# L/G lifecycle

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## L/G lifecycle at a glance

An L/G lifecycle follows a letter of guarantee from its opening stage through approval, active use, return, and closure. Use the stage shown in the **Stage** column to choose the
next permitted action.

```
stateDiagram-v2
    state "Awaiting Approval" as AwaitingApproval
    state "Due for Return" as DueForReturn
    Draft --> AwaitingApproval: Request approval
    AwaitingApproval --> Approved: Approve
    Draft --> Active: Active
    Approved --> Active: Active
    Active --> DueForReturn: Due for Return
    DueForReturn --> Returned: Returned
    Expired --> Returned: Returned
    Returned --> Closed: Closed
    Active --> Liquidated: Liquidated
    Expired --> Liquidated: Liquidated
    DueForReturn --> Liquidated: Liquidated
    Draft --> Cancelled: Cancel
    Approved --> Cancelled: Cancel
```

The product uses the following stages.

| Stage |
| --- |
| **Draft** |
| **Awaiting Approval** |
| **Rejected Approval** |
| **Approved** |
| **Active** |

| Stage |
| --- |
| **Due for Return** |
| **Returned** |
| **Cancelled** |
| **Liquidated** |
| **Expired** |
| **Closed** |

**Rejected Approval** is a record stage, but it is not a filter in the list.

| If you need to… | Go to |
| --- | --- |
| Find an L/G or choose a stage list | Find an L/G |
| Check fields, tabs, and available controls | Understand the L/G screen |
| Submit or approve an L/G | Submit and approve an L/G |
| Return, close, liquidate, or cancel an L/G | Return, close, liquidate, or cancel an L/G |
| Extend an eligible Performance Bond or edit an active record | Handle extensions and editing branches |
| Fix a validation or permission message | Fix errors and continue |
| Create a new L/G | Create an L/G |
| Work from the finance list and record view | L/G finance view |
| Review L/G information attached to a sales job | Sales job contacts, guarantees, and history |

## Before you start

An L/G stage action works on a saved record with no unsaved changes, and the available
actions depend on your permissions and the approval process.

### Prerequisites

- You have an existing L/G when you are moving a record through its stages.
- The record has no unsaved changes before you select a stage action.
- You can edit the record to use **Save** or **Save and Close**.
- You can create a new record to save a new L/G.

- You know whether an approval process applies and whether you can approve the L/G.
- You have the information needed for the fields shown on your screen. Requiredness for the basic L/G fields can be configured by your company.

The approval process and your approval permission determine whether **Request approval** or **Approve** appears.

## Find an L/G

The L/G list is the finance worklist for finding records by view and stage. Use it when you need to open an existing L/G before taking a lifecycle action.

### Prerequisites

- You have access to the finance L/G list.

