

# **Oracle FLEXCUBE Direct Banking**

Corporate Transfer and Payment User Manual  
Release 12.0.2.0.0

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**ORACLE®**

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

<b>NH</b>	No Host Interface Required.
<b>★</b>	Standard Host Interface Available. Integration to be done separately
<b>✓</b>	Pre integrated Host interface available
<b>✗</b>	Pre integrated Host interface not available

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

## Transaction Host Integration Matrix

<b>Transaction Name</b>	<b>FLEXCUBE UBS</b>	<b>Third Party Host System</b>
Beneficiary Maintenance – MT 101 Transfer	<b>NH</b>	<b>NH</b>
Beneficiary Maintenance – SEPA CREDIT Transfer	<b>NH</b>	<b>NH</b>
Beneficiary Maintenance – SEPA Direct Debits	<b>NH</b>	<b>NH</b>
Beneficiary Maintenance – UK Payments	<b>NH</b>	<b>NH</b>
Beneficiary Maintenance – Domestic Drafts	✓	<b>NH</b>
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	<b>NH</b>	<b>NH</b>
Change User Limits	<b>NH</b>	★
Inward Remittance Inquiry	×	★

## Transaction Host Integration Matrix

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



### 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

**Beneficiary Maintenance**
09-08-2010 17:31:05

---

Transaction Type\* :

Beneficiary Id :   
 Beneficiary Account No. :   
 Beneficiary Bank Name :

Beneficiary Name :   
 Beneficiary Email :   
 Visibility :

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

Field Name	Description
<b>Visibility</b>	[Optional, Drop-Down]  Select the beneficiary access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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

**Beneficiary Maintenance**

Beneficiary Search 31-03-2011 13:00:00

Transaction Type\* : Internal Account Transfer

Beneficiary Id :  Beneficiary Name :   
 Beneficiary Account No. :  Beneficiary Email :   
 Beneficiary Bank Name :  Visibility : All

**Back** **Search**

Records 1 to 10 of 11 |<< << Page 1 of 2 >> >>|

<input type="checkbox"/>	Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Branch	Beneficiary Email
<input type="checkbox"/>	111000222	Ayush123	QT100177401	QT1	
<input type="checkbox"/>	888999	Dell Tree	QT100177401	QT1	
<input type="checkbox"/>	88888	Dell Two	QT100177401	QT1	
<input type="checkbox"/>	22233355	Dell One	QT100177401	QT1	
<input type="checkbox"/>	255255	INTAMEY	QT100177402	QT1	
<input type="checkbox"/>	GlobalRest	Global Bene - Restricted	QT100178202	QT1	
<input type="checkbox"/>	globalbene	globalbene	QT100192310	QT1	
<input type="checkbox"/>	GInterGEN	GInterGEN	QT100192313	QT1	
<input type="checkbox"/>	G1MODqener	G1MODqener	QT100192313	QT1	
<input type="checkbox"/>	202010	DELLOE	QT200177401	QT2	

**Delete** **Modify**

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

**Beneficiary Maintenance**
09-08-2010 02:03:25 GMT -1000

---

Download Type
Page Layout ▾

File Format
PDF ▾

>>  
<<

Beneficiary Id  
Beneficiary Name  
Payment Type  
Beneficiary Account N  
Bank Sort Code  
Beneficiary Bank Nam  
Beneficiary Bank City


Download
Close

## Field Description

Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the report type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options are <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>

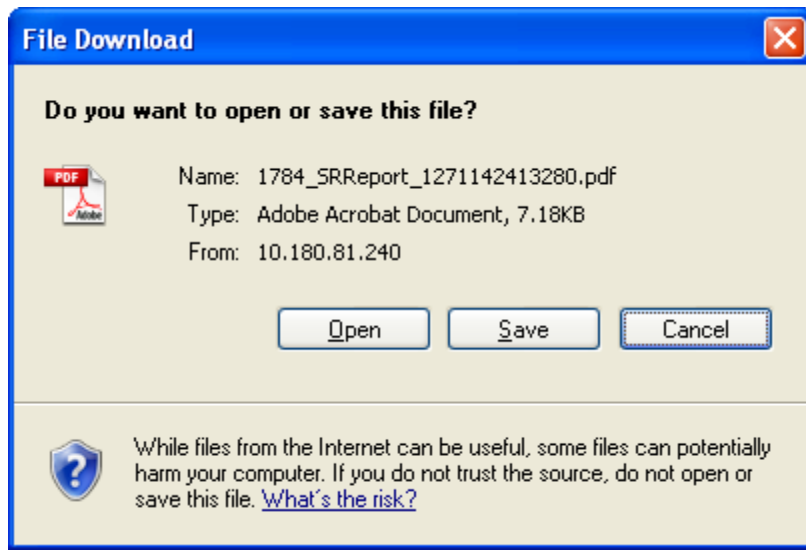
8. Select the download type and file format from the drop-down list.

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.

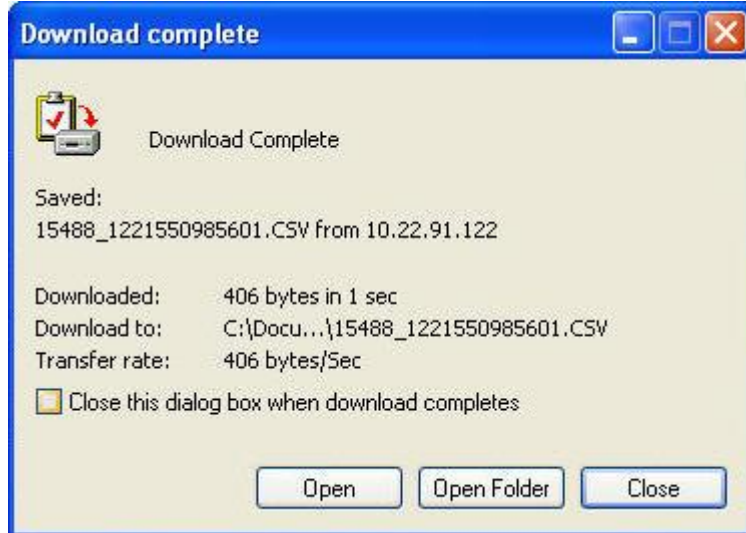
11. Click the **Download** button. The system displays the **File Download** message box.  
OR  
Click the **Close** button to close the downloading.

## 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**

Beneficiary Maintenance - Delete Beneficiary - Verify				
09-08-2010 02:06:56 GMT -1000				
Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Bank Code	Beneficiary Bank Name
1111	ben1111	1111	BCITITM1	BANCA INTESA SPA
				<input type="button" value="Back"/> <input type="button" value="Confirm"/>

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**

 Transaction submitted for Bene Maintenance Delete having reference 161172279140110 has been Initiated				
Beneficiary Maintenance - Delete Beneficiary - Confirm				
09-08-2010 02:06:56 GMT -1000				
Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Bank Code	Beneficiary Bank Name
1111	ben1111	1111	BCITITM1	BANCA INTESA SPA
				<input type="button" value="OK"/>

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

**Add Beneficiary** 09-08-2010 02:08:48 GMT -1000

---

Transaction Type: Internal Account Transfer

Beneficiary Id\*:

Beneficiary Name\*:

Beneficiary Bank Branch\*: 010 (BANK FUTURA-PC BRANCH)

Beneficiary Account No.\*:

Beneficiary Email:

Visibility\*: Public

### Field Description

Field Name	Description
<b>Transaction Type</b>	[Display] This field displays the type of transaction.
<b>Beneficiary Id</b>	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
<b>Beneficiary Name</b>	[Mandatory, Alphanumeric, 25] Type the beneficiary name
<b>Beneficiary Bank Branch</b>	[Mandatory, Drop down] Select the bank's branch in which account is held.
<b>Beneficiary Account No</b>	[Mandatory, Numeric, 35] Type the beneficiary account number.
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 255] Type the beneficiary email address.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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**

**Add Beneficiary - Verify** 09-08-2010 02:10:00 GMT -1000

Transaction Type: Internal Account Transfer

Beneficiary Id: 111  
Beneficiary Name: ben111  
Beneficiary Bank Branch\*: 333 (BANK FUTURA -QT-333)  
Beneficiary Account No.: 00000005910  
Beneficiary Email:  
Visibility: Public

Change Confirm

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**

Transaction submitted for Internal Transfer Bene having reference 966677277140152 has been Initiated

**Add Beneficiary - Confirm** 09-08-2010 02:10:00 GMT -1000

Transaction Type: Internal Account Transfer

Beneficiary Id: 111  
Beneficiary Name: ben111  
Beneficiary Bank Branch\*: 333 (BANK FUTURA -QT-333)  
Beneficiary Account No.: 00000005910  
Beneficiary Email:  
Visibility: Public

OK

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

**Add Beneficiary**
09-08-2010 02:13:45 GMT -1000

---

Transaction Type: Domestic Account Transfer

Beneficiary Id\*:

Beneficiary Name\*:

Account Type\*: Pay Over the Counter

Beneficiary Address:

City\*\*:

Beneficiary Email:

**Enter Beneficiary Bank Details**

Beneficiary Account Number\*\*:

National Clearing Code Type\*: CHAPS Network

National Clearing Codes:

Bank Name:

Bank Address:

Beneficiary Bank City:

Visibility\*: Public

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

#### Field Description

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

Field Name	Description
<b>Account Type</b>	[Mandatory, Drop-Down] Select the account type. The option are <ul style="list-style-type: none"> <li>• Enter Account No</li> <li>• Pay Over Counter</li> </ul>
<b>Beneficiary Address</b>	[Conditional, Alphanumeric, 35, 2 Lines] Select the beneficiary address. This field is enabled if the <b>Pay Over Counter</b> option is selected from the <b>Account Type</b> drop-down list.
<b>City</b>	[Conditional, Alphanumeric, 35] Type the name of the city. This field is enabled if the <b>Pay Over Counter</b> option is selected from the <b>Account Type</b> drop-down list.
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 255] Type the beneficiary email address.
<b>Beneficiary Account Number</b>	[Mandatory, Alphanumeric, 35] Type the beneficiary account number.
<b>National Clearing Code Type</b>	[Optional, Drop-Down] Select the national clearing code type from the drop-down list.
<b>National Clearing Codes</b>	[Optional, Search, Lookup] Click the Look Up icon to search the beneficiary bank/branch code.
<b>Bank Name</b>	[Display] This field displays the selected bank name
<b>Bank Address</b>	[Display] This field displays the selected beneficiary bank/branch address
<b>Beneficiary Bank City</b>	[Display] This field displays the selected beneficiary bank/branch city
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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**

**Add Beneficiary - Verify**
09-08-2010 02:14:33 GMT -1000

Transaction Type: Domestic Account Transfer

Beneficiary Id: 333  
Beneficiary Name: ben333  
Account Type: Pay Over the Counter  
Beneficiary Address: 102 A1 Apts  
  
City: Mumbai  
Beneficiary Email: ben333@yahoo.com

Enter Beneficiary Bank Details

Beneficiary Account Number:  
National Clearing Code Type: CHAPS Network  
National Clearing Codes: AMANGB0MS1  
Bank Name: KER11 MANTAS BR ITR2  
Bank Address: NOTTINGHAM  
WORKSHIRE  
Beneficiary Bank City: LONDON  
Visibility: Public

Change
Confirm

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**

✔ Transaction submitted for Domestic Transfer Bene having reference 644593444140231 has been Initiated

**Add Beneficiary - Confirm**
09-08-2010 02:14:33 GMT -1000

Transaction Type: Domestic Account Transfer

Beneficiary Id: 333  
Beneficiary Name: ben333  
Account Type: Pay Over the Counter  
Beneficiary Address: 102 A1 Apts  
  
City: Mumbai  
Beneficiary Email: ben333@yahoo.com

Enter Beneficiary Bank Details

Beneficiary Account Number:  
National Clearing Code Type: CHAPS Network  
National Clearing Codes: AMANGB0MS1  
Bank Name: KER11 MANTAS BR ITR2  
Bank Address: NOTTINGHAM  
WORKSHIRE  
Beneficiary Bank City: LONDON  
Visibility: Public

OK

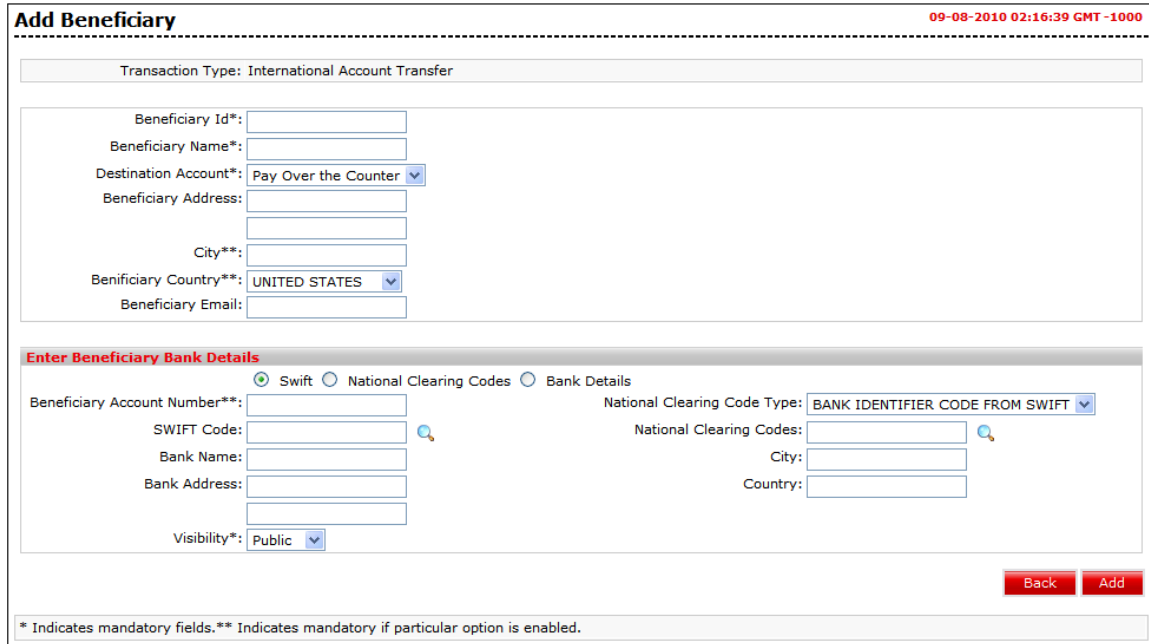
6. Click the **OK** button. The system displays the **Beneficiary Maintenance** screen.

### 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
<b>Transaction Type</b>	[Display] This field displays the type of transaction.
<b>Beneficiary Id</b>	[Mandatory, Alphanumeric, 10] Type the beneficiary Id.
<b>Beneficiary Name</b>	[Mandatory, Alphanumeric, 25] Type the beneficiary name
<b>Destination Account</b>	[Mandatory, Drop-Down] Select the destination account type. The options are <ul style="list-style-type: none"> <li>• Pay Over Counter</li> <li>• Account Number</li> </ul>

Field Name	Description
<b>Beneficiary Address</b>	[Optional, Alphanumeric, 35 x 2] Type the beneficiary address.
<b>City</b>	[Optional, Alphanumeric, 35] Type the beneficiary city.
<b>Beneficiary Country</b>	[Mandatory, Drop-Down] Select the beneficiary country name from the drop-down list.
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 255] Type the beneficiary email address.
<b>Beneficiary Bank Details</b>	
<b>Transfer option</b>	[Optional, Radio Button] Select the radio button through which the transfer is to be made. The options are <ul style="list-style-type: none"> <li>• Swift</li> <li>• National Clearing Code</li> <li>• Bank Details</li> </ul>
<b>Beneficiary Account Number</b>	[Mandatory, Numeric, 35] Type the beneficiary account number.
<b>SWIFT Code</b>	[Optional, Search, Lookup] Click the Look Up icon to search the SWIFT ID.
<b>National Clearing Code Type</b>	[Mandatory, Drop Down] Select the national clearing code type from the drop-down list.
<b>National Clearing Codes</b>	[Optional, Search, Lookup] Click the Look Up icon to search the beneficiary bank/branch code.
<b>Bank Name</b>	[Display] This field displays the selected bank name.
<b>Bank Address</b>	[Display] This field displays the selected beneficiary bank/branch address.
<b>City</b>	[Display] This field displays the selected city.
<b>Country</b>	[Display] This field displays the selected bank country

Field Name	Description
<b>Visibility</b>	[Mandatory, Drop-Down] Select the beneficiary access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

- Enter the relevant information.
- 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**

**Add Beneficiary - Verify** 09-08-2010 02:17:21 GMT -1000

---

Transaction Type: International Account Transfer

Beneficiary Id: 444  
 Beneficiary Name: ben444  
 Destination Account: Pay Over the Counter  
 Beneficiary Address: 102 A1 Apts  
  
 City: New York  
 Beneficiary Country: UNITED STATES  
 Beneficiary Email: ben444@yahoo.com

**Enter Beneficiary Bank Details**

Swift  
 Beneficiary Account Number: National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT  
 SWIFT Code: BCITITM1 National Clearing Codes:  
 Bank Name: BANCA INTESA SPA City: PALERMO  
 Bank Address: 116, VIA TERRASANTA PALERMO Country: ITALY


Visibility: Public

- 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**



# Beneficiary Maintenance

 Transaction submitted for International Transfer Bene having reference 487950143140263 has been Initiated

---

**Add Beneficiary - Confirm** 09-08-2010 02:17:21 GMT -1000

---

Transaction Type: International Account Transfer

Beneficiary Id: 444  
Beneficiary Name: ben444  
Destination Account: Pay Over the Counter  
Beneficiary Address: 102 A1 Apts  
  
City: New York  
Beneficiary Country: US  
Beneficiary Email: