **Add Text**. To position an optional clause

(or a mandatory clause that has been removed), again select the item after which it is to appear before clicking **Add**.

When you click **Close**, all the entries in the lower pane are incorporated into the relevant field.



The system displays the code of any clauses incorporated, and shows any additional text entered in full. You can move items around by copying and pasting them. If you move a clause, be sure to copy and paste all the <<>> characters either side of it too.

## Editing Clauses and Adding New Text

Selecting a clause and clicking **Edit** displays a window in which you can edit the content of the clause. Use the Language drop-down list to select the correct language version of the clause.

### Issue Import Letter of Credit Continue - ILC00000246A01-ISS001 - Additional conditions

#### ▼ Edit clause text

Language

English

 Edit in non-proportional font

- + ALL DOCUMENTS IN ENGLISH
- + INSURANCE MUST BE PROVIDED BY TRIPLE A RATED INSURANCE COMPANY
- + COMMERCIAL INVOICE MUST BE IN TRIPPLICATE

Update

Cancel

Clicking **Add Text** displays the same window, only with the input field blank and with no Language drop-down list.

When you close this window, the system displays the changes you have made.

#### ▼ Additional conditions

 Non-proportional font

Language

English

Text

Clause

Overridden

- + ALL DOCUMENTS IN ENGLISH
- + INSURANCE MUST BE PROVIDED BY TRIPLE A RATED INSURANCE COMPANY
- + COMMERCIAL INVOICE MUST BE IN TRIPPLICATE
- + ALL DOCUMENTS TO BE SENT BY DHL
- + CERTIFICATE OF ORIGIN MUST BE STAMPED BY REGISTERED AUTHORITY

TOP

ILCDITEM3

Y

TEXT

Edit...

Remove

Add text...

Close

If you have added new text, it is displayed as a separate entry. Instead of a clause code, the system displays TEXT against added text. You can amend additional text by selecting it and clicking **Edit**. If you delete added text, it is removed completely (as opposed to being moved to the Add Clause pane).

## Correspondence

This chapter explains how to use the system to send or receive correspondence.

### Correspondence in Trade Innovation

You can send or receive correspondence using the system in three different ways:

- From within the Documents window (see page 168)
- Using a Correspondence event (see page 168)
- Using free correspondence

#### The Documents Window

If you need to create a message or free-format document while working on an event you can use the Correspondence button in the Documents window to create correspondence. This avoids needing to close the event and start a Correspondence event. The correspondence is sent as the event is released; if sent via SWIFT it uses a SWIFT MT499, MT759, MT799 or MT999 message.

#### The Correspondence Event

At any point in the life-cycle of a transaction, you can create a Correspondence event (see page 171). The Correspondence event can be used, for example, to check whether the beneficiary has accepted an amendment or to advise that a letter of credit is about to expire unutilised, to request the release of a guarantee or standby letter of credit, and to generate and respond to general queries. The same window is used to view or enter details of a message you have received, and to create either a response to that message or a new message within the same event.

A Correspondence event can be created manually, or from an incoming SWIFT message. The following SWIFT messages are used by the system to transmit correspondence messages created using a Correspondence event:

- MT759 Ancillary
- MTn95 Queries
- MTn96 Answers
- MTn99 Free Format Message

where *n* may be 4, 7 or 9.

## Free Correspondence

To perform any processing on a free correspondence master, a user must be authorised to use the FreeCorrespondence product and event and the Trade Finance Processing application.

Users must also be authorised to use at least one of the following to be able to work in the event:

- Log, to work on events at a Log step
- Input, to work on events at an Input step
- Review, to work on events at the Review step
- Authorisation, to work on events at the Authorise step
- EditNotes, to change any notes entered against an event
- CreditApproval, if your system has the credit risk management module implemented, to work on events at the Final limit check

The user does not need to have a role that includes FreeCorrespondence events to use the LinkCorrespondence function, but does need to be authorised to use the product from within which they will use the LinkCorrespondence.

Task	Product/Event/Steps Or Common Function
Create new (non-provisional) free correspondence using the Create event.	FreeCorrespondence –Create - Input
Create new (provisional) free correspondence using the Create event.	FreeCorrespondence –Create - Prov Input
Create correspondence using the Correspondence event.	FreeCorrespondence – Correspondence - Input
Maintain and pay charges using the Maintain Charges event.	FreeCorrespondence – MChargesEvent - Input
Perform manual book-keeping using the Manual Bookkeeping event.	FreeCorrespondence – ManPostEvent - Input
Expire a master record using the Expire event.	FreeCorrespondence – ExpireEvent - Input
Book off a master record using the Book Off event.	FreeCorrespondence – BookOffEvent - Input

---

**Note:** Free correspondence masters create diary items for Book Off events, but not for Expiry events, as only the deactivation date can be future value dated.

---

## Creating Correspondence from within the Documents Window

The Documents window is displayed using the Release Items|Documents link.

The screenshot shows the 'Documents' window with the following details:

- Update document settings:** Buttons for 'Update...', 'Delete', 'Waive/Reinstate', and 'Reinitialise'.
- Table:**

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	GTI ACKNOWLEDGMENT TO PRINCIPAL	GB	Eaton Ltd	N	N	0	0	0	Y	0	Manual	N	N	
Message	SWIFT	MT760-GTI ISSUE		WORLD WIDE BANK (LONDON)	N	N					0	On Release	N	N	
- Action buttons:** 'Edit...', 'View...', 'Copy...', 'Print'.
- Additional options:** Buttons for 'Add further documents', 'Add...', 'or additional ad hoc correspondence', and 'Correspondence...'.

Clicking **Correspondence** from within the Documents window displays the Ad Hoc Correspondence window.

The screenshot shows the 'Adhoc correspondence' window with the following fields:

- Template:** MT499 - Free format (Collections) (SWIFT)
- Advise by:** SWIFT
- Addressee:** Other addressee
- Addresser:** (empty field)
- >>>** (link)
- Correspondence description:** (empty field)
- Details to send:** (large text area)
- Buttons:** OK, Cancel

The following table lists the fields in this window and explains what to enter into them:

Field	What to Enter
Template	Select 'Ad hoc correspondence (Mail)' if the correspondence is to be sent as a mail document, or the appropriate SWIFT message type, if the message is to be sent via SWIFT.  If the correspondence is to be sent via email, select the applicable document template. A template with Email advice method can be set up to allow the generation of a traceable ad hoc correspondence document. Refer to <i>System Tailoring User Guide – Trade Innovation</i> for more information.. When a template with Generate traceable document flag is selected, the ad hoc correspondence is automatically flagged as traceable.
Release Date	The desired release date for the correspondence.
Advise By	The transfer method to be used to transmit the message.
Addressee	Select a party to whom the message is to be sent from the drop-down list. The system retrieves the selected party's details and inserts them into the other Addressee fields.  You can select Other Addressee from the drop-down list to send correspondence to a recipient whose details are not yet recorded. Type the recipient's name and address in the other Addressee field.  If you change the value in this field click <b>Refresh Party</b> so that the new value is reflected in the Addressee fields.

Field	What to Enter
Correspondence Description	A one-line description indicating the purpose of the message.
Details to Send	The text of the message.

When the ad hoc correspondence is flagged as traceable, the Traceable column on the Release Items|Documents screen shows **Y**, which means that a traceable document will be produced for this item. Otherwise, **N** is displayed.

The screenshot shows a table row for a document entry. The columns include Type (Message), Method (E-mail), Document (Traceable ad hoc correspondence), Language (GB), and Addressee (Eaton Ltd). The 'Traceable' column contains a value of 'Y'. Other columns like Front, Cover, Orig, Dup, Copies, Int, Attach, Date, Waived, and Embed have specific values like N, Y, 1, 0, etc. Buttons for Update, Delete, Waive/Reinstate, Reinitialise, Edit, View, Copy, and Print are visible above the table. Below the table, there are sections for 'Additional options' and buttons for 'Add further documents', 'Correspondence...', and 'or additional ad hoc correspondence'.

The traceable flag can be removed by selecting the correspondence item, selecting the Update button and amending the Traceable document checkbox on the Documents settings screen. When this is done, the Traceable flag shown on the Release Items|Documents screen changes to **N** to indicate that traceable document will not be created.

This screenshot is similar to the previous one but shows a different row in the table. The 'Traceable' column now contains a value of 'N', indicating the document is not traceable. The rest of the table structure and buttons are identical to the first screenshot.

When a traceable ad hoc correspondence is waived, the traceable flag also changes to **N**. When the item is reinstated, the traceable flag returns to **Y**.

An ad hoc correspondence that uses a traceable template can only be created once. The same item cannot be added again even if user removes the traceable flag of the ad hoc correspondence previously created. An error message is displayed when user tries to add another ad hoc correspondence with the same traceable template. The user can only add the same ad hoc correspondence when the previously created item has been deleted.

## Entering Correspondence Using the Correspondence Event

A Correspondence event may be used:

- To record a message you have received
- To send a message
- To record a message you have received, and then write a reply or send the message on to another party

Messages received via SWIFT automatically create a Correspondence event against the appropriate master record.

The window used to enter a Correspondence event has the following panes:

- The Party Details pane, which shows the principal and non-principal parties for the transaction

- The Correspondence further ID fields – used to enter additional details about the type of correspondence
- The Received Messages pane, used to record details of an incoming message
- The Send Message pane, used to enter details of an outward message

**Correspond Import Letter of Credit Input step - ILCZH002020-COR001**

**① Party details**

Applicant	Nestle	Advising bank	HSBC
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**② Correspondence further ID**

Correspondence further ID	Corresp - Urgent Note	Extra information	Charge query
---------------------------	-----------------------	-------------------	--------------

**③ Received message**

Correspondence type	General	Date received	08/06/12
Received from ?	NESTLE	Reference	
>>>	Nestle BASEL CH		
Instructions received >>>	Please check charges for issuance as they appear to be for beneficiary rather than ourselves		

**④ Send message**

Correspondence type	General	Send via	Mail
Related message...	<None>	View...	Clear
Select addressee	Applicant	Related reference	
Addressee ?	NESTLE	Date of related message	08/06/12
>>>	Nestle BASEL CH	ISN	
Reference		Time stamp	
Instructions to send >>>	We will correct this error. Regards Trade Finance Dep		
	Error code		

## Correspondence Further ID

The correspondence further ID fields allow you to enter further details about the correspondence. This can be entered manually or set automatically from gateway and SWIFT messages.

The values that appear are defined by your bank in *Static Data/Country/Trade Finance dictionary parameters* using the range of codes prefixed EVTxx , for example,

- EVT01- Corresp - Urgent Note

Where this information is entered this text appears in the master summary, event history, dashboard and master browser allowing the transactions to be readily identified.

This screenshot shows a software interface for managing correspondence further IDs. At the top, there's a header bar with the title 'Correspondence further ID'. Below this, there are several input fields: 'Correspondence further ID' (containing 'Corresp - Urgent Note'), 'Type' (a dropdown menu showing 'Corresp - Urgent Note'), 'Extra information' (a text input field), and 'Charge query' (another text input field). There are also buttons for 'New', 'Edit', 'Delete', and 'Search'.

The following table explains what to enter into the fields in this pane:

Field	What to Enter
Correspondence Further ID	Select the type of Correspondence further ID from a list of bank defined values to provide additional information about the type of correspondence.
Extra information	Free format text relating to the correspondence.

## Entering Details of a Message Received

The Received Message pane is used to record details of a message you have received.

This screenshot shows a software interface for entering details of a received message. At the top, there's a header bar with the title 'Received message'. Below this, there are several input fields: 'Correspondence type' (a dropdown menu showing 'General'), 'Date received' (containing '28/04/09'), 'Reference' (a text input field), and 'Instructions received' (a large text area). There are also buttons for 'New', 'Edit', 'Delete', and 'Search'.

The following table explains what to enter into the fields in this pane:

Field	What to Enter
Correspondence Type	Select the type of correspondence from the following values: <ul style="list-style-type: none"> <li>• Ancillary</li> <li>• Answer</li> <li>• Query</li> <li>• General (the default)</li> </ul>
Date Received	The date the message was received. The system uses today's date as a default.
Received From	The party from whom you received the message.
Reference	The sender's reference for the transaction.
Instructions Received	The text of any answers, queries or instructions from the sender.

## Entering Details of a Message to be Sent

The Send Message pane is used to enter details of a message you want to send.

The screenshot shows the 'Send message' pane with the following fields:

- Correspondence type:** A dropdown menu set to 'General'.
- Send via:** A dropdown menu set to 'Mail'.
- Related message...**: A button to open a browser window for related messages.
- Select addressee:** A dropdown menu showing '<None>'.
- Addressee ?**: A link to help with selecting the addressee.
- >>>**: A link to view more addressees.
- Reference:** A text input field.
- Instructions to send >>>**: A link to instructions for sending.
- Send via:** A dropdown menu set to 'Mail'.
- Related reference:** An empty text input field.
- Date of related message:** An empty text input field containing '28/04/09'.
- ISN:** An empty text input field.
- Time stamp:** An empty text input field.
- Error code:** An empty text input field.

The Related Message button can be used to display a browser that lists all events against the current master to which the correspondence might refer.



You can select a message and embed it in the message you are sending. The following table explains what to enter into the fields in this pane:

Field	What to Enter
Correspondence Type	Select the type of correspondence from the following values: <ul style="list-style-type: none"> <li>• Ancillary</li> <li>• Answer</li> <li>• Query</li> <li>• General (the default)</li> </ul>
Send Via	The method to be used to transmit the message. If you leave this field blank, the system will use as a default the method defined in the addressee's prime address.
Select Addressee	The recipient of the correspondence. Either use the Set Addressee field to select the recipient from the drop-down list, or use the Addressee field to identify the party. If the correspondence relates to a SWIFT message you have received, where possible the system will attempt to identify and display details for the sender of that message.
Related Reference	If there is a related message, enter its reference.
Date of Related Message	If there is a related message, enter the date of the related message.
ISN/ Time Stamp/ Error Code	If there is a related SWIFT message, enter the SWIFT acknowledgement number (ISN) and timestamp and the response code or error response code.
Reference	If relevant, enter the reference of the SWIFT message to which this correspondence is related.
Instructions to Send	Any answers, queries or instructions for the addressee.

## Free Correspondence in Trade Innovation

To create a free correspondence master, in the Masters window use the drop-down list in the New Masters pane to select 'Free Correspondence'. If you wish to create a cross-reference between this correspondence and an existing transaction, use the Related Reference field to identify the existing transaction's reference. When you click **New**, the system creates a Free Correspondence event at either a Log step or an Input step, depending on how your system has been configured. Both steps use the same fields.

**Create Free Correspondence Input step - COR00000001MB-UK-CRE001**

<b>Correspondence further ID</b>			
Correspondence further ID	Corresp - HO A/c officer	Extra information	ABC
<b>Correspondence received</b>			
Correspondence type	General	Date received	09/10/12
Received from ?	<input type="text"/> PAUL INGOT HEAD OFFICE LONDON		
>>>			
Instructions received >>>	PLEASE CHECK ALL ACCOUNTS FOR ABC TO ENSURE SETTLEMENT DETAILS ARE CORRECT FOR TRANSACTION LC 561-123  PAUL INGOT		
<b>Correspondence to send</b>			
Correspondence type	General	Send via	Mail
Related message...	<None>	View...	Clear
Select addressee	Correspondent	Related reference	
Addressee ?	<input type="text"/> >>>		
Reference	Date of related message ISN Time stamp Error code		
Instructions to send >>>			
<b>Other details</b>			
Input branch ?	MB-LN	Responsible team ?	COREBT
Behalf of branch ?	<input type="text"/> MB-LN		
Sundry reference code	<input type="text"/> <input type="text"/> <input type="text"/>		
User code 1	<input type="text"/> <input type="text"/>		
User code 2	<input type="text"/> Product type <-->		

A Free Correspondence event may be used:

- To record a message you have received
- To send a message
- To record a message you have received and then write a reply or send the message on to another party.

The window used to enter free correspondence has four panes:

- Correspondence further ID – (see page 173)
- Correspondence Received (see page 176), for message received
- Correspondence to Send, for messages to be sent
- Other Details, for general information relating to the master record

## Entering Subsequent Correspondence

You can use the Correspondence event (see page 171) to send and receive subsequent messages that relate to an existing free correspondence master.

## Entering Details of Correspondence Received

The Correspondence Received pane is used to record details of a message you have received.

The screenshot shows a software interface for entering correspondence details. At the top, there's a header bar with a magnifying glass icon and the text 'Correspondence received'. Below this, the 'Correspondence type' field is set to 'General'. To the right, the 'Date received' field contains the date '03/07/09'. Further down, there's a 'Received from' field which is currently empty. On the far left, there's a link 'Instructions received >>>' followed by a large empty text area.

The following table explains what to enter into the fields in this pane:

Field	What to Enter
Correspondence Type	Select the type of correspondence from the following values: <ul style="list-style-type: none"> <li>• Ancillary</li> <li>• Answer</li> <li>• Query</li> <li>• General (the default)</li> </ul>
Date Received	The date the message was received. The system uses today's date as a default.
Received From	The party from whom you received the message.
Reference	The sender's reference for the transaction.
Instructions Received	The text of any answers, queries or instructions from the sender.

## Entering Details of Correspondence to be Sent

The Correspondence to Send pane is used to enter details of a message you want to send.

The screenshot shows the 'Correspondence to send' pane with the following fields:

- Correspondence type:** General (dropdown menu)
- Select addressee:** Correspondent (dropdown menu)
- Send via:** Mail (dropdown menu)
- Related message...:** Related message button (highlighted in blue)
- Addressee ?:** Addressee field with a question mark icon
- >>>:** Link to view related messages
- Reference:** Reference field
- Instructions to send >>>:** Link to view instructions
- Related reference:** Related reference field
- Date of related message:** Date field (05/10/10)
- ISN:** ISN field
- Time stamp:** Time stamp field
- Error code:** Error code field

The Related Message button can be used to display a browser that lists all events against the current master to which the correspondence might refer.

The screenshot shows the 'Related SWIFT messages' pane with the following interface:

- Reference:** Reference input field
- Event:** Event input field
- Refresh events:** Refresh events button
- Event reference:** Column header for event reference
- Their ref/Sent/Received:** Column header for their reference/sent/received status
- Event/Message type:** Column header for event/message type
- Amount/Addressee:** Column header for amount/addressee
- Date:** Column header for date

You can select a message and embed it in the message you are sending.

The following table explains what to enter into the fields in this pane:

Field	What to Enter
Correspondence Type	Select the type of correspondence from the following values: <ul style="list-style-type: none"> <li>Ancillary</li> <li>Answer</li> <li>Query</li> <li>General (the default)</li> </ul>
Send Via	The method to be used to transmit the message. If you leave this field blank, the system will use as a default the method defined in the addressee's prime address.
Select Addressee	The recipient of the correspondence. Either use the Set Addressee field to select the recipient from the drop-down list, or use the Addressee field to identify the party. If the correspondence relates to a SWIFT message you have received, where possible the system will attempt to identify and display details for the sender of that message.
Related Reference	If there is a related message, enter its reference.
Date of Related Message	If there is a related message, enter the date of the related message.
ISN/ Time Stamp/ Error Code	If there is a related SWIFT message, enter the SWIFT acknowledgement number (ISN) and timestamp and the response code or error response code.
Reference	If relevant, enter the reference of the SWIFT message to which this correspondence is related.

Instructions to Send	Any answers, queries or instructions for the addressee.
----------------------	---

## The Other Details Pane

**Other details**

Input branch ?	BRQA001	Responsible team ?	
Behalf of branch ?	LOND	Mail to branch ?	
Sundry reference code		Responsible user ?	
User code 1		Related reference ?	
User code 2		Product type	<----> ▾

The following table explains what to enter into the fields in this window. If your bank has set up any user-defined fields for use with free correspondence, they are displayed here:

Field	What you should Enter
Input Branch	<p>The input branch for the transaction. The input branch is set from the either:</p> <ul style="list-style-type: none"> <li>the accounting branch from the user's team, or</li> <li>the transaction branch for user if the user has a default transaction branch or is locked to a specific branch, or</li> <li>a branch associated with the user where the user can enter transactions for several branches for a team</li> </ul>
Behalf Of Branch	<p>The behalf of branch for the transaction as entered by the user or set from the incoming SWIFT or gateway message. The behalf of branch determines the parameter sets that are to be used to generate charges, documents, postings, etc. during transaction processing. The branch can be changed to any other branch within the same main banking entity that shares the same parameter sets.</p>
Sundry Ref Code /User Code 1/ User Code 2	You may use these fields to enter values for analysis purposes. Your bank will have devised its own system for using these fields.
Responsible Team	<p>The team that has overall responsibility for the master e.g. as the contact to resolve any queries or issues regarding the master and associated events. The system defaults the responsible team when creating the transaction as follows:</p> <ul style="list-style-type: none"> <li>Manual – set from team creating the transaction</li> <li>Gateway – set from the team specified on the incoming message (if present and valid) otherwise to the team to which the transaction is assigned through workflow allocation based on the behalf of branch</li> <li>SWIFT – set to the team to which the transaction is assigned through workflow allocation based on the behalf of branch</li> </ul> <p>It can be changed, if required, to either the team associated with the primary customer, default team for the product or the user's current team.</p>
Mail to Branch	The mail to branch can be set to any branch within the main banking entity of the behalf of branch.
Responsible User	A user that has responsibility for the master e.g. as the contact to resolve any queries or issues regarding the master and associated events. This can be any user assigned to the responsible team.
Related Reference	You can specify any other transaction to which this correspondence is related. This may already have been done when the master record was created. You can use the browser to select from possible references to include.
Product Type	If your bank has set up product types for free format correspondence, select the appropriate one from the drop-down list in this field. This field may be mandatory depending on how your system has been configured.

## Linking Free Correspondence to a Transaction

You can link the free correspondence master to a trade finance transaction using a Link Correspondence event opened against that transaction. This event is available for all the products, except for billing/invoicing.

In the Master Summary window select 'Link Correspondence' from the Create New Event drop-down list and click **Create**. The system opens the event at either a Log step or an Input step, depending on how your system has been configured. Both steps use the same fields.

Link correspondence

Correspondence master reference... COR00001003 Clear

View...

Deactivate correspondence master  Set expiry date on correspondence master

Type	Received/Sent	Correspondent	Reference	Date
General	Received	ATLANTIC INDUSTRIAL DUBAI		28/04/09

In the window that appears click **Correspondence Master Reference** to display a browser from which you can select the free correspondence master you require from all those present and not yet allocated to a master record.

Free correspondence masters

Our reference	Product	Principal	Status	Their reference	Other party	Expiry date
COR00001003	Correspond		LIV		ATLANTIC INDUSTRIAL DUBAI	

OK Cancel

Select the appropriate free correspondence master and click **OK**.

Link correspondence

Correspondence master reference... COR00001003 Clear

View...

Deactivate correspondence master  Set expiry date on correspondence master

Type	Received/Sent	Correspondent	Reference	Date
General	Received	ATLANTIC INDUSTRIAL DUBAI		28/04/09

The system lists the Create event and all the Correspondence events for that master. Details of each event are shown under the following headings:

Heading	What it Shows
Type	Indicates whether the correspondence is General, a Query, an Answer, or an Ancillary.
Receive/Send	Whether a message was received, was sent, or both, in that event.
Correspondent	The party to whom the message was sent, or from whom the message was received. Note that if you send and receive a message in the same event, only the party to whom you send is displayed here.
Reference	The correspondent's reference specified in the event.
Date	The date of the message.

Check the Deactivate the Correspondence Master field to change the status of the selected free correspondence master to Expired (the Set Expiry Date on the Correspondence Master box automatically becomes unchecked). The free correspondence master is automatically booked off when it becomes deactivated on the book off date.

Alternatively, you can set the expiry date on the free correspondence master to be the same as that on the master record to which you are linking it by checking the Set Expiry Date On Correspondence Master box. By default this box is checked, and the Deactivate the Correspondence Master box is unchecked.

When the Link Correspondence event is completed, the free correspondence master is connected to the transaction.

## Outward Documents and Electronic Messages

This chapter explains how Trade Innovation handles the production of documents and outward electronic messages.

For information on viewing and transmitting outward SWIFT, Corporate Access System messages and General Gateway messages see the *Business Operations Guide – Trade Innovation*.

### Documents in Trade Innovation

The documents are created using templates set up by your bank to contain the required wording and layout for the different types of documents the system will produce. These templates are then linked to events. During transaction processing, the system uses these templates to generate documents for each event, which you can then view, edit and print.

The system creates .pdf versions of each of the documents generated for an event, and these are stored in the document management system.

A template will normally include fields which are replaced with information taken from the event or its master record when it is used to generate a document.

Your bank can create several different language versions of each template. During processing, the system consults the recipient's details to determine the language in which the document should be generated and uses the correct language version of the template to generate the document. You can override this facility to select a different language version of the document.

Document templates can be linked to events so that by default they are generated, or so that they are optional, generated only if you select them. Your bank can also define whether you will be able to edit particular documents or not, once they have been generated.

The documents produced for an event can be set up so that they are printed, faxed or e-mailed when the event is released according to the transmission method for the addressee. Document types can also be flagged so that they are produced at the end of the input step where these documents will simply be printed. The system displays the list of the documents to be produced at the end of the input step and authorise step allowing you to change whether the document should be printed.

Credit Approval forms can be produced at the end of either a Log step or Input step depending on your configuration.

Once an event is completed, documents can be re-printed, re-sent or forwarded to another party.

When selecting which documents are to be produced for an event, you can amend the addressee details. You can also attach pre-existing messages (either sent or received) relating to its master.

## Traceable Documents

Events can produce traceable documents when your bank has implemented the issuance of traceable documents. Traceable documents are digital original documents whose creation, ownership, transfer of ownership, amendment and invalidation are securely logged in a public immutable distributed ledger. The system allows a document template to be configured to generate a traceable document. This then allows the defined templates to generate traceable documents and transmit them to the integrated external document tracing system as part of event processing. Refer to *System Tailoring User Guide – Trade Innovation 2.9* for further information.

**Note:** Only document templates that use Email advice method can be set up to generate traceable documents.

When a document that uses a traceable template is generated in an event, the system automatically flags the document as traceable. The Documents window displays **Y** if a traceable document will be generated for the item, otherwise, it will show **N**.