### Steps

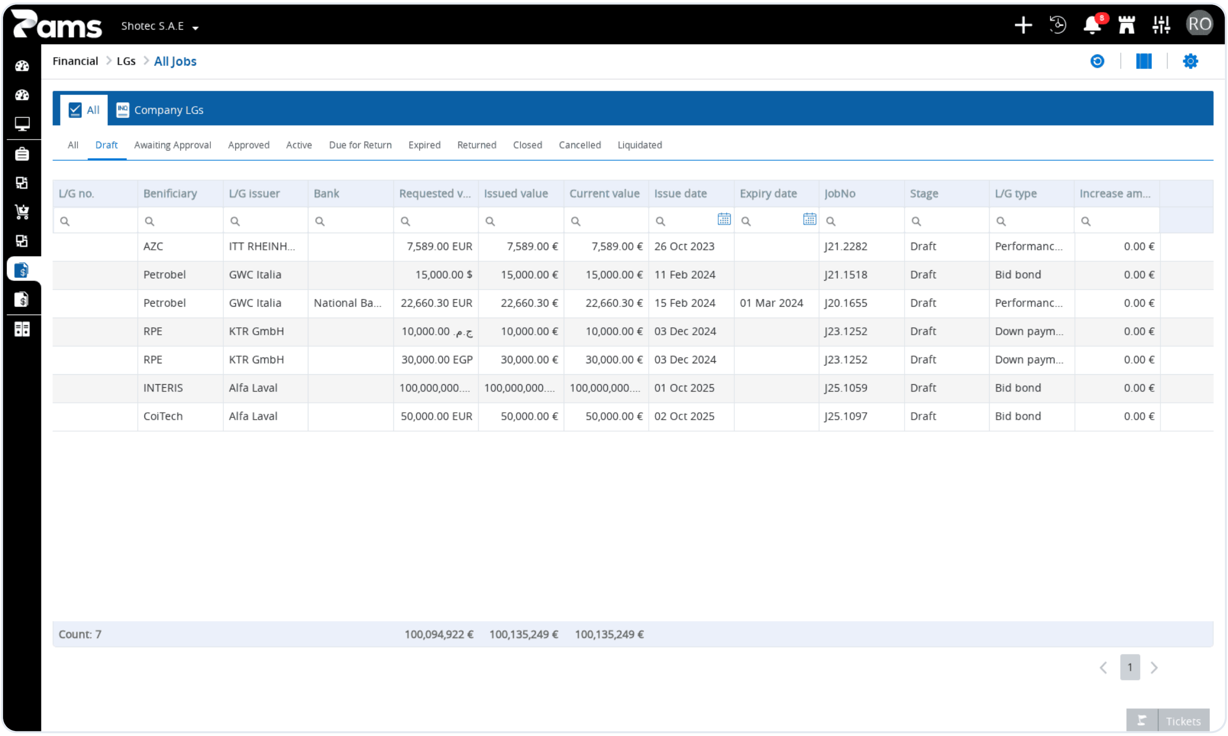
1. In the finance navigation, select **Bank Guaranties**.
2. Select the list view that matches the records you need.

| If you need to… | Select |
|---|---|
| See all L/G records | **All** |
| See company L/G records | **Company LGs** |

3. Select the stage filter that matches the work you need to review.

| If you need to review… | Select |
|---|---|
| Records in any stage | **All** |
| Records being prepared | **Draft** |
| Records waiting for approval | **Awaiting Approval** |
| Approved records | **Approved** |
| Records in use | **Active** |
| Records approaching return | **Due for Return** |
| Expired records | **Expired** |

| If you need to review… | Select |
|---|---|
| Returned records | **Returned** |
| Closed records | **Closed** |
| Cancelled records | **Cancelled** |
| Liquidated records | **Liquidated** |




4. Select a data cell in the row you want to inspect.

**Result:** The selected filter refreshes the list, and selecting a finance-list data cell opens the selected L/G record.

