

Direct Debits User Guide

Oracle FLEXCUBE Payments

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Direct Debits User Guide
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1. About this Manual

1.1 Introduction

This manual is designed to help you to quickly get familiar with the Direct Debits functionality of Oracle FLEXCUBE Payments. It takes you through the various stages of Direct Debits transaction processing.

You can further obtain information specific to a particular field by placing the cursor on the relevant field and striking <F1> on the keyboard.

1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Payment/Collection Department Operators	Direct Debit Transaction Input functions except Authorization.
Back Office Payment/Collection Department Operators	Direct Debit related maintenances/ Transaction Input functions except Authorization
Payment/Collection Department Officers	Direct Debit Maintenance/ Transaction Authorization
Bank's Financial Controller/ Payment Department Manager	Host level processing related setup for Collections and PM Dashboard/Query functions

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.





1.4 Organization

This manual is organized into the following chapters.:

Chapter	Description
Chapter 1	<i>About this Manual</i> gives information on the intended audience. It also lists the various chapters covered in this User Manual.
Chapter 2	<i>Direct Debits</i> provides information on FCUBS Core maintenances
Chapter 3	<i>Function ID Glossary</i> has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

1.5 Glossary of Icons

This User Manual may refer to all or some of the following icons:

Icons	Function
	Exit
	Add row
	Delete row
	Option List

2. Direct Debits

A direct debit is a financial transaction initiated by the creditor via its bank (the creditor bank) to collect funds from a debtor's account with a debtor bank, as agreed between the debtor and creditor. This instruction to make a payment results in an agreement/mandate as agreed between the debtor and creditor and signed by the debtor. Direct debit transfers include consumer payments on insurance premiums, mortgage loans, and other kinds of bills.

Direct debit life-cycle process includes the following:

- Maintain direct debit mandates
- Customer to bank direct debit instructions
- Interbank direct debit instructions

This chapter contains the following sections:

- Direct Debit Maintenances
- Direct Debit Transactions

2.1 Direct Debit Maintenances

2.1.1 Creditor Mandate Maintenance

You can invoke the 'Creditor Mandate Maintenance' screen by typing 'PCDCRAGT' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button. Click new button on the Application toolbar.

The screenshot shows the 'Creditor Mandate Maintenance' application window. The window has a title bar 'Creditor Mandate Maintenance' and a menu bar with 'New' and 'Enter Query'. Below the menu bar are input fields for 'Branch Code * 000', 'Host Code', 'Source Code', 'Customer No *', and 'Network Code *'. The main area is divided into several sections: 'Main' (with tabs for 'Main', 'Mandate Details', and 'Other Details'), 'Debtor Details' (with fields for Debtor Account Number, Account Currency, Account Branch, Debtor IBAN, Debtor Name, Address 1, Address 2, Country, and BIC), 'Debtor Agent Details' (with fields for Debtor Bank Code, Debtor Bank Name, Address 1, Address 2, and Country), 'Creditor Scheme Details' (with fields for ID Type (set to Private), Creditor Scheme Identification, Bank Code, Bank Name, Address 1, Address 2, and Country), 'Creditor Details' (with fields for Creditor Account Number, Account Currency, Account Branch, Creditor Name, Creditor Address1, Creditor Address2, Creditor Country, BIC, and Creditor IBAN), 'Creditor Agent Details' (with fields for Creditor Bank Code, Creditor Bank Name, Address 1, Address 2, and Country), 'Mandate Details' (with fields for Mandate Id, Mandate Request Id, Mandate Type (set to paper), Sequence Type (set to OOFF), Frequency Type (set to Yearly), First Collection Date, Final Collection Date, Transaction Amount, Maximum Amount, Remarks, and Transaction currency), and 'Other Details' (with fields for Expiry Date, Effective Date, and Agreement Status (set to Initiated)). At the bottom, there is a status bar with fields for 'Maker', 'Checker', 'Date Time:', 'Mod No', 'Record Status', 'Authorization', and 'Status', along with an 'Exit' button.

You can specify the following fields:

Branch Code

Specify the branch code for which the Creditor agreement is maintained.

Source Code

Specify the source code through which the agreement is maintained.

Host Code

Displays the host code of the specified branch code.

Customer Number

Select the Creditor customer number for which the mandate is maintained.

Network Code

Select the Creditor customer number for which the mandate is maintained.

2.1.1.1 Main tab

The screenshot shows the 'Creditor Mandate Maintenance' window with the 'Main' tab selected. The window is divided into several sections for data entry:

- Header Section:** Includes fields for Branch Code (000), Host Code, Source Code, Customer No, and Network Code.
- Debtor Details:** Includes Debtor Account Number, Account Currency, Account Branch, Debtor IBAN, Debtor Name, Address 1, Address 2, Country, and BIC.
- Debtor Agent Details:** Includes Debtor Bank Code, Debtor Bank Name, Address 1, Address 2, and Country.
- Creditor Scheme Details:** Includes ID Type (set to Private), Creditor Scheme Identification, Bank Code, Bank Name, Address 1, Address 2, and Country.
- Creditor Details:** Includes Creditor Account Number, Account Currency, Account Branch, Creditor Name, Creditor Address 1, Creditor Address 2, Creditor Country, BIC, and Creditor IBAN.
- Creditor Agent Details:** Includes Creditor Bank Code, Creditor Bank Name, Address 1, Address 2, and Country.
- Mandate Details:** Includes Mandate Id, Mandate Request Id, Mandate Type (set to paper), Sequence Type (set to COFF), Frequency Type (set to Yearly), First Collection Date, Final Collection Date, Transaction Amount, Maximum Amount, Remarks, and Transaction currency.
- Other Details:** Includes Expiry Date, Effective Date, and Agreement Status (set to Initiated).
- Footer:** Includes fields for Maker, Checker, Date Time, Mod No, Record Status, Authorization Status, and an Exit button.

You can specify the following fields in the Main tab of the screen:

Debtor Details

Debtor Account Number

Specifies the Debtor account for which the mandate is maintained.

Debtor Account Currency

Specifies the Currency of the Account.

Debtor Account Branch

Specifies the branch of the Account.

Debtor IBAN

Specifies the IBAN of the Debtor account.

Debtor Name

Specifies the name of the Debtor account.

Address 1

Specifies the Address of the Debtor.

Address 2

Specifies the Address of the Debtor.

Country

Select the country to which the party belongs.

BIC

Specifies the BIC of the Debtor.

Debtor Agent Details**Debtor Bank Code**

Specifies the bank code of the Debtor bank.

Debtor Bank Name

Specifies the name of the Debtor bank.

Address 1

Specifies the address of the Debtor bank.

Address 2

Specifies the address of the Debtor bank.

Country

Specifies the country to which the Debtor bank belongs.

Creditor Details**Account Number**

Specifies the Creditor account for which the mandate is maintained.

Account Currency

Specifies the Currency of the Account.

Account Branch

Specifies the branch of the account.

Debtor Name

Specifies the name of the Debtor account.

Address 1

Specifies the Address of the Debtor.

Address 2

Specifies the Address of the Debtor.

Creditor Country

Select the country to which the party belongs.

BIC

Specifies the BIC of the Debtor.

Creditor IBAN

Specifies the IBAN of the Creditor account.

Creditor Agent Details**Creditor Bank Code**

Specifies the bank code of the Creditor bank.

Debtor Bank Name

Specifies the name of the Creditor bank.

Debtor Account Branch

Specifies the branch of the account.

Address 1

Specifies the Address of the Creditor bank.

Address 2

Specifies the Address of the Creditor bank.

Country

Select the country to which the Creditor bank belongs to.

Creditor Bank Code

Select the bank code of the Creditor bank.

Mandate Details**Mandate ID**

Specifies the unique identification assigned by the creditor to identify the mandate.

Mandate Request ID

Specify Mandate Request ID.

Mandate Type

Select the type of mandate maintained (paper form/electronic).

Sequence Type

Select the sequence type of the transaction. Allowed sequence types are OOFF (One off) and Recursive.

Frequency Type

Select the frequency type of the transaction Valid Values are Yearly, Monthly, Quarterly, Half-yearly, Weekly, Daily, Adhoc, Intraday & Fort-nightly.

Valid from Date

Select the date from which the mandate is valid.

Valid To Date

Select the date till which the mandate is valid.

First Collection Date

Select the date of the first collection of a DD as per mandate.

Transaction Amount

Specify a fixed amount to be collected from debtor account for every DD transaction if applicable.

Transaction Currency

Select the currency of the transaction.

Maximum Amount

Specify the maximum amount that can be collected from debtor account for every DD transaction.

Mandate Status

The system displays the status of the Mandate.

The following status are applicable for a creditor mandate

- Not effective – Mandate is not effective till the Effective date is reached. Mandate cannot be used during Non-effective status.
- Effective – Mandate becomes 'Effective' from the Effective date and is valid to use.
- Active – Mandate becomes 'Active' when the first or subsequent direct debit requests are processed using the mandate. Mandate is allowed to use with 'Active' status.
- Expired – Mandate becomes 'Expired' when the validity period is completed. Mandate with 'Expired' status cannot be used further for a transaction.
- Used – Mandate becomes 'Used' when the final or one-off transaction is received for the mandate. Mandate with 'Used' status cannot be used further.
- Cancelled – Mandate will be updated to 'Cancelled' status when the mandate has not been used for a period of inactive days maintained in the system (or) when the mandate record is either cancelled manually in Creditor/Debtor Mandate Maintenance screen.

Remarks

Specify remarks, if any for the mandate.

Creditor Scheme Details

Identification Type

Select the identification type of the credit Party that signs the mandate.

Creditor Scheme ID

Select the Identification number of the credit party that signs the mandate.

Bank Code

Select the bank code of the credit party that signs the mandate..

Name

Specify the name of the credit party that signs the mandate.

Address 1

Specify the address of the credit party that signs the mandate.

Address 2

Specify the address of the credit party that signs the mandate.

Country

Select the country code of the credit party that signs the mandate.

Other Details

Expiry Date

Specifies the date from when the mandate gets expired.

Effective Date

Specifies the date from when the mandate becomes effective.

2.1.1.2 Mandate Details

Click the **Mandate Details** tab from the 'Creditor Mandate Maintenance' screen.

You can specify the following fields:

Additional Details

Service Level Code

Specify the service level code for the mandate. Valid value is SEPA.

Service Level Value

Specify the service level value for the mandate.

Local Instrument Code

Specify the local instrument code. Valid values are COR/B2B.

Local Instrument Value

Specify the local instrument value.

Referred Document Details

Referred Document Code

Select the underlying documents associated with the mandate.

Referred Document Value

Specify the details to identify the underlying documents associated with the mandate.

Document Number

Specify the Unique and unambiguous identification of the referred document.

Related Date

Specify the Date associated with referred document.

2.1.1.3 Other Details

Click the **Other Details** tab from the 'Creditor Mandate Maintenance' screen.

You can specify the following fields:

Other Details

Original Message Id

Specify the original message id of the mandate.

Creation Date Time

Specify the date and time of the amendment request received.

Amendment Reason Code

Specify the reason code for amendment. Allows valid set of codes only.

Amendment Reason Value

Specify the reason for the amendment.

Additional Info

Specify if any additional information is required.

Originator Bank Code

Select the originator details who has issued the amendment.

Originator Name

Specify the originator details who has issued the amendment.

Originator Name

Specify the originator details who has issued the amendment.

Cancellation Details

Original Message Id

Specify the original message id of the mandate.

Creation Date Time

Specify the date and time of the cancellation request received.

Cancel Reason Code

Specify the reason code for cancellation. Allows valid set of codes only.

Cancel Reason Value

Specify the reason for the cancellation.