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	GTI ACKNOWLEDGMENT TO PRINCIPAL	GB	Eaton Ltd	N	N	1	1	1	Y	0	Manual	N	N	
Message	E-mail	LETTER OF GUARANTEE	GB	Amalgamated Mouldings Limited	N	Y	1	0	0	Y	0	Manual	N	N	

or Edit/View/Print selected document

[Edit...](#)   [View...](#)   [Copy...](#)   [Print](#)

You can manually remove the traceable flag of a document by updating the item and amending the Traceable document checkbox in the Documents settings screen. When this is done, the Traceable flag shown on the Release Items | Documents screen changes to **N** to indicate that traceable document will not be created.

The traceable flag is also removed when you waive the item. Reinstating a waived traceable document will make the document traceable again.

When the recipient of a traceable document has more than one address, the document for the prime address of the recipient is flagged as traceable by default.

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	GTI ACKNOWLEDGMENT TO PRINCIPAL	GB	Eaton Ltd	N	N	1	1	1	Y	0	Manual	N	N	
Message	E-mail	LETTER OF GUARANTEE	GB	Amalgamated Mouldings Limited	N	Y	1	0	0	Y	0	Manual	N	N	
Message	E-mail		GB	-> Legal Department	N	N	1	0	0	Y	0	Manual	N	N	
Message	E-mail		GB	-> Tax Department	N	N	1	0	0	Y	0	Manual	N	N	

or Edit/View/Print selected document

[Edit...](#)   [View...](#)   [Copy...](#)   [Print](#)

When the document flagged as traceable is part of a document set to be sent to a recipient with multiple addressees, the traceable flag can be transferred to any of the documents in the same set as long as the transfer method for the selected item is email. Transfer can be done by removing the traceable flag of the parent document and then setting the selected child document as traceable via the Documents settings screen. Only one of the documents in the same document set can be flagged as traceable.

For documents flagged as traceable, the number of originals is automatically set to 1 because only 1 traceable document can be created per document item/set. The user is not allowed to change this number. Trade Innovation generates the original document in PDF/A file format. This is to ensure that

the fonts in the document will not change and that the content will still be the same when the document tracing system transforms this into a traceable document.

Unlike the original document, the copies, duplicates and internal copy of a traceable document are produced in PDF. When a traceable document is copied, the new version is also produced in PDF format and cannot be flagged as traceable. The new version will be a copy of the original document generated in Trade Innovation, rather than the traceable document created in the document tracing system.

The traceable document is created upon release of the event. Trade Innovation integrates with the document tracing system which creates the traceable document and sends this to Trade Innovation. The traceable document is then stored in the document management system and sent to the recipient when the event completes.

---

**Note:** Trade Innovation integrates with the document tracing system via the FusionFabric.cloud Traceable Document Management Service Provider Interface.

---

The traceable document can be viewed as part of the documents generated for the event. When you wish to resend the traceable document, the same traceable document is resent to the recipient to whom it has been originally sent. However, when you want to forward the traceable document, the system sends the original document generated by Trade Innovation, not the traceable document created in the document tracing system. Hence, for the forwarded version, the Traceable column shows N to indicate that this is not traceable.

## Remote Printing

The system provides functionality to support remote printing - that is, printing at a location other than the one where a transaction is being processed. This supports situations where a transaction originates at a branch and is then processed at a central location, but customer documents need to be printed at the originating branch for delivery to the customer.

This enhanced functionality is switched on using the *RemoteTransactionOrigination* system option.

To support remote processing your bank identifies those documents that may need to be printed whilst setting up document types (see the *System Tailoring User Guide – Trade Innovation* for more information).

During transaction processing, when a transaction is created, details of the originating user (including their name or unique ID and their reference for the transaction, branch and printer team) are entered in the initial event and recorded against the master record. These details are used to determine whether remote printing is required and how it is to be carried out.

These details can be overridden during subsequent transaction processing.

The system identifies those document types flagged as available for remote processing and uses the printer team to generate the documents, together with an optional generic front page showing the originating user's details. The document is then routed for printing using the relevant document printer type.

## Electronic Messages in Trade Innovation

When outward SWIFT and corporate access/general gateway messages are linked to events, your bank provides an indicator for each document to show whether it is to be produced optionally or automatically.

They are released automatically by the system at the point at which an event is released. You can view the content of outward electronic messages from within the transaction processing event.

See the *Business Operations Guide – Trade Innovation* for information on how electronic messages are processed once they have been generated.

## Documents for Funds Movements

The system automatically creates SWIFT documents for funds movements, according to the settlement instructions for the funds. The following table explains the circumstances under which different types of SWIFT messages are generated for funds movements where the funds transfer method is SWIFT, telex or telex via SWIFT:

SWIFT Message Type	Generated When?
MT103	If funds are to be credited to a non-bank customer.
MT202/5	If funds are to be credited to a bank, or when a cover payment message is requested in the Pay settlement instructions.
MT210	If funds are to be debited via a nostro.
MT900	If funds are to be debited to an account in your bank's own books (nostro).
MT910	If funds are to be credited to an account in your bank's own books (vostro).

## Viewing Documents and Outward Electronic Messages

Clicking on the Release Items|Documents link displays the Documents window, which lists all the documents and electronic message to be generated for the current event.

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	Acknowledgement to Applicant	GB	Eaton Ltd	Y	N	N	1	0	0	N	0	Manual	N	N
Message	E-mail	Letter of Guarantee	GB	Amalgamated Mouldings Limited	N	Y	1	0	0	0	Y	0	Manual	N	N

or Edit/View/Print selected document

**Buttons:** Update..., Delete, Waive/Reinstate, Reinitialise, Edit..., View..., Copy..., Print.

From within this window you can:

- View details of a document or message, as described in this section
- Print out a document or message (see page 188)
- Amend a document or electronic message
- Change an item's details
- Waive or re-instate a document or message
- Add or remove an optional document or message (see page 197)
- Create correspondence (see page 171)
- Create a new item from an existing one for a new addressee, using the Copy button (see page 200)

The Reinitialise button is provided to allow you to remerge data using the latest template, typically where a new template has been revised since the original transaction was started. You would not normally use it when processing transactions.

The window lists information for each document, electronic message and funds movement advices generated for the event under the following headings:

Heading	What it Shows
Type	Indicates whether the item is a message, correspondence, a foreign exchange option deal, a funds movement, or a credit approval form.

Heading	What it Shows
Method	The method of transfer.
Document	A descriptive text, which indicates the nature of the document.
Language	The language in which the document will be sent. This defaults to the language of the addressee, and is blank if the default language is used instead.
Addressee	The name of the addressee.
Front	For documents to be printed remotely, indicates whether a front cover will be produced (Y) or not (N). (For all other documents it is blank).
Cover	Indicates whether the document has a cover letter (Y) or not (N).
Traceable	Indicates whether the document to be produced at release is traceable (Y) or not (N).
Orig	The number of original documents to be produced. The documents produced will be marked 'Original' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.  For traceable documents, the number of original documents to be produced is automatically set to '1' and this cannot be changed by the user. When the traceable flag is removed, the number of originals will again be editable by the user.
Dup	The number of duplicate documents to be produced. The documents produced will be marked 'Duplicate' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.
Copies	The number of copy documents to be produced. The documents produced will be marked 'Copy' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.
Int	Indicates whether the document is internal (Y) or not (N).
Attach	The number of attachments.
Date	When the document or message is to be sent. For mail messages this is always 'Manual'; for SWIFT messages and funds movements it can be 'On Release (of the event)', or on a specified date.
Waived	Whether the item has been waived (Y) or not (N).

You can see the details of most documents and messages by highlighting an item and clicking **View**. For a document that is to be transmitted via SWIFT, clicking **View** displays the SWIFT Message Out Viewer window.

## Viewing the Content of SWIFT Messages

Highlight the SWIFT message and click **View**.

 **SWIFT message**

Formatted

```
[1:F01KAPIGB2L15439999999999][2:I700WWBLGB2LXXXXN1][4:  
27:1/  
40A:IRREVOCABLE  
20:ILC00001341  
31C:090518  
40E:UCP LATEST VERSION  
31D:140518london  
50:Eaton Ltd  
Eaton House  
169 Staines Road  
Hounslow, Middlesex  
59:ATLANTIC INDUSTRIAL DUBAI  
DUBAI  
DUBAI  
32B:EUR50000.00  
41A:WWBLGB2LXXX  
BY PAYMENT  
43P:NOT ALLOWED  
43T:NOT ALLOWED  
71B:ALL FOREIGN BANK CHARGES ARE FOR  
THE ACCOUNT OF THE BENEFICIARY  
49:WITHOUT  
-]
```

**Printer friendly...**

Check the Formatted field to see the message with its SWIFT message tags (the default setting for this flag is controlled by the ShowTagsOnSWIFTMessages system option).

 **SWIFT message**

Formatted

```
MT700 Issue of a Documentary Credit  
To Institution WWBLGB2LXXXX  
WORLD WIDE BANK (LONDON)  
13 Churchill Road  
London  
W1 2EW  
Priority N  
  
:27: Sequence of Total  
1/1  
40A: Form of Documentary Credit  
IRREVOCABLE  
20: Documentary Credit Number  
ILC00001341  
31C: Date of Issue  
090518  
40E: Applicable Rules  
UCP LATEST VERSION  
31D: Date and Place of Expiry  
140518london  
50: Applicant  
Eaton Ltd  
Eaton House  
169 Staines Road  
Hounslow, Middlesex  
59: Beneficiary  
ATLANTIC INDUSTRIAL DUBAI  
DUBAI  
DUBAI  
32B: Currency Code, Amount  
EUR50000.00  
41A: Available With... By...  
WWBLGB2LXXX  
WORLD WIDE BANK (LONDON)  
13 Churchill Road  
London  
W1 2EW
```

**Printer friendly...**

Clicking **Printer Friendly** allows you to see the SWIFT message in printer-friendly format.

**Outward SWIFT message details**

```
(1:F01KAPIGB2I15439999999999) (2:I700WWBLGB2IXXXXN1) (4:
:27:1/
:40A:IRREVOCABLE
:20:ILC00001341
:31C:090518
:40E:UCP LATEST VERSION
:31D:140518London
:50:Eaton Ltd
Eaton House
169 Staines Road
Hounslow, Middlesex
:59:ATLANTIC INDUSTRIAL DUBAI
DUBAI
DUBAI
:32B:EUR50000,00
:41A:NWBLGB2IXXX
BY PAYMENT
:43B:NOT ALLOWED
:43T:NOT ALLOWED
:71B:ALL FOREIGN BANK CHARGES ARE FOR
THE ACCOUNT OF THE BENEFICIARY
:49:WITHOUT
-}
```

If the original SWIFT message includes Russian text the Transliteration field is present. Checking this field and clicking **Refresh** displays transliterated fields showing the Latin characters used in transliteration, rather than the Russian text.

## Viewing the Content of a Corporate Access/General Gateway Message

For corporate access/general gateway documents, the Output Message window is used to view the document.

The screenshot shows a software interface for viewing a message. At the top, there's a green header bar with the text "Output message". Below it is a blue header bar with the text "Output message". The main area has two tabs: "Type" (selected) and "Documents for gateway customer". In the "Type" tab, there's a "Show as XML" button. The content area contains a message body with the following text:

```
gwycus
Reference: REF80-181
TheirRef: AD1811-002
Customer: Chemicals PLC
Narrative: We have processed your LC application.
Please see attached document for full details.

Regards
TF Dept
```

At the bottom of the content area, there's a "Print text" button.

You can view and print both the .xml message text and the formatted message text.

## Viewing and Printing Mail, e-mail and Fax Documents

To view and print out copies of a document, highlight the document then click **View**.

The screenshot shows the 'Documents' window with the following details:

- Select required document to view:-**
- Addressee:** BARCLAYS BANK PLC (LONDON)
- Document:** Pre-advise with issue
- Document printer type:** DFLT\_P
- Internal copy:** View internal

Below this is a section titled 'Attached documents' with a table header:

Event	Sent/Received	Via	Addressee	Message type
-------	---------------	-----	-----------	--------------

Buttons at the bottom of this section include: Add..., Remove, and View... .

The window that appears shows the unique ID of the document printer type that is to be used to generate documents. If no document printer type has been set up for the document template, the system will use the default value defined at system level.

If the document template has a single document printer type set up, then this is the one used. If it has more than one document printer type set up, then the prime document printer type is used and a drop-down list allows you to select a different one.

The screenshot shows the 'Documents' window with the following details:

- Select required document to view:-**
- Addressee:** WORLD WIDE BANK (LONDON)
- Document:** Pre-advise with issue
- Document printer type:** ELITE (selected)
- Front page:** View front page
- Document copy:** View copy
- Internal copy:** View internal

Below this is a section titled 'Attached documents' with a table header:

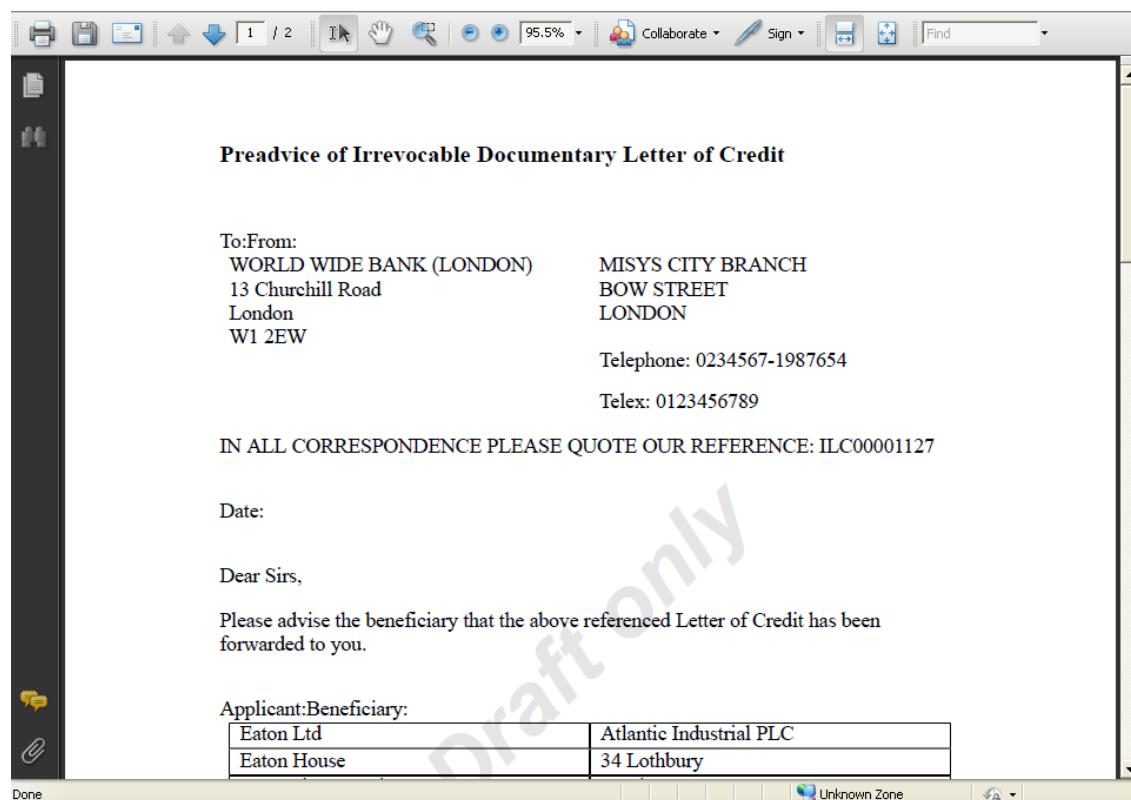
Event	Sent/Received	Via	Addressee	Message type
-------	---------------	-----	-----------	--------------

Buttons at the bottom of this section include: Add..., Remove, and View... .

The window provides links to each of the documents that are to be produced. These can include:

- Front page
- Cover
- Traceable – see further details below
- Original
- Duplicate
- Copies
- Internal

Click on the appropriate link.



A window is opened in which you can preview the document or and then print it out.

## Viewing and Printing Traceable Documents

When a traceable document is selected and viewed, the window that appears shows an additional item for the traceable document. While the event is still in progress, the Traceable document shows the text \*\*\*Pending\*\*\* which means that the traceable document will be created and is not yet available for viewing.

▼ Documents

Select required document to view:-

Addressee:	Amalgamated Mouldings Limited
Document:	Letter of Guarantee
Document printer type	None
Traceable document	***Pending***
Main document	<a href="#">View main document</a>
Internal copy	<a href="#">View internal</a>

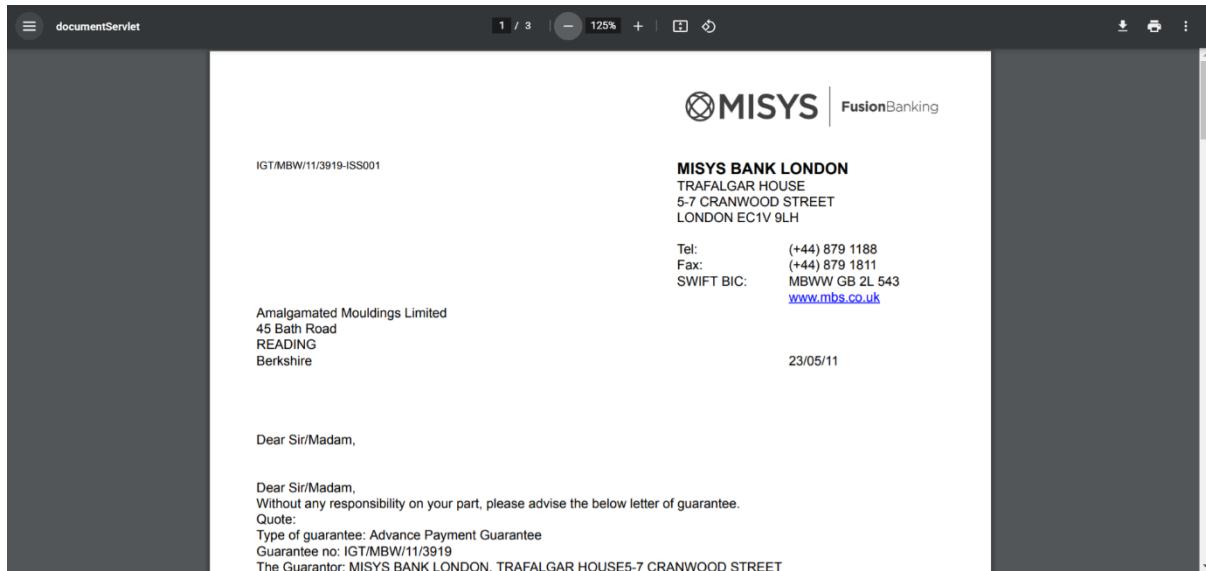
When the event is completed and the user opens the same window, the Traceable document shows the link to view the traceable document.

▼ Documents

Select required document to view:-

Addressee:	Amalgamated Mouldings Limited
Document:	Letter of Guarantee
Document printer type	None
Traceable document	<a href="#">View traceable document</a>
Main document	<a href="#">View main document</a>
Internal copy	<a href="#">View internal</a>

When the link is selected, a window opens in which you can preview the traceable document produced for the transaction and download or print it.



**Note:** The Traceable document link is not shown when the document's traceable flag is removed, the traceable document is waived, or when the document being viewed is a copied/forwarded version of a traceable document.

## Amending the Content of an Item

You can amend the contents of most items by selecting the item and clicking **Edit**. What happens next depends on the type of document or message and on whether the item has been defined so that you can edit it or not.

For fax, e-mail and mail messages, you can enter information into any text boxes that have been included in the document, provided that the document has been defined as editable.

Editable text boxes are of two sorts - single line and multiple line.

Single-line text boxes allow you to enter information to be displayed in a single line and they look like this:

**Salutation:-** Dear Mr/Mrs/M:

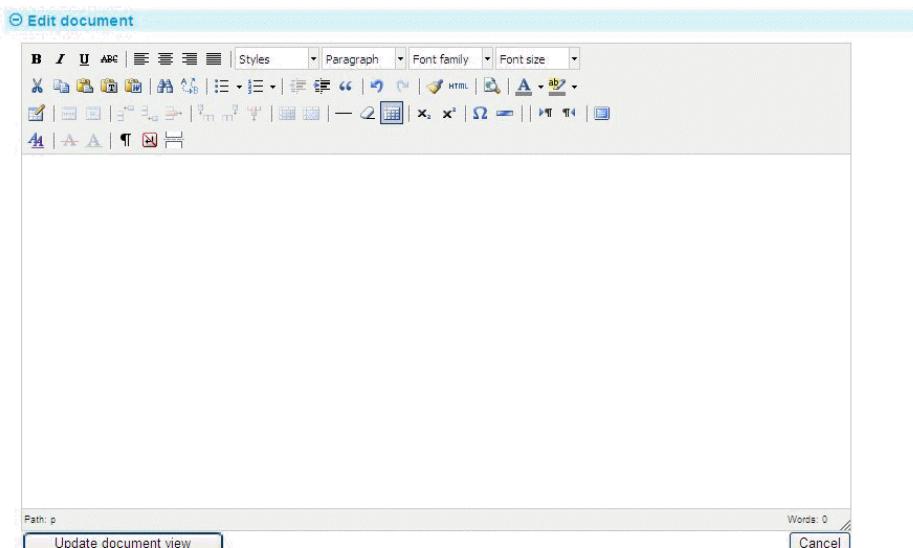
**e-mail address:** xxx@yyyyyy.com

**Subject:** Enter Subject here xxxxx

Multiple-line text boxes have an icon next to them, as illustrated below.

**Short List:-** 

When you click on the icon, a window opens that allows you to type in or paste text with standard functionality to format the text.



The next section provides information on using this window.

Use the .pdf preview facility to view the document and set page breaks after entering information into editable fields.

Provided the message was set up to allow you to do so, you can amend the content of free format SWIFT messages of type MT499, MT799 or MT999 by selecting the message in the Documents window and clicking **Edit**. Any existing text is displayed, and you can overwrite or add to it. You can restore the original text, reversing any changes you make, by clicking **Reset**.

Only the cover letter and the original letter can be edited. If you amend a cover letter or an original letter, the changes are then automatically in the corresponding versions of the copy, duplicate or internal documents.

Other SWIFT messages cannot be edited.

For corporate access/general gateway messages, if the message contains editable text fields then the text field box is visible on the screen. The editable fields are listed in the text box. By selecting the name of the editable field, the text held in that field is then displayed in the field at the bottom of the window and you can amend it. Click **Apply Texts** to save any changes you make to the text in a field.

If there are no editable fields in the message then the text field box is not displayed.

### Text in Multiple-line Editable Fields

To preserve paragraph formatting when copying and pasting text into embedded fields ensure that you copy the paragraph marker as well as the text, if you want to preserve the paragraph-level formatting. (However, this will also introduce a line break following the text.)

If you copy in text that includes unwanted line breaks remove them by deleting all the white space between the two paragraphs where the white space appears. Then introduce a line break manually. This removes any unwanted control characters that might cause unpredictable results.

If you copy text from another document ensure that you remove all tabs, since .pdf does not support tabs. Replace them with hanging indents or tables.

To successfully copy and paste text from Word that involves numbered paragraphs, first select a paragraph that has the formatting that you want to use in your customer document. Then apply the Word Format Painter tool to all of the paragraphs that you want to apply the formatting to. Then select the text and copy and paste it in the usual way. The Format Painter tool will remove any character-level formatting, so you will need to reapply it.

For tables, apply border formatting to individual cells as well as to the whole table.

Remember that the document you are pasting text into may have a paper size or margin settings that are different from the one you are coping from, in which case the line wrapping of text will be different.

Paragraph justification settings are not carried over when copying and pasting from Word, so apply the required justification to each paragraph after you have pasted it in to the editable text field.

### Amending an Item's Format

**Note:** If your bank has implemented the functionality to allow correspondence charges to be consolidated, then Finastra recommends that, for every document to be sent via 'Mail', you open the item for amendment as described in this section and check its transmission method and set its dispatch type, if necessary.

You can amend an item's details. Select the item from the list, then click **Update**. The system opens a window showing details of the item.

Event	Sent/Received	Via	Addressee	Message type

Additional fields are present in the Output Documents pane if your bank has implemented the remote printing functionality.

The screenshot shows the 'Outward Documents and Electronic Messages' window with three main sections:

- Document settings:** Contains fields for 'Document type' (Letter of Guarantee), 'Addressee' (Amalgamated Mouldings Limited, 45 Bath Road, READING, Berkshire), and 'Recipient' (ALW/DH 21 001). It also includes 'Notes field 1' and 'Notes field 2'.
- Document templates:** Shows 'Send document by' (Email), 'Language' (GB), 'Template' (Letter of Guarantee), and 'Release date'.
- Output documents:** Includes fields for 'Originating user ID' (SUPERVISOR), 'Team' (with checkboxes for 'Remote print' and 'Internal copy'), 'Duplicates' (Additional dispatch text), 'Hub' (Front separator page, Traceable document), and 'Printer details'.

Below these sections is the **Attached documents** pane, which contains a table for adding attachments. The table columns are Event, Sent/Received, Via, Addressee, and Message type. Buttons for Add, Remove, OK, and Cancel are at the bottom.

In the window that appears the fields displayed vary, depending on the document type. The first set of fields show the details of the document addressee. You can overtype these. If you do, the Reset Addressee button can be used to revert to the original, saved details.

If your bank has implemented the functionality to allow correspondence charges to be consolidated, then Finastra recommend that, for every document to be sent via 'Mail', you open the item for amendment as described in this section and check its transmission method and set its dispatch type, if necessary.

The buttons in the Attached Documents pane allow you to add attachments to the message.

The Printer Details **>>>** button opens a window that shows details of the bank staff member to whom the document will be sent, the document printer type, the team for which the document is being produced, and the printer or fax machine at which it will be produced.

The following table lists the remaining fields in this window, which are the same for all types of document, and explains what they control:

**Note:** Items relating to funds movements cannot be overridden here, as the addressee and transmission method are always determined from settlement details.

Heading	What it Controls
Send Document By	The method of transmission.
Language	The code of the language in which the document is to be produced.
Template	Your bank may set up several different templates for each document, identifying one of them as the default that the system will use initially. Your bank may also set

Heading	What it Controls
	up an alternative free-format message type for each formatted SWIFT message type. The drop-down list on this field allows you to select another template or message type.
Release Date	The date on which the document is to be released. You can enter a date here, provided the date is not 'On Release' or 'Manual'.
Cover Template	Specify whether a cover letter is required. Select 'None' if no cover letter is required. Select 'Standard' if a cover letter is to be generated using the generic mail cover letter template; or 'Special Cover' if a cover letter is to be generated using a special cover letter template.
Originating User Name	For documents that are to be printed remotely, the name or unique user ID of the user with whom that transaction originated. The originating user name cannot be amended in this window.
Originals	The number of original documents to be produced. The documents produced will be marked 'Original' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.  For traceable documents, the number of original documents to be produced is automatically set to '1' and this cannot be changed by the user. When the traceable flag is removed, the number of originals will again be editable by the user.
Copies	The number of copies to be produced. The documents produced will be marked 'Copy' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.
Dispatch Type	Select the dispatch type. (Dispatch types are defined by your bank in the trade finance dictionary.)
Team	The team to which the transaction belongs. For documents to be printed remotely, this is the printer team providing the mappings for printing the document. The team cannot be amended in this window.
Internal Copy	Indicates whether the document is internal (Y) or not (N).
Front Separator Page	This flag controls whether a front page is to be produced or not. If it is checked, a front page will be produced, otherwise not. The default value here is determined by the option ProduceFrontPage.  The front page may include (among other information) the originating user's name, reference for the transaction and printer team.
Traceable document	This flag controls whether a traceable document is to be produced. If it is checked, a traceable document gets produced upon release of the event, otherwise not.  This field is shown when the document uses a template that is set up to generate a traceable document. By default, this checkbox is checked but the user can amend this so that a traceable document will not be produced.  When the recipient of the traceable document has more than one address, this field is shown for the parent document and for all child documents with Email transfer method. But, only the checkbox for the parent document is ticked and the checkbox for the said child documents are unticked and disabled by default. If you want to transfer the traceable flag to a child document, you need to untick the checkbox for the parent document first. By doing this, the checkbox for the applicable child documents will be enabled and so you can set any one of the child documents as traceable. Only one item in a document set can be flagged as traceable.  When a document flagged as traceable is waived, this checkbox is automatically unticked and disabled. And when a waived traceable document is reinstated, this checkbox will again be ticked and editable.
Duplicates	The number of duplicate documents to be produced. The documents produced will be marked 'Duplicate' and will be numbered '1 of x', '2 of x' and so on where x is the number entered here.

Heading	What it Controls
Additional Dispatch Text	Any additional dispatch information.
Documents to Produce on Input	Select which of the actual documents using this document type will be generated upon completion of an Input step. Valid values are: <b>None</b> - do not generate any documents <b>Complete set</b> - generate all copies of all the documents <b>Internal copy only</b> - generate the internal copy only <b>One of each document only</b> - generate all the documents, but only the first of each type
Documents to Produce on Release	Select which of the actual documents using this document type will be generated upon release. Valid values are as for the field Documents to Produce on Input, above.

## Viewing Print Details

 **Document printing**  
 Document Acknowledgement to Applicant

 **Document printer types**

User	Team	Type	Printer mapping applied	Printer
Originating user	PRT01	LOGO	PRT01-LOGO	\ldphmx2\13\HP LaserJet 4200 PCL 5e
Current user	ILC	LOGO	<Default>-LOGO	\lukpadp01\RICOH MFD

[View](#)

For non-electronic customer documents, clicking  opens a window that shows details of the document printer type, the team for which the document is being produced, and the printer or fax machine at which it will be produced. There is one entry in this list for each of the document printer types being used to produce the document.

Selecting an entry and clicking **View** opens a window that shows detail of the attributes to be used to produce the document using that document printer type.

 **Printer mapping**  
 Document printer type ?  Team ?   
 Printer ?

 **Print attributes**  
 Attributes - Final 

Description	Value

  
 Allow separate draft attributes

[Close](#)

Selecting an entry and clicking **View** opens a window that shows detail of the attributes to be used to produce the document using that document printer type.

## Adding Attachments to a Message

When you select a message and click **Update**, the window displayed includes an Attached Documents pane.

Event	Sent/Received	Via	Addressee	Message type

[Add...](#)      [Remove](#)      [View...](#)

[OK](#)      [Cancel](#)

Clicking **Add** opens a window that allows you to select one or more pre-existing messages to send with the message as attachments or, in the case of SWIFT messages, as embedded text.

**Select document attachment**

Event	CLM001	Sent/received	<---->
Via	<---->		<a href="#">Refresh</a>

Event	Sent/Received	Via	Addressee	Message type
CLM001	Sent	SWIFT	BARCLAYS BANK PLC (LONDON)	MT756 ADVICE OF PAYMENT
CLM001	Sent	Mail	ABC INDUSTRIES LTD	Rate 1.245 (M) contract FSDEAL TEST

[Select](#)      [View...](#)

**Attached documents**

Event	Sent/Received	Via	Addressee	Message type

[Remove](#)      [View...](#)

[OK](#)      [Cancel](#)

Initially the window lists all the messages that have been received or are to be sent in the current event. Filter fields allow you to display messages based on:

- The event to which they relate
- Their method of transmission
- Whether they were messages sent or message received

Steps which interact with external systems such as Watch list check will include the sent gateway message in the event documents list, also included in the default document attachment list.

Your bank can optionally hide Gateway messages from the initial attachment selection list using the `SuppressGatewayDocsFromAttachList` system option.

With the option enabled, the Via filter ‘All except gateway’ is presented by default.

**▼ Select document attachment**

Event	CLM001	Sent/received	<---->	
Via	All except Gateway	<b>Refresh</b>		
Event	Sent/Received	Via	Addressee	Message type
CLM001	Sent	SWIFT	BARCLAYS BANK PLC (LONDON)	MT756 ADVICE OF PAYMENT
CLM001	Sent	Mail	ABC INDUSTRIES LTD	Rate 1.245 (M) contract FSDEAL TEST

**Select**      **View...**

**▼ Attached documents**

Event	Sent/Received	Via	Addressee	Message type

**Remove**      **View...**

**OK**      **Cancel**

The user can still return to the default < ---- > filter list to access gateway messages.

The View button in the Select Document Attachment pane allows you to view the contents of a message.

To attach a message, highlight it, then click on the Select button. It is moved to the Attached Documents pane. You can use the View button to view its contents, and the Remove button to remove it, if necessary.

When you have selected all the messages to be attached, click **OK** to close this window.

The selected messages are shown in the Attached Documents pane, where you can, again, view or remove them.

**▼ Attached documents**

Event	Sent/Received	Via	Addressee	Message type
CLM001	Sent	Mail	ABC INDUSTRIES LTD	Rate 1.245 (M) contract FSDEAL TEST

**Add...**      **Remove**      **View...**

## Waiving and Reinstating Items

To waive a document or message from the list select it and click **Waive/Reinstate**. The item is still shown in the summary, but the Waive column shows 'Y' to indicate that it has been waived.

You can reinstate a waived document or message by selecting it and clicking **Waive/Reinstate** again.

When a traceable document is waived, the Traceable column shows 'N' to indicate that a traceable document will not be created. When you reinstate a traceable document, the value on the Traceable column will return to 'Y'.

## Adding and Removing Optional Items

If you need to produce an additional document or message not included in the standard list for an event, click **Add** in the Additional Options pane. The system displays a window which lists all optional documents and messages set up for the event.

**Optional documents**

Selected	Document
N	Credit request - for confirmation
N	Acknowledgement to sender

**Add**

Select the item to be added, then click **Add**. The item is added to the list of documents and messages to be generated for the event.

You can subsequently remove an optional item by selecting it and clicking **Delete**.

If the event is, or has, a subsidiary event, the list of optional items includes those available to both events - the main event and the subsidiary event. A new column - the Originating Event column - provides the reference of the event for which the item is set up as optional.

An optional document that uses a traceable template can only be added once. The same item cannot be added again even if you remove the traceable flag of the optional document previously added. An error message is displayed when you try to add the same optional document. You may only add the same optional document when the previously added item has been deleted.

## Sending Mail, e-mail and Fax Documents

At the end of an Input step and at the end of the final step in an event's history, the system displays a window showing the customer documents generated by that event that allows documents to be printed (excluding items produced automatically during overnight processing).

Type	Method	Document	Addressee	Front	Cover	Orig	Dup	Copies	Int	Attach	Print
Message	Mail	Acknowledgement to Applicant	Eaton Ltd	Y	N	0	0	1	Y	0	Y
Message	Mail	SWIFT copy	MISYS BANK LONDON		N	0	0	0	Y	0	N

This allows you to select which customer documents are to be produced.

The system permits your bank to define different printer and fax devices to be used for output generated from individual document templates and by different teams. When you select an item from the list in the Documents window and click **Print**, the system routes the items selected to the appropriate printer or fax device.

Once an item has been sent to this customer document queue you can monitor it using the Docs link.



**Note:** Access to the Docs link is controlled by the MaintainPrintRecords security capability.

When you click this link the system opens a window which can be used to list all the items currently in the customer document queue.

(UTC)													
Submitted by	Submitted on	Reference	Document	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Status
SUPERVISOR	1/25/21 14:11:58	IGT/MBW/11/0003-ISS001	STandalone docu	Amalgamated Mouldings Limited	N	N	Y	1	5	5	Y	0	Completed successfully
SUPERVISOR	1/25/21 14:13:28	IGT/MBW/11/0003-ISS001	STandalone docu	Amalgamated Mouldings Limited	N	N	Y	1	5	5	Y	0	Completed successfully

You can use the filters to limit the display to specific items.

Information is shown under the following headings:

Heading	What it Shows
Submitted by	The ID of the user who submitted the item for printing, e-mailing or faxing.
Submitted on	The date and time submitted.
Reference	Your bank's reference for the related transaction.
Document	The ID of the document type used to generate the item.
Addressee	The document addressee.
Documents to be printed	The number of originals, copies, duplicates, internal documents to be produced plus front page and cover as appropriate and attachments.
Front	Indicates whether a front page is to be produced or not.
Cover	Indicates whether the document has a cover letter (Y) or not (N).
Traceable	Indicates whether the document is traceable (Y) or not (N).
Orig	The number of original documents to be produced.
Dup	The number of duplicate documents to be produced.
Copies	The number of copy documents to be produced.
Int	Indicates whether an internal copy will be produced (Y) or not (N).
Attach	The number of attachments.
Status	Indicates the status of the document, and whether it has been printed/transmitted successfully or not. If not, further information is provided to indicate the cause of the problem.  Items that have been successfully printed/transmitted are removed from the document queue during overnight processing.

You can view details of a specific item by highlighting it and then clicking **View**.

The first window displayed shows details of the print job.

<b>Documents to print</b>								
Type	Method	Document	Addressee	Front	Cover	Orig	Dup	Copies
Message	Mail	Acknowledgement to Applicant	Eaton Ltd	Y	N	0	0	1
Message	Mail	SWIFT copy	MISYS BANK LONDON		N	0	0	0
Select document for update				<b>Update</b>	or Close to continue			
<b>Close</b>								

To view details of the actual documents produced highlight an entry and click **View Details**.

<b>Jobs - Individual items</b>			
<b>Jobs - Individual items</b>			
Identifier	DMS Id	Status	Additional information
ilcacme1	9b192c29867bc4eb:3907a37:129f5b148c9:-498	Completed successfully	

The following buttons are available and perform the actions described below:

Button	Action
Manual Processing	Selected items are flagged as having been processed manually, and are subsequently removed from the customer document queue during overnight processing.
Resubmit	Selected items are resubmitted for printing, e-mailing or faxing. This is used where an item has failed but the problem has been corrected allowing the resubmission to be requested. The original item remains as failed and should be flagged as manually processed.

## Copying Customer Documents

The system allows you to create a new version of a customer document and send it to a different addressee. Select the relevant customer document item and click **Copy**.

**Copy document**

Document type Addressee	Acknowledgement to applicant Mr P. Green	Type	Mail										
<b>Send to...</b>													
Salutation <b>&gt;&gt;&gt;</b>	<input type="text"/> ABC Head Office The Wharf London	<b>Reset addressee</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>										
Zip	<input type="text"/>	SWIFT BIC ? Telephone Fax Telex Answerback Email	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>										
Notes field 1 <b>&gt;&gt;&gt;</b>	<input type="text"/>	Notes field 2 <b>&gt;&gt;&gt;</b>	<input type="text"/>										
Send document by Language Template Release date Cover template Cover letter template													
Mail GB Acknowledgement to Applicant <input type="text"/> Standard mailcr													
Cover letter language ? <input type="text"/>													
<b>Output documents</b>													
Originating user id ?	SUPERVISOR	Team ? <input type="checkbox"/> Remote print <input checked="" type="checkbox"/> Internal copy	PRT01										
Originals	<input type="text"/> 1	Duplicates	<input type="text"/>										
Copies	<input type="text"/> 2	Additional dispatch text	<input type="text"/>										
Dispatch type	<input type="button" value="&lt;----&gt;"/>	Documents to produce on release	<input type="button" value="Complete set"/>										
Documents to produce on input	<input type="button" value="One of each document only"/>	Printer details <b>&gt;&gt;&gt;</b>											
<b>Attached documents</b> <table border="1"> <thead> <tr> <th>Event</th> <th>Sent/Received</th> <th>Via</th> <th>Addressee</th> <th>Message type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Event	Sent/Received	Via	Addressee	Message type					
Event	Sent/Received	Via	Addressee	Message type									
<b>Add...</b>		<b>Remove</b>	<b>View...</b>										
<b>OK</b>		<b>Cancel</b>											

The window that appears shows existing information for the item. Overtype this information to identify the new address, then click **OK** to save the item as a new customer document.

**Documents**

Update document settings															
Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	Acknowledgement to Applicant	GB	Eaton Ltd	Y	N	N	1	0	0	N	0	Manual	N	N
Message	E-mail	Letter of Guarantee	GB	Amalgamated Mouldings Limited		N	Y	1	0	0	Y	0	Manual	N	N
Message	E-mail	→ Copied	GB	→> AMALGA Finance Dept.		N	N	1	0	0	Y	0	Manual	N	N

or Edit/View/Print selected document

**Additional options**

Add further documents **Add...** or additional ad hoc correspondence **Correspondence...**

When a traceable document is copied, the new version will be a copy of the document generated by Trade Innovation and not the traceable document received from the document tracing system. The Traceable column will display **N** which means that no traceable document will be created for the new version.

## Forwarding, Reprinting and Resending Documents

You can forward, reprint or resend documents once an event has been released in the following way:

Open the Event History pane. Highlight the event and click **View**.

In the window that appears select the Release Items|Documents link.

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	Acknowledgment to Applicant	GB	Eaton Ltd	N	N	1	0	1	Y	0	Manual		N	N
Message	E-mail	Letter of Guarantee	GB	Amalgamated Mouldings Limited amalaga@finastra.com	N	Y	1	0	0	Y	0	Manual		N	N

or Edit/View/Print selected document

**Resend...**    **View...**    **Forward...**    **Reprint...**

Highlight the document you wish to forward, reprint or resend and click **Resend**, **Forward** or **Reprint** as appropriate.

The Resend button immediately resends the item.

### Forwarding a Customer Document

When you click **Forward** a window appears that displays details of the selected customer document.

Issue - Guarantee Issued View - IGT/MBW/11/3919-ISS001 - Documents

**Forward document**

Document type: Acknowledgment to Applicant  
Addressee: Eaton Ltd

**Send to...**

Salutation: For Attn. of David Johnson  
Eaton Ltd - Legal Dept.

For Attn. of David Johnson  
Eaton Ltd - Legal Dept.

Reset addresses

SWIFT BIC:   
Telephone:   
Fax:   
Telex:   
Answerback:

Zip:   
Notes field 1:

TWI SAB:   
Email:   
Notes field 2:

**Document templates**

Send document by: Mail  
Language: GB  
Template: Acknowledgment to Applicant  
Release date:   
Cover template:

**Output documents**

Originals: 1  
Copies: 1  
Dispatch type:

Internal copy  
Duplicates  
Additional dispatch text:

Printer details:

**Attached documents**

Event:   
Sent/Received:   
Via:   
Addressee:   
Message type:

**OK**    **Cancel**

Overtype this information to identify the new addressee, then click **OK**. This saves the customer document as a new, forwarded, item in the event's history.

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	Acknowledgment to Applicant	GB	Eaton Ltd	N	N	1	0	1	Y	0	Manual	N	N	
Message	Mail	-> Forwarded	GB	-> Eaton Ltd. - Legal Dept.	N	N	1	0	1	Y	0	Manual	N	N	
Message	E-mail	Letter of Guarantee	GB	Amalgamated Mouldings Limited amalaga@finistra.com	N	Y	1	0	0	Y	0	Manual	N	N	
Message	E-mail	-> Forwarded	GB	-> AMALGA Finance Dept.	N	N	1	0	0	Y	0	Manual	N	N	

or Edit/View/Print selected document

**Resend...**    **View...**    **Forward...**    **Reprint...**

When you wish to forward a traceable document, only the document generated by Trade Innovation will be forwarded and not the traceable document received from the Document Tracing System. The Traceable column will display **N** which means that the forwarded version is not a traceable document.

### Reprinting a Customer Document

The Reprint button opens a window showing details of the item.

Issue - Guarantee Issued View - IGT/MBW/11/3919-ISS001 - Documents

**Reprint document**

Document type: Acknowledgment to Applicant  
Addressee: Eaton Ltd

**Send to...**

For Attn. of David Johnson  
Eaton Ltd  
Eaton House  
169 Staines Road  
Hourslow  
Middlesex

SWIFT BIC: Telephone: 0171 323 2020

Zip: TW1 5AB

Notes field 1:

**Document templates**

Send document by: Mail  
Language: GB  
Template: Acknowledgment to Applicant  
Release date:  
Cover template: <none>

Locale: Cover letter language:

**Output documents**

Watermark text: 1  
Originals: 1  
Copies: 1  
Dispatch type: Internal copy  
Duplicates: Additional dispatch text  
Printer details:

**Attached documents**

Event: Sent/Received  
Via: Addressee: Message type:

**OK**    **Cancel**

You can amend some of the information shown, including the originating user and their team, and enter the text to be used as a watermark. Click **OK** to reprint the item. The customer document is shown as a reprinted item in the event's history.

Type	Method	Document	Language	Addressee	Front	Cover	Traceable	Orig	Dup	Copies	Int	Attach	Date	Waived	Embed
Message	Mail	Acknowledgment to Applicant	GB	Eaton Ltd	N	N	1	0	1	Y	0	Manual	N	N	
Message	Mail	-> Reprinted	GB	-> Eaton Ltd	N	N	1	0	1	Y	0	Manual	N	N	
Message	Mail	-> Forwarded	GB	-> Eaton Ltd. - Legal Dept.	N	N	1	0	1	Y	0	Manual	N	N	
Message	E-mail	Letter of Guarantee	GB	Amalgamated Mouldings Limited amalaga@finistra.com	N	Y	1	0	0	Y	0	Manual	N	N	
Message	E-mail	-> Forwarded	GB	-> AMALGA Finance Dept.	N	N	1	0	0	Y	0	Manual	N	N	

or Edit/View/Print selected document

**Resend...**    **View...**    **Forward...**    **Reprint...**

## Events Created from Incoming Electronic Messages

This chapter covers additional functionality available for events created from incoming electronic messages.

### How Trade Innovation Handles Incoming Electronic Messages

Electronic messages are incorporated into the workflow automatically. Some electronic messages create new master records. Others contain information that is relevant to master records that have already been created. Where possible, the system maps the information from a message into the appropriate fields in an event or master record automatically. Depending on how your system is configured, it may also attempt to assign a team to master records created in this way.

#### Receiving Attached Documents

Attachment document details can be included in incoming gateway messages. This can include documents, images or spreadsheets, for example. These attachments can be received as embedded documents to be placed in a document management system (DMS) automatically by the system. Alternatively attachment documents can be pre-scanned into an external document management system and the DMS and document link referenced in incoming gateway messages.

Embedded attachments are stored in the document management system as defined in the branch service mappings, allowing a different internal or external DMS to be used for different banking entities within the zone (see the *System Tailoring User Guide – Trade Innovation* and the *Global Processing Implementation Guide – Trade Innovation* for more information).

Attachments can also be uploaded within transaction events by system users through the Attachments and Attached Documents links - see chapter 15.

They may also be received as attachments in Tag 23X, in incoming MT798 gateway messages which are automatically mapped to the relevant master record.

#### Dealing with Exceptions and Problems

The Masters window and the SLA Dashboard both provide information on the number of electronic messages requiring attention. This can occur if it has not been possible to identify the correct master to relate the message to (an incorrect reference on the message, for example) or where it is not clear what type of master to create or where data is incorrect to enable mapping.

#### Masters

##### ⊖ Incoming messages

29 SWIFT messages require attention >>

Clicking >> opens either the SWIFT Inward Message browser or the Incoming Gateway Messages browser. See the *Business Operations Guide – Trade Innovation* for information on using these browsers to incorporate incoming messages into the workflow.

Your bank can set up a list of fields for an incoming SWIFT message used to create an event so that, if their content is changed during transaction processing, an error message is produced when you click the Validate link or try to save the event. (See the *System Tailoring User Guide – Trade Innovation* for details of how fields are flagged in this way.)

This enables your bank to clearly identify any data that was advised electronically and then changed by an operator.

This functionality can be used with the following message types:

- MT700 Issue of a Documentary Credit
- MT710 Advice of a Third Bank's or a Non-Bank's Documentary Credit

- MT720 Transfer of a Documentary Credit

## Acknowledgement Messages

Where the primary customer requires an acknowledgement of an outward SWIFT message, then the outward SWIFT message is flagged accordingly and processed so that, when an acknowledgement is received, it is used to create an automatic Correspondence event for the customer, containing three extra fields:

Field	Description
ISN	The ISN taken from the incoming SWIFT acknowledgement message.
Timestamp	The acknowledgement time and date, in the format: YYYYMMDDHHMM.
Error Code	If relevant, the three-character alphanumeric code from the incoming SWIFT acknowledgement. If this field is blank, this indicates that the outward SWIFT message had no errors.

The incoming acknowledgement message is matched to the relevant master/event and the ISN added to the data for that master/event.

This functionality is controlled by customer, message type and product. See the *System Tailoring User Guide – Trade Innovation* for information on defining which products and messages are to produce automatic acknowledgements and the *Static Data Maintenance User Guide – Trade Innovation* for information identifying which customers require acknowledgements.

## Working With Incoming Electronic Messages

When you open an event that has been created automatically from an incoming electronic message, the system displays an Incoming Message and Action Items pane.

© SWIFT In mapping				
Field	Description	Data	Information	Actioned
57	Pay settlement	57: ABAC US 61 3001	Payee/beneficiary cannot be determined. Check pay settlement details	N
72	Sender to Receiver Information	JREC/Cover	Check details: May require attention	N
	Event created from SWIFT 202 message	For information only	Information	Y

[View message details...](#)    [Add further items...](#)    [Action/Unaction](#)

Payment action  
 Receive party details  
 Additional receive details  
 Beneficiary  
 Pay settlement details  
 Other details

This pane lists any items that were not mapped to an event field during automatic processing.

If an event created from an incoming electronic message has unmapped data, the system will require you to indicate that each such item of data has been processed to your satisfaction before it will allow you to complete an Input step.

Each item is initially set to 'N' to indicate that it has not been actioned. Typically, actioning an item involves copying unmapped information into the correct event field. This can be done using standard cut-and-paste functionality. Unactioned items result in a warning message when you attempt to OK an Input step.

To flag an item as actioned, select it, then click **Action/Unaction**. The value in the Actioned column changes to 'Y'. (Selecting the item and clicking the button again causes the item to revert to its unactioned status.)

If the original SWIFT message includes Russian text the SWIFT Message pane includes a Transliteration field. Checking this field and clicking **Refresh** allows you to view transliterated fields showing the Latin characters used in transliteration, rather than the Russian text.

You may wish to add a new item to a SWIFT message, in order to record additional data for which there is no input field. This may be useful for internal analysis data, for example.

To add a new item click **Add Further Items**.

To view details of the actual message click **View Message Details**.

The following illustration shows the content of a SWIFT message:

**SWIFT In mapping**

Field	Description	Data	Information	Actioned
57	Pay settlement	57: ABAC US 61 XXX:	Pay now/Account cannot be determined. Check pay settlement details	N
72	Sender to Receiver Information	JRECICover	Check details. May require attention	N
	Event created from SWIFT 202 message	For information only	Information	Y

**Hide message details...** **Add further items...** **Action/Unaction**

**SWIFT message**

Formatted

```
[1] F011A91GB2L15439999999999[2] 020216521600090825UNBU[3] W00008111000010904301[3] (119 COV)[4]
[1] 20/APR/2009[1]
[1] C:PC:00001072
[1] 13C:RNC:TIME:0/015/1000
[1] 32A:09/05/08USD9999,00
[1] 32A:KAP10921545
[1] 32A:09/05/08USD9999,00
[1] 37A:ABACUS1001
[1] 38A:BOTC:US1000
[1] 72:RECICover
[1] 50F:CUSTDE1ABC BANK[1] 224567890-123456
[1] 1000 1000
[1] 1100 STREET 7
[1] 200 FRANCISFT
[1] 47D UNION BANK OF CALIFORNIA (SAN FRAN)
[1] 767 FISHERMANS WHARF BUILDING
[1] SAN FRANCISCO
[1] USA
[1] 99123212
[1] World Industries Corporation Ltd
[1] San Francisco
[1] USA
[1] 70
[1] 72:RECICover
[1] 230:USD1000,00
[1]
```

**Printer friendly...**

**Payment action**  
**Receive party details**  
**Additional receive details**  
**Beneficiary**  
**Pay settlement details**  
**Other details**

If you check the Formatted field the system displays the SWIFT message in expanded form. (The default value for the Formatted field is set using the ShowTagsOnSWIFTMessages system option.) The Printer Friendly button shows how the information will look when printed.

The following example shows the content of a corporate access/general gateway message in .xml format:

**Gateway message**

Field	Description	Data	Information	Actioned

**Hide message details...** **Add further items...** **Action/Unaction** **Show text**

**XML message text**

```
<ns3:TFATTDOC xmlns:ns3="urn:messages.service.ti.apps.tiplus2.misys.com" xmlns:ns2="urn:common.service.ti.apps.tiplus2.misys.com"
xmlns:control.services.tiplus2.misys.com><ns3:Context><ns2:Branch xsi:nil="true" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"><ns2:Customer>GM CLIENT
01</ns2:Customer><ns2:Product><ns2:Product><ns2:Event>PNC</ns2:Event></ns2:Product><ns3:Context><ns3:DocumentsReceived><ns3:DocID>05c0a03c-acf-4b34-
a14b-628622de443e</ns3:DocID><ns3:DMSID><ns3:DMSID><ns3:DocType>CUI</ns3:DocType><ns3:Description>Customs invoice</ns3:Description><ns3:ReceivedDate>2009-05-
15</ns3:ReceivedDate><ns3:ReceivedTime>08:43:02</ns3:ReceivedTime></ns3:DocumentsReceived><ns3:DocumentsReceived><ns3:PreallocatedNo xsi:nil="true"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"/></ns3:TFATTDOC>
```

**Participation deal details**

Customer	GM Client 01	Agreement date	15/05/09
<input checked="" type="checkbox"/> Manual participation		Effective date	15/05/09
<input checked="" type="checkbox"/> Restrict to named customer		Expiry date	
<input checked="" type="checkbox"/> Commitment amount available is revolving		Product type	<----> ▾
<input type="checkbox"/> Amendments update existing and new transactions			

The Context Information box shows the context data provided with the message to allow it to be routed to the correct transaction. If you check **Show Text** the system displays text details.

**Gateway message**

Field	Description	Data	Information	Actioned
Standard message text				
<pre>TFATTD0C Context Branch Customer: GM CLIENT 01 Product: PTN Event: PNC DocumentsReceiveds DocumentsReceived DocID: 05c0a03c-afc-4b34-a14b-628622de443e DMSID</pre>				

**Add further items...** **Action/Unaction** **Show XML**

**Participation deal details**

Customer	GM Client 01	Agreement date	15/05/09
<input checked="" type="checkbox"/> Manual participation		Effective date	15/05/09
<input checked="" type="checkbox"/> Restrict to named customer		Expiry date	
<input checked="" type="checkbox"/> Commitment amount available is revolving		Product type	<---->
<input type="checkbox"/> Amendments update existing and new transactions			

The Hide Message Details button closes the message display. The Add further Items button opens a window that allows you to add further information to the message.

## Adding Information to an Electronic Message

**Extra information**

Message type or key	<input type="text"/>
Message description	<input type="text"/>
Message data	<input type="text"/>
Message information	<input type="text"/>

**OK** **Cancel**

The following table explains what to enter into each of the four fields in the window displayed when you click **Add Further Items**. When you click **OK** and return to the event input window the item will be added to the list of items needing attention. Any items you enter in this way must be flagged as processed in the usual way before you can complete the event:

Field	What to Enter
Message Type or Key	A three-character identifier equivalent to the field tag.
Message Description	A description of the item, equivalent to the field description.
Message Data	Text, equivalent to the contents of the tag.
Message Information	Text, equivalent to that generated by the system to indicate why information has not been incorporated into the event.

## If the Content of an Event Changes

Your bank can set up a list of fields for an incoming SWIFT message so that, if their content is changed during transaction processing, an error message is produced when you click the Validate link or try to save the event.

The screenshot shows three tabs: 'Errors and warning messages', 'Changes to incoming message', and 'SWIFT in mapping'. The 'Changes to incoming message' tab is active, displaying a table of changes:

Description	Original data	Event data	Difference	Overridden
Applicable Rules	OTHR/	UCP LATEST VERSION	Changed	N
Expiry date	29/5/2010	14/2/2014	Changed	N

Buttons for 'View...' and 'Override' are visible. Below the table, there are links for 'View message details...', 'Add further items...', and 'Action/Unaction'.

The 'SWIFT in mapping' tab shows a table of field mappings:

Field	Description	Data	Information	Actioned
71B	Charges	ALL FOREIGN BANK CHARGES ARE FOR THE ACCOUNT OF THE BENEFICIARY	Requires attention	Y
	Event created from SWIFT 700 message	For information only	Information	Y

An error message is displayed advising you that:

One or more changes have been made to incoming message details. Any change must be accepted or manually undone

The Changes to Incoming Messages pane lists each of the fields whose value has been changed. Information is shown under the following headings:

Heading	What it Shows
Description	The name given to the field when it was configured so that an error message would be produced if its content were changed.
Original Data	The content of the field, as provided by the incoming SWIFT event that created the event.
Event Data	The content of the field as provided by you during the event.
Difference	Indicates how the contents differ, specifically whether the content has been added, deleted or changed.
Overridden	Indicates whether you have overridden the error to accept the change in the data for this particular field.

For each field either override the error message by highlighting that field and then clicking **Override**; or change the content of the field back to the value provided by the incoming SWIFT message manually. The original data can be copied and then pasted from the Original Data column in the list into the event field. If the field is too large to fit in this column, select the item, then click **View**. A window opens that shows the entire content of the field in the incoming SWIFT message.

The screenshot shows a modal window titled "View changes - Documents required". On the left, there is a "Close" button. The main area is divided into two sections: "Original >>>" and "Modified >>>". Both sections contain identical lists of six items, each preceded by a small blue checkmark icon. The lists describe shipping documents such as bills of lading, packing lists, and certificates of origin.

Section	Document Description
Original >>>	1. BENEFICIARY'S SIGNED INVOICES IN OCTUPPLICATE CERTIFYING MERCHANDISE TO BE OF CHIN ORIGIN 2. FULL SET OF CLEAN SHIPPED ON BOARD OCEAN BILL OF LADING DRAWN/OR ENDORSED TO THE ORDER OF THE CITY BANK LIMITED SHOWING FREIGHT PREPAID MARKED NOTIFY APPLICANT AND US GIVING FULL NAME AND ADDRESS. 3. A COPY OF SHIPMENT ADVICE SENT TO INSURANCE COMPANY. 4. PACKING LIST AND WEIGHT NOTE IN SIX COPIES REQUIRED 5. CERTIFICATE OF ORIGIN ISSUED BY THE CHAMBER OF COMMERCE OR ANY COMPETENT AUTHROITY, WHICH MUST ACCOMPANY THE ORIGINAL SHIPPING DOCUMENTS. 6. APPLICANT'S OF NAME , ADDRESS AND TIN NUMBER MUST BE DISTINCTLY MENTIONED/PRINTED ATLEST OVER 2 PCT. OF PACKAGES/DRUMS/BOXES BOBY OF
Modified >>>	1. BENEFICIARY'S SIGNED INVOICES IN OCTUPPLICATE CERTIFYING MERCHANDISE TO BE OF CHIN ORIGIN 2. FULL SET OF CLEAN SHIPPED ON BOARD OCEAN BILL OF LADING DRAWN/OR ENDORSED TO THE ORDER OF THE CITY BANK LIMITED SHOWING FREIGHT PREPAID MARKED NOTIFY APPLICANT AND US GIVING FULL NAME AND ADDRESS. 3. A COPY OF SHIPMENT ADVICE SENT TO INSURANCE COMPANY. 4. PACKING LIST AND WEIGHT NOTE IN SIX COPIES REQUIRED 5. CERTIFICATE OF ORIGIN ISSUED BY THE CHAMBER OF COMMERCE OR ANY COMPETENT AUTHROITY, WHICH MUST ACCOMPANY THE ORIGINAL SHIPPING DOCUMENTS. 6. APPLICANT'S OF NAME , ADDRESS AND TIN NUMBER MUST BE DISTINCTLY MENTIONED/PRINTED ATLEST OVER 2 PCT. OF PACKAGES/DRUMS/BOXES BOBY OF

When you have actioned each of the fields in the list the error message will no longer be generated when you validate or save your input.

If you override changes, the Changes to Incoming Messages pane is subsequently displayed in Review and Authorisation steps.

## Tracers

This chapter explains how to define tracers and tracer schedules.

### Tracers in Trade Innovation

The system allows your bank to set up one or more tracers for each product. These tracers are sent either once or periodically according to schedules specifying the addressee, the maximum number of tracers to be sent, the method of transmission, the interval at which the tracer is to be sent, and the conditions that must be met for the tracer to be generated.

Tracers can be specified as pertaining to the master record, to specific events, to collection drafts, or to individual payments. Your bank can also specify optional tracers, which will be used only if you select them. Your bank can set up tracer schedules for the customer, branch or country (or any combination of these factors).

Tracers are created as diary actions, which are scheduled automatically once an Input step for an event has been completed and released. The Diary pane shows when each tracer generated for a particular master record is next due to be sent.

When the tracer is due to be sent, overnight processing uses the diary action to create a Tracer event. Depending on how that tracer is configured, the Tracer event may be sent automatically, or may require review and/or authorisation before it can be sent. The procedure for review and authorisation is the same as for other events.

As overnight processing creates a Tracer event in this way, it also checks the tracer schedule and generates a diary event for the next Tracer event, if one is required. Once the maximum number of tracers has been reached, or once the condition that is being traced for has been met, a tracer is automatically suppressed (although you can subsequently reactivate it). You can also suppress a tracer manually, if required.

The system allows you to display and amend some of the details of a tracer for a particular transaction, including the transmission method used, the interval at which it is to be repeated and the maximum number of times the tracer is to be sent.

Tracers may be sent using the following SWIFT message types:

- MT420 Tracer
- MT499 Free Format Message (for collection orders)
- MT799 Free Format Message
- MT999 Free Format Message

Depending on how your bank has configured the system, you may also be able to print tracers as Word documents for transmission by mail to other parties to the transaction.

Tracers may be defined as telephone tracers.

### Incoming Tracers

Your bank will receive incoming tracers as a general correspondence event - see Chapter 11.

### Viewing and Amending Details Used to Generate Tracers

The Diary pane in the Master Summary window allows you to view details of the tracers associated with a transaction.

**Diary items**

Type	Date	Event ID	Cross Ref	Description	Owner	Status
** Unactioned **						
Tracer	29/04/09	CPayment		Tracer Trace payment on outward documentary collection - Draft 50,000.00 EUR	SUPERVISOR	waiting

Sort soonest to latest

[Add Diary...](#)    [Update...](#)    [Delete...](#)    [View...](#)  
[Add Tracer...](#)    [Stop/Restart Tracer](#)    [Stop All Tracers](#)    [Restart All Tracers](#)

It lists information for each tracer specified for the transaction. You can:

- Select a tracer and amend the details used to govern how and when it is generated (see page 211)
- Add an optional tracer from those set up for the product (see page 212)
- Suppress (and subsequently reactivate) a tracer (see page 212)
- Delete a tracer (see page 213)

## Amending Tracer Details

You can display and amend details of a tracer by selecting it and then clicking **Update**. The system displays a subset of the information used to define the tracer.

**Tracer details**

<b>Id</b>	CPayment	<b>Trigger date</b>	Issue Date
Their identifier		Number sent	0
<b>Status</b>	waiting	Last sent	

**Tracer Parameters**

<b>Description</b>	Tracer Trace payment on outward documentary	<b>Date</b>	29/04/09
<b>Narrative</b>		<b>Frequency</b>	7 Days
		<b>Maximum number</b>	70
		<b>Transfer by</b>	SWIFT

**Manual overrides**

<input type="checkbox"/> Transfer by	<input type="checkbox"/> Start date	<input type="checkbox"/> Repeat period	<input type="checkbox"/> Max number
--------------------------------------	-------------------------------------	--	-------------------------------------

**Assignment**

<b>Assigned User ?</b>	SUPERVISOR	<b>Assigned Team ?</b>	
------------------------	------------	------------------------	--

[OK](#)    [Cancel](#)

The Tracer Details pane shows:

- The tracer ID and description
- Its trigger date and status
- The number of times the tracer has been sent
- The date the tracer was last sent
- For tracers relating to collection order drafts, the draft's identifier, if it has one
- For tracers relating to part payments, the payment event reference

You can change the method of transfer, the start date, the repeat period and the maximum number of times the tracer is to be sent. The system checks the appropriate box in the Manual Overrides pane if you change the value in any of the fields in this window. This is to prevent the system from changing that value when it next generates the tracer, either during an Input step or when you save input. You can remove an override by clicking on the appropriate box once so that it is blank.

The Assigned User and Assigned Team fields show, respectively, the user and the team to which the tracer event is assigned. You can change these values.

If you make any changes, the new tracer details come into use the next time overnight processing is carried out.

## Adding an Optional Tracer

To add a new tracer for the event in which you are currently working, click **Add Tracer** in the Diary pane. The system displays a list of optional tracer set up for that event.

Optional tracers	
Id	Description
CAcknowlge	Trace acknowledgement of receipt of documentary collection
<b>Add</b>	

Select the tracer you want to add from the list, then click **Add**.

## Suppressing and Reactivating Tracers

You can suppress an active tracer by selecting it and pressing **Stop/Restart Tracer** in the Diary pane. To suppress all active tracers, click **Stop All Tracers**. Any tracers stopped in this way are suppressed with immediate effect.

You can subsequently reactivate a tracer by selecting it in the Tracer window and clicking **Stop/Restart Tracer**. (The Restart All Tracers button restarts all non-active tracers). The reactivation comes into immediate effect. If a tracer has a maximum number associated with it that has been reached, you must edit the tracer's details to provide a new maximum figure.

## Deleting a Tracer

To delete a tracer, select it in the list displayed in the Diary pane, then click **Delete**.

## Manually Completing a Tracer Event

Depending on how a tracer was configured when it was set up, it may be sent automatically, or the Tracer event may require manual intervention, such as authorisation, before it can complete and the tracer be sent. In this case, during overnight processing, the system creates the event at the appropriate step and places it in the Work in Progress pane in the Master Summary window.

Work in progress									
Reference	Name	Amount	Status	Step	Started	Extra information	Cross reference	Last user	Priority
TRC001	CPayment	50,000.00 EUR	Awaiting	Input	29/04/09			SUPERVISOR	-

[Continue...](#)    
 [View...](#)    
 [Abort](#)    
 [Step history...](#)

When completing a Tracer event manually, the same window is used for the Log, Input, Review and Authorise steps.

Tracer type	Trace payment on documentary collection
Repeat period	7 Days
Number sent	0
Applies to	
Amount	50,000.00 EUR
Trace by	<input style="width: 150px; height: 25px;" type="button" value="SWIFT"/>
Sender to receiver info	<a href="#">&gt;&gt;&gt;</a>

The following table explains what the window shows:

Heading	What it Shows
Tracer Type	The tracer description.
Repeat Period	For repeating tracers, the frequency with which the tracer is sent.
Number Sent	The number of times the tracer has been sent, up to but not including this one.
Applies To	One of the following, indicating the level at which the tracer is attached to the transaction:  The master reference, if attached at master level. The event reference, if attached at event level. The payment event reference or draft identifier, if attached at payment or draft level.
Amount	This depends on the level the tracer is attached to the transaction: <ul style="list-style-type: none"> <li>• If at master level, this is the amount available</li> <li>• If at event level, this is the event amount</li> <li>• If at payment level, this is the part payment amount</li> <li>• If at collection order draft level, this is the draft amount outstanding</li> </ul>
Trace By	The transfer method to be used to transmit the tracer.
Response to Sender	Any text message sent with the tracer.

# Commercial and Financial Documents

This chapter describes the facilities within for recording details of the commercial and financial documents required against transactions.

## Commercial and Financial Documents

The system allows commercial and financial documents to be associated with a transaction as attachments. For documentary collection orders, for example, the attachments will be the documents forwarded to the drawee; and for letters of credit and guarantees these are the documents presented with a claim. For this purpose, the system maintains a list of the standard financial and commercial documents from which you can select.

Electronic copies of supporting documents (including scanned images, if your system supports scanning) are held in the relevant document management system.

The fields and buttons used to define the documents associated with a transaction are shown in the Attached Documents pane and in the Documents/Notes pane.

▼ Attached documents							
Code	Document face reference	Description	1st mail	2nd mail	Total	Date and time	Attached
BOL	Bill ref 001	Bill of lading	1		1	19/02/13 16:42:37	Y
PKL		Packing list	One		One		N
<a href="#">Add...</a>		<a href="#">Update...</a>		<a href="#">View...</a>		<a href="#">Delete...</a>	
<a href="#">New type...</a>							

The buttons in this pane allow you to identify the documents required by or received against a transaction; and to subsequently view, amend or delete those documents.

The pane lists all the documents presented, and allows mailing details to be included using the Mail 1 and Mail 2 columns. If a scanned image, document or spreadsheet is held for a document the Attached column shows a Y.

## Specifying Commercial and Financial Documents

The commercial and financial documents required by or received against a transaction are specified using the Attached Documents pane, the Documents/Notes pane, or the window opened when you click the Attachments link or the Attached Documents link.

**Note:** Trade Innovation can be configured to use an external Document Management System (DMS) to store documents and images. It can also be configured to store them within the Trade Innovation database. This is known as an *Internal DMS*.

▼ Attached documents							
<input type="checkbox"/> Show all revisions							
Code	Document face reference	Description	1st mail	2nd mail	Total	Date and time	Attached
BOL	Bill ref 001	Bill of lading	1		1	19/02/13 16:42:37	Y
PKL		Packing list	One		One		N
<a href="#">Add...</a>		<a href="#">Update...</a>		<a href="#">View...</a>		<a href="#">Delete...</a>	
<a href="#">New type...</a>		<a href="#">Replace...</a>					

This window can be used to specify one or more documents by clicking **Add**.

For instructions on using this window to link shipping guarantees to import letters of credit and inward documentary collection orders see the *Shipping Guarantees User Guide – Trade Innovation*.

The New Type button allows you to add new document types (see page 221), should the one(s) you want not be recorded in the system.

The Replace button is present only if the AllowReplaceAttachedDocs system option has been set to activate it and the functionality it controls (see page 219).

The Attached Documents window can be used to specify one or more documents by clicking the Add or Update button, which brings you to the following screen:

**Document details**

Document	<input type="text" value="&lt;----&gt;"/>	Document face reference	<input type="text"/>
Description	<input type="text"/>	<input checked="" type="checkbox"/> Bank document	<input type="text"/>
1st Mail	<input type="text"/>	2nd Mail	<input type="text"/>
Total	<input type="text"/>		

**Attachment details**

DMS ID	<input type="text" value="Internal"/>
Attachment ID	<input type="text"/>
Attach	<input type="button" value="Upload..."/>

**Action Buttons:** Add, Ok, Cancel

Documents may be of two types - actual commercial documents, required to support a claim for payment or general items, such as covering letters. (Only the former are included in the schedules of documents received generated by the system for customers.)

Use the Document field to select the type of document from those set up on your system. Indicate the number of documents to be sent or received in the first and second mailings in the 1st Mail and 2nd Mail fields respectively, and use the Total field to indicate the total number required. These fields are free-format so you can enter text as well as numbers.

The Bank document field indicates whether the document is internal to the bank or not.

The Document face reference is the reference specified on the document itself, for example invoice number, bill of lading number.

If your bank has implemented the facilities to attach scanned images of the documents to the transaction, these are also accessed from within this window using the Upload button.

Once uploaded, the document can be accessed from the DMS by clicking View against the Attachment ID.

**Document details**

Document	<input type="text" value="Bill of exchange"/>	Document face reference	<input type="text" value="Bill ref 001"/>
Description	<input type="text" value="Bill of exchange"/>	<input checked="" type="checkbox"/> Bank document	<input type="text"/>
1st Mail	<input type="text" value="1"/>	2nd Mail	<input type="text"/>
Total	<input type="text" value="1"/>		

**Attachment details**

DMS ID	<input type="text" value="Internal"/>
Attachment ID	<input type="text" value="b7f0a7001a94ba2f:110e5f8f:15061816f01:-66d4"/>
	<input type="button" value="View"/>
	<input type="button" value="Remove"/>

**Action Buttons:** Add, Ok, Cancel

If your system has been configured to use external document management systems, you can also use the Search button in this window to search for and attach available documents to a transaction that already exists in any external document management system defined in the zone.

▼ Document details

Document	Bill of exchange	Document face reference	Bill ref 001
Description	Bill of exchange	<input type="checkbox"/> Bank document	
1st Mail	1	2nd Mail	
Total	1		

▼ Attachment details

DMS ID	ExternalDMS1
Attachment ID	
Attach	<input type="button" value="Upload..."/> <input type="button" value="Search"/>

## Attaching Documents and Images

The Upload button can be used to upload an item, such as a spreadsheet, to the document management system from a local or network drive.

Where documents are stored in an external document management system, Trade Innovation is able to pass transaction metadata to the external DMS when uploading a new document. This includes information such as master and event reference, their reference, branch and customer. Where the external DMS manages this metadata against the documents stored, Trade Innovation can search the external DMS for available (unattached) documents to attach to the transaction.

To attach a document that already exists in an external document management system, click the 'Search' button.

▼ DMS document browser

Behalf of branch <input type="text" value="KBSL"/>	DMS ID	<input type="text" value="ExternalDMS1"/>
Product <input type="text" value="Import Letter of Credit"/>	Event	<input type="text" value="Issue"/>
Customer <input type="text" value="ATLANT"/>	Event ID	<input type="text" value="%"/>
Our reference <input type="text" value="%"/>	Their reference	<input type="text"/>
Responsible team <input type="text" value="ATEAM"/>	Batch ID	<input type="text" value="%"/>
Document type <input type="text" value="&lt;----&gt;"/>	Document face reference	<input type="text" value="%"/>
Document description <input type="text" value="%"/>	<input type="checkbox"/> Bank document	

**Refresh**

Document ID	Branch	Product	Event	Customer/Swift Address	Their reference	Document type	Document face reference	Document Description
UDIDIJKE8R8Lj0e-OmmED0uQGQEAAAABAAAA0	KBSL	ILC	ISI	ATLANT	ddytest20151007t4	PKL	Document group 1	Packing list
UDIDWUH1IGy7E2PrmYsxSpejgEAAAABAAAA0	KBSL	ILC	ISI	ATLANT	ddytest20151007t4	BOE	Face1	Bill exchange
UDIDo8INn88iE0O_6zvP8yXAyQEAAAABAAAA0	KBSL	ILC	ISI	ATLANT	ddytest20151007t4	BOE	BOE1007ref3	Bill of exchange

The user can filter on the external DMS metadata to find the document required to attach to the transaction.

Click the Attachments link or the Attached Documents link.

**Note:** Only DMS documents internally flagged as un-attached to transactions are available to the search function to attach to the current transaction.

Once selected the document is available to view or manage as uploaded documents.

▼ Document details

Document <input type="text" value="Bill of exchange"/>	Document face reference <input type="text" value="Bill ref 001"/>
Description <input type="text" value="Bill of exchange"/>	<input type="checkbox"/> Bank document
1st Mail <input type="text" value="1"/>	2nd Mail <input type="text"/>
Total <input type="text" value="1"/>	

▼ Attachment details

DMS ID <input type="text" value="ExternalDMS1"/>	
Attachment ID <input type="text" value="UDIDo8INn88iE0O_6zvP8yXAyQEAAAABAAAA0"/>	<input type="button" value="View"/>
<input type="button" value="Remove"/>	

When you have completed the definition, click **Ok**. A new entry is created in the list at the bottom of the window.

Repeat this process for each type of document in turn.

## Deleting an Item

You can remove an item from the list by selecting it and clicking **Delete**.

If the item is held within the internal document management system you will be prompted to confirm the deletion; and once you do so, the item will be removed from the transaction. It will remain in the DMS, flagged for deletion in the End of Day housekeeping processing cycle.

If it is held on an external document management system, the document will be removed from the transaction, but still retained within the external document management system.

Where documents are incorrectly linked, the metadata previously supplied by Trade Innovation to the DMS for the document allows documents that have been deleted/unattached from one transaction to be searched for using the available filter metadata. They can then be attached in another transaction.

## Amending an Item

To amend an item, select it and click **Select**. Details of the item are displayed in the Document Details pane, where you can amend them.

To attach a document that already exists in a different external document management system to a transaction, select the DMS from the **DMS ID** dropdown list.

## Handling Replacement Documents

Once you have entered details of a commercial or financial document against an event, it is listed in the Attached Documents window.

**Attached documents**

								<input checked="" type="checkbox"/> Show all revisions
Code	Document face reference	Description	1st mail	2nd mail	Total	Date and time	Attached	
BOL	Bill ref 001	Bill of lading	1		1	08/11/12 10:37:58	Y	

[Add...](#)    [Update...](#)    [View...](#)    [Delete...](#)  
[New type...](#)    [Replace...](#)

You can view details of the underlying document by selecting the document type, then using either the Update button or the View button to view details of the document type settings.

**Document details**

Document	<input type="button" value="Bill of lading"/>	Document face reference	<input type="text" value="Bill ref 001"/>
Description	<input type="text" value="Bill of lading"/>	<input type="checkbox"/> Bank document	
1st Mail	<input type="text" value="1"/>	2nd Mail	
Total	<input type="text" value="1"/>		

**Attachment details**

DMS ID	<input type="text" value="ExternalIDMS1"/>
Attachment Id	<input type="text" value="b7f0a7001a94ba2f:23a9911c:1497f45f6d0:-46a2"/>

[View](#)

[Close](#)

The View Attached Documents link opens the underlying document.

The system includes functionality that allows you to record more than one version of a particular document against an event. This is to cover cases where the initial document is found to include errors or is superseded for other reasons. It allows you to retain a full history of the documents recorded against the event.

(This functionality is activated using the AllowReplaceAttachedDocs system option.)

To record a replacement document, select the original document, then click **Replace**.

**Document details**

Document	Bill of lading	Document face reference	Bill ref 001
Description	Bill of lading	<input type="checkbox"/> Bank document	
1st Mail	1	2nd Mail	
Total	1		

**Attachment details**

DMS ID	ExternalDMS1	
Attachment Id	b7f0a7001a94ba2f23a9911c:1497f45f6d0:-106b	<a href="#">View</a>
<a href="#">Remove</a>		

[Ok](#)      [Cancel](#)

In the window that appears remove the existing document, upload the new document and amend the mailing details, if required. Click **OK** to save the new information.

When you close this window, the new document is listed above the original one.

**Attached documents**

Show all revisions

Code	Document face reference	Description	1st mail	2nd mail	Total	Date and time	Attached
BOL	Bill ref 001	Bill of lading	1		1	08/11/12 11:43:32	Y
BOL (2)	Bill ref 001	Bill of lading	1		1	08/11/12 11:43:04	Y

[Add...](#)      [Update...](#)      [View...](#)      [Delete...](#)  
[New type...](#)      [Replace...](#)

You can now access each of the documents separately to view their content. The window includes a URL link that allows you to open and view the document.

**Attachment details**

DMS ID	Internal	
Attachment Id	b7f0a7001a94ba2f23a9911c:1497f45f6d0:-ae5	<a href="#">View</a>

[Close](#)

When you click **Close** you are returned to the main window used to specify the commercial and financial documents.