## Understand the L/G screen

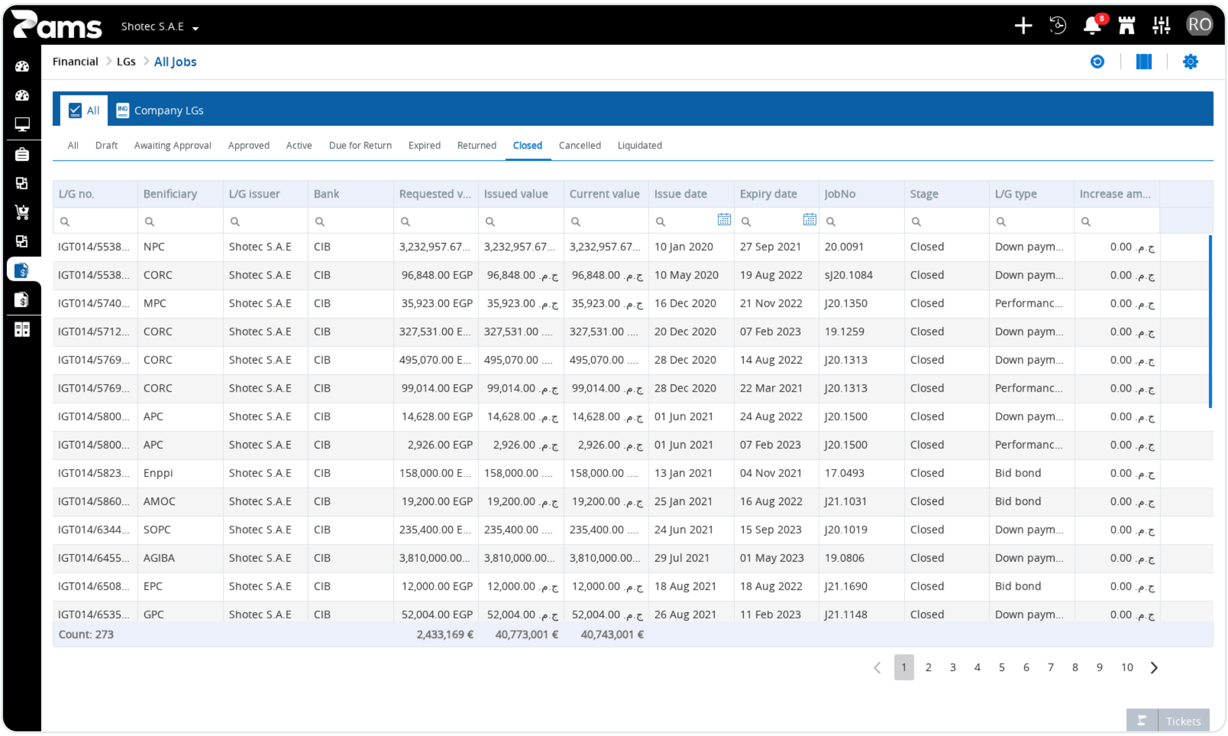
The list identifies each L/G by its number, parties, values, dates, job, stage, type, and increase amount. The record screen carries the L/G information, recommendation areas,
stage dialogs, and follow-up areas.

The list contains these columns:

| Column | Use it to… |
|---|---|
| **L/G no.** | identify the guarantee |

| Column | Use it to… |
|---|---|
| **Benificiary** | identify the beneficiary |
| **L/G issuer** | identify the issuer |
| **Bank** | identify the bank |
| **Requested value** | review the requested amount |
| **Issued value** | review the issued amount |
| **Current value** | review the current amount |
| **Issue date** | review when it was issued |
| **Expiry date** | review when it expires |
| **JobNo** | locate the related job |
| **Stage** | identify the current lifecycle stage |
| **L/G type** | identify the guarantee type |
| **Increase amount** | review the increase amount |

The list also has buttons titled **Refresh**, **Table Layout**, and **Settings**.




On a basic record surface, you may see fields for the beneficiary, issuer, representation,
type, requested value, bank, number, dates, issue value, and cash cover. The fields

and their
required markers depend on the record surface and your company's L/G configuration; complete
the fields shown on your screen.

