Oracle FLEXCUBE Direct Banking

Corporate Transfer and Payment User Manual
Release 12.0.2.0.0

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Corporate Transfer and Payment User Manual
September 2013

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1. Preface

1.1. Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2. 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.

1.3. Access to OFSS Support

https://flexsupp.oracle.com/

1.4. Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual

Transaction Host Integration Matrix provides information on host integration requirements for the transactions covered in the User Manual.

Chapters post Transaction Host Integration Matrix are dedicated to individual transactions and its details, covered in the User Manual

1.5. Related Information Sources

For more information on Oracle FLEXCUBE Direct Banking Release 12.0.2.0.0, refer to the following documents:

- Oracle FLEXCUBE Direct Banking Licensing Guide
- Oracle FLEXCUBE Direct Banking Installation Manuals

2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
★	Standard Host Interface Available. Integration to be done separately
✓	Pre integrated Host interface available
✕	Pre integrated Host interface not available

Transaction Name	FLEXCUBE UBS	Third Party Host System
Beneficiary Maintenance	✓	**NH**
Beneficiary Template	✓	**NH**
Beneficiary Maintenance-Internal Transfer	✓	**NH**
Beneficiary Maintenance - Domestic Transfer	✓	**NH**
Beneficiary Maintenance-International Transfer	✓	**NH**
Beneficiary Maintenance – International Draft	✓	**NH**

Transaction Name	FLEXCUBE UBS	Third Party Host System
Beneficiary Maintenance – MT 101 Transfer	**NH**	**NH**
Beneficiary Maintenance – SEPA CREDIT Transfer	**NH**	**NH**
Beneficiary Maintenance – SEPA Direct Debits	**NH**	**NH**
Beneficiary Maintenance – UK Payments	**NH**	**NH**
Beneficiary Maintenance – Domestic Drafts	✓	**NH**
Own Account Transfer	✓	★
Internal Transfer	✓	★
Multiple Account Transfer	✓	★
Domestic Funds Transfer	✓	★
International Account Transfer	✓	★
International Drafts	✓	★
Domestic Drafts	✓	★
MT 101 Transfer	✓	★
SEPA Direct Debit	✓	★
SEPA Credit Transfer	✓	★
UK Payments	×	★
Fixed Domestic Transfer	×	★
View Standing Instruction	×	★
Standing Instruction Cancellation	×	★
Usage of Deals in Cross Currency Transactions	✓	★
Pending Transfers	✓	★
View Limits Utilization	**NH**	**NH**
Change User Limits	**NH**	★
Inward Remittance Inquiry	×	★

Transaction Name	FLEXCUBE UBS	Third Party Host System
Outward Remittance Inquiry	×	★
Domestic Collection Inquiry	×	★
FCY Collection Inquiry	×	★
View Drafts Details	✓	★
Templates Look up	**NH**	**NH**
Additional Options (Save as Drafts\Template, Save and Submit, View Limits)	**NH**	**NH**

3. Beneficiary Maintenance

A Business user having access to Beneficiary Maintenance can maintain Beneficiary. You can also specify if the Beneficiary template created is available to other users of the same primary customer id by specifying the template access level as public

If the Template is created with template access level as Private, it is available only to the User who has created it.

The search criteria allow searching the beneficiary templates created earlier. Beneficiary Maintenance is supported for following Transactions

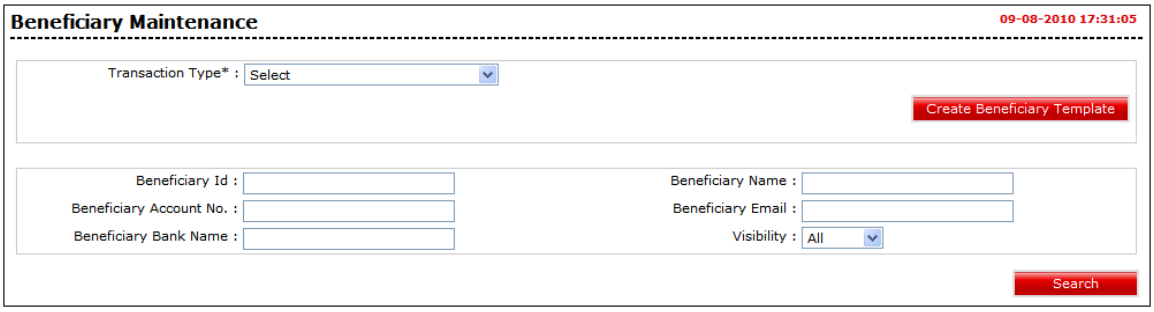
- Internal Transfer
- Domestic Transfer
- International Transfer
- Domestic Drafts
- International Draft
- SEPA Direct Debits
- SEPA Credit Transfers
- UK Payments

3.1. Beneficiary Maintenance

To view Beneficiary Maintenance:

Navigate through **Payments > Beneficiary Maintenance**.

Beneficiary Maintenance



Note: You can create new beneficiaries template for various transaction types, by selecting any transaction type and clicking the Create Beneficiary Template button. Refer section Beneficiary Maintenance – Internal Transfer onwards for beneficiary creation.

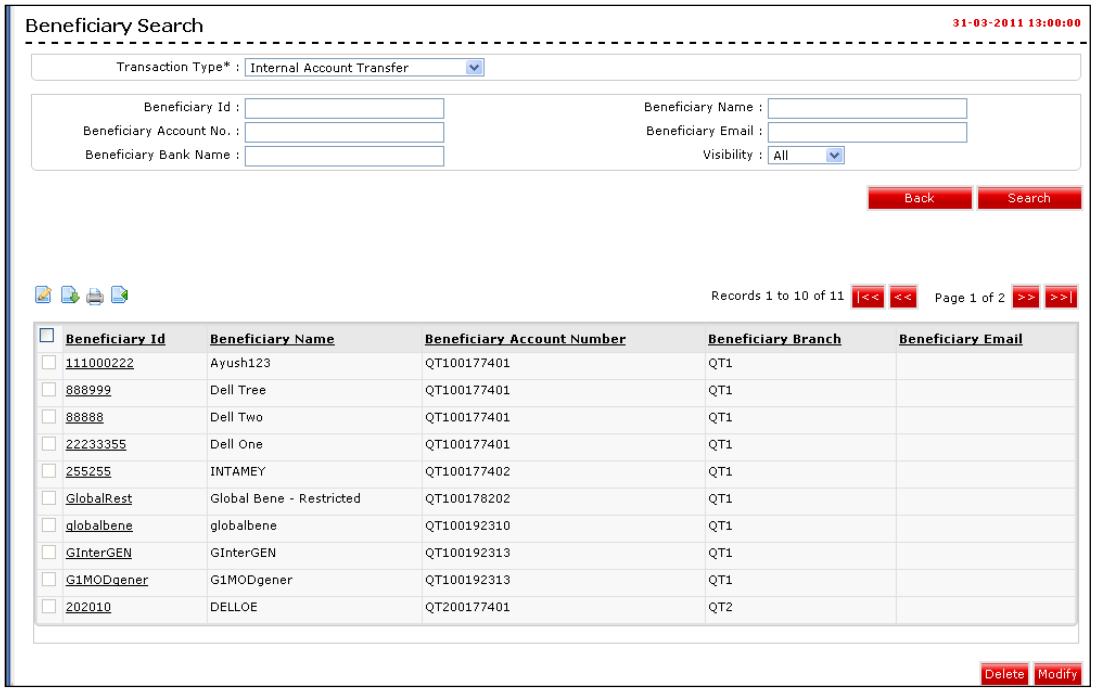
Field Description

Field Name	Description
Transaction Type	[Mandatory, Drop-Down] Select the transaction type, for which template is to be searched, from the drop-down list.
Beneficiary ID	[Optional, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Optional, Alphanumeric, 35] Type the beneficiary name.
Beneficiary Account No	[Optional, Alphanumeric, 35] Type the beneficiary account number.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email id.
Beneficiary Bank Name	[Optional, Alphanumeric, 35] Type the beneficiary bank name.

Field Name	Description
Visibility	[Optional, Drop-Down] Select the beneficiary access level from the drop-down list. The options are : • Public • Private

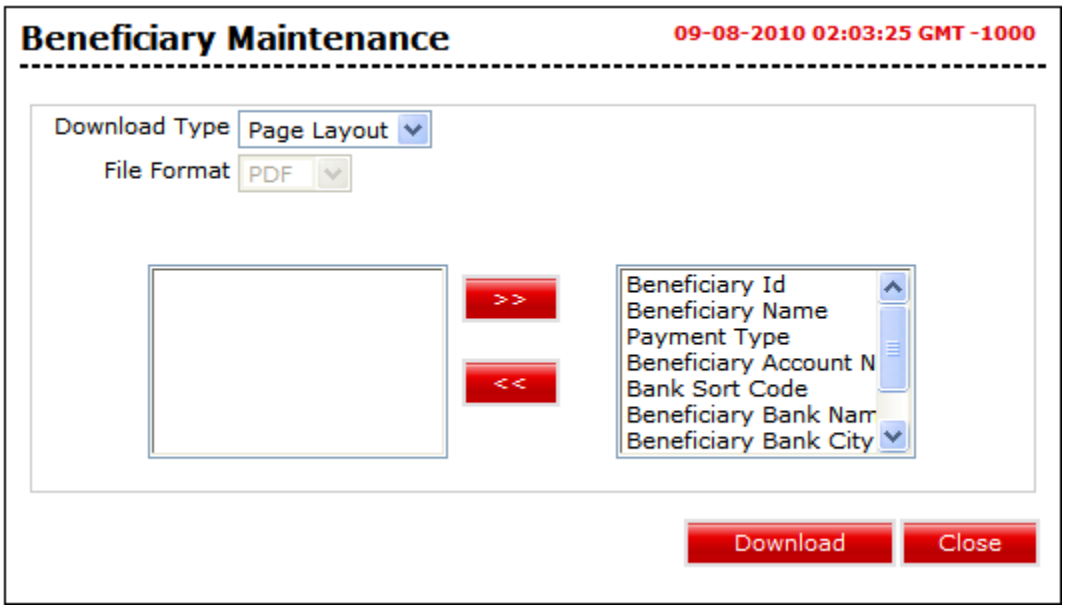
1. Click the **Search** button. The system displays **Beneficiary Maintenance** screen with exiting templates that can be viewed, deleted, or modified.

Beneficiary Maintenance



2. Click >> or << to navigate to the next or previous page in the list, respectively.
3. Click |<< or >>| to navigate to the first or last page in the list, respectively.
4. Click the Download button to download the complete statement. The system displays the **Beneficiary Maintenance** download screen dialog screen.
5. Click the **reorder** button to reorder the columns or select the columns that appear in the list.
6. Click the **Print** button to print the data.
7. Click on **Edit** button column to edit the number of columns.

Beneficiary Maintenance - Download

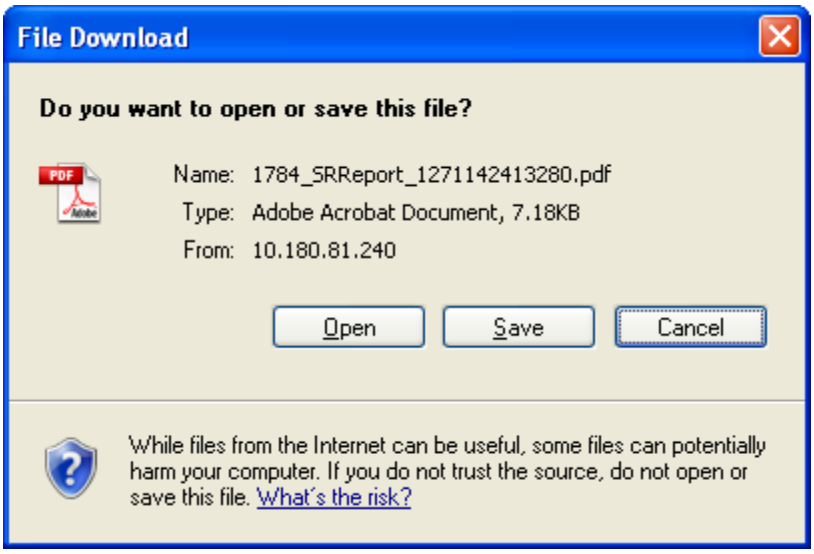


Field Description

Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the report type from the drop-down list. The options are: • Page Layout
File Format	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options are • PDF • XLS • HTML • RTF

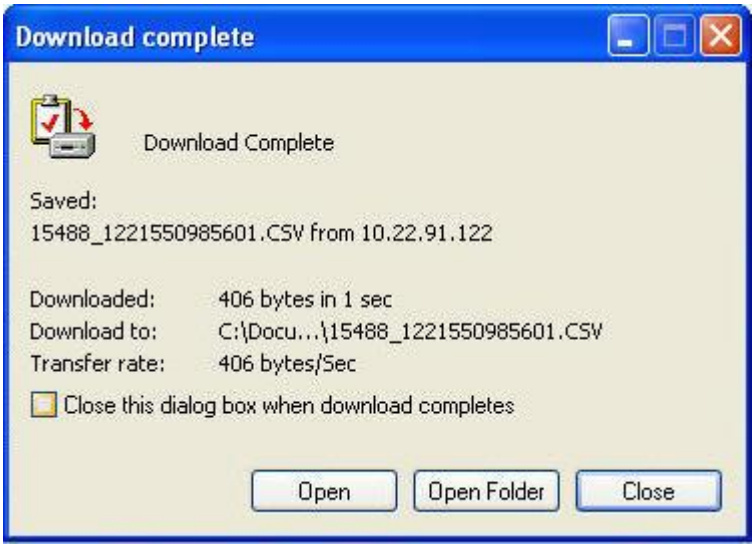
8. Select the download type and file format from the drop-down list.
9. Click the << button to **exclude** the option from downloading.
10. Click the >> button to **Included** the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.
    OR
    Click the **Close** button to close the downloading.

File Download



12. Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
13. Enter the name for the file and the location and click the **Save** button. Once the download is complete, the system displays the **Download complete** message box.

Download Complete



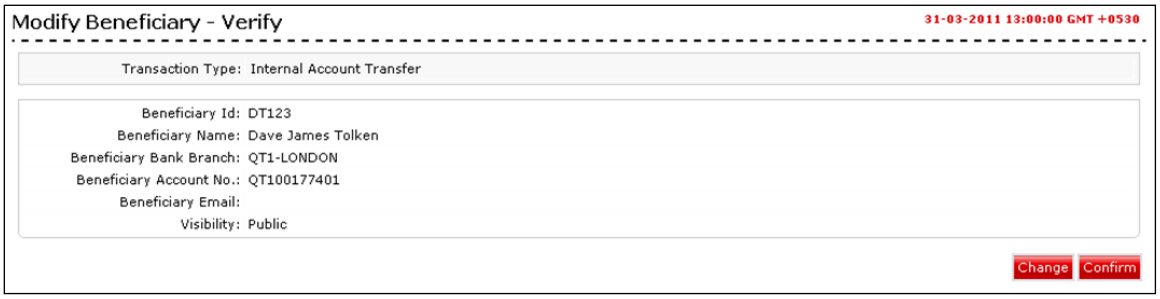
14. Click the **Open** button to open the file.
    OR
    Click the **Open Folder** button to open the folder in which the file is saved
    OR
    Click the **Close** button to close the **Download complete** dialog box and to view the file later.
15. Select beneficiary ID by selecting the respective checkbox from the **Beneficiary Maintenance** search screen.

16. Click the **Modify** button to modify the selected beneficiary template. The system displays **Modify Beneficiary** screen.

Modify Beneficiary

17. Enter the details to modify the beneficiary template.
18. Click the **Modify** button to modify the selected beneficiary template. The system displays **Modify Beneficiary - Verify** screen.
    OR
    Click the **Back** button to navigate to the previous screen.

Modify Beneficiary - Verify



19. Click the **Confirm** button. The system displays **Modify Beneficiary - Confirm** screen.
    OR
    Click the **Change** button to change the details.

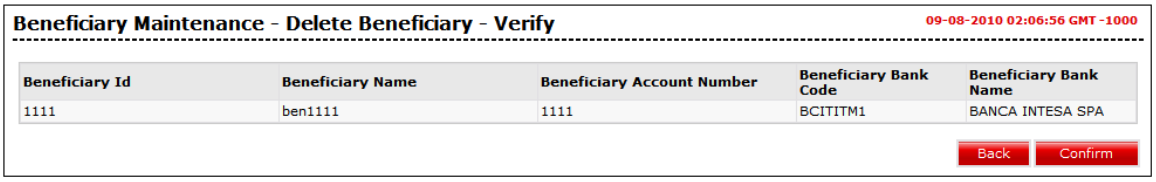
Modify Beneficiary – Confirm

20. Click the **OK** button. The system displays initial **Beneficiary Maintenance** screen.

Deleting a Beneficiary

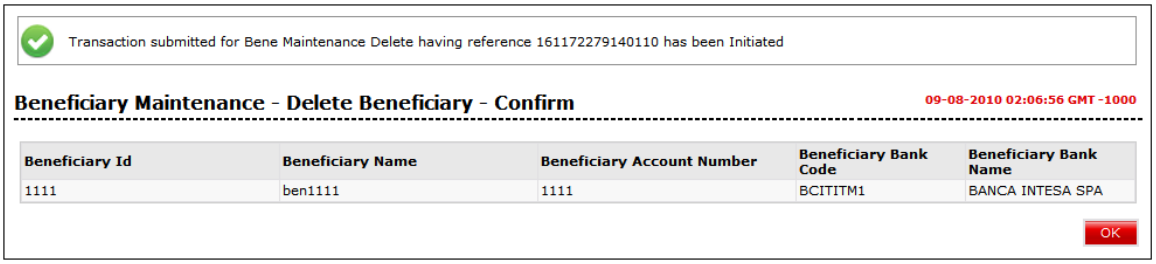
1. Click the **Delete** button in the **Beneficiary Maintenance** screen with the search result. The system displays the **Beneficiary Maintenance – Delete Beneficiary – Verify** screen.

Beneficiary Maintenance – Delete Beneficiary – Verify



2. Click the **Confirm** button. The system displays the **Beneficiary Maintenance – Delete Beneficiary – Confirm** screen.
   OR
   Click the **Back** button to navigate to the previous screen.

Beneficiary Maintenance – Delete Beneficiary – Confirm



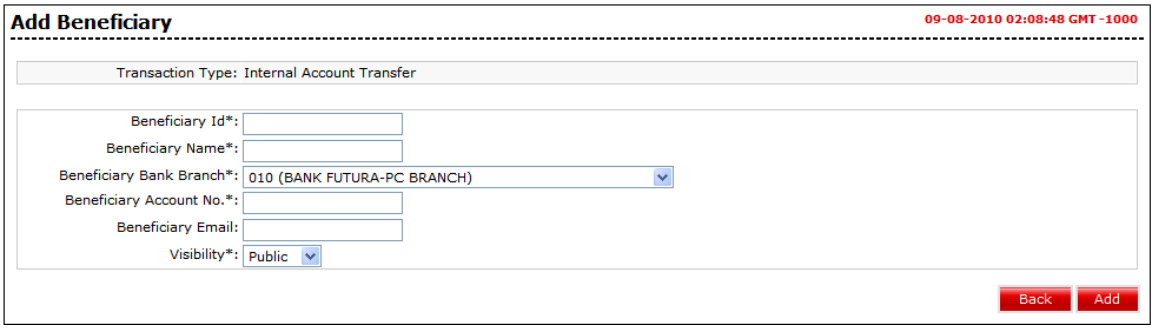
3. Click the **OK** button. The system displays initial **Beneficiary Maintenance** screen.

3.2. Beneficiary Maintenance- Internal Account Transfer

To maintain a beneficiary for-internal account transfer

1. Select the Internal Account Transfers option from the Transaction Type drop-down list from the Beneficiary Maintenance screen.
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance - Internal Account Transfer Add Beneficiary

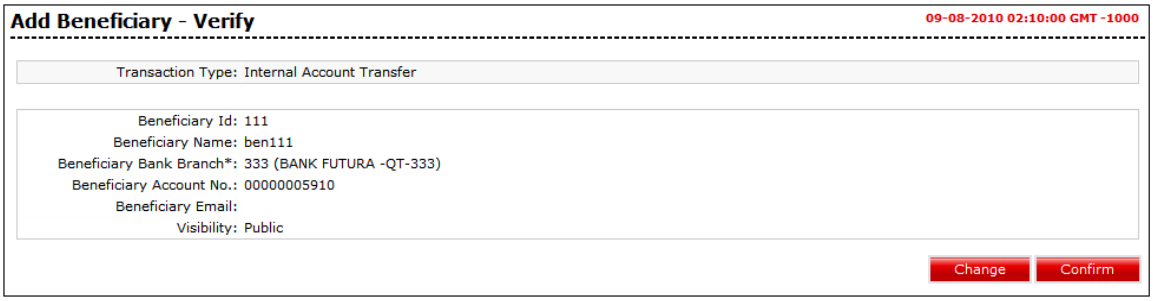


Field Description

Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
Beneficiary Name	[Mandatory, Alphanumeric, 25] Type the beneficiary name
Beneficiary Bank Branch	[Mandatory, Drop down] Select the bank's branch in which account is held.
Beneficiary Account No	[Mandatory, Numeric, 35] Type the beneficiary account number.
Beneficiary Email	[Optional, Alphanumeric, 255] Type the beneficiary email address.
Visibility	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : • Public • Private

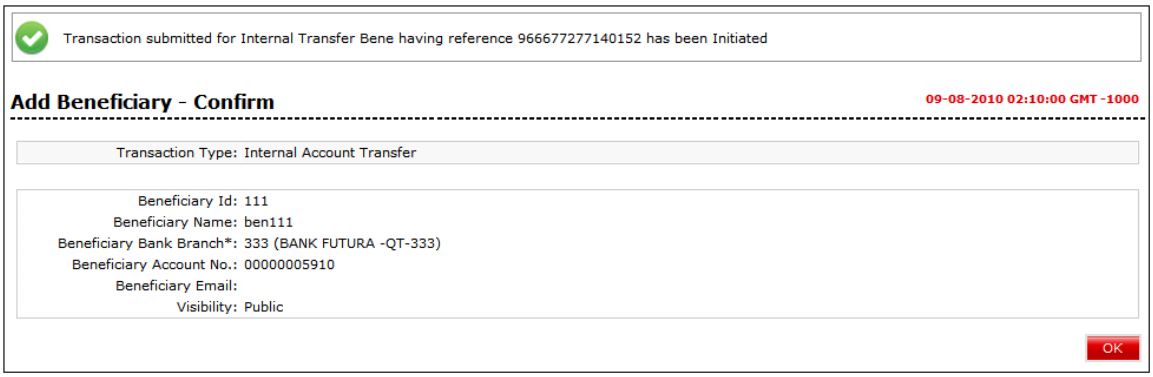
3. Enter the relevant information.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Confirm



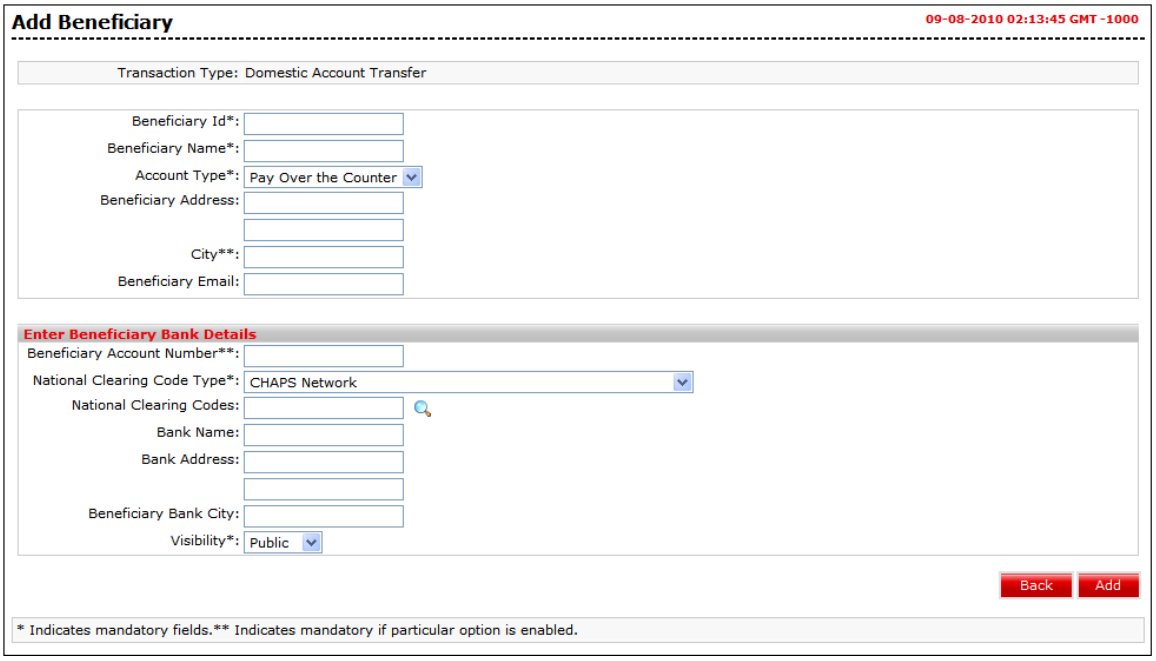
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.3. Beneficiary Maintenance - Domestic Account Transfer

To maintain a beneficiary for-domestic transfer

1. Select the Domestic Account Transfer option from the Transaction Type drop-down list from the Beneficiary Maintenance screen.
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – Domestic Account Transfer- Add Beneficiary



Field Description

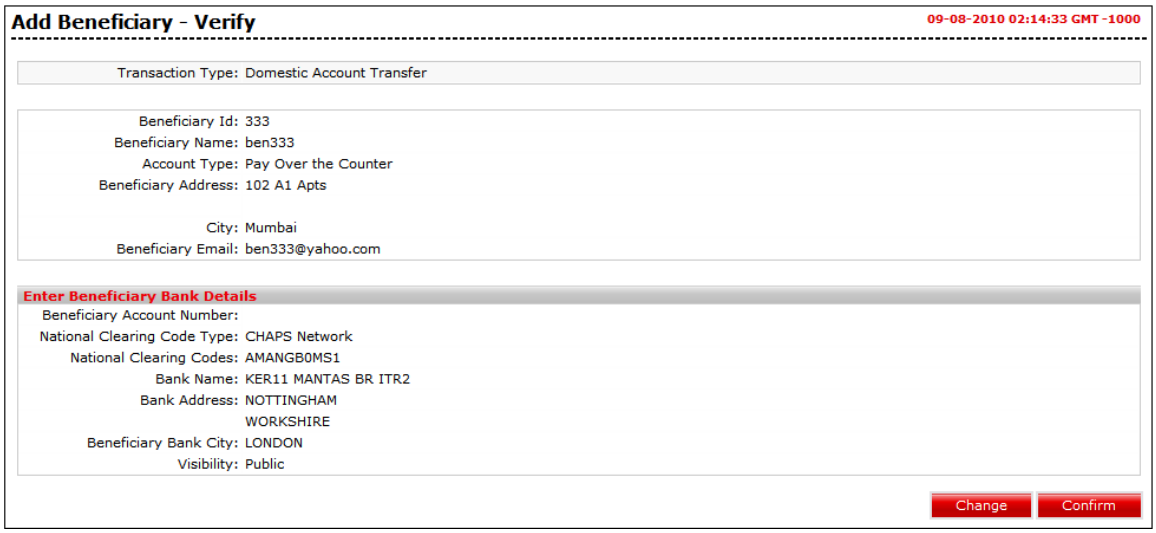
Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Mandatory, Alphanumeric, 25] Type the beneficiary name

Field Name	Description
Account Type	[Mandatory, Drop-Down] Select the account type. The option are • Enter Account No • Pay Over Counter
Beneficiary Address	[Conditional, Alphanumeric, 35, 2 Lines] Select the beneficiary address. This field is enabled if the **Pay Over Counter** option is selected from the **Account Type** drop-down list.
City	[Conditional, Alphanumeric, 35] Type the name of the city. This field is enabled if the **Pay Over Counter** option is selected from the **Account Type** drop-down list.
Beneficiary Email	[Optional, Alphanumeric, 255] Type the beneficiary email address.
Beneficiary Account Number	[Mandatory, Alphanumeric, 35] Type the beneficiary account number.
National Clearing Code Type	[Optional, Drop-Down] Select the national clearing code type from the drop-down list.
National Clearing Codes	[Optional, Search, Lookup] Click the Look Up icon to search the beneficiary bank/branch code.
Bank Name	[Display] This field displays the selected bank name
Bank Address	[Display] This field displays the selected beneficiary bank/branch address
Beneficiary Bank City	[Display] This field displays the selected beneficiary bank/branch city
Visibility	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : • Public • Private

3. Enter the relevant details.

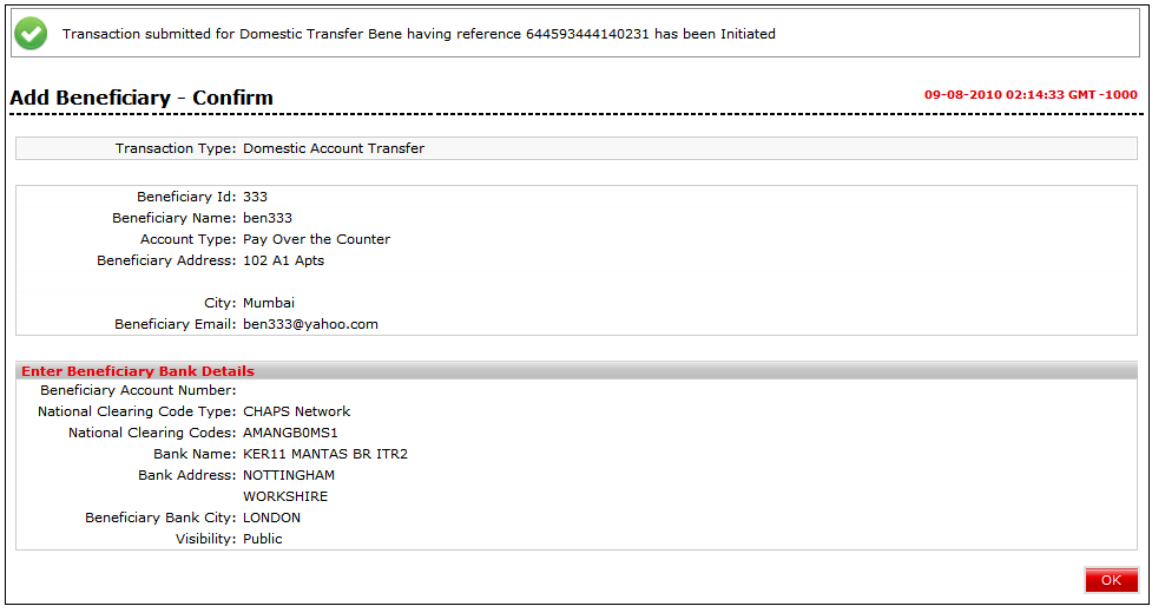
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary - Domestic Account Transfer - Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary-Domestic Account Transfer- Confirm



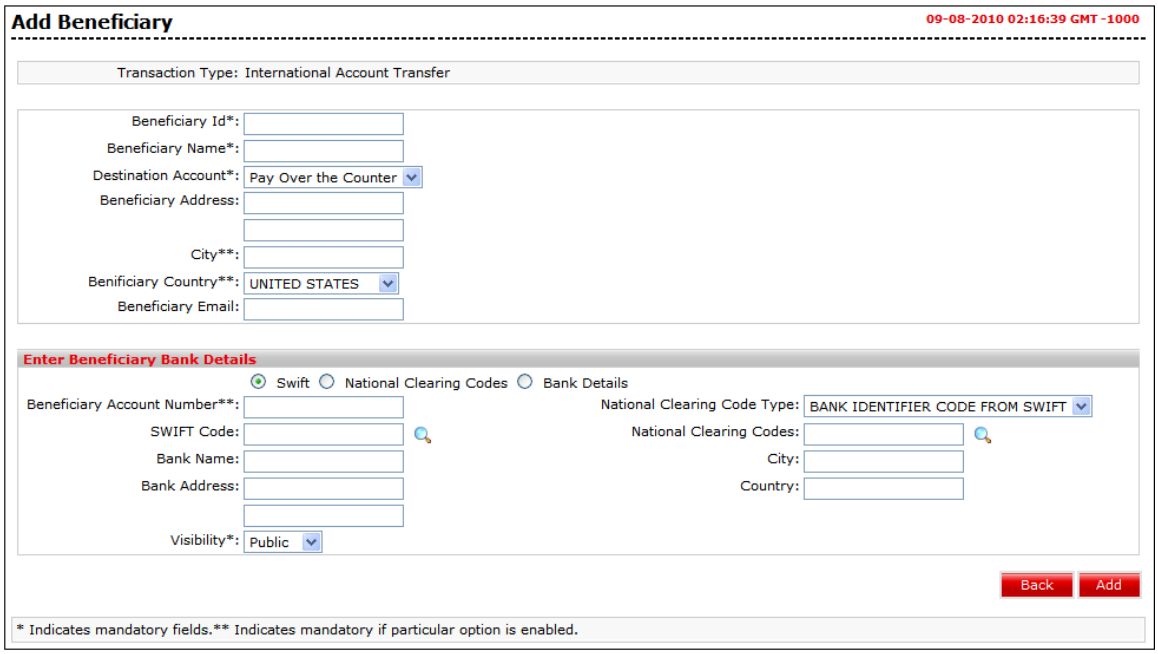
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.4. Beneficiary Maintenance- International Account Transfer

To maintain a beneficiary for-international account transfer

1. Select transaction type as **International Account Transfer**
2. Click the **Create Beneficiary Template** button. The system displays **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance - International Account Transfer- Add Beneficiary



Field Description

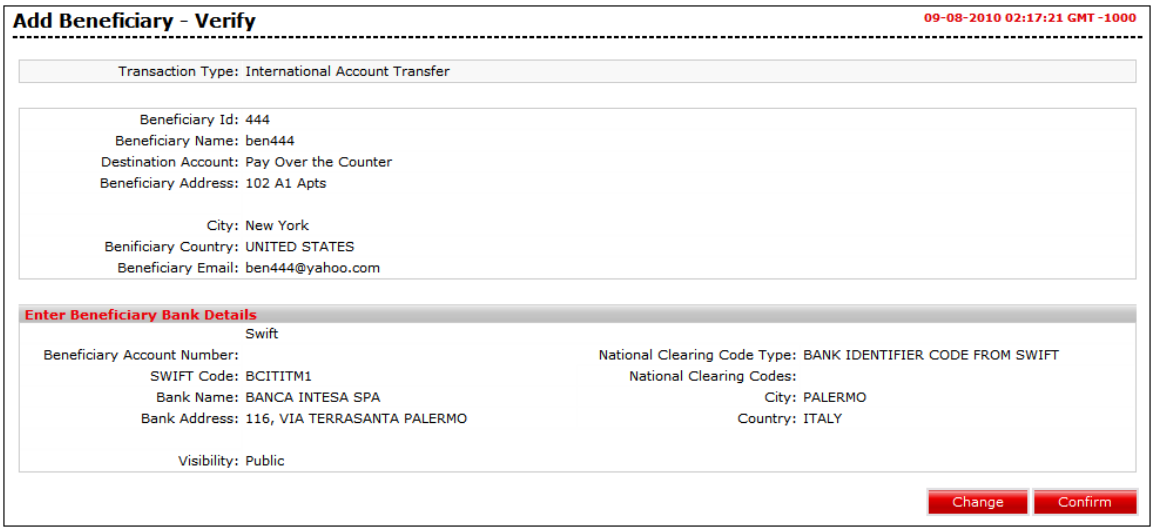
Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary Id.
Beneficiary Name	[Mandatory, Alphanumeric, 25] Type the beneficiary name
Destination Account	[Mandatory, Drop-Down] Select the destination account type. The options are • Pay Over Counter • Account Number

Field Name	Description
Beneficiary Address	[Optional, Alphanumeric, 35 x 2] Type the beneficiary address.
City	[Optional, Alphanumeric, 35] Type the beneficiary city.
Beneficiary Country	[Mandatory, Drop-Down] Select the beneficiary country name from the drop-down list.
Beneficiary Email	[Optional, Alphanumeric, 255] Type the beneficiary email address.
Beneficiary Bank Details	
Transfer option	[Optional, Radio Button] Select the radio button through which the transfer is to be made. The options are • Swift • National Clearing Code • Bank Details
Beneficiary Account Number	[Mandatory, Numeric, 35] Type the beneficiary account number.
SWIFT Code	[Optional, Search, Lookup] Click the Look Up icon to search the SWIFT ID.
National Clearing Code Type	[Mandatory, Drop Down] Select the national clearing code type from the drop-down list.
National Clearing Codes	[Optional, Search, Lookup] Click the Look Up icon to search the beneficiary bank/branch code.
Bank Name	[Display] This field displays the selected bank name.
Bank Address	[Display] This field displays the selected beneficiary bank/branch address.
City	[Display] This field displays the selected city.
Country	[Display] This field displays the selected bank country

Field Name	Description
Visibility	[Mandatory, Drop-Down] Select the beneficiary access level from the drop-down list. The options are : • Public • Private

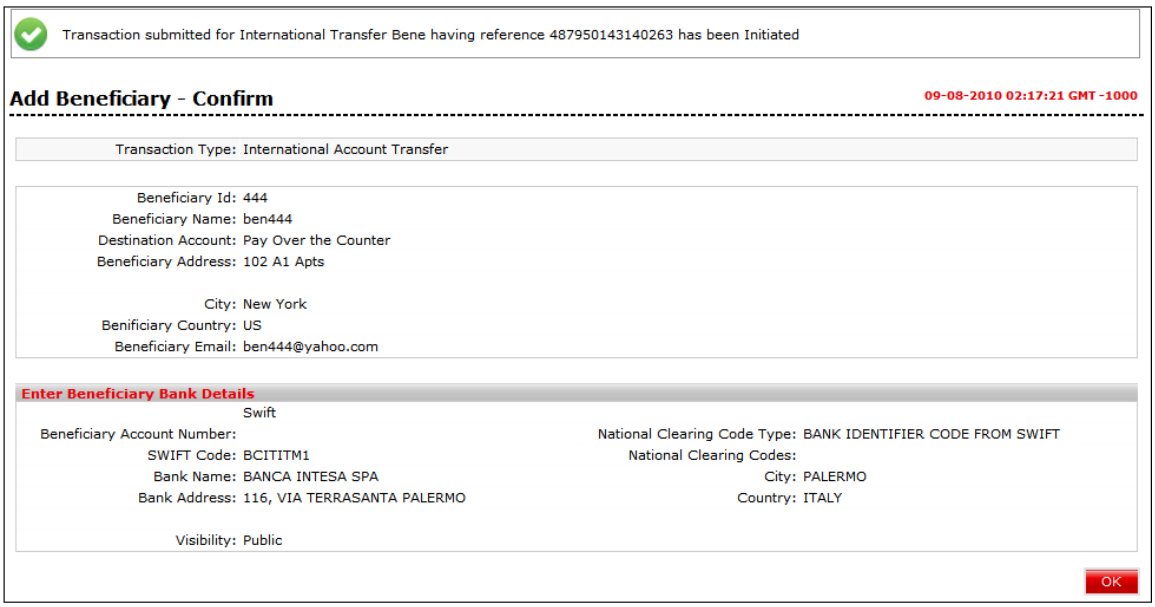
3. Enter the relevant information.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Confirm



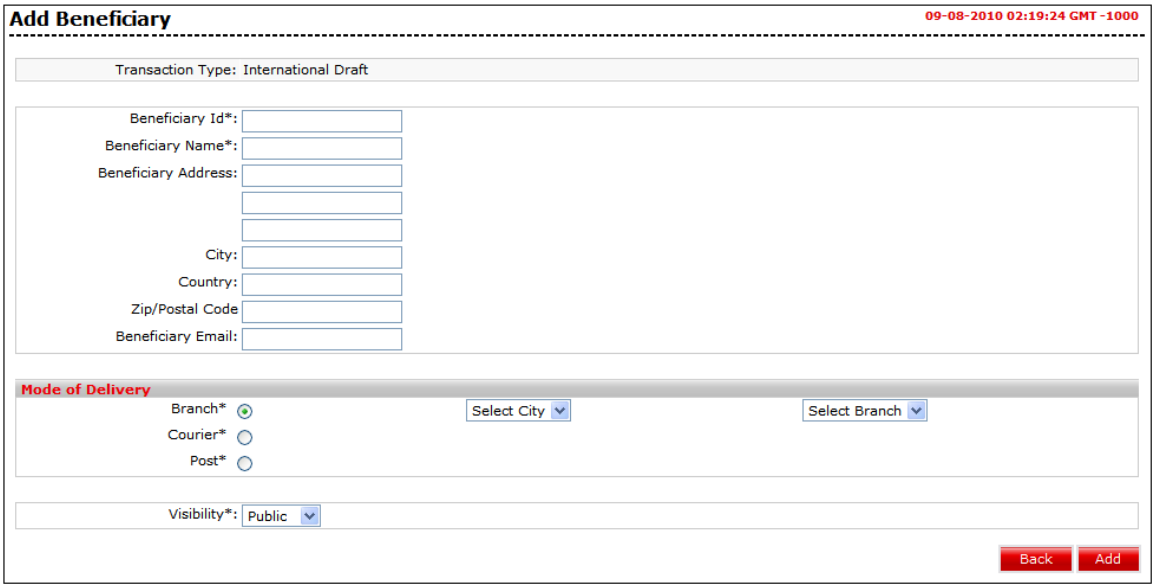
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.5. Beneficiary Maintenance – International Draft

To maintain a Beneficiary for-international draft

1. Select transaction type as **International Draft**.
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – International Draft - Add Beneficiary



Field Description

Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Mandatory, Alphanumeric, 80] Type the beneficiary name.
Beneficiary Address	[Display] This field displays the selected beneficiary bank/branch address.
City	[Optional, Alphanumeric, 35] Type the beneficiary's city name.
Country	[Optional Drop Down] Select the country from the drop-down list.

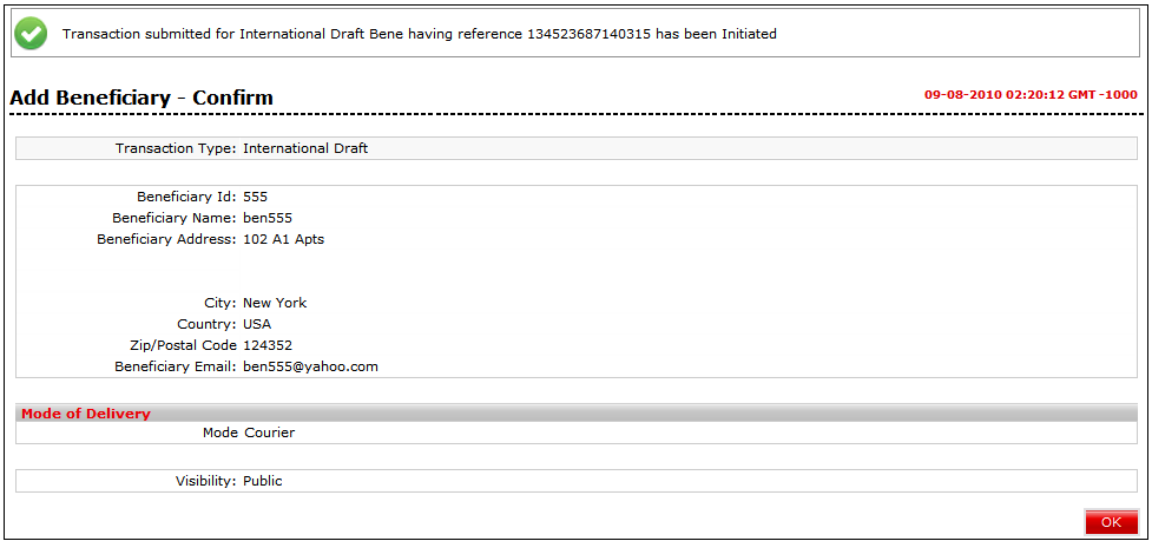
Field Name	Description
Zip/Postal Code	[Optional, Numeric, 10] Type the zip/postal code.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email address.
Mode of Delivery	[Mandatory, Radio button] Select the mode of delivery options by selecting the respective radio button. Options are: • Branch Note: If you select branch radio button then also select city and branch from the dropdowns shown. If you select courier or post radio button then those two dropdowns will be disabled. • Courier • Post
Visibility	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : • Public • Private

3. Enter the relevant information.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary- International Draft - Verify

5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary- International Draft - Confirm



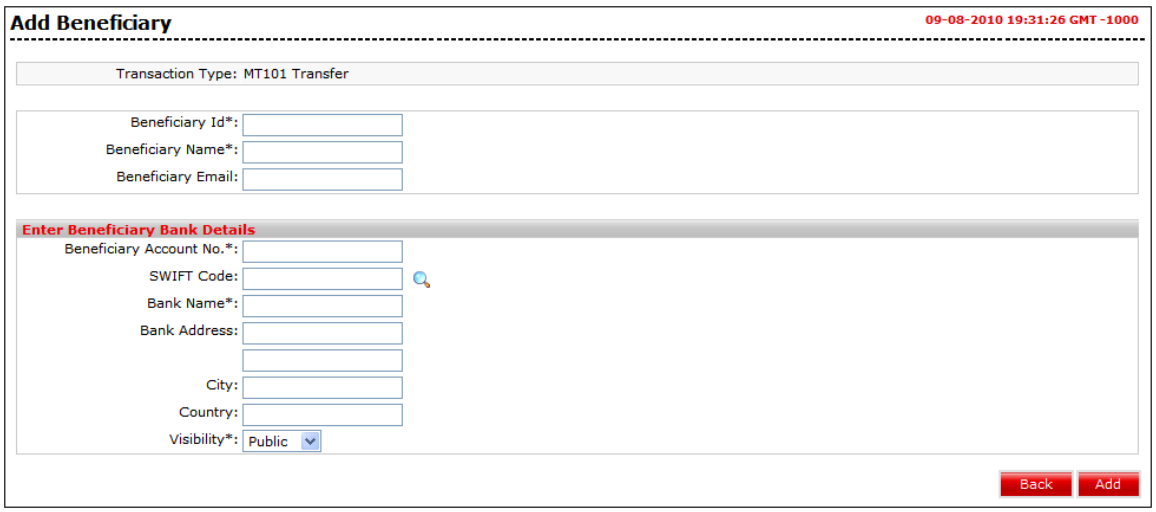
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.6. Beneficiary Maintenance – MT 101 Transfer

To maintain a beneficiary for-MT 101 transfer

1. Select the **MT.101 transfer** option from the **Transaction Type** drop-down list from the **Beneficiary Maintenance** screen**.**
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – MT 101 Transfer - Add Beneficiary



Field Description

Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
Beneficiary Name	[Mandatory, Alphanumeric, 80] Type the beneficiary name.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email address.
Beneficiary Bank Details	
Beneficiary Account No	[Mandatory, Alphanumeric, 35] Type the beneficiary account number
SWIFT Code	[Search, Lookup] Click the Look Up icon to search the SWIFT ID

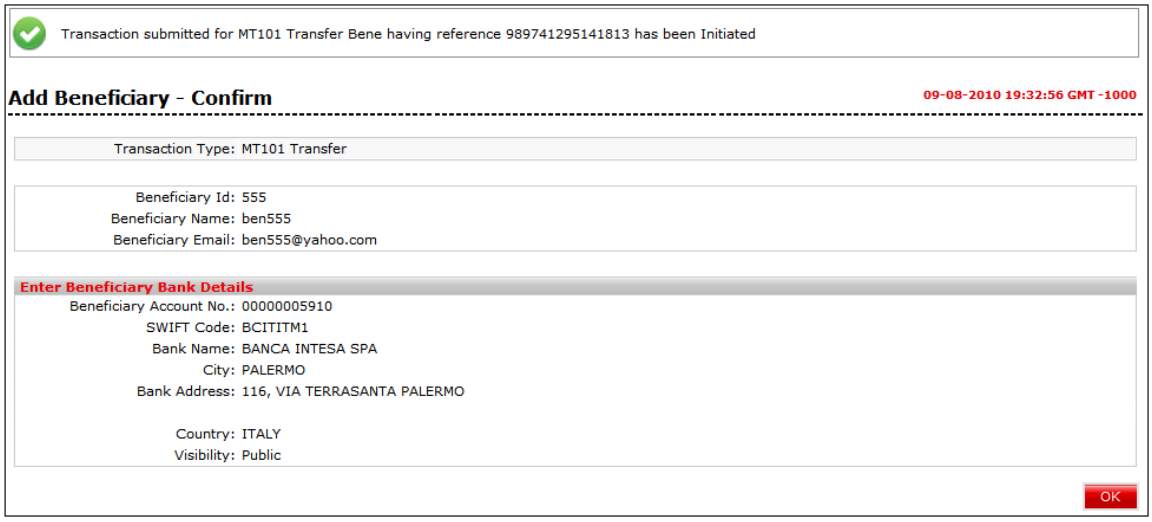
Field Name	Description
Bank Name	[Display] This field displays the selected Bank Name
Bank Address	[Display] This field displays the selected beneficiary bank/branch address.
City	[Display] This field displays the beneficiary's city name.
Country	[Display] This field displays the selected bank country
Visibility	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : • Public • Private

3. Enter the relevant details.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance MT 101 Transfer - Add Beneficiary - Verify

5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - MT 101 Transfer - Add Beneficiary - Confirm



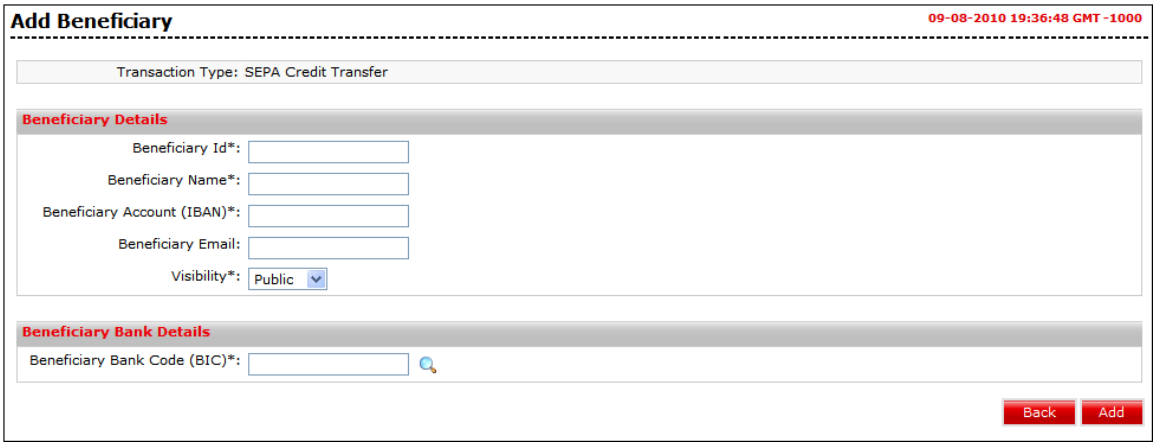
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.7. Beneficiary Maintenance – SEPA CREDIT Transfer

To maintain a beneficiary for-SEPA Credit transfer

1. Select the **SEPA Credit Transfer** option from the **Transaction Type** drop-down list from the **Beneficiary Maintenance** screen**.**
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – SEPA CREDIT Transfer -Add Beneficiary



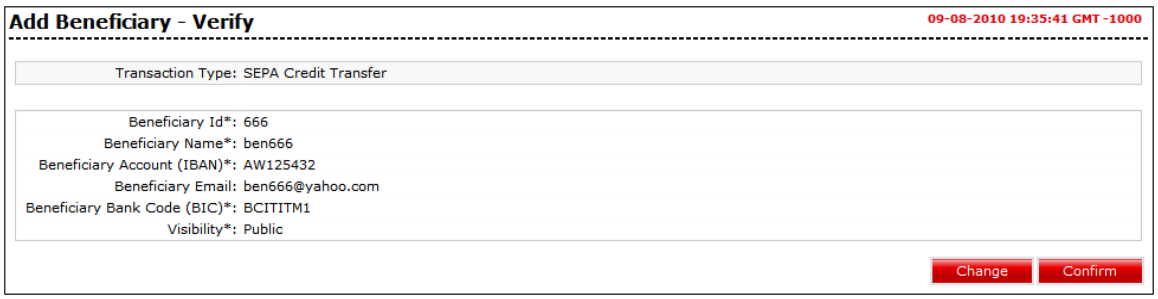
Field Description

Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
Name	[Mandatory, Alphanumeric, 80] Type the beneficiary name.
Beneficiary Account (IBAN)	[Mandatory, Alphanumeric, 35] Type the beneficiary IBAN number.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email address.
Visibility	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : • Public • Private

Field Name	Description
Beneficiary Bank Details	
Beneficiary Bank Code (BIC)*	[Search, Lookup] Click the search button to select the beneficiary bank code.

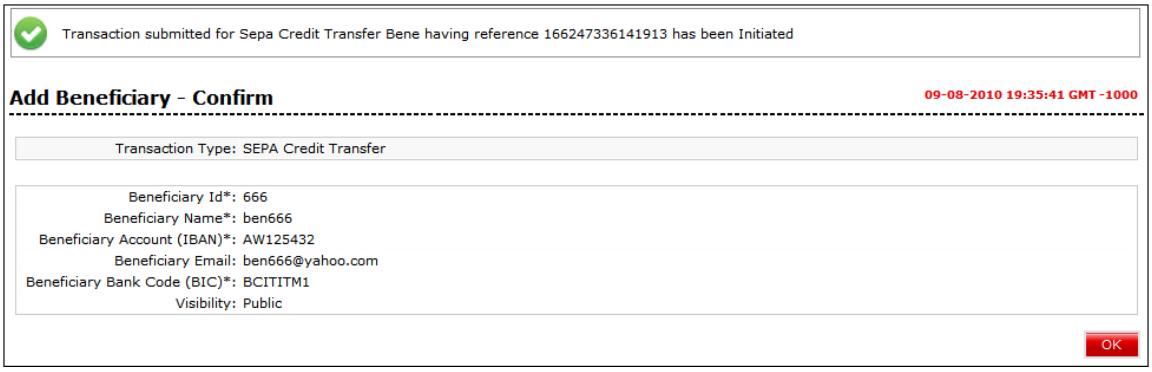
3. Enter the relevant information.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary- SEPA CREDIT Transfer - Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary- SEPA CREDIT Transfer - Confirm



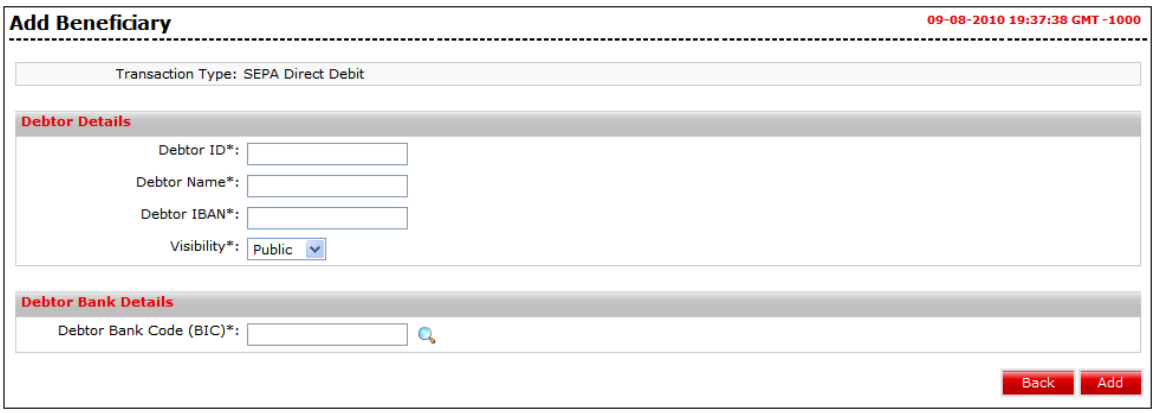
6. Click the **OK** button. The system displays **Beneficiary Maintenance** screen.

3.8. Beneficiary Maintenance – SEPA Direct Debits

To maintain a Beneficiary for-SEPA Direct Debits

1. Select the **SEPA Direct Debit Generic** option from the Transaction Type drop-down list from the Beneficiary Maintenance screen.
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – SEPA Direct Debits - Add Beneficiary



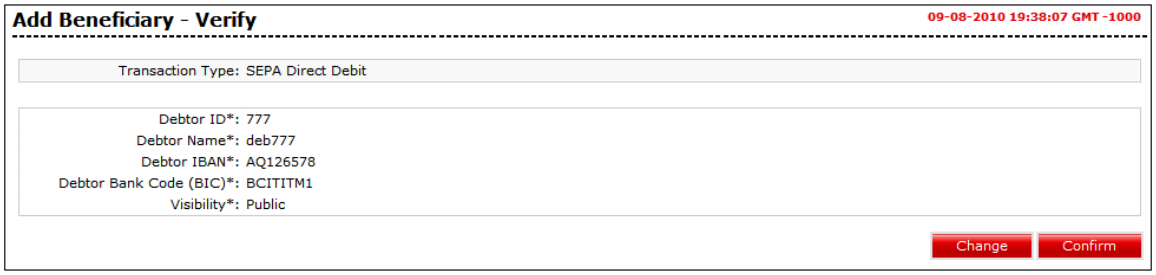
Field Description

Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Debtor Id	[Mandatory, Alphanumeric, 30] Type the debtor ID.
Debtor Name	[Mandatory, Alphanumeric, 80] Type the debtor name.
Debtor (IBAN)	[Mandatory, Alphanumeric, 50] Type the debtor IBAN number.
Debtor Email Id	[Optional, Alphanumeric, 35] Type the debtor email address.
Visibility	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : • Public • Private

Field Name	Description
Debtor Bank Details	
Debtor Bank Code (BIC)*	[Search, Lookup] Click the **Search** button to select the debtor bank code.

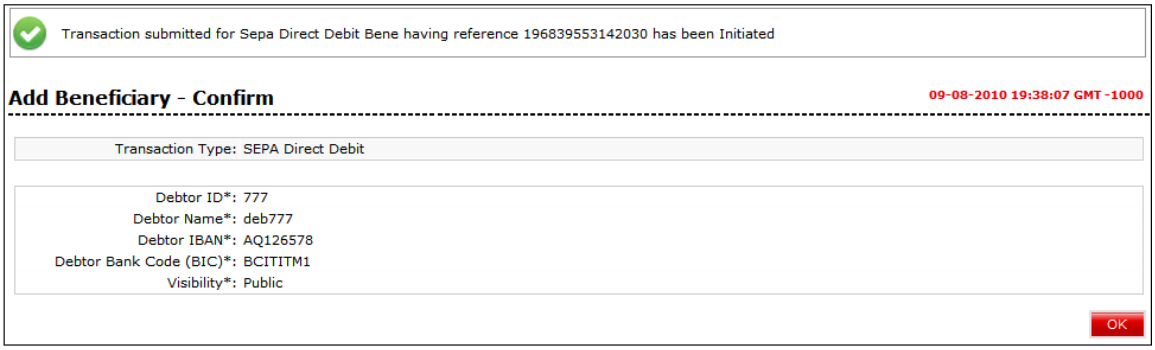
3. Enter the relevant information
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary- SEPA Direct Debits - Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary- SEPA Direct Debits - Confirm



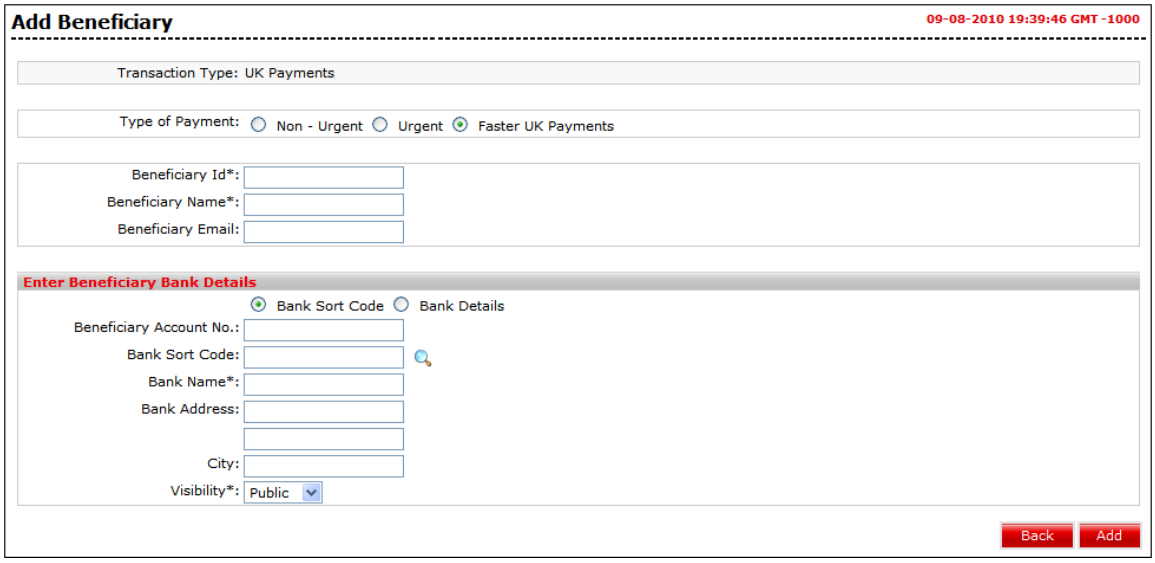
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.9. Beneficiary Maintenance – UK Payments

To maintain a beneficiary for-UK payments

1. Select the **UK Payments** option from the **Transaction Type** drop-down list from the **Beneficiary Maintenance** screen.
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – UK payment - Add Beneficiary



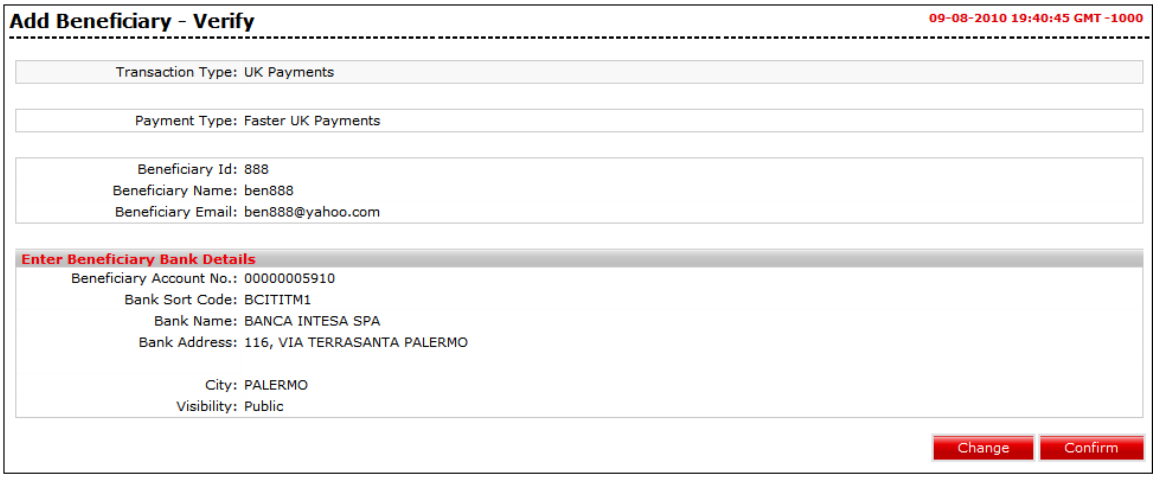
Field Description

Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Type of Payments	[Mandatory, Radio Button] Select the type of payment. The options are as: • Non - Urgent • Urgent • Faster UK Payments
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
Beneficiary Name	[Mandatory, Alphanumeric, 80] Type the beneficiary name.

Field Name	Description
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email address.
Enter Beneficiary Bank Details	
Bank Sort Code	[Conditional, Radio Button] Select button to select the bank code.
Bank Details	[Mandatory, Radio Button] Select the type of payment. The options are as: • Non - Urgent • Urgent • Faster UK Payments
Beneficiary Account No	[Mandatory, Alphanumeric, 35] Type the beneficiary account number.
Bank Sort Code	[Conditional, Search Button] Click the search button to select the bank code. This field is enabled if the **Bank Sort Code** is selected.
Bank Name	[Conditional, Alphanumeric, 40]. Type the bank name. This field is enabled if the **Bank Details** is selected.
Bank Address	[Conditional, Alphanumeric, 40] Type the bank address. This field is enabled if the **Bank Details** is selected..
City	[Display] This field displays the city.
Visibility	[Mandatory, Drop-Down] Select the beneficiary access level from the drop-down list. The options are : • Public • Private

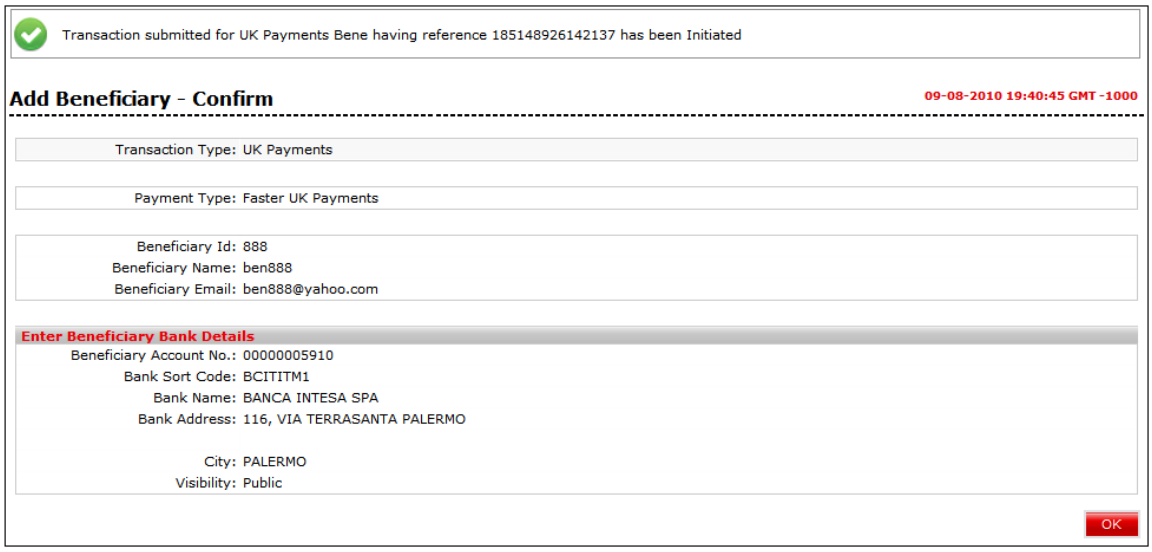
3. Enter the relevant information.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary-UK Payments- Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary- UK Payments - Confirm



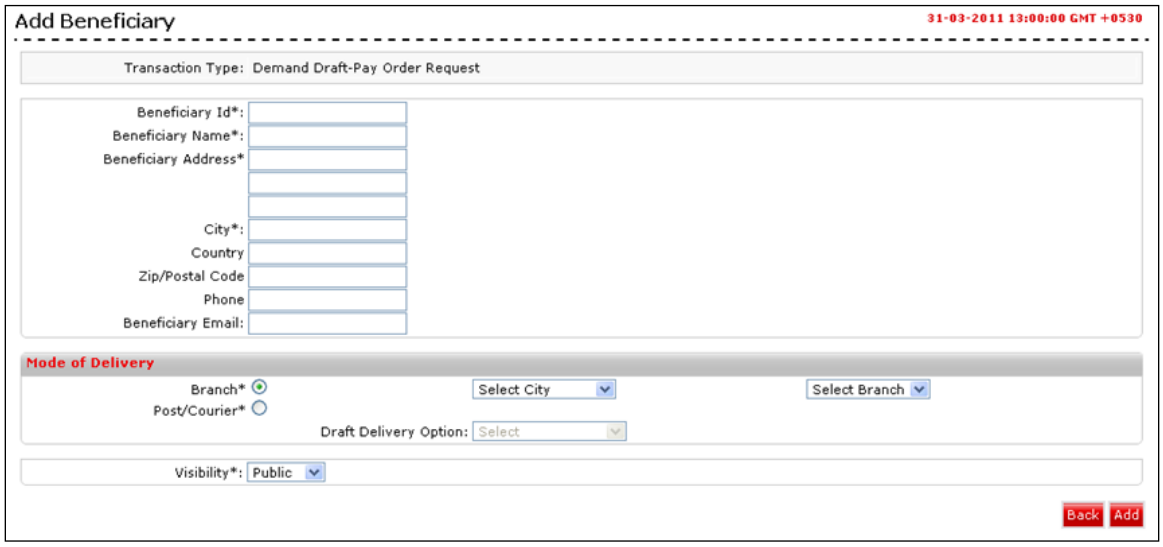
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

3.10. Beneficiary Maintenance – Domestic Drafts

To maintain a beneficiary for-domestic drafts

1. Select the **Demand Draft – Pay Order Request** option from the Transaction Type drop-down list from the Beneficiary Maintenance screen**.**
2. Click the **Create Beneficiary Template** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

Beneficiary Maintenance – Demand Draft Pay Order Request - Add Beneficiary



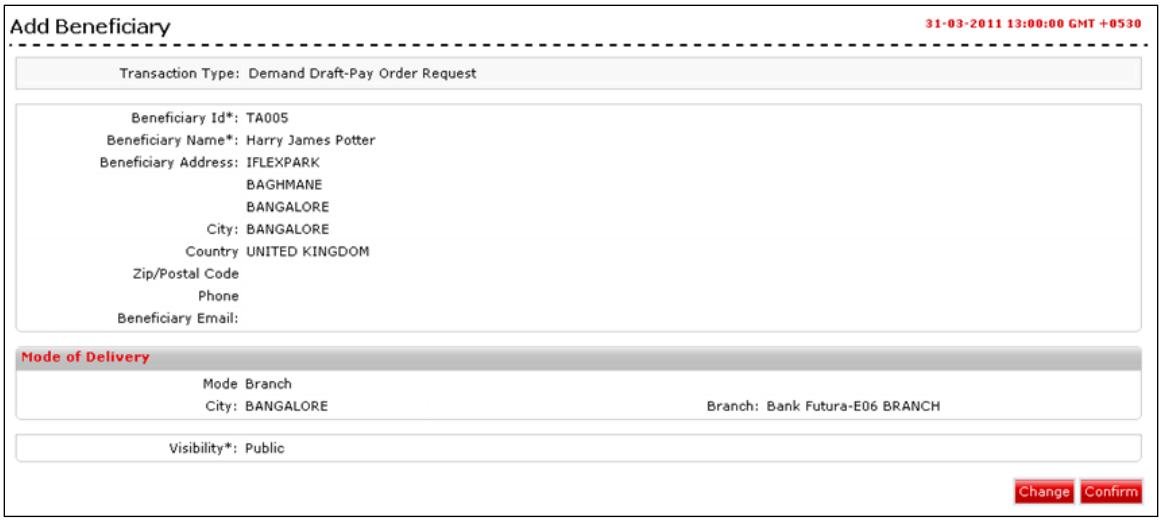
Field Description

Field Name	Description
Transaction Type	[Display] This field displays the demand draft request as a transaction type.
Beneficiary ID	[Optional, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Optional, Alphanumeric, 35] Type the beneficiary name.
Beneficiary Address	[Optional, Alphanumeric, 35 x 2] Type the beneficiary address.
City	[Optional, Alphanumeric, 35] Type the beneficiary city name.
Country	[Mandatory, Drop-Down] Type the beneficiary country name.

Field Name	Description
Zip/Postal Code	[Optional, Alphanumeric, 255] Type the beneficiary's postal code.
Phone	[Optional, Alphanumeric, 35] Type the beneficiary's phone number.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email id.
Mode of Delivery	[Mandatory, Radio button] Select the mode of delivery options by selecting the respective radio button. Options are: • Branch Note: If you select branch radio button then also select city and branch from the dropdowns shown. If you select courier or post radio button then those two dropdowns will be disabled. • Post / Courier
Draft Delivery Option	[Conditional, Drop-Down] Select the draft delivery option from the drop-down list.
Visibility	[Mandatory, Drop-Down] Select the Visibility from the drop-down list. Options are: • Public • Private.

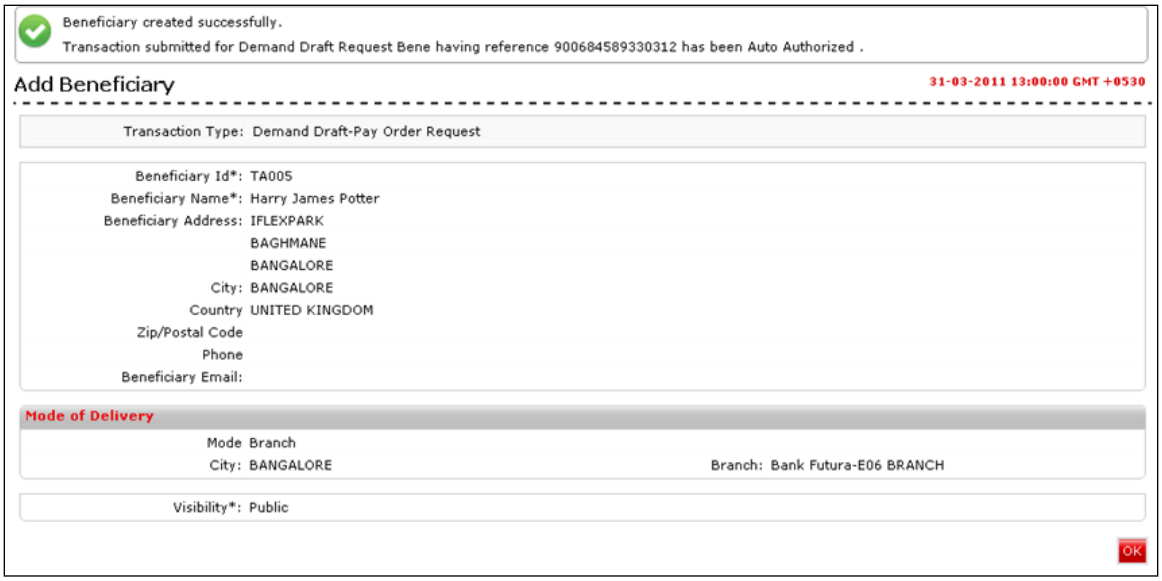
3. Enter the relevant information.
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
   OR
   Click the **Add** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary- Demand Draft Request - Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
   OR
   Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

Beneficiary Maintenance - Add Beneficiary- Demand Draft Request - Confirm



6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

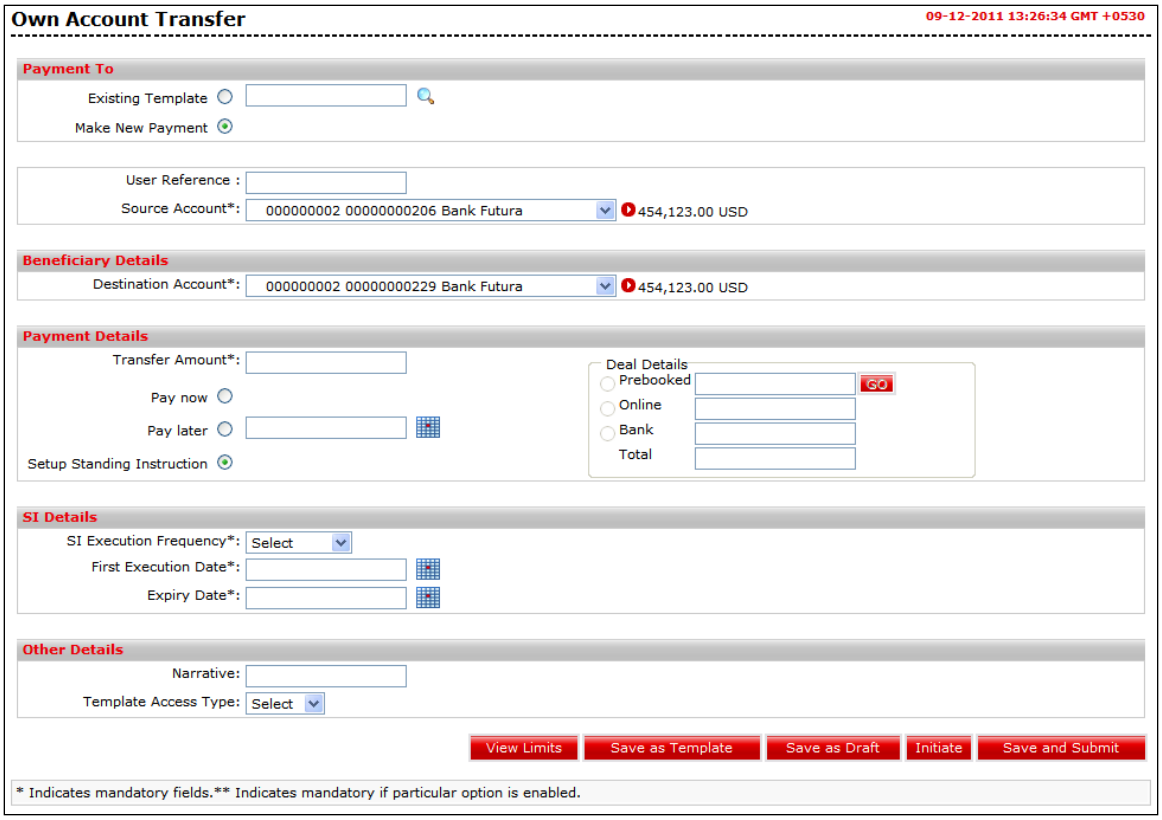
4. Own Account Transfer

Using the **Own Account Transfer** option, you can initiate funds transfer between any of your accounts, i.e. the accounts that are under the customer IDs mapped to you. Such transfer can be done either by making a new payment transaction or by using the existing beneficiary details (i.e. templates) to make the payment. The payment can be processed immediately, or on a specific future date, or as per your standing instructions.

To view Own Account Transfer:

Navigate through **Payments > Within Bank > Own Account Transfer**. The system displays **Own Account Transfer** screen.

Own Account Transfer



Field Description

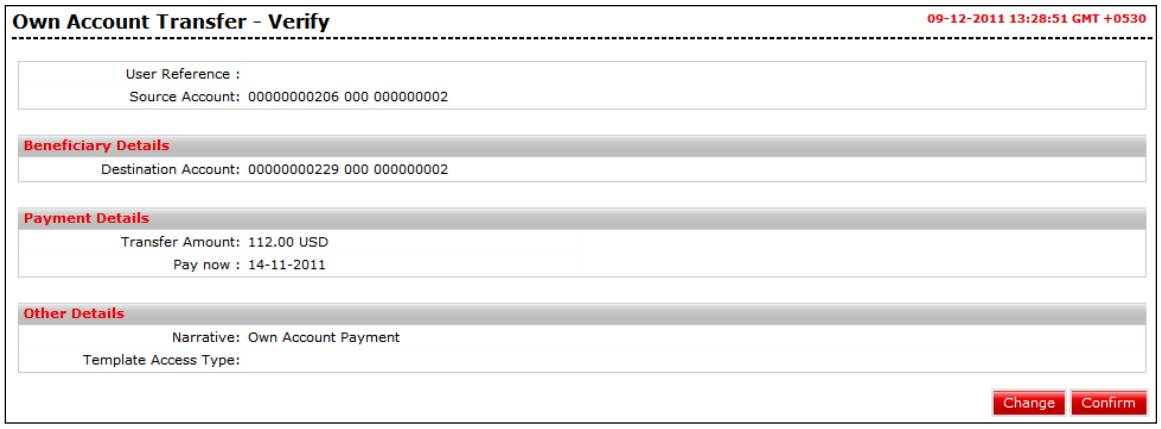
Field Name	Description
Existing Template	[Mandatory, Drop-Down] Select **Existing Template** radio button to select the existing Payment template for funds transfer.
Make New Payment	[Optional, Radio Button] Select **Make New Payment** option button to make a new funds transfer entry. The transfer can be done either by using **Existing Payment Template** or **Make New Payment**.
User Reference	[Optional, Alphanumeric, 40] Type the user reference number that you want to use to identify this transaction.
Source Account	[Mandatory, Drop-Down] Select the source account number from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.

Field Name	Description
Destination Account	[Mandatory, Drop-Down] Select the destination account number from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected destination account.
Transfer Amount	[Mandatory, Numeric, 15] Type the amount to be transferred.
Pay now	[Optional, Radio Button] Select the **Pay now** radio button to process the funds transfer immediately. The transfer can be done in any of the three modes: **Pay now**, **Pay later** or **Setup Standing Instruction**.
Pay later	[Optional, Radio Button] Select the **Pay later** radio button to make the funds transfer on a future date.
Deal Details	[Optional, Radio button] Select deal details by selecting appropriate radio button. Options are : • Pre booked • Online • Bank Note: Deal options are available to you only if deal is allowed for your user. Please refer Foreign Exchange User Manual for deal details.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set standing instructions for funds transfer for a period. The system auto transfers the fund on the specified date and frequency.

Field Name	Description
SI Execution Frequency	[Conditional, Pick List] Select the standing instruction execution frequency for the funds transfer from the drop-down list. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly This field is displayed if you select the **Setup Standing Instruction** option.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Narrative	[Optional, Alphanumeric, 35] Type the narrative.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list. For Corporate Users, template access type will be public and private.

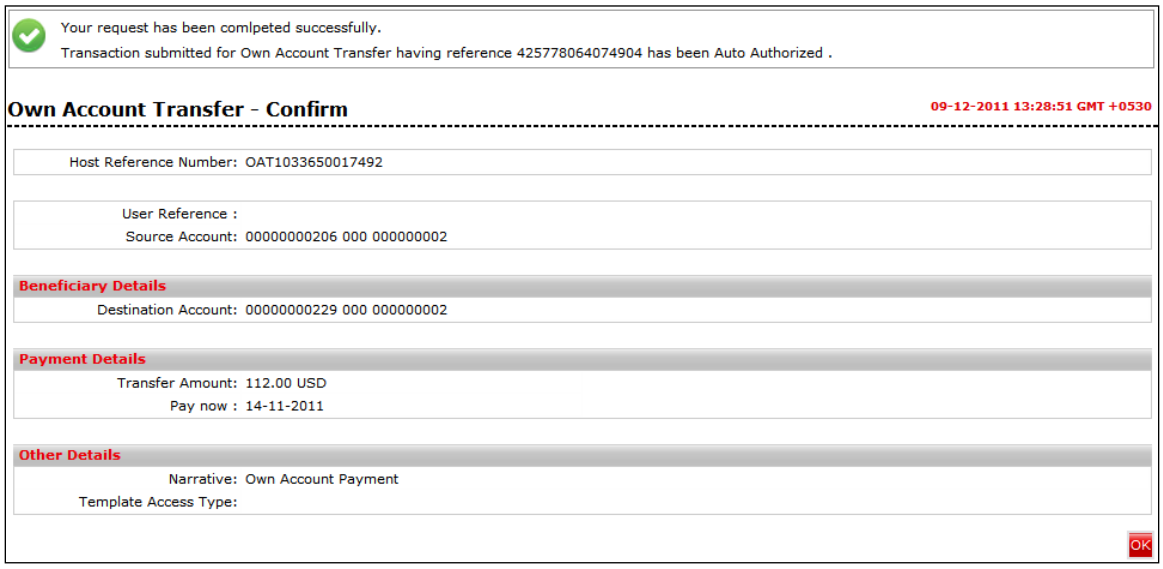
1. Click the **Initiate** button. The system displays the **Own Account Transfer - Verify** screen.

Own Account Transfer - Verify



2. Click the **Confirm** button. The system displays the **Own Account Transfer - Confirm** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

Own Account Transfer - Confirm



3. Click the **OK** button. The system displays the **Own Account Transfer** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

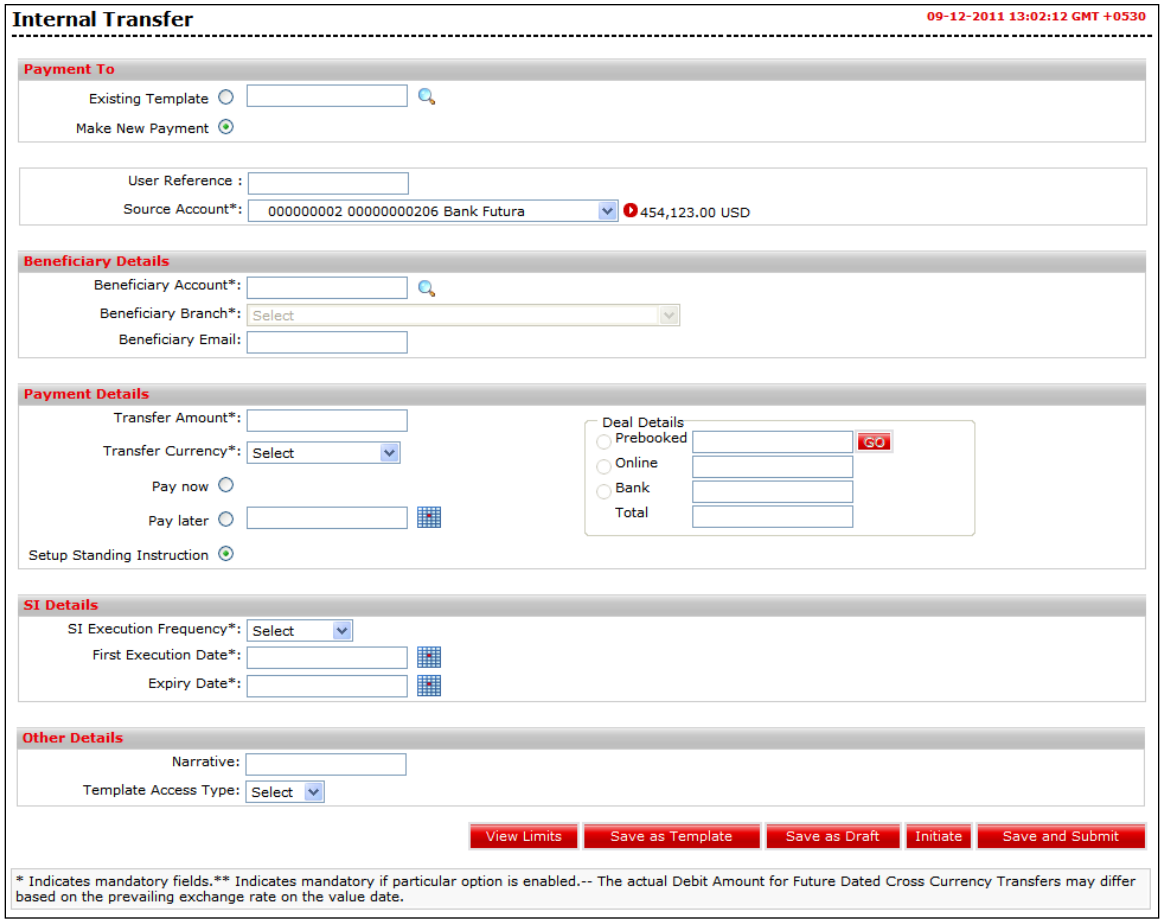
5. Internal Transfer

Using the **Internal Transfer** option, you can transfer funds within the bank, i.e. you can transfer funds to any accounts of the same bank. You can also create and save payment templates to be used later for funds transfer. Such transfer can be done either by making a new payment transaction or using the existing beneficiary details (i.e. templates) to make the payment. The payment can be processed immediately or on a specific future date, or as per your standing instructions.

To view Internal Account Transfer:

Navigate through **Payments > Within Bank > Internal Account Transfer**. The system displays **Internal Account Transfer** screen.

Internal Transfer



Field Description

Field Name	Description
Existing Template	[Optional, Drop-Down] Select **Existing Template** radio button option button to select the existing Payment template for funds transfer.
Make New Payment	[Optional, Radio Button] Select the **Make New Payment** radio button to make a new funds transfer entry. The transfer can be done either by using **Existing Payment Template** or **Make New Payment**.

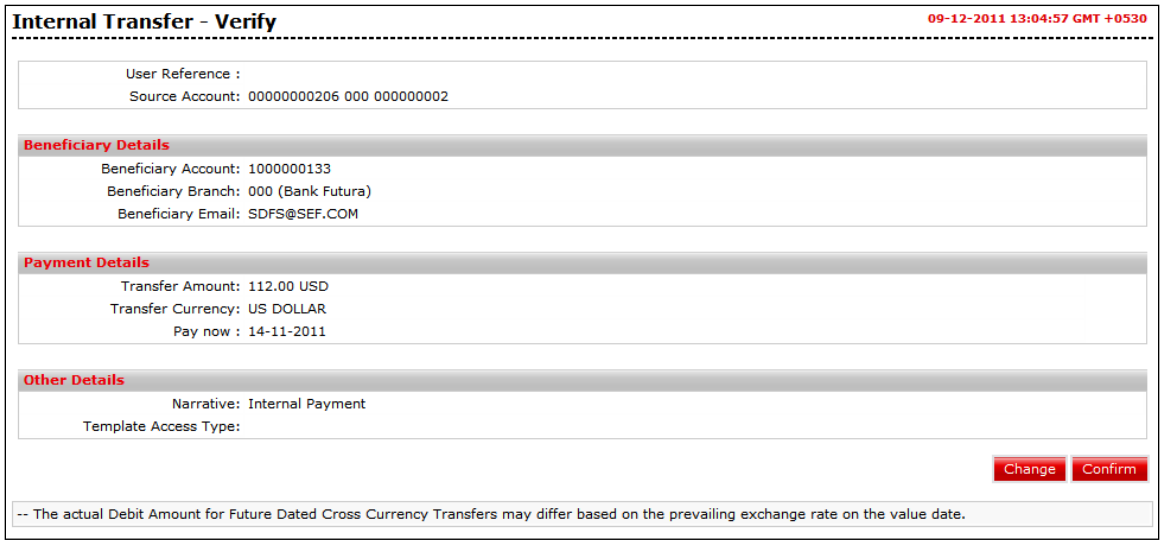
Field Name	Description
User Reference	[Optional, Alphanumeric, 40] Type the user reference number that you want to use to identify this transaction.
Source Account	[Mandatory, Drop-Down] Select the source account number for the internal transfer from the drop-downlist. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Account	[Mandatory, Lookup] Click the Lookup button to select any beneficiary. Account of that selected beneficiary will get displayed here.
Beneficiary Branch	[Display] Beneficiary branch will get automatically populated here after the selection of Beneficiary Account.
Beneficiary Email	[Display] Beneficiary email will get automatically populated here after the selection of Beneficiary Account.
Transfer Amount	[Mandatory, Numeric, 15] Type the transfer amount for the internal transfer.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the internal transfer from the drop-down list.
Pay now	[Optional, Radio Button] Select **Pay now** to process the internal transfer immediately. The transfer can be done in any of the three modes: **Pay now**, **Pay later** or **Setup Standing Instruction**.
Pay later	[Optional, Radio Button] Select **Pay later** to make the internal transfer on a future date. The transfer can be done in any of the three modes: **Pay now**, **Pay later** or **Setup Standing Instruction**.

Field Name	Description
Deal Details	[Optional, Radio button] Select deal details by selecting appropriate radio button Options are: • Pre booked • Online • Bank NOTE: DEAL OPTIONS ARE AVAILABLE TO YOU ONLY IF DEAL IS ALLOWED FOR YOUR USER. PLEASE REFER FOREIGN EXCHANGE USER MANUAL FOR DEAL DETAILS.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set standing instructions for the internal transfer for a period. The system auto transfers the fund on the specified date and frequency. The transfer can be done in any of the three modes: **Pay now**, **Pay later** or **Setup Standing Instruction**.
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency for the internal transfer from the drop-down list. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly This field is displayed if you select the **Setup Standing Instruction** option.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.

Field Name	Description
Narrative	[Optional, Alphanumeric, 35] Type the narrative.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list. Options are: • Public • Private

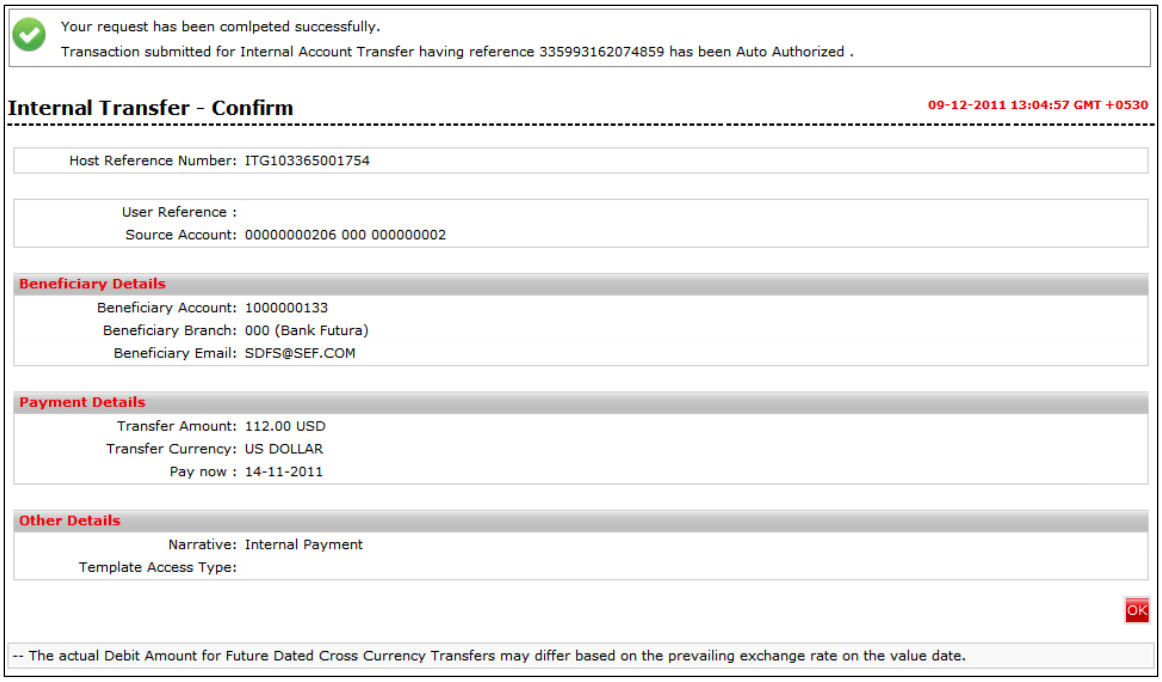
1. Click the **Initiate** button. The system displays the **Internal Transfer - Verify** screen.

Internal Transfer - Verify



2. Click the **Confirm** button. Depending on the type of verify screen, the system displays the **Internal Transfer - Confirm** screen with the status message.
   OR
   Click the **Cancel** button to cancel the funds transfer.

Internal Transfer Confirm



3. Click the **OK** button. The system displays **Internal Transfer** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

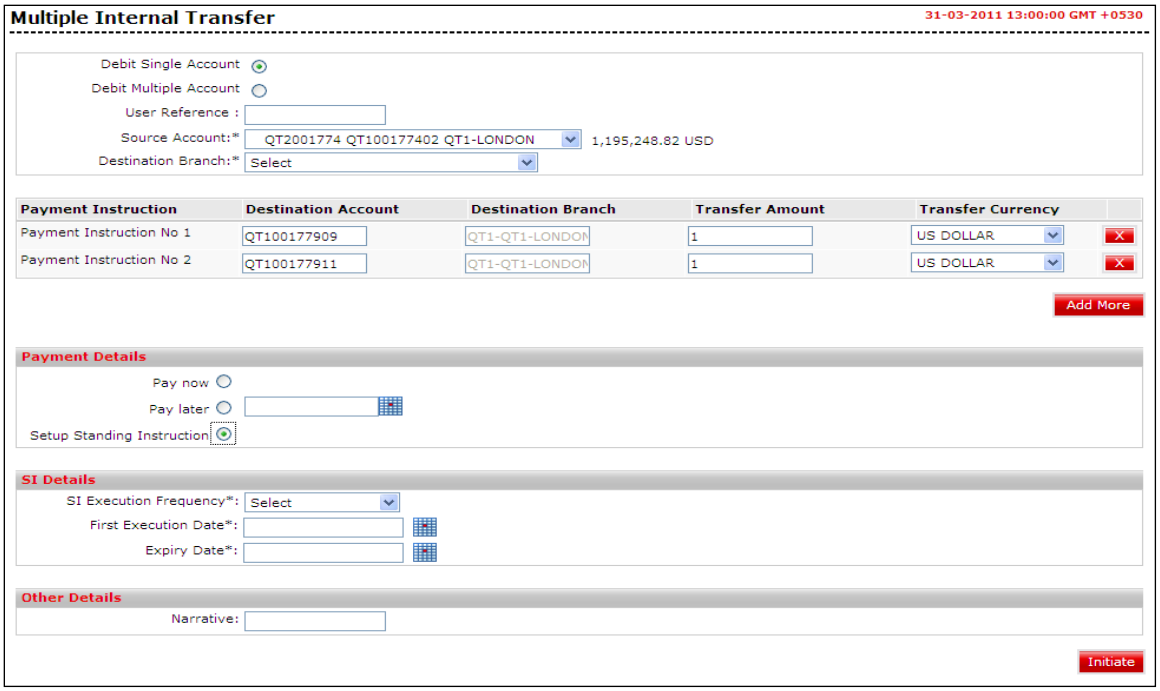
6. Multiple Internal Transfer

This option allows you to initiate multiple internal transfers. You can transfer money from one account to as many as five different accounts. In addition you can transfer money from different accounts to a single or multiple accounts as per the instructions.

To view Multiple Internal Transfer:

Navigate through **Payments > Within Bank > Multiple Internal Transfer**. The system displays **Multiple Internal Transfer** screen.

Multiple Internal Transfers- Debit Single Account



Field Description

Field Name	Description
Debit Single Account	[Optional, Radio Button] Select **Debit Single Account** to debit a single account.
Debit Multiple Account	[Optional, Radio Button] Select **Debit Multiple Account** to debit more than one account.
User Reference	[Optional, Alphanumeric, 15] Type the user reference number for the transaction.
Source Account	[Mandatory, Numeric, 18] Select the source account from the dropdown list.
Destination Branch	[Mandatory, Numeric, 18] Select the destination branch from the dropdown list.
Payment Instruction	
Destination Account	[Mandatory, Alphanumeric, 34] Type the destination account which will act as a credit account for the transaction.
Destination Branch	[Display] This field displays the destination branch selected in the destination branch dropdown.

Field Name	Description
Transfer Amount	[Mandatory, Numeric, 18] Type the amount to be transferred.
Transfer Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list.
Pay Now	[Optional, Radio Button] Select **Pay Now** to process the transaction immediately.
Pay Later	[Optional, Radio Button] Select **Pay Later** to make the payment on future date.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set the standing instruction for a period for multiple debits.

Following fields are displayed if **Setup Standing Instruction** radio button is selected.

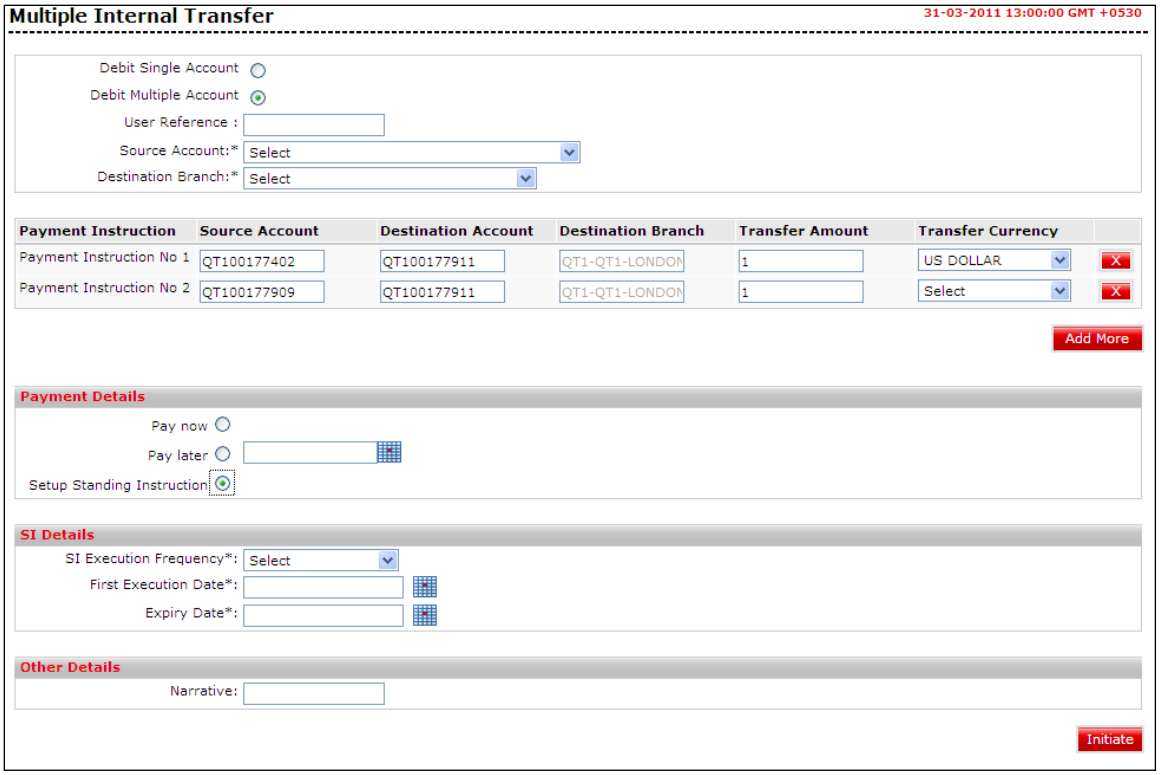
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly
First Execution Date	[Conditional, Pick List] Select the first standing instruction execution date from the pick list.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.

Other Details

Field Name	Description
Narrative	[Mandatory, Alphanumeric, 15] Type the brief description of the transaction.

1. To fill the details for Multiple Debit Account, select the **Debit Multiple Account** radio button.

Multiple Internal Transfer- Debit Multiple Account



Field Description

Field Name	Description
Debit Single Account	[Optional, Radio Button] Select **Debit Single Account** to debit an account.
Debit Multiple Account	[Optional, Radio Button] Select **Debit Multiple Account** to debit more than one account.
User Reference	[Optional, Alphanumeric, 15] Type the user reference number for the transaction.
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list.
Destination Branch	[Mandatory, Drop-Down] Select the branch of destination account from the drop-down list.
Payment Instruction	
Source Account	[Display] This field displays the source account selected in the source account dropdown.

Field Name	Description
Destination Account	[Mandatory, Alphanumeric, 34] Type the destination account which will act as a credit account for the transaction.
Destination Branch	[Display] This field displays the destination branch selected in the destination branch dropdown.
Transfer Amount	[Mandatory, Numeric, 18] Type the amount to be transferred.
Transfer Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list.
Pay Now	[Optional, Radio Button] Select **Pay Now** to process the transaction immediately.
Pay Later	[Optional, Radio Button] Select **Pay Later** to make the payment on future date.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set the standing instruction for a period for multiple debits.

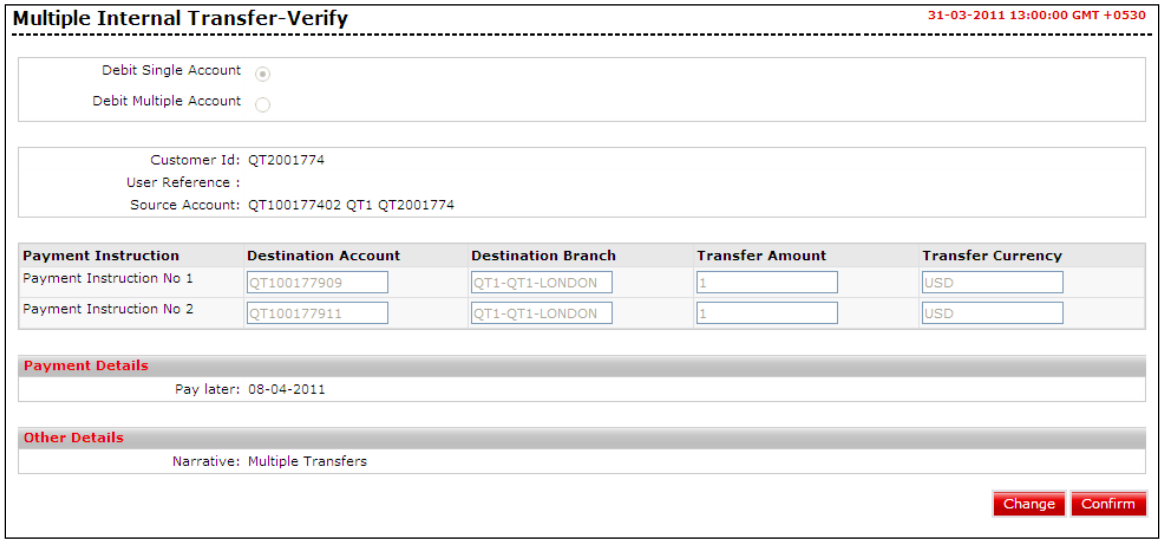
Following fields are displayed if **Setup Standing Instruction** radio button is selected.

SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly
First Execution Date	[Conditional, Pick List] Select the first standing instruction execution date from the pick list.

Field Name	Description
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Narrative	[Mandatory, Alphanumeric, 15] Type the brief description of the transaction.

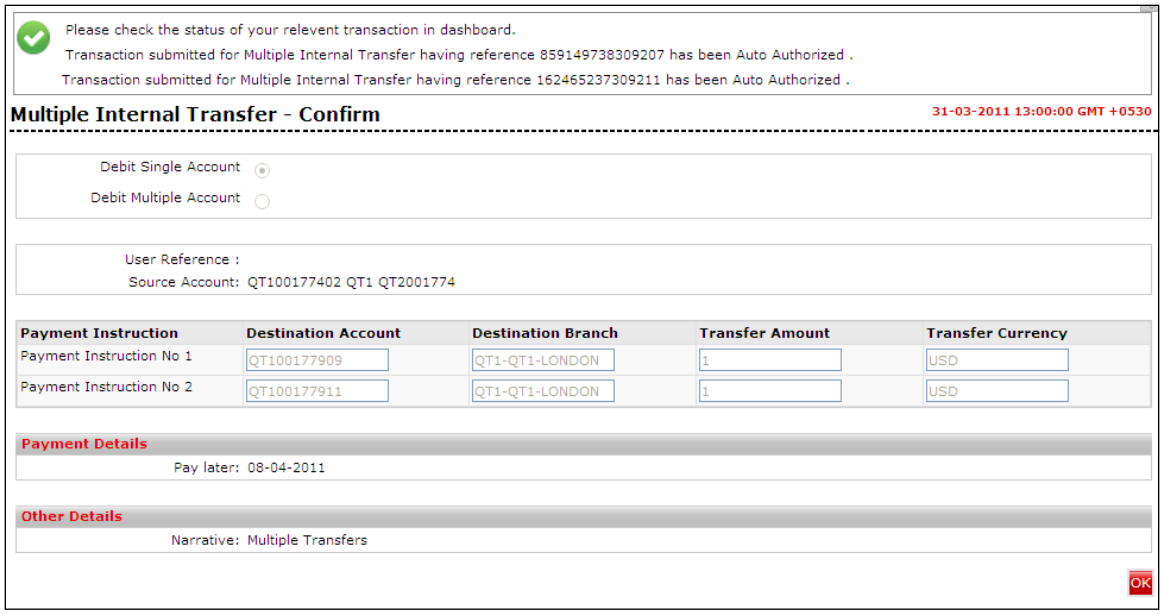
2. Click the **Add More** button to add multiple records.
3. Click the button to delete a record from the grid.
4. Click the **Initiate** button. The system displays the **Multiple Internal Transfer - Verification** screen.

Multiple Internal Transfer - Verify



5. Click the **Confirm** button. The system displays the **Multiple Internal Transfer - Confirmation** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

Multiple Internal Transfer - Confirm



6. Click the **OK** button. The system displays the **Multiple Internal Transfer** screen.

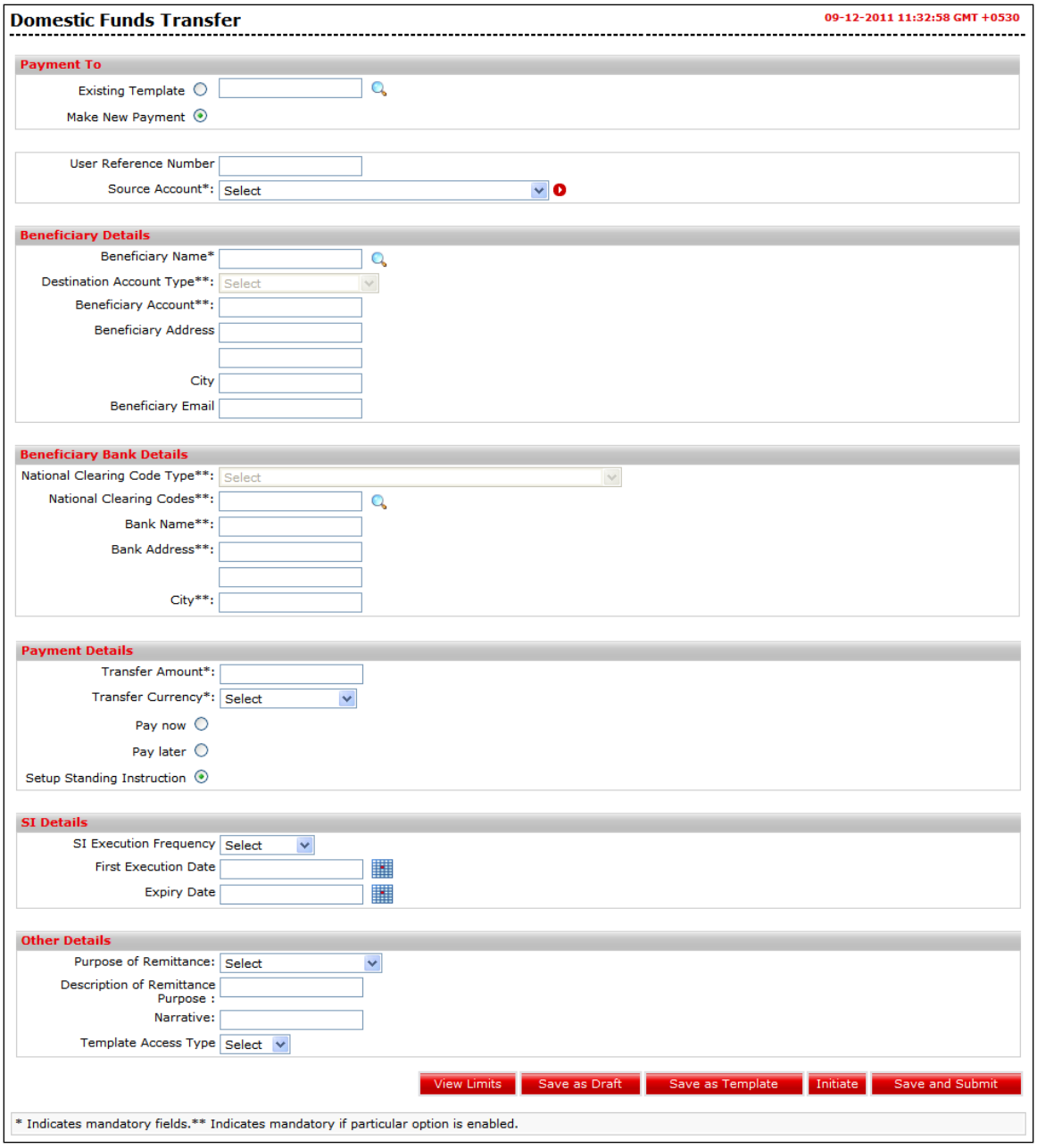
7. Domestic Funds Transfer

Using the **Domestic Funds Transfer** option, you can transfer funds to any account in another bank within the country. The transfer is usually made through the local payments network. The payment can be processed immediately, or on a specific future date, or You can set recurring instructions with the bank.

To view Domestic Funds Transfer:

Navigate through **Payments > Within Country > Domestic Funds Transfer**. The system displays **Domestic Funds Transfer** screen.

Domestic Funds Transfer



Field Description

Field Name	Description
Payment To	
Existing Template	[Optional, Radio Button] Select **Existing Template** option button to select the existing Payment template for funds transfer.

Field Name	Description
Make New Payment	[Optional, Radio Button] Select Make New Payment option button to make a new funds transfer entry. The transfer can be done either by using **Existing Payment Template** or **Make New Payment**.
User Reference	[Optional, Alphanumeric, 40] Type the user reference number that you want to use to identify this transaction. If a payment template is selected from the **Payment Template**, this field displays the user reference number of the selected payment template.
Source Account	[Mandatory, Drop-Down] Select the source account number from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Name	[Mandatory, Lookup] Click the Lookup button to select any beneficiary. Name of that selected beneficiary will get displayed here..
Destination Account Type	[Mandatory, Drop Down] Select the destination account type from the drop-down list. The options are: • Account No • Pay Over Counter
Beneficiary Account	[Display] Beneficiary account number will be automatically populated here after the selection of Beneficiary name
Beneficiary Address	[Display] Beneficiary address will be automatically populated here after the selection of Beneficiary name.
City	[Display] Beneficiary city will be automatically populated here after the selection of Beneficiary name.
Beneficiary Email	[Display] Beneficiary e-mail will be automatically populated here after the selection of Beneficiary name.

Enter Beneficiary Bank Details

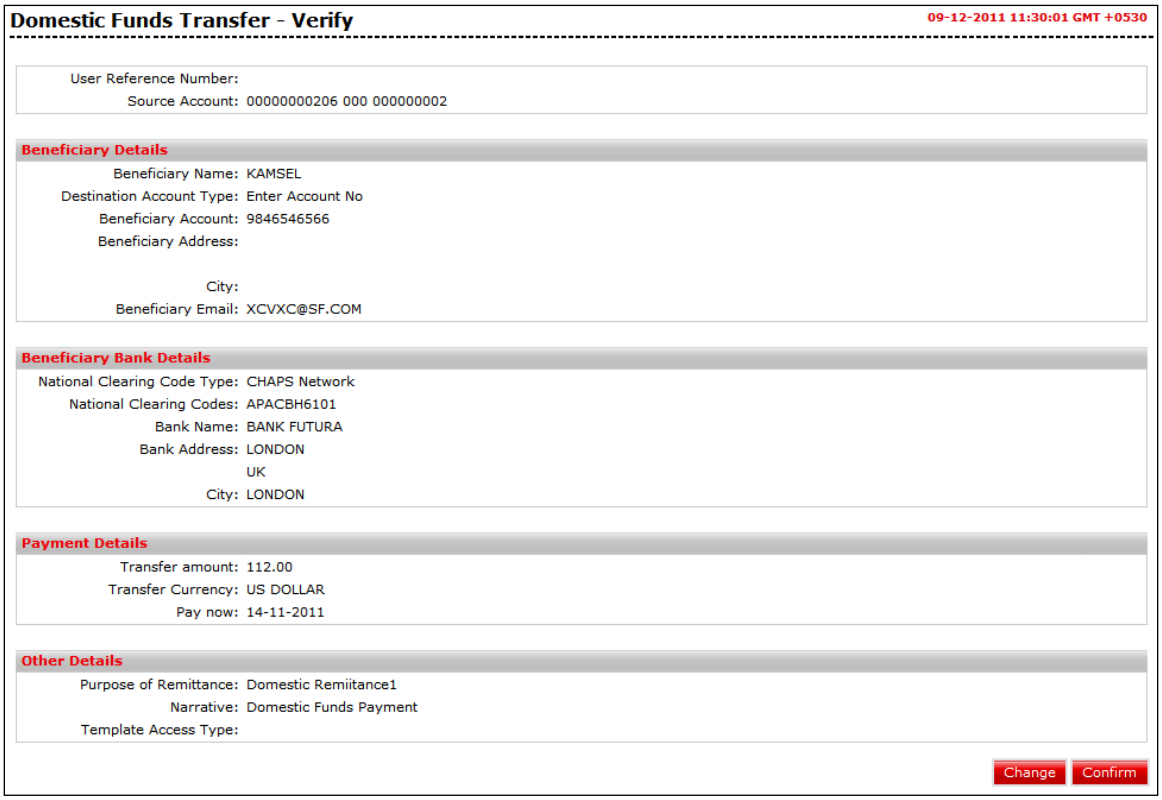
Field Name	Description
National Clearing Codes	
This section provides the National Clearing Code look up icon to search the National Clearing Code details. The Look Up icon allows you to view all the Clearing Codes, Bank Name and Address. You can either type the National Clearing Code details or select the same using the Look Up function for maintaining the details.	
National Clearing Code Type	[Conditional, Drop-Down] Select the national clearing code type from the drop-down list. This field is enabled if you select the **National Clearing Codes** option.
National Clearing Codes	[Conditional, Lookup] Click the search button to select national clearing code. This field is enabled if you select the **National Clearing Codes** option.
Bank Name	[Display] Type the name of the beneficiary bank. This field is enabled if you select the **Bank Details** option. If you select National Clearing Codes Option then bank name will get automatically populated here.
Bank Address	[Display] Type the address of the beneficiary bank. This field is enabled if you select the **Bank Details** option. If you select National Clearing Codes Option then bank address will get automatically populated here.
City	[Display] Type the city of the beneficiary bank. This field is enabled if you select the **Bank Details** option. If you select National Clearing Codes Option then bank city will get automatically populated here.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Type the transfer amount for the domestic transfer.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the domestic transfer from the drop-down list.
Pay Now	[Optional, Radio Button] Select **Pay Now** to process the transaction immediately. The transfer can be done in any of the three modes: **Pay now, Pay later** or **Setup Standing** Instruction.

Field Name	Description
Pay Later	[Optional, Radio Button] Select **Pay Later** to make the payment on future date.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set the standing instruction for a period for multiple debits.
Select Date	[Conditional, Pick List] Select the appropriate future date on which you want to make the domestic transfer from the Calendar pick list. This field is displayed if you select the Pay later option.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instructio**n to set standing instructions for domestic transfer for a period. The system auto transfers the fund on the specified date and frequency.
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency for the domestic transfer from the drop-down list. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly This field is displayed if you select the **Setup Standing Instruction** option.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.

Field Name	Description
Purpose of Remittance	[Optional, Drop-Down] Select the purpose of remittance from the drop-down list.
Description of Remittance Purpose	[Optional, Alphanumeric, 20] Type the description of remittance purpose. This field is enabled if the Other option is selected from the **Purpose of Remittance** drop-down list.
Narrative	[Optional, Alphanumeric, 35] Type the narrative.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list. The options are • Public • Private

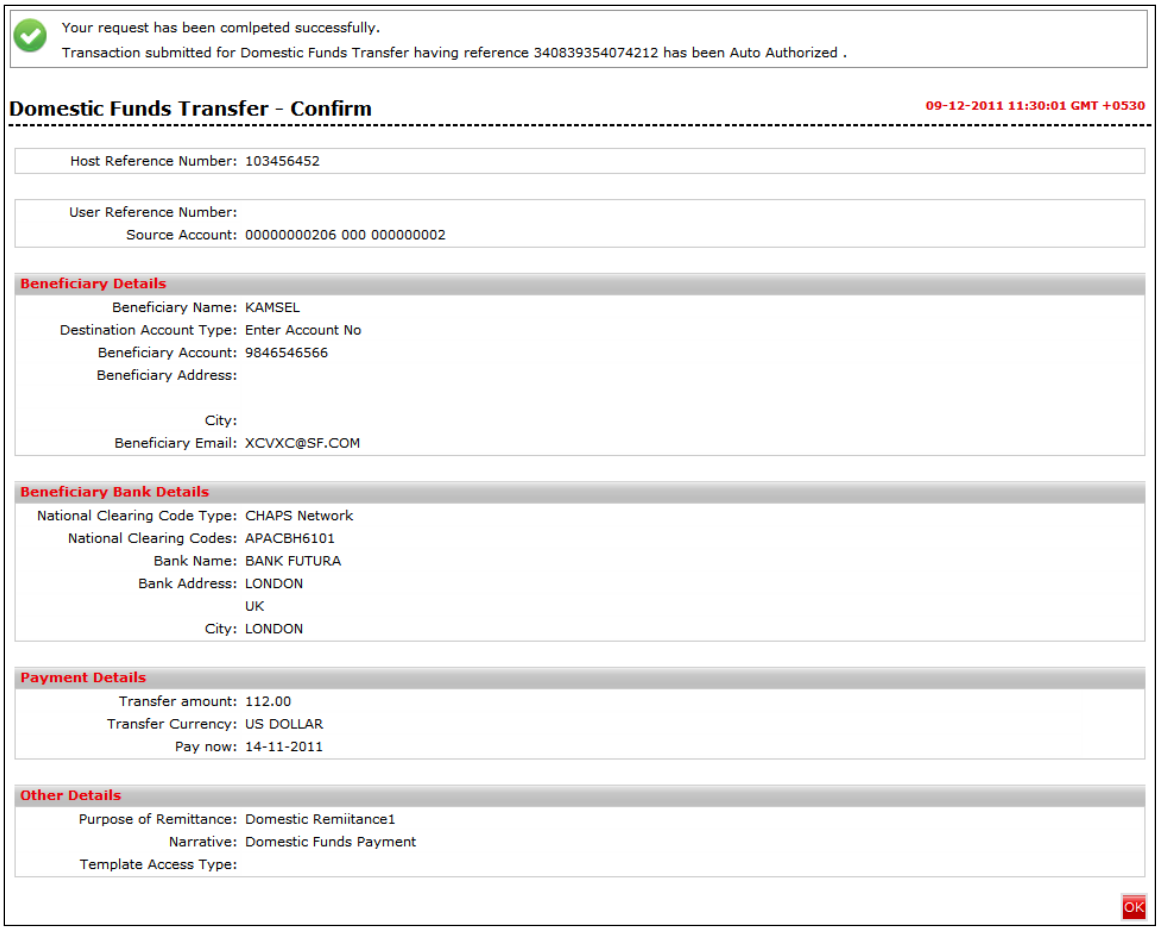
1. Click the **Initiate** button. The system displays the **Domestic Funds Transfer - Verify** screen.

Domestic Funds Transfer - Verify



2. Click the **Confirm** button. The system displays the **Domestic Funds Transfer - Confirm** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

Domestic Funds Transfer - Confirm



3. Click the **OK** button. The system returns you to the **Domestic Funds Transfer** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

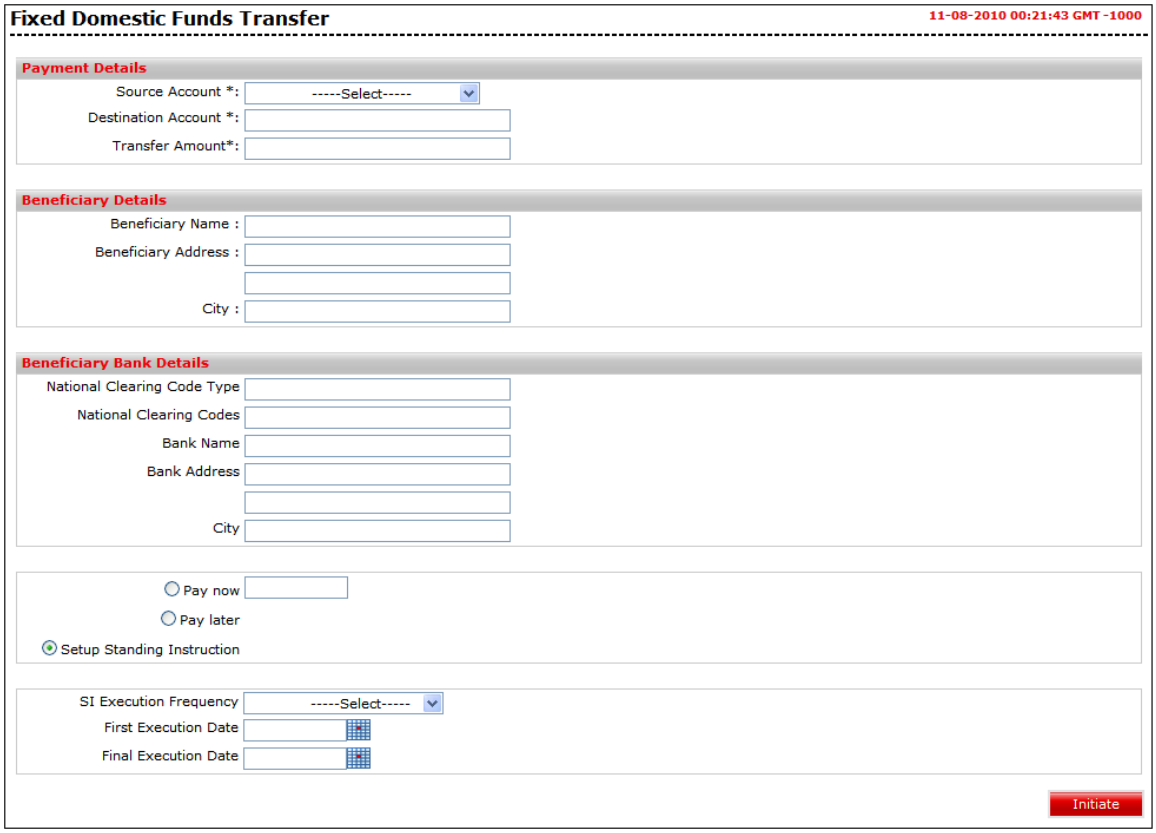
8. Fixed Domestic Funds Transfer

This transaction will be available specifically to the corporate users associated with **Corporation of Public Deposits** (CPD) accounts. You will have an additional payment option in the form of **Fixed Domestic Transfers**. You will be able to transfer funds only to those destination accounts as mapped by the admin user for the specific source account using Source account – Beneficiary account linkage transaction.

To view Fixed Domestic Funds Transfer:

Navigate through **Payments > Within Country > Fixed Domestic Funds Transfer**. The system displays **Fixed Domestic Funds Transfer** screen.

Fixed Domestic Funds Transfer



Field Description

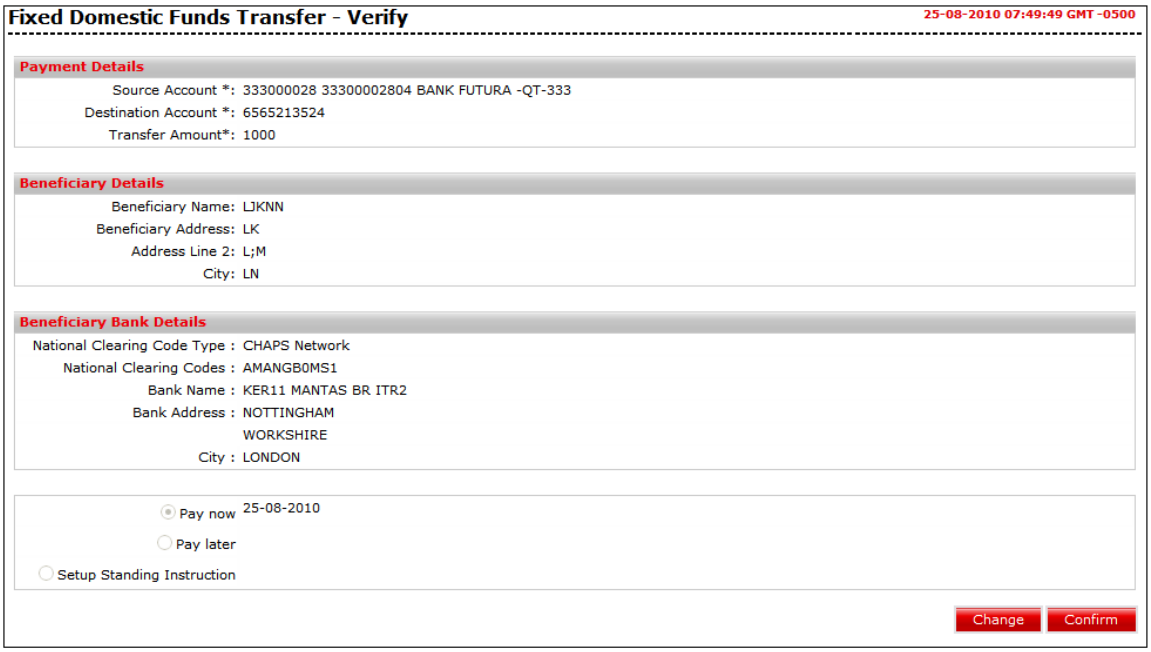
Field Name	Description
Payment Details	
Source Account	[Mandatory, Drop-Down] Select the source account from the drop down menu from which the funds are to be transferred.
Destination Account	[Display] This field displays the destination Account linked to source account on selecting the source account.
Transfer Amount	[Mandatory, Numeric, 20] Type the amount to be transferred.
Beneficiary Details	
Beneficiary Name	[Display] This field displays the beneficiary name linked to source account.

Field Name	Description
Beneficiary Address	[Display] This field displays the beneficiary address linked to the source account.
City	[Display] This field displays the beneficiary city linked to the source account.
National Clearing Code Type	[Display] This field displays the national clearing code type of the beneficiary bank linked to the source account.
National Clearing Codes	[Display] This field displays the national clearing code of the beneficiary bank linked to the source account.
Bank Name	[Display] This field displays the bank name of the beneficiary bank linked to the source account.
Bank Address	[Display] This field displays the bank address of the beneficiary bank linked to the source account.
City	[Display] This field displays the city of the beneficiary bank linked to the source account.
Pay Now	[Optional, Radio Button] Select **Pay Now** radio button to process the transaction immediately. The system date is displayed in the adjacent field.
Pay Later	[Optional, Radio Button, Pick list] Select **Pay Later** radio button to make the payment on future date. It will display a pick list to select any future date.
Select Date	[Conditional, Pick List] Select the date from the pick list. This field is displayed if **Pay Later** option button is selected.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set a standing instruction for a period for domestic transfers. The system auto transfers the fund on specified date and frequency.

Field Name	Description
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly This field is displayed if **Setup Standing Instruction** option button is selected.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the pick list. This field is displayed if **Setup Standing Instruction** option button is selected.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.

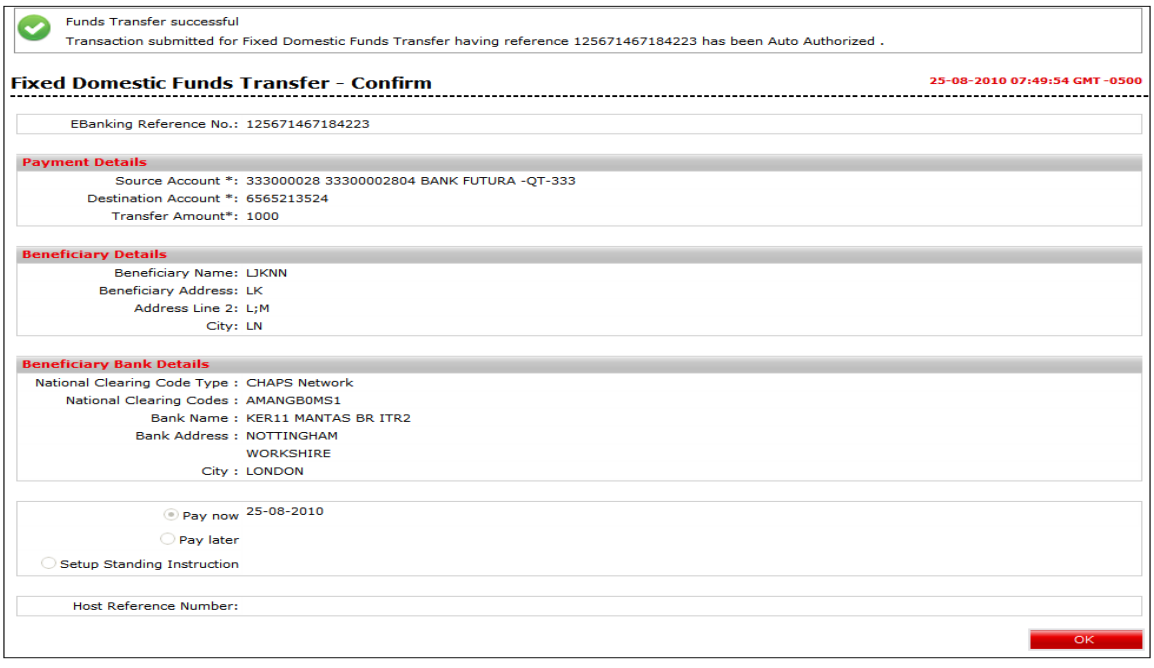
1. Click the **Initiate** button. The system displays **Fixed Domestic Funds Transfer - Verify** screen.

Fixed Domestic Funds Transfer - Verify



2. Click the **Confirm** button. The system displays the **Domestic Funds Transfer - Confirm** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

Fixed Domestic Funds Transfer - Confirm



3. Click the **OK** button. The system displays **Fixed Domestic Funds Transfer** screen.

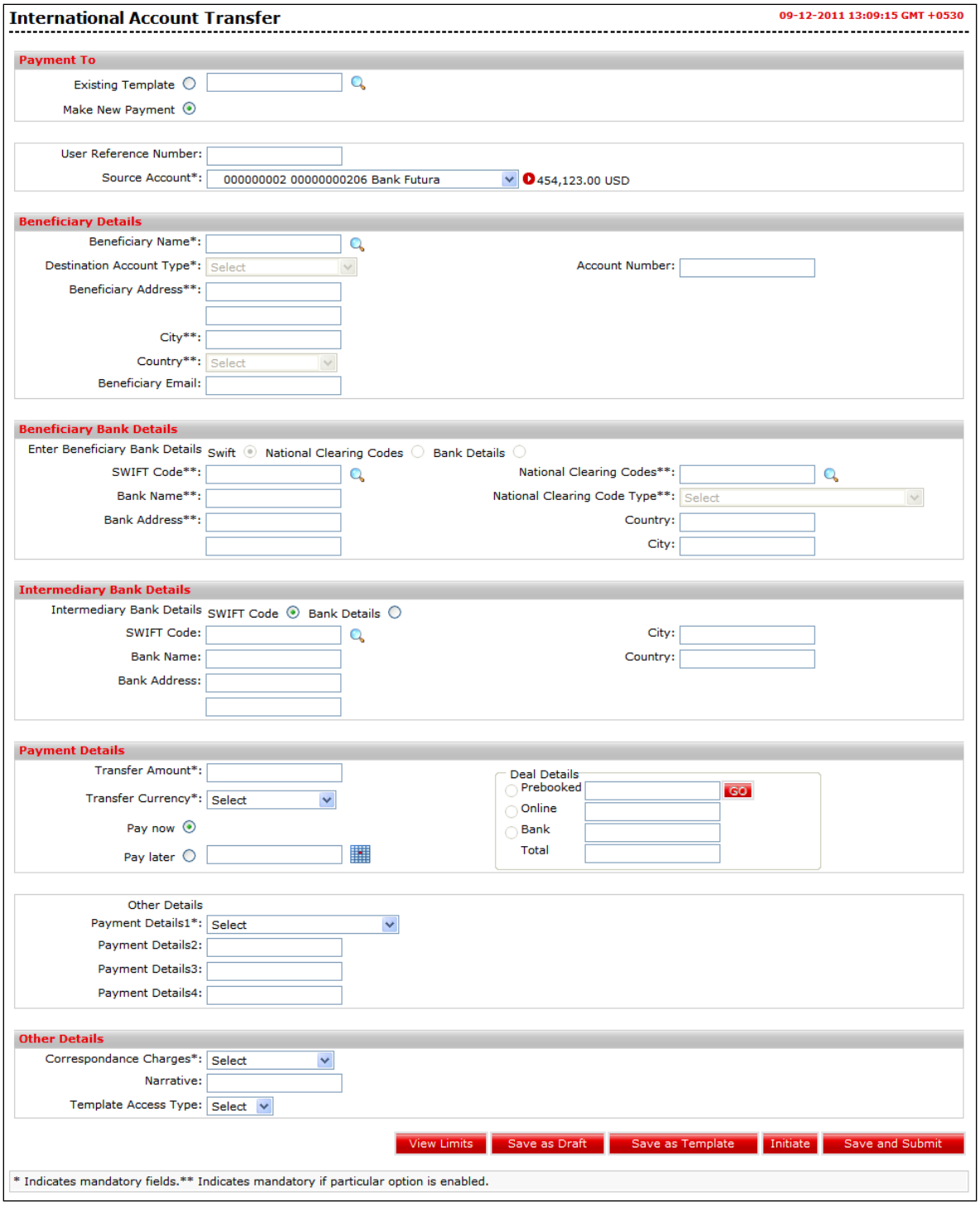
9. International Account Transfer

Using the **International Transfer** option, you can transfer funds globally, i.e., you can transfer funds to any account in any bank across the globe. Such transfer can be made either by using an existing template or as a new payment transaction. The payment can be processed immediately, or on a specific future date, or as per your standing instructions with the bank.

To view International Account Transfer:

Navigate through **Payments > Cross Border > International Account Transfer**. The system displays **International Account Transfer** screen.

International Account Transfer



Field Description

Field Name	Description

Field Name	Description
Payment To	
Existing Template	[Optional, Radio Button] Select **Existing Template** option button to select the existing Payment template for funds transfer
Make New Payment	[Optional, Radio Button] Select **Make New Payment** option button to make a new funds transfer entry. The transfer can be done either by using **Existing Payment Template** or **Make New Payment**.
User Reference Number	[Optional, Alphanumeric, 20] Type the user reference number as per the your choice.
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	
Beneficiary Name	[Mandatory, Alphanumeric, 35, Lookup] Click the Lookup button to select any beneficiary. Name of that selected beneficiary will get displayed here.
Destination Account Type	[Conditional, Drop-Down] Select the destination account from the drop-down list. The options are as follows: • Enter Account No • Pay Over The Counter
Beneficiary Address	[Conditional, Alphanumeric, 35 x 2] Beneficiary address will get automatically populated here after the selection of beneficiary name. This field is editable when you select Pay Over the Counter option from the Destination Account Type dropdown
City	[Conditional, Alphanumeric, 35] Beneficiary city will get automatically populated here after the selection of beneficiary name. This field is enabled when you select Pay Over the Counter option from the Destination Account Type dropdown
Country	[Conditional, Drop-Down] Select the country of the beneficiary from the drop-down list. This field is enabled when you select Pay Over the Counter option from the Destination Account Type dropdown

Field Name	Description
Beneficiary Email	[Conditional, Alphanumeric, 40] Type the beneficiary email address. This field is enabled if you select the **Make New Payment** option
Account Number	[Conditional, Alphanumeric, 34] Type the beneficiary account number. This field is enabled when you select Enter Account No option from the Destination Account Type dropdown
Beneficiary Bank Details	
Enter Beneficiary Bank Details	[Optional, Radio Button] Select the option to enter the beneficiary bank details . The options are follows: • SWIFT • National Clearing Codes • Bank Details
SWIFT Code	[Conditional, Lookup] Click the lookup button to select the swift code.
Bank Name	[Display] Beneficiary bank name will get automatically populated here after the selection of swift code. This field is enabled if the **Bank Details** option is selected from the **Enter Beneficiary Bank Details**.
Bank Address	[Conditional, Alphanumeric, 70] Type the bank address. This field is enabled if the **Bank Details** option is selected from the **Enter Beneficiary Bank Details**. If you select Swift Code then this field will get automatically populated.
National Clearing Code	[Search, Lookup] Click the search button to select the beneficiary bank code. This field is enabled if the **National Clearing Codes** option is selected from the **Enter Beneficiary Bank Details**.
National Clearing Code Type	[Mandatory, Drop-Down] Select the national clearing code type from drop-down list.

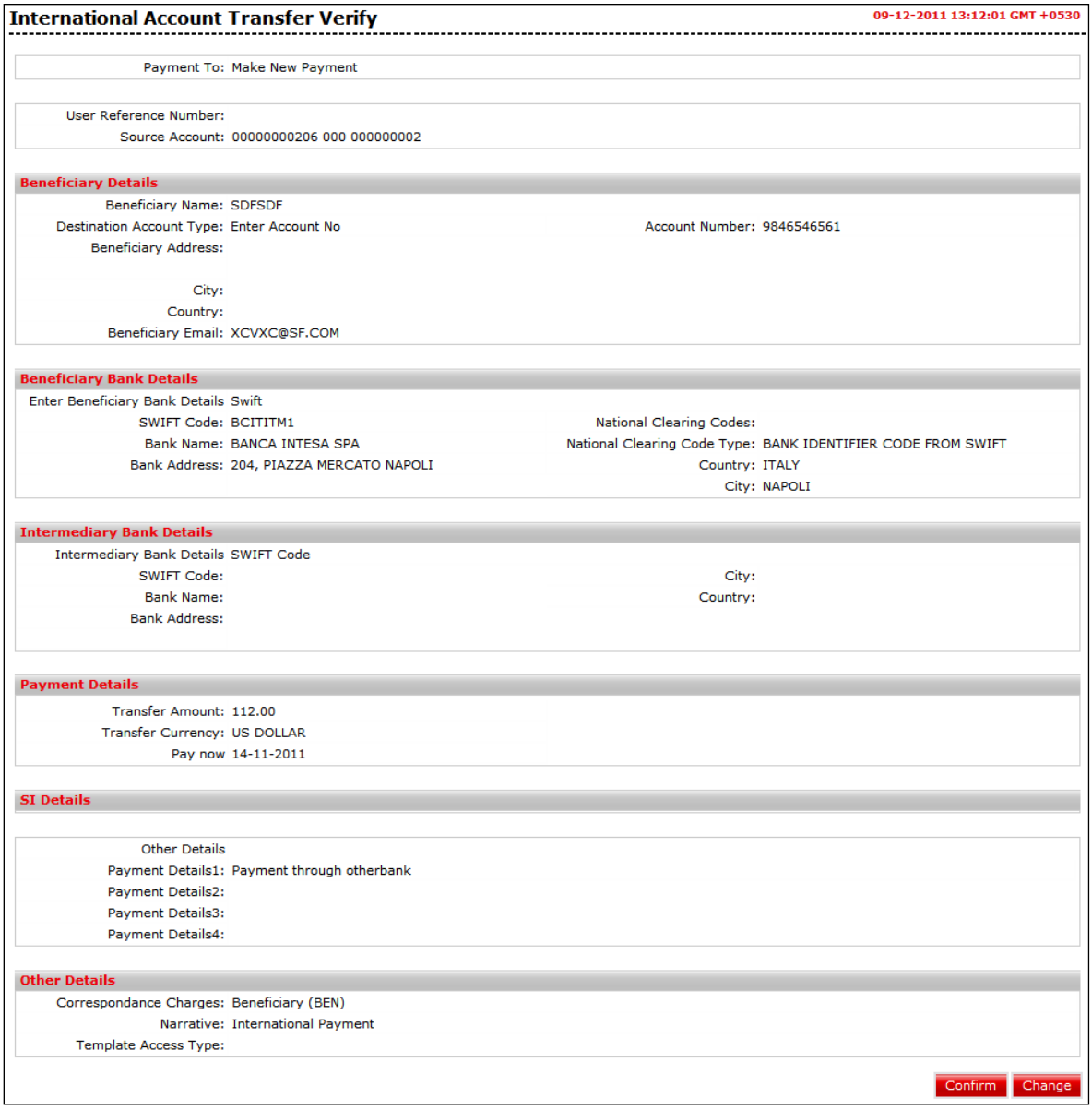
Field Name	Description
Country	[Conditional, Alphanumeric, 35] Type the country name. This field is enabled if the **Bank Details** option is selected from the **Enter Beneficiary Bank Details**. If you select Swift Code then this field will get automatically populated
City	[Conditional, Alphanumeric, 26] Type the city of the beneficiary. This field is enabled if the **Bank Details** option is selected from the **Enter Beneficiary Bank Details**. If you select Swift Code then this field will get automatically populated
Intermediary Bank Details	[Conditional, Radio button] Select from the radio button : • Swift Code • Bank Details. Note: If you select Swift Code radio button, then after selecting any swift code through search option at Swift Code field, remaining details will get auto populated. If you select Bank details radio button then you will have to enter remaining details.
Swift Code	[Conditional, Lookup Select the swift code using search button provided.
Bank Name	[Conditional, Alphanumeric, 40] Type the bank name.
Bank Address	[Conditional, Alphanumeric, 70] Type the bank address.
City	[Conditional, Alphanumeric, 26] Type the city of the beneficiary. This field is enabled if the **Bank Details** option is selected from the **Enter Beneficiary Bank Details**.
Country	[Conditional, Alphanumeric, 35] Type the country name. This field is enabled if the **Bank Details** option is selected from the **Enter Beneficiary Bank Details**.
Payment Details	

Field Name	Description
Transfer Amount	[Mandatory, Numeric, 15] Type the transfer amount. If a payment template is selected from the **Payment Template** drop-down list, this field displays the transfer amount of the selected payment template.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the international transfer from the drop-down list.
Pay Now	[Optional, Radio Button] Select **Pay Now** to process the transaction immediately.
Pay Later	[Optional, Radio Button] Select **Pay Later** to make the payment on future date.
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** to set the standing instruction for a period for multiple debits.
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency for the international transfer from the drop-down list. This field is displayed if you select the **Setup Standing Instruction** option.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Other Details	
Payment Details 1	[Mandatory, Drop-Down] Select the payment details from the drop-down list.
Payment Details 2/3/4	[Optional, Alphanumeric, 35 x 3] Type the description for payment details.
Other Details	

Field Name	Description
Correspondence Charges	[Mandatory, Drop-Down] Select the correspondence charges from the drop-down list.
Narrative	[Optional, Alphanumeric, 35] Type the narrative.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list Options are: • Public • Private.

1. Click the **Initiate** button. The system displays the **Internal Account Transfer Verify** screen.

International Account Transfer Verify



International Account Transfer Verify 09-12-2011 13:12:01 GMT +0530

Payment To: Make New Payment

User Reference Number:
Source Account: 00000000206 000 000000002

Beneficiary Details

Beneficiary Name: SDFSDF
Destination Account Type: Enter Account No
Account Number: 9846546561
Beneficiary Address:
City:
Country:
Beneficiary Email: XCVXC@SF.COM

Beneficiary Bank Details

Enter Beneficiary Bank Details Swift
SWIFT Code: BCITITM1
National Clearing Codes:
Bank Name: BANCA INTESA SPA
National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT
Bank Address: 204, PIAZZA MERCATO NAPOLI
Country: ITALY
City: NAPOLI

Intermediary Bank Details

Intermediary Bank Details SWIFT Code
SWIFT Code:
City:
Bank Name:
Country:
Bank Address:

Payment Details

Transfer Amount: 112.00
Transfer Currency: US DOLLAR
Pay now 14-11-2011

SI Details

Other Details
Payment Details1: Payment through otherbank
Payment Details2:
Payment Details3:
Payment Details4:

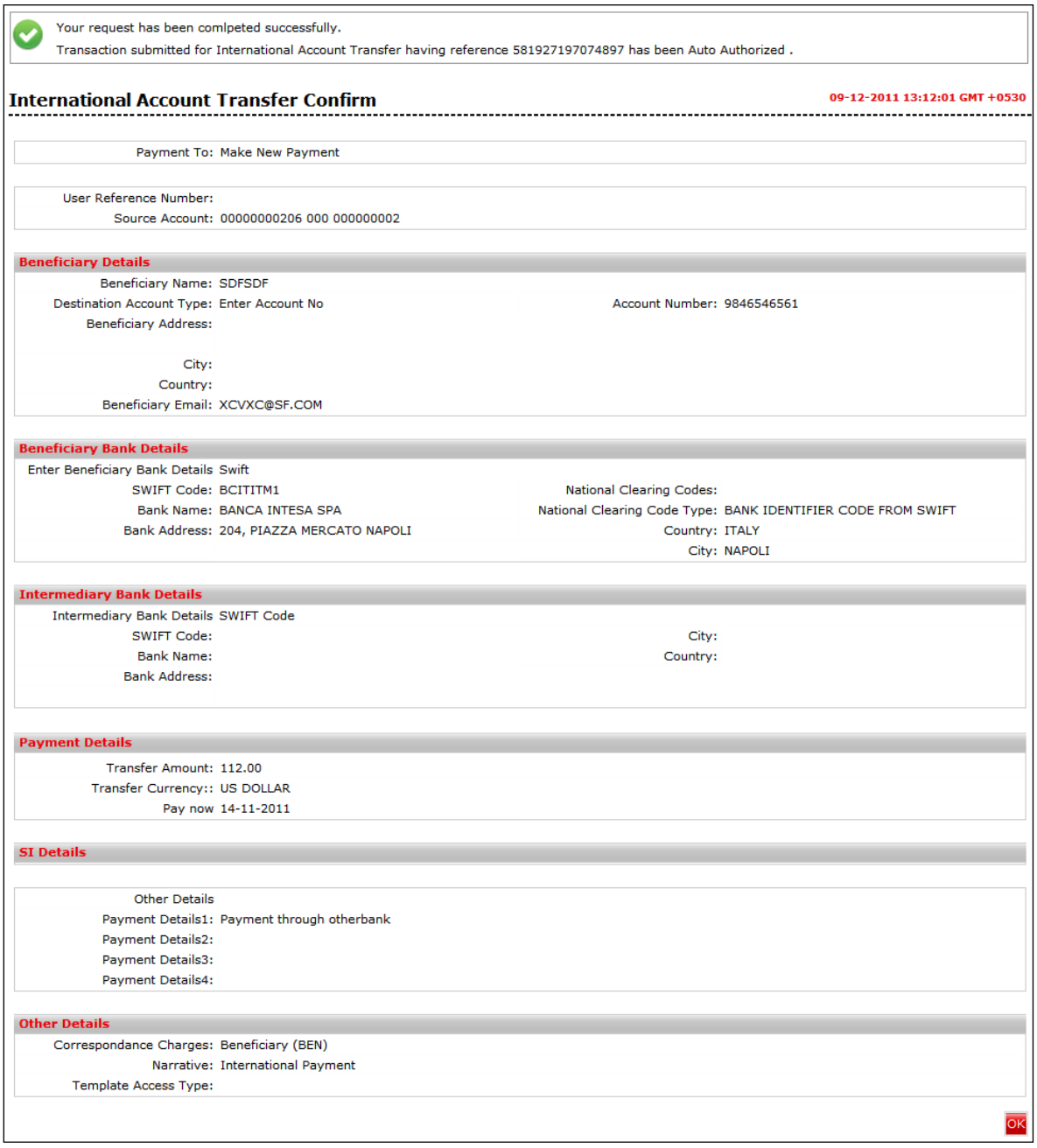
Other Details

Correspondance Charges: Beneficiary (BEN)
Narrative: International Payment
Template Access Type:

Confirm Change

2. Click the **Confirm** button. The system displays the **International Account Transfer Confirm** screen.
   OR
   Click the **Change** button to navigate to the previous screen.

International Account Transfer Confirm



Your request has been comlpeted successfully.
Transaction submitted for International Account Transfer having reference 581927197074897 has been Auto Authorized .

International Account Transfer Confirm 09-12-2011 13:12:01 GMT +0530

Payment To:	Make New Payment
User Reference Number:	
Source Account:	00000000206 000 000000002

Beneficiary Details

Beneficiary Name:	SDFSDF		
Destination Account Type:	Enter Account No	Account Number:	9846546561
Beneficiary Address:			
City:			
Country:			
Beneficiary Email:	XCVXC@SF.COM		

Beneficiary Bank Details

Enter Beneficiary Bank Details	Swift		
SWIFT Code:	BCITITM1	National Clearing Codes:	
Bank Name:	BANCA INTESA SPA	National Clearing Code Type:	BANK IDENTIFIER CODE FROM SWIFT
Bank Address:	204, PIAZZA MERCATO NAPOLI	Country:	ITALY
		City:	NAPOLI

Intermediary Bank Details

Intermediary Bank Details	SWIFT Code		
SWIFT Code:		City:	
Bank Name:		Country:	
Bank Address:			

Payment Details

Transfer Amount:	112.00
Transfer Currency::	US DOLLAR
Pay now	14-11-2011

SI Details

Other Details	
Payment Details1:	Payment through otherbank
Payment Details2:	
Payment Details3:	
Payment Details4:	

Other Details

Correspondance Charges:	Beneficiary (BEN)
Narrative:	International Payment
Template Access Type:	

OK

3. Click the **OK** button. The system displays **International Account Transfer** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

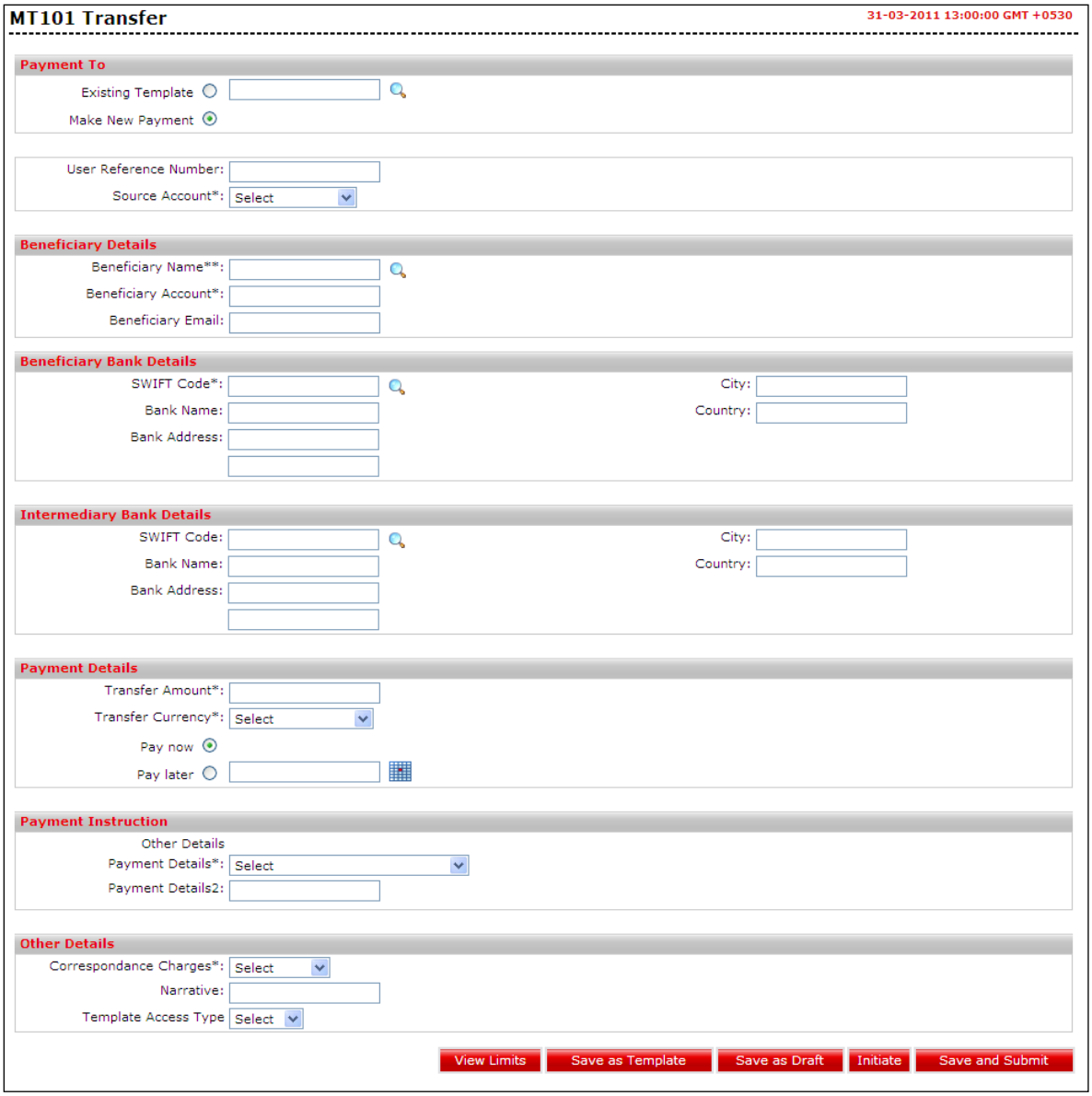
10. MT 101 Transfer

Using this option, you can send remittances from the pre-authorized account through the MT 101 swift message to account with any bank.

To view MT 101 Transfer:

Navigate through **Payments > Cross Border > MT 101 TRANSFER**. The system displays **MT 101 TRANSFER** screen.

MT 101 Transfer



Field Description

Field Name	Description
Payment To	
Existing Template	[Optional, Radio Button] Click the **Existing Template** radio button to select the existing payment template for funds transfer.

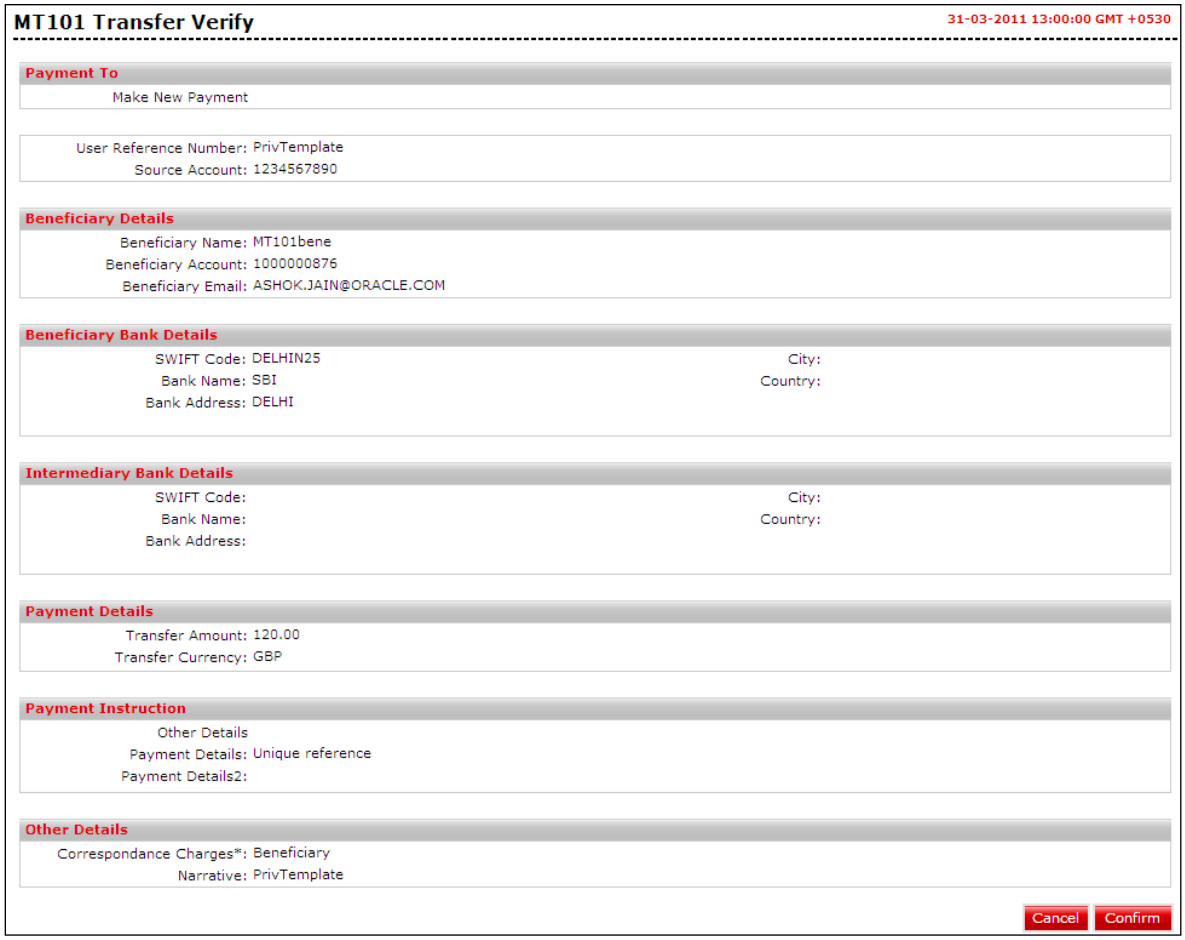
Field Name	Description
Make New Payment	[Optional, Radio Button] Click the **Make New Payment** radio button to make a new funds transfer entry. The transfer can be done either by using **Existing Payment Template** or **Make New Payment**.
User Reference Number	[Optional, Alphanumeric, 20] Type the user reference number.
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list.
Beneficiary Details	
Beneficiary Name	[Mandatory, Lookup] Click the lookup button to select a beneficiary.
Beneficiary Account	[Display] This field displays the beneficiary account number.
Beneficiary Email	[Display] This field displays the beneficiary email.
Beneficiary Bank Details	
SWIFT Code	[Mandatory, Lookup] Click the lookup button to select the swift code of the beneficiary bank.
Bank Name	[Display] This field displays the beneficiary bank name.
Bank Address	[Display] This field displays the beneficiary bank address.
City	[Display] This field displays the beneficiary bank city.
Country	[Display] This field displays the beneficiary bank country..
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Type the transfer amount.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the international transfer from the drop-down list.

Field Name	Description
Pay Now	[Optional, Radio Button] Click the **Pay Now** radio button to process the transaction immediately.
Pay Later	[Optional, Radio Button] Click the **Pay Later** radio button to make the payment on future date.
Setup Standing Instruction	[Optional, Radio Button] Click the **Setup Standing Instruction** radio button to set standing instructions for international transfer for a period.
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency for the international transfer from the drop-down list. This field is displayed if the **Setup Standing Instruction** radio button is selected.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the pick list. This field is displayed if the **Setup Standing Instruction** radio button is selected.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Payments Instruction - Other Details	
Payment Details 1	[Mandatory, Drop-Down] Select the payment details from the drop-down list.
Payment Details 2/3/4	[Optional, Drop-Down] Select the payment details from the drop-down list.
Remittance Information	
Description 1	[Mandatory, Alphanumeric, 35] Type the description for payment details.
Description 2/3/4/5/6	[Optional, Alphanumeric, 35, Five lines] Type the description for payment details.
Other Details	

Field Name	Description
Purpose of Remittance	[Optional, Drop-Down]. Select the purpose of remittance from the drop-down list.
Description of Remittance Purpose	[Optional, Alphanumeric, 20] Type the description of remittance purpose. This field is enabled if the **Other** option is selected from the **Purpose of Remittance** drop-down list.
Correspondence Charges	[Mandatory, Drop-Down] Select the correspondence charges from the drop-down list.
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list The options are as follows: • Public • Private.

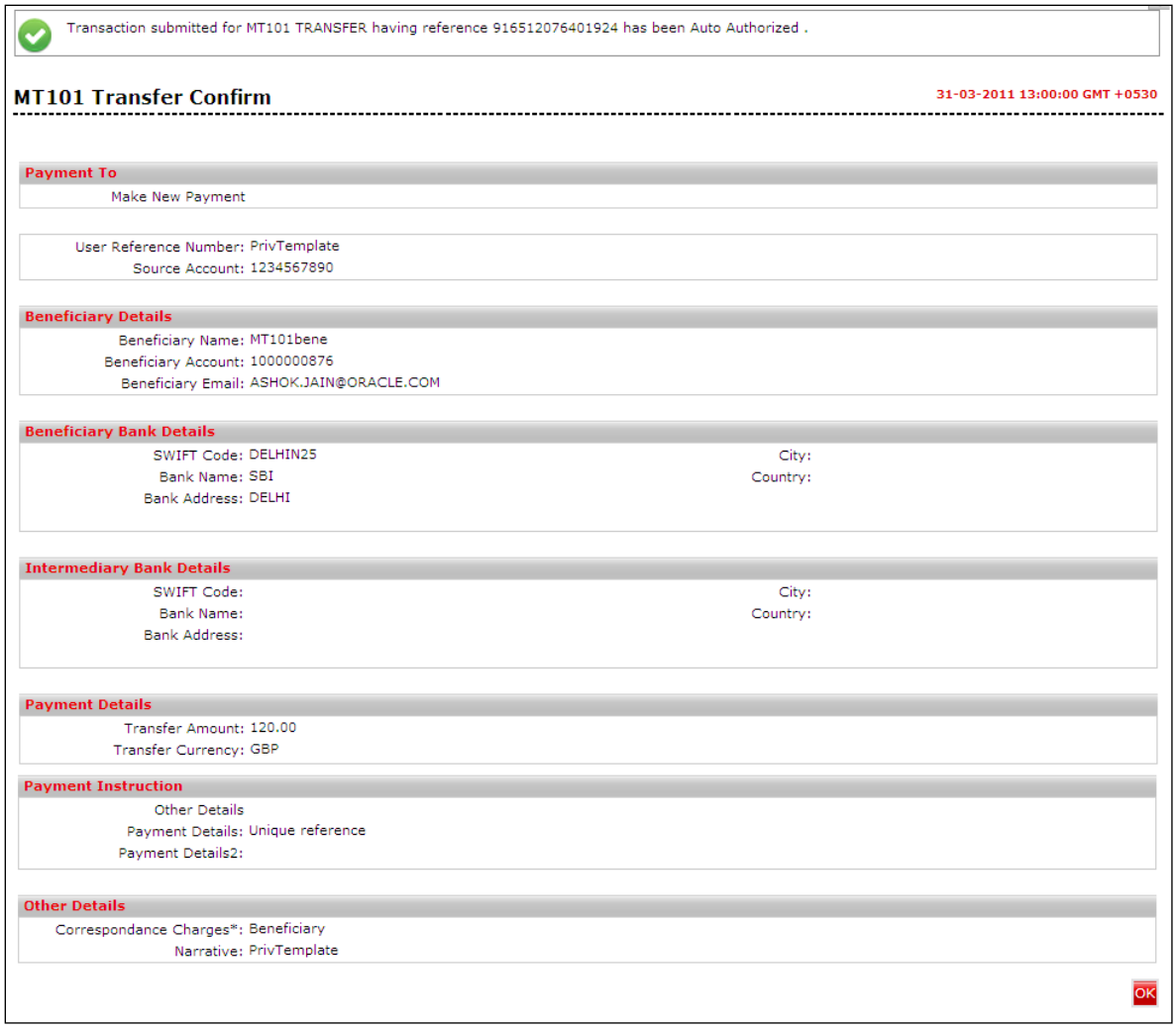
5. Click the **Initiate** button. The system displays the **MT 101 Transfer Verify** screen.

MT 101 Transfer Verify



6. Click the **Cancel** button. The system displays **MT 101 Transfer** screen.
   OR
   Click the **Confirm** button. The system displays the **MT 101 Transfer - Confirm** screen with the status message.

MT 101 Transfer Confirm



7. Click the **OK** button. The system displays **MT 101 Transfer** screen.
8. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

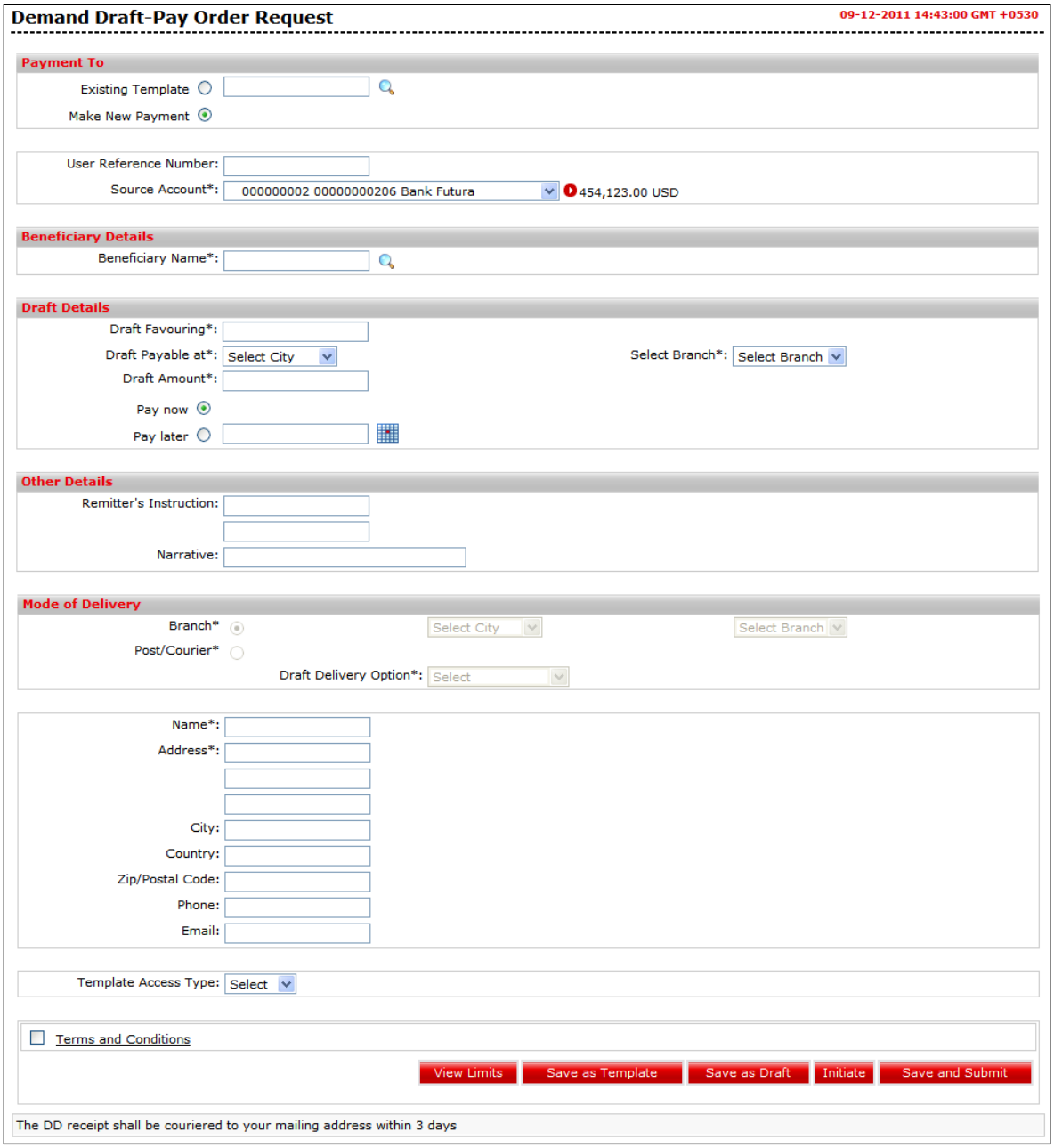
11. Domestic Drafts

Using this option, you can initiate an online demand draft requisition. You will be able to specify the location where the demand draft should be payable. If Draft is payable at location other than the source account location then a demand draft will be issued else banker's cheque will be issued. You can save the demand draft request as a draft by clicking on Save as Draft button and submit it in the future or you can save the entered information on Demand Draft Request screen as a template by clicking on Save as Template button and can use the same template to initiate Demand Draft Requests in future.

To view Demand Draft Pay Order Request:

Navigate through **Payments > Within Country > Demand Draft Pay Order Request**. The system displays **Demand Draft Pay Order Request** screen.

Demand Draft – Pay Order Request



Field Description

Field Name	Description
Existing Template	[Optional, Radio Button] Click the **Existing Template** radio button to select the existing payment template to initiate demand draft.

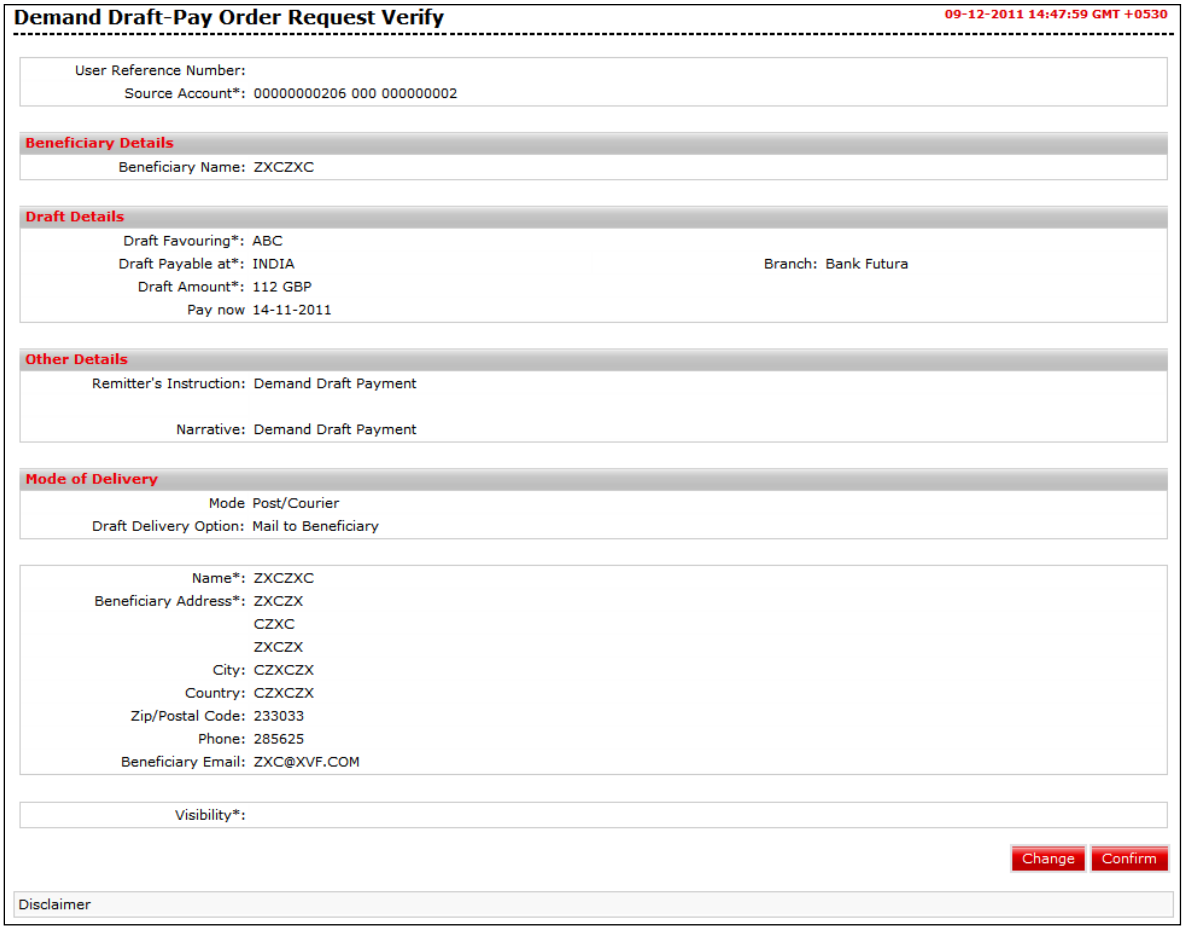
Field Name	Description
Make New Payment	[Optional, Radio Button] Select the **Make New Payment** radio button to make a new demand draft initiation.
User Reference Number	[Optional, Alphanumeric, 40] Type the number which will be the reference number of the user. The system auto generates the reference number, if the field is blank.
Source Account	[Mandatory, Drop-Down] Select the source account number from the drop-down list. This account will be debited to initiate demand draft. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details:	
Beneficiary Name	[Mandatory, Lookup] Click the lookup button to select the beneficiary.
Draft Details:	
Draft Favoring	[Mandatory, Alphanumeric, 80] Type the name of the beneficiary of the draft.
Draft Payable at	[Mandatory, Drop-Down] Select the draft payable location from the drop-down list.
Select Branch	[Mandatory, Dropdown] Select the bank branch where the draft should be payable from the drop-down list.
Draft Amount	[Mandatory, Numeric, 15] Type the amount for the demand draft. **Note:** The amount and charges of the demand draft will be debited from the specified account.
Pay Now	[Optional, Radio Button] Select the **Pay Now** to process the transaction immediately.
Pay Later	[Optional, Radio Button] Select the **Pay Later** to make the payment on future date.
Other Details	

Field Name	Description
Remitter's Instruction	[Optional, Alphanumeric, 50] Type the Instructions for issuing a demand draft or any additional information regarding demand draft.
Narrative	[Optional, Alphanumeric, 80] Type the narrative.
Mode of Delivery	[Mandatory, Radio button] Select any one mode of delivery from the below. • Branch • Post / Courier
Select City	[Conditional, Drop-Down] Select the city from the drop-down list. This field is enabled if the **Branch** radio button is selected.
Select Branch	[Conditional, Drop-Down] Select the bank branch from the drop-down list. This field is enabled if the **Branch** radio button is selected.
Draft Delivery Option	[Conditional, Drop-Down] Select the draft delivery option from the drop-down list. The options are as follows: • Mail to Remitter • Mail to Beneficiary This field is enabled if the **Post / Courier** radio button is selected.
Name	[Conditional, Alphanumeric, 35] Type the name of the remitter/ beneficiary of the demand draft.
Address	[Conditional, Alphanumeric, 35 x 3] Type the address for the delivery.
City	[Optional, Alphanumeric, 35] Type the city of the beneficiary of the demand draft.
Country	[Optional, Alphanumeric, 35] Type the country of the beneficiary of the demand draft.
Zip/Postal Code	[Optional, Alphanumeric, 35] Type the zip postal code of the beneficiary of the demand draft.
Phone	[Optional, Alphanumeric, 35] Type the beneficiary's phone number.

Field Name	Description
Email	[Optional, Alphanumeric, 35] Type the beneficiary email id.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list. The options are • Private • Public **Note**: This field is mandatory if you want to save the transaction information as a template.
Terms and Condition	[Mandatory, Checkbox] Select the **Terms and Conditions** check box to accept the conditions. **Note**: Unless this is checked, you will not be able to initiate demand draft request.

1. Click the **Initiate** button. The system displays the **Demand Draft – Pay Order Request Verify** screen.

Demand Draft – Pay Order Request Verify



Demand Draft-Pay Order Request Verify 09-12-2011 14:47:59 GMT +0530

User Reference Number:
Source Account*: 00000000206 000 000000002

Beneficiary Details

Beneficiary Name: ZXCZXC

Draft Details

Draft Favouring*: ABC
Draft Payable at*: INDIA Branch: Bank Futura
Draft Amount*: 112 GBP
Pay now 14-11-2011

Other Details

Remitter's Instruction: Demand Draft Payment
Narrative: Demand Draft Payment

Mode of Delivery

Mode Post/Courier
Draft Delivery Option: Mail to Beneficiary

Name*: ZXCZXC
Beneficiary Address*: ZXCZX
CZXC
ZXCZX
City: CZXCZX
Country: CZXCZX
Zip/Postal Code: 233033
Phone: 285625
Beneficiary Email: ZXC@XVF.COM

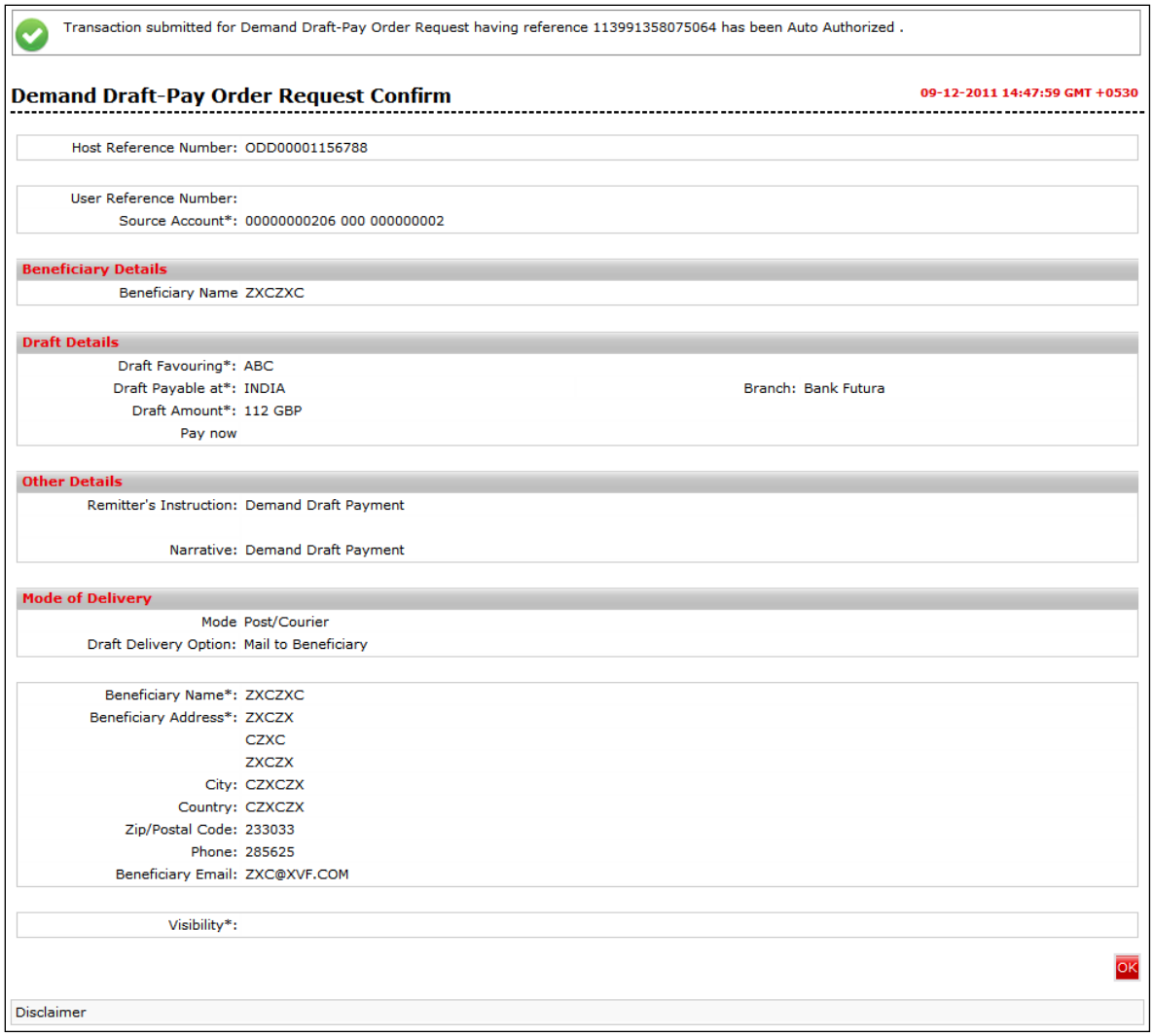
Visibility*:

Change Confirm

Disclaimer

2. Click the **Confirm** button. The system displays the **Online Demand Draft - Confirm** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

Demand Draft – Pay Order Request Confirm



Transaction submitted for Demand Draft-Pay Order Request having reference 113991358075064 has been Auto Authorized .

Demand Draft-Pay Order Request Confirm 09-12-2011 14:47:59 GMT +0530

Host Reference Number: ODD00001156788

User Reference Number:
Source Account*: 00000000206 000 000000002

Beneficiary Details
Beneficiary Name ZXCZXC

Draft Details
Draft Favouring*: ABC
Draft Payable at*: INDIA Branch: Bank Futura
Draft Amount*: 112 GBP
Pay now

Other Details
Remitter's Instruction: Demand Draft Payment
Narrative: Demand Draft Payment

Mode of Delivery
Mode Post/Courier
Draft Delivery Option: Mail to Beneficiary

Beneficiary Name*: ZXCZXC
Beneficiary Address*: ZXCZX
CZXC
ZXCZX
City: CZXCZX
Country: CZXCZX
Zip/Postal Code: 233033
Phone: 285625
Beneficiary Email: ZXC@XVF.COM

Visibility*:

OK

Disclaimer

3. Click the **OK** button. The system displays the **Demand Draft – Pay Order Request** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

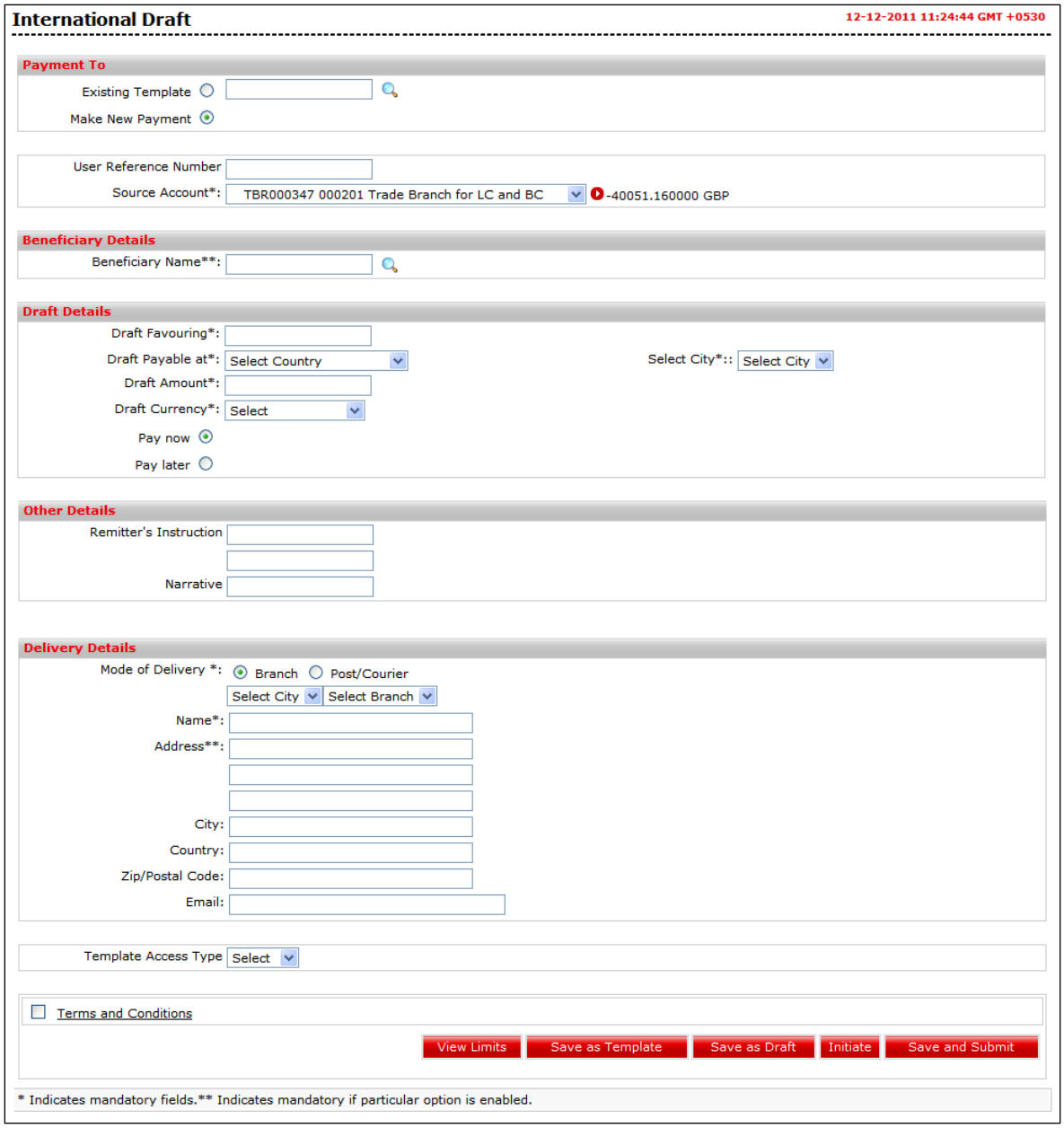
12. International Drafts

Using the **International Draft** option, you can issue drafts payable at any bank located in any country across the globe, as specified by you. Such a draft can be initiated either by using an existing template or as a new payment transaction.

To view International Drafts:

Navigate through **Payments > Cross Border > International Drafts**. The system displays **International Drafts** screen.

International Draft



Field Description

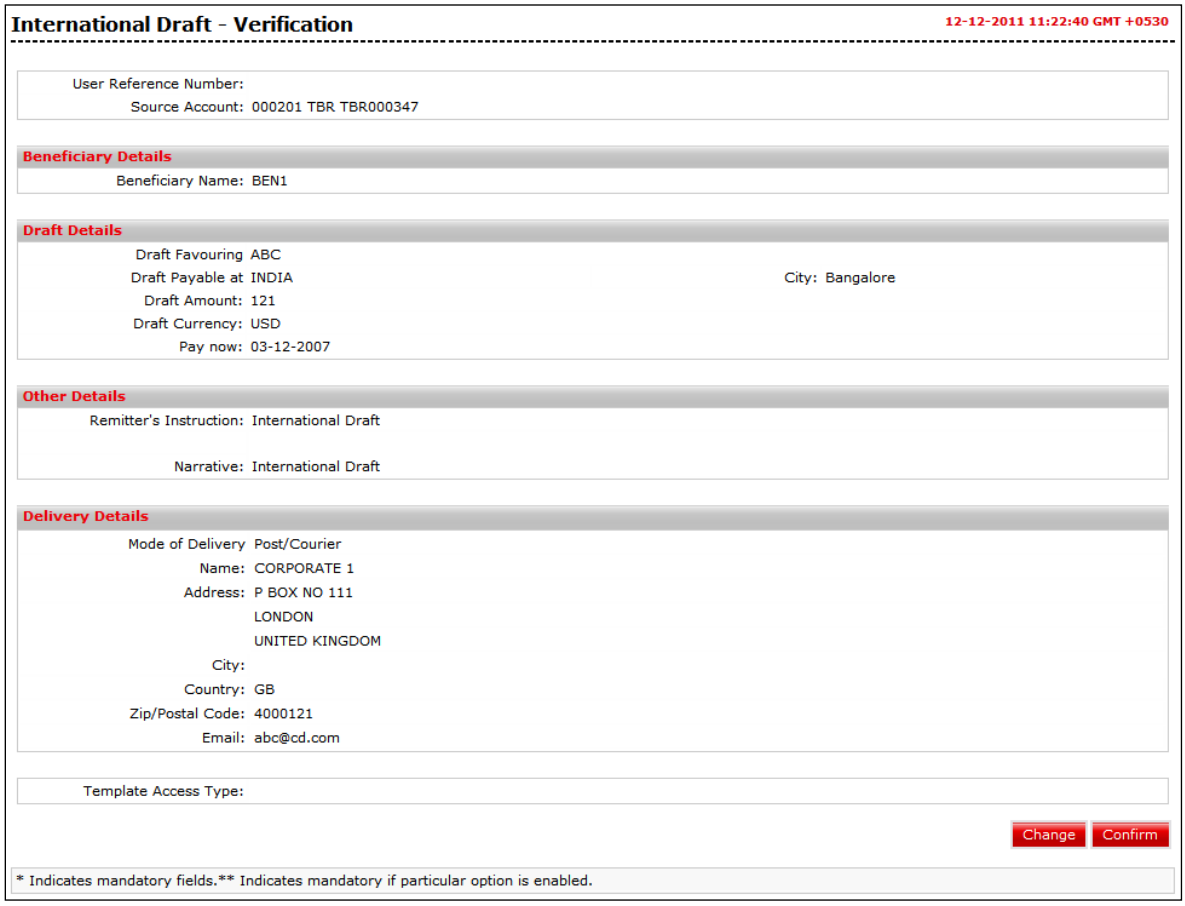
Field Name	Description
Payment To	
Existing Template	[Optional, Radio Button] Select **Existing Template** option button to select the existing Payment template for funds transfer.

Field Name	Description
Make New Payment	[Optional, Radio Button] Select the **Make New Payment** option button to make a new funds transfer entry.
User Reference Number	[Optional, Alphanumeric, 40] Type the user reference number that you want to use to identify this transaction.
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	
Beneficiary Name	[Mandatory, Lookup] Click the lookup button to select beneficiary.
Draft Details	
Drafting Favoring	[Mandatory, Alphanumeric, 70] Type the drafts details.
Draft Payable at	[Mandatory, Drop-Down] Select the country from the dropdown list as the draft payable at location.
Select City	[Mandatory, Drop-Down] Select the city from the dropdown list.
Draft Amount	[Mandatory, Numeric, 15] Type the amount of the draft.
Draft Currency	[Mandatory, Drop-Down] Select the draft currency from the drop-down list.
Pay Now	[Optional, Radio Button] Click the **Pay Now** to process the transaction immediately.
Pay Later	[Optional, Radio Button] Click the **Pay Later** to make the payment on future date.
Select date	[Conditional, Pick List] Select the appropriate future date on which you want to make the international transfer from the Calendar pick list. This field is displayed if you select the **Pay later** option.
Other Details	

Field Name	Description
Remitter's Instruction	[Optional, Alphanumeric, 35*2] Type the remitter's instruction.
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
Delivery Details	
Mode of Delivery	[Mandatory, Radio button] Select the mode of delivery for draft delivery by selecting from the following radio buttons The option are as follows: • Branch • Post / Courier
Name	[Conditional, Alphanumeric, 35] Type the name for the receiver in case of Mode of delivery is Post / Courier.
Address	[Conditional, Alphanumeric, 35 x 3] Type the address of the delivery in case of Mode of delivery is Post / Courier.
City	[Optional, Alphanumeric, 26] Type the city of the delivery in case of Mode of delivery is Post / Courier..
Country	[Optional, Drop-Down] Select the country of the delivery in case of Mode of delivery is Post / Courier from the drop-down list.
Zip/Postal Code	[Optional, Numeric, 10] Type the zip/postal code.
Email	[Optional, Alphanumeric, 40] Type the beneficiary email address.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list. Options are: • Public • Private
Terms and Conditions	[Mandatory, Checkbox] Click the **Terms and Conditions** check box to accepts the term and conditions

1. Click the **Initiate** button. The system displays the **International Draft - Verification** screen.

International Draft - Verification



International Draft - Verification 12-12-2011 11:22:40 GMT +0530

User Reference Number:
Source Account: 000201 TBR TBR000347

Beneficiary Details
Beneficiary Name: BEN1

Draft Details
Draft Favouring ABC
Draft Payable at INDIA City: Bangalore
Draft Amount: 121
Draft Currency: USD
Pay now: 03-12-2007

Other Details
Remitter's Instruction: International Draft
Narrative: International Draft

Delivery Details
Mode of Delivery Post/Courier
Name: CORPORATE 1
Address: P BOX NO 111
LONDON
UNITED KINGDOM
City:
Country: GB
Zip/Postal Code: 4000121
Email: abc@cd.com

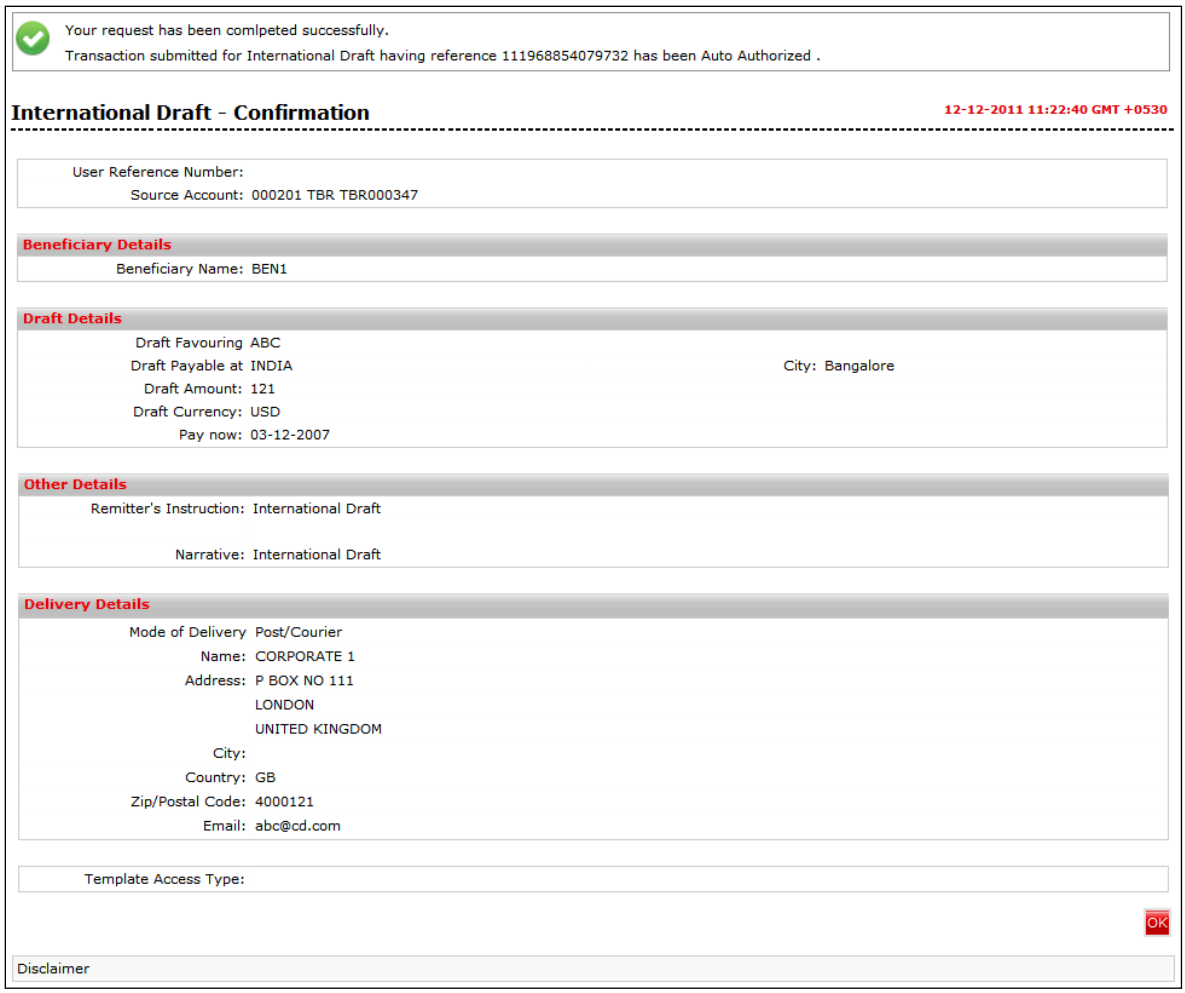
Template Access Type:

Change Confirm

* Indicates mandatory fields.** Indicates mandatory if particular option is enabled.

2. Click the **Confirm** button. The system displays the **International Draft - Confirmation screen w**ith the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

International Draft - Confirmation



Your request has been comlpeted successfully.
Transaction submitted for International Draft having reference 111968854079732 has been Auto Authorized .

International Draft - Confirmation 12-12-2011 11:22:40 GMT +0530

User Reference Number:
Source Account: 000201 TBR TBR000347

Beneficiary Details
Beneficiary Name: BEN1

Draft Details
Draft Favouring ABC
Draft Payable at INDIA City: Bangalore
Draft Amount: 121
Draft Currency: USD
Pay now: 03-12-2007

Other Details
Remitter's Instruction: International Draft
Narrative: International Draft

Delivery Details
Mode of Delivery Post/Courier
Name: CORPORATE 1
Address: P BOX NO 111
LONDON
UNITED KINGDOM
City:
Country: GB
Zip/Postal Code: 4000121
Email: abc@cd.com

Template Access Type:

OK

Disclaimer

3. Click the **OK** button. The system displays **International Draft** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

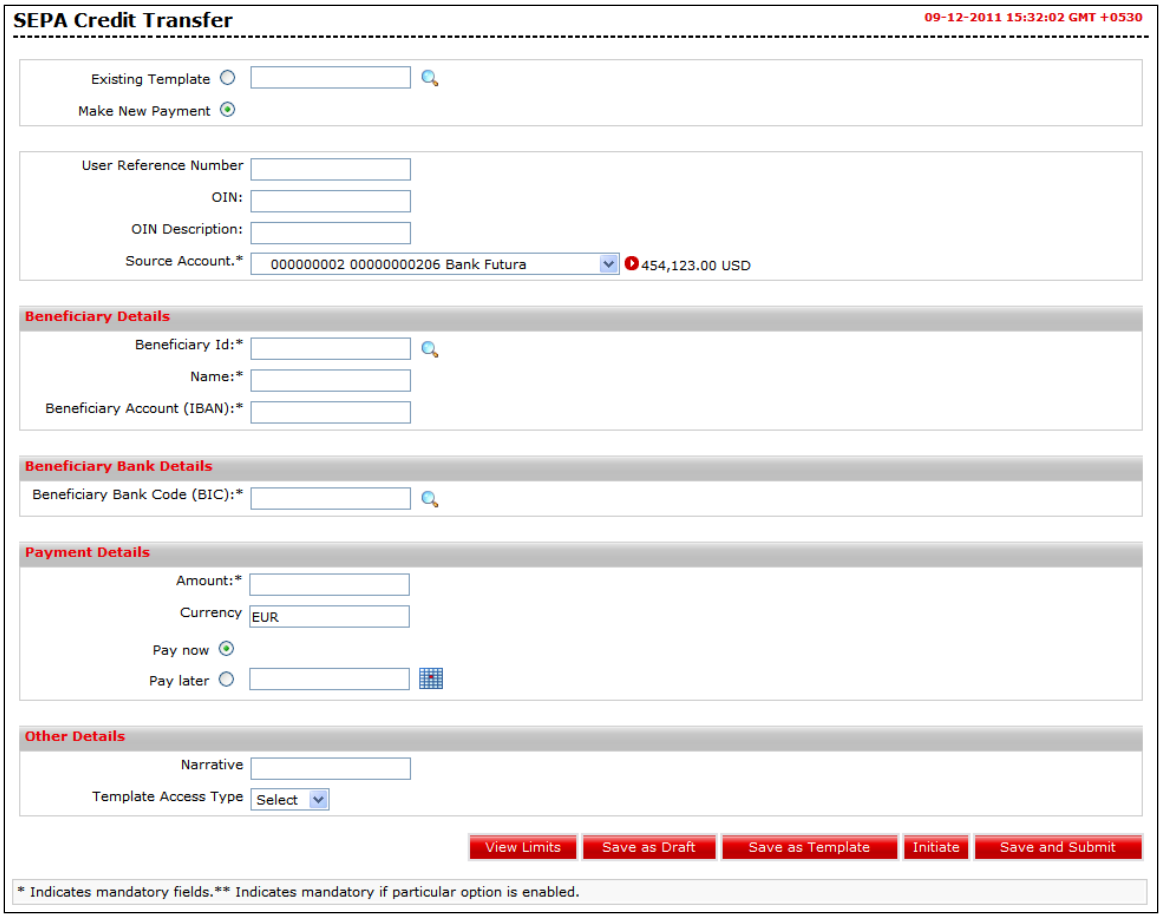
13. SEPA Credit Transfer

This option is used for the SEPA credit transfer. The credit transfer is an instruction from a customer to their bank authorizing the bank to debit amount from the customer's account, and pass on the credit to his beneficiary account in another Bank or Financial Institution.

To view SEPA Credit Transfer:

Navigate through **Payments > Within Country > 13. SEPA Credit Transfer**. The system displays **SEPA Credit Transfer** screen.

SEPA Credit Transfer



Field Description

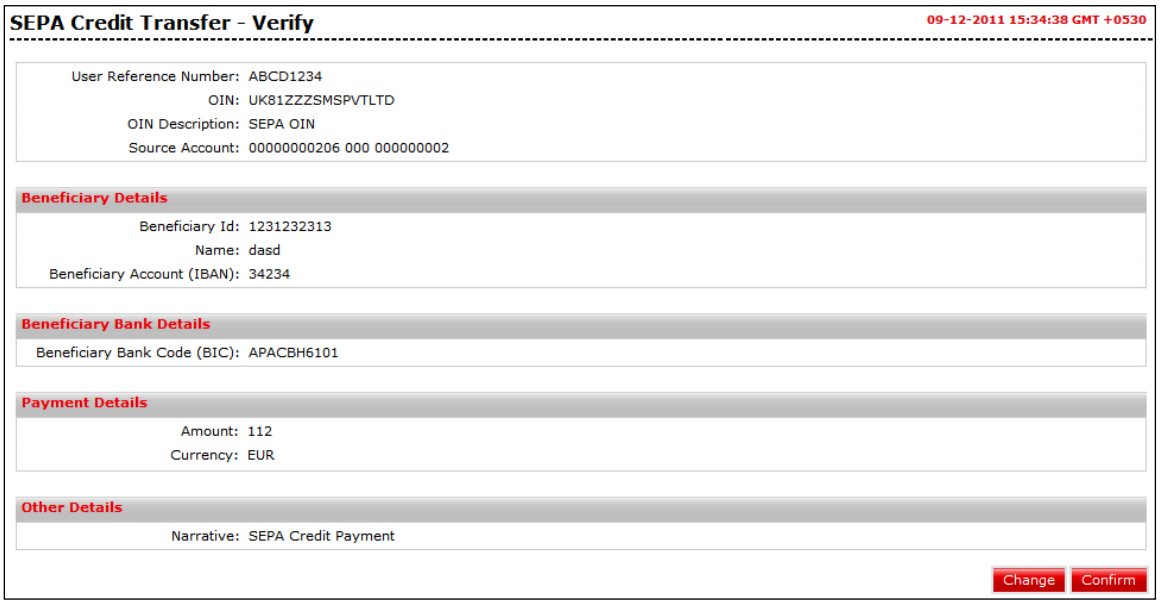
Field Name	Description
One of the radio buttons has to be selected from the following two options.	
Existing Template	[Optional, Radio Button] Click the **Existing Template** radio button to select the existing payment template for funds transfer.
Make New Payment	[Optional, Radio Button] Click the Make New Payment radio button to make a new funds transfer entry.
User Reference Number	[Optional, Alphanumeric, 40] Type the user reference number which identifies this transaction.
OIN	[Optional, Alphanumeric, 35] Type the originator identification number.
OIN Description	[Optional, Alphanumeric, 40] Type the description originator identification number.

Field Name	Description
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	
Beneficiary ID	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
Name	[Mandatory, Alphanumeric, 35] Type the name of the beneficiary.
Beneficiary Account (IBAN)	[Mandatory, Alphanumeric, 35] Type the beneficiary IBAN number.
Beneficiary Bank Details	
Beneficiary Bank Code (BIC)	[Mandatory, Lookup] Click the lookup button to select the beneficiary bank code.
Payment Details	
Amount	[Mandatory, Numeric, 15, Two] Type the amount for the credit transfer.
Currency	[Display] This field displays the currency.
One of the radio buttons has to be selected from the following two options.	
Pay Now	[Optional, Radio Button] Click the **Pay Now** radio button to set earliest date.
Pay Later	[Optional, Radio Button, Pick List] Click the **Pay Later** radio button to set date. Select the date from the pick list.
Other Details	
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.

Field Name	Description
Template Access Type	[Mandatory, Drop-Down] Select the template access type from the drop-down list. The option are as follows: • Public • Private

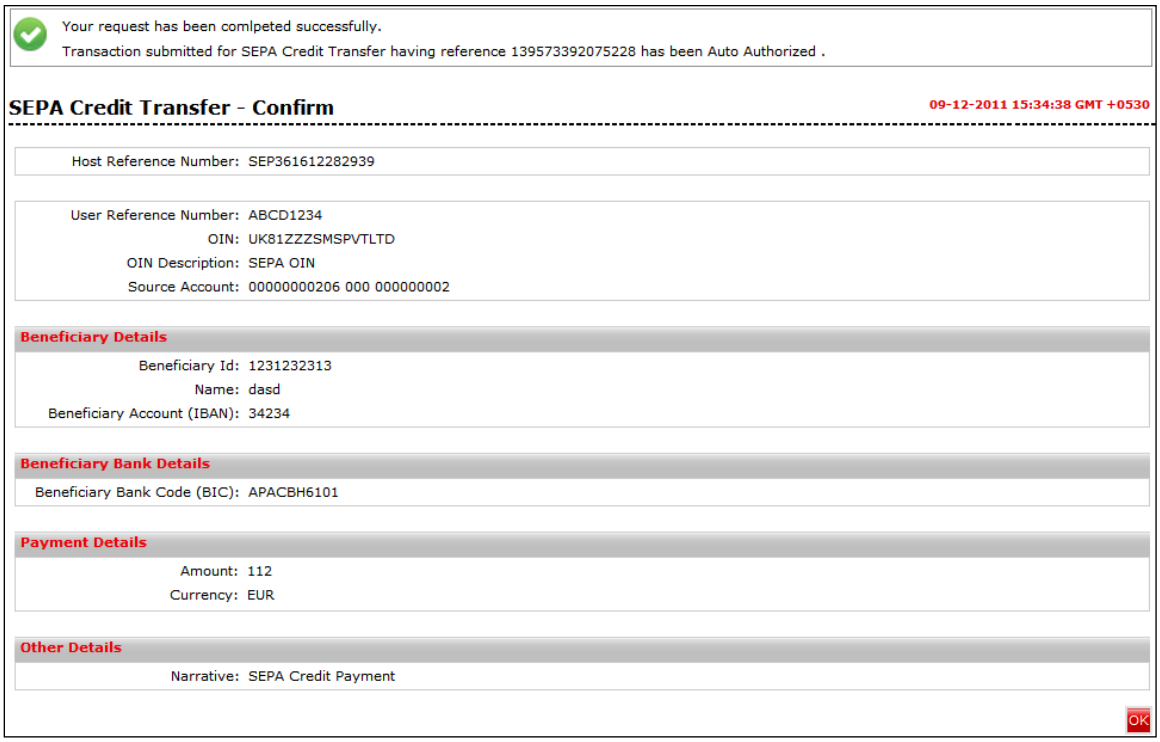
5. Click the **Initiate** button. The system displays **SEPA Credit Transfer - Verify** screen.

SEPA Credit Transfer - Verify



6. Click the **Confirm** button. The system displays the **SEPA Credit Transfer - Confirm** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

SEPA Credit Transfer - Confirm



7. Click the **OK** button. The system displays **SEPA Credit Transfer** screen.
8. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

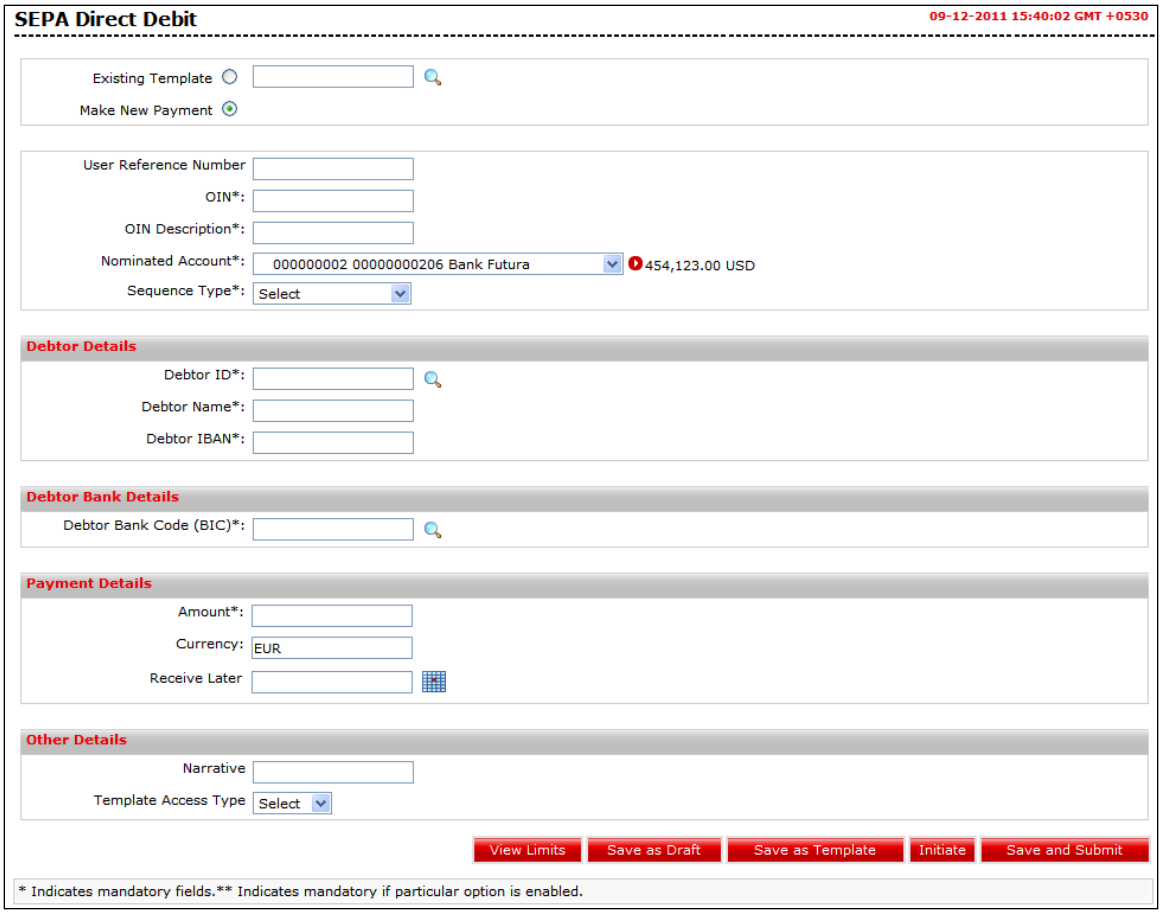
14. SEPA Direct Debit

This option is used for direct debit. The direct debit is an instruction from a customer to the bank authorizing an organization to collect varying amounts from its account, as long as the customer has been given advance notice of the collection amounts and dates.

To view SEPA Direct Debit:

Navigate through **Payments > Within Country > SEPA Direct Debit**. The system displays **SEPA Direct Debit** screen.

SEPA Direct Debit



Field Description

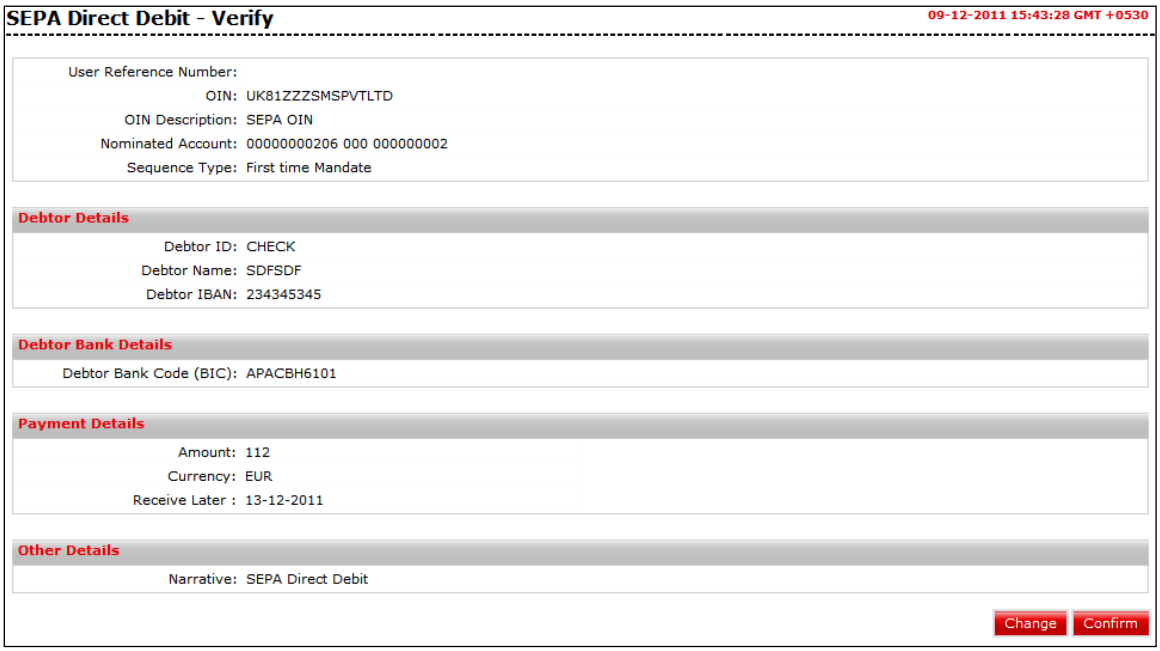
Field Name	Description
One of the radio buttons has to be selected from the following two option.	
Existing Template	[Optional, Radio Button] Click the **Existing Template** radio button to select the existing payment template for funds transfer.
Make New Payment	[Optional, Radio Button] Click the **Make New Payment** radio button to make a new funds transfer entry.
User Reference Number	[Optional, Alphanumeric, 40] Type the user reference number which identifies this transaction.

Field Name	Description
OIN	[Mandatory, Alphanumeric, 35] Type the originator identification number. The OIN is the unique number given to participants who are authorized to use the Direct Debit Scheme.
OIN Description	[Mandatory, Alphanumeric, 40] Type the description originator identification number.
Nominated Account	[Mandatory, Drop-Down] Select the nominated account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected nominated account.
Sequence Type	[Mandatory, Drop-Down] Select the sequence type from the drop-down list.
Debtor Details	
Debtor ID	[Mandatory, Alphanumeric, 10] Type the debtor id.
Debtor Name	[Mandatory, Alphanumeric, 35] Type the name of the debtor.
Debtor IBAN	[Mandatory, Alphanumeric, 50] Type the debtor IBAN number.
Debtor Bank Details	
Debtor Bank Code (BIC)	[Mandatory, Lookup] Click the lookup to select the debtor bank code.
Payment Details	
Amount	[Mandatory, Numeric, 15] Type the amount of the direct debit.
Currency	[Display] This field displays the currency.
Receive Later	[Optional, Pick List] Select the future date from the pick list.
Other Details	
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.

Field Name	Description
Template Access Type	[Mandatory, Drop-Down] Select the template access type from the drop-down list. The option are as follows: • Public • Private

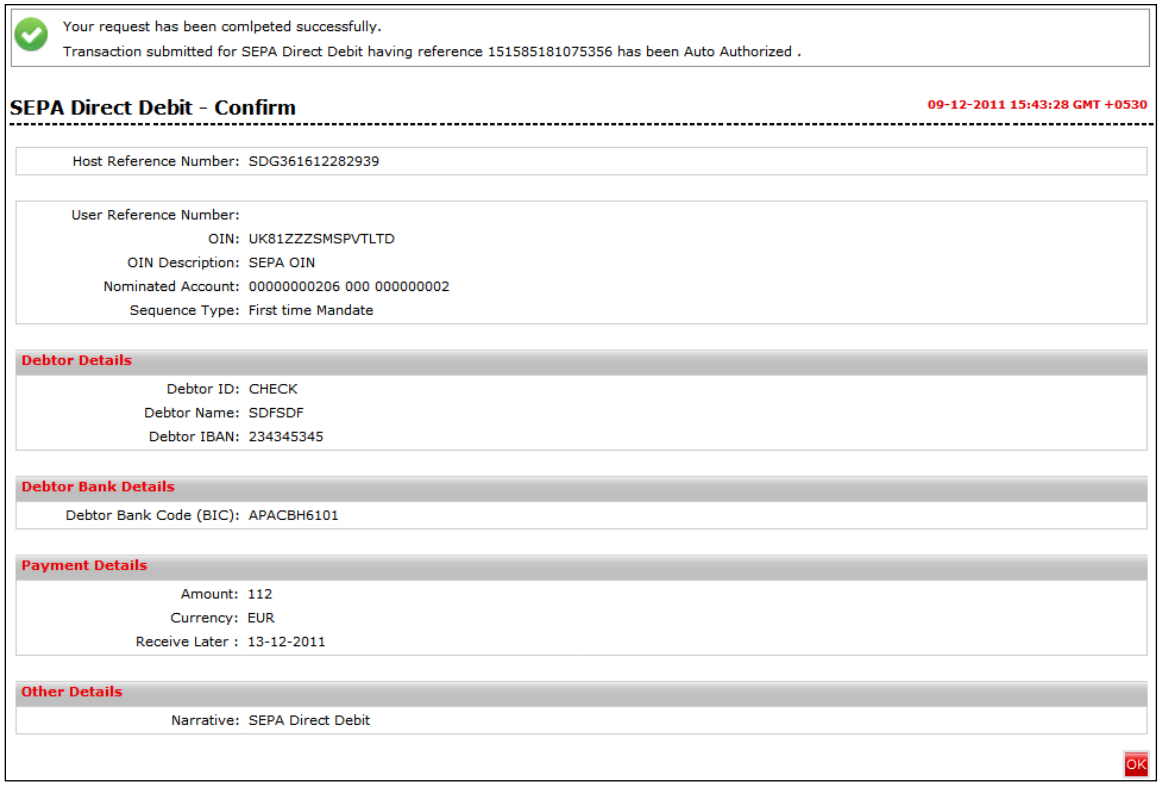
1. Click the **Initiate** button. The system displays the **SEPA Direct Debit – Verify** screen.

SEPA Direct Debit - Verify



2. Click the **Confirm** button. The system displays the **SEPA Direct Debit - Confirm** screen with the status message.
   OR
   Click the **Change** button to navigate to the previous screen.

SEPA Direct Debit - Confirm



3. Click the **OK** button. The system displays the **SEPA Direct Debit** screen.
4. Refer **Additional Options** section for options like Save as Draft/Templates, Save and Submit, View Limits.

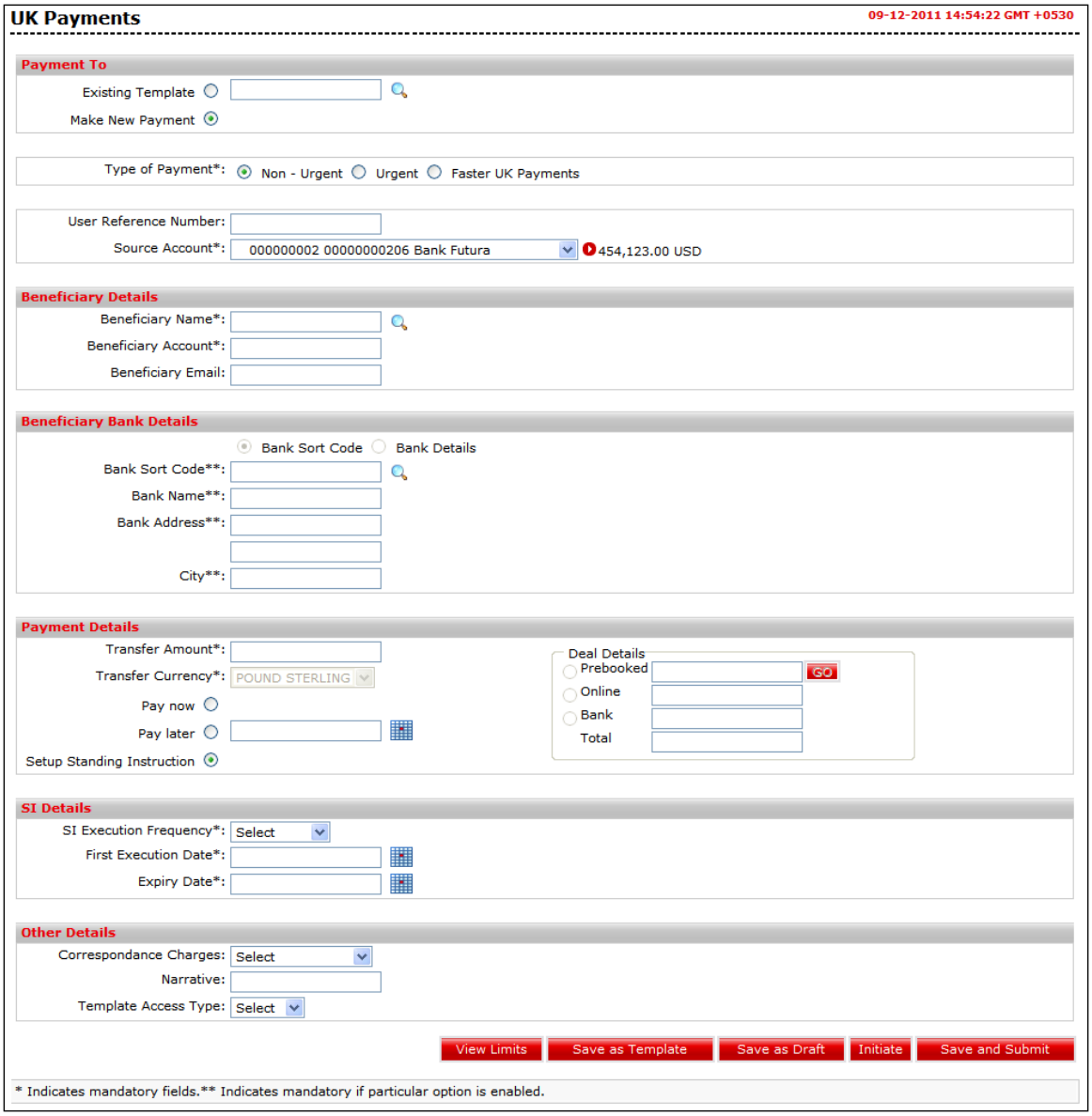
15. UK Payments

This option is used to initiate the payment through payment networks available in UK.

To view UK Payments:

Navigate through **Payments > Within Country > UK Payments**. The system displays **UK Payments** screen.

UK Payments



Field Description

Field Name	Description
One of the radio buttons has to be selected from the following two options.	
Existing Template	[Optional, Radio Button] Click the **Existing Template** option button to select the existing payment template for funds transfer.

Field Name	Description
Make New Payment	[Optional, Radio Button] Click the **Make New Payment** to create the new payment template.
Type of Payments	[Mandatory, Radio Button] Select the type of payment. The options are as follows: • Non - Urgent • Urgent • Faster UK Payments
User Reference Number	[Optional, Alphanumeric, 40] Type the user reference number which identifies this transaction.
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	
Beneficiary Name	[Mandatory, Lookup] Click the lookup button to select the beneficiary name.
Beneficiary Account	[Display] This field displays the beneficiary account.
Beneficiary Email	[Display] This field displays the beneficiary email.

The following fields are displayed if the **Non – Urgent** OR **Faster UK payment** radio button is selected as a payment type**.**

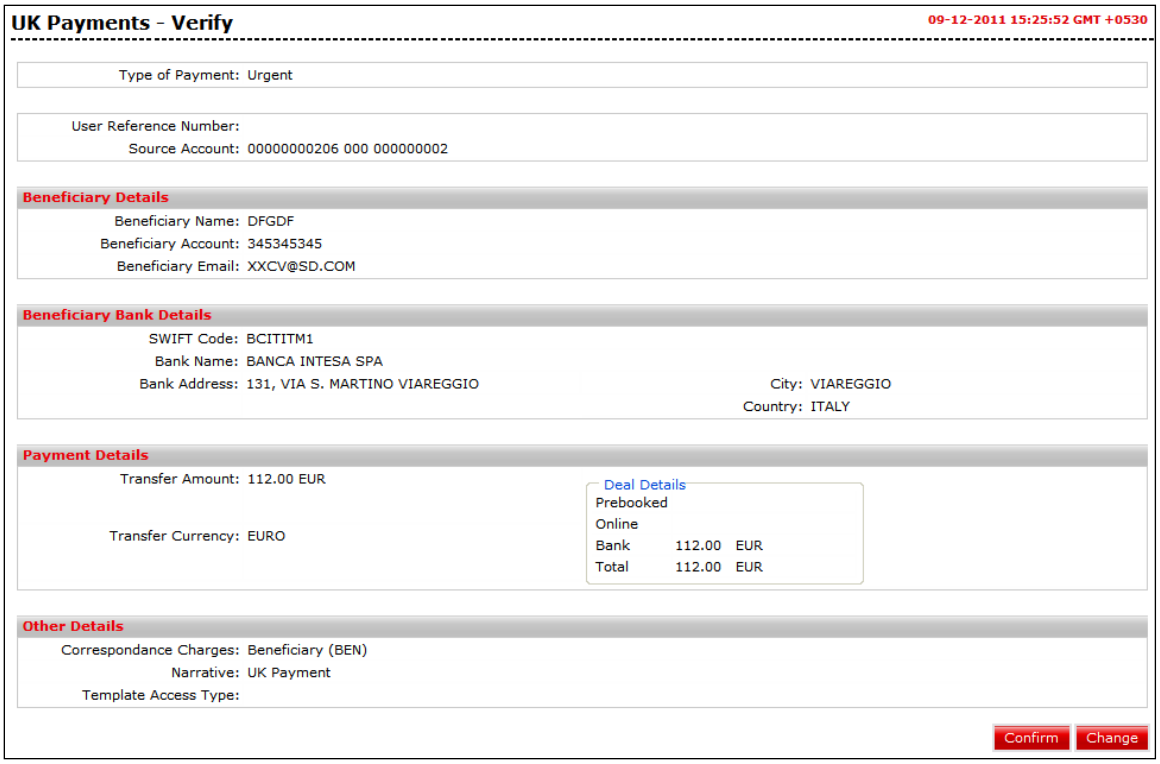
Beneficiary Bank Details	
Beneficiary Bank Details	[Mandatory, Radio Button] Select the beneficiary bank details. The options are as follow: • Bank Sort Code • Bank Details
Bank Sort Code	[Conditional, Lookup] Click the lookup button to select the bank code. This field is enabled if the **Bank Sort Code** is selected.

Field Name	Description
Bank Name	[Conditional, Alphanumeric, 40] Type the bank name. This field is enabled if the **Bank Details** is selected.
Bank Address	[Conditional, Alphanumeric, 40] Type the bank address. This field is enabled if the **Bank Details** is selected.
City	[Conditional, Alphanumeric, 40] Type the city. This field is enabled if the **Bank Details** is selected.
The following fields are displayed if **Urgent** radio button is selected as a payment type.	
SWIFT Code	[Mandatory, Lookup] Click the lookup to select the SWIFT code.
Bank Name	[Display] This field displays the bank name.
Bank Address	[Display] This field displays the bank address.
City	[Display] This field displays the name of the city.
Country	[Display] This field displays the name of the country.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Type the amount for the credit transfer.
Transfer Currency	[Display] This field displays the transfer currency.
One of the radio buttons has to be selected from the following option.	
Pay Now	[Optional, Radio Button] Select **Pay Now** radio button to set earliest date.
Pay Later	[Optional, Radio Button, Pick List] Select **Pay Later** radio button to set date. Select the date from the pick list.

Field Name	Description
Setup Standing Instruction	[Optional, Radio Button] Select **Setup Standing Instruction** radio button for setting up an instructions.
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. This field is enabled if the **Setup Standing Instructions** is selected.
First Execution Date	[Conditional, Pick List] Select the first execution date from the pick list. This field is enabled if the **Setup Standing Instructions** is selected.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the **Setup Standing Instruction** option.
Other Details	
Correspondence Charges	[Optional, Drop-Down] Select the correspondence charges from the drop-down list.
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
Template Access Type	[Optional, Drop-Down] Select the template access type from the drop-down list. The option are as follows: • Public • Private

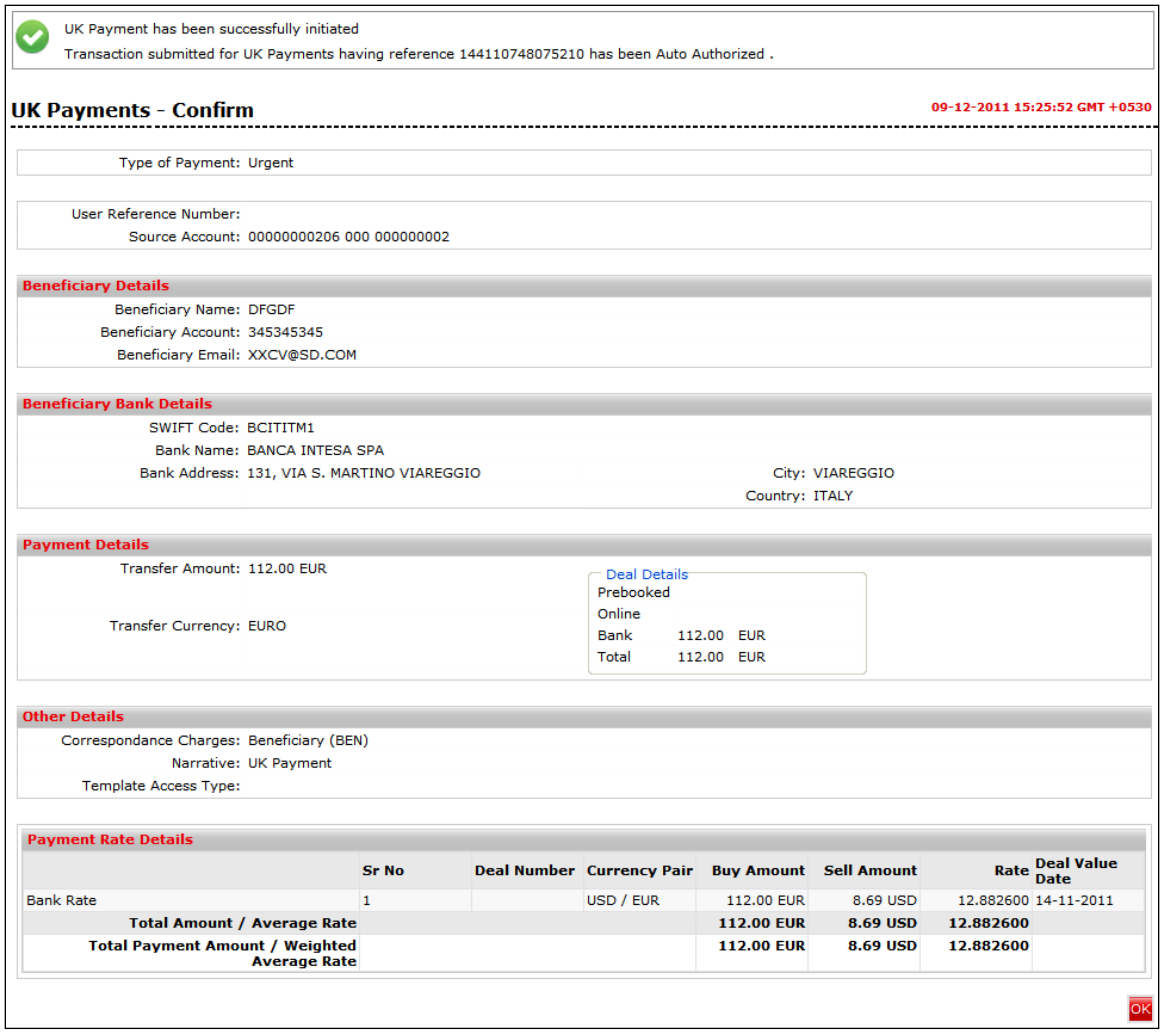
1. Click the **Initiate** button. The system displays **UK Payments - Verify** screen.

UK Payments – Verify



2. Click the **Confirm** button. The system displays **UK Payments – Confirm** screen.
   OR.
   Click the **Cancel** button to navigate to the previous screen.

UK Payments - Confirm



UK Payment has been successfully initiated

Transaction submitted for UK Payments having reference 144110748075210 has been Auto Authorized .

UK Payments - Confirm 09-12-2011 15:25:52 GMT +0530

Type of Payment: Urgent

User Reference Number:
Source Account: 00000000206 000 000000002

Beneficiary Details

Beneficiary Name: DFGDF
Beneficiary Account: 345345345
Beneficiary Email: XXCV@SD.COM

Beneficiary Bank Details

SWIFT Code: BCITITM1
Bank Name: BANCA INTESA SPA
Bank Address: 131, VIA S. MARTINO VIAREGGIO
City: VIAREGGIO
Country: ITALY

Payment Details

Transfer Amount: 112.00 EUR
Transfer Currency: EURO

Deal Details
Prebooked
Online
Bank 112.00 EUR
Total 112.00 EUR

Other Details

Correspondance Charges: Beneficiary (BEN)
Narrative: UK Payment
Template Access Type:

Payment Rate Details

	Sr No	Deal Number	Currency Pair	Buy Amount	Sell Amount	Rate	Deal Value Date
Bank Rate	1		USD / EUR	112.00 EUR	8.69 USD	12.882600	14-11-2011
Total Amount / Average Rate				**112.00 EUR**	**8.69 USD**	**12.882600**	
Total Payment Amount / Weighted Average Rate				**112.00 EUR**	**8.69 USD**	**12.882600**	

OK

3. Click the **OK** button. The system displays **UK Payments** screen.
4. Refer **Additional Options** sections for options like Save as Draft/Templates, Save and Submit, View Limits.

Note: Online Integration for this transaction with FLEXCUBE UBS is not available currently.

16. View Standing Instruction

Standing Instruction facility allows you to intimate the bank in advance to transfer funds between your current and savings accounts in the bank periodically. Whenever these kind of periodic transactions are to be affected, you can instruct the bank to do the same by setting up a standing instruction (SI). This section enables to view and cancel the standing instruction.

To view Standing Instruction:

Navigate through **Payments > Recurring Transfer and Payments > View Standing Instruction**. The system displays **View Standing Instruction** screen.

Standing Instructions View

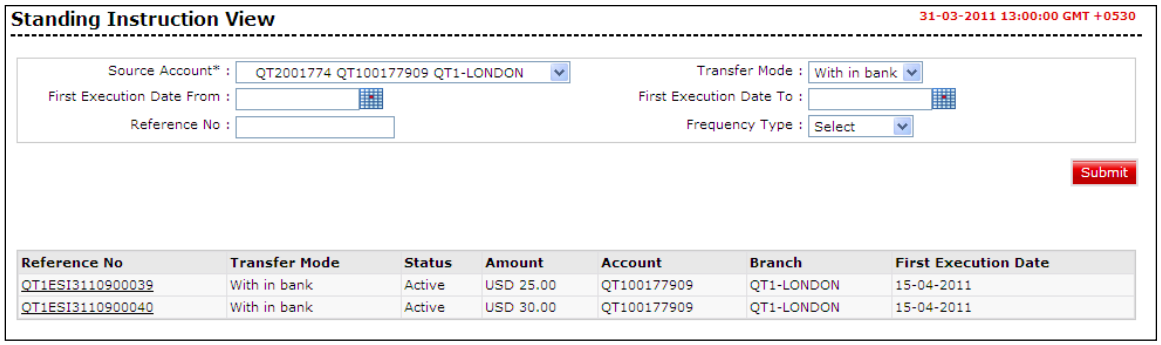
Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Select the source account from which funds are transferred.
Transfer Mode	[Optional, Drop-Down] Select the type of transfer from the drop-down list.

Field Name	Description
First Execution Date From	[Optional, Pick list] Select the start date for the standing instruction from the pick list.
First Execution Date To	[Optional, Pick list] Select the end date for the standing instruction from the pick list.
Reference No	[Optional, Numeric] Type the standing instruction reference number.
Frequency Type	[Optional, Drop-Down] Select the execution SI frequency from drop down list.

1. Click the **Submit** button. The system displays **Standing Instructions View** screen with the details.

Standing Instruction View



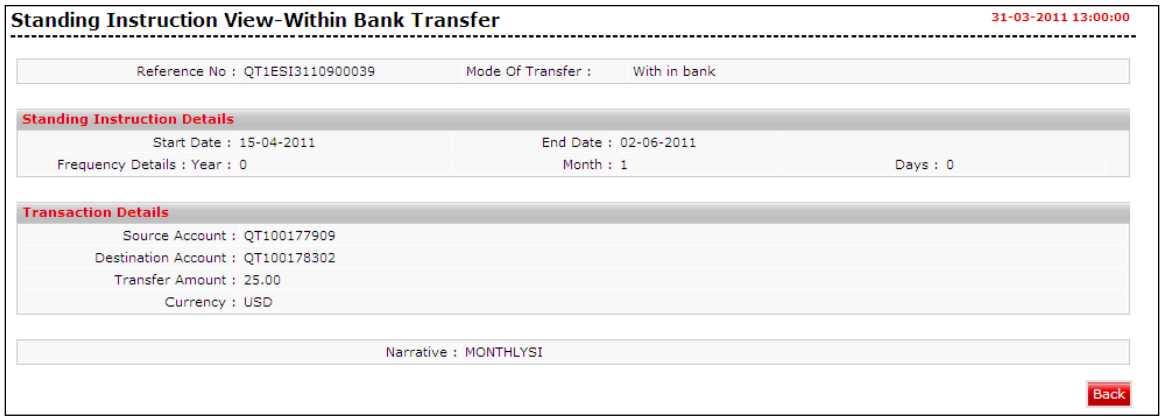
Field Description

Field Name	Description
Reference No	[Display] This field displays the standing instruction reference number.
Transfer Mode	[Display] This field displays the type of transfer.
Status	[Display] This field displays the status of SI.
Amount	[Display] This field displays the amount of the SI.
Account	[Display] This field displays Source account from which funds are transferred.

Field Name	Description
Branch	[Display] This field displays the branch name of the source account.
First Execution Date	[Display] This field displays the initiation date of SI.

2. Click the **Reference No** link to view the details of SI. The system displays **Standing Instructions View – within Bank Transfer** screen.

Standing Instructions View



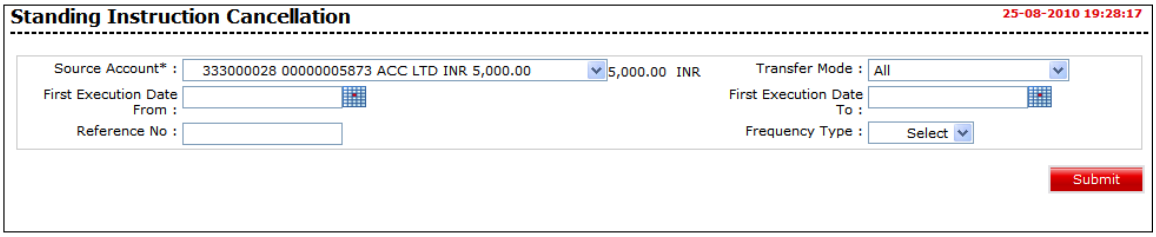
3. Click the **Back** button to go to the previous screen.

17. Standing Instruction Cancellation

To cancel standing instruction:

Navigate through **Payments** > **Recurring Transfer and Payments** > **Standing Instruction Cancellation.** The system displays **Standing Instruction Cancellation** screen**.**

Standing Instructions Cancellation



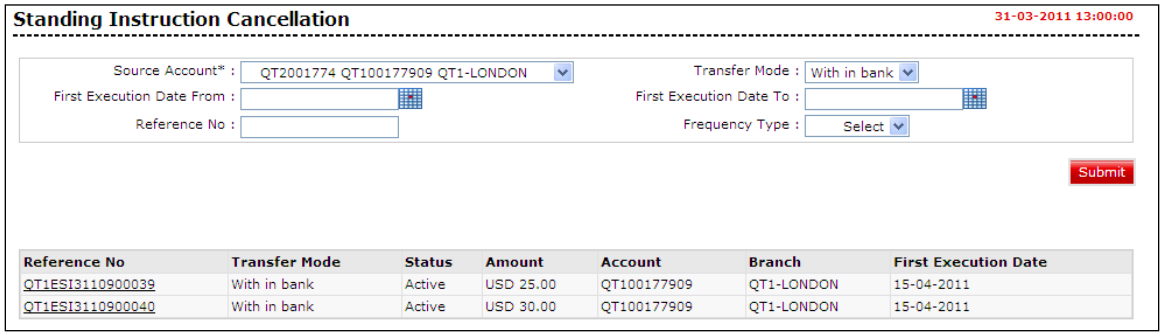
Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Select the source account from which funds are transferred
Transfer Mode	[Optional, Drop-Down] Select the type of transfer.

Field Name	Description
First Execution Date From	[Optional, Pick list] Select the first execution date from which the search should begin from the pick list.
First Execution Date To	[Optional, Pick list] Select the end date for the first execution from the pick list.
Reference No	[Optional, Numeric] Type the standing instruction reference number.
Frequency Type	[Optional, Drop-Down] Select the execution SI frequency from drop down list.

1. Click the **Submit** button. The system displays Standing Instructions for cancellation in the **Standing Instruction Cancellation** screen.

Standing Instructions Cancellation



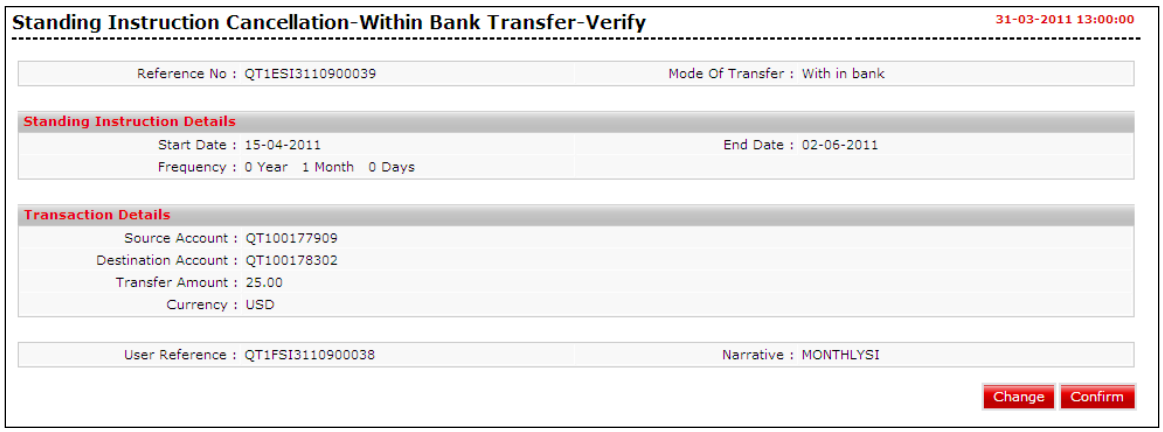
Field Description

Field Name	Description
Reference No	[Display] This field displays the standing instruction reference number.
Transfer Mode	[Display] This field displays the type of transfer.
Status	[Display] This field displays the status of SI.
Amount	[Display] This field displays the amount of SI.
Account	[Display] This field displays Source account from which funds are transferred.

Field Name	Description
Branch	[Display] This field displays the branch name of the source account.
First Execution Date	[Display] This field displays the initiation date of SI.

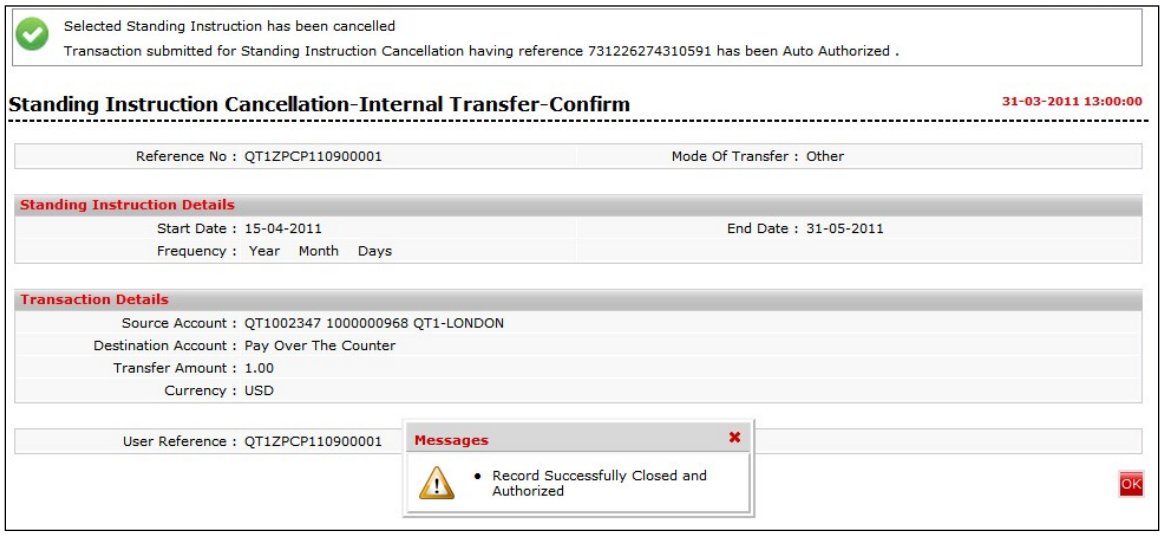
2. Click the **Reference No link** of SI that has to be cancelled. The system displays **Standing Instruction Cancellation – Within Bank Transfer – Verify** screen.

Standing Instructions Cancellation- Within Bank Transfer - Verify



3. Click **Confirm** to cancel the Standing Instruction. The system displays **Standing Instruction Cancellation – within Bank Transfer – Confirm** screen.
   OR
   Click the **Change** to change the Standing Instruction that has to be cancelled.

Standing Instructions Cancellation - Confirm



4. Click the **OK** button. The system displays initial **Standing Instruction Cancellation** screen.

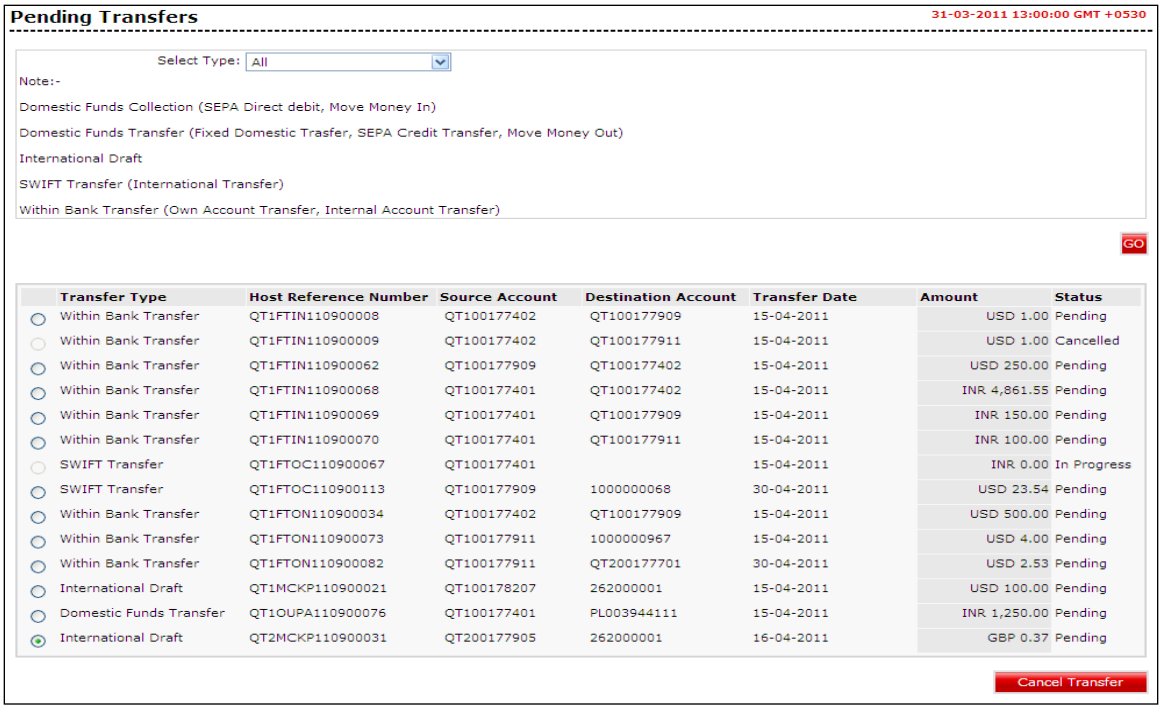
18. Pending Transfers

This section enables the customers to view the pending transfers whether it is move money in or move money out and group them for clarity purpose. It also allows canceling any pending transfers from the system.

To view Pending Transfers:

Navigate through **Payments > Pending Transfers**.

Pending Transfers



Pending Transfers 31-03-2011 13:00:00 GMT +0530

Select Type: All

Note:-

Domestic Funds Collection (SEPA Direct debit, Move Money In)

Domestic Funds Transfer (Fixed Domestic Trasfer, SEPA Credit Transfer, Move Money Out)

International Draft

SWIFT Transfer (International Transfer)

Within Bank Transfer (Own Account Transfer, Internal Account Transfer)

GO

	Transfer Type	Host Reference Number	Source Account	Destination Account	Transfer Date	Amount	Status
○	Within Bank Transfer	QT1FTIN110900008	QT100177402	QT100177909	15-04-2011	USD 1.00	Pending
	Within Bank Transfer	QT1FTIN110900009	QT100177402	QT100177911	15-04-2011	USD 1.00	Cancelled
○	Within Bank Transfer	QT1FTIN110900062	QT100177909	QT100177402	15-04-2011	USD 250.00	Pending
○	Within Bank Transfer	QT1FTIN110900068	QT100177401	QT100177402	15-04-2011	INR 4,861.55	Pending
○	Within Bank Transfer	QT1FTIN110900069	QT100177401	QT100177909	15-04-2011	INR 150.00	Pending
○	Within Bank Transfer	QT1FTIN110900070	QT100177401	QT100177911	15-04-2011	INR 100.00	Pending
	SWIFT Transfer	QT1FTOC110900067	QT100177401		15-04-2011	INR 0.00	In Progress
○	SWIFT Transfer	QT1FTOC110900113	QT100177909	1000000068	30-04-2011	USD 23.54	Pending
○	Within Bank Transfer	QT1FTON110900034	QT100177402	QT100177909	15-04-2011	USD 500.00	Pending
○	Within Bank Transfer	QT1FTON110900073	QT100177911	1000000967	15-04-2011	USD 4.00	Pending
○	Within Bank Transfer	QT1FTON110900082	QT100177911	QT200177701	30-04-2011	USD 2.53	Pending
○	International Draft	QT1MCKP110900021	QT100178207	262000001	15-04-2011	USD 100.00	Pending
○	Domestic Funds Transfer	QT1OUPA110900076	QT100177401	PL003944111	15-04-2011	INR 1,250.00	Pending
◉	International Draft	QT2MCKP110900031	QT200177905	262000001	16-04-2011	GBP 0.37	Pending

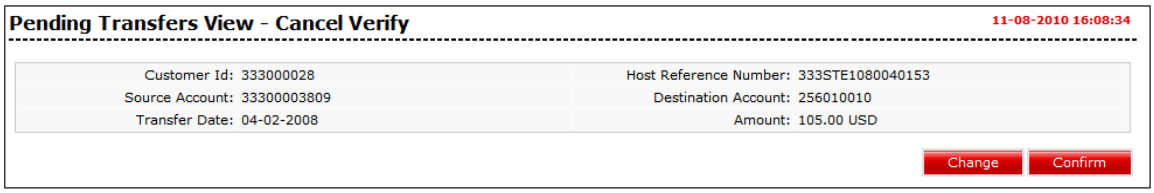
Cancel Transfer

Field Description

Field Name	Description
Transfer Type	[Display] This column displays the type of transfer.
Host Reference Number	[Display] This column displays the host reference number.
Source Account	[Display] This column displays the source account for the transaction.
Destination Account	[Display] This column displays the destination account for the transaction.
Transfer Date	[Display] This column displays the transfer date for the transaction.
Amount	[Display] This column displays the amount of the transaction.
Status	[Display] This column displays the reason due to which the transfer is pending.

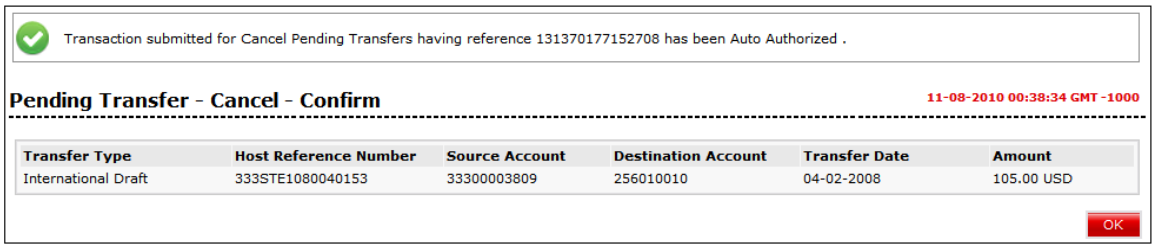
1. Select any of the Transfer Type radio button of which the transfer is to be canceled.
2. Click the **Cancel Transfer** button. The system displays the **Pending Transfer View – Cancel Verify** screen.

Pending Transfers View – Cancel Verify



3. Click the **Confirm** button. The system displays **Pending Transfer - Cancel – Confirm** screen.
   OR
   Click the **Change** to change the entered details.

Pending Transfers – Cancel - Confirm



4. Click the **OK** button. The system displays **Pending Transfer** screen.

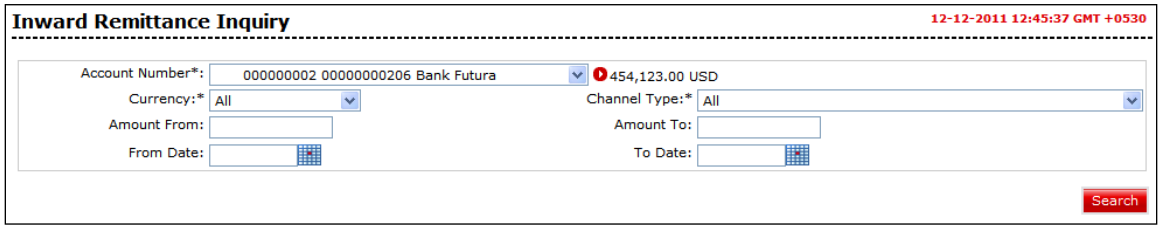
19. Inward Remittance Inquiry

Using this option, you can inquire on inward remittance received on an account.

To view Inward Remittance Inquiry:

Navigate through **Collection and Remittances > Inward Remittance Inquiry**.

Inward Remittance Inquiry



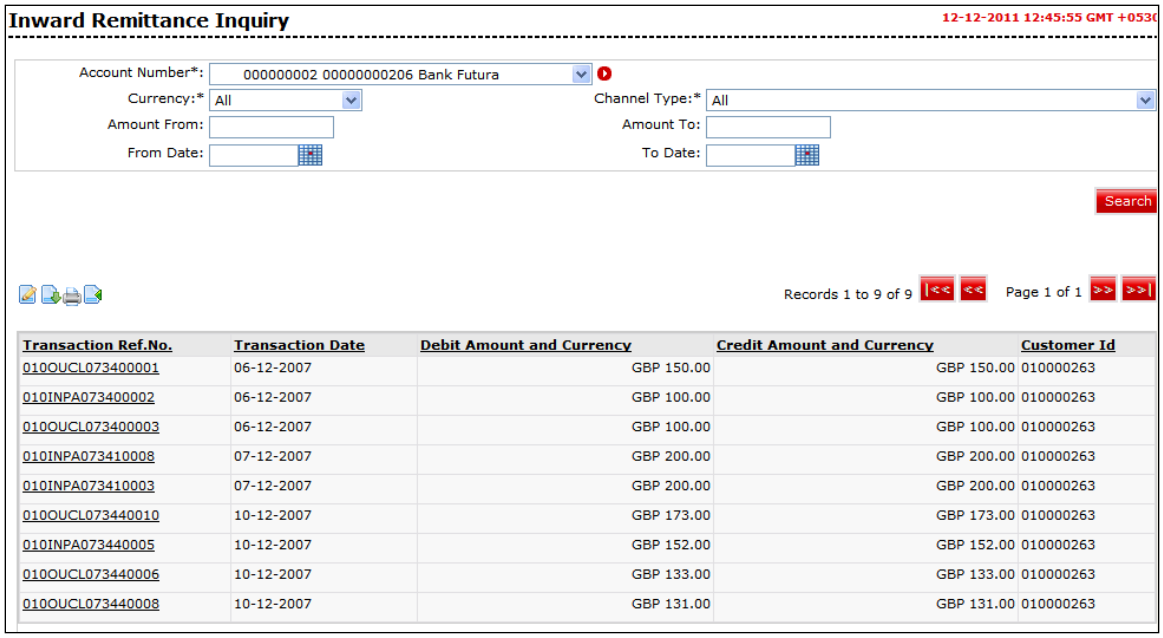
Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Select the account number from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected account.
Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list.
Channel Type	[Mandatory, Drop-Down] Select the channel type from the drop-down list.
Amount From	[Optional, Numeric, 15] Type the minimum amount range for search criteria.
Amount To	[Optional, Numeric, 15] Type the maximum amount range for search criteria. Note: The amount to set here cannot be less than the amount from.
From Date	[Optional, Pick list] Select the start date of the period, for which you want to view the inward remittance inquiry, from the pick list. The start date should not be greater than the current date.

Field Name	Description
To Date	[Optional, Pick list] Select the end date of the period, for which you want to view the inward remittance inquiry, from the pick list. The end date should be greater than or equal to start date.

1. Click the **Search** button. The system displays the **Inward Remittance Inquiry** results screen.

Inward Remittance Inquiry



Transaction Ref.No.	Transaction Date	Debit Amount and Currency	Credit Amount and Currency	Customer Id
010OUCL073400001	06-12-2007	GBP 150.00	GBP 150.00	010000263
010INPA073400002	06-12-2007	GBP 100.00	GBP 100.00	010000263
010OUCL073400003	06-12-2007	GBP 100.00	GBP 100.00	010000263
010INPA073410008	07-12-2007	GBP 200.00	GBP 200.00	010000263
010INPA073410003	07-12-2007	GBP 200.00	GBP 200.00	010000263
010OUCL073440010	10-12-2007	GBP 173.00	GBP 173.00	010000263
010INPA073440005	10-12-2007	GBP 152.00	GBP 152.00	010000263
010OUCL073440006	10-12-2007	GBP 133.00	GBP 133.00	010000263
010OUCL073440008	10-12-2007	GBP 131.00	GBP 131.00	010000263

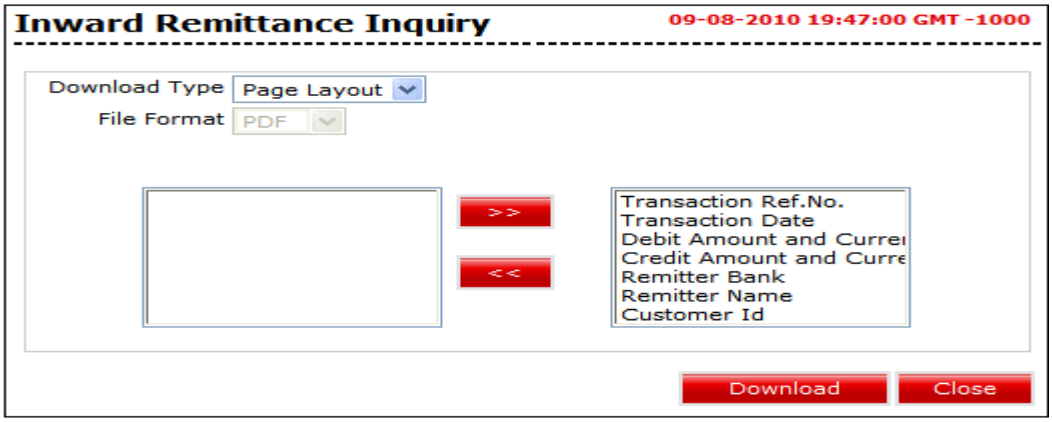
Column Description

Column Name	Description
Transaction Ref. No.	[Display] This column displays the transaction reference number.
Transaction Date	[Display] This column displays the transaction date.
Debit Amount and Currency	[Display] This column displays the currency and amount.
Credit Amount and Currency	[Display] This column displays the credit currency and amount.
Remitter Bank	[Display] This column displays the name of the Remitter bank.

Column Name	Description
Remitter Name	[Display] This column displays the name of the remitter.

2. Click >> or << to navigate to the next or previous page in the list, respectively.
3. Click |<< or >>| to navigate to the first or last page in the list, respectively.
4. Click the **Download** button, to download the complete statement. The system displays the **Inward Remittance Inquiry** download screen.
5. Click the **reorder** button to reorder the columns or select the columns that appear in the list.
6. Click the **Print** button to print the data.
7. Click on **Edit** button column to edit the number of columns.

Download Inward Remittance Inquiry



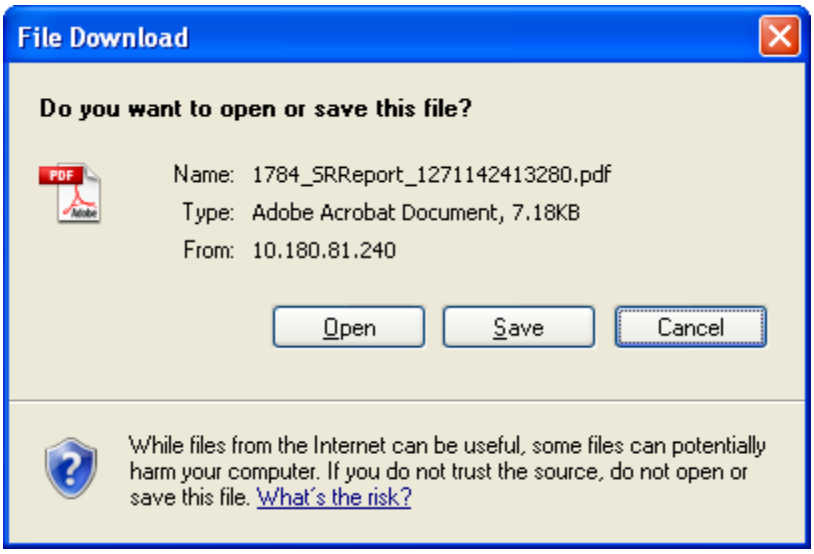
Field Description

Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The options are as follows: • Page Layout

Field Name	Description
File Format	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options are as follows: • PDF • XLS • HTML • RTF

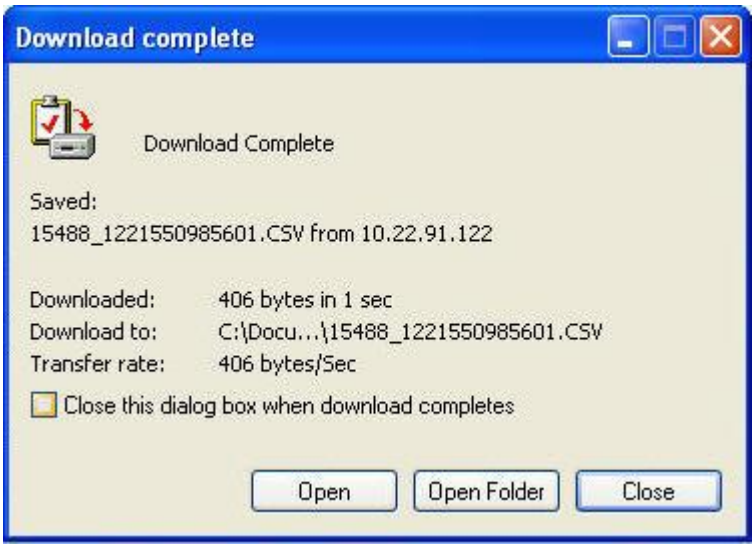
8. Select the download type and file format from the drop-down list.
9. Click the << button to exclude the option from downloading.
10. Click the >> button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.
    OR
    Click the **Close** button to close the downloading.

File Download



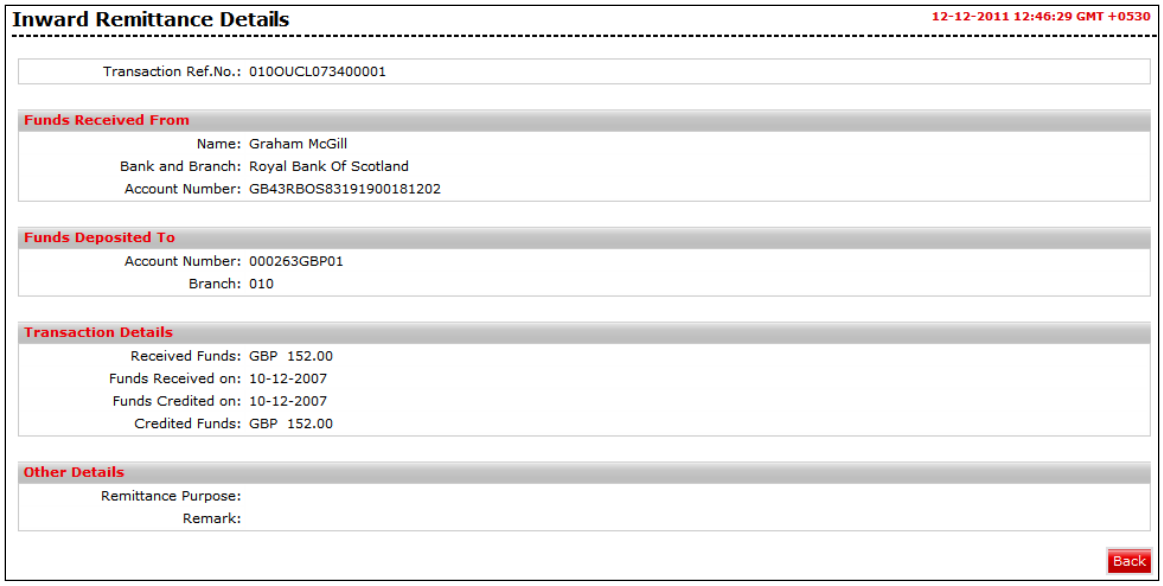
12. Click the **Save** button to save the file on your file system. The system displays the **Save As** dialog box.
13. Enter the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the **Download complete** message box.

Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.
    OR
    Click the **Open Folder** button to open the folder in which the file is saved
    OR
    Click the **Close** button to close the **Download Outward Guarantee** dialog box.
15. Click the **Transaction Ref. No**. hyperlink in the **Inward Remittance Inquiry** screen. The system displays **Inward Remittance Details** screen.

Inward Remittance Detail



Field Description

Field Name	Description
Transaction Ref. No.	[Display] This field displays the transaction reference number for which the data is displayed.
Funds Received From	
Name	[Display] This field displays the name of the remitter.
Bank and Branch	[Display] This field displays the name of the bank and branch of the remitter.
Account Number	[Display] This field displays the amount number of the sender.
Funds Deposited To	
Account Number	[Display] This field displays the amount number of the receiver.
Branch	[Display] This field displays the name of the branch of the receiver.
Transaction Details	

Field Name	Description
Received Funds	[Display] This field displays the amounts of funds received.
Funds Received On	[Display] This field displays the date on which funds are received.
Funds Credited On	[Display] This field displays the date on which the funds are credited on receiver's account.
Credited Funds	[Display] This field displays the amount credited to the account.
Other Details	
Remittance Purpose	
Remark	[Display] This field displays the remarks.

16. Click the **Back** button to go to the previous screen.

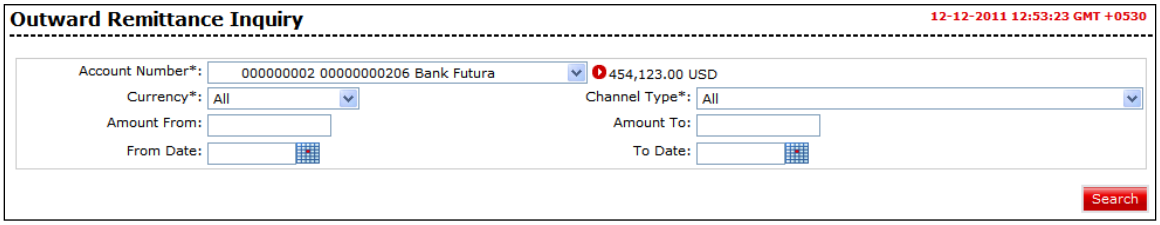
20. Outward Remittance Inquiry

This option provides inquiry of outward remittances sent through various domestic and international channels.

To view Outward Remittance Inquiry:

Navigate through **Collection and Remittances > Outward Remittance Inquiry**.

Outward Remittance Inquiry



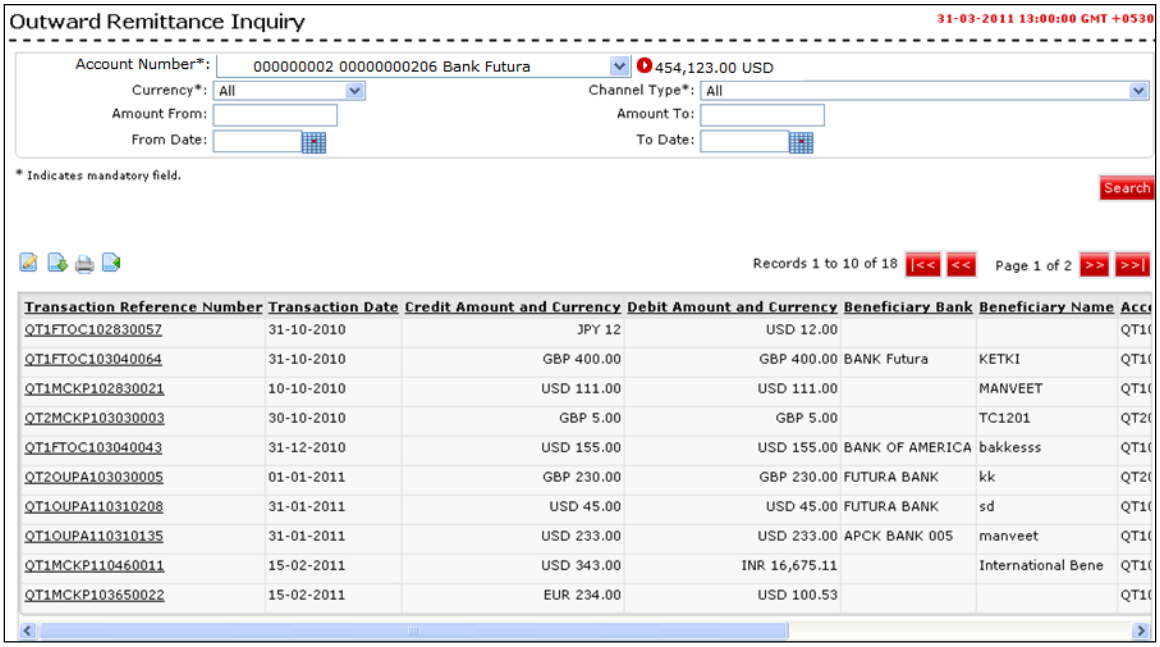
Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Select the account number from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected account.
Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list.

Field Name	Description
Channel Type	[Mandatory, Drop-Down] Select the channel type from the drop-down list.
Amount From	[Optional, Numeric, 15] Type the minimum amount range for search criteria.
Amount To	[Optional, Numeric, 15] Type the maximum amount range for search criteria. Note: The amount to set here cannot be less than the amount from.
From Date	[Optional, Pick list] Select the start date of the period, for which you want to view the Inward Remittance Inquiry, from the pick list. The start date should not be greater than the current date.
To Date	[Optional, Pick list] Select the end date of the period, for which you want to view the Inward Remittance Inquiry, from the pick list. The end date should be greater than or equal to start date.

1. Click the **Search** button to find the list of Outward remittance made by you. The system displays the **Outward Remittance Inquiry** screen with the search result.

Outward Remittance Inquiry



Transaction Reference Number	Transaction Date	Credit Amount and Currency	Debit Amount and Currency	Beneficiary Bank	Beneficiary Name	Acc
QT1FTOC102830057	31-10-2010	JPY 12	USD 12.00			QT1(
QT1FTOC103040064	31-10-2010	GBP 400.00	GBP 400.00	BANK Futura	KETKI	QT1(
QT1MCKP102830021	10-10-2010	USD 111.00	USD 111.00		MANVEET	QT1(
QT2MCKP103030003	30-10-2010	GBP 5.00	GBP 5.00		TC1201	QT2(
QT1FTOC103040043	31-12-2010	USD 155.00	USD 155.00	BANK OF AMERICA	bakkesss	QT1(
QT2OUPA103030005	01-01-2011	GBP 230.00	GBP 230.00	FUTURA BANK	kk	QT2(
QT1OUPA110310208	31-01-2011	USD 45.00	USD 45.00	FUTURA BANK	sd	QT1(
QT1OUPA110310135	31-01-2011	USD 233.00	USD 233.00	APCK BANK 005	manveet	QT1(
QT1MCKP110460011	15-02-2011	USD 343.00	INR 16,675.11		International Bene	QT1(
QT1MCKP103650022	15-02-2011	EUR 234.00	USD 100.53			QT1(

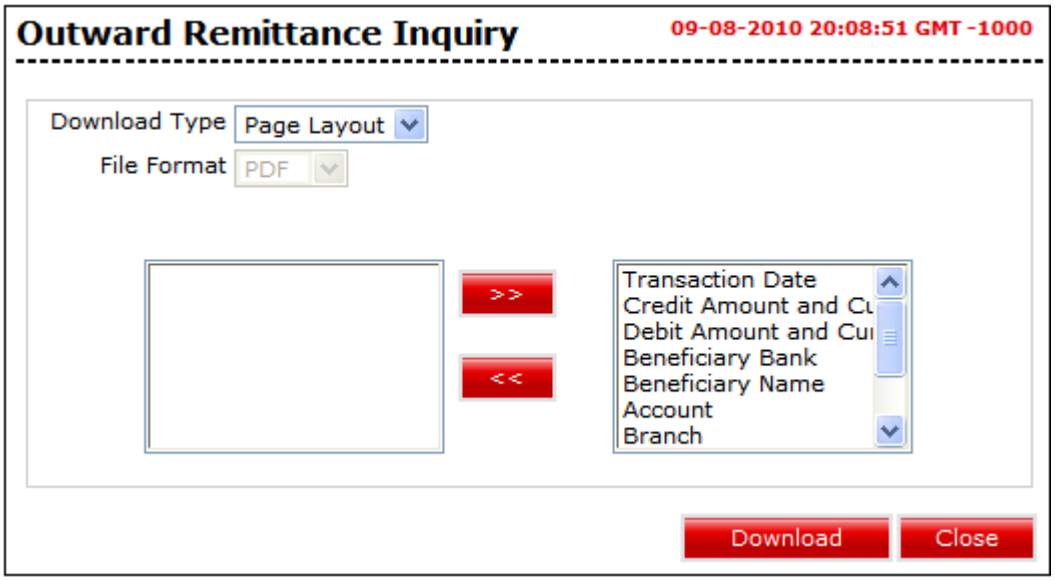
Column Description

Column Name	Description
Transaction Date	[Display] This column displays the transaction date.
Credit Amount and Currency	[Display] This column displays the credit amount and currency.
Debit Amount and Currency	[Display] This column displays the debit amount and currency.
Beneficiary Bank	[Display] This column displays the name of the beneficiary bank.
Beneficiary Name	[Display] This column displays the beneficiary name.
Account	[Display] This column displays the account number of the customer.
Branch	[Display] This column displays the branch to which account belongs.
Customer Id	[Display] This column displays the customer id to which account belongs.

Column Name	Description
Transaction Reference Number	[Display] This column displays the transaction reference number. You can click on this link to view the transaction details.
Remittance Notes	[Display] This field will display any remarks or Notes attached with the remittance.

2. Click or to navigate to the next or previous page in the list, respectively.
3. Click or to navigate to the first or last page in the list, respectively.
4. To download the complete statement, click the Download button. The system displays the Outward Remittance Inquiry dialog screen.
5. Click the **reorder** button to reorder the columns or select the columns that appear in the list.
6. Click the **Print** button to print the data.
7. Click on **Edit** button column to edit the number of columns.

Outward Remittance Inquiry Download

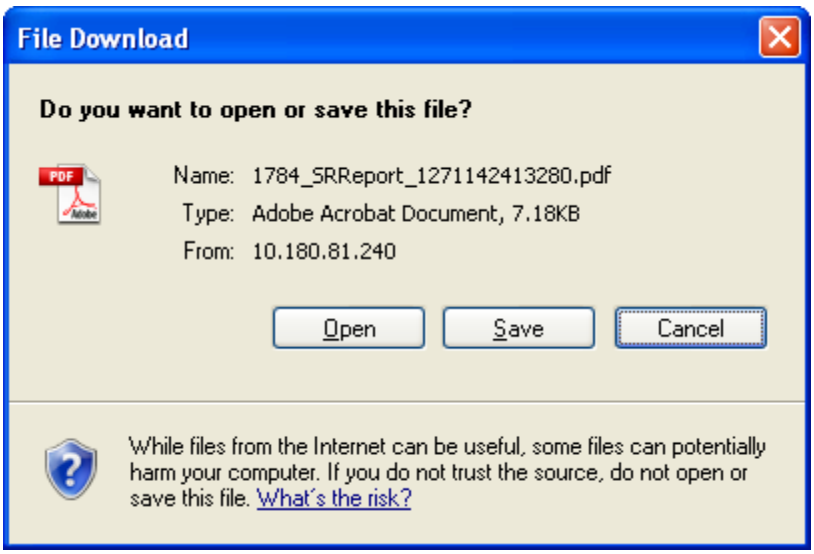


Field Description

Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The options are as follows: • Page Layout
File Format	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are • PDF • XLS • HTML • RTF

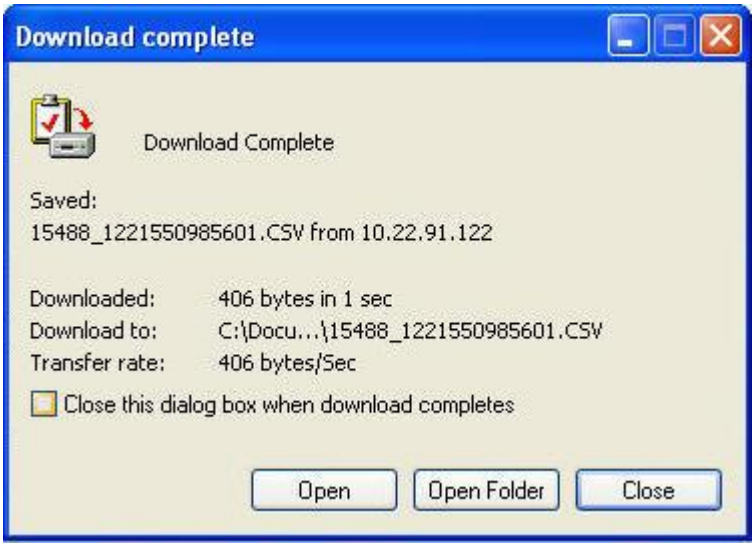
8. Select the download type and file format from the drop-down list.
9. Click the << button to exclude the option from downloading.
10. Click the >> button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.
    OR
    Click the **Close** button to close the downloading.

File Download



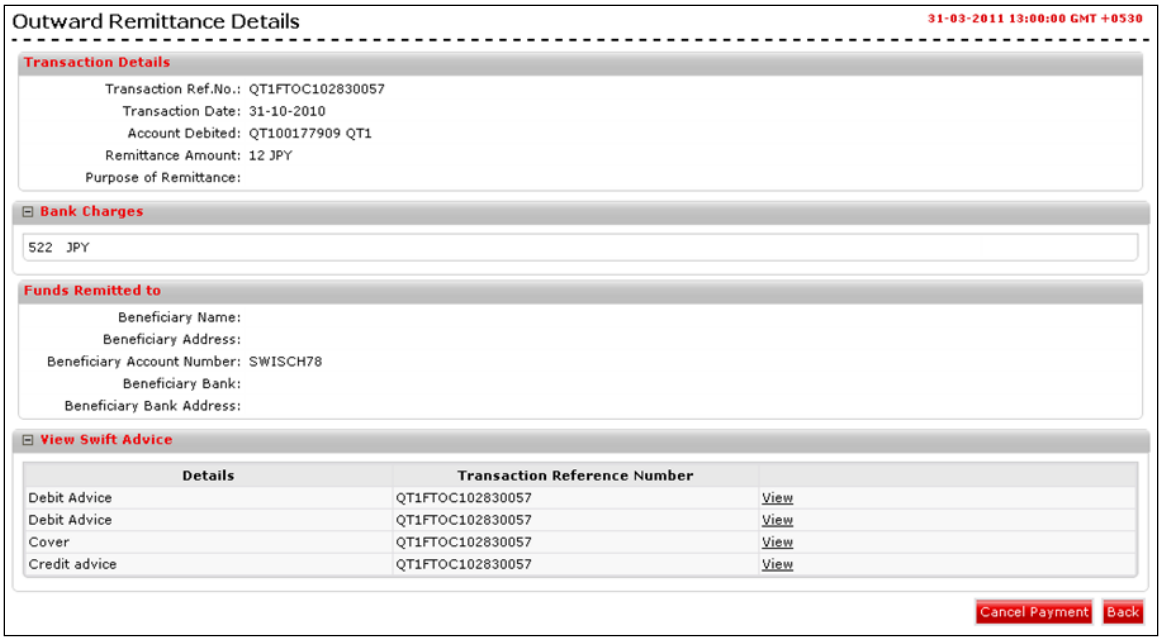
12. Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
13. Enter the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the Download complete message box.

Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.
    OR
    Click the **Open Folder** button to open the folder in which the file is saved
    OR
    Click the **Close** button to close the Download Outward Guarantee dialog box.
15. Click the **Transaction Reference Number** hyperlink in the **Outward Remittance Inquiry** screen. The system displays **Outward Remittance Details** screen.

Outward Remittance Details



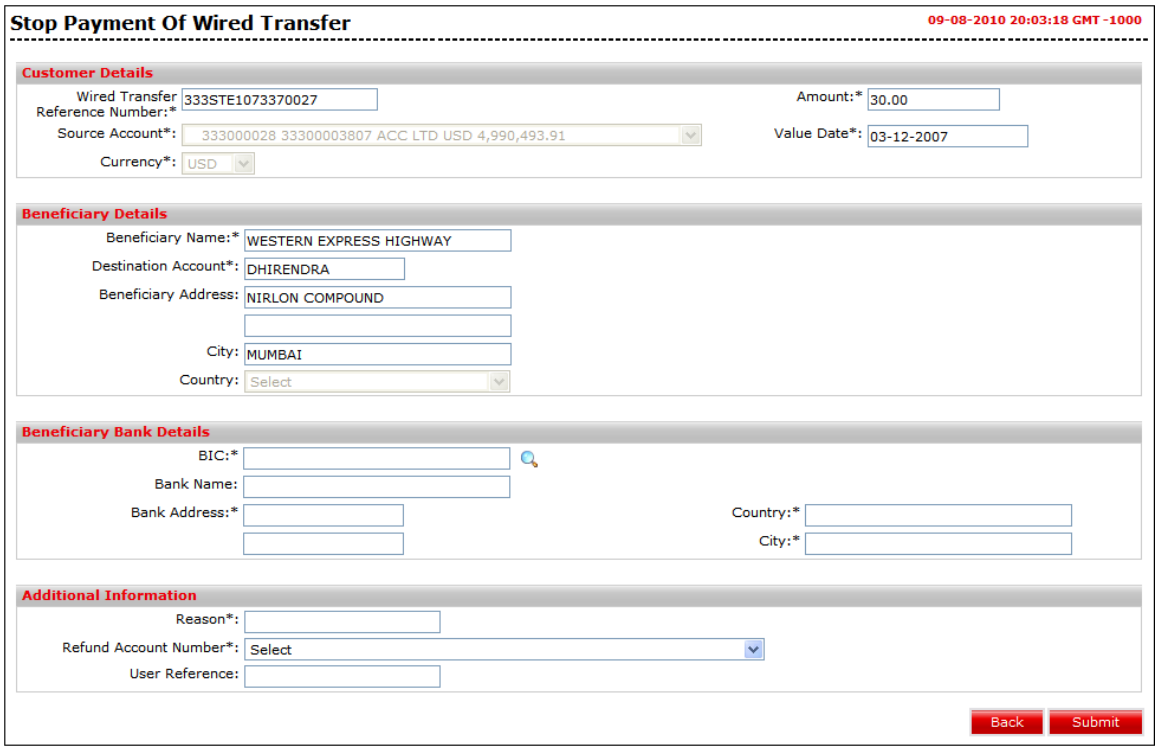
Field Description

Field Name	Description
Transaction Details	
Transaction Ref. No.	[Display] This field displays the transaction reference number.
Transaction Date	[Display] This field displays the date on which the transaction is received by the bank.
Account Debited	[Display] This field displays the account number that is to be debited.
Remittance Amount	[Display] This field displays the amount that is remitted.
Purpose of Remittance	[Display] This field displays the reason of remittance.
Funds Remitted To	
Beneficiary Name	[Display] This field displays the name of the beneficiary.
Beneficiary Address	[Display] This field displays the beneficiary address.

Field Name	Description
Beneficiary Account Number	[Display] This field displays the beneficiary account number.
Beneficiary Bank	[Display] This field displays the beneficiary bank name.
Beneficiary Bank Address	[Display] This field displays the address of the beneficiary's bank.
View SWIFT Advices	[Display, Hyperlink] This section displays SWIFT advices linked to the transaction

16. Click the **Cancel Payment** button to cancel the payment. The system displays **Stop Payment of Wired Transfer** screen.
    OR
    Click the **Back** button to go back to the previous screen.

Stop Payment of Wired Transfer



17. Click the **Submit** button. The system displays **Stop Payment of Wired Transfer Verify** screen.
    OR
    Click the **Back** button to go back to the previous screen.

Note: **For the further details about the screen, refer to the** Stop Payment of Wired Transfer **screen.**

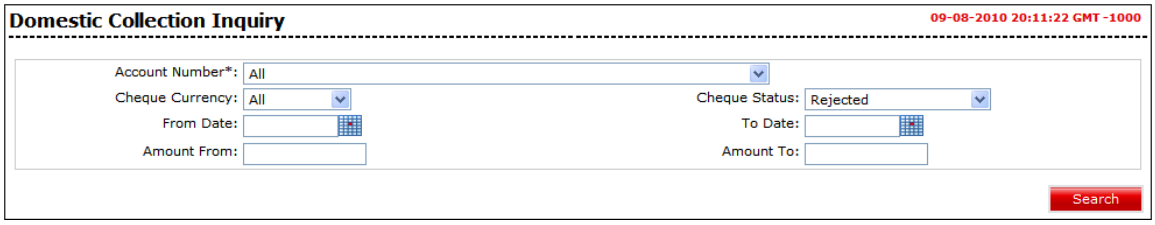
21. Domestic Collection Inquiry

Using this option, you can inquire the status of the domestic cheques received and deposited with the bank.

To view Domestic Collection:

Navigate through **Collection and Remittances > Domestic Collection Inquiry**.

Domestic Collection Inquiry



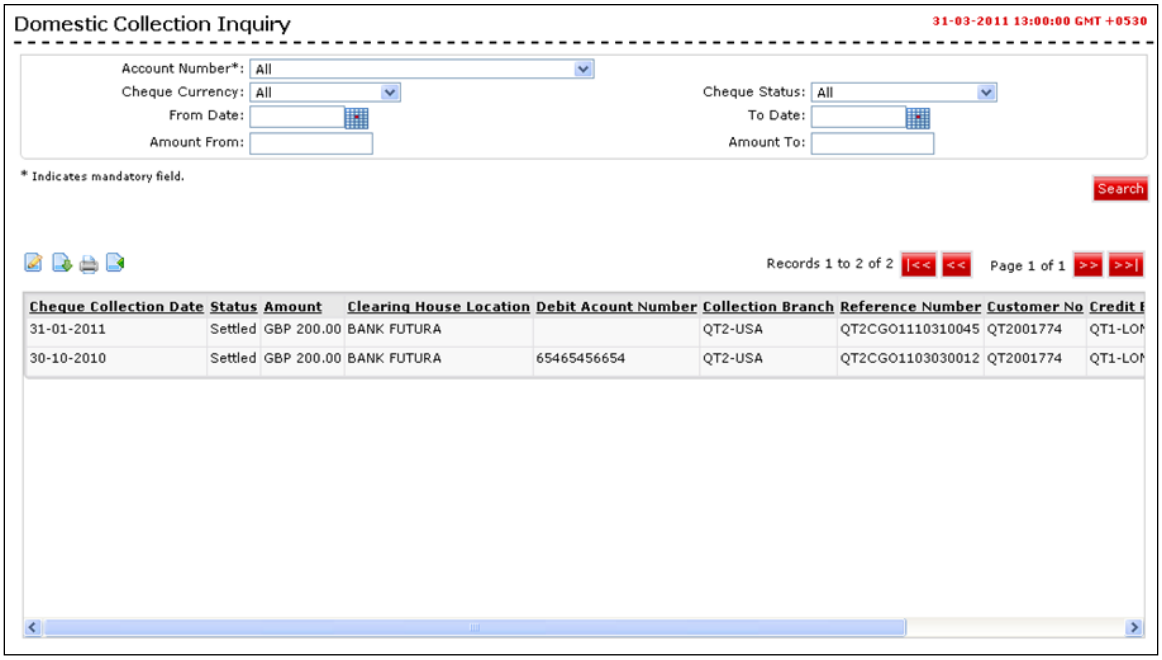
Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Select the account number from the drop-down list.
Cheque Currency	[Optional, Drop-Down] Select the cheque currency from the drop-down list.

Field Name	Description
Cheque Status	[Optional, Drop-Down] Select the cheque status from the drop-down list. The options are: • Reversed • Rejected • Settled
From Date	[Optional, Pick List] Select the start date from the pick list.
To Date	[Optional, Pick List] Select the end date from the the pick list.
Amount From	[Optional, Numeric, 15] Type the lower limit of amount in this field.
Amount To	[Optional, Numeric, 15] Type the upper limit of amount in this field.

1. Click the **Search** button to find the list of Instruments sent for **Domestic Collection Inquiry**. The system displays search result in the **Domestic Collection Inquiry** screen.

Domestic Collection Inquiry



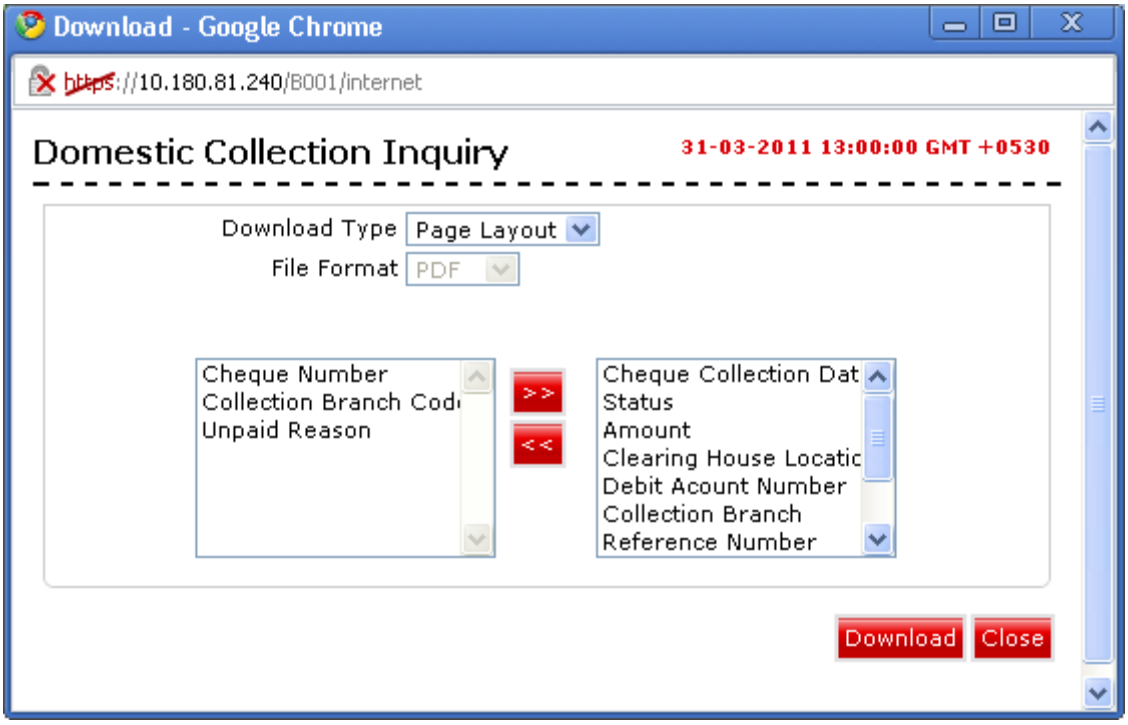
Column Description

Column Name	Description
Cheque Collection Date	[Display] This column displays the cheque collection date.
Cheque Number	[Display] This column displays Cheque Number for Collection.
Status	[Display] This column displays the status of the domestic collection.
Amount	[Display] This column displays the paid amount.
Clearing House Location	[Display] This column displays the clearing house location.
Collection Branch	[Display] This column displays the collection branch code.
Collection Branch Name	[Display] This column displays the collection branch name.
Debit Account Number	[Display] This column displays the debit account number.
Reference Number	[Display] This column displays the reference number.
Customer No	[Display] This column displays the customer number.
Credit Branch Name	[Display] This column displays the credit branch name.
Credit Account Number	[Display] This column displays the credit account number.

2. Click or to navigate to the next or previous page in the list, respectively.
3. Click or to navigate to the first or last page in the list, respectively.
4. To download the complete statement, click the Download button. The system displays the beneficiary maintenance dialog screen.
5. Click the **reorder** button to reorder the columns or select the columns that appear in the list.
6. Click the **Print** button to print the data.

7. Click on **Edit** button column to edit the number of columns.

Domestic Collection Inquiry – Download



Field Description

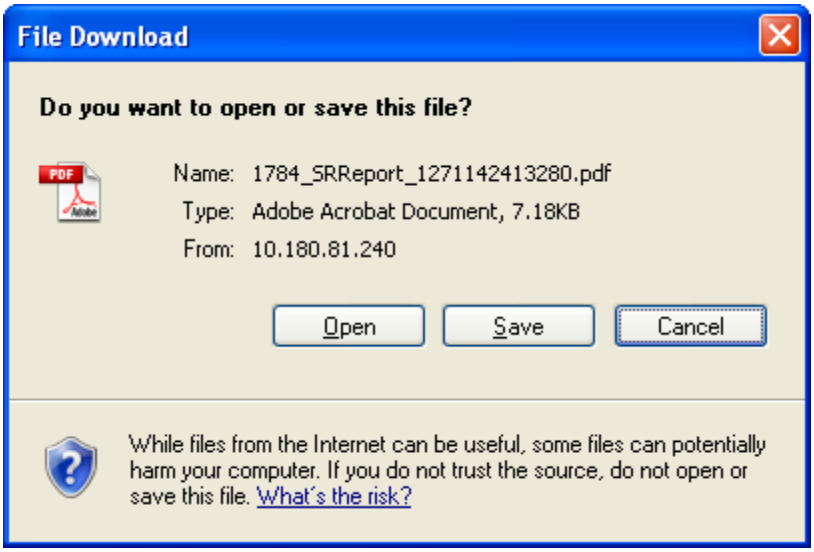
Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: • Page Layout
File Format	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are • PDF • XLS • HTML • RTF

8. Select the download type and file format from the drop-down list.

9. Click the button to exclude the option from downloading.

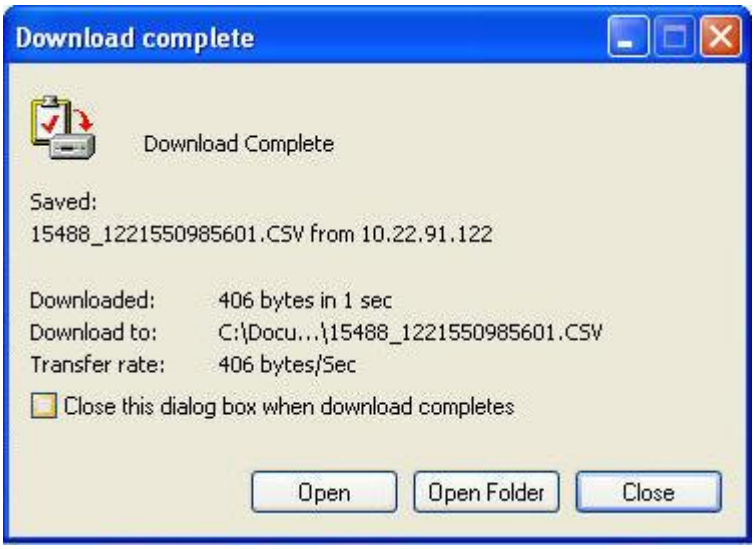
10. Click the >> button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.
    OR
    Click the **Close** button to close the downloading.

File Download



12. Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
13. Enter the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the Download complete message box.

Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.
    OR
    Click the **Open Folder** button to open the folder in which the file is saved
    OR
    Click the **Close** button to close the **Download Outward Guarantee** dialog box.

22. FCY Collection Inquiry

This is the inquiry function which enables helpdesk users to track the status of the cheques received by the corporate customers and deposited with the bank. This functionality is relevant for Foreign Currency cheques. Once the customer deposits the cheque, and then on the value date sends the same for clearing (outward collection).

To view FCY Collection Inquiry:

Navigate through **Collection and Remittances > FCY Collection Inquiry**.

FCY Collection Inquiry

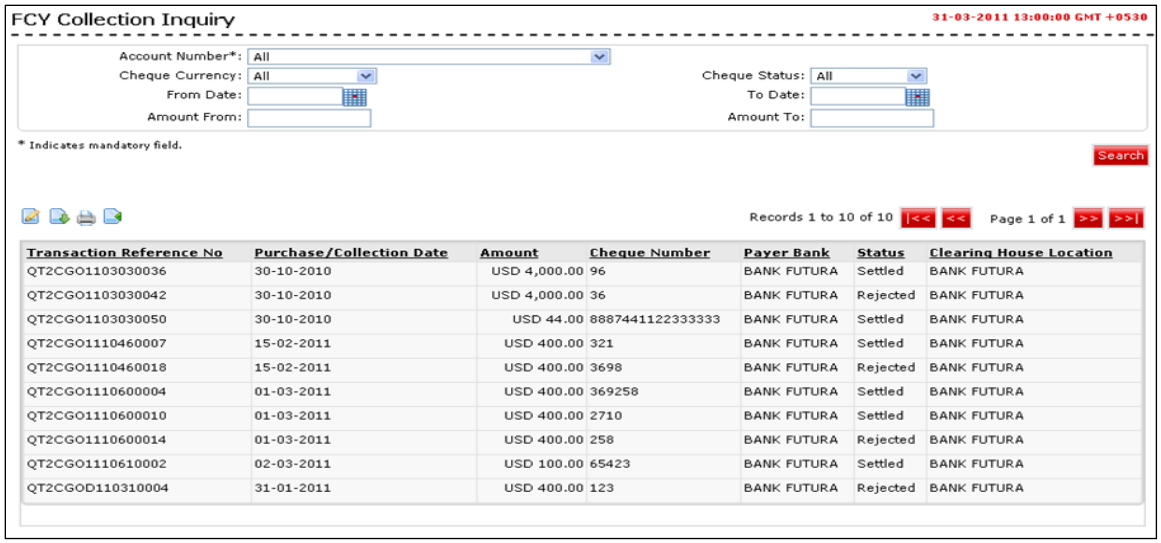
Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Select the customer ID from the drop-down list.

Field Name	Description
Cheque Currency	[Mandatory, Drop-Down] Select the cheque currency from the drop-down list.
Cheque Status	[Mandatory, Drop-Down] Select the cheque status from the drop-down list. The options are as follows: • All • Settled
From Date	[Optional, Pick List] Select the start date range from the pick list. By default, the system displays system date.
To Date	[Optional, Pick List] Select the end date range from the pick list. By default, the system displays system date. Note: **The date selected here should be greater than** From Date**.**
Amount From	[Optional, Numeric,15] Type the start amount range to search a record. All the records within the specified amount range will be displayed.
Amount To	[Optional, Numeric,15] Type the end amount range to search a record. All the records within the specified amount range will be displayed

1. Click the **Search** button. The system displays the **FCY Collection Inquiry** screen with the search result.

FCY Collection Inquiry



Transaction Reference No	Purchase/Collection Date	Amount	Cheque Number	Payer Bank	Status	Clearing House Location
QT2CGO1103030036	30-10-2010	USD 4,000.00	96	BANK FUTURA	Settled	BANK FUTURA
QT2CGO1103030042	30-10-2010	USD 4,000.00	36	BANK FUTURA	Rejected	BANK FUTURA
QT2CGO1103030050	30-10-2010	USD 44.00	8887441122333333	BANK FUTURA	Settled	BANK FUTURA
QT2CGO1110460007	15-02-2011	USD 400.00	321	BANK FUTURA	Settled	BANK FUTURA
QT2CGO1110460018	15-02-2011	USD 400.00	3698	BANK FUTURA	Rejected	BANK FUTURA
QT2CGO1110600004	01-03-2011	USD 400.00	369258	BANK FUTURA	Settled	BANK FUTURA
QT2CGO1110600010	01-03-2011	USD 400.00	2710	BANK FUTURA	Settled	BANK FUTURA
QT2CGO1110600014	01-03-2011	USD 400.00	258	BANK FUTURA	Rejected	BANK FUTURA
QT2CGO1110610002	02-03-2011	USD 100.00	65423	BANK FUTURA	Settled	BANK FUTURA
QT2CGOD110310004	31-01-2011	USD 400.00	123	BANK FUTURA	Rejected	BANK FUTURA

Field Description

Column Name	Description
Transaction Reference No	[Display] This column displays the transaction reference number.
Purchase/Collection Date	[Display] This column displays the date on which the cheque was financed or received.
Amount	[Display] This column displays the amount.
Cheque Number	[Display] This column displays the cheque number of the transaction.
Payer Bank	[Display] This column displays the name of the payer bank.
Status	[Display] This column displays the collection status of the cheque.
Clearing House Location	[Display] This column displays the clearing house location.

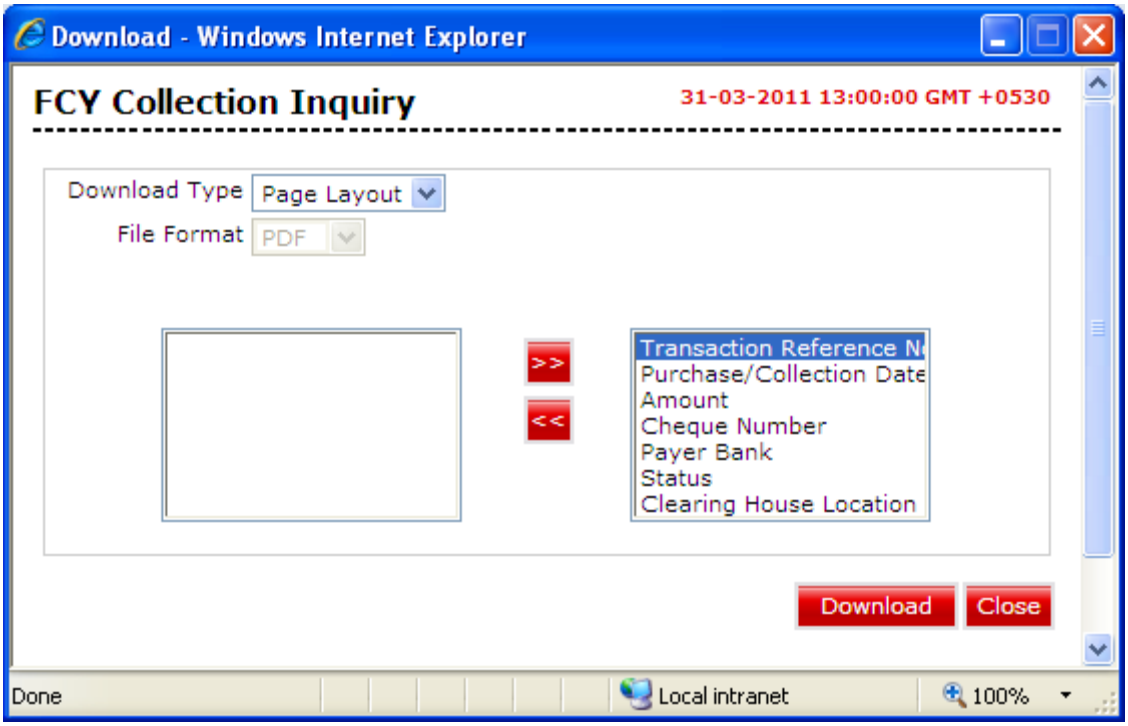
2. Click >> or << to navigate to the next or previous page in the list, respectively.
3. Click |<< or >>| to navigate to the first or last page in the list, respectively.
4. To download the complete statement, click the Download button. The system displays the FCY Collection Inquiry dialog screen.

5. Click the **reorder** button to reorder the columns or select the columns that appear in the list.

6. Click the **Print** button to print the data.

7. Click on **Edit** button column to edit the number of columns.

FCY Collection Inquiry - Download

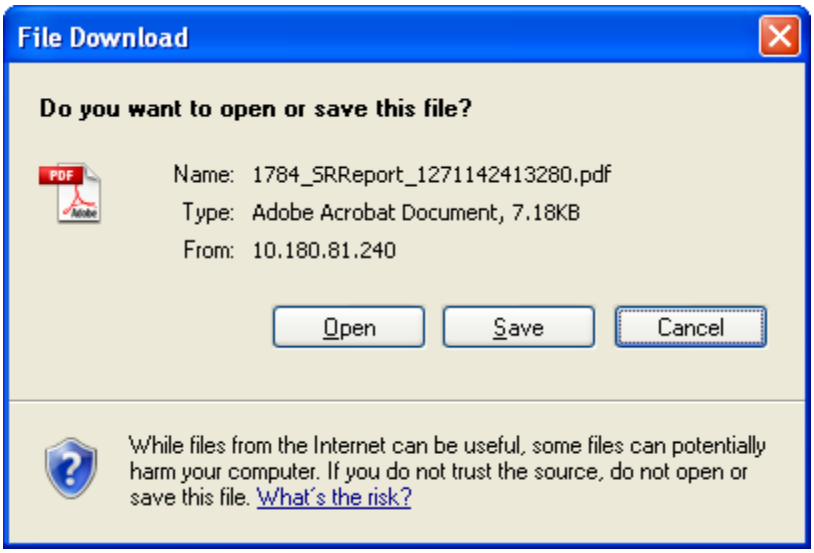


Field Description

Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: • Page Layout
File Format	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are • PDF • XLS • HTML • RTF

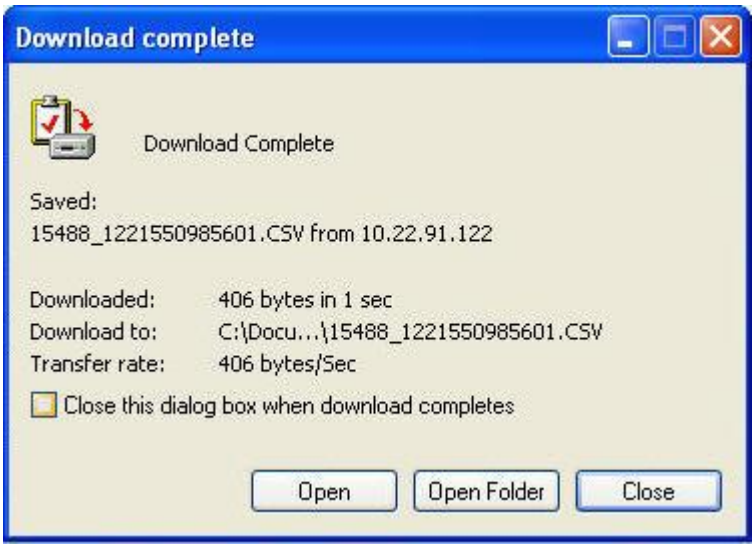
8. Select the download type and file format from the drop-down list.
9. Click the << button to exclude the option from downloading.
10. Click the >> button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.
    OR
    Click the **Close** button to close the downloading.

File Download



12. Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
13. Enter the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the Download complete message box.

Download Complete



14. Click the **Open** button to open the file.
    OR
    Click the **Open Folder** button to open the folder in which the file is saved
    OR
    Click the **Close** button to close the **Download Outward Guarantee** dialog box.

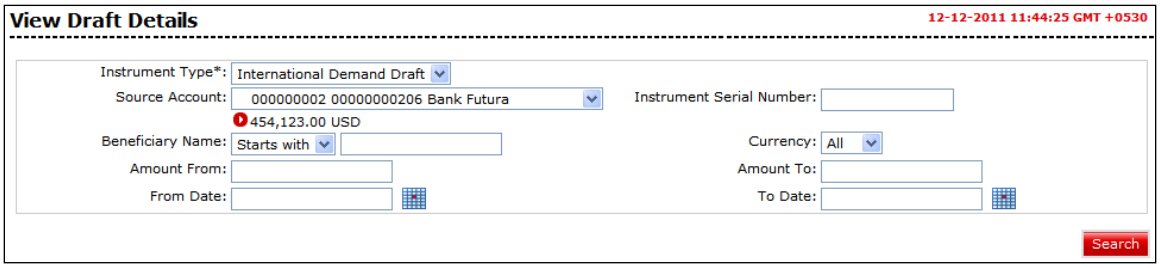
23. View Draft Details

Using this option you can view the draft details and also can stop payments of drafts.

To view Drafts Details:

Navigate through **Payments > View Drafts Details**.

View Draft Details



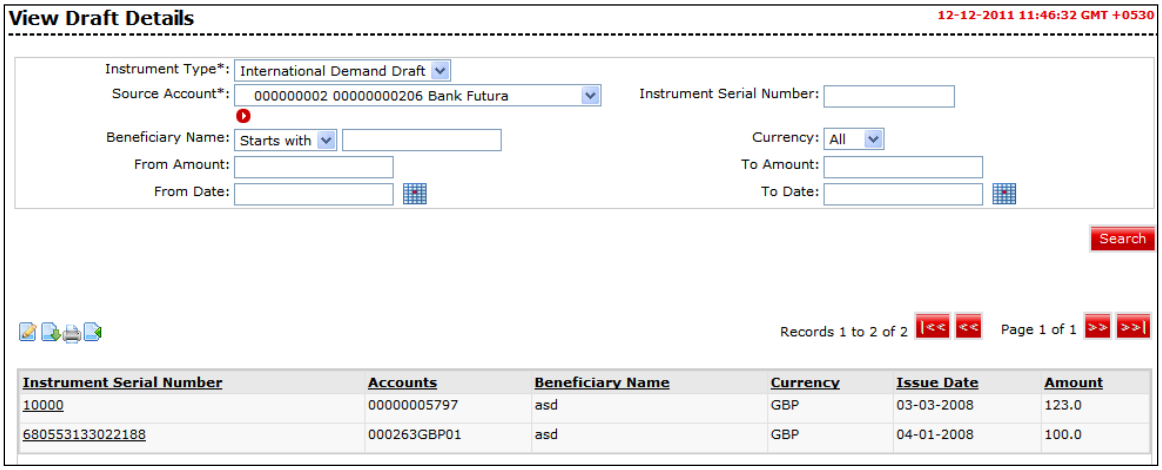
Field Description

Field Name	Description
Instrument Type	[Mandatory, Drop-Down] Select the instrument type from the drop down list.
Source Account	[Optional, Drop-Down] Select the source account from the drop down. Click the button. The system will automatically fetch and display the available balance for the selected source account.

Field Name	Description
Beneficiary Name	[Optional, Alphanumeric, 35] Type the beneficiary name to be searched.
Currency	[Optional, Drop-Down] Select the currency from the drop-down list.
Amount From	[Optional, Numeric, 13.Two] Type the amount from which the search should begin.
Amount To	[Optional, Numeric, 13.Two] Type the end amount for the search.
From Date	[Optional, Pick List] Select the start date range from the drop-down or pick list.
To Date	[Optional, Pick List] Select the end date range from the drop-down or pick list. The date selected here should be greater than from Date**.**

1. Click the **Search** button. The system displays the **View Draft Details** screen with the search result.

View Draft Details



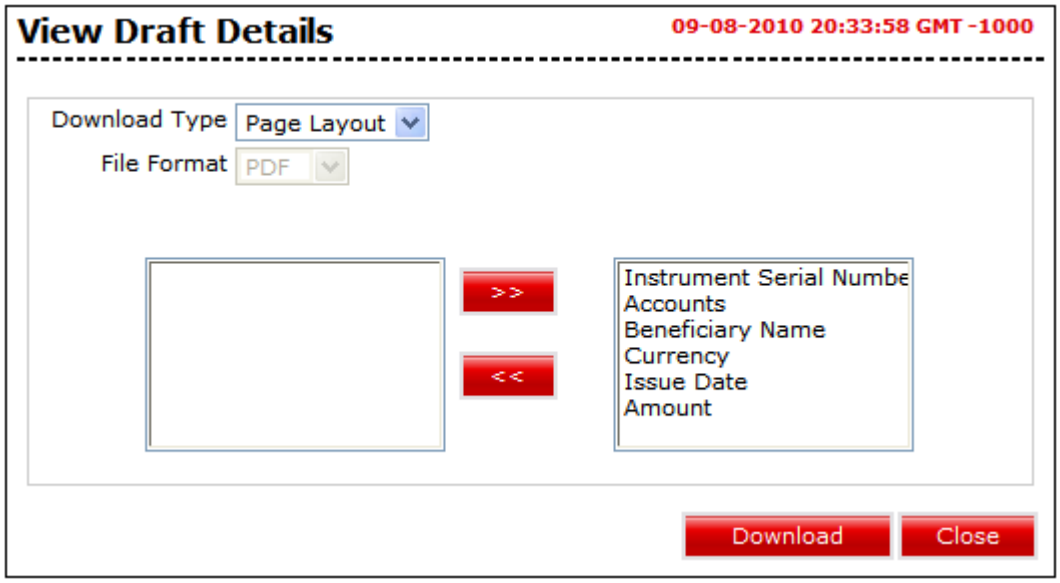
Field Description

Column Name	Description
Instrument Serial Number	[Display] This column displays the instrument serial number.
Accounts	[Display] This column displays the accounts.

Column Name	Description
Beneficiary Name	[Display] This column displays the beneficiary name.
Currency	[Display] This column displays the currency of the draft amount.
Issue Date	[Display] This column displays the issue date of the draft.
Amount	[Display] This column displays the amount of the draft.

2. Click >> or << to navigate to the next or previous page in the list, respectively.
3. Click |<< or >>| to navigate to the first or last page in the list, respectively.
4. Click the Download button to download the complete statement. The system displays the **View Draft Details** dialog screen.
5. Click the **reorder** button to reorder the columns or select the columns that appear in the list.
6. Click the **Print** button to print the data.
7. Click on **Edit** button column to edit the number of columns.

View Drafts Details - Download

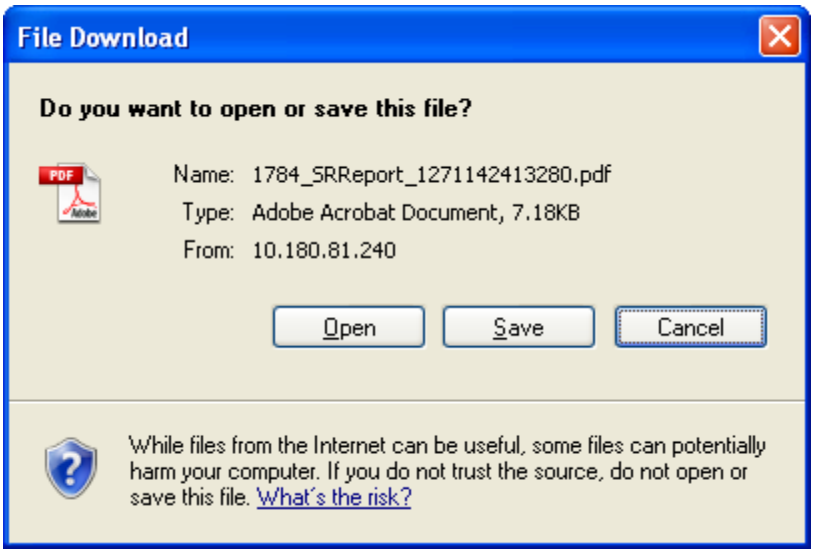


Field Description

Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: • Page Layout
File Format	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are • PDF • XLS • HTML • RTF

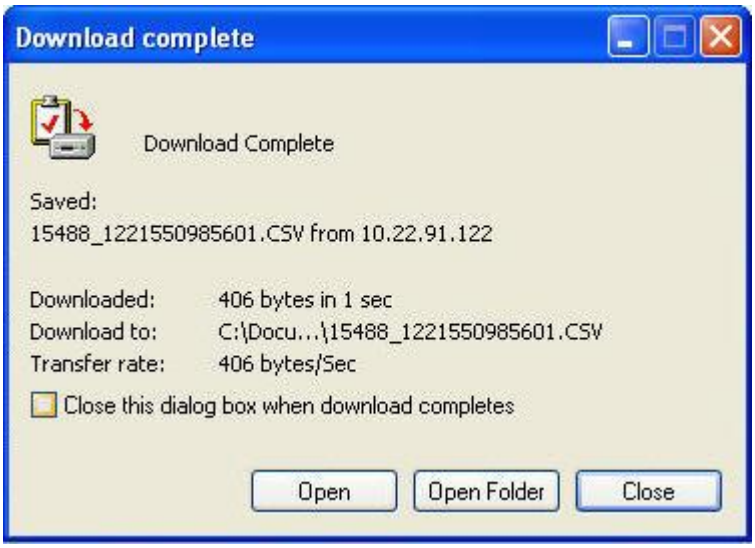
8. Select the download type and file format from the drop-down list.
9. Click the << button to exclude the option from downloading.
10. Click the >> button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.
    OR
    Click the **Close** button to close the downloading.

File Download



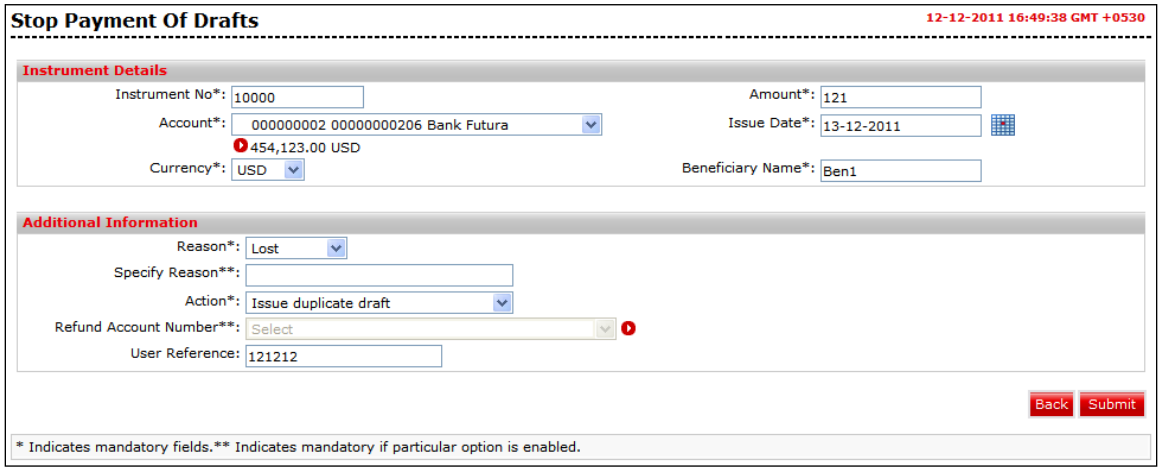
12. Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
13. Enter the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the **Download complete** message box.

Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.
    OR
    Click the **Open Folder** button to open the folder in which the file is saved
    OR
    Click the **Close** button to close the Download Outward Guarantee dialog box.
15. Click the **Instrument Serial Number** hyperlink in the View Draft Details screen. The system displays the **Stop Payments Of Drafts** screen.

Stop Payments of Drafts



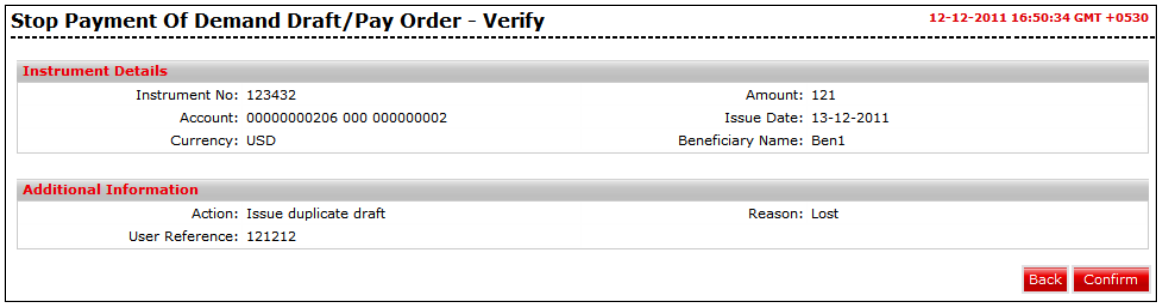
Field Description

Field Name	Description
Instrument No	[Display] This field displays the instrument number.
Account	[Optional, Drop-Down] Select the account from the drop down. Click the button. The system will automatically fetch and display the available balance for the selected account.
Amount	[Display] This field displays the draft amount.
Currency	[Display] This field displays the currency of the draft amount.
Issue Date	[Display] This field displays the issue date of the draft.
Beneficiary Name	[Display] This field displays the beneficiary name.
Reason	[Mandatory, Drop-Down] Select the reason for stopping the draft payment from the dropdown list.
Specify Reason	[Mandatory, Drop-Down] Type the beneficiary name to be searched.

Field Name	Description
Action	[Mandatory, Drop-Down] Select the action to be performed on the draft, from the dropdown list.
Refund Account Number	[Conditional, Drop-Down] Select the refund account number from the dropdown list. Click the button. The system will automatically fetch and display the available balance for the selected refund account
User Reference	[Optional, Numeric, 15] Type the user reference number.

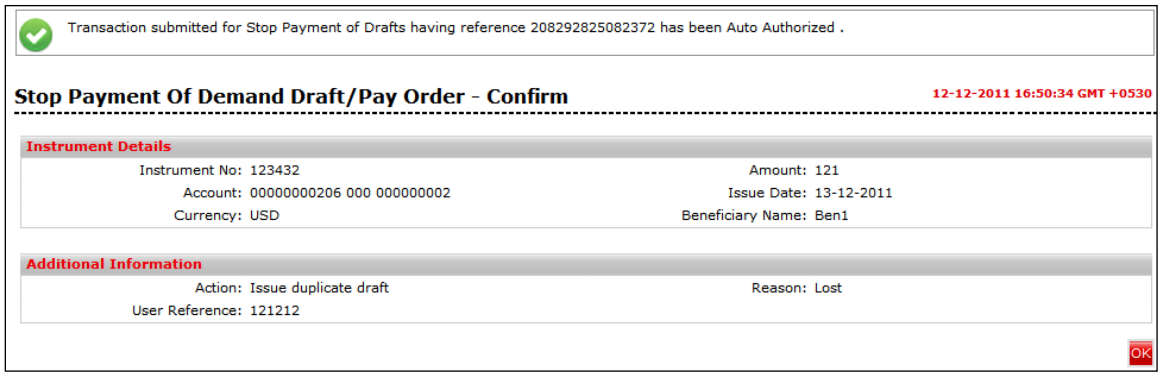
16. Click the **Submit** button. The system displays **Stop Payment Of Demand Draft/Pay Order - Verify** screen.
    OR
    Click the **Back** button to navigate to the previous screen.

Stop Payment Of Demand Draft/Pay Order – Verify



17. Click the Confirm button. The system displays **Stop Payment Of Demand Draft/Pay Order - Confirm** screen.
    OR
    Click the **Back** button to navigate to the previous screen.

Stop Payment Of Demand Draft/Pay Order – Confirm



18. Click the **OK** button. The system displays **Stop Payment Of Draft** screen.

24. Service Requests

Using this option you can initiate a service request for any transaction given in the list.

To initiate service request:

1. Logon to the **Internet Banking** application.
2. Navigate through the menus to **Customer Services > New Service Request**. The system displays the **Service Request** screen.

Service Request

Field Description

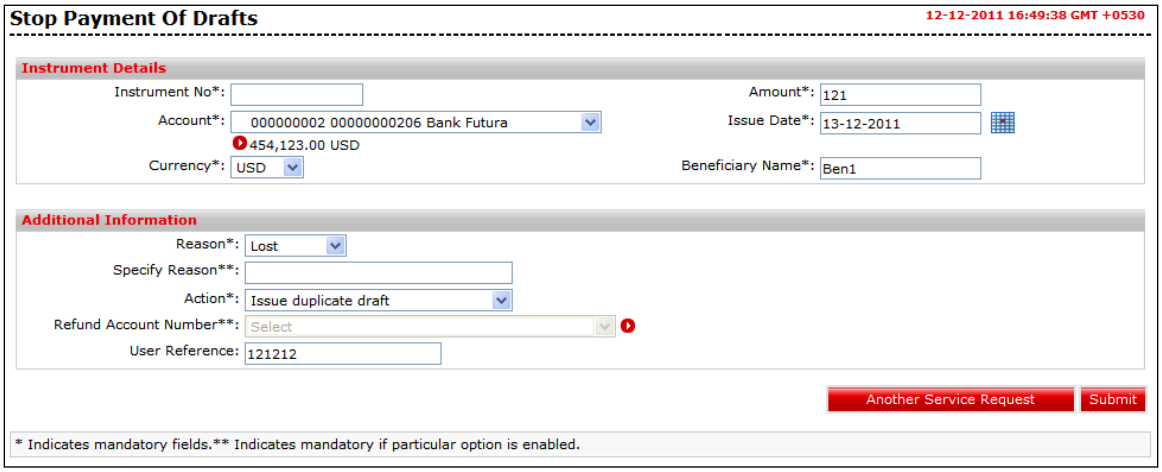
Field Name	Description
Select Transaction	[Mandatory, Drop-Down] Select the transaction from the drop-down list.

3. Select the transaction for which the request needs to be given and click the **Submit button**.

24.1. Stop Payment of Drafts

Using this option you can raise a request to stop payment of drafts.

Stop Payment of Drafts



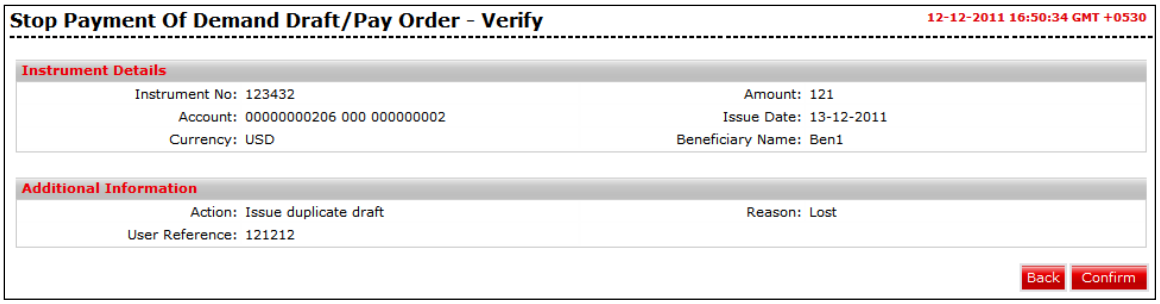
Field Description

Field Name	Description
Instruments Details	
Instrument No	[Mandatory, Numeric, 16] Type the Instrument no which is to be stopped for payments.
Amount	[Mandatory, Alphanumeric,15] Type the amount in the instrument to be stopped for payments.
Account	[Mandatory, Drop-Down] Select the account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected account.
Issue Date	[Mandatory, Pick List] Select the value date from the pick list.
Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list.
Beneficiary Name	[Optional, Alphanumeric, 20] Type the beneficiary name.
Additional Information	

Field Name	Description
Reason	[Mandatory, Drop-Down] Select the reason from the drop-down list. The options are follow: • Destroyed • Stolen • Others • Lost
Specify Reason	[Conditional, Alphanumeric, 20] Type the specific reason for stop of payments of draft. This field will be activated on selecting others in the Reason field.
Action	[Mandatory, Drop-Down] Select the action from the drop-down list. The options are follow: • Reissue duplicate draft • Refund draft account to an account.
Refund account number	[Conditional, Drop-Down] Select the refund account number from the dropdown list. Click the button. The system will automatically fetch and display the available balance for the selected refund account.
User Reference	[Optional, Alphanumeric, 25] Type the user reference number.

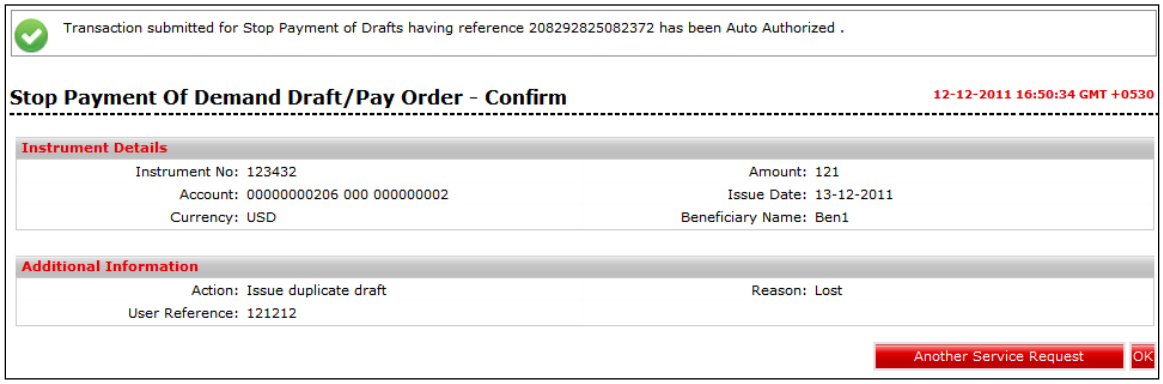
1. Click the **Submit** button and the verification page is displayed
   OR
   Click the **Another Service Request** button to return to the service request screen.

Stop Payment of Demand Draft / Pay Order - Verify



2. Click the **Confirm** button. The system displays the **Stop Payment of Draft - Confirm** screen
   OR
   Click the **Back** button to change the details.

Stop Payment of Demand Draft/Pay Order - Confirm

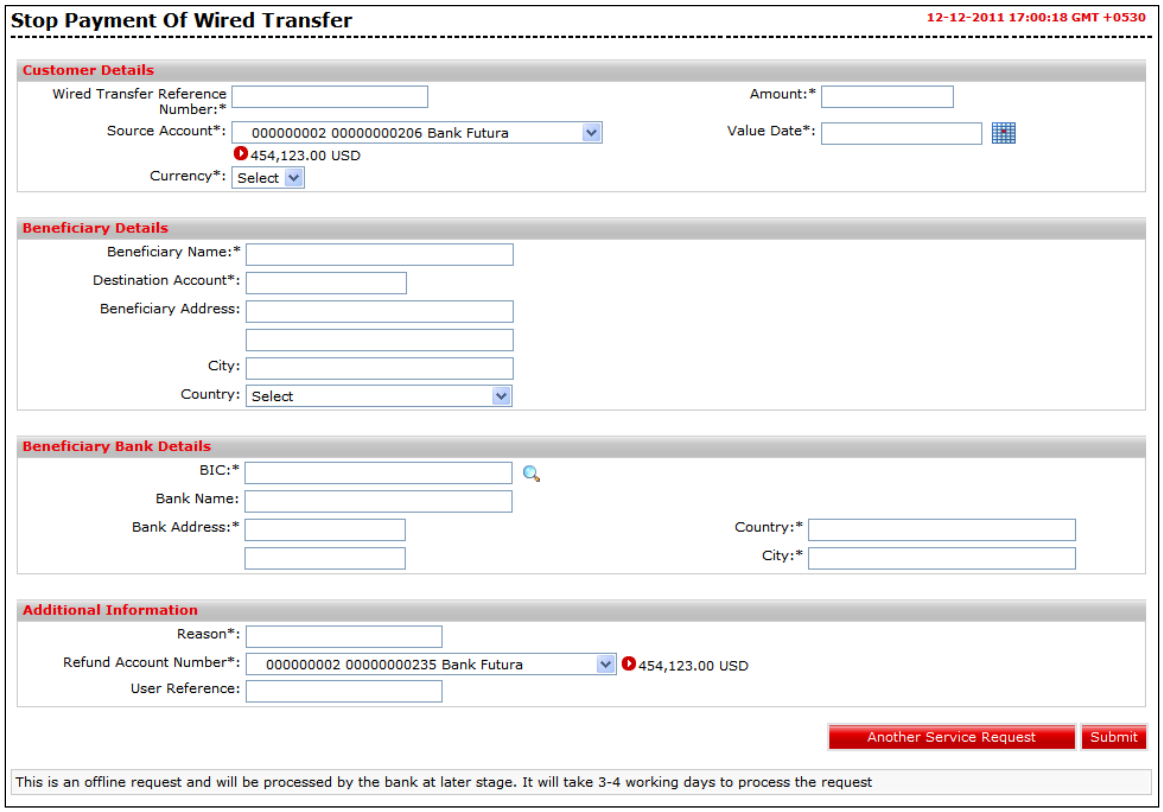


3. Click the **Ok** button. The system displays **Stop Payment of Draft** service request screen.
   OR
   Click the **Another Service Request**. The system displays the **New Service Request** screen.

24.2. Stop Payment Of Wired Transfer

Using this option you can raise a request to reissue transaction password.

Stop Payment of Wired Transfer



Field Description

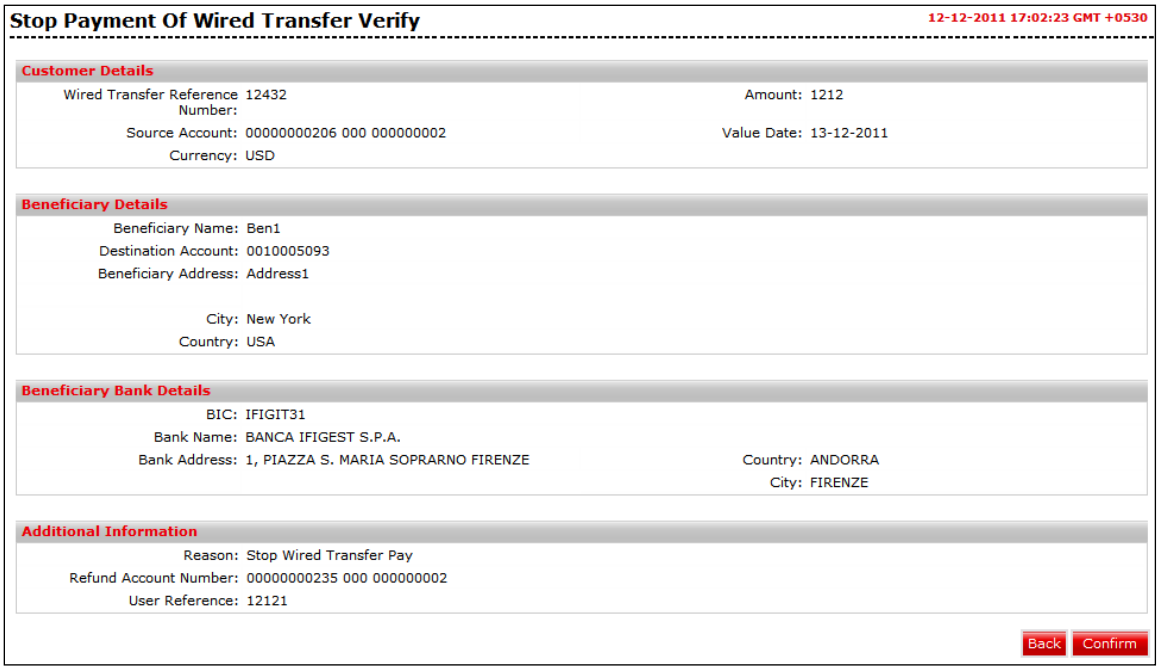
Field Name	Description
Customer Details	
Wired Transfer Reference number	[Mandatory, Alphanumeric, 25] Type the wired transfer reference number.
Source Account	[Mandatory, Dropdown] Select the source account from the dropdown list. Click the button. The system will automatically fetch and display the available balance for the selected account.
Currency	[Mandatory, Dropdown] Select the currency from the dropdown list.

Field Name	Description
Amount	[Mandatory, Alphanumeric,25] Type the wired transfer reference number.
Value Date	[Mandatory, pick list] Select the value date from the pick list.
Beneficiary Details	
Beneficiary Name	[Optional, Alphanumeric, 35] Type the Beneficiary name.
Destination Account	[Optional, Alphanumeric, 20] Type the destination account number.
Beneficiary Address	[Optional, Alphanumeric, 35*2] Type the destination address.
City	[Optional, Alphanumeric, 35] Type the Name of the city.
Country	[Optional, Dropdown] Select the country from the dropdown list.
Beneficiary Bank details	
BIC	[Mandatory, Look up] Select the BIC code from the list displayed on clicking on the look up screen.
Bank Name	[Display] This field displays the Bank name as per the BIC selected.
Value Date	[Mandatory, pick list] Select the value date from the pick list.
Country	[Display] This field displays the country of the Bank as per the BIC selected.
City	[Display] This field displays the city of the Bank as per the BIC selected.
Additional information	
Reason	[Mandatory, Alphanumeric, 25] Type the reason for cancellation of wired transfer.

Field Name	Description
Refund Account Number	[Mandatory, Dropdown] Select the refund account number from the dropdown list. Click the button. The system will automatically fetch and display the available balance for the selected refund account.
User Reference	[Optional, Alphanumeric, 25] Type the User reference number for cancellation of wired transfer.

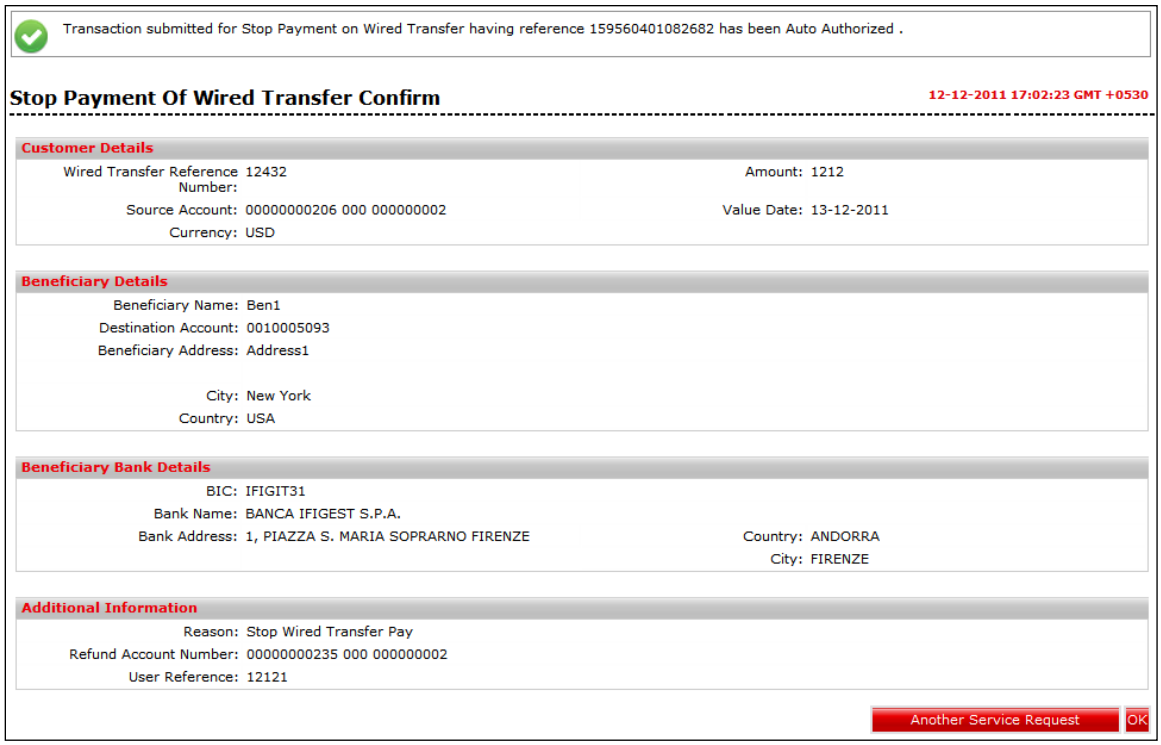
1. Click the **Submit** button and the verification page is displayed
   OR
   Click the **Another Service Request** button to return to the service request screen.

Stop Payment of Wired transfer - Verify



2. Click the **Confirm** button. The system displays the **Stop Payment on Wired Transfer - Confirm** screen
   OR
   Click the **Back** the button to change the details.

Stop Payment of Wired transfer - Confirm



3. Click the **Ok** button. The system displays **Stop Payment on Wired Transfer** Service Request screen.
   OR
   Click the **Another Service Request**. The system displays the **New Service Request** screen.

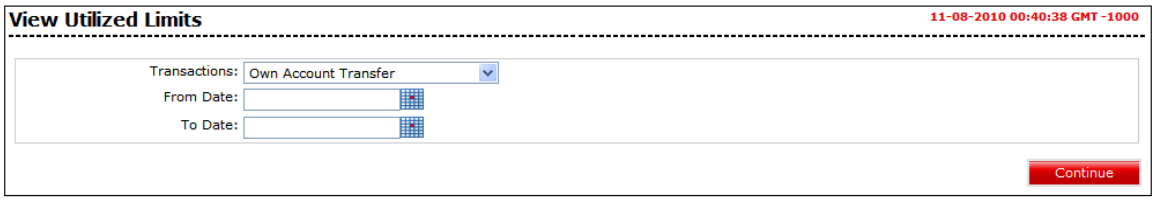
25. View Limits Utilization

Using the **View Limits Utilization** option, you can view the limits utilized.

To view Limits Utilization:

Navigate through **Payments > View Limits Utilization**.

Select Transaction



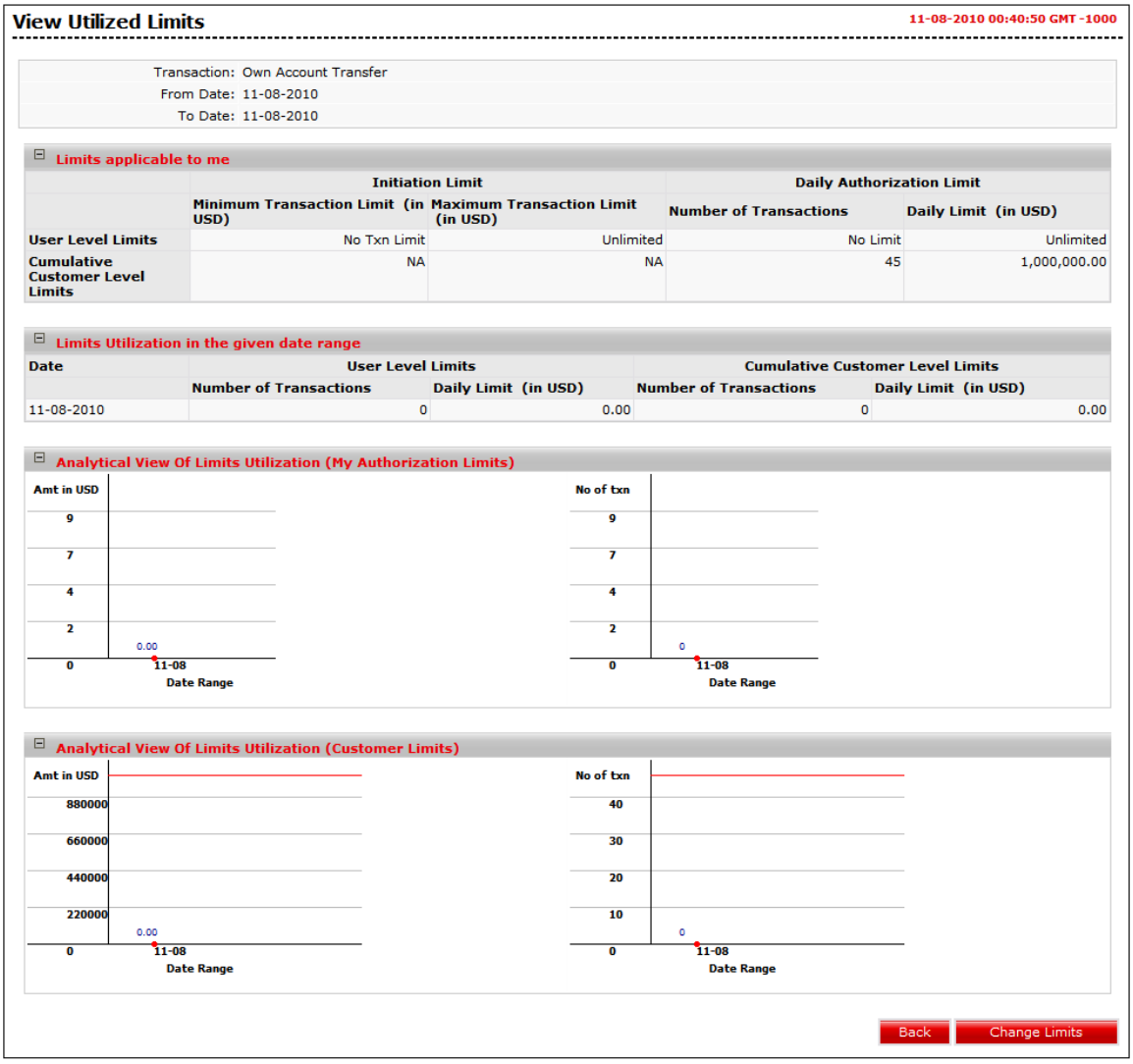
Field Description

Field Name	Description
Transaction	[Mandatory, Drop-Down] Select the transaction from the drop-down list.
From Date	[Conditional, Pick List] Select the specific duration of the date from the drop-down list.

Field Name	Description
To Date	[Conditional, Pick List] Select the specific duration of the date from the drop-down list.

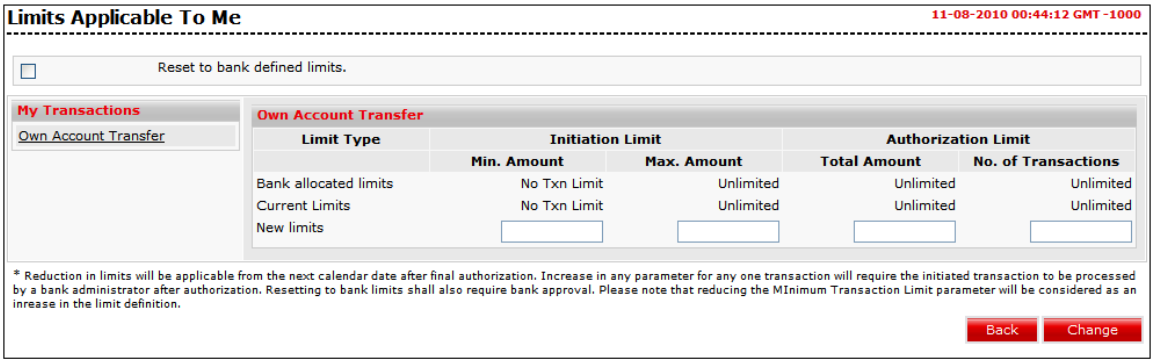
1. Click the **Continue** button. The system displays the **View Utilized Limits** screen.
2. Initiation and Authorization limits for the limits allocated to you at User level and customer level are displayed in the below screen.

View Utilized Limits



3. Click the **Change limits** button to Modify the Limits. The system displays the Change limits screen for the transaction selected.
4. Click the **Back** button to go to the previous screen.

Limits Applicable to me

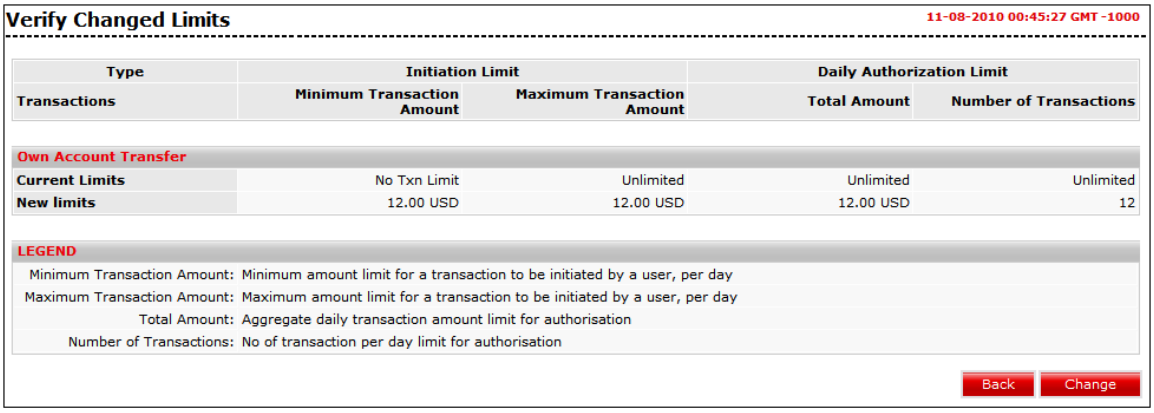


Field Description

Field Name	Description
Initiation limit	
Minimum Transaction Amount	[Optional, Numeric] Type the new minimum transaction amount.
Maximum Transaction Amount	[Optional, Numeric] Type the new maximum transaction amount.
Daily Authorization Limit	
Total Amount	[Optional, Numeric] Type the new total authorization amount.
Number of Transactions	[Optional, Numeric] Type the new total transactions for authorization.

5. Click the **Change** button. The system displays the **Change Limits Verify** screen..
   OR
   Click the Back button to return to the previous screen

Change Limits Verify



6. Click the **Change** button. The system displays the **Change Limits Confirm** screen..
   OR
   Click the **Back** button to return to the previous screen

Confirm Changed Limits

7. Click the **OK** button to return to the View Utilized Limits.

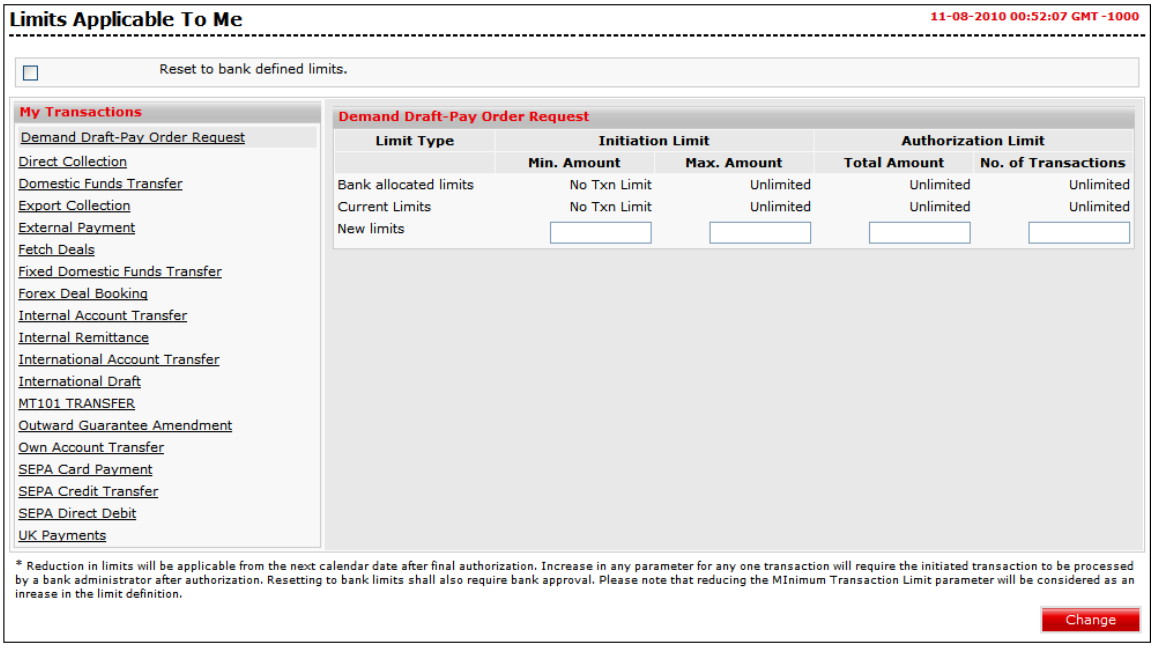
26. Change Users Limits

Using this option, you can change the users limits.

To Change Users limit:

Navigate through **Customer Services > Self Services > Change Users Limits**.

Limits Applicable To Me

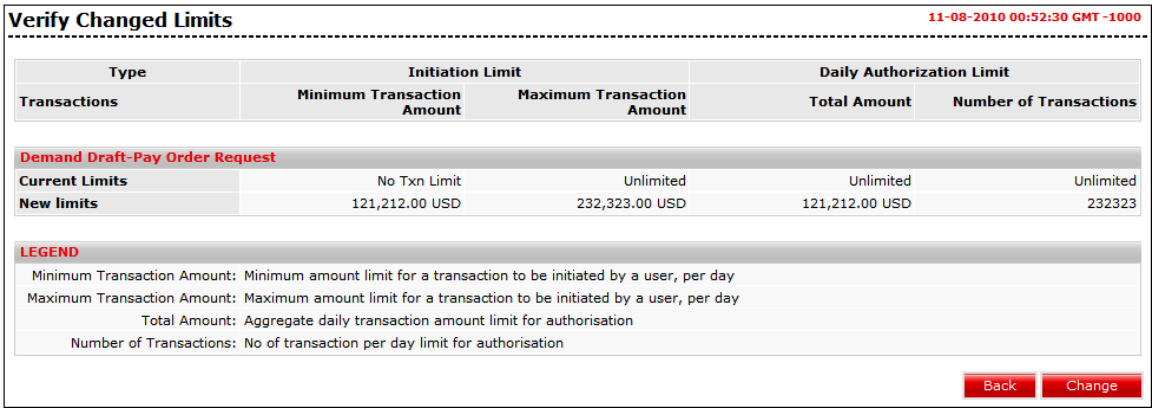


Field Description

Field Name	Description
Initiation limit	
Minimum Transaction Amount	[Optional, Numeric] Type the new minimum transaction amount.
Maximum Transaction Amount	[Optional, Numeric] Type the new maximum transaction amount.
Daily Authorization Limit	
Total Amount	[Optional, Numeric] Type the new total authorization amount.
Number of Transactions	[Optional, Numeric] Type the new total transactions for authorization.

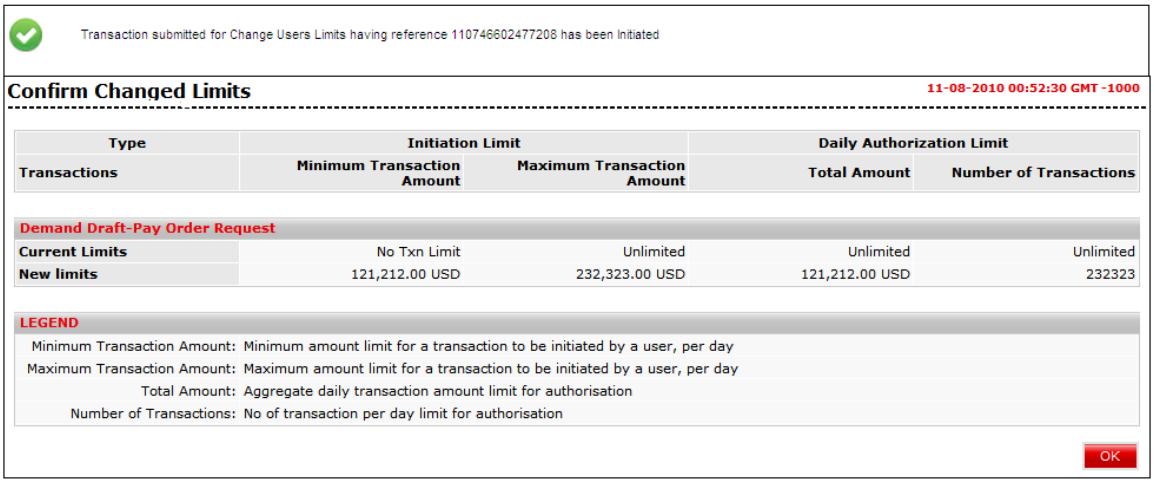
1. Click the **Own Account Transfer** link to select the transaction for changing the limits of that transaction.
2. Click the **Change** button. The system displays the **Verify Changed Limits** screen.
   OR
   Click the **Back** button to return to the previous screen.

Change Limits Verify



3. Click the **Change** button. The system displays the **Confirm Changed Limits** screen.
   OR
   Click the **Back** button to return to the previous screen

Confirm Changed Limits



Transaction submitted for Change Users Limits having reference 110746602477208 has been initiated

Confirm Changed Limits 11-08-2010 00:52:30 GMT -1000

Type	Initiation Limit		Daily Authorization Limit	
Transactions	**Minimum Transaction Amount**	**Maximum Transaction Amount**	**Total Amount**	**Number of Transactions**
Demand Draft-Pay Order Request				
Current Limits	No Txn Limit	Unlimited	Unlimited	Unlimited
New limits	121,212.00 USD	232,323.00 USD	121,212.00 USD	232323

LEGEND

Minimum Transaction Amount:	Minimum amount limit for a transaction to be initiated by a user, per day
Maximum Transaction Amount:	Maximum amount limit for a transaction to be initiated by a user, per day
Total Amount:	Aggregate daily transaction amount limit for authorisation
Number of Transactions:	No of transaction per day limit for authorisation

OK

4. Click the **OK** button to return to the change users Limits screen.

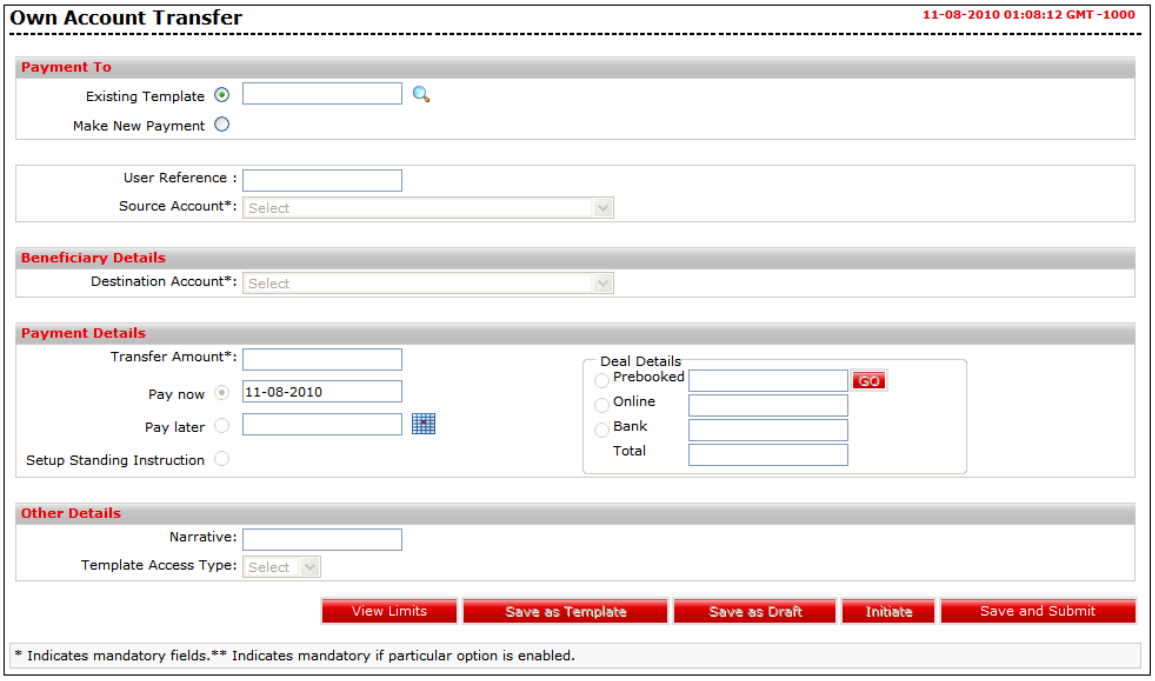
27. Template Look Up

Using this option, you can use already existing templates for any of the payments transactions. You need not to enter any field details for those fields which are already filled in that existing template.

To use template look up

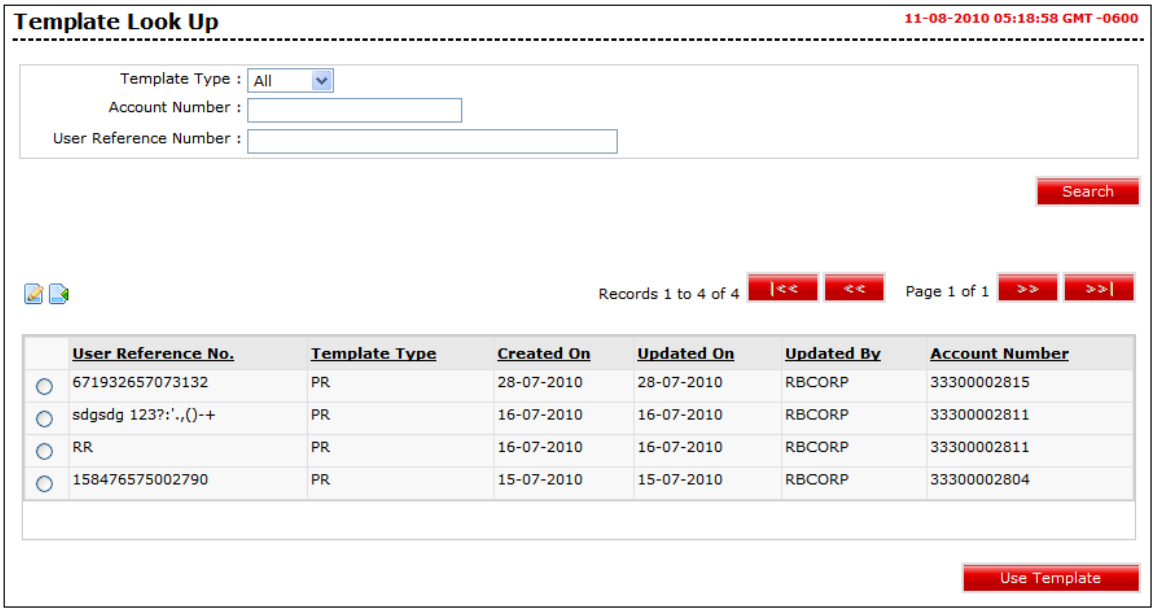
1. Log on to the **Internet Banking** application.
2. Navigate to any payments transaction. For e.g. **Own Account Transfer** which is explained below.
3. Navigate through the menus to **My Payments > Within Bank > Own Account Transfer**. The system displays the **Own Account Transfer** screen.

Own Account Transfer



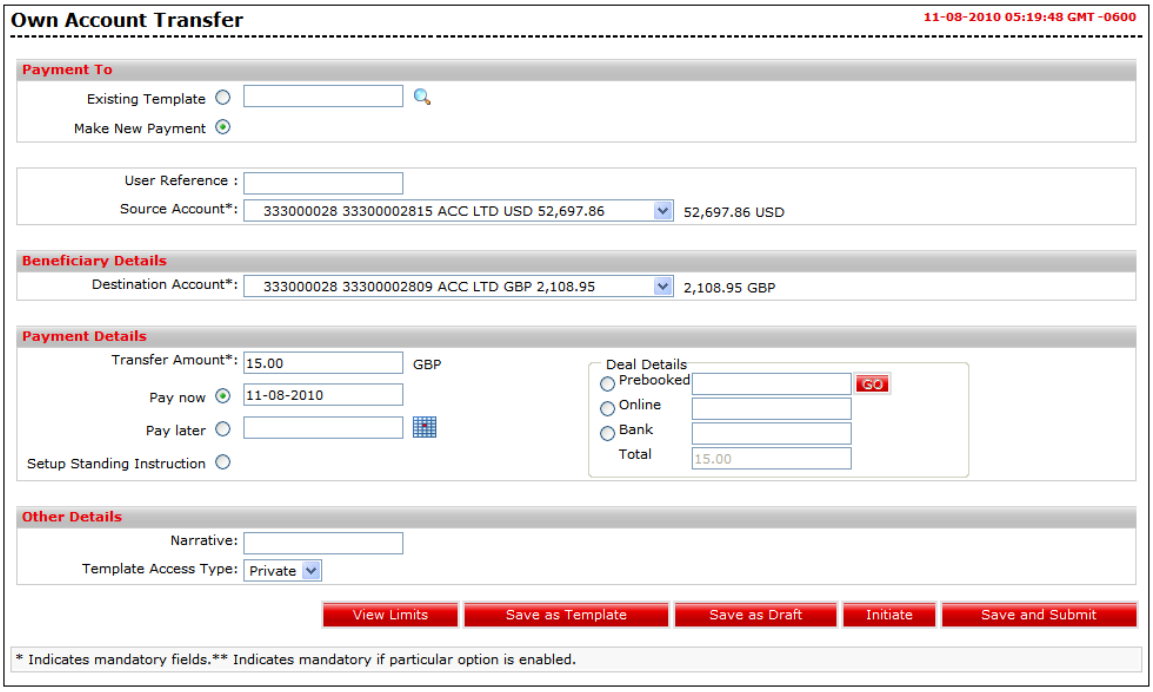
4. Select the **Existing Template** radio button.
5. Click the **Lookup** button to select existing template. The system displays **Template Look Up** screen.

Template Look Up



6. Enter the details for searching the existing template.
7. Click the **Search** button. The system displays the Template Lookup screen with search results.
8. Select the **User Reference No.** radio button for selecting the template.
9. Click the **Use Template** button. The system displays the **Own Account Transfer** screen with all the details of template.

Own Account Transfer



Note: For the further details of the fields refer to payment transaction section.

28. Additional Options (Save as Drafts\Template, Save and Submit, View Limits)

While doing Payments transactions there are additional options available as **Save as Drafts\Template, Save and Submit, View Limits.**

Using **Save as Drafts\Template** option, you can save the entered details as drafts or templates. These saved drafts or templates can be used later for any of the payments transactions. You need not to enter any field details for those fields which are already filled in these existing drafts or templates.

Using **Save and Submit** you can save as well as initiate that transaction.

Using **View Limits** option, you can view the limits status for that particular transaction.

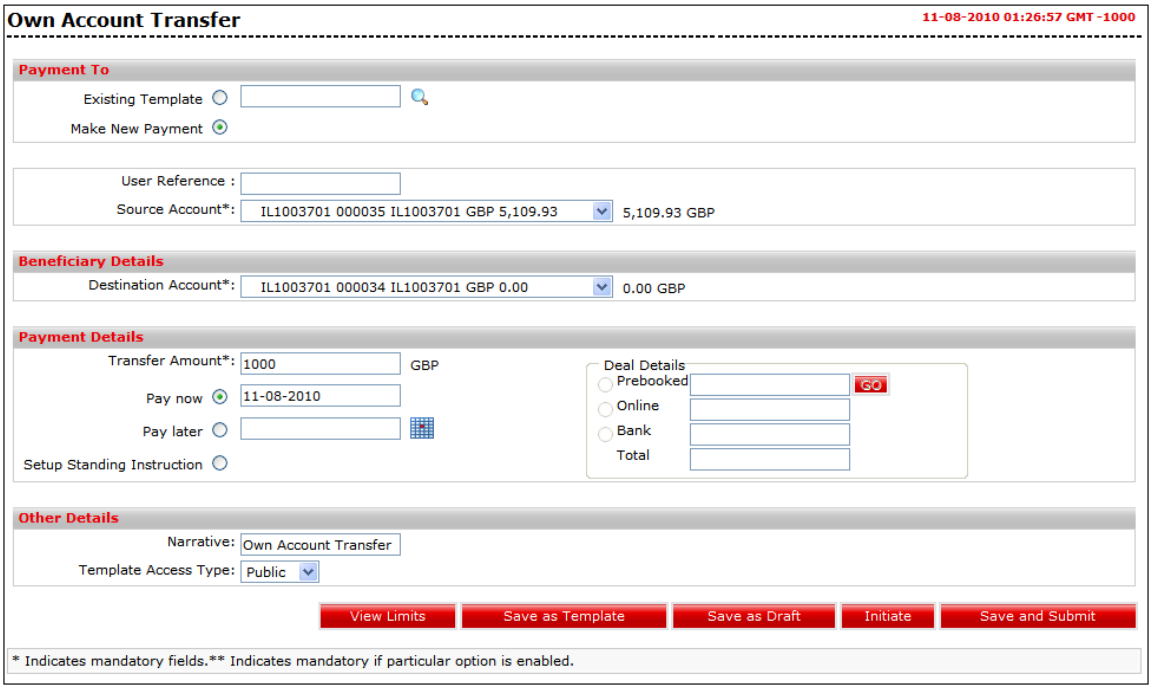
28.1. Save as Drafts

1. Log on to the **Internet Banking** application.

Navigate to any payments transaction. For e.g. **Own Account Transfer** which is shown below.

2. Navigate to My Payments > Within Bank > Own Account Transfer. The system displays Own Account Transfer screen.

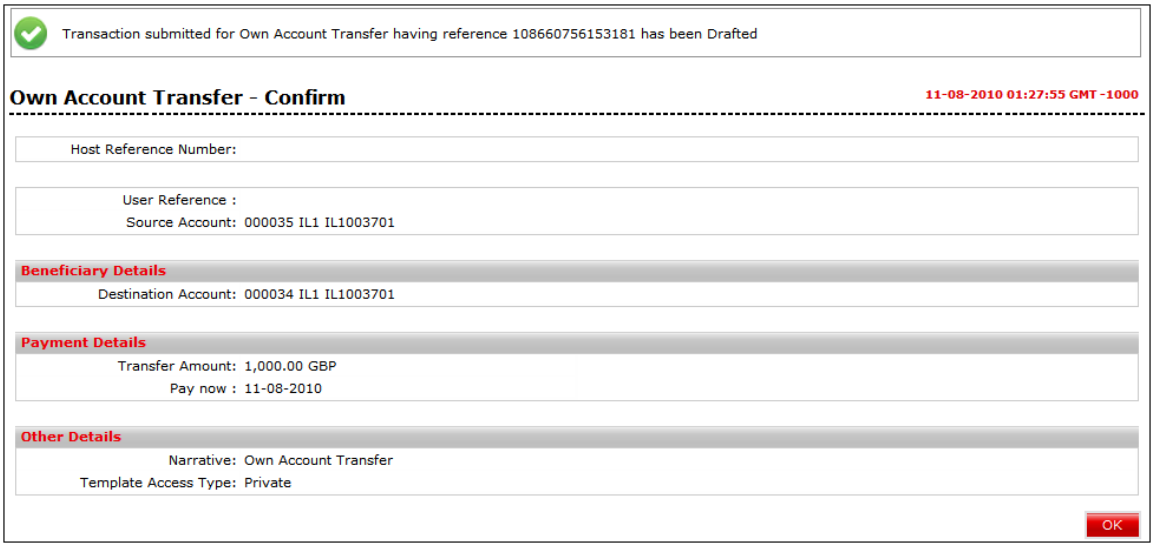
Own Account Transfer



3. Click the **Save as Draft** button to create a draft version of the transaction. The system displays **Own Account Transfer – Confirm** screen with the status message. You can use the draft version later to initiate the payment.

Note: You can enter details in parts and save. Submission of the entered details can be done on any preferred date using Save as Draft.

Own Account Transfer - Confirm



4. Click the **OK** button. The system displays initial **Own Account Transfer** screen.
5. Click the **Save as Draft** button, if you initiate any payments transactions through any existing Draft. The system displays the **Save as Draft** screen.

Save as Draft

6. Click the **Yes** button to overlap the existing draft with this draft.
   OR
   Click the **New Draft** button to create a new draft.

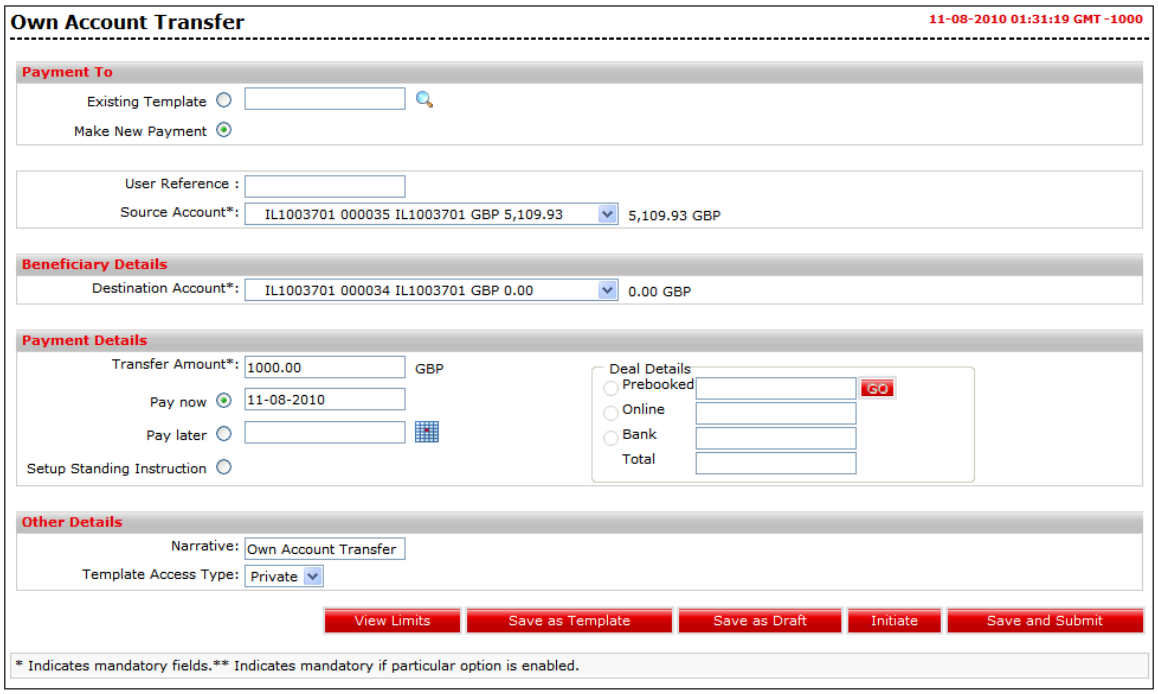
28.2. Save as Template

1. Log on to the **Internet Banking** application.

Navigate to any payments transaction. For e.g. **Own Account Transfer** which is shown below.

2. Navigate to My Payments > Within Bank > Own Account Transfer. The system displays Own Account Transfer screen.

Own Account Transfer

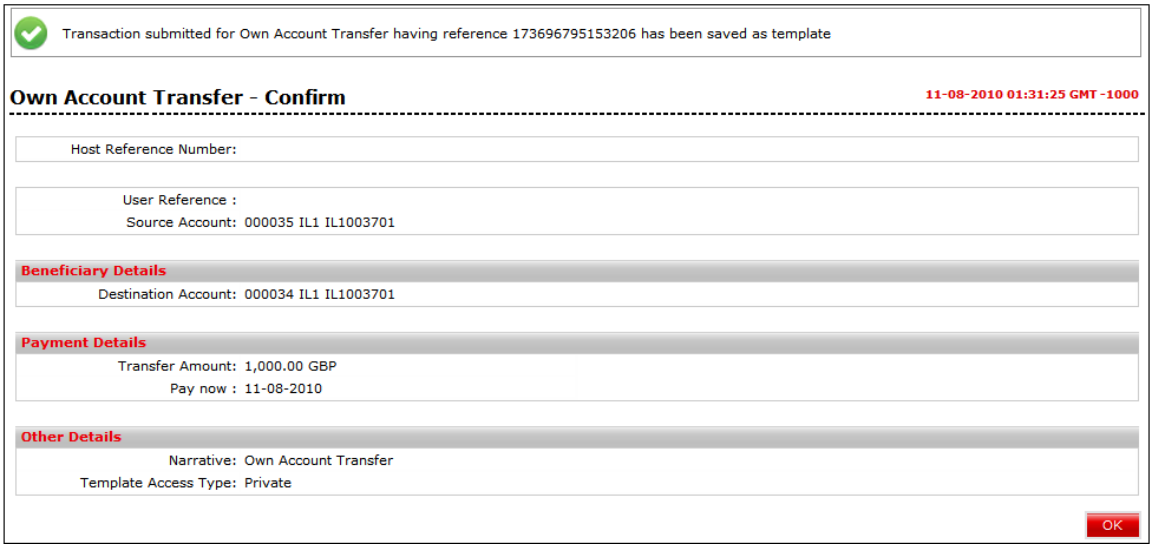


3. Click the **Save as Template** button to create a payment template of the transaction. The system displays **Own Account Transfer – Confirm** screen with the status message.

Note: While saving any transaction as template, system performs field validations i.e. you have to enter the mandatory details, otherwise it won't perform **Save as Template**.

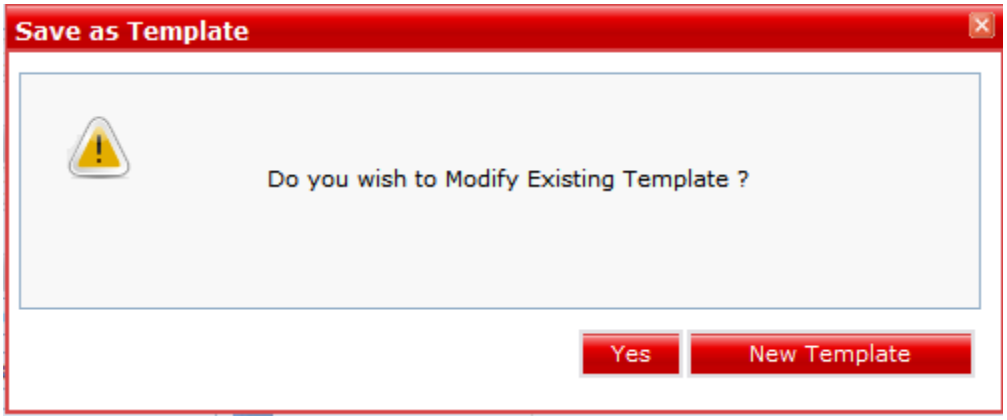
You can use the template later to initiate the payment. Template access type is mandatory while saving the template. Public templates are available to other users of the customer whereas Private templates are available to user who creates it.

Own Account Transfer - Confirm



4. Click the **OK** button. The system displays initial **Own Account Transfer** screen.
5. Click the **Save as Template** button, if you are initiating any payments transactions through any existing template. The system displays the **Save as Template** screen.

Save as Template



6. Click the **Yes** button to overlap the existing template with this template.
   OR
   Click the **New Template** button to create a new template.

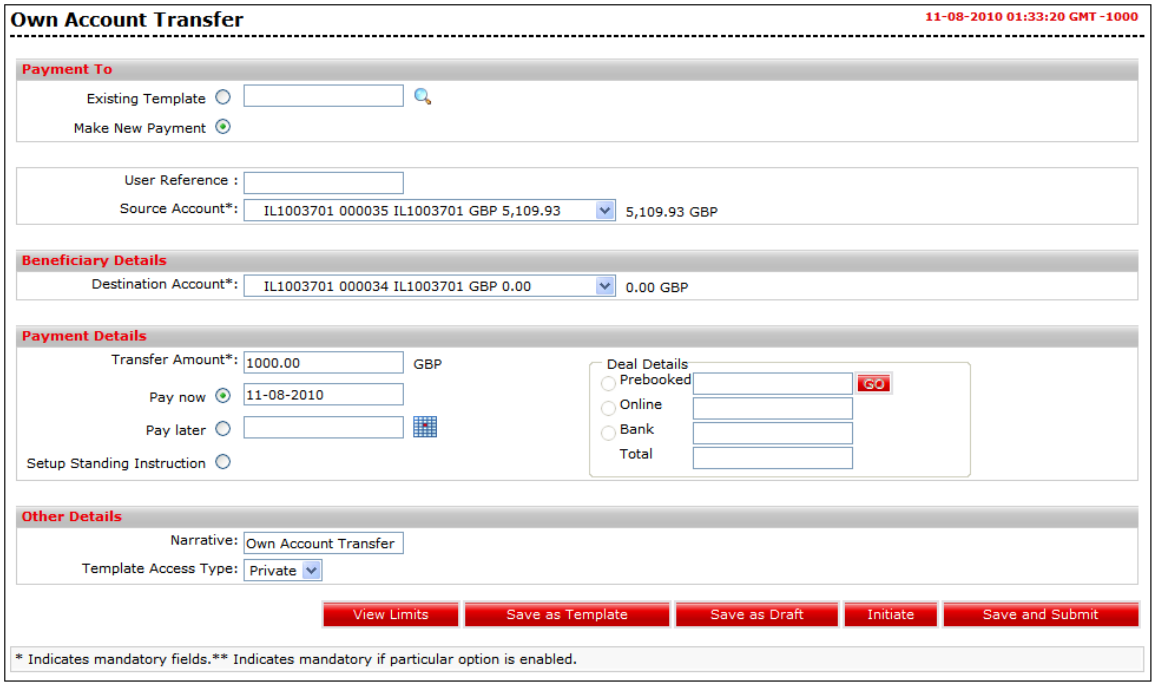
28.3. Save and Submit

1. Log on to the **Internet Banking** application.

Navigate to any payments transaction. For e.g. **Own Account Transfer** which is shown below.

2. Navigate to My Payments > Within Bank > Own Account Transfer. The system displays Own Account Transfer screen.

Own Account Transfer

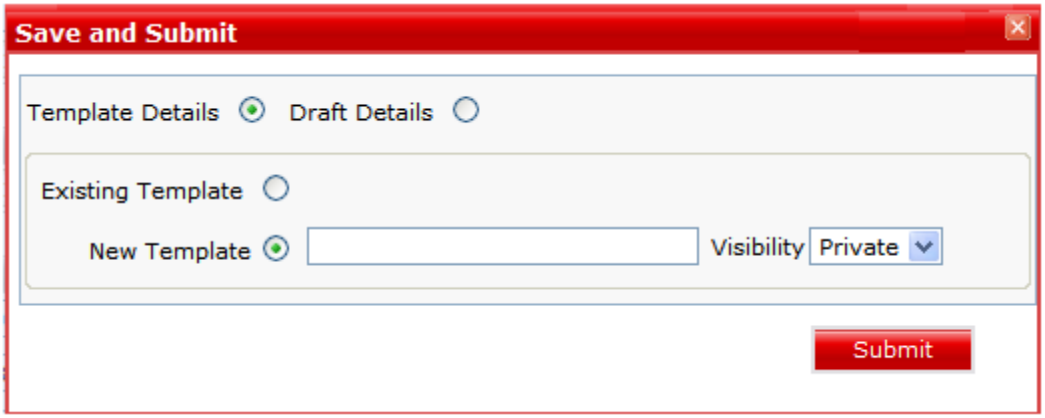


3. Click the **Save and Submit** button to create a payment template of the transaction as well as initiating the transaction.

Note: While doing save and submit, system performs field validations i.e. you have to enter the mandatory details, otherwise it won't perform **Save and submit**.

You can use the template later to initiate another payment. Template access type is mandatory while saving the template. The system displays **Save and Submit** screen

Save and Submit



Field Description

Field Name	Description
Template Details	[Optional, Radio Button] Click the **Template Details** option button to save template details.
Draft Details	[Optional, Radio Button] Click the **Draft Details** option button to save draft details.
New Template	[Optional, Alphanumeric, 20] Type the new template details.
Visibility	[Mandatory, Drop-Down] Select the visibility from the drop-down list.

4. Click the **Submit** button to submit the template. The system will save it as a template and also initiate the transaction by showing **Own Account Transfer – Verify** screen.

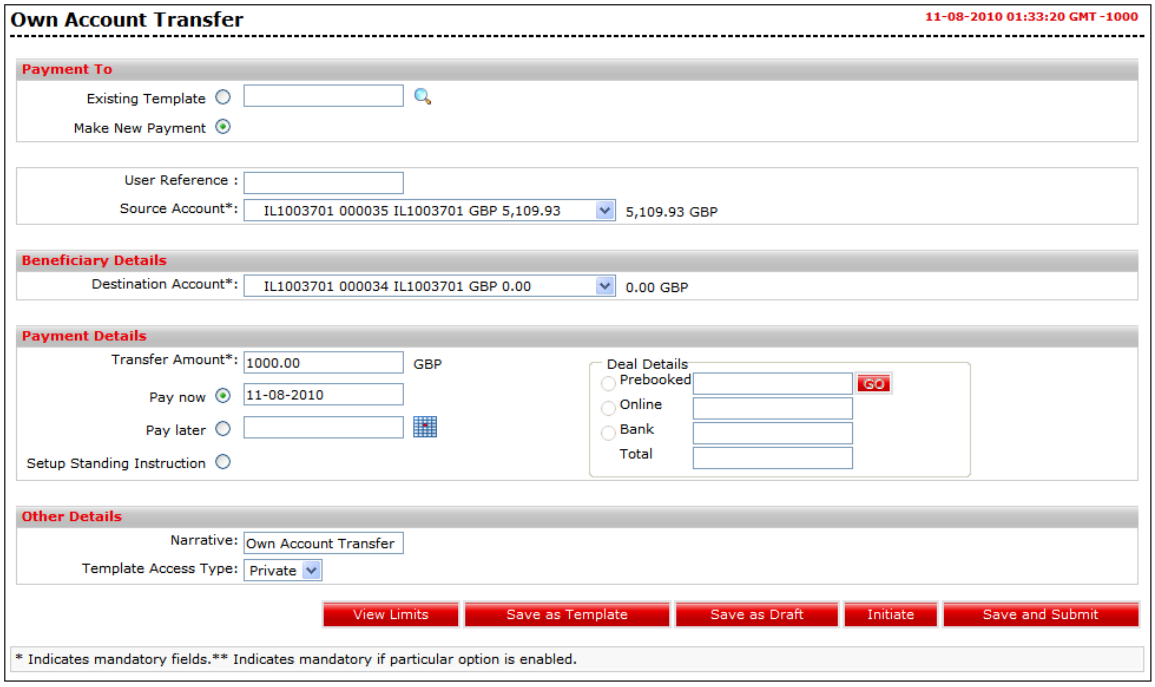
28.4. View Limits

1. Log on to the **Internet Banking** application.

Navigate to any payments transaction. For e.g. **Own Account Transfer** which is shown below.

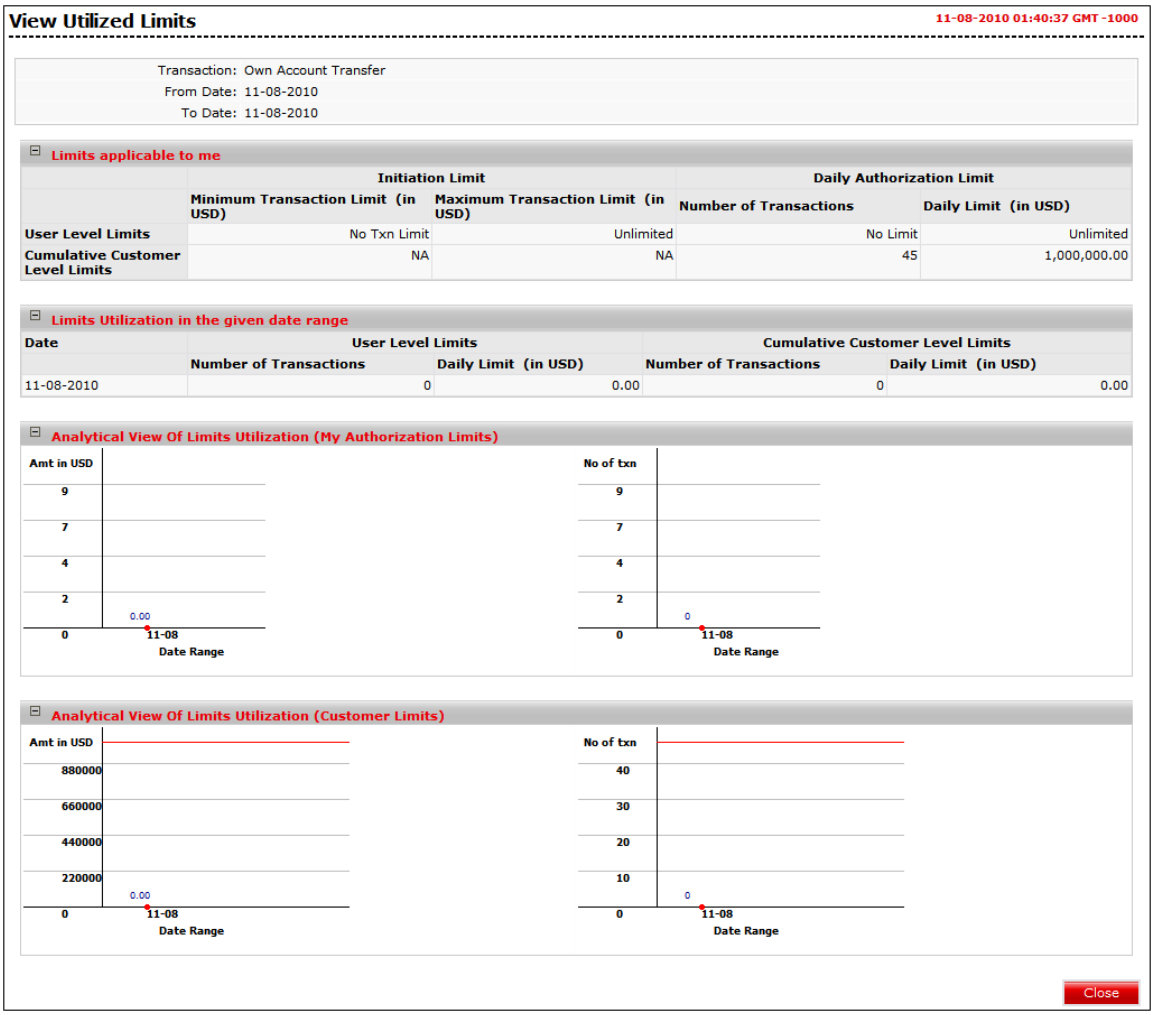
2. Navigate to My Payments > Within Bank > Own Account Transfer. The system displays Own Account Transfer screen.

Own Account Transfer



3. Click the **View Limits** button. It will display View utilized limits screen in which it will graphically display allowed, utilized and remaining number of transaction and allowed, utilized and remaining daily limits(in terms of amount).

View Utilized Limits



4. Click the **Close** button to close the **View Utilized Limits** screen.