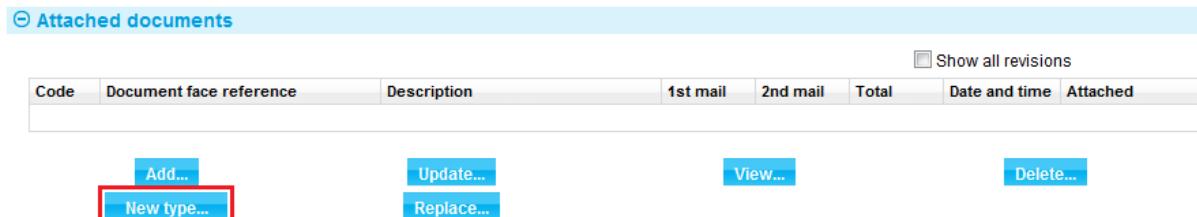
## Adding a New Document Type

If the document type you want to record against a transaction is not included in the list set up on your system, you have two options:

- You can add it to the list so that it is permanently available to all events for this transaction, and also to all other transactions
- You can create a new document type for this event alone (see page 222)

### Creating a New, Permanent Document Type

To create a new, permanent document type that will be available to all other events and transactions, in the Attached Documents window click **New Type**.



The buttons in this window allow you to create, amend and delete items in the usual way, and to move the position of items within the list.

Attached document type - filters		Document type	All	Refresh
Code	%			
Description	%			
Type	Code	Description		
Documents	BOE	Bill of exchange		
Documents	COI	Commercial invoice		
Documents	CUI	Customs invoice		
Documents	PKL	Packing list		
Documents	CSI	Consular invoice		
Documents	COO	Certificate of origin		
Documents	INS	Insurance certificate/policy		
Documents	BOL	Bill of lading		
Documents	PPR	Parcel post receipts		
Documents	AWB	Air waybill		
Documents	RBL	Rail bill of lading		
Documents	CTD	Combined transport document		
Documents	GEN	General document		

Move up                          Move down

New...                          Update...                          Delete...                          View...

Copy...

To create a new document type click **New**.

The screenshot shows a form with fields: Code (input field), Document type (dropdown menu set to 'Documents'), and Description (input field). Below the form are four buttons: Add, OK, Cancel, and Clear. A red box highlights the 'Add' button.

In the window that appears use the Code Key field to enter a unique alphanumeric code for the document type, then enter a description of the document type into the Description field. The Document Type field is used to define whether the document type is a commercial document (Documents) or a general item (General).

## Creating a Document Type for the Current Transaction Only

To create a document type for the current transaction only, navigate to the Attached Documents window, then click Add (or Update) to reach the window shown below:

**Document details**

Document	<input type="text" value="&lt;----&gt;"/>	Document face reference	<input type="text"/>
Description	<input type="text" value="Letter of indemnity"/>	<input checked="" type="checkbox"/> Bank document	<input type="text"/>
1st Mail	<input type="text"/>	2nd Mail	<input type="text"/>
Total	<input type="text"/>		

**Attachment details**

DMS ID	<input type="text" value="ExternalDMS1"/>
Attachment Id	<input type="text"/>
Attach	<input type="button" value="Upload..."/> <input type="button" value="Search"/>

---

**Add**      **OK**      **Cancel**

Enter a description of the new document type into the Description field. This can be done in one of two ways:

- Simply type in the description, as shown above
- Use the Document field to select an existing document type whose description closely matches that you want to use. Then amend that description

Use the remaining fields in this window in the usual way (see page 215).

When you close this window, the new document type is listed in the main Attached Documents window without a document type code.

**Attached documents**

Show all revisions

Code	Document face reference	Description	1st mail	2nd mail	Total	Date and time	Attached
---		Letter of indemnity					N

**Add...**      **Update...**      **View...**      **Delete...**

**New type...**      **Replace...**

## Customer and Party Details

This chapter explains how to retrieve and manage customer and party details, including addresses, special instructions and notes against parties.

### Customer and Party Details

The fields used to enter details of your bank's customers and other parties to a transaction are illustrated below:

▼ Party details

Applicant 	
---	--

When browsing on Customer details, Customer SSI and Accounts, it is necessary to know the source of the data that is to be searched. The required customer source banking business can be derived from the behalf of branch and this is used to determine the service to use to retrieve the customer details.

You can also use the button (see page 224) to open the customer browser and retrieve the customer's details from the database.

The button (see page 225) opens a window that displays additional information about the party.

If your bank runs Trade Innovation integrated with a back office system, then it references details of your bank's customers from two places –from the back office service database, and from the local system database. When you enter a customer identifier or browse to find customer details, the system first checks the local system database, to see if the party's details have been updated there during the current working day. If so, it takes the details from this database. If not, it requests details from the back office service, and updates the local system database with the returned details, and flags that party's details as having been updated that day (so that future searches for that party use the local system database rather than the back office service, thus saving on time). A reload function is however available from the customer browser to refresh details on an adhoc basis.

If the event is subsequently pended so that it not saved in the same working day, then party details are updated when the event is next opened. If an event is saved but then opened for review or authorisation during another working day, then a warning is displayed when the event is opened, advising that party details may be out of date. Rejecting the event, so that it returns to an Input step, results in the party details being updated.

### Parties Not Held on Your Bank's Database

If one of the parties to a transaction is not previously known to your bank, their details will not be on the database used by the system and cannot be found using the customer browser. If this is the case, you can type their name and address into the text field provided. The system will use the party's name and address for generating documents, but will use the Sundry Customer defined by your bank's system administrators to open accounts and generate postings.

Beneficiary 

THE CHICAGO CHEMICAL COMPANY  
CHICAGO  
ILLINOIS  
USA

Alternatively, if the party is a bank that is not on your customer database but you know the SWIFT address, you can type in the SWIFT address and the system will put this on any SWIFT message.

In either case, you can use the Party window to enter any further information about the party, such as telephone number, language or transfer method.

If your bank runs Trade Innovation integrated with a back office system, the details of any new party you enter will be held as party details against the master only, no details are passed to the back office database.

If the System option StructuredNameAndAddressAllowed is enabled, then the address field will be read-only (refer to the Displaying additional information section).

Beneficiary 

THE CHICAGO CHEMICAL COMPANY  
CHICAGO  
ILLINOIS US

## Browsing for Customer Details

The  button next to customer fields opens the customer browser.

### **CUSTOMER SELECTION**

#### **▼ Customer - filters**

Source banking business

Misys Bank Worldwide.

 Correspondent Bank Customer/Corporate

Full name

%  
%

Mnemonic

Location

%

Number

Group 

%

Country Account officer 

Main / local customers

Find by account number 

Main bank customers

Refresh

#### **▼ SWIFT ADDRESS - FILTERS**

Business party prefix

%  
%

ISO Country code

%

Business party suffix

%  
%

Branch code

%

Bank name

%  
%

Branch name

%

City

%

Refresh

▼ Results								
Mnemonic	Full name	Location	Number	Group	Country of residence	Account officer	Blocked	
ARCTIC OIL	Arctic Oil Extraction	Baffin Island	123190	NSOCA	CA		N	
ARVIN	Arvin Agricultural Inc	Arizona	123959		US		N	
ATLANT	Atlantic Industrial (London)	London	000001		GB		N	
ATLANT DU	Atlantic Industrial (Dubai)	Dubai	123609		BH	TF	N	
ATLANT GEN	Atlantic General Plc (London)	London	123174		GB	TF	N	
ATLANT IND	Atlantic Industrial Plc (London)	London	123467		GB		N	
ATLANT JS	Atlantic Industrial (Jersey)	Jersey (Offshore)	123561		GB	TF	N	
ATLANT PS	Atlantic Industrial (Paris)	Paris, France	123633		FR		N	

Select the source of the customer details from the Source banking business drop-down list. Depending on how your system is configured you may see just a single entry or a number of entries to select from. You must specify a source banking business before any searching can be done.

Enter any criteria required into the filter fields and click **Refresh**. The system then displays a list of customers for the selected source.

The Main/local customers drop down enables you to only show customers stored locally in your system (Local customers) or to only show customers that are registered by your bank and are retrieved from an external source (Main bank customers).

If Main Bank Customers is selected as the filter then you can select an individual item and use the Reload button to request the most up-to-date data from the source service.

In the list that is displayed select a party, then click **OK** to return to the input window. The selected party's details are inserted into the field from which you called the browser.

## Displaying Additional Information

The  button next to each party field is used to open a window that displays additional information about the party.

▼ Party details

Applicant 	Beneficiary 
	
Advising bank 	Country  Beneficiary's account
	 Instructions to advising bank 
	

Next

▼ Currencies

Principal 	Interest 
Charge 	
GBP	

▼ Notes

Notes 1 	Notes 2 
	

▼ Special instructions

Severity	Business area	Type	Details	Local
 Information	Party		001 Check settlement instructions are correct when paying GBP	
 New...	 Update...		 Delete...	 View...
Add local party		OK	Cancel	

You can modify these details, if necessary. For example, you can specify the preferred currencies for settling principal, interest and charges. However, you can modify the SWIFT address only if you have the security capability to do so. Modifications will only have effect for the current master record. If you use the same party in a later transaction, the unamended data will be used. To make permanent changes you must update the customer record using the static data maintenance application (for local customers) or via the source service for the customer details.

You can use the Add local party button to add the party to the database as a new 'local customer'.

The following table explains what each of the fields in this window holds:

Field	What it Holds	
Selector Type	Indicates whether the value in the next field is a unique customer identifier or a SWIFT BIC identifier.	
Customer/SWIFT BIC	The party's unique identifier or SWIFT BIC identifier. The source banking business is shown in brackets after the name.	
Customer Type	Used to categorise the party. Select from:	
	Customer/Corporate	if the party is a corporation or private individual
	Correspondent	if the party is a bank that you may use as a correspondent bank
	Bank	if the party is a bank
Salutation	<p>The text to appear at the beginning of correspondence sent to the address defined below. Depending on how document templates to be used for correspondence sent to this address have been set up, you can enter just a salutation, for example 'Dear Sir'; a salutation, such as 'Dear', followed by a name; or, if the salutation has been included in the document template, just a name.</p> <p>See the <i>System Tailoring User Guide – Trade Innovation</i> for more information on document templates.</p>	
Reference	A customer reference. This field can be used to hold, for example, the customer's registration number, social security number or any other such identifier external to the system.	
Address	<p>The customer's prime address, up to five lines. This is the customer's main address, used for mailing purposes. Click on  to update the Structured Name and Address.</p> <p>During transaction processing, the first line of the address entered here is used on drop-down lists and input windows to identify the party.</p>	
SWIFT Compatible Address	<p>If the party's prime postal address is not to be given as their address in SWIFT messages use this field to enter an address valid for use by SWIFT. This can be up to four lines and must include only characters that are valid for use via SWIFT.</p> <p>A SWIFT-compatible address is essential, for example, if the prime address includes characters that are invalid for use with SWIFT, such as accented characters like 'ñ' and 'í'. During transaction processing when the system is constructing SWIFT messages, it automatically uses the customer's SWIFT-compatible address, if one exists.</p>	
ZIP	The post code or ZIP code.	
Telephone	The party's telephone number at this address. This is a free format field.	
FAX	The party's fax number at this address. This is a free format field.	
Telex	The party's telex number at this address. This is a free format field.	
Answerback	The party's answerback number at this address. This is a free format field.	
BIC	Provided the option MatchPartialSWIFTBIC is not set on, you can use this field to add a SWIFT BIC address, if the party identified in the main window has no SWIFT BIC address, or to select a different SWIFT BIC address. If the party	

Field	What it Holds
	identified in the main window has no SWIFT BIC address, then the customer ID entered there is retained. If the party identified in the main window does have a SWIFT BIC address and you change it, the system produces a prompt that gives you the option of keeping the customer ID already entered in the main window, or of changing it to the customer ID associated with the SWIFT BIC address entered here. If the SWIFT BIC entered here is not found on the database, the system produces a prompt that gives you the option of keeping the customer ID already entered in the main window, or of clearing all party details.
Transfer Method	The transfer method to be used for correspondence with this address.
Country	The party's parent country.
Language	If the party requires documents sent to them in a language other than English, enter the code of the language to be used.
Email Address	The party's email address.
Principal	The exchange rate to be used when converting principal amounts to another currency for this party.
Charge	The exchange rate to be used when converting charge amounts to another currency for this party.
Interest	The exchange rate to be used when converting interest amounts to another currency for this party.
Notes 1/Notes 2	Any additional information related specifically to the party in the event. This can be included in documents sent to this party.
Special Instructions	<p>This pane displays any special instructions set up for the party, showing:</p> <ul style="list-style-type: none"> <li>• Their severity (Warning, Error or Information)</li> <li>• Their business area</li> <li>• Their note type</li> <li>• Their code</li> <li>• The text of the instruction</li> </ul> <p>If your bank runs Trade Innovation integrated with a back office system, whether they are held on the local database (Y) or the back office database (N).</p>
	The New button in this window allows you to enter a new special instruction for a customer or party - see the next section for instructions.
This window has the following buttons, which allow you to access or enter additional information for the party:	
Add Local Address	<p>This button allows you to enter a new address for a main bank customer, to be held locally.</p> <p>When you click this button the system displays the windows used to enter full details of a customer, carrying forward any details you have entered here.</p> <p>See the <i>Static Data Maintenance User Guide - Trade Innovation</i> for instructions on using these windows.</p>
Host - Customised Data	Allows you to see any additional customised data your bank has set up for a customer.
Add Local Party	Use this button to save the details of a new party on the local database.
Additional Addresses	Allows you to view and enter additional addresses for the customer. See the <i>System Tailoring User Guide - Trade Innovation</i> for instructions.

When the StructuredNameandAddressAllowed system option is enabled, the Address field is display only.

**Party details**

Selector type	Customer	Customer type	Customer/Corporate
Customer/SWIFT BIC	<input type="button" value="Refresh details"/>		

**Address details**

Legal Entity Identifier	Reference
Salutation	SWIFT Compatible address
Address <input checked="" type="checkbox"/>	
Zip	SWIFT BIC <input type="button" value=""/>
Telephone	Transfer method <input type="button" value=""/>
Fax	Country <input type="button" value=""/>
Telex	Language <input type="button" value=""/>
Answerback	Locale <input type="button" value=""/>
E-mail address	

Click the icon to display the Structured Name and Address screen.

**Structured name and address details**

Country <input type="button" value=""/>	
Name	
Department	
Sub Department	
Street Name	
Building Number	
Building Name	
Floor	
Post Box	
Room	
Post Code	
Town Name	
Town Location Name	
District Name	
Country Sub Division	
Preview <input checked="" type="checkbox"/>	

**Buttons:** OK, Cancel, Clear

This new screen is used to add/update the Structured Name and Address details during the event's input step.

**Party details**

Selector type	Customer	Customer type	Customer/Corporate
Customer/SWIFT BIC (MBWW) <input type="button" value=""/>	ABC	<input type="button" value="Refresh details"/>	<input type="button" value="Other..."/>

**Address details**

Legal Entity Identifier	Reference
Salutation	SWIFT Compatible address
Address <input checked="" type="checkbox"/>	ABC INDUSTRIES LTD SLOUGH ESTATES BATH ROAD SLOUGH GB
Zip	SWIFT BIC <input type="button" value=""/>
Telephone	Transfer method <input type="button" value=""/>
Fax	Country <input type="button" value=""/>
Telex	Language <input type="button" value=""/>
Answerback	Locale <input type="button" value=""/>
E-mail address	customer@mysis.com

**Buttons:** Additional addresses

**Currencies**

Principal <input type="text"/>	Interest <input type="text"/>
Charge <input type="text"/>	GBP

**Notes**

Notes 1 <input type="text"/>	Notes 2 <input type="text"/>
------------------------------	------------------------------

**Special instructions**

Severity	Business area	Type	Details	Local
Information	Party		001 Check settlement instructions are correct when paying GBP	Y

**Buttons:** New... Update... Delete... View... Add local party OK Cancel

After updating and saving the Structured Name and Address, the formatted address is displayed in read-only mode in the Party details and Address details panes.

## Special Instructions

The system permits your bank to enter any special instructions against a customer. Special instructions can be entered using the static data maintenance application and during transaction processing.

If one or more parties to a transaction have special instructions set up for them, the Master Summary window for that transaction has a Special Instructions button in the New Event pane, and events for that transaction have a Special Instructions and Notes|Special Instructions link.

Using the button or the link opens a window that lists the special instructions for all parties to the transaction.

**Special instructions**

Filter by party	<-->	
Severity	Party	Details
		Update... Delete... View...
Enter special instructions for... <input type="text"/> New		

You can view add, amend or delete special instructions for a specific party by clicking **New**.

**Special instructions**

Business area	<-->
Severity	Warning
Note type	Diary
Code	0001
Details	GBP settlement instructions require review 1/6/2015

**Buttons:** OK Cancel

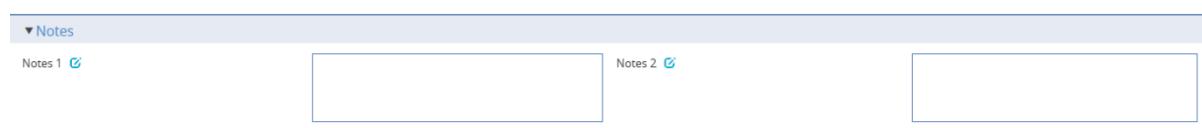
Special instructions are held against the party, not the transaction, so they will appear for all transactions in which the party is involved. If your bank runs Trade Innovation integrated with a back office system, any additional special instructions you enter are held on the local database, and are available only locally.

The following table explains what to enter into the fields in this window:

Field	What to Enter
Business Area	The business area to which the special instructions pertain.
Severity	The severity of the special instructions: <ul style="list-style-type: none"> <li>• Error</li> <li>• Warning</li> <li>• Information</li> </ul>
Note Type	Select the category to which the special instructions are to belong. By default, this is set to 'Customer'.
Code	If your bank runs Trade Innovation integrated with a back office system, then the note may have a related customer information number. If so, enter it here.
Details	The actual special instructions.
Style	Displayed only for special instructions with a severity level of 'Information'. Select the style to be used to display the special instructions. If a style has been set up for the note type that is used as the default style. The style selected here determines the text and background colours used to display the special instructions.

## Notes Held against Parties

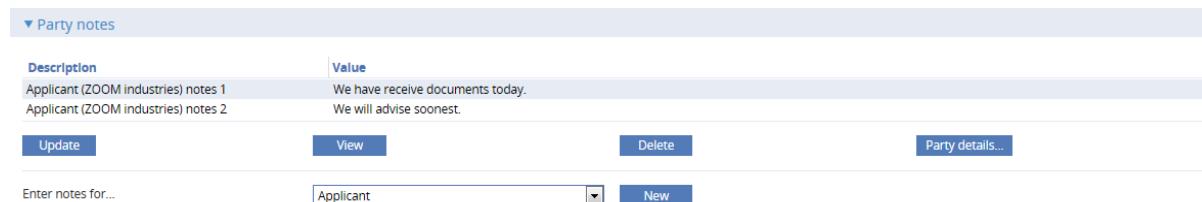
The  button next to fields used to identify customers opens a window that displays additional information about the party. This window allows you to enter additional information about the party within the event, which can be used for inclusion in documents sent to that party. This information is held in two fields, called Notes 1 and Notes 2.



The screenshot shows a user interface for managing notes. At the top, there is a header labeled "▼ Notes". Below this, there are two large, empty rectangular input fields side-by-side. Each field has a small blue info icon in its top right corner. The left field is labeled "Notes 1" and the right field is labeled "Notes 2".

The Special Instructions and Notes|Party Notes link allows you to view the contents of these fields and to enter or amend the information held in the two Notes fields.

When you select this link the system opens a window that displays any notes entered against parties to the transaction.



The screenshot shows a user interface for managing party notes. At the top, there is a header labeled "▼ Party notes". Below this, there is a table with two columns: "Description" and "Value". Under "Description", there are two entries: "Applicant (ZOOM industries) notes 1" and "Applicant (ZOOM industries) notes 2". Under "Value", the first entry contains the text "We have receive documents today." and the second entry contains "We will advise soonest.". At the bottom of the table, there are four buttons: "Update", "View", "Delete", and "Party details...". Below the table, there is a search bar with the placeholder "Enter notes for..." and a dropdown menu currently set to "Applicant". To the right of the dropdown are two buttons: "New" and "Party details...".

To enter notes against a party, or to amend existing notes, select the party in the Add Notes For field, then click **New**.

▼ Party notes

Description	Value
Applicant (ZOOM industries) notes 1	We have receive documents today.
Applicant (ZOOM industries) notes 2	We will advise soonest.

Enter notes for... Notes 1  Notes 2 

We have receive documents today.

**Close**

The system displays the notes fields for that party. You can enter or amend their content.

To delete notes, select the party, then click **Delete**.

## Additional Parties, Party Roles and Shared Liability

This chapter explains how to record details of any parties to a transaction in addition to those recorded in the named fields provided, and how to set up additional party roles. It also explains how to apportion liability between parties where a transaction involves shared liability.

---

**Note:** The clean payments application does not use the functionality described in this chapter.

---

### Parties, Party Roles and Shared Liability

During transaction processing the system requires you to identify the main parties to a transaction. From this input the system builds up a list of parties to the transaction which can be referenced later, for example to select which party correspondence should be sent to.

In addition, the system permits you to add further parties to the list, identifying in the process their role in the transaction. For this purpose a list of standard party roles is supplied with the system. You can add entries to this list, and amend or delete existing entries, during transaction processing.

The functionality used to add new parties to a transaction can also be used to apportion liability between parties.

Your bank may share liability with other parties for various reasons:

- An export credit guarantee department may guarantee part of the risk when goods are exported.
- A transaction amount may be so large that your bank cannot accept the total liability on its own. In this case the bank can enter into a syndicate or accept a participation to share the risk with one or more other parties.
- A customer may have a parent company who shares the risk in order to stay within the credit lines assigned to each party.

For transactions involving shared liability, the Master Summary window displays shared liability details.

## Defining Additional Parties

As you process a transaction, the system requires you to identify the main parties to the transaction, for example the applicant and the beneficiary. Specific, mandatory, fields are provided during an Input step for this purpose. In addition, the system allows you to define further parties to the transaction and, if required, apportion a share of the liability to them. This is done using the Party List pane.

The screenshot shows the 'Party list' pane with the following interface elements:

- Filter Options:**
  - Shared liability
  - Show extra parties
  - Show liability shared parties
  - Link to Participation / Facility
  - Show all parties
- Table Headers:** Role, Party, Reference, Liability
- Buttons:** Add ..., Update..., Delete, New role...

The check boxes in this pane permit you to display details of:

- Only those additional parties that you have entered.
- Only those parties sharing liability All parties to the transaction, including parties defined elsewhere using standard input fields.

Check the Shared Liability field if your bank is sharing liability for the transaction with other parties. This will then show a list of parties that the liability is shared with. Check the Link to Participation|Facility field if the transaction is participated, or linked to an Export Credit Facility. This will display an additional section where you can select a participation deal or export credit facility to use with this transaction.

It is possible to assign a single party role to multiple 'Additional' parties to a transaction if required. There might be more than one additional shipping agent required under a letter of credit for example and each of these additional agents can be assigned the same party role.

However, note that you cannot create a new role if the role is one of the standard, 'Named' parties to the transaction. For example, only one 'Applicant' is allowed for a letter of credit.

To add a new party to a transaction click **Add**.

The screenshot shows the 'Party details' dialog box with the following interface elements:

- Role:** Other addressee
- Party:** ARVIN
- Reference:** Arvin Agricultural Inc  
Arvin Agriculturat Inc  
Northfork Ranch  
Arizona  
Texas
- Buttons:** Add, OK, Cancel

In the window that appears use the Role field to select from the standard parties set up on your system. If the drop-down list does not contain the party role you want to use, you can create a new party role using the New Role button in the Party List pane.

## Adding a New Entry to the Standard Party Roles List

You can use the functionality described in this section only if your security profile permits. Any changes you make to the standard party role list take effect for all transactions, not just the one from within which you make them.

The Party List pane includes a New Roles button, which allows you to add a new entry to the list of standard party roles. When you click this button the system opens a window that allows you to add new party roles.

 Party roles	
Code	Description
RBK	Remitting bank
CBK	Collecting bank
PBK	Presenting bank
ABE	Additional Beneficiary
ACT	Accountee
CPP	Commission Paying Party
AGT	Shipping Agent

[New...](#)    [Update...](#)    [Delete...](#)    [View...](#)    [Move up](#)  
[Move down](#)

It lists existing entries using their code and description. The order in which the party roles are shown in this window reflects the order in which you see them in drop-down lists. By using the Move Up and Move Down keys you can adjust the sequence so that, for example, the most important party roles are listed first.

The View, Update and Delete buttons allow you to view, amend and delete the details of party roles in the usual way.

To add a new party role, click **New**.

 Maintain party role

Code	<input type="text"/>
Description	<input type="text"/>
Type	<input checked="" type="checkbox"/> Valid as Received from <input checked="" type="checkbox"/> Valid as Send to <input type="checkbox"/> Multiple parties allowed
Customer browser filter	<input type="button" value="Customer/Corporate"/> <input type="button" value="Bank"/>

[OK](#)    [Cancel](#)

The following table explains what to enter into the fields in the window that appears to define a new party role:

Field	What to Enter
Code	A unique three-character code for the party role.
Description	A description of the role, such as 'Drawer's bank', 'Drawee', or 'Government department'.
Valid as Received From	For collection order processing only, check this box if the party can be specified as the one from whom the collection order was received (the 'Received From' party).
Valid as Send To	For collection order processing only, check this box if the party can be specified as the one to whom the collection is sent (the 'Send To' party).
Multiple parties allowed	Check this box where more than one instance of a particular party is required in a transaction. For example, it may be necessary to record several 'Agents' in a transaction. Each agent may use the same three character coded party role but their details (name, address etc.) might differ.
Type	Identify which category the party role should be included in for customer browsers.
Customer Browser Filter	Select the category in which the new party role belongs for the purposes of browser filters.