### Review a new-record surface

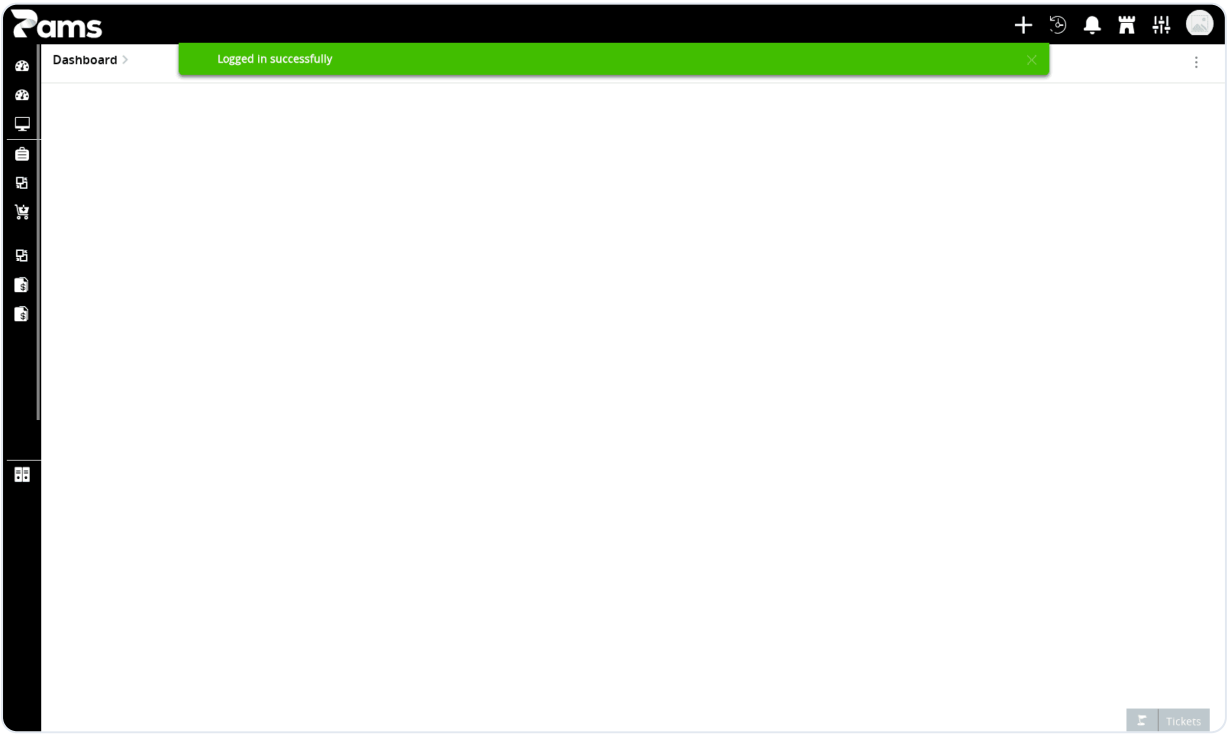
Use the new-record surface when you need to review the fields available before starting an
L/G request.

#### Prerequisites

- You can open `/letters-of-guaranties/new`.

#### Steps

1. Open `/letters-of-guaranties/new`.
2. Review the fields shown on your screen.
3. Check which of the displayed fields carries a required marker.




**Result:** You can identify the basic fields and required markers available on the new-record
surface before continuing.

Recommendation areas can include **Confirmation Of The LG Requirement**, **Comment**, and **Confirmation Of The Financial Viability**. The extension, deduction, increase, return, and editing dialogs have their own fields, including **Extension Period**, **Expiration date**, **Reason**, **LG Deduction Date**, **LG Deduction Percentage**, **LG Increase Date**, **LG Increase Percentage**, **LG Increase Reason**, **Return Reason**, and **Returned On**.

Use the record areas **Comments** and **Attachment** to move to the corresponding follow-up area. Save changes with **Save** or save and leave the page with **Save and Close**.

## Submit and approve an L/G

Submitting an L/G places it into the approval path when approval is configured; approving it records the approval decision. Activating it moves it into active use after the required checks pass.

### Prerequisites

- You have a saved L/G with no unsaved changes.
- For approval actions, you know whether approval applies and whether you can approve.
- For **Active**, the L/G is Draft when no approval process applies, or Approved when one does apply.

### Steps

1. Select the action that matches the L/G's approval and current stage.

| Action | Select it when… |
|---|---|
| **Request approval** | the L/G is Draft, approval applies, and you cannot approve it |
| **Approve** | approval applies, you can approve, and the stage is before **Approved** |
| **Active** | the L/G is Draft without approval or Approved with approval |

2. Select the save action that matches where you need to go next.

| If you need to… | Select |
|---|---|
| Keep the record open after saving changes | **Save** |

| If you need to… | Select |
| --- | --- |
| Save the changes and leave the page | **Save and Close** |

**Result:** A successful save displays `Your request was completed successfully`. A failed save displays `An error occurred while processing your request`. A successful approval moves the L/G to **Approved**, and a successful activation moves it to **Active**.