Additional Info

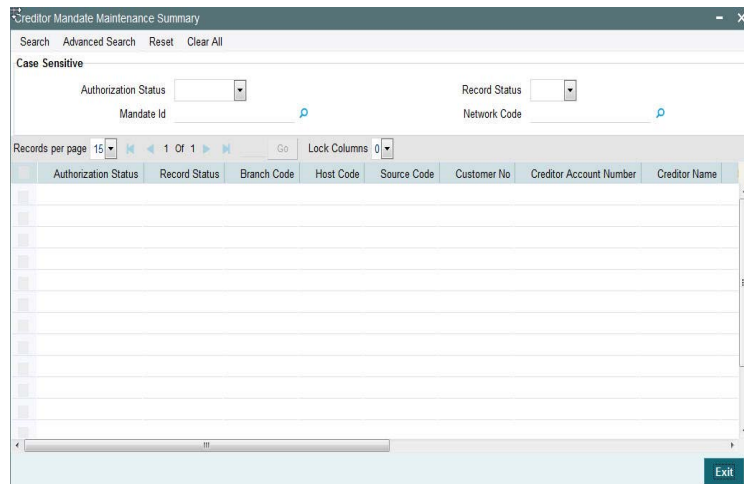
Specify if any additional information is required.

Originator Name

Specify if any additional information is required.

2.1.1.4 **Creditor Mandate Maintenance Summary**

You can invoke the 'Creditor Mandate Maintenance Summary' screen by typing 'PCSCRAGT' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button..



You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Mandate Id
- Network Code

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

Double click a record to view the detailed Creditor Mandate maintenance screen. You can also export the details of selected records to a file using 'Export' button.

2.1.2 **Debtor Mandate Maintenance**

You can invoke the 'Debtor Mandate Maintenance' screen by typing 'PCDDRAGT' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button. Click new button on the Application toolbar.

The screenshot shows the 'Debtor Mandate Maintenance' window with the following sections:

- Top Bar:** 'New' and 'Enter Query' buttons.
- Search Fields:** Branch Code * 000, Host Code, Source Code, Customer No *, Network Code *.
- Tabs:** Main Details (selected), Mandate Details, Other Details.
- Debtor Details:** Debtor Account Number *, Account Currency, Account Branch, Debtor Name, Address 1, Address 2, Country, BIC, Debtor Account IBAN.
- Debtor Agent Details:** Debtor Bank Code *, Debtor Bank Name, Address 1, Address 2, Country.
- Mandate Details:** Mandate Id *, Mandate Request Id, Mandate Type (dropdown: paper), Sequence Type * (dropdown: Recursive), Frequency Type (dropdown: Yearly), Transaction Currency, Transaction Amount, Maximum Amount, First Collection Date (YYYYMM-DD), Final Collection Date (YYYYMM-DD).
- Creditor Details:** Creditor Account Number *, Account Currency, Account Branch, Creditor Account IBAN, Creditor Name, Address 1, Address 2, Country, BIC.
- Creditor Agent Details:** Creditor Bank Code *, Creditor Bank Name, Address 1, Address 2, Country.
- Creditor Scheme Details:** Identification Type (dropdown: Organization), Creditor Scheme Identification, Bank Code, Bank Name, Address 1, Address 2, Country, Expiry Date (YYYYMM-DD), Effective Date (YYYYMM-DD), Mandate Status (dropdown: Initiated), Remarks.
- Footer:** Maker/Checker, Date/Time, Mod No, Record Status/Authorization Status, and an 'Exit' button.

You can specify the following fields:

Branch Code

Specify the branch code for which the Debtor agreement is maintained.

Source Code

Specify the source code through which the agreement is maintained.

Host Code

Displays the host code of the specified branch code.

Customer Number

Specify the Debtor customer number for which the mandate is maintained.

Network Code

Select the Network Code for which the mandate is being created.

2.1.2.1 Main tab

Click the **Main** tab from the 'Debtor Mandate Maintenance' screen.

This screenshot is identical to the one above, showing the 'Debtor Mandate Maintenance' window with the 'Main Details' tab selected.

You can specify the following fields:

Debtor Details

Account Number

Specify the debtor account for which the mandate is maintained.

Account Currency

Specify the Currency of the Account.

Account Branch

Specify the branch of the account.

Creditor Name

Specify the name of the Debtor.

Creditor Address 1

Specify the Address of the Debtor.

Creditor Address 2

Specify the Address of the Debtor.

Creditor Country

Specify the country to which the party belongs.

BIC

Specify the BIC of the Debtor.

Debtor Agent Details

Creditor Bank Code

Specify the bank code of the Debtor bank.

Creditor Bank Name

Specify the name of the Debtor bank.

Address 1

Specify the address of the Debtor bank.

Address 2

Specify the address of the Debtor bank.

Country

Select the country to which the Debtor bank belongs.

Creditor Details

Creditor Account Number

Specify the Creditor account for which the mandate is maintained.

Creditor Account Currency

Specify the Currency of the Account.

Creditor Account Branch

Specify the branch of the account.

Creditor Name

Specify the name of the Creditor account.

Address 1

Specify the Address of the Creditor.

Address 2

Specify the Address of the Creditor.

Country

Specify the country to which the party belongs.

BIC

Specify the BIC of the Creditor.

Creditor Agent Details**Creditor Bank Code**

Specify the bank code of the Creditor bank.

Creditor Bank Name

Specify the name of the Creditor bank.

Address 1

Specify the Address of the Creditor bank.

Address 2

Specify the Address of the Creditor bank.

Country

Specify the country to which the Creditor bank belongs to.

Mandate Details**Mandate ID**

Specify the unique identification assigned by the creditor to identify the mandate.

Mandate Request ID

Specify the mandate.

Mandate Type

Select the type of mandate maintained (paper form/electronic).

Sequence Type

Select the sequence type of the transaction. Allowed sequence types are OOFF (One off) and Recursive

Frequency Type

Select the frequency type of the transaction. Valid Values are Yearly, Monthly, Quarterly, Half-yearly, Weekly, Daily, Adhoc, Intraday & Fort-nightly

Valid from Date

Select the date from which the mandate is valid.

Valid To Date

Select the date till which the mandate is valid.

First Collection Date

Select the date of the first collection of a DD as per mandate.

Transaction Amount

Specify a fixed amount to be collected from debtor account for every DD transaction, if applicable.

Maximum Amount

Specify the maximum amount that can be collected from debtor account for every DD transaction.

Mandate Status

The system displays the status of the Mandate.

Remarks

Specify any remarks of the mandate.

Creditor Scheme Details**Identification Type**

Select the identification type of the credit Party that signs the mandate.

Creditor Scheme ID

Select the Identification number of the credit party that signs the mandate.

Bank Code

Select the bank code of the credit party that signs the mandate..

Bank Name

Specify the name of the credit party that signs the mandate.

Address 1

Specify the address of the credit party that signs the mandate.

Address 2

Specify the address of the credit party that signs the mandate.

Country

Specify the country code of the credit party that signs the mandate.

Expiry Date

Specify the date from when the mandate gets expired.

Effective Date

Specify the date from when the mandate becomes effective.

2.1.2.2 Mandate Details

Click the **Mandate Details** tab from the 'Debtor Mandate Maintenance' screen.

Creditor Mandate Maintenance

New Enter Query

Branch Code * 000
Host Code
Source Code
Customer No *
Network Code *

Main **Mandate Details** Other Details

Additional Details

Service Level Code
Service Level Value
Local Instrument Code
Local Instrument Value

Referred Document Details

Referred Document Code
Referred Document Value
Document Number
Related Date

Maker
Checker
Date Time:
Date Time:
Mod No
Record Status
Authorization
Status
Exit

You can specify the following fields:

Additional Details

Service Level Code

Specify the service level code for the mandate. Valid value is SEPA.

Service Level Value

Specify the service level value for the mandate.

Local Instrument Code

Specify the local instrument code. Valid values are COR/B2B.

Local Instrument Value

Specify the local instrument value.

Referred Document Details

Referred Document Code

Specify the underlying documents associated with the mandate. The list displays valid Referred Document Type codes.

Referred Document Value

Specify the details to identify the underlying documents associated with the mandate.

Document Number

Specify the Unique and unambiguous identification of the referred document.

Related Date

Specify the Date associated with referred document.

2.1.2.3 Other Details

Click the **Other Details** tab from the 'Debtor Mandate Maintenance' screen.

Debtor Mandate Maintenance

New Enter Query

Branch Code * 000

Host Code

Source Code

Customer No *

Network Code *

Main Details | Mandate Details | **Other Details**

Amendment Details

Original Message ID

Amendment Reason Code

Amendment Reason Value

Additional Info

Originator Bank Code

Originator Name

Creation Date Time

Cancellation Details

Original Message ID

Cancel Reason Code

Cancel Reason Value

Additional Info

Originator Bank Code

Originator Name

Creation Date Time

Maker Date Time: Mod No Record Status

Checker Date Time: Authorization Status

Exit

You can specify the following fields:

Other Details

Amendment Details

Original Message Id

Specify the original message id of the mandate.

Creation Date Time

Specify the date and time of the amendment request received.

Amendment Reason Code

Specify the reason code for amendment. Allows valid set of codes only.

Amendment Reason Value

Specify the reason for the amendment.

Additional Info

Specify if any additional information is required.

Originator Bank Code

Specify the originator details who has issued the amendment.

Originator Name

Specify the originator details who has issued the amendment.

Originator Name

Specify the originator details who has issued the amendment.

Cancellation Details

Original Message Id

Select the original message id of the mandate.

Creation Date Time

Specifies the date and time of the cancellation request received.

Cancel Reason Code

Specifies the reason code for cancellation. Allows valid set of codes only.

Cancel Reason Value

Specifies the reason for the cancellation.

Additional Info

Specifies if any additional information is required.

Originator Name

Specifies if any additional information is required.

2.1.2.4 Debtor Mandate Maintenance Summary

You can invoke the 'Debtor Mandate Maintenance Summary' screen by typing 'PCSDRAGT' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button.

The screenshot shows the 'Debtor Mandate Maintenance Summary' application window. At the top, there is a search bar with options for 'Search', 'Advanced Search', 'Reset', and 'Clear All'. Below this, there are two dropdown menus: 'Authorization Status' and 'Record Status'. To the right of these are input fields for 'Mandate Id' and 'Network Code'. Below the search area, there is a table with columns: 'Authorization Status', 'Record Status', 'Branch Code', 'Host Code', 'Source Code', 'Customer No', 'Debtor Account Number', 'Debtor Name', and 'Credits'. The table is currently empty. At the bottom right of the window, there is an 'Exit' button.

You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Mandate Id
- Network Code

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

Double click a record to view the detailed Debtor Mandate maintenance screen. You can also export the details of selected records to a file using 'Export' button.

2.1.3 Creditor Scheme Id Maintenance

You can invoke the 'Creditor Scheme Id Maintenance' screen by typing 'PCDCSCHM' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button. Click new button on the Application toolbar.

You can specify the following fields:

Creditor Scheme ID Maintenance

ID Type

Specify the identification type of the Credit Party that signs the mandate.

Creditor Scheme Identification

Specify the Identification number of the credit party that signs the mandate.

Description

Specify the description of the Creditor Scheme ID.

Creditor Name

Specify the name of the credit party that signs the mandate.

Address 1

Specify the address of the credit party that signs the mandate.

Address 2

Specify the address of the credit party that signs the mandate.

Country Code

Specify the country code of the credit party that signs the mandate.

Date of Birth

Specify the date of birth of the creditor

Place of Birth

Specify the place of birth of the creditor

Contact Details

Specify the contact details of the creditor.

Other Details

Specify the remarks of the creditor.

2.1.3.1 Creditor Scheme Id Maintenance Summary

You can invoke the 'Creditor Scheme Id Maintenance Summary' screen by typing 'PCSCSCHM' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button..

The screenshot shows a web application window titled "Creditor Scheme Id Maintenance Summary". At the top, there is a search bar with "Search", "Advanced Search", "Reset", and "Clear All" buttons. Below this, a "Case Sensitive" checkbox is present. The search criteria section includes dropdown menus for "Authorization Status" and "ID Type", a text input for "Record Status", and a text input for "Creditor Scheme Identification" with a search icon. Below the search criteria, there is a "Records per page" dropdown set to "15", a "1 Of 1" indicator, and a "Lock Columns" dropdown set to "0". The main area is a table with columns: "Authorization Status", "Record Status", "ID Type", "Creditor Scheme Identification", "Creditor Name", "Contact Details", "Date of Birth", and "Place of Birth". The table is currently empty. At the bottom right, there is an "Exit" button.