## Additional Common Facilities

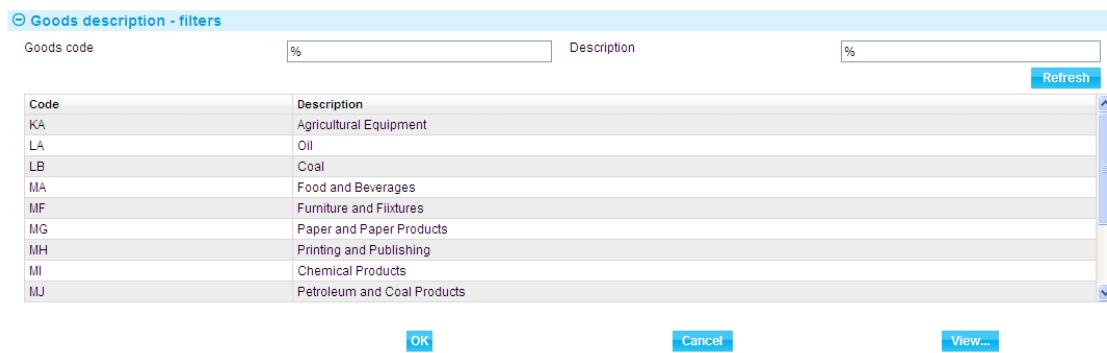
This chapter covers some additional common facilities and conventions used throughout during transaction processing for retrieving and entering data.

### Browsers

Many fields use browsers to help you find the correct value to enter into a field. Fields that are supported by a browser have a  button next to them.

Goods code 

When you click on the  button a browser window is opened.



The display of the window varies with the data item. For data types such as branches, where it is expected that the system will be able to retrieve all entries without significant delay, the system lists all entries as the window opens. For data types such as customer addresses where there may be a large number of entries on your system, the browser window will be empty when you open it.

For monetary fields, the  button opens the Currency browser.

If your bank runs Trade Innovation integrated with a back office system that provides customer, account and standing settlement instruction services the relevant data is provided by the service with the retrieved data being stored in the system and updated the first time the data is used each day.

The system uses separate specific account browsers to allow you to search on Customer, Charge income (SK) or Internal (SP) accounts.

---

**Note:** The branches available will be set from your enquiry branch for the banking entity.

---

If you select 'Customer' in the Search Type field, the following details will be displayed:

**Account selection**

**⊖ Account - filters**

Main banking entity ?	MBWW	Search type	Customer	Branch ?	
Customer ?	EATON%	Currency ?	%	Account type ?	%
Account number		Account format		Back office	Back office
Short name	%				Refresh

Branch	Identifier	Account type	Currency	Back office account	Short name	Other accounts	Description
CITY	EATON	AV	USD	0132145678 USD AV 100	EATON AND CO	Ext 0132100145678USD	Avalised Collection
CITY	EATON	CA	USD	0132145678 USD CA 001	EATON AND CO	Ext 0132001145678USD GB25MIBS901112897001	Current Account
CITY	EATON	DJ	USD	0132145678 USD DJ 103	EATON AND CO		Margin Deposit
CITY	EATON	DK	GBP	0132145678 GBP DK 101	EATON AND CO		Shipping Guarantee Margin Deposit
CITY	EATON	DK	USD	0132145678 USD DK 102	EATON AND CO		Shipping Guarantee Margin Deposit
CITY	EATON	DO	GBP	0132145678	EATON AND CO		Shipping Guarantee Margin Deposit

[New...](#)    [Update...](#)    [Delete...](#)    [View...](#)    [Copy...](#)

If you select 'Internal' in the Search Type field, the following details will be displayed:

**Account selection**

**⊖ Account - filters**

Main banking entity ?	MBWW	Search type	Internal	Branch ?	
System parameter ?		Currency ?	%	Account type ?	%
Account number		Account format		Back office	Back office
Short name	%				Refresh

Branch	Identifier	Account type	Currency	Back office account	Short name	Other accounts	Description
ACC1	SP148	YS	USD	9132876500 USD YS 840	@LD-USD	Ext 9132840876500US	Suspense Default A/cs
ACC1	SP500	YS	USD	9132876500 USD YS 840	@LD-USD	Ext 9132840876500US	Suspense Default A/cs
ACC1	SP501	TA	USD	9132897000 USD TA 840	@LI-USD	Ext 9132840897000USD	Liability - L/C Issued
ACC1	SP502	TC	USD	9132897010 USD TC 840	@LF-USD	Ext 9132840897010USD	Liability - L/C Confirm
ACC1	SP519	TA	USD	9132897000 USD TA 840	@LI-USD	Ext 9132840897000USD	Liability - L/C Issued
ACC1	SP680	TO	USD	0132007080	@DO-USD	Ext	Liability Redirection

[New...](#)    [Update...](#)    [Delete...](#)    [View...](#)    [Copy...](#)

If you select Charge income' in the Search Type field, the following details will be displayed:

## Browser Filters

All browsers include filter fields that allow you to set criteria. When you click **Refresh**, the browser lists items matching the criteria you entered.

To select the item you want to use, highlight it and click **OK**. The browser window closes and the selected item is inserted into the field from which you called the browser.

Browser filters use two wildcard characters:

- One to match any sequence of characters (in the illustration above, the percentage sign '%' is used in this way). This character will always be added at the end of whatever you type into the selection field. For instance, enter 'A%' and click **Refresh** to list all entries beginning with A; enter 'A%S' for all beginning with A, and with S elsewhere in their name (the system converts 'A%S' to 'A%S%').
- Another to match any single character. A question mark is typically used for this purpose. So by typing 'A?S' you can locate all entries beginning with A and having as their third letter S.

## If an Account Does Not Exist

When you maintain Account details in static data, the system will default your main banking entity automatically where you are only assigned to a single entity. However, where the roles cover multiple main banking entities, you will need to specify the account source main banking entity in which you want to work. This automatically controls the scope of the related account information you can access. Also, when entering new Customers, the Customer will be created for the source banking business.

When you click **OK** during an Input step, the system checks that the accounts required by the transaction exist.

If it identifies any that do not exist, if your bank runs Trade Innovation integrated with a back office system and the option AccountsSilentOpen is set to 'Yes', it will open the required accounts automatically, if possible.

If your bank does not run Trade Innovation integrated with a back office system, or if the option is not set to 'Yes' or if the system cannot open an account automatically (this is controlled by the AutoOpenAllAccounts system option), the system prompts you to open the required accounts either

as an Input step is saved or when you click **Settlements**. An error message is shown for each account that needs to be opened.

Severity	Description	Details	Overridden
Error	General	invalid - Posting - No account exists for the following posting. Please open an account with the following details before proceeding: Customer (BARRETM) account Branch - LOND, A/C Type - RA, Currency - AED (Customer (sight) liability)	
Error	General	invalid - Posting - No account exists for the following posting. Please open an account with the following details before proceeding: Internal (SP501) account Branch - LOND, A/C Type - TA, Currency - AED (LC contra liability)	
Error	General	invalid - Posting - No account exists for the following posting. Please open an account with the following details before proceeding: Internal (SP500) account Branch - LOND, A/C Type - VS, Currency - AED (General Administration Fee)	
Error	General	invalid - Posting - No account exists for the following posting. Please open an account with the following details before proceeding: Internal (SP101) account Branch - LOND, A/C Type - YX, Currency - AED (General Administration Fee)	
Error	General	invalid - Posting - No account exists for the following posting. Please open an account with the following details before proceeding: Internal (SP101) account Branch - LOND, A/C Type - YX, Currency - GBP (General Administration Fee)	

Select the Release Items|Postings link. In the window that is displayed the Accounts to Open pane lists the accounts that need to be opened.

**Header**

Principal Party	Majel Barret	Debit Party	Majel Barret
Input branch	Misys London		
User	SUPERVISOR		

**Accounts to open**

Branch	Account for	Account type	Description	Currency
LOND	BARRETM	RA	LC Issued	AED
LOND	SP501	TA	LC Issuance Liability	AED
LOND	SP500	VS	LC Settlement	AED

**Postings**

Type	Dr/Cr	Account	Account type	Name	Amount	Value date	Description	User codes
Contingent liability	Dr	0543-769076987078-	RA	BARRETM	50,000.00 AED	18/05/09	Customer (sight) liability	
	Cr	0543-897000-784	TA	LC Issuance Liability	50,000.00 AED	18/05/09	LC contra liability	
Settlements	Dr	0543-876500-784	YS	LC Settlement	200.00 AED	18/05/09	General Administration Fee	
	Dr	0543-881826-784	YX	Current Exchange Position	124.22 GBP	18/05/09	General Administration Fee	
	Cr	0543-950629-826	YD	Unearned charge income	124.22 GBP	18/05/09	General Administration Fee	
	Cr	0543-881784-826	YX	Current Exchange Position	200.00 AED	18/05/09	General Administration Fee	

Buttons at the bottom: Open..., Refresh, View, Narrative..., Netting...

Accounts that you can open in this way are of the following types:

- Foreign exchange position accounts
- Charge accounts
- Customer accounts
- Internal (system parameter) accounts

Processing is the same for all types of account. Select each account in turn and click **Open**. The window displayed varies, depending on the type of account. In each case the system provides the information required to open the account.

The following illustration shows the window used to open charge accounts:

**⊕ Account for**

Type	Charge	SWIFT Transmission
Charge code ?	SW	

**⊕ Account details**

Account type ?	YP	Profit & Loss - Current
Branch ?	LOND	
Account number	950600	
Account suffix	036	
Account name	@SW-AUD	
Currency ?	AUD	
Back office		
External		
IBAN		
Date opened	18/05/09	
Narrative line 1		
Narrative line 2		

**⊕ Special instructions**

Severity	Business area	Type	Details	Local

[New...](#) [Update...](#) [Delete...](#) [View...](#)

[OK](#) [Cancel](#)

The following illustration shows the window used to open customer accounts:

**⊕ Account for**

Type	Customer	Majel Barret
Customer ?	BARRETM	

**⊕ Account details**

Account type ?	RA	LC Issued
Branch ?	LOND	
Account number	769876987078	
Account suffix	601	(Suffix: 600-699)
Account name	BARRET	
Currency ?	AED	
Back office		
External		
IBAN		
Date opened	18/05/09	
Narrative line 1		
Narrative line 2		

**⊕ Special instructions**

Severity	Business area	Type	Details	Local

[New...](#) [Update...](#) [Delete...](#) [View...](#)

[OK](#) [Cancel](#)

The following illustration shows the window used to open internal accounts using a system parameter:

**Account for**

Type	System parameter	LC Issuance Liability
System parameter ?	SP501	

**Account details**

Account type ?	TA	Liability - L/C Issued
Branch ?	LOND	
Account number	897000	
Account suffix	784	
Account name	@LI-AED	
Currency ?	AED	
Back office		
External		
IBAN		
Date opened	18/05/09	
Narrative line 1		
Narrative line 2		

**Special instructions**

Severity	Business area	Type	Details	Local

**Buttons:** New..., Update..., Delete..., View..., OK, Cancel.

For each account to be opened enter the following optional information, then click **OK** to open the account:

Field	What to Enter
Back Office	The number of the back office account that corresponds to this system's account.
External	The number of the external account that corresponds to this Trade Innovation account. The option ExternalAccNoFromHost controls whether you are able to input this, or whether it will be provided by the back office system.
IBAN	The IBAN associated with the account. If entered, this must be in a valid IBAN format. The option IBANAccNoFromHost controls whether you are able to input this, or whether it will be provided by the back office system.
Date Opened	The date the account was opened. The system uses today's date as the default.

## Amount and Date Abbreviations

The standard abbreviations for amounts delivered with the system are:

H	Hundreds
T	Thousands
M	Millions
B	Billions

For example:

Input	Represents	In US Dollars	In Japanese Yen
4H	Four hundred	400.00	400
4.5H	Four hundred and fifty	450.00	450
1.5T	One thousand five hundred	1,500.00	1,500
1HT	One hundred thousand	100,000.00	100,000
3M	Three million	3,000,000.00	3,000,000

Input	Represents	In US Dollars	In Japanese Yen
2B	Two billion	2,000,000,000.00	2,000,000,000

The standard abbreviations for dates delivered with the system are:

D	Day
M	Month
Y	Year
W	Week
T	Today
S	Spot: two business days' time
N	The next business day
X	Day, relative to the next business day

For example:

Input	The Date it Gives
30D	Thirty calendar days after today's processing date
2M	Two calendar months after today's processing date
1Y	One calendar year after today's processing date
1W	One calendar week after today's processing date
T	The current processing date
S	Two business days after the current processing date
N	Next business day. This is only available for the maturity of a financing deal and will be one business day after the deal start date.
3X	Three business days after the next business day

These abbreviations are set up in the trade finance dictionary and can be tailored to allow you to have different abbreviations for different languages.

Amount abbreviations are defined in the dictionary entry AABBR, and date abbreviations in the dictionary entry DABBR.

When the abbreviation 'D' is used in transaction input, if the preceding number is between 6 and -6 days, the system calculates the date using business days. If the preceding number is greater than 6 (or less than -6 days) it uses calendar days instead; if the result is a non-working day, it takes the preceding working day.

For tracer start offset and repeat period days, the system calculates the date using calendar days; if the result is a non-working day, it takes the following working day. Calculation of the transaction deactivation/expiry and book-off dates follow the same calculation with grace days added.

## Date Formats

The format of the date is controlled by the locale set within your user profile. If no locale has been set for your user ID then the system uses the default locale of the server.

So for example you may have US date formats entered and shown as MMDDYY or UK date formats entered and shown as DDMMYY.

The local also determines whether dates are displayed using separators.

Each component of the date is entered as two characters, which you may separate by a '/'. For example, if you have your locale set to receive a date in DD/MM/YY format, you can enter either:

011296

or

01/12/96

## Entering Amounts

The Amount Details pane is used to enter the amount, tolerance and tenor of a transaction. Amounts are entered as a figure, followed by the three-character code of the currency.

The screenshot shows the 'Amount details' pane with the following fields:

- Amount?**: A text input field containing '011296'.
- Tolerance**: A dropdown menu with options '+ %' and '- %'.
- Additional amounts ?**: A text input field containing '01/12/96'.
- Additional amount details**: A text input field.

Clicking on the button next to the Amount field displays a browser that allows you to select a currency code.

The screenshot shows the 'Currency - filters' dialog with the following fields:

- Code**: A text input field.
- Full name**: A text input field.
- Type**: A dropdown menu with 'All' selected.
- Trading currencies only**: A checkbox.
- Refresh**: A button.
- Code**, **Full name**, **Decimals**, and **Euro member** buttons at the bottom.
- OK**, **Cancel**, and **View...** buttons at the bottom right.

When you close the browser the currency code is inserted into the Amount field. Once the amount and currency have been entered, when you click **OK** or **Validate**, the system displays a text description of the amount and currency beneath these fields.

The screenshot shows the 'Amount details' pane with the following fields:

- Amount ?**: A text input field containing '50,000.00 EUR'.
- Tolerance**: A dropdown menu with options '+ %' and '- %'.
- Additional amounts ?**: A text input field.
- Additional amount details**: A text input field.

Beneath the 'Amount ?' field, there is a description: 'Fifty Thousand EMU currency unit - Euro'.

The following table explains what to enter into the fields in the Amount Details pane:

	Field	What to Enter
✓	Amount	The amount and currency of the transaction. The system displays the amount and currency in the language of your system beneath these fields.
	Tolerance	Specify how the amount is being expressed. Select from one of the following:

Field	What to Enter		
	Exact	If the amount is the exact value of the transaction.	
	About	If the amount given in the Amount field is within 10% either way of the expected value of the transaction.	
		If you select this option, use the -% and +% fields to specify as a percentage how much more or less than the final value of the transaction the amount entered is allowed to be.	
		If the final value of the transaction is expected to be no more than the amount entered, and not less than 95% of the amount entered.	
	Min/Max	If you select this option the system displays a + Amount and a - Amount field. Use them to specify as an amount how much more or less than the final value of the transaction the amount entered is allowed to be.	
		When you click <b>OK</b> or <b>Validate</b> the system displays the amount and currency in the language of your system beneath these fields. You can edit this text, if necessary.	
Additional Amounts		Any amounts payable to the beneficiary in addition to the principal amount of the transaction. These might include, for example, local freight charges. If you enter an amount, it is added to the amount of liability under the transaction. If you use a different currency for the amount, then the amount is converted to the currency of the transaction using the current spot rate.	
Additional Amount Details		A text description of what any additional amounts are for.	

## Collateral

In several places during transaction processing the system displays the Collateral pane. It allows you to enter details of any collateral put up for a credit or loan.

**Collateral**

Code	Description	Amount	Ccy

**Add...**    **Update...**    **Delete...**

To enter details of any collateral click **Add**.

**Collateral details**

Amount ?	<input type="text"/>	Description	<input type="text"/>
Collateral code ?	<input type="text"/>		

**Other details**

Types	<input type="button" value="&lt;----&gt;"/>	<input checked="" type="checkbox"/>
-------	---	-------------------------------------

**OK**    **Cancel**

In the fields in the Collateral Details pane enter the amount the collateral is worth, and a collateral code. The collateral amount is mandatory information. The system retrieves and displays the description for that code, which you can overtype.

In the Other Details pane, use the Types fields to select either 'General', if you have a general collateral agreement with the customer; or 'Specific', if you have no general agreement.

For 'General' the system displays an additional field for you to enter the demand/deposit account number used to hold collateral funds for this customer.

The screenshot shows the 'Collateral details' dialog box. It has two sections: 'Collateral details' and 'Other details'. In the 'Collateral details' section, there are fields for 'Amount' (with a question mark icon), 'Collateral code' (with a question mark icon), and 'Description'. In the 'Other details' section, there is a dropdown menu for 'Types' set to 'General', and a field for 'Account number'.

For 'Specific' the system displays three free-format fields for you to enter additional details of the collateral.

The screenshot shows the 'Collateral details' dialog box. It has two sections: 'Collateral details' and 'Other details'. In the 'Collateral details' section, there are fields for 'Amount' (with a question mark icon), 'Collateral code' (with a question mark icon), and 'Description'. In the 'Other details' section, there is a dropdown menu for 'Types' set to 'Specific', and three additional fields for 'Other pledge', 'Own pledge', and 'Surety'.

When you have completed input the system displays details of the collateral you have just entered in the Collateral pane. You can select a collateral item and amend or delete it in the usual way.

## Margin Deposits

The Margin Deposit pane is present for a number of products and permits the entry of margin deposit details.

The screenshot shows the 'Margin deposit' dialog box. It has several fields: 'Margin defined as' (dropdown menu set to 'Amount'), 'Amount' (text input field containing '5000 EUR'), 'of amount' (dropdown menu set to 'Maximum Liability'), 'Margin deposit collateral type' (dropdown menu set to ' '), and 'Account' (text input field containing '0892-012844-100'). There are also 'Description' and '%' fields.

You can enter the margin deposit as a percentage of an amount, or as an absolute amount. (Your bank can define which appears as the default using the MarginDepositDefaultEventField system option.)

To enter the margin deposit as a percentage, select 'Percentage' in the Margin Defined As field. Enter the percentage into the field that appears, then select the amount to which the percentage applies in the Of Amount field. Provided that the amount to be covered has already been entered against the transaction, the system calculates the amount and displays it.

To enter the margin deposit as an absolute amount, select 'Amount' in the Margin Defined As field. Enter the amount into the Amount field. If the currency of the margin deposit amount is different from the transaction amount, the amount is calculated using spot rate.

Use the Account field to enter the number of the customer's account to be debited with the margin amount.

Your bank can choose to hide the Account field using the DoNotUseMarginDepositAccountField system option, in which case the account to be debited is determined via settlement instructions.

The Margin Deposit Collateral Type field allows you to select a code for the collateral from values set up on your system to categorise collateral. The description associated with the code is displayed in the Description field. Alternatively, you can leave the Margin Deposit Collateral Type field blank and enter a description manually.

If the amount of the transaction or its currency subsequently changes, the amount of the margin deposit held here will be recalculated accordingly.

## Performing Foreign Exchange Conversions

The system includes an FX Calculator which you can use to perform foreign exchange conversions while processing transactions. When you enter the relevant amount(s) and currencies, it performs the necessary calculation and displays the resulting amount. You can then cut and paste this amount into input fields.

This feature is particularly useful when manual accounting entries involving the Euro or a Euro member currency need to be passed to the back office.

To display the calculator, select the Other|FX Calculator link.

### FX Calculator

▼ FX Calculator

Choice	Foreign exchange	Refresh
Branch	CITY	
Currency 1		
Exchange rate		
Currency 2		

In the Choice field select one of the following options:

- Calculate FX Rate
- Foreign Exchange

If you select 'Calculate FX Rate', you can enter amounts and currencies in the Currency 1 and Currency 2 fields. The Calculator calculates the exchange rate between the two.

**▼ FX Calculator**

Choice	Calculate FX rate	Refresh
Branch	KBSL	
Currency 1	100.00 GBP	USD/GBP
Exchange rate	1.4199091	0.6402459
Currency 2	125.00 EUR	USD/EUR
		0.9090909

If you select 'Foreign Exchange', you can enter an amount and currency in the Currency 1 field, enter only a currency in the Currency 2 field, and select a rate from the FX Rate browser. The Calculator performs the conversion and displays the result in the Currency 2 field.

**▼ FX Calculator**

Choice	Foreign exchange	Refresh
Branch	KBSL	
Currency 1	100.00 GBP	USD/GBP
Exchange rate	1.4199091	0.6402459
Currency 2	141.99 EUR	USD/EUR
		0.9090909

An extra field is displayed if the rate is taken from a rate code, which allows you to identify whether the buy, sell or mid rate is to be used. Depending on the currencies involved, the fields to the right of the window shows the rate of each of the two currencies either against the base rate (if a non Euro member currency) or against Euro.

**▼ FX Calculator**

Choice	Foreign exchange	Refresh
Branch	KBSL	
Currency 1	100.00 GBP	USD/GBP
Exchange rate	DAILY (1.4199091)	EUR - Buy rate
Currency 2	141.99 EUR	USD/EUR
		0.9090909

## Tenor

In several places, the system includes an Available By/With pane (for reimbursement authorisations it is called the Payment Terms pane), the fields in which allow you to define the tenor of the payment.

**⊖ Available by... with...**

Available by	Sight Payment	Draft
Available with	Advising bank	
For % of invoice	100.00	

The Available By field permits you to select the type of payment, which can be one of the following:

- Sight Payment/On Demand
- Acceptance/Negotiation
- Deferred Payment
- Mixed Payment

The default value varies with the product. The On Demand value only applies for guarantees and standby LCs.

Select the type of payment. Depending on what you select, the system prompts you for additional information. If you check the Draft field, a By button is present, which opens a window that allows you to identify the party that will draw the drafts.

### Party details

Drawn by



For products other than reimbursement authorisations the Available With field is present and allows you to select from one of the following to indicate which party the beneficiary should present documents for payment to:

- Ourselves
- Issuing Bank
- Advising Bank
- Any Bank
- Any Bank in (city) - the system displays a field, into which you can enter the name of the city
- Any Bank in (country) - the system displays a browser which you can use to select the country
- (named bank) - the system displays fields which you can use to specify the bank

The For % Of Invoice field allows you to define percentage of the invoice value of the goods that the transaction covers. The system uses 100% as the default value.

## Sight Payments and Payments On Demand

Select 'Sight' or 'Payment on Demand'. No further information is needed.

 Available by... with...

Available by	<input type="button" value="Sight Payment"/>	<input type="checkbox"/> Draft
Available with	<input type="button" value="Advising bank"/>	
	For % of invoice	<input type="text" value="100.00"/>

You can check the draft field if a draft is required. The system displays an additional field and a By button that opens a window that allows you to identify the party who will draw the drafts.

 Available by... with...

Available by	<input type="button" value="Sight Payment"/>	<input checked="" type="checkbox"/> Draft
On	<input type="button" value="&lt;none&gt;"/>	<input type="button" value="By..."/>
Available with	<input type="button" value="Advising bank"/>	
	For % of invoice	<input type="text" value="100.00"/>

Use the On field to specify the bank the draft is to be drawn on. If you select Named Bank in this field, the system displays an additional field which you can use to identify a specific bank in the usual way.

Available by  
On  
Bank

Sight Payment  
(named bank)

Advising bank

For % of invoice 100.0

Draft

### For reimbursement authorisations

For reimbursement authorisations, additional fields are displayed for sight and on demand payments when you check the Drafts Required field.

▼ Payment terms

Available by  
Draft details  
On  
Ourselves

Drafts required

Enter a narrative defining the payment terms of drafts to be drawn under related letters of credit into the Draft Details field, and use the Drafts To Be Drawn On field to specify the bank the draft is to be drawn on - Ourselves (the default), Issuing Bank, or Drawee. If the Drafts to be Drawn On field is set to 'Drawee' additional fields are displayed.

▼ Payment terms

Available by  
Draft details  
On  
Drawee

Drafts required

Draws drawn by

Identify the drawee in the Drawee fields, and the party that will draw the drafts in the Draft Drawn By fields.

## Acceptance Payments and Negotiations

Select 'Acceptance' or 'Negotiation'. Use the fields displayed to define the payment due date as relative to a specified date or as an actual date - the  button allows you to toggle between the two different sets of fields used.



Available by	Acceptance	Draft
Tenor period	90 Days	
From/After	From (exclude start date)	
Tenor start	Sight	
Draft drawn on	<none>	By...
Available with	Advising bank	
For % of invoice		100.00

For a relative date, use the Tenor Period field to define the period, then use the From/After and Tenor Start fields to define the date and how the period defined is to be applied to it to arrive at the payment due date. The tenor can be:

After	The tenor will exclude the start date.
From (include start date)	The tenor will include the start date.
From (exclude start date)	The tenor will exclude the start day (this option is provided for UCP 600 compatibility).



Available by	Acceptance	Draft
Maturity date		
Draft drawn on	<none>	By...
Available with	Advising bank	
For % of invoice		100.00

For an absolute date, enter the date into the Maturity Date field.

The Draft Drawn On field allows you to identify which bank the draft is to be drawn on, and the By button opens a window that allows you to identify the party who will draw the drafts.

### For reimbursement authorisations

For reimbursement authorisations, additional fields are present if Drafts to be Drawn On is set to 'Drawee'.



Available by	Acceptance	Drafts required
Tenor period		
From/After	From (exclude start date)	
Tenor start	Sight	
Draft details		
Drafts to be drawn on	Drawee	
Drawee ?		Drafts drawn by ?
>>>		>>>

Identify the drawee in the Drawee fields, and the party that will draw the drafts in the Draft Drawn By fields. Enter a narrative defining the payment terms of drafts to be drawn under related letters of credit into the Draft Details field.

## Deferred Payments

Select 'Deferred'. Use the fields displayed to define the payment due date as relative to a specified date or as an actual date - the  button allows you to toggle between the two different sets of fields used.



Available by	Deferred Payment
Tenor period	90 Days
From/After	From (exclude start date)
Tenor start	Sight
Other... tenor details	
Available with	Advising bank
For % of invoice	
100.00	

For a relative date, use the Tenor Period field to define the period, then use the From/After and Tenor Start fields to define the date and how the period defined is to be applied to it to arrive at the payment due date. The tenor can be:

After	The tenor will exclude the start date.
From (include start date)	The tenor will include the start date.
From (exclude start date)	The tenor will exclude the start day (this option is provided for UCP 600 compatibility).

To define the payment due date as an actual date enter the date into the Maturity Date field.



Available by	Deferred Payment
Maturity date	
Available with	Advising bank
For % of invoice	
100.00	

## Mixed Payments

Select 'Mixed Payment'.



Available by	Mixed Payment
Details	
Available with	Advising bank
For % of invoice	
100.00	

Use the Details field to enter a free-format narrative detailing the mixed payment. The Drawn By button opens a window that allows you to identify the party who will draw the drafts.

## Participating a Transaction

If you have Trade Innovation's participations module implemented, you can participate a transaction using an existing participation deal, or create a new participation deal for use with that transaction.

You can participate a transaction from within the Issue event, or later from within a Maintain Liability event. At either of these stages, you can either select an existing agreed participation deal, or create a new deal.

If the amount of a transaction is changed by an Amend event, or by the transaction being paid, expired, or cancelled, a Drawdown/Revolve Commit Amt event may be created as a subsidiary event to update the commitment amount available on the participation deal. This will occur under the following circumstances:

- If the amount is increased, a drawdown will take place to reduce the amount available on the participation deal

- If the amount is decreased, including being reduced to zero when the transaction is paid, expired, or cancelled, a revolve will be used to increase the amount available on the participation deal only if the participation deal is defined as revolving

A Drawdown/Revolve Commit Amt event may be created by the following events:

- Amend
- Cancel
- Expire
- Maintain Liability
- Claim Received
- Outstanding Claim
- Renew
- Reduction/Increase

If the participation deal itself is amended in such a way as to alter a participant's share, a Maintain Liability subsidiary event is automatically generated for each transaction affected by the amendment. This updates the transaction and the charges associated with it to take account of changes to the participation deal.

For a full description of using participation deals, see the *Participated Deals User Guide – Trade Innovation*.

# Expiring and Booking Off Master Records

This chapter explains what happens to master records once a transaction has been completed. It provides instructions in using the system to manually expire and book off master records.

## Expiring, Booking Off and Deleting Master Records

For each type of product, your bank can define:

- A grace period that determines how long after expiry date master records are kept active before being expired. This period may be different for master records expiring locally and those expiring abroad. You can use an Amendment event to reinstate an expired master record
- For financing transactions a grace period that determines how long after the due date a financing transaction is to be declared past due. This period may be different according to the product
- A book-off period that determines how soon after being expired master records are booked off. After being booked off, the master record cannot be reinstated or changed, but you can still view it. The book off date is influenced by forward-dated acceptance or deferred payments. If the payment falls due after the book off date the system alters the book off date to be the payment maturity date plus the book off period
- A retention period that determines how soon after being booked off master records are retained before becoming eligible for deletion from the system. The system deletes master records once their retention period has passed as part of overnight processing

A master record cannot be booked off if any of the following apply:

- Any events are still open
- Any payments have not yet matured
- Any charges have not been paid - they have a status of Outstanding or Claimed
- Any other master records related to it, such as transfers, have not been expired
- For financing transactions, the transaction has not been fully repaid

The system normally performs the processing necessary to expire, book off and delete master records as part of overnight processing, but you can also expire and book off individual master records manually. If you attempt to manually book off a master record that cannot be booked off for any reason, then the system issues an error message.

A master record cannot be deleted from the system if it is related to any other master that is not ready for deletion. For example, a master that is linked to a license cannot be deleted if any of the related licenses have no retention date set or their retention date is later than that of the transaction, so that the license cannot yet be deleted. The batch process's log reports list any masters that could not be deleted, together with the reference of the related master that is not ready for deletion.

Your bank may configure the Expire and Book Off events so that, although they occur automatically during overnight batch processing, they require review and/or authorisation before the event can be completed.

## Exceptions

The following do not have an expiry event:

- Financing transaction masters
- Billing masters
- Clean bankers acceptances
- Clean payments
- Licenses
- Factoring facilities and associated invoices

Clean bankers acceptances do not use the Expire event, but instead are automatically expired when they are matured. This maturity can in some situations be reversed.

For financing transactions other than Finance Standalone transactions, there is no separate Book Off event; master records for financing transactions of this sort are booked off at the same time as the master record for the transaction they were created to finance, provided that the financing transaction is fully paid.

Independent financing transactions have their own Book Off event, and are booked off automatically once they are fully paid.

## Expiring Master Records Manually

To manually expire a master record, in the Master Summary window select 'Expire' from the Create New Event drop-down list. The system opens the event at either a Log step or an Input step, depending on how your system has been configured.

Summary details			
Principal party	Eaton Ltd	Non-principal	Worldwide Bank (London)
Original amount	50,000.00 EUR		
Available amount	50,000.00 EUR		
Outstanding liability	50,000.00		
Input branch	KBSL		
Adjusted dates			
Expiry date	11/06/13		
Current deactivation date	11/06/13		
Adjusted deactivation date	<input type="text" value="11/06/13"/>		
Current book off date	11/06/13		
Adjusted book off date	<input type="text" value="11/06/13"/>		

Depending on which step has been defined as the initial step for the event, this window may be an Input step window that allows you to amend the deactivation and book off dates; or it may be a Review or Authorise step window, in which case you will be unable to change them.

The Adjusted Deactivation Date is the date on which the master record will be expired, and the Adjusted Book Off date shows the date on which the master record will be booked off. If you want the master record to be expired today, then enter today's date into the Adjusted Deactivation Date field. If you enter a date later than today's date, then the event completes without expiring the master record; a new Expire event will then be required to expire the master record.

If the deactivation date has been changed to a date in the future, so that expiry is postponed for the event, then the system will issue a warning message to that effect during the Authorise step.

The Licenses button is displayed only if there are any licenses attached to the master record. If so, you can reinstate any unused reservations. This reinstatement may be automatic, if only one license is attached and the license defaults are set in the system tailoring application to allow automatic reinstatement.

Once the Expire event, including any review or authorisation steps, has completed, the Expire action is removed from the diary entries for the transaction, the master record is expired automatically and its status set to EXP.

## Booking Off Master Records Manually

You can manually book off a master record by selecting Book Off in the drop-down in the New Event pane and clicking **Create**.

Book off details	
Input branch	KBSL
Principal party	Eaton Ltd
Non principal party	Worldwide Bank (London)
Original amount	50,000.00 EUR
Expiry date	11/06/13
Deactivation date	11/06/13
Current book off date	11/06/13
Adjusted book off date	11/06/13

Depending on which step has been defined as the initial step for the event, this window may be an Input step window that allows you to amend the book off date; or it may be a Review or Authorise step window, in which case you will be unable to change it.

The Adjusted Book Off Date is the date on which the master record will be booked off. If you want the master record to be booked off today, enter today's date into the Adjusted Book Off Date field. If you enter a date later than today's date, then the event completes without booking off the master record; a new Book Off event will then be required to book off the master record.

Once the Book Off event has completed, the Book Off action is removed from the diary entries for the transaction, the master record is booked off automatically and its status set to 'BKF'.

Note that:

- You cannot book off a transaction if other events are in progress. You must wait until the other events are completed
  - You cannot book off a financing transaction until it is fully paid and the last interest accrued has been processed
  - You cannot book off a billing master while it still has outstanding billed charges
  - You cannot book off a master if any other master linked to it, such as a transfer, has not expired
- A warning message is generated if you try to book off a master with any outstanding liability.

## Appendix A Reference Information

This appendix provides reference information.

### Amendments and Cancellations

The following table lists statuses for amendments and cancellations for letters of credit, standby letters of credit, guarantees and reimbursement authorisations, and explains what they indicate. For reimbursement authorisations, the system assumes that amendment and cancellation requests are received with the appropriate approvals:

Approval Not Required	Beneficiary approval is not required.
Approved	Beneficiary approval has been received.
Awaiting Approval	An amendment or cancellation awaiting beneficiary approval.
Rejected	The beneficiary has rejected the amendment.

### Charge Status

The following table lists statuses for a charge and explains what they mean:

Billed/Invoiced	The charge is to be included in the next billing event or invoicing event for the customer.
Periodic and Billed	For periodic charges where the charge has been billed.
Claimed	The charge has been claimed by the bank, but payment has not yet been authorised or paid.
In Preparation	The charge is being worked on in an unreleased event.
Outstanding	The charge has been authorised and released but not paid.
Paid	The charge has been paid by a released event.
Periodic	The charge is periodic, charged at defined regular intervals.
Reimbursement Outstanding	Your bank has debited the applicant's account with charges for the beneficiary; these are to be reimbursed to the applicant when the beneficiary settles.
Split	The charge is a split charge.
Superseded	The charge has been superseded by an amendment to it or it has been paid.
Waived	The charge has been waived.

## Cheque Status

The following table lists cheque statuses and explains what they mean:

Awaiting Payment	The cheque settlement has not yet been processed. For example, it has not yet been paid, or returned.
Re-presented	To be presented again. This may ultimately lead to payment or to its being advised as unpaid again.
Returned	The cheque is advised as unpaid, and is returned to the payee. It is regarded as unpaid, and no further processing is required on the cash letter.
Auto Paid	<p>The cheque was entered at the Create event with a future value date, which may have passed or not yet be due.</p> <p>The forward dated postings representing funds movements are passed to the back office system as projections, where they can be included in cash and nostro position enquiries and in future maturity reporting. When the value date of these postings is reached, the batch process in the system changes them from projections to actual funds movements. This means that auto paid postings are passed to the back office system as actual funds movement when their value date is reached.</p>
Auto Paid Returned	A previously auto paid cheque is dishonoured, so the payment is refunded and the cheque returned unpaid.
Auto Paid Represented	A previously auto paid cheque is dishonoured, but further re-presentation is to be made. (This still counts as auto paid, because the refund is not yet made.)
Paid	The cheque is paid through the Settlement event on receipt of payment or a credit advice.
Paid Returned	A previously paid cheque is dishonoured, and the payment is refunded and the cheque returned unpaid. This is achieved through an adjustment to the cheque amount.
Partial Pay	The cheque is paid partially through the Settle event on receipt of payment or a credit advice via single consolidated cheque feature.
Partial Return	The previously paid/partial paid cheque is returned and the payment is refunded via single consolidated cheque feature.
Partial Represent	To be presented again. This may ultimately lead to payment or to its being advised as unpaid again.
Partial Mixed	To show the multiple partial cheque settlement actions in a single consolidated cheque.

## Cheque Settlement Actions

The following table lists the cheque settlement actions that can be applied to each cheque's status:

Cheque Settlement Action	Affects cheques with the following status	Status remains unchanged or automatically changes to the following	Change to a selected cheque status possible
Pay all	Awaiting payment Represented	Paid Paid	No No
Pay Selected	Awaiting payment Represented	Awaiting payment Represented	Yes, to Paid Yes, to Paid
Return All Unpaid	Awaiting payment Represented Auto paid Auto paid represented	Returned Returned Auto paid returned Auto paid returned	No No No No
Return Selected Unpaid	Awaiting payment Represented Auto paid Auto paid represented	Awaiting payment Represented Auto paid Auto paid represented	Yes, to Returned Yes, to Returned Yes, to Auto paid returned Yes, to Auto paid returned
Represent Selected	Awaiting payment Auto paid	Awaiting payment Auto paid	Yes, to Represented Yes, to Auto paid represented
Adjust Selected Unpaid	Paid Auto paid	Paid, or Paid Adjusted, or Paid Returned (if a full refund is made) Auto paid, or Auto Paid Adjusted, or Auto Paid Returned (if a full refund is made)	No No
Mixed Settlement	Awaiting payment Represented Auto paid Auto paid represented	Remains unchanged	Yes, to Paid, or Returned, or Auto paid returned, or Represented, or Auto paid
Other	All status	No change	No

Cheque Settlement Action	Affects cheques with the following status	Status remains unchanged or automatically changes to the following	Change to a selected cheque status possible
Partial Pay	Awaiting payment	Partial Pay	No
Partial Return	Partial Pay	Partial Return	Yes, to Partial Pay
Partial Represent	Awaiting payment Partial Pay	Partial Represent Partial Represent	No No
Partial Mixed	Awaiting payment Partial Pay Partial Return Partial Represent	Partial Mixed Partial Mixed Partial Mixed Partial Mixed	No No No No

## Specific Combination of Sender's action and Cheque settlement actions

If the new SO FilterChqSettlementActions is enabled as Yes, a specific filtering is applied for the available cheque settlement action list depending on the selected Sender's action. Accordingly, the below combination will be effected:

Sender's Action	Corresponding Cheque Settlement Action(s)
Credit	Pay all Pay selected
Adjust credit	Adjust selected paid
Dishonour	Return all unpaid Return selected unpaid Represent selected
Non principal's other	Pay all Pay selected Return all unpaid Return selected unpaid Represent selected Other Mixed Settlement
Principal's other	Pay all Pay selected Return all unpaid Return selected unpaid Represent selected Other Mixed Settlement
Partial	Partial Pay Partial Return Partial Represent Partial Mixed

## Collection Order Payments

The following table lists statuses for collection order payments and explains what they mean:

Accepted	The draft has been accepted.
Await Accept	The draft has been set against acceptance and has not yet been accepted.
Await Accept and Aval	The draft requires acceptance and avalisation, and has not yet been accepted and avalised.
Await Pay	Indicates one of the following: <ul style="list-style-type: none"> <li>• The draft has been set against payment and has not yet been paid or is partially paid</li> <li>• The draft has been set against acceptance and has been accepted but not yet paid</li> <li>• The draft has been set against acceptance and avalisation and has been accepted and avalised but not yet paid.</li> </ul>

Non Accept	Acceptance has been refused.
Non Pay	Payment has been refused.
Paid	The draft has been fully paid.
Returned	The draft has been accepted and returned to the drawer.

## Event Status

The following table lists statuses for an event and explains what they mean:

Aborted	Input has been aborted.
Awaiting	The event is awaiting the next step.
Completed	The event has been completed and released.
Incomplete	Used on browsers to allow you to select events that do not yet have a status of 'Completed'.
Pended	The step has been pended.

## Export Payments

The following table lists statuses for payments for export letters of credit, standby letters of credit and guarantees and explains what they mean:

Accept	The draft has been accepted for future payment.
Approve Auth Request	The request for authorisation has been approved.
Await Documents	Indicates a payment awaiting the arrival of documents.
Await Replacement Invoices	Documents have been received from the second beneficiary and a request for a replacement invoice has been made to the first beneficiary.
Gen Req to Issuer	A general request for information has been made to the issuer.
Gen Req to Presenter	A general request for information has been made to the presenter.
Gen Req to Transferee	A general request for information has been made to the transferee.
Pay and Claim Reimb	The payment has been made and reimbursement claimed from the reimbursing bank.
Pay at Maturity	The payment is to be made immediately prior to the maturity date.
Pay from Suspense	Documents have been received from the second beneficiary and a request for a replacement invoice has been made to the first beneficiary. Additionally payment is made immediately to the second beneficiary before funds have been received from the issuing bank or reimbursing bank.
Pay with Discrep	The payment has been made against discrepancies.
Pay/Pay (Mixed)	A payment has been made. 'Pay (Mixed)' is used where a transaction involves mixed payments.
Refuse Auth Request	The request for authorisation has been refused.
Refuse Documents	Documents have been refused.
Reject	The claim has been rejected due to discrepancies.
Reject and Clm Refund	The claim has been rejected and a claim for refund made.
Req Approval from Issuing Bank	The bank has requested authorisation to make the payment from the issuing bank.
Request Acceptance	The bank has requested acceptance.

Request Payment	That the bank has requested payment.
Send on Approval	Documents have been sent on approval.

## Import Payments

The following table lists statuses for payments for import letters of credit, standby letters of credit and guarantees and explains what they mean:

Accept	A payment has been accepted.
Approve Auth Request	The request for authorisation has been approved.
Await Docs	A payment awaiting the arrival of documents.
Await Replacement Invoices	Documents have been received from the second beneficiary and a request for a replacement invoice has been made to the first beneficiary.
Forward Docs Only	Documents are being forwarded without payment.
Gen Req to Applicant	A general request for information has been made to the applicant.
Gen Req to Presenter	A general request for information has been made to the presenter.
Gen Req to Transferee	A general request for information has been made to the transferee.
Iss Trust Rcpt Loan	The payment is made with a trust receipt loan being made to the applicant.
Issue Trust Receipt	A trust receipt has been sent to the applicant.
Pay/Pay (Mixed)	A payment will be made. 'Pay (Mixed)' is used where a transaction involves mixed payments.
Pay at Maturity	The payment is to be made immediately prior to the maturity date.
Pay from Suspense	Documents have been received from the second beneficiary and a request for a replacement invoice has been made to the first beneficiary. Additionally payment is made immediately to the second beneficiary before funds have been received from the issuing bank or reimbursing bank.
Pay with Financing	Payment is made with a general finance loan to the applicant.
Refuse Auth Request	The request for authorisation has been refused.
Refuse Documents	Documents have been refused.
Reject	Documents have been rejected.
Reject and Clm Refund	Documents have been rejected and a claim for reimbursement has been made.
Req Approval from Applicant	The applicant has been requested to authorise payment.

## Master Record Status

A master record's status is identified by a three-letter code. The following list shows these codes and explains what they mean:

BKF	Booked Off	A transaction that has been booked off the system, but not yet removed from it.
CAN	Cancelled	A transaction that has been cancelled.
EXP	Expired	A transaction that has reached its expiry date, but not yet been booked off the system.
LIV	Live	Used for transactions between the release of their initial event - when they become active - and expiry or cancellation. Transactions with this status are available for the input clerk to process through their normal life-cycle.

LIV Stopped	Stopped	Used for reimbursements only to indicate that the reimbursement authorisation has been stopped, to prevent any further claims being made against it.
NEW	New	Used for transactions between the creation of the new master record and the point at which the master becomes active.
PRV	Pre Live*	The master record has been created in the database, but with an event that has been flagged as provisional; a subsequent version of that event needs to be completed that is not flagged as provisional before the status of the master record can be set to LIV.

\*Import letter of credit and export letter of credit Pre Advise events can be flagged as provisional, but for these events only the master record status will be NEW, not PRV.

## Reimbursement Authorisations

The following table lists statuses for payments for reimbursement authorisations and explains what they mean:

Accept	The draft has been accepted for future payment.
Pay at Maturity	Payment is to be made immediately prior to the maturity date.
Pay/Pay (Mixed)	Payment has been made. 'Pay (Mixed)' is used where a transaction involves mixed payments.
Pay with Financing	Payment is made with a general finance loan to the issuer.
Reject	The claim has been rejected due to discrepancies.
Reject and Clm Refund	The claim has been rejected and a claim for refund made.

## Tracer Status

The following table lists statuses for a tracer and explains what they mean:

Active	The tracer is currently active.
Hit Maximum	The tracer has ceased being scheduled because the tracer has been sent the maximum permitted number of times.
Stopped	The tracer has been stopped manually.
Waiting	The tracer is has not yet reached its first scheduled date, and so has not yet become active.

## Watch List Checking

If your system is set up to support checking against a watch list (such as the EU or American Office of Foreign Asset Control watch list), particular products and events within those products can be defined as requiring checking. Typically this may affect create, amend and payment events.

Checking against the list actually takes place within the watch list check step. The system checks whether a particular event is subject to list checking. (This is controlled by the presence of a watch list checking service against the banking entity, where the transaction behalf of branch is within the banking entity.)

The screenshot shows a user interface for selecting a branch service map. At the top, there is a section for 'Branch service map - filters' with fields for 'Branch' (a dropdown menu), 'Service' (a dropdown menu set to 'Watch list checking'), 'Description' (a text input field), and '%'. Below this is a 'Refresh' button. The main area displays a hierarchical tree view of branches under the heading 'Branch'. The tree includes nodes like 'MBWW Misys Bank Worldwide', 'MBIT MISYS BANK ITALY', 'MBMX MB Mexico', 'MBNAM Misys Bank N America', 'MBPH Main Banking Entity - Manila', 'RD001 RD test', 'SLC-MBE2 SLC-MBE2', 'SLC001 SLC001', and 'Watch list checking - BackOffice'. At the bottom of the interface are several buttons: 'Assign services...', 'Collapse/Expand', 'Collapse all', 'Service options...', and 'Expand all'.

The system conducts an interactive check using the interface service messages to communicate with the external list checking system. The Watch List Check step shows the results of the check. If the check results in a 'pass', the Watch List Check step completes automatically.

The event cannot progress further until the Watch List Check step completes; and for the actual event to complete it must either pass watch list checking or have a 'fail' status overridden from within the Watch List Check step.

Events subject to watch list checking that are generated during overnight processing are pended at a Watch list check step for manual completion, so that watch list checking is triggered.

The window used to process a Watch List Check step includes a Status Details pane, which provides information on the status of the check and allows you to select a user action to continue the step. If the check has been carried out automatically and has failed, a Failed Data Fields pane is also present and lists the fields that failed checking.



The window used by the Watch List Check step can also be opened from within the Review and Authorise steps in view-only mode using the Watch List Checker link.

The Check Status field shows the status of the check. A list of statuses is given in Appendix A.

The User Action can be one of the following:

Check Underway	The default value assigned to the transaction when the check is first initiated.
Disposition Awaited	The transaction is with the checking process, being checked. This is particularly relevant for transactions checked using flat file processing.
Funds Blocked	For payment events, the funds are being blocked pending proscribed goods watch list checking.
Matches Overridden	The user has overridden matches found by the checking process to allow the transaction to progress.
None Required	The transaction does not require proscribed goods watch list checking.
Repeat Check	For transactions checked using an electronic message, either the message sent to the checking process was in an invalid format, or the message could not be sent to the checking process because of network connection problems. A warning message will indicate which.
Transaction to be Aborted	The transaction has failed checking and is waiting to be aborted. It cannot be progressed to completion.

Regardless of the user action you select you can use the Watch List Checker Narrative field to enter any additional relevant information.

You can repeat the Watch List Check step by rejecting back to a previous step. The system stores only the most recent version of the watch list checker information. However, the system maintains a full audit trail of the response messages received, warning overrides and user actions taken, and this can be viewed online. The following illustration shows multiple Watch List Check step iterations and the user's action at each step:

**ILC00001230BWW-ISS001**

**Message steps**

Show time at branch      KBSL      (America/New\_York)

Time started	Time completed	Step	Status	Assigned team / user	Step action
5/9/14 07:35:03	5/9/14 07:50:58	Watch List	Completed	Local / BLYTHA	Disposition awaited
5/9/14 07:53:02	5/15/14 09:36:24	Watch List	Completed	Local / BLYTHA	Abort transaction

**View...**

View can be selected against each check.

**Message details - ILC00001230BWW-ISS001-Watch List Check**

**Errors and warning messages**

Severity	Description	Details	Overridden
Warning	General	The Watch List status still shows user action required (status: Abort transaction)	Y

**Gateway message for step Watch List Check**

XML message text [Show text](#)

```
<?xml version="1.0" encoding="UTF-8"?>
<ns2:TFWLCSRSP xmlns:ns2="urn:messages.service.ti.apps.tiplus2.misys.com" xmlns="urn:control.services.tiplus2.misys.com"
xmlns:ns3="urn:common.service.ti.apps.tiplus2.misys.com">
<ns2:Context>
<ns3:Branch>LOND</ns3:Branch>
<ns3:OurReference>ILC00001230BWW</ns3:OurReference>
<ns3:Team>ILC</ns3:Team>
<ns2:Context>
<ns2:DocumentsReceiveds>
<ns2:DocumentsReceived>
```

**Status details**

Check status	Fail - other
Pass / fail flag	Fail - reject transaction
Check started	5/9/14 12:53:02
Check completed	5/25/09 13:59:59
Watch list checker reference	R56749NLL44
User action	Transaction to be aborted <input checked="" type="checkbox"/>
Watch List Checker narrative >>>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**Failed data fields**

Failed field	Failure reason
Havana cigars,75	NAME MATCH
Iraq Place,88	COUNTRY MATCH

Watch List Checker general narrative >>>

## Appendix B Charges Breakdown

This appendix explains the structure of the charge calculation text that may be included in customer documents.

**Note:** For flat charges, percentage charges and interest charges, a detailed charge breakdown is included in the charge tables that can be incorporated in customer documents. This enables a full breakdown of charges to be given to customers, and details of both customer charges and the split of fees between branches to be given to the behalf of branch.

No breakdown is shown for tax charges.

### Charge Breakdown

Example:

A typical interest charge calculation text by period appears as follows:

General charge

Charge calculated on amount 2,000,000.00 USD

Amount for calculation purposes 1,196,172.25 GBP @1.672

Interest days basis 0 - 365 day

Period 19/2/2013 - 24/2/2014 370 Days

19/2/2013 - 19/3/2013 - 1.0625% x 1,196,172.25 GBP x 28/365 = 974.96 GBP

19/3/2013 - 19/4/2013 - 1.2222222% x 1,196,172.25 GBP x 31/365 = 1,241.69 GBP

19/4/2013 - 19/5/2013 - 1.1875% x 1,196,172.25 GBP x 30/365 = 1,167.50 GBP

19/5/2013 - 24/2/2014 - 1.425% x 1,196,172.25 GBP x 281/365 = 13,122.67 GBP

Charge amount payable 16,506.82 GBP

Receivable charge amount 16,506.82 GBP @ 1.672 = 27,599.40 USD

The charge text is made up of the following basic elements:

1.	General Charge	<b>Charge Description</b> - description of the charge.
2.	Charge calculated on amount 2,000,000.00 USD	<b>Charge Basis Amount</b> - where the charge is in transaction currency.
3.	Amount for calculation purposes 1,196,172.25 GBP @ 1.672	<b>Amount for calculation purposes</b> and the associated Exchange Rate - where the charge basis amount is converted for calculation purposes into charge schedule currency.
4.	Interest days basis 0 - 365 day Period 19/2/2013 - 19/2/2014 365 Days	<b>Charge Period</b> - where the charge is by period <b>Interest Days Basis</b> - where interest based charge
5.	19/2/2013 - 19/3/2013 - 1.0625% x 1,196,172.25 GBP x 28/365 = 974.96 GBP 19/3/2013 - 19/4/2013 - 1.2222222% x 1,196,172.25 GBP x 31/365 = 1,241.69 GBP 19/4/2013 - 19/5/2013 - 1.1875% x 1,196,172.25 GBP x 30/365 = 1,167.50 GBP 19/5/2013 - 24/2/2014 - 1.425% x 1,196,172.25 GBP x 281/365 = 13,122.67 GBP	<b>Calculation Details</b> - details of the charge calculation based on charge type (flat, percentage or interest) and by count, period or amount. Charges may be calculated by tiers, split tiers and nested tiers.
6.	Charge amount payable 16,506.82 GBP	Charge Amount Payable - resulting charge amount.

7.	Receivable charge amount 16,506.82 GBP @ 1.672 = 27,599.40 USD	Receivable Charge Amount - in required currency.
----	--	--

These items are described in turn in the following sub-sections.

## Charge Description

The charge description is taken from the definition of the charge type.

### Interest days basis

The system uses the following interest days basis for calculating interest:

Basis 0 - Actual days - 365 day year	Interest is calculated on a basis of 365 days in a year. n = actual number of days d = 365 days
Basis 1 - Actual days - 360 day year	Interest is calculated on a basis of 360 days in a year. n = actual number of days d = 360 days
Basis 2 - Actual days - 365/6 day year	Interest is calculated to take into account leap years. The following formula is used:

$$\text{Interest} = \text{Amount} \times \frac{\text{Rate}}{100} \times \left[ \frac{n}{365} + \frac{m}{366} \right]$$

	where: n is the number of days in non-leap years for which interest is to be calculated m is the number of days in leap years for which interest is to be calculated
	where: n is the number of days in non-leap years for which interest is to be calculated m is the number of days in leap years for which interest is to be calculated
Basis 3 - 30 day month - 360 day year	Interest is calculated treating all months as 30 day months in a 360 day year. d = 360 days n = the number of days in the period  If either the start date or the end date of the period is the last calendar day of the month then: <ul style="list-style-type: none"><li>• For the 31st of the month 1 day of interest is calculated</li><li>• For the 30th of a 31 day month no interest is calculated</li><li>• For the 27th of February in a non-leap year 3 days of interest are calculated</li><li>• For the 28th of February in a non-leap year 1 day of interest is calculated</li><li>• For the 28th of February in a leap year 2 days of interest are calculated</li><li>• For the 29th of February in a leap year 1 day of interest is calculated</li></ul>
Basis 4 - 30 day month - 365 day year	Interest is calculated treating all months as 30 day months in a 365 day year. d = 365 days n = the number of days in the period, calculated as for basis 3  The same rules apply as for the previous example, if either the start date or the end date of the period is the last calendar day of the month.
Basis 5 - Actual days - 365/6 day year	Interest is calculated treating all months as 30 day months taking into account leap years using the following formula:

$$\text{Interest} = \text{Amount} \times \frac{\text{Rate}}{100} \times \left[ \frac{n}{365} + \frac{m}{366} \right]$$

where:

n        is the number of days in non-leap years for which interest is to be calculated (as for basis 3)

m        is the number of days in leap years for which interest is to be calculated (as for basis 3)

## Charge Calculated on Amount

This is the amount of the transaction on which the charge is being calculated.

## Amount for Calculation Purposes

This is the amount used to calculate the charge. This line only appears if the calculation currency is different from the transaction currency - as in the example above, where the transaction currency is USD but the calculation currency is GBP.

## Charge Period/Interest Days

For periodic charges and interest charges only, this is the total period to which the charge applies including the Charge From date and Charge To date.

For interest charges only, this also includes the total number of days for which interest is charged.

For periodic charges or charges with tiers by period or charges with reduction/increase/renewal cycles, the Charge From date and Charge To date and the interest days of each of sub-period will also be shown.

## Calculation Details

The details of the charge calculation are given. The details will vary depending on whether or not the charge type has the Charge in Schedule Currency field checked.

The examples in both the following sub-sections assume a charge schedule in GBP and the following percentage split tier structure:

Up to	250,000.00	0.75%
Up to	500,000.00	0.50%
Beyond		0.25%

For periodic interest type charges, the details will include:

- The charge amount and currency or the tier amount (if the tier is by amount)
- The interest rate (either the specific interest rate or the sum of the base rate and the differential) for each tier
- The charge period (for example the Charge From and Charge To dates)
- The number of days interest is charged
- Interest days basis
- The calculated charge amount and currency for each tier or the minimum or maximum amount and currency for each tier

### Charge in Schedule Currency

If the charge type has the Charge in Schedule Currency field checked and the transaction currency is different from the charge currency, the system converts the transaction amount to the schedule currency before calculating the charge, and calculates the charge in the schedule currency.

For example, where the currency of a letter of credit is USD, the schedule currency is GBP, and the charge type has the Charge in Schedule Currency field checked, the following calculation appears:

```
Charge calculated on amount 1,000,000.00 USD
Amount for calculation purposes 598,086.12 GBP @ 1.672
0.75% x 250,000.00 GBP = 1,875.00 GBP
0.50% x 250,000.00 GBP = 1,250.00 GBP
0.25% x 98,086.12 GBP = 245.22 GBP
Charge amount payable 3,370.22 GBP
```

As the charge is in schedule currency:

- The transaction amount is converted to GBP, as the 'Amount for charge calculation purposes'
- The tier level amounts are shown in the schedule currency, GBP, and so are the interim charge amounts calculated using those tier levels
- The calculated charge amount payable is in the schedule currency, GBP

Some of the text strings used in charge break-downs can be configured so that they appear in the language of the recipient. See the *Static Data Maintenance User Guide – Trade Innovation* for details.

### Charge not in Schedule Currency

If the charge type does not have the Charge in Schedule Currency field checked and the transaction currency is different from the charge currency, the system converts the charge schedule amounts as part of its calculation of the charge, and the charge is calculated in the transaction currency.

For example, where the currency of a letter of credit is USD, the schedule currency is GBP, and the charge type does not have the Charge in Schedule Currency field checked, the following calculation appears:

```
Charge calculated on amount 1,000,000.00 USD
0.75% x 418,000.00 USD = 3,135.00 USD
0.50% x 418,000.00 USD = 2,090.00 USD
0.25% x 164,000.00 USD = 410.00 USD
Charge amount payable 5,635.00 USD
```

As the charge is not in the schedule currency:

- The transaction amount is not converted
- The tier level amounts and interim charge amounts calculated using those tier levels are given in the transaction currency, USD, as part of the calculations
- The calculated charge amount payable is in the transaction currency, USD

### Calculating Tiered Charges

Charges are calculated differently for the various possible tier structures.

Where charges are applied by amount tiers, calculations are as shown in the examples in the following table:

Type of Schedule	Calculation	Notes
Percentage charge	$0.25\% \times 598,086.12 \text{ GBP} = 1,495.22 \text{ GBP}$	For an ordinary tier, the appropriate tier is shown
	$0.75\% \times 250,000.00 \text{ GBP} = 1,875.00 \text{ GBP}$ $0.50\% \times 250,000.00 \text{ GBP} = 1,250.00 \text{ GBP}$ $0.25\% \times 98,086.12 \text{ GBP} = 245.22 \text{ GBP}$	For split tiers, all applicable tiers are shown
Flat charge	Charge amount payable 900.00 USD	For an ordinary tier, the charge amount payable is shown
	First 500,000.00 USD = 1,000.00 USD Next 500,000.00 USD = 950.00 USD Next 1,000,000.00 USD = 900.00 USD	For split tiers, all applicable tiers are shown
Interest charge	$5.00\% \times 120,000.00 \text{ USD} \times 3/365 = 98.63 \text{ USD}$	For an ordinary tier, the appropriate tier is shown
	$10.00\% \times 100,000.00 \text{ USD} \times 3/365 = 82.19 \text{ USD}$ $5.00\% \times 20,000.00 \text{ USD} \times 3/365 = 8.22 \text{ USD}$	For split tiers, all applicable tiers are shown

Where charges are applied by period tiers, calculations are as shown in the examples in the following table:

Type of Schedule	Calculation	Notes
Percentage charge	19/2/2013 - 19/2/2014 - 0.25% x 1,000,000.00 USD = 2,500.00 USD	For an ordinary tier; the appropriate tier is shown.
	19/2/2013 - 19/5/2013 - 0.75% x 1,000,000.00 USD = 7,500.00 USD 19/5/2013 - 19/8/2013 - 0.50% x 1,000,000.00 USD = 5,000.00 USD	For split tiers, all applicable tiers are shown.
Flat charge	Charge amount payable 60.00 USD	For an ordinary tier, the charge amount payable is shown.
	1/3/2000-1/4/2000 = 50.00 USD 2/4/2000-1/5/2000 = 30.00 USD	For split tiers, all applicable tiers are shown.
Interest charge	5.00% 1/3/2000-1/4/2000 = 98.63 USD	For an ordinary tier, the appropriate tier is shown.
	19/2/2013 - 19/5/2013 - 1.25% x 1,000,000.00 USD x 89/365 = 3,047.95 USD 19/5/2013 - 19/8/2013 - 1.50% x 1,000,000.00 USD x 92/365 = 3,780.82 USD	For split tiers, all applicable tiers are shown.

Where charges are applied by count tiers, calculations are as shown in the examples in the following table:

Type of Schedule	Calculation	Notes
Percentage charge	Charge based on count - Document count 35 35 items - 0.20% x 1,000,000.00 USD = 2,000.00 USD	For an ordinary tier; the appropriate tier is shown.
	Charge based on count - Document count 8 First 5 items - 0.75% x 1,000,000.00 USD = 7,500.00 USD Next 3 items - 0.50% x 1,000,000.00 USD = 5,000.00 USD	For split tiers, all applicable tiers are shown.
Flat charge	Charge based on count - Document count 35 Charge amount payable 688.86 USD	For an ordinary tier, the charge amount payable is shown.
	Charge based on count - Document count 20 First 5 items = 172.22 USD Next 5 items = 344.43 USD Next 10 items = 516.65 USD	For split tiers, all applicable tiers are shown.
	40 items @ 15.00 USD per 10 items = 60.00 USD - Document count	Charge based on a denominator e.g. 15 USD per 10 items
	Charge based on count - Document count 100 First 40 items @ 15.00 USD per 10 items = 60.00 USD - Document count Next 60 items @ 0.50 USD per item = 30.00 USD – Document count	
Interest charge	Charge based on count - Document count 35 35 items - 1.825% x 1,000,000.00 USD x 365/365 = 18,250.00 USD	For an ordinary tier, the appropriate tier is shown.

Charge based on count - Document count 20 First 5 items - $1.25\% \times 1,000,000.00 \text{ USD} \times 365/365 = 12,500.00 \text{ USD}$ Next 5 items - $1.50\% \times 1,000,000.00 \text{ USD} \times 365/365 = 15,000.00 \text{ USD}$ Next 10 items - $1.75\% \times 1,000,000.00 \text{ USD} \times 365/365 = 17,500.00 \text{ USD}$	For split tiers, all applicable tiers are shown.
---	--

## Setting Up Fractional Charges

You may set up fractional charges such as documentary stamp tax in the system in the same way as standard flat charges. However, the value of the Frequency field should be set to Amount. The following illustration shows an example of fractional charges for documentary stamp tax with two tiers:

Schedule type	One off	
Charge type	Flat	
Tier	Amount	<input checked="" type="checkbox"/> Split tier <input type="checkbox"/> Extended tier structure
<b>▼ Tier 1</b>		
Amount	250,000.00 USD	Frequency
Charge amount	500.00 USD	One off
<b>▼ Tier 2</b>		
Amount	USD	Frequency
Charge amount	75.00 USD	Amount
Minimum amount	50,000.00 USD	

The first tier applies to the first 250,000 dollars (USD) of the charge basis amount, and defines a one-off flat rate of 500 USD.

The second tier, which applies the remainder of the charge basis amount is defined as 'per amount' and will add 75.00 USD to the charge total for each additional 50,000 USD, or fraction thereof.

The resulting charge calculation text is as follows:

Charge calculated on amount 1,000,000.00 USD  
First 250,000.00 USD = 500.00 USD  
Next 750,000.00 USD @ 75.00 USD per 50,000.00 USD:  
Chargeable Units =  $750,000.00 \text{ USD} / 50,000.00 \text{ USD} = 15$  (rounded up)  
 $15 * 75.00 \text{ USD} = 1,125.00 \text{ USD}$   
Charge amount payable 1,625.00 USD

The following illustration shows a single-tier fractional charge which is calculated as 50.00 USD for each 50,000.00 USD, or fraction thereof:

Schedule type	One off	
Charge type	Flat	
Tier	Amount	<input type="checkbox"/> Split tier <input type="checkbox"/> Extended tier structure
<b>▼ Tier 1</b>		
Amount	USD	Frequency
Charge amount	500.00 USD	Amount
Minimum amount	50,000.00 USD	

The resulting charge calculation text is as follows:

1,000,000.00 USD @ 500.00 USD per 50,000.00 USD:

Chargeable Units = 1,000,000.00 USD / 50,000.00 USD = 20 (rounded up)

20 \* 500.00 USD = 10,000.00 USD

Charge amount payable 10,000.00 USD

## Minimum and Maximum Charges

Where a minimum or maximum applies to a tier, this is shown against the charge amount.

The minimum or maximum amount is shown rather than the amount calculated that is below the minimum or above the maximum.

If a separate minimum/maximum currency is defined on the charge schedule, the minimum or maximum amount is calculated and displayed in that currency. Otherwise, it is calculated in the schedule currency.

Where a minimum or maximum applies at overall level, the system will show the minimum or maximum applicable. For example:

Charge calculated on amount 1,000,000.00 USD

Amount for calculation purposes 580,666.14 GBP @ 1.72216

0.75% x 250,000.00 GBP = 3,229.05 USD

0.50% x 250,000.00 GBP = 2,152.70 USD

0.25% x 80,666.14 GBP = 347.30 USD

Charge amount payable 6,000.00 USD (Min)

In the following example, a charge schedule in GBP has a minimum/maximum currency of USD defined. The transaction is in EUR:

Charge calculated on amount 1,400.00 EUR

1.00% x 1,400.00 EUR (15.00 USD (Min)) = 15.00 USD

Charge amount payable 15.00 USD

Receivable charge amount 15.00 USD @ 1.04418 = 15.66 EUR

## Charging by Period

Where charges are applied by period, details of the period are shown together with the charge for that period:

Period 19/2/2013 - 24/2/2014 370 Days

19/2/2013 - 24/2/2014 - 0.20% x 1,196,172.25 GBP = 2,392.34 GBP

Charge amount payable 2,392.34 GBP

- Where there is a minimum or maximum applied by period, this is shown as follows:

- Minimum – Min/max by period - Yes - minimum per period is 900.00 per month (x 3)

19/2/2013 – 19/5/2013 – 0.075% x 1,196,172.25 GBP @ 897.13 GBP per month (900.00 GBP (Min)) = 2,700.00 GBP

- Minimum – Min/max by period - No - minimum of 3,000.00 applies for whole period

19/2/2013 – 19/5/2013 – 0.075% x 1,196,172.25 GBP @ 897.13 GBP per month (3,000.00 GBP (Min)) = 3,000.00 GBP

- Maximum – Min/max by period - Yes - maximum per period is 500.00 GBP per month (x 3)

19/2/2013 – 19/5/2013 – 0.075% x 1,196,172.25 GBP @ 897.13 GBP per month (500.00 GBP (Max)) = 1,500.00 GBP

- Maximum – Min/max by period - No - maximum of 1,200.00 GBP applies to the whole period

19/2/2013 – 19/5/2013 – 0.075% x 1,196,172.25 GBP @ 897.13 GBP per month (1,200.00 GBP (Max)) = 1,200.00 GBP

## Nested Tier Based Charges

Nested tiers allow the following combination of selection and calculation tiers - with some illustrative examples shown below.

Selection tier	Calculation tier
Amount	Count
Amount	Period
Count	Amount
Count	Period
Count	Count
Period	Count
Period	Amount

Each calculation tier element can have a separate flat charge, percentage or interest charge calculation basis.

### Amount – Period Tiers

Where the selection tiers are by Amount, and calculation tiers are by Period the calculation is presented as follows:

Each selection tier is shown followed by the calculation tier:

Charge calculated on amount 2,000,000.00 USD

Interest days basis 0 - 365 day

Period 19/2/2013 - 24/2/2014 370 Days

First 100,000.00 USD

19/2/2013 - 19/3/2013 - 0.10% x 100,000.00 USD = 100.00 USD #1

19/3/2013 - 19/5/2013 - 0.124% x 100,000.00 USD x 61/365 = 20.72 USD #2

19/5/2013 - 19/8/2013 - 0.2222222% x 100,000.00 USD x 92/365 = 56.01 USD

19/8/2013 - 24/2/2014 = 125.00 USD #3

Next 100,000.00 USD

19/2/2013 - 19/3/2013 = 22.00 USD

19/3/2013 - 19/5/2013 - 0.11% x 100,000.00 USD = 110.00 USD

19/5/2013 - 19/6/2013 - 1.0625% x 100,000.00 USD x 31/365 = 90.24 USD

19/6/2013 - 24/2/2014 - 0.98711% x 100,000.00 USD x 250/365 = 676.10 USD

Next 1,800,000.00 USD

19/2/2013 - 19/8/2013 - 0.01% x 2,000,000.00 USD = 200.00 USD - Master amount

19/8/2013 - 24/2/2014 - 0.009% x 2,000,000.00 USD = 180.00 USD - Master amount #4

Charge amount payable 1,580.07 USD

#1=Percent charge

#2=Interest charge

#3= Flat charge

#4=Use of an override charge amount field for the specific calculation

### Period – Amount Tier

Where the selection tiers are by Period, and calculation tiers are by Amount the calculation is presented as follows:

Charge calculated on amount 2,000,000.00 USD

Interest days basis 0 – 365 day

Period 19/2/2013 – 24/2/2014 370 Days

First 19/2/2013 – 19/3/2013

First 100,000.00 USD = 100.00 USD

Next 100,000.00 USD - 0.125% x 2,000,000.00 USD = 2,500.00 USD - Master amount

Next 300,000.00 USD - 0.2222222% x 2,000,000.00 USD x 28/365 = 340.94 USD - Master amount

Next 1,500,000.00 USD - 0.01275% x 2,000,000.00 USD x 28/365 = 19.56 USD - Master amount

Next 19/3/2013 – 19/5/2013

First 250,000.00 USD - 0.0725% x 250,000.00 USD = 181.25 USD

Next 250,000.00 USD - 0.0565% x 250,000.00 USD = 141.25 USD

Next 1,500,000.00 USD = 275.00 USD

Next 19/5/2013 – 24/2/2014

First 750,000.00 USD - 0.125% x 2,000,000.00 USD = 2,500.00 USD - Master amount

Next 1,250,000.00 USD = 199.99 USD

Charge amount payable 6,257.99 USD

### Count – Count Tiers

Where the selection tiers are by Count, and calculation tiers are also by Count the calculation is presented as follows:

Charge based on count - Document count 50

For 50 items

First 5 items - 0.01% x 2,000,000.00 USD = 200.00 USD

Next 10 items @ 4.00 USD per item = 40.00 USD

Next 35 items @ 6.00 USD per 5 items = 42.00 USD

Charge amount payable 282.00 USD

### Charge Amount

The eventual charge amount calculated. This will be in either the transaction currency or the schedule currency. Where the charge amount is payable in a different currency (that is where a preferred currency has been specified for the party paying the charge - see Chapter 4) the amount in that currency and the conversion rate used are shown. For example:

Charge amount payable 3,498.38 GBP@ 1.54 = 5,387.51 USD

## Amendment Charges

Amendment charges are used when a change to the amount or term of a transaction has an impact on a charge already calculated and advised to the customer. Amendment charges typically affect the charges associated with the issuance or confirmation of a letter of credit.

If a letter of credit is increased in value, then the system calculates the amendment charge on the value of the increase from the date of the amendment to the expiry date for the letter of credit.

If the term of a letter of credit is extended, then the system calculates the amendment charge on the outstanding balance of the letter of credit for the period between the original expiry date and the new expiry date.

If both the value and the term of a letter of credit are increased, then the system calculates the amendment charge to be:

- The charge due for the value of the increase from the amendment date to the original expiry date.  
PLUS

- The charge due for the outstanding balance of the letter of credit (taking into account its increase in value) for the period between the original expiry date and the new expiry date.

In every case, when the system calculates amendment charges, it applies the charge schedule used to calculate the original charges, taking account of the original issue date and amount, any tiering of periods or amounts, and the charge frequency set up for that schedule. Any change to the charge basis amount is also taken into account.

If the amount or term of a letter of credit is decreased, then any refund is at the bank's discretion and must be calculated and applied manually.

However, if the system option AmendChargeUseCurrentAmount is set, additional risk charges resulting from amendments to a transaction amount, are calculated on the current charge basis amount, rather than on the charge basis amount previously used to calculate the original charge applied to the transaction.

This ensures that any risk commission that has already been taken will not be refunded to the charge payer when a transaction is amended, following a reduction in the available amount on receipt of a claim or documentary presentation. It applies where a claim is either in progress, or has been accepted or paid.

The system calculates the risk charge for the period outstanding, up to the original expiry date (based on the increased L/C amount - irrespective of claims). Where an expiry date is extended, the charge calculation also includes the period from the original expiry date to the extended expiry date. The system takes any claims into account, thus basing the charge for this period on the current available/outstanding amount. This functionality is applicable to both 'Taken' and/or 'Deferred' charges.

If the transaction amount is decreased, or the expiry date curtailed, the system will not calculate and/or apply a refund.

For periodic charges and participant charges, the system automatically calculates any refund or additional charge due. As with any other charges, you may waive these. If the option PerdChgAdvNoAmendment is set, the amendment amounts will be waived for periodic charges taken in advance in Amend events so that the effect of the amendment is ignored in the current charge period. From the next period the charges are then calculated using the new values in the Charge Basis Amounts following the amendment of the underlying transaction.

During transaction processing amendment charges cannot be amended outside of the event in which they originated.

If an amendment charge is raised within the original term of the transaction (that is, before the transaction expires) then it uses the charge schedule applied when the transaction was created. Beyond this original period, the charges schedule to be used is selected in the same way as for a new charge unless a master-level charge schedule is in place, in which case the master-level schedule is used instead.

### Receivable Charge Amount

For periodic interest charges only, if the interest rates are increased and there are additional amounts to be collected.

### Refundable Amount

For periodic interest charges only, if the interest rates are reduced and there are refundable amounts available.

### Manually Edited Charges

If a charge amount is overridden by the user, the adjusted amount is that actually charged, and is displayed as shown in the following example:

```
General charge commission  
Charge calculated on amount 1,000,000.00 USD  
0.75% x 250,000.00 USD = 1,875.00 USD  
0.50% x 250,000.00 USD = 1,250.00 USD  
0.25% x 500,000.00 USD = 1,250.00 USD  
Charge amount payable 4,375.00 USD  
Adjusted charge amount 4,000.00 USD
```

## Appendix C Diagnostic Information

This appendix explains how to display event fields and use that information to diagnose problems with rules or conditional postings. This facility can also be used to ensure you are using the correct amount field for postings.

### Overview

The system uses static data that is maintained using the facilities described in this Guide. The system operates in one of two ways:

- As a system integrated with a back office system, in which case the system uses a copy of some of the static data, such as customers and accounts, held on the back office database. The copy used by the system is then updated throughout business hours to keep it in line with the back office database.
- As a standalone system, in which case static data is used that is maintained using the facilities described in this Guide.

Some other types of static data are specific to trade finance, and so are stored in the database and maintained using the system facilities, regardless of whether your system is integrated or standalone.

For some types of data, standard data sets are provided as part of the release. They can be augmented and maintained using the static data application. These standard data sets provide a consistent set of static data that you can use while familiarising with the system. These can be deleted before your system goes live, but you may want to retain those standard data sets that conform to external standards for live operations.

Some other types of data are parameters that support global processing, such as branches, zones and aliases. Branches are organised into zones. Each zone has its own database of transactions, static data and users; and the branches within a zone share that database. Aliasing allows you to set up in each database a mapping between the key value held for a static item in that database and the corresponding key values held for the same item in other back office databases you might share data with.

When you use the static data application to make any changes to the system, before and after images of the affected data are journalled. You can display this information using the Full Journal Report.

A table in the Appendix lists all the static data types that the system uses.

The following sections in this chapter provide a brief description of the static data used by the system explaining what each is used for and how they interrelate, and providing some guidelines on the order in which static data should be set up.

## Displaying Event Field Values

To display event field values, with the relevant event open, select the Other|Event Fields link.

**Event Fields - filters**

Field type	Account	Availability	A product/event
------------	---------	--------------	-----------------

**Event Fields**

Code	Description	Value

In the window displayed, use the lists in the Field Type and Availability fields to specify the fields you want to display information for. Select the kind of field that is used in the rule you want to check.

**Event Fields - filters**

Field type	amount	Availability	A product/event
------------	--------	--------------	-----------------

**Event Fields**

Code	Description	Value
AAC	Additional amount claimed	
AAD	Default allocated amount	50,000.00 EUR
AAF	Additional amount claimed - transaction Ccy	
AASG	Amount of attached Shipping Guarantee	
ACD	Decrease in addl amts in transaction Ccy	
ADA	Additional Amounts	
ALLR	Total allocated amount remaining	
AMC	Amount claimed	50,000.00 EUR
AMP	Amount paid	50,000.00 EUR
AMPR	Amount presented	50,000.00 EUR
AMT	Nominal master account	50,000.00 EUR

Show details...

You can then select an item and display field-level information for it by clicking **Show Details**.

**Event field parts**

a	Amount	:
s	Amount in words	:
c	Currency	:
t	Amount and currency	:
r	Currency and amount	:
f	Amount in figures	:
h	Amount in figures (headings)	:
u	Amount unedited	:
m	Amount edited with decimal place only	:
v	Amount in SWIFT format	:
i	Amount edited in ISO format	:
d	SWIFT currency	:

Close

Event field values within transaction events are updated on completion of an Input step. Therefore, if you are looking at event fields from the current event, then from the point that you Pend or Save the event at an Input step the data shown when you use the facility described in this appendix will always be up to date.

**Note:** However, if you use the facility from the current event to display information for fields in another event - for example, a subsidiary event or an event recorded against a related master - the information you see may not be up to date, since any changes entered in the current event may not be applied to the subsidiary event or related master event until release of the current event.



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