## Return, close, liquidate, or cancel an L/G

These actions close or end an L/G's current business path. Choose the action that matches
the stage shown in **Stage**; the action opens its validation dialog where the transition requires additional information.

### Prerequisites

- You have a saved L/G with no unsaved changes.
- The L/G is in a stage listed for the action you need.
- You can provide the information requested by the action's dialog.

### Steps

1. Select the action that matches the L/G stage.

| Action | Use it when the L/G is… |
| --- | --- |
| **Due for Return** | **Active** |
| **Returned** | **Due for Return** or **Expired** |
| **Closed** | **Returned** |
| **Liquidated** | **Active**, **Expired**, or **Due for Return** |
| **Cancel** | **Draft** or **Approved** |

**Result:** The L/G moves to **Due for Return**, **Returned**, **Closed**, **Liquidated**, or **Cancelled** after the selected action's validation checks pass.

## Handle extensions and editing branches

An extension changes the usable period of an eligible guarantee, while editing lets you
correct or complete information on an active or later record.

**Prerequisites**

- For **Extend As Warranty Bond**, the L/G is an Active or Expired Performance Bond that
  has not already been upgraded.
- For **Enable Editing**, the L/G is Active or later.
- You have no unsaved changes before opening the branch.

**Steps**

1. Select the branch that matches the L/G and complete the listed follow-up.

| Branch | Use it when… | Follow-up |
|---|---|---|
| **Extend As Warranty Bond** | the L/G is an Active or Expired Performance Bond that has not already been upgraded | Enter the extension information, including **Expiry Date** when it is shown. |
| **Enable Editing** | the L/G is Active or later | Update the fields shown on your screen. |
| **LG Extensions**, **LG Deductions**, or **LG Increase** | the corresponding follow-up action is available | Open the selected follow-up area. |

**Result:** The applicable extension or editing dialog is open, or the selected follow-up area is active.

## Fix errors and continue

Use the exact message on screen to decide whether to correct a value, obtain permission,
complete confirmation, or edit a pending increase.

| What you see | What it means | What to do |
|---|---|---|
| `Your request was completed successfully` | The save or stage update completed | Continue with the resulting stage or next task. |
| `An error occurred while processing your request` | The save or stage update failed | Review the fields and stage conditions, then try again. |
| `You don’t have permission` | Your access does not allow the action | Ask for the permission required for the action. |

| What you see | What it means | What to do |
| --- | --- | --- |
| `LG still needs confirmation` | The approval action still needs confirmation | Complete the required confirmation before continuing. |
| `LG has one or more extensions or deductions and cannot be reverted to the requested stage` | An extension or deduction blocks the reversal | Continue from the permitted stage instead of reverting it. |
| `Please choose a date after the current expiry date` | The extension date does not follow the current expiry date | Choose a later date. |
| `There is a pending increase you can edit` | An increase is pending and available for editing | Open the pending increase and edit it. |

### Out of scope messages

The following messages belong to list file or folder operations and the attachment library,
not to the L/G lifecycle actions on this page.

| Message | Owning area |
| --- | --- |
| `Forbidden characters detected. Please remove them and try again.` | L/G list file and folder operations |
| `Just '_''-''.' And '&' Characters Accepted` | L/G attachment library |

## Continue after the lifecycle action

After a lifecycle action, the **Stage** column and the record stage show where the L/G now
stands. Use that result to choose the next piece of work rather than repeating the previous
action.

| After you… | Continue with… |
| --- | --- |
| Need to create a new guarantee | Create an L/G |
| Need to review finance records | L/G finance view |
| Need to review guarantee information on a sales job | Sales job contacts, guarantees, and history |
| Need to work with attached files | Libraries and files |

The follow-up areas **Comments** and **Attachment** remain available on the record when their conditions apply.

**Result:** You can confirm the resulting L/G stage and continue with the page that owns the next task.