You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Id Type
- Creditor Scheme Identification

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

2.1.4 Network Direct Debit Preferences Maintenance

You can invoke the 'Network Direct Debit Preferences Maintenance' screen by typing 'PCDNWDDP' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button. Click new button on the Application toolbar.

You can specify the following fields:

Network Code

Specify the network code for which the direct debit preferences are to be maintained

Network Description

The system displays the description of the network code selected.

Host Code

The system displays the logged in branch's host code.

Collection Scheme Type

Specify the scheme type of the mandate. The values allowed for this field are Core and B2B.

Transaction Type

Specify the transaction type for which the DD preferences are to be maintained for a specific network.

Transaction type can be Incoming or outgoing.

2.1.4.1 Main tab

Click the **Main** tab from the 'Network Direct Debit Preferences' screen.

The screenshot shows the 'Network Direct Debit Preferences' window with the 'Main' tab selected. The window has a title bar with 'New' and 'Enter Query' buttons. The main area is divided into several sections: 'Host Code', 'Network Code *', 'Currency *', 'Collection Scheme Type' (set to 'CORE'), 'Transaction Type *' (set to 'Incoming'), and 'Network Description'. Below these are 'Common Preferences' (Max Transaction Limit Amount, Min Transaction Limit Amount), 'Exchange Rate Preference' (FX Rate Type, Rate Override Variance, Rate Stop Variance, Small FX Limit Currency, Small FX Limit Amount, and a checkbox for 'External Exchange Rate Applicable'), 'Accounting Details' (Debit Liquidation Code *, Credit Liquidation Code *, File Accounting Code), 'Pricing Details' (Pricing Code), and 'Scheme Type Preferences' (Earliest Collection Dispatch Days, First Collection Dispatch Days, Recurrent Collection Display Days, Earliest Collection Receipt Days, First Collection Receipt Days, Recurrent Collection Receipt Days, Inactive Days, and checkboxes for Agreement Required, Creditor Id Required, Restrict auto upload of Agreement, and Sanction Check Required). At the bottom, there are fields for 'Maker', 'Checker', 'Date Time:', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

You can specify the following fields:

Limit Details

Maximum Transaction Amount

Specify the maximum transaction amount allowed for the network.

Minimum Transaction Amount

Specify the minimum transaction amount allowed for the network.

Exchange Rate Preferences

Note

Cross currency transactions are currently not allowed in Direct Debits.

Scheme Type Preferences

Agreement Required

Check this box if the Agreement is required to be validated during DD transaction processing.

Creditor ID Required

Check this box if Creditor Scheme ID must be provided during DD transaction processing.

Earliest Collection Dispatch Days

Specify the number of days, based on the calendar basis that will be subtracted from the transaction activation date to arrive at the earliest collection dispatch date.

Earliest Collection Receipt Days

Specify the number of days, based on the calendar basis that will be subtracted from the transaction activation date to arrive at the earliest collection receipt date.

First Collection Dispatch Days

Specify the number of days, based on the calendar basis that will be subtracted from the transaction activation date to arrive at the first collection dispatch date.

First Collection Receipt Days

Specify the number of days, based on the calendar basis that will be subtracted from the transaction activation date to arrive at the first collection receipt date.

Recurrent Collection Receipt Days

Specify the number of days, based on the calendar basis that will be subtracted from the transaction activation date to arrive at the recurrent collection receipt date.

Accounting Details

Debit Liquidation Code

Specify the accounting code for debit liquidation.

Credit Liquidation Code

Specify the accounting code for credit liquidation.

File Liquidation Code

Specify the accounting code for file dispatch/receipt accounting.

Pricing Details

Pricing Code

Specify the accounting code for pricing.

2.1.4.2 Exception tab

Click the **Exception** tab from the 'Network Direct Debit Preferences' screen.

The screenshot shows the 'Network Direct Debit Preferences' window with the 'Exception' tab selected. The window contains several sections for configuring transaction preferences:

- Transaction Details:** Host Code, Network Code, Currency, Transaction Type (dropdown), Network Description, Collection Scheme Type (dropdown).
- Main:** Exceptions (highlighted tab).
- Return Details:** Return Days, Return Charge Applicable, Pricing Code.
- Refund Details:** Refund Days, Return Charge Applicable, Pricing Code.
- Recall details:** Recall Days, Return Charge Applicable, Pricing Code.
- Reversal Details:** Reversal Days, Return Charge Applicable, Pricing Code.
- Common Preferences:** Process auto network reject, Calendar Basis (dropdown).

At the bottom, there are fields for Maker, Checker, Date Time, Mod No, Record Status, Authorization Status, and an Exit button.

You can specify the following fields:

Scheme Type

Specify the Scheme type for which the exceptional handling to be defined.

Return Days

Specify the number of days within which Return will be allowed on the DD transaction.

Refund Days

Specify the number of days within which Refund will be allowed on the DD transaction.

Recall Days

Specify the number of days within which Recall will be allowed on the DD transaction.

Reversal Days

Specify the number of days within which Reversal will be allowed on the DD transaction.

Calendar Basis

Specify the Calendar basis to derive the refund, recall and reversal days.

Process Auto Network Reject

Check this box if the auto processing of network reject transaction is done by the system.

Pricing Applicable

Check this box if pricing is applicable for the Exceptional transactions.

Return

Check this box if pricing is applicable for the Exceptional transactions.

Refund

Check this box if pricing applicable for a refund of DD transaction.

Recall

Check this box if pricing is applicable for a recall of DD transaction.

Reversal

Check this box if pricing is applicable for a reversal of DD transaction.

2.1.4.3 Network Direct Debit Preferences Maintenance Summary

You can invoke the 'Network Direct Debit Preferences Maintenance Summary' screen by typing 'PCSNWDDP' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button.

You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Network Code
- Transaction Type
- Currency

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

2.2 Direct Debit Transactions

2.2.1 Direct Debit Outgoing Transaction

An outgoing Direct debit transaction screen is used to initiate an outgoing DD transaction and to view the Outgoing direct debit transaction created through upload.

You can invoke 'Direct Debit Outgoing Transaction Input' screen by typing 'PCDAOTXN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following fields:

Transaction Branch

Indicates the branch from which the customer is logged in.

Host Code

Indicates the host code that is linked to the transaction branch of the customer

Network Code

Select the network code.

Source Code

This is defaulted to 'MANL' and it is non-editable for manually initiated transactions.

Transaction Reference Number

Indicates a unique identifier of the Direct Debit transaction and it is auto-generated.

User Reference Number

This field will default the Transaction Ref Number field and you can modify the reference, if required.

End to end Id

Specifies the end to end transaction identification.

2.2.1.1 Main Tab

Direct Debit Outgoing Transaction

New Enter Query

Transaction Branch * 000

Transaction Reference Number *

Network Code *

User Reference Number *

Source Code * MANIL

File Reference Number

Host Code *

End To End ID

Message Id

Main Mandate Details Pricing Additional Details Accounting Details Queue Action Transaction Details Exception Details

Creditor Details

Debtor Details

Creditor Account Number

Debtor Account Number

Account IBAN

Account IBAN

Account Currency

Account Currency

Account Branch

Account Branch

Creditor Name

Debtor Name

Credit Amount

Debit Amount

Creditor Bank BIC

Debtor Bank BIC

Creditor Bank Code

Debtor Bank Code

Customer No

Enrich

Customer Service Model

Payment Details

Booking Date

Transfer Currency *

Instruction Date *

Transfer Amount *

Value Date

Exchange Rate

Dispatch Date

Remarks

Return by Date

Book Transfer

Refund by Date

Linked Transaction Reference Number

Recal By Date

Charge Bearer

Reversal by Date

Maker

Date Time:

Mod No

Record Status

Exit

Checker

Date Time:

Authorization Status

You can specify the following fields in the Main tab:

Creditor Details

Creditor Account Number

Select the creditor account for which the transaction is executed. Valid accounts maintained in the External Account maintenance are allowed to be selected.

Account IBAN

Account IBAN for which the transaction is displayed for the Creditor account number chosen.

Account Currency

Account currency is displayed.

Account Branch

Account Branch is displayed.

Creditor Name

Account name is displayed.

Credit Amount

Specify the amount specified for the credit transaction.

Creditor Bank BIC

Specify the BIC of the Creditor Bank.

Creditor Bank Code

Specify the bank code of the Creditor Bank.

Customer Number

Creditor customer number is displayed based on the account selected.

Customer Service Model

If Service model is linked to the customer number, the same is displayed.

Debtor Details**Debtor Account Number**

Specify the debtor account for the transaction is initiated.

Account IBAN

Specify the Account IBAN for which the transaction is initiated.

Account Currency

The currency of the account.

Account Branch

Specify the branch of the debtor account.

Debtor Name

Specify the name of the debtor.

Debit Amount

Specify the amount to be debited.

Debtor Bank BIC

Select the BIC of the Debtor Bank.

Debtor Bank Code

Select the code of the Debtor Bank.

Payment Details**Booking Date**

Specify the booking date of the direct debit transaction.

Instruction Date

Specify the instruction date of the transaction. This field identifies the original value date that was provided by the creditor during the instruction.

Value Date

Specify the value date of the transaction. This fields identifies the date on which the transfer to be made.

Dispatch Date

Specify the dispatch date of the direct debit transaction. This field denotes the date on which the message to be dispatched. Dispatch date will be derived based on the sequence type specified in the transaction.

- If the Sequence type is of 'OOFF' or 'FRST', then dispatch date is derived as the value date minus the no of days specified in First collection dispatch days.
- If the Sequence type is of 'RCUR', then dispatch date is derived as the value date minus the no of days specified in Recurrent collection dispatch days.

Return by Date

This field denotes the date by which the Return request to be received for an outgoing DD transaction. This date is derived by value date plus the return days based on the calendar basis.

Refund by Date

This field denotes the date by which the refund request to be received for an outgoing DD transaction. This date is derived by value date plus refund days based on the calendar basis.

Recall by Date

This field denotes the date by which the Recall to be initiated for an outgoing DD transaction. This date is derived by value date minus the recall days based on the calendar basis.

Reversal by Date

This field denotes the date by which the reversal request to be initiated for an outgoing DD transaction. This date is derived by value date plus reversal days based on the calendar basis.

Transfer Currency

Specify the currency in which the transfer is initiated.

Transfer Amount

Specify the amount to be transferred.

Remarks

Specify any remarks, if any.

Book Transfer

This flag identifies if the corresponding DD transaction is a book transfer transaction, if both Debtor account & Creditor account holds account with the current processing branch bank code.

Linked Transaction Reference Number

In case of book transfers, incoming DD transaction booked as part of outgoing will be stored in Linked Transaction Reference Number field.

2.2.1.2 Mandate Details Tab

Click **Mandate Details** tab from the Direct Debit Outgoing Transaction screen.:

The screenshot shows the 'Direct Debit Outgoing Transaction' window with the 'Mandate Details' tab selected. The window has a title bar with 'Direct Debit Outgoing Transaction' and standard window controls. Below the title bar is a 'New Enter Query' button. The main area is divided into two columns of input fields. The left column includes 'Transaction Branch * 000', 'Network Code *', 'Source Code * MANL', 'Host Code *', 'Message Id', 'Date of Signature', 'Electronic Signature', 'Sequence Type' (a dropdown menu with 'First Collection' selected), 'BIC', 'Account No', 'First Collection Date', and 'Mandate Id *'. The right column includes 'Transaction Reference Number *', 'User Reference Number *', 'File Reference Number', 'End To End ID', 'Amend Indicator', 'Original Mandate ID', 'Original Debtor Account', 'Original Debtor Bank', 'BIC', 'Account', 'Final Collection Date', 'Original Creditor Scheme Details', 'ID', 'Name', 'ID Type' (a dropdown menu with 'Organization' selected), 'ID Value', 'Scheme Type', 'Account', 'Address1', 'Address2', and 'Country'. At the bottom of the window, there is a status bar with fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

You can specify the following fields:

Mandate Details

Date of Signature

Indicates the date on which the mandate was signed by debtor. This is defaulted based on the mandate ID selected.

Sequence Type

Select the required sequence type. Valid values are:

- First Collection
- Final Collection
- One Off Transaction
- Recurring Transaction

Original Mandate Id

Specify the identification of the original mandate. This field indicates the original mandate ID as assigned by the creditor, to identify the original mandate maintained. This field is mandatory if changes occur in 'Mandate Identification', otherwise not to be used.

Original Debtor Bank

Specify the details of the Original Debtor Bank.

Final Collection Date

Specify the final collection date.

Original Debtor Agent Account Number

Specify the account number of the Original Debtor Agent.

Original Debtor Account Number

Specify the account number of the Original Debtor.

Amend Indicator

This Indicator is for notifying whether the underlying mandate is amended or not. Check this box if amendment is applicable.

Electronic Signature

Specify the electronic signature details.

Mandate Id

Specify the identification of the mandate.

Original Debtor Account

Specify the account details of the Original Debtor.

First Collection Date

Specify the date of first collection.

Original Debtor Agent Bank BIC

Specify the BIC of the original Debtor Agent Bank.

Original Debtor Bank BIC

Specify the BIC of the original Debtor Agent Bank.

Original Final Collection Date

Specify the date of the Original Final Collection Date.

Creditor Scheme Details**Scheme Id**

Specify the identification of the creditor scheme.

Scheme Id Type

Specify the type of Scheme identification.

Scheme Type

Specify the type of scheme.

Scheme Value

Specify the value of the creditor scheme.

Original Creditor Scheme Details

Original Creditor Scheme details are required if changes occur in 'Creditor Scheme ID or Name', otherwise not to be used

Scheme Name

Specify the name of the Original Creditor Scheme.

Original Creditor Agent BIC

Specify the BIC of the Original Creditor Agent.

Original Creditor Agent Account

Specify the account details of the Original Creditor Agent.

Scheme Id

Specify the identification of the Original Creditor Scheme.

Scheme Id Type

Specify the type of Scheme identification.

Original Creditor Scheme Type

Specify the type of Original Creditor Scheme.

Scheme Value

Specify the value of the Original Creditor Scheme.

Address 1

Specify the first line of the address of the Original Creditor.

Address 2

Specify the second line of the address of the Original Creditor.

Country

Specify the country of the Original Creditor.

2.2.1.3 Pricing Tab

Click the **Pricing** tab from the Direct Debit Incoming Transaction screen.:

The screenshot displays the 'Direct Debit Outgoing Transaction' application window. The 'Pricing' tab is active, showing a table with columns: Component Name, Pricing Currency, Network Code, Pricing Code, Amount, Waiver, Account Currency, and Charge Amount. The table is currently empty. Above the table, there are input fields for Transaction Branch (000), Network Code, Source Code (MANL), Host Code, Message Id, Transaction Reference Number, User Reference Number, File Reference Number, and End To End ID. The bottom of the screen contains a status bar with fields for Maker, Date Time, Mod No, Record Status, Checker, Date Time, and Authorization Status, and an 'Exit' button.

You can view the charge/tax details derived for the transaction in Pricing tab. You can amend the price values/waiver flag, if required.

Pricing Component

This field indicates the pricing component derived for the DD transaction.

Pricing Currency

Indicates the pricing currency of the component.

Pricing Amount

Specifies the fixed or calculated charge amount using the Pricing Value Maintenance. You can edit this field to a non-zero value.

Waiver

Check this box to select the charge component to waive the associated charges.

Debit Currency

Indicates the currency of the debit account.

Debit Amount

Indicates the amount debited to the selected debit amount.

2.2.1.4 Additional Details Tab

Specify the additional details in this screen. Click on the 'Additional Details' to invoke this screen.

The screenshot displays the 'Direct Debit Outgoing Transaction' window. At the top, there are tabs for 'Main', 'Mandate Details', 'Pricing', 'Additional Details' (which is selected and highlighted in red), 'Accounting Details', 'Queue Action', 'Transaction Details', and 'Exception Details'. Below the tabs, the screen is organized into three main sections: 'Debtor Details', 'Ultimate Debtor Details', and 'Creditor Details'. Each section contains fields for 'Contact Details' and 'Postal Address'. The 'Debtor Details' section includes fields for Debtor Name, Branch BIC, ID Type (with a dropdown menu), ID, Scheme Code, Issuer, Proprietary, Contact Name, Name Prefix, Phone Number, Mobile Number, Fax Number, Email Address, Other, Country of Residence, Address, Address1, Address2, Department, Sub Department, Building Number, Postal Code, Town Name, Country Sub-Division, and Country. The 'Ultimate Debtor Details' section has similar fields for Ultimate Debtor Name, Bank BIC, ID Type, ID, Scheme Code, Branch BIC, Proprietary, and contact/address information. The 'Creditor Details' section includes fields for Name, Branch BIC, ID, Scheme Code, Issuer, Proprietary, and contact/address information. At the bottom right, there are buttons for 'Additional Details' and 'Remitter Information'. The bottom of the screen features a status bar with fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', 'Authorization Status', and an 'Exit' button.

Debtor Details

Debtor Name

Specify the name of the debtor.

Branch BIC

Specify the Branch BIC of the debtor.

Id Type

Specify the type of identification.

ID

Specify the identification of the Debtor.

Scheme Code

Specify the Scheme Code of the Debtor.

Issuer

Specify the Issuer of the Debtor.

Proprietary

Specify the Proprietary details of the Debtor.

Debtor Contact Details

Contact Name

Specify the Contact Name of the Debtor.

Name Prefix

Specify the prefix name of the Debtor.

Phone Number

Specify the phone number of the Debtor.

Mobile Number

Specify the mobile number of the Debtor.

Fax Number

Specify the fax number of the Debtor.

Email Address

Specify the mailing address of the Debtor.

Other

Specify any other details of the Debtor.

Country of Residence

Specify the country of residence of the Debtor.

Debtor Postal Details

Address

Select the address of the Debtor.

Address 1 through to Address 2

Select the address of the Debtor in the two lines provided.

Department

Specify the department of the Debtor.

Sub Department

Specify the sub department of the Debtor.

Building Number

Specify the building number.

Postal Code

Specify the postal code.

Town Name

Specify the name of the town.

Country Sub-Division

Specify the country sub-division.

Country

Specify the country of the debtor.

Ultimate Debtor Details**Ultimate Debtor Name**

Specify the name of the Ultimate Debtor.

Bank BIC

Specify the Bank BIC.

ID Type

Specify the type of identification.

ID

Specify the identification.

Scheme Code

Specify the scheme code details.

Branch BIC

Specify the Branch BIC.

Proprietary

Specify the Ultimate Debtor proprietary information.

Ultimate Debtor Contact Details**Contact Name**

Specify the Contact Name of the Ultimate Debtor.

Name Prefix

Specify the prefix name of the Ultimate Debtor.

Phone Number

Specify the phone number of the Ultimate Debtor.

Mobile Number

Specify the mobile number of the Ultimate Debtor.

Fax Number

Specify the fax number of the Ultimate Debtor.

Email Address

Specify the mailing address of the Ultimate Debtor.

Other

Specify any other details of the Ultimate Debtor.

Country of Residence

Specify the country of Residence of the Ultimate Debtor.

Ultimate Debtor Postal Details**Address**

Select the address of the Ultimate Debtor.

Address 1 through to Address 2

Select the address of the Ultimate Debtor in the two lines provided.

Department

Specify the department of the Ultimate Debtor.

Sub Department

Specify the sub department of the Ultimate Debtor.

Building Number

Specify the building number.

Postal Code

Specify the postal code.

Town Name

Specify the name of the town.

Country Sub-Division

Specify the country sub-division.

Country

Specify the country of the Creditor.

Creditor Details**Creditor Name**

Specify the name of the Creditor.

Branch BIC

Specify the Branch BIC of the Creditor.

Id Type

Specify the type of identification.

ID

Specify the identification of the Creditor.

Scheme Code

Specify the Scheme Code of the Creditor.

Issuer

Specify the Issuer of the Creditor.

Proprietary

Specify the Proprietary details of the Creditor.

Creditor Contact Details**Contact Name**

Specify the Contact Name of the Creditor.

Name Prefix

Specify the prefix name of the Creditor.

Phone Number

Specify the phone number of the Creditor.

Mobile Number

Specify the mobile number of the Creditor.

Fax Number

Specify the fax number of the Creditor.

Email Address

Specify the mailing address of the Creditor.

Other

Specify any other details of the Creditor.

Country of Residence

Specify the country of residence of the Creditor.

Creditor Postal Details**Address**

Select the address of the Creditor.

Address 1 through to Address 2

Select the address of the Creditor in the two lines provided.

Department

Specify the department of the Creditor.

Sub Department

Specify the sub department of the Creditor.

Building Number

Specify the building number.

Postal Code

Specify the postal code.

Town Name

Specify the name of the town.

Country Sub-Division

Specify the country sub-division.

Country

Specify the country of the Creditor.

2.2.1.5 Accounting Details

Click the **Accounting Details** tab in the Direct Debit Outgoing Transaction screen.:

The screenshot shows the 'Direct Debit Outgoing Transaction' window. At the top, there are input fields for 'Transaction Branch' (000), 'Network Code', 'Source Code' (MANL), 'Host Code', 'Message Id', 'Transaction Reference Number', 'User Reference Number', 'File Reference Number', and 'End To End ID'. Below these is a tabbed interface with 'Main', 'Mandate Details', 'Pricing', 'Additional Details', 'Accounting Details' (selected), 'Queue Action', 'Transaction Details', and 'Exception Details'. The 'Accounting Details' tab displays a table with columns: Entry Reference no, Dr/Cr, Transaction Account, Ac Or Gl, Transaction currency, Transaction Amount, Lcy Amount, and Transac. The table shows 1 of 1 records. At the bottom, there are fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

If accounting entries are posted for a transaction you can view the details from the Accounting Details tab.

2.2.1.6 Queue Action Details

Click the **Queue Action** tab in the Direct Debit Outgoing Transaction screen.:

The screenshot displays the 'Direct Debit Outgoing Transaction' window. At the top, there are tabs for 'New' and 'Enter Query'. Below these are input fields for 'Transaction Branch' (000), 'Network Code', 'Source Code' (MANIL), 'Host Code', 'Message Id', 'Transaction Reference Number', 'User Reference Number', 'File Reference Number', and 'End To End ID'. A horizontal tab bar contains 'Main', 'Mandate Details', 'Pricing', 'Additional Details', 'Accounting Details', 'Queue Action' (highlighted in red), 'Transaction Details', and 'Exception Details'. Below the tabs is an 'Exception Details' section with a table header: Queue Reference No, Queue Code, Queue Sequence No, Queue Status, Action, Host Code, Remarks. The table body is empty. At the bottom, there are fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

Queue actions done for a transaction can be viewed from Queue Action tab.

2.2.1.7 Transaction Details

Click the **Transaction Details** tab in the Direct Debit Outgoing Transaction screen.:

The screenshot shows the 'Direct Debit Outgoing Transaction' window with the 'Transaction Details' tab selected. The window has a title bar with 'Direct Debit Outgoing Transaction' and standard window controls. Below the title bar is a 'New Enter Query' button. The main area is divided into two columns of input fields. The left column contains: 'Transaction Branch * 000', 'Network Code *', 'Source Code * MANIL', 'Host Code *', and 'Message Id'. The right column contains: 'Transaction Reference Number *', 'User Reference Number *', 'File Reference Number', and 'End To End ID'. Below these fields is a tabbed interface with tabs: 'Main', 'Mandate Details', 'Pricing', 'Additional Details', 'Accounting Details', 'Queue Action', 'Transaction Details' (highlighted in red), and 'Exception Details'. Under the 'Transaction Details' tab, there are two sections: 'Transaction Status' and 'External System Status'. 'Transaction Status' includes dropdowns for 'Transaction', 'CRLQ Status', 'DRLQ Status', 'Dispatch Ref', 'Dispatch Status', and 'Collection Status'. 'External System Status' includes dropdowns for 'Sanction Check Status', 'Sanction Check Ref', 'External Credit approval Status', and 'External Credit approval Ref'. Below these is an 'Exception Queue' section with input fields for 'Queue Code', 'Transaction Error Code', and 'Repair Reason'. At the bottom of the window is a light blue footer bar with fields for 'Maker', 'Checker', 'Date Time:', 'Mod No', 'Record Status', and 'Authorization Status', followed by an 'Exit' button.

You can view the below status for a Direct Debit transaction from Transaction Details tab:

- Transaction status
- CRLQ status - indicates the credit accounting liquidation status
- DRLQ status – indicates the debit accounting liquidation status
- Dispatch status
- Collection status

Status of External system checks will be available for sanction check and external credit approval with related reference numbers.

Exception queue code and Error code details are available under Exception Queue status.

2.2.1.8 Exception Details

Click the **Exception Details** tab in the Direct Debit Outgoing Transaction screen.:

The screenshot shows the 'Direct Debit Outgoing Transaction' window. At the top, there are tabs: Main, Mandate Details, Pricing, Additional Details, Accounting Details, Queue Action, Transaction Details, and Exception Details (which is highlighted in red). Below the tabs, there are two sections for 'Reject Details'. Each section contains fields for Reject Date, Reject Code, Reject Reason, Additional Informations, Network Reject Reason, Network Reject Code, Network Reject Reference, and Network Reject Received Date. At the bottom, there are fields for Maker, Date Time, Mod No, Record Status, Checker, Date Time, Authorization Status, and an Exit button.

Exception transactions are not currently supported.

2.2.1.9 Direct Debit Outgoing Transaction Summary

You can invoke the 'Direct Debit Outgoing Transaction Summary' screen by typing 'PCSAOTXN' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button.

The screenshot shows the 'Direct Debit Outgoing Transaction Summary' window. It has a search bar at the top with 'Advanced Search', 'Reset', and 'Clear All' buttons. Below the search bar, there are several filter fields: Authorization Status, Record Status, Transaction reference no, Host Code, Transaction, Collection Status, Source Code, Transfer Currency, Transfer Amount, Booking Date, Value Date, and File Reference Number. Below the filters, there is a table with columns: Authorization Status, Record Status, Transaction reference no, Host Code, Transaction, Collection Status, Source Code, Transfer Currency, Transfer Amount, and Val. The table is currently empty. At the bottom right, there is an Exit button.

You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Transaction Reference Number
- Host Code
- Transaction
- Collection Status
- Source Code
- Transaction Branch
- Transfer Currency
- Transfer Amount
- Value Date
- Instruction Date
- Booking Date
- Network Code
- File Reference Number
- DRLQ Status
- CRLQ Status
- Debtor Account IBAN
- Creditor Account IBAN
- Debtor Account Number
- Creditor Account Number
- Queue Code

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

Double click a record to view the detailed Periodic Instruction maintenance screen. You can also export the details of selected records to a file using 'Export' button.

2.2.2 **Saving of an Outgoing Direct Debit Transaction**

The system performs the following mandatory field checks and the referential checks during the enrich/save of outgoing direct debit transaction.

- Bank Redirection
 - System validates if there are any redirection bank code maintained for the Debtor Bank Code, Indirect participant bank code and if there is, system replaces the original bank code with redirected bank code
 - Any exception during this is logged into Transaction Repair Queue.
 - Applicable only for upload and webservices.
- Account Redirection
 - System validates if there is any redirection account maintained for the Creditor account specified for an Outgoing DD transaction initiated from current processing branch. If there is, system replaces the original creditor account with redirected account number.
 - Any exception during this is logged into Transaction Repair Queue.
 - Applicable only for upload and webservices
- Verify Book Transfer (Y/N)

- System marks the Book Transfer flag as 'Y' if both the Creditor agent bank code and Debtor agent bank code are same as the current processing branch bank code (or) if both creditor account and debtor account are held with current processing branch bank code. Else this flag is not marked.
- Transactional Validations
 - Verify if Instruction date/Collection date" minus current system date is greater than or equal to First Collection receipt days (maintained in Network DD preferences) in case of FRST/OOFF & Recurrent collection receipt days in case of RCUR/FNAL. Else transaction is prompted with appropriate error message and is not booked.
 - For an outgoing DD transaction, the debit account currency and credit account currency is the same as Transfer currency.
 - Creditor account field is verified to check if it is valid and existing with appropriate status.
 - Debtor bank code, Creditor bank code, Direct Participant bank code fields are validated based on the Local bank code clearing maintenance.
 - Field Transfer Amount & Value Date should not be null and Field Transfer amount specified in the transaction should be within the limit amount provided in Network DD Preferences.
 - If the 'Value Date' falls on a Network Holiday, then Value date is moved to next working date and the date instructed in the direct debit request is stored under 'Original Value Date'.
- Processing Dates Resolution
 - Activation date is derived based on the value date specified in the transaction. If Value date falls on a holiday, system derives the next network working day as the Activation date.
 - Dispatch date is derived based on the sequence type specified in the transaction.
- Debit/Credit Account Resolution
 - Debit account and Credit account details is derived based on the liquidation accounting codes maintained in Network DD Preferences. If the current processing branch bank code is an indirect participant of the network, then debit account is derived from the Indirect Participant Account Maintenance for the specified indirect participant bank code.
 - If an outgoing DD transaction is amended on behalf of an indirect participant bank code (i.e, pass through DD transaction), then system derives the credit account from the Indirect Participant Account Maintenance for the specified indirect participant bank code.
 - If an outgoing DD transaction is identified as a Book transfer, then the debit account and credit account details are fetched from the pre-defined network 'BOOK' maintained in the Network DD preferences.

If any of the below validation fails, then the transaction is rejected with an error code.

Following fields are mandatory for requesting Outgoing Direct Debit transaction:

- Host Code
- Network Code
- Creditor Bank Code
- Creditor Account (or Creditor IBAN,if IBAN is mandatory for the Network)
- Debtor Bank Code
- Debtor Account (or Debtor IBAN,if IBAN is mandatory for the Network)
- Debtor Name

- Transfer Currency
- Transfer Amount
- Value Date
- Mandate Id

If the source code is not MANL, then it is mandatory to specify the Source reference number.

Customer/Account status validation is done based on the status details available in External Customer maintenance/External Account maintenance.

Holiday check for instruction date is done based on the local branch holidays maintained.

Any validation failure from user interface screen throws error on transaction saving. You can check the error details from the respective error message displayed and can take remedial action before re-submitting.

2.2.3 **Authorization of an Outgoing Direct Debit Transaction**

The transaction authorization process involves the following steps:

- Mandate Check – System will validate the Mandate ID details provided in the Outgoing DD transaction with Mandate ID maintained in Creditor Mandate provided in the DD outgoing contract. In case of any exceptions, the transaction is moved to Business Override Queue.
- Network related validations
 - Debtor/ creditor/Bank/Additional details entered for a payment transaction is validated against valid characters allowed for the network. SEPA character validations are currently supported.
 - If fields contain any invalid SEPA character, then the transaction is moved to Repair queue with error details.
- IBAN check
 - If 'IBAN validation required' flag is checked for the network, then IBAN verification for Debtor IBAN, Creditor IBAN & creditor BIC is done against the IBAN format maintained for the respective country.
 - IBAN is validated based on IBAN Information maintenance (ISDESBAN) available for the country for the following parameters:
 - IBAN Length
 - Check digit of the IBAN
 - National ID of the IBAN
 - If IBAN check fails transaction is moved to Repair Queue.
- Duplicate check
 - Duplicate checks are done during transaction processing.
 - This involves identification of duplicate transactions done for a period as maintained in Host Code level for a network and transaction type combination.
 - If there are any matching transactions with the fields identical with the transaction being processed, the original transaction is identified and linked to this transaction.
 - The transaction is moved to Business Override Queue for further investigation In case of a duplicate transaction.
 - Duplicate transactions are listed as part of the override message for duplicate check. The override details can be viewed from BO queue.

- Transaction cutoff time check
 - System validates the cut-off time, defined in the cut-off maintenance based on the wild card sequence.
 - In case of transactions breaching the cut off time, system moves the activation date and value date.
- Sanction check
 - Sanction check for an outgoing DD transaction is done only on activation date in synchronous mode.
 - System verifies whether sanction check system is applicable in Host Code Preferences Maintenance, for outgoing transaction type and initiates sanction check validation.
 - Out queue name for sending the sanction check relevant transaction details and In queue name for the response is fetched from 'Sanction Check System' maintenance.
 - Sanction Check system provides a response for the request. This response updates contract's sanction check status of the payment and the response date in the sanction check master details.
 - If the sanction check response status for a outgoing DD transaction is 'Approved', then further processing continues.
 - If the contract's sanction check response status is 'Override' or 'Rejected' or 'Timed Out', then transaction is logged in 'Sanction Check Exception Queue'. Processing of the transaction is stopped at this stage.
 - If sanction check is not required at Network preferences, then the payment's sanction check status remains as Null and no information is placed in the sanction check queue.
- Computation of Charge and Tax
 - Charge and tax for outgoing DD transaction is calculated based on the Pricing Code linked to Network DD preferences.

Note

Charge computation at this stage is applicable for transaction received from SOAP/REST web services. Charges for transactions entered from UI screen is computed during enrichment/save.

- Pricing components applicable to the price code and the attributes like whether the component is a charge or tax, Pricing currency and the exchange rate type are derived from Pricing Code maintenance (PPDCDMNT).
- System derives the debit customer from ECA-CIF Account Mapping maintenance.
- Customer service model linked to the customer is obtained from Service model
- Customer Linkage maintenance (PMDCSMLK).
- Charge components are processed prior to tax components involved.
- Tax amount is computed based on component value which is linked as basis element in price code. Tax rate is applied on the charge amount calculated. If charge currency and tax currency are different, then charge amount which is the basis for tax is converted in tax currency using mid rate of the exchange rate type linked to the tax component.
- If waiver flag is checked for a charge component, component charge amount is still calculated. This amount is further awaited and cannot be recovered from debit account.

- If a charge component is waived, the related tax gets calculated. Application of this tax is based on the waiver flag at tax component level.
- Customer debit amount for charge/ tax is computed based on the credit account currency involved. If charge/tax currency is different from credit account currency, then currency conversion is done using mid-rate of the exchange rate type linked to the component.
- Component wise charge/tax currency, amount, debit currency, debit amount and waiver flag value is stored for the transaction.
- Dispatch
 - Once processed, system logs the Outgoing DD transaction data in the message table for pacs.003 generation.
 - Support is available for bulk dispatch of pacs.003 message in EBA IDF file format to an Direct participant bank code (if processing branch is an indirect participant) or to CSM directly (if the processing bank is a direct SEPA participant).
 - Once the message is dispatched, the corresponding transactions in the file is updated with Contract status as 'Active' and Collection status as 'Outstanding'
 - Consolidated credit amount is computed based on the transactions sent in same dispatch file.
 - System create multiple bulks based on the Instruction date (Interbank settlement date) in a single IDF file.
 - Dispatch accounting entries is triggered based on every message id and dispatch reference no combination with dispatch accounting code.
- Notifications
- Following notifications will be supported for Outgoing DD transactions:

Notification Code	Tag Details	Text
PM_DD_CR_1 - Credit Notification for outgoing DD individ- ual requests-On Credit Liquidation	Credit Account	Account <Credit Account>is credited for <Credit Currency >,<Credit Amount> on <Credit Liqui- dation Date> for Payment Reference Number<Trans- action Reference Num- ber>. Charge or Tax component amount deducted details are <Charge Currency> <Charge Amount>
	Credit currency	
	Credit Amount	
	Credit liquidation date	
	Transaction Refer- ence number	
	Charge/Tax debit amount	
	Charge/Tax debit cur- rency	

Account <Credit Account> is credited for <Credit Currency>, <Credit Amount> on <Credit Liquidation Date> for Payment Reference Number <Transaction Reference Number>. Charge or Tax component amount deducted details are <Charge Currency> <Charge Amount>	Transfer Currency	Payment initiation request received for <Transfer currency> <Transfer Amount> to debit <Debtor Account> <Debtor Name> with <Debtor Bank Name> on <Booking Date> with <Value Date> Payment reference number is <Transaction reference number>
	Transfer Amount	
	Debtor Account	
	Debtor Name	
	Debtor Bank Name	
	Booking Date	
	Value Date Transaction Reference Number	
PM_DD_DS_1 -Notification for outgoing direct debit individual requests dispatched	Transfer Currency	<Network Description> Payment for <Transfer currency> <Transfer Amount> to debit <Debtor Account> <Debtor Name> with <Debtor Bank Name> is sent on <Dispatch Date> with <Value Date> Payment reference number is <Transaction reference number>
	Transfer Amount	
	Debtor Account	
	Debtor Name	
	Debtor Bank Name	
	Booking Date	
	Value Date Transaction Reference Number Network Description	
PM_DD_CL_1 For Creditor on auto/manual cancellation of DD request on SC rejection	Transaction number, transfer currency, transfer amount	Payment Transaction No.< > for <Transfer currency> <Transfer Amount> is cancelled as sanction check failed

- Debit /Credit Accounting
 - BOD batch job of DD picks all the outgoing DD transactions with Collection status as 'Pending' and Value date as current application date and post the debit/credit liquidation entries.
 - Accounting details are handed off to accounting system with debit/credit liquidation accounting code linked at Network DD preferences.
- Additionally, charge/tax details is handed off along with the credit liquidation details.
- Once debit/credit liquidation is processed for an outgoing DD transaction, system updates the Contract status as 'Success' and Collection Status as 'Approved'

2.2.4 Direct Debit Incoming Transaction

Direct debit Incoming transactions can be created based on the upload of incoming DNF file received from Clearing Network or using Direct Debit Incoming Transaction screen.

The UI screen will be used to capture the details of incoming DD request received from creditor bank, if STP processing fails during Incoming contract creation.

You can invoke 'Direct Debit Incoming Transaction Input' screen by typing 'PCDAITXN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following fields:

Transaction Branch

This field is defaulted as customer's logged in branch.

Host Code

Indicates the host code that is linked to the transaction branch of the customer.

Host Description

The system displays the description of the Host code.

Source Code

The system displays the default source code 'MANL' for manually entered transactions.

Network Code

Select an appropriate Network code for the transaction.

Network Description

The system displays the description of the Network code selected.

Transaction Reference Number

Indicates a unique identifier of the Direct Debit transaction and it is auto-generated.

User Reference Number

This field is defaulted as transaction reference number. You can amend the field to specify the user reference number.

File Reference Number

You can enter the incoming file reference number.

2.2.4.1 Main Tab

System Detail Incoming Transaction

New Enter Query

Transaction Branch 000

Source Reference Number

Network Code

Host Code *

Transaction Reference Number

User Reference Number

Source Code MANIL

File Reference Number

Main Mandate Details Pricing Details Additional Details Other Details Accounting Details Queue Action Transaction Details Exception Details

Debtor Details

Debtor Account Number

Debtor IBAN

Debit Currency

Debtor Name

Debit Amount

Account Branch

Debtor Bank Code

Customer No

Customer Service Model

Creditor Details

Creditor Account Number

Creditor IBAN

Account Currency

Creditor Name

Account Branch

Creditor Bank Code

Credit Amount

Finish

Payment Details

Booking Date YYYYMMDD

Instruction Date YYYYMMDD

Value Date YYYYMMDD

Recal By Date YYYYMMDD

Return by Date YYYYMMDD

Refund by Date YYYYMMDD

Reversal by Date YYYYMMDD

Dispatch Date

Transfer Currency

Transfer Amount

Exchange Rate

Remarks

Incoming Message ID

Incoming Transaction Code

Incoming End to End ID

Charge Bearer

Linked Transaction Reference Number

Maker

Checker

Date Time:

Date Time:

Mod No

Record Status

Authorization Status

Exit

You can specify the following field details in the Main tab:

Debtor Details

Debtor Account Number

Select the Debtor's account held with Debtor bank.

Debtor IBAN

Specify the Debtor IBAN No held with Debtor bank.

Account Currency

This field is defaulted as the currency of the Debtor account.

Account Branch

This field is defaulted as the account branch of the debit account selected.

Debtor Name

Debtor name is defaulted based on the debit account selected.

Debtor Bank Code

Specify the bank code of the Debtor bank.

Creditor Details

Creditor Account Number

Specify the Creditor's Account held with Creditor bank.

Creditor Name

The system displays the Account Name based on the selected Creditor Account Number.

Account IBAN

Specify the Creditor Account IBAN maintained with Creditor Bank.

Creditor Bank Code

Specify the bank code of the Creditor Bank.

Account Currency

The currency of the account.

Credit Amount

This field populates the Transfer Amount field. If Creditor account currency is different from the transfer amount currency then, exchange rate is applied.

Debtor Details**Address 1**

Specify the information that locates and identifies a specific address, as defined by postal services.

Address 2

Information that locates and identifies a specific address, as defined by postal services.

Country Code

Specify the country code of the Debtor.

Address Type

Specify the nature of the postal address.

Department

Specify the identification of a sub-division of a large organisation or building.

Sub Department

Specify the nature of the postal address.

Street Name

Specifies the name of the street

Building Number

Specify a group of letters and/or numbers that is added to a postal address to assist the sorting of mail.

Post Code

Specifies the postal code.

Town Name

Specifies the name of the town.

Country Subdivision

Indicates how to contact the party.

Contact Details

Specifies the nature of the postal address.

Debtor Id type

Indicates the ID of the Debtor.

Payment Details**Booking Date**

This field identifies the date on which the transaction is booked. By default it populates the current application date.

Instruction Date

This field identifies the original value date that was provided by the creditor during the instruction.

Value Date

This fields identifies the date on which the transfer to be made.

Dispatch Date

Specify the dispatch date of the payment.

Return by Date

Specify the date by which the return must be executed.

Refund by Date

Specify the date by which the refund must be executed.

Recal by Date

Specify the date by which the recall must be executed.

Reversal by Date

Specify the date by which the reversal must be executed.

Transfer Currency

Specify the currency in which the transfer is initiated.

Transfer Amount

Specify the amount to be transferred.

Exchange Rate

Specify the exchange rate.

Remarks

Specify any remarks, if any.

Book Transfer

Check this box to initiate a book transfer.

Linked Transaction Reference Number

Specify the reference number of the linked transaction.

Incoming Message Id

Specifies the Point to point reference, as assigned by the instructing party, and sent to the next party in the chain to unambiguously identify the message.

Incoming Transaction Id

Specifies the Unique identification, as assigned by the first instructing agent, to unambiguously identify the transaction that is passed on, unchanged, throughout the entire interbank chain.

Incoming End to End Id

A customer reference that must be passed on in the end-to-end payment chain. In the event that no reference was given, 'NOTPROVIDED' must be used.

Charge Bearer

Specify the Charge Bearer details.

2.2.4.2 Mandate Details Tab

Click **Mandate Details** tab from the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' window with the 'Mandate Details' tab selected. The window has a top bar with 'New' and 'Enter Query' buttons. Below this, there are input fields for 'Transaction Branch * 000', 'Network Code *', 'Source Code * MANE', 'Host Code *', 'Message Id', 'Transaction Reference Number *', 'User Reference Number *', 'File Reference Number', and 'End To End ID'. A tabbed interface at the top includes 'Main', 'Mandate Details' (selected), 'Pricing', 'Additional Details', 'Accounting Details', 'Queue Action', 'Transaction Details', and 'Exception Details'. The 'Mandate Details' section contains fields for 'Date of Signature', 'Electronic Signature', 'Sequence Type' (a dropdown menu currently showing 'First Collection'), 'BIC', 'Account No', 'First Collection Date', and 'Mandate Id *'. To the right of these are 'Original Mandate ID', 'Original Debtor Account', 'Original Debtor Bank', 'BIC', 'Account', and 'Final Collection Date'. Below the 'Mandate Details' section is the 'Creditor Scheme Details' section with fields for 'ID', 'ID Type' (a dropdown menu showing 'Organization'), 'ID Value', and 'Scheme Type'. To the right of this is the 'Original Creditor Scheme Details' section with fields for 'ID', 'Name', 'ID Type' (a dropdown menu showing 'Organization'), 'ID Value', 'Scheme Type', 'Account', 'Address1', 'Address2', and 'Country'. At the bottom of the window, there are fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

You can specify the following fields:

Mandate Details

Date of Signature

Indicates the date on which the mandate was signed by debtor. This is defaulted based on the mandate ID selected.

Sequence Type

Select the required sequence type. Valid values are:

- First Collection
- Final Collection
- One Off Transaction
- Recurring Transaction

Original Mandate Id

Specify the identification of the original mandate. This field indicates the original mandate ID as assigned by the creditor, to identify the original mandate maintained. This field is mandatory if changes occur in 'Mandate Identification', otherwise not to be used.

Original Debtor Bank

Specify the details of the Original Debtor Bank.

Final Collection Date

Specify the final collection date.

Original Debtor Agent Account Number

Specify the account number of the Original Debtor Agent.

Original Debtor Account Number

Specify the account number of the Original Debtor.

Amend Indicator

This Indicator is for notifying whether the underlying mandate is amended or not. Check this box if amendment is applicable.

Electronic Signature

Specify the electronic signature details.

Mandate Id

Specify the identification of the mandate.

Original Debtor Account

Specify the account details of the Original Debtor.

First Collection Date

Specify the date of first collection.

Original Debtor Agent Bank BIC

Specify the BIC of the original Debtor Agent Bank.

Original Debtor Bank BIC

Specify the BIC of the original Debtor Agent Bank.

Original Final Collection Date

Specify the date of the Original Final Collection Date.

Creditor Scheme Details**Scheme Id**

Specify the identification of the creditor scheme.

Scheme Id Type

Specify the type of Scheme identification.

Scheme Type

Specify the type of scheme.

Scheme Value

Specify the value of the creditor scheme.

Original Creditor Scheme Details

Original Creditor Scheme details are required if changes occur in 'Creditor Scheme ID or Name', otherwise not to be used

Scheme Name

Specify the name of the Original Creditor Scheme.

Original Creditor Agent BIC

Specify the BIC of the Original Creditor Agent.

Original Creditor Agent Account

Specify the account details of the Original Creditor Agent.

Scheme Id

Specify the identification of the Original Creditor Scheme.

Scheme Id Type

Specify the type of Scheme identification.

Original Creditor Scheme Type

Specify the type of Original Creditor Scheme.

Scheme Value

Specify the value of the Original Creditor Scheme.

Address 1

Specify the first line of the address of the Original Creditor.

Address 2

Specify the second line of the address of the Original Creditor.

Country

Specify the country of the Original Creditor.

2.2.4.3 Pricing Tab

Click the **Pricing** tab from the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' window. At the top, there are tabs: 'New', 'Enter Query', and 'Pricing Details' (which is highlighted in red). Below the tabs, there are several input fields for transaction details, including 'Transaction Branch', 'Source Reference Number', 'Network Code', 'Host Code', 'Transaction Reference Number', 'User Reference Number', 'Source Code', and 'File Reference Number'. Below the input fields, there is a horizontal menu with tabs: 'Main', 'Mandate Details', 'Pricing Details' (highlighted in red), 'Additional Details', 'Other Details', 'Accounting Details', 'Queue Action', 'Transaction Details', and 'Exception Details'. Below the menu, there is a 'Pricing Details' section with a table. The table has columns: 'Pricing Component', 'Pricing Currency', 'Pricing Amount', 'Waiver', 'Debit Currency', and 'Debit Amount'. The table is currently empty. At the bottom of the window, there is a status bar with fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

You can view the charge/tax details derived for the transaction in Pricing tab. You can amend the price values/waiver flag, if required.

Pricing Component

This field indicates the pricing component derived for the DD transaction.

Pricing Currency

Indicates the pricing currency of the component.

Pricing Amount

Specifies the fixed or calculated charge amount using the Pricing Value Maintenance. You can edit this field to a non-zero value.

Waiver

Check this box to select the charge component to waive the associated charges.

Debit Currency

Indicates the currency of the debit account.

Debit Amount

Indicates the amount debited to the selected debit amount.

2.2.4.4 Additional Details

Click the **Additional Details** tab in the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' window with the 'Additional Details' tab selected. The window has a top menu bar with 'New' and 'Enter Query'. Below the menu bar, there are input fields for 'Transaction Branch' (000), 'Source Reference Number', 'Network Code', 'Host Code', 'Transaction Reference Number', 'User Reference Number', 'Source Code', and 'File Reference Number'. The main area is divided into three columns of input fields. The first column contains 'Creditor Details' (Creditor Name, Creditor Bank BIC, ID Type, ID, Scheme Code, Proprietary, Issuer, Date Of Birth, Province Of Birth) and 'Ultimate Debtor Details' (Ultimate Debtor Name, Bank BIC, ID Type, ID, Scheme Code, Branch BIC, Proprietary). The second column contains 'Creditor Contact Details' (Contact Name, Name Prefix, Phone Number, Mobile Number, FAX Number, Email, Other, Country of Residence) and 'Ultimate Debtor Contact Details' (Name, Name Prefix, Phone Number, Mobile Number, Fax Number, Email Address, Other, Country of Residence). The third column contains 'Creditor Postal Address' (Address, Address1, Address2, Department, Sub Department, Street Name, Building Number, Postal Code, Town Name, Country Sub-Division, Country) and 'Ultimate Debtor Postal Address' (Address, Address1, Address2, Department, Sub Department, Building Number, Postal Code, Town Name, Country Sub-Division, Country). There are also input fields for 'Creditor Details' (Name, Branch BIC, ID, Scheme Code, Issuer, Proprietary) and 'Creditor Contact Details' (Name, Name Prefix, Mobile Number, Fax Number, Email Address, Other, Country of Residence) at the bottom.

You can specify the following fields:

Debtor Details

Debtor Name

Specify the name of the debtor.

Branch BIC

Specify the Branch BIC of the debtor.

Id Type

Specify the type of identification.

ID

Specify the identification of the Debtor.

Scheme Code

Specify the Scheme Code of the Debtor.

Issuer

Specify the Issuer of the Debtor.

Proprietary

Specify the Proprietary details of the Debtor.

Debtor Contact Details**Contact Name**

Specify the Contact Name of the Debtor.

Name Prefix

Specify the prefix name of the Debtor.

Phone Number

Specify the phone number of the Debtor.

Mobile Number

Specify the mobile number of the Debtor.

Fax Number

Specify the fax number of the Debtor.

Email Address

Specify the mailing address of the Debtor.

Other

Specify any other details of the Debtor.

Country of Residence

Specify the country of residence of the Debtor.

Debtor Postal Details**Address**

Select the address of the Debtor.

Address 1 through to Address 2

Select the address of the Debtor in the two lines provided.

Department

Specify the department of the Debtor.

Sub Department

Specify the sub department of the Debtor.

Building Number

Specify the building number.

Postal Code

Specify the postal code.

Town Name

Specify the name of the town.

Country Sub-Division

Specify the country sub-division.

Country

Specify the country of the debtor.

Ultimate Debtor Details**Ultimate Debtor Name**

Specify the name of the Ultimate Debtor.

Bank BIC

Specify the Bank BIC.

ID Type

Specify the type of identification.

ID

Specify the identification.

Scheme Code

Specify the scheme code details.

Branch BIC

Specify the Branch BIC.

Proprietary

Specify the Ultimate Debtor proprietary information.

Ultimate Debtor Contact Details**Contact Name**

Specify the Contact Name of the Ultimate Debtor.

Name Prefix

Specify the prefix name of the Ultimate Debtor.

Phone Number

Specify the phone number of the Ultimate Debtor.

Mobile Number

Specify the mobile number of the Ultimate Debtor.

Fax Number

Specify the fax number of the Ultimate Debtor.

Email Address

Specify the mailing address of the Ultimate Debtor.

Other

Specify any other details of the Ultimate Debtor.

Country of Residence

Specify the country of Residence of the Ultimate Debtor.

Ultimate Debtor Postal Details

Address

Select the address of the Ultimate Debtor.

Address 1 through to Address 2

Select the address of the Ultimate Debtor in the two lines provided.

Department

Specify the department of the Ultimate Debtor.

Sub Department

Specify the sub department of the Ultimate Debtor.

Building Number

Specify the building number.

Postal Code

Specify the postal code.

Town Name

Specify the name of the town.

Country Sub-Division

Specify the country sub-division.

Country

Specify the country of the Creditor.

Creditor Details

Creditor Name

Specify the name of the Creditor.

Branch BIC

Specify the Branch BIC of the Creditor.

Id Type

Specify the type of identification.

ID

Specify the identification of the Creditor.

Scheme Code

Specify the Scheme Code of the Creditor.

Issuer

Specify the Issuer of the Creditor.

Proprietary

Specify the Proprietary details of the Creditor.

Creditor Contact Details

Contact Name

Specify the Contact Name of the Creditor.

Name Prefix

Specify the prefix name of the Creditor.

Phone Number

Specify the phone number of the Creditor.

Mobile Number

Specify the mobile number of the Creditor.

Fax Number

Specify the fax number of the Creditor.

Email Address

Specify the mailing address of the Creditor.

Other

Specify any other details of the Creditor.

Country of Residence

Specify the country of residence of the Creditor.

Creditor Postal Details**Address**

Select the address of the Creditor.

Address 1 through to Address 2

Select the address of the Creditor in the two lines provided.

Department

Specify the department of the Creditor.

Sub Department

Specify the sub department of the Creditor.

Building Number

Specify the building number.

Postal Code

Specify the postal code.

Town Name

Specify the name of the town.

Country Sub-Division

Specify the country sub-division.

Country

Specify the country of the Creditor.

Ultimate Creditor Details**Ultimate Creditor ID Type**

Specify the type of Identification

Ultimate Creditor ID

Id of Ultimate party that owes an amount of money to the (ultimate) Debtor.

Address 1

Specify the information that locates and identifies a specific address, as defined by postal services.

Address 2

Information that locates and identifies a specific address, as defined by postal services.

Country Code

Specify the country code of the ultimate debtor.

Ultimate Debtor Details**Ultimate Debtor ID Type**

Specify the type of Identification

Ultimate Debtor ID

Id of Ultimate party that owes an amount of money to the (ultimate) creditor.

Name

Name of Ultimate party that owes an amount of money to the (ultimate) creditor..

Address 1

Specify the information that locates and identifies a specific address, as defined by postal services.

Address 2

Information that locates and identifies a specific address, as defined by postal services.

Country

Specify the country code of the ultimate debtor.

Contact Details

Specify the Indicates the details to contact the ultimate debtor.

Other Details Tab

Specify the following fields:

Agent Details**Initiating Party**

Specify the Party that initiates the transaction

Instructing Agent BIC

Select the Agent that instructs the next party in the chain to carry out the (set of) instruction(s).Allows you to select a valid bank code BIC from list of values.

Instructed Agent BIC

Select the Agent that is instructed by the previous party in the chain to carry out the (set of) instruction(s). Allows you to select a valid bank code BIC from list of values.

Intermediary Agent1BIC

Select the Agent between the debtor's agent and the creditor's agent.

Allows you to select a valid bank code BIC from list of values If more than one intermediary agent is present, then IntermediaryAgent1 identifies the agent between the Debtor Agent and the IntermediaryAgent2.

Intermediary Agent 1 Account No

Specify the Account no of Intermediary Agent 1 BIC.

Intermediary Agent 2 BIC

Select the agent between the debtor's agent and the creditor's agent.

Allows you to select a valid bank code BIC from list of values If more than two intermediary agents are present, then IntermediaryAgent2 identifies the agent between the IntermediaryAgent1 and the IntermediaryAgent3.

Intermediary Agent 2 Account No

Specify the Account number of Intermediary Agent 2 BIC.

Intermediary Agent 3 BIC

Select the agent between the debtor's agent and the creditor's agent.

Allow to select a valid bank code BIC from list of values If IntermediaryAgent3 is present, then it identifies the agent between the intermediary agent 2 and the debtor agent.

Intermediary Agent 3 Account No

Specify the Account number of Intermediary Agent 3 BIC.

Purpose Details**Purpose Code**

Select the underlying reason for the DD transaction using Code.

Purpose Value

Specify the underlying reason for the DD transaction using value.

Local Instrument Code

Displays the local instrument, as published in an external local instrument code list.

Service Level Code

Displays a pre-agreed service or level of service between the parties, as published in an external service level code list.

By default SEPA for SDD transaction is defaulted from the SEPA DD network.

Regulatory Reporting

Specify the Information needed due to regulatory and statutory requirements.

2.2.4.5 Other Details

Click the **Other Details** tab in the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' window with the 'Other Details' tab selected. The window has a title bar and a menu bar with 'New' and 'Enter Query'. Below the menu bar, there are input fields for 'Transaction Branch' (000), 'Source Reference Number', 'Network Code', and 'Host Code *'. To the right, there are fields for 'Transaction Reference Number', 'User Reference Number', 'Source Code' (MANL), and 'File Reference Number'. A tabbed interface below these fields includes 'Main', 'Mandate Details', 'Pricing Details', 'Additional Details', 'Other Details' (selected), 'Accounting Details', 'Queue Action', 'Transaction Details', and 'Exception Details'. The 'Other Details' tab contains two columns of fields: 'Message ID', 'End to End ID', 'Instructing Party', 'Service Level Code', 'Local Instrument Code', 'Category Purpose Code', 'Inter Bank Settlement Amount', 'Inter Bank Settlement Date' (YYYYMMDD), 'Instructed Amount', and 'Exchange Rate' on the left; and 'Instruction Code', 'Clearing System Reference', 'Clearing Channel', 'Service Level Value', 'Local Instrument Value', 'Category Purpose Value', 'Inter Bank Settlement Currency', 'Settlement Party', and 'Instructed Currency' on the right. At the bottom, there are fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

You can specify the following fields:

Message ID

Specify the message identification.

End to End ID

Specify the end to end identification

Instructing Party

Specify the instructing party details.

Service Level Code

Specify the Service Level Code.

Local Instrument Code

Specify the local instrument code.

Category Purpose Code

Specify the category purpose code.

Inter Bank Settlement Amount

Specify the Inter bank Settlement Amount.

Inter Bank Settlement Date

Specify the Inter Bank Settlement Date.

Instructed Amount

Specify the Instructed Amount

Exchange Rate

Specify the Exchange Rate

Instruction Code

Specify the Instruction Code

Clearing System Reference

Specify the Clearing System Reference.

Clearing Channel

Specify the Clearing Channel.

Service Level Value

Specify the Service Level Value.

Local Instrument Value

Specify the Local Instrument Value.

Category Purpose Value

Specify the Category Purpose Value

Local Instrument Value

Specify the Local Instrument Value.

Inter Bank Settlement Currency

Specify the Inter Bank Settlement Currency.

Settlement Party

Specify the Settlement Party details.

Instructed Currency

Specify the Instructed Currency.

2.2.4.6 Accounting Details

Click the **Accounting Details** tab in the Direct Debit Incoming Transaction screen.:

The screenshot displays the 'Direct Debit Incoming Transaction' window. At the top, there are input fields for Transaction Branch (000), Transaction Reference Number, Source Reference Number, User Reference Number, Network Code, Source Code (MANL), and Host Code*. Below these fields is a tabbed interface with the following tabs: Main, Mandate Details, Pricing Details, Additional Details, Other Details, Accounting Details (highlighted in red), Queue Action, Transaction Details, and Exception Details. The 'Accounting Details' tab is active, showing a table with the following columns: Entry Reference no, Lcy Ref Currency, Event Code, Amount Tag, Accounting Code, Dr/Cr, Transaction Account, and Action. The table is currently empty. At the bottom of the window, there are fields for Maker, Date Time, Mod No, Record Status, Checker, Date Time, Authorization Status, and an Exit button.

If accounting entries are posted for a transaction you can view the details from the Accounting Details tab.

2.2.4.7 Queue Action Details

Click the **Queue Action** tab in the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' window. At the top, there are input fields for Transaction Branch (000), Source Reference Number, Network Code, Host Code (marked with a red asterisk), Transaction Reference Number, User Reference Number, Source Code (MANIL), and File Reference Number. Below these is a tabbed interface with the following tabs: Main, Mandate Details, Pricing Details, Additional Details, Other Details, Accounting Details, Queue Action (highlighted in red), Transaction Details, and Exception Details. The 'Queue Action' tab is active, displaying a table with columns: Queue Reference No, Queue Code, Action, Queue Sequence No, Host Code, Queue Status, and Remarks. The table is currently empty. At the bottom of the window, there are fields for Maker, Checker, Date Time, Mod No, Record Status, and Authorization Status, along with an 'Exit' button.

Queue actions done for a transaction can be viewed from Queue Action tab.

2.2.4.8 Transaction Details

Click the **Transaction Details** tab in the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' window with the 'Transaction Details' tab selected. The top section contains the same input fields as the previous screenshot. The 'Transaction Details' tab is active, showing two main sections: 'Transaction Status' and 'External System Status'. The 'Transaction Status' section includes dropdown menus for Transaction, Debit Liquidation Status, Credit Liquidation Status, and Collection Status. The 'External System Status' section includes dropdown menus for Sanction Check Status, Sanction Check Ref, External Credit approval Status, and External Credit approval Ref. Below these is an 'Exception Queue' section with input fields for Queue Code, Transaction Error Code, and Repair Reason. At the bottom, there are fields for Maker, Checker, Date Time, Mod No, Record Status, and Authorization Status, along with an 'Exit' button.

You can view the below status for a Direct Debit transaction from Transaction Details tab:

- Transaction status
- CRLQ status - indicates the credit accounting liquidation status
- DRLQ status – indicates the debit accounting liquidation status
- Dispatch status
- Collection status

Status of External system checks will be available for sanction check and external credit approval with related reference numbers.

Exception queue code and Error code details are available under Exception Queue status.

2.2.4.9 **Exception Details**

Click the **Exception Details** tab in the Direct Debit Incoming Transaction screen.:

The screenshot shows the 'Direct Debit Incoming Transaction' application window. The 'Exception Details' tab is active, highlighted in red. The interface includes a top toolbar with 'New' and 'Enter Query' buttons. Below the toolbar, there are input fields for 'Transaction Branch' (000), 'Source Reference Number', 'Network Code', 'Host Code *', 'Transaction Reference Number', 'User Reference Number', 'Source Code' (MANIL), and 'File Reference Number'. A horizontal tab bar contains 'Main', 'Mandate Details', 'Pricing Details', 'Additional Details', 'Other Details', 'Accounting Details', 'Queue Action', 'Transaction Details', and 'Exception Details'. The main content area is divided into two sections: 'Reject Details' and 'Recal Details'. Each section contains input fields for 'Reject Date', 'Reject Code', 'Reject Reason', 'Additional Informations', 'Network Reject Reference', 'Network Reject Code', 'Network Reject Reason', and 'Network Reject Received Date'. At the bottom, there is a status bar with fields for 'Maker', 'Checker', 'Date Time', 'Mod No', 'Record Status', and 'Authorization Status', along with an 'Exit' button.

Exception transactions are not currently supported.

2.2.4.10 **Direct Debit Incoming Transaction Summary**

You can invoke the 'Direct Debit Incoming Transaction Summary' screen by typing 'PCSAOTXN' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button.

You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Transaction Reference Number
- Host Code
- Transaction
- Collection Status
- Source Code
- Transaction Branch
- Transfer Currency
- Transfer Amount
- Value Date
- Instruction Date
- Booking Date
- Network Code
- File Reference Number
- DRLQ Status
- CRLQ Status
- Debtor Account IBAN
- Creditor Account IBAN
- Debtor Account Number
- Creditor Account Number
- Queue Code

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

Double click a record to view the detailed Direct Debit Incoming Transaction screen. You can also export the details of selected records to a file using 'Export' button.

2.2.4.11 Incoming Direct Debit Processing

- Incoming direct debit requests are received through CSM or through direct participant of the network.

- DNF files received either from CSM(EBA STEP2) or through direct participant bank code containing pacs.003 messages is read through DD background batch job from the designated folder.
- This batch job performs the de-bulking process and populates the individual transaction details of the message into staging table.
- A set of transactions uploaded from a single file is identified using a unique File reference number.
- Receipt file accounting is triggered on the Interbank settlement date for every DNF file based on the Message ID and File reference no combination using RCLG event code.
- On upload of such pacs.003 messages in staging table, system creates an Incoming DD transaction with Payment type as 'Direct Debits' and Transaction type as 'Incoming' along with branch and network resolution.
- Transaction booking date is considered as the current application date with value date being future dated for DD transactions as specified in the DD incoming instruction.
- Credit currency is considered as transfer currency for incoming DD transactions.
- Debit account is derived from the Debtor IBAN received in the message. Credit account is derived from the Liquidation accounting code maintained in Network DD Preferences Maintenance.
- Incoming DD transaction processing follows the following steps:
 - Transaction Validations
 - IBAN Check
 - Network limit validations
 - Duplicate Check
 - Sanctions Check
 - Charge/Tax Computation
 - ECA Approval
 - Debit & Credit Liquidation
 - Notification
- All other validations is performed on the activation date except the Debit and Credit liquidation, which is performed on the settlement date/value date specified in the transaction.
- Debit /Credit Accounting
 - BOD batch job of DD picks all the outgoing DD transactions with Collection status as 'Pending' and Value date as current application date and post the debit/credit liquidation entries.
 - Accounting details are handed off to accounting system with debit/credit liquidation accounting code linked at Network DD preferences.
- Once debit/credit liquidation is processed for an incoming DD transaction, system updates the Contract status as 'Success' and Collection Status as 'Liquidated'.
- Following notifications will be supported as part of an Incoming DD transactions.
-

Notification Code	Tag Details	Text
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PM_ACH_CR_1 -Debit Notification for incoming Direct debit -On Debit Liquidation	Debit Account	Account <Debit Account>is debited for <Debit Currency >,<Debit Amount> on <Debit Liquidation Date> for Payment Reference Number<Transaction Reference Number>. Charge or Tax component amd amount deducted details are <Charge Currency> <Charge Amount>
	Debit currency	
	Debit Amount	
	Debit liquidation date	
	Transaction Reference number	
	Charge/Tax debit amount	
	Charge/Tax debit currency	

2.2.5 **Book Transfer Processing**

- When an outgoing DD transaction is identified as a book transfer, system resolves the corresponding SEPA DD CORE/B2B network code with Book transfer flag as **Yes** at the Outgoing DD transaction. Liquidation accounting is triggered as per the Network DD preferences maintained for the corresponding network code with transaction type as 'Outgoing'.
- And a corresponding Incoming DD transaction is also created using the same network code with 'Book Transfer' flag as Y using transaction type 'Incoming' and parent contract reference is stored in 'Linked Book Transfer Reference' field. Liquidation accounting is triggered as per the Network DD preferences for the corresponding Network code with transaction type as 'Incoming'
- These outgoing book transfer DD transaction data is not logged in dispatch table for pacs.003 generation.

2.2.6 **Periodic Instructions Maintenance**

You can invoke the 'Periodic Instructions Maintenance' screen by typing 'PCDPINST' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button. Click new button on the Application toolbar.

Periodic Instructions

New Enter Query

Customer No *
Customer Name
Agreement Id *
Valid From
Network Code *

Instruction Reference Number *
Source Code *
Branch Code *
Host Code *
Valid To
Remarks
Instruction End Date

Instruction Start Date
Frequency
Transfer Currency *
Transfer Amount *

Debtor Details
Debtor Account Number
Debit Account Currency
Account Branch
Account Name
Address 1
Address 2
Country
BIC
Debtor IBAN

Debtor Agent Details
Debtor Bank Code
Debtor Bank Name
Address 1
Address 2
Country

Periodic Instruction Details
Periodic Instruction Status
Next Execution Date
Last Transaction Ref No

Last Executed On
Last Execution Status

Creditor Details
Creditor Account Number
Account Currency
Account Branch
Creditor Name
Address 1
Address 2
Country
BIC
Creditor IBAN
Creditor Bank Code

Maker
Checker
Date Time:
Date Time:
Mod No
Record Status
Authorization Status
Exit

You can specify the following fields:

Branch Code

Specify the branch code for which the periodic instruction is maintained.

Source Code

Specify the source code through which the agreement is maintained.

Host Code

Displays the host code of the specified branch code.

Customer Number

Specify the creditor customer number for which the periodic instruction is maintained.

Customer Name

Specify the description of the selected customer.

Instruction Reference Number

Specify the reference number of the periodic instruction maintained.

Agreement ID

Specify the mandate ID for which the periodic instruction is maintained.

Valid from Date

Specify the date from when the periodic instruction becomes valid.

Valid to Date

Specify the date till when the periodic instruction becomes valid.

Instruction Start Date

Specify the date from when the first transaction gets generated based on the periodic instruction maintained.

Frequency

Select the frequency of the DD Outgoing transaction to be created using the periodic instruction.

Transfer Amount

Specify the transfer amount for which the Outgoing DD transaction to be created using the periodic instruction.

Remarks

Specify the additional details of the periodic instruction.

Debtor Details**Account Number**

Specifies the debtor account for which the mandate is maintained.

Account Currency

Specifies the Currency of the Account.

Account Branch

Specifies the branch of the account.

Name

Specifies the name of the Debtor.

Address 1

Specifies the Address of the Debtor.

Address 2

Specifies the Address of the Debtor.

Country

Specifies the country to which the party belongs.

BIC

Specifies the BIC of the Debtor.

Creditor Details**Creditor Account Number**

Specifies the Creditor account for which the mandate is maintained.

Creditor Account Currency

Specifies the Currency of the Account.

Creditor Account Branch

Specifies the branch of the account.

Creditor Name

Specifies the name of the Creditor account.

Address 1

Specifies the Address of the Creditor.

Address 2

Specifies the Address of the Creditor.

Country

Specifies the country to which the party belongs.

BIC

Specifies the BIC of the Creditor.

Debtor Agent Details**Debtor Bank Code**

Specifies the bank code of the Debtor bank.

Debtor Bank Name

Specifies the name of the Debtor bank.

Address 1

Specifies the Address of the Debtor bank.

Address 2

Specifies the Address of the Debtor bank.

Country

Specifies the country to which the Debtor bank belongs to.

2.2.7 Periodic Instructions Summary

You can invoke the 'Periodic Instructions Summary' screen by typing 'PCSPINST' in the field at the top right corner of the application toolbar and clicking the adjoining arrow button.

You can search using one or more of the following parameters:

- Authorization Status
- Record Status
- Instruction Reference Number
- Agreement Id

- Network Code

Once you have specified the search parameters, click 'Execute Query' button. The system displays the records that match the search criteria.

Double click a record to view the detailed Periodic Instruction maintenance screen. You can also export the details of selected records to a file using 'Export' button.

2.2.8 Periodic Instruction Processing

- On save of periodic instruction set up system derives the Next Execution date in the maintenance.
- Beginning of day job will pick up the instructions(with status as Open and Authorised) maintained with Next execution date as Current system date or previous date(which hasn't picked up for processing) and initiate an outgoing DD transaction based on the details maintained in Periodic instruction maintenance.
- The transaction gets created and auto authorized and any exception raised during processing, will be moved to Repair queue with appropriate details.
- After successful creation of DD transaction, the next execution date will be updated as part of batch processing.

3. Function ID Glossary

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PCDAITXN2-45
PCDAOTXN2-22
PCDCRAGT2-1

PCDDRAGT2-8, 2-15
PCDNWDDP2-17
PCDPINST2-65
PCSCSCHM2-17
PCSNWDDP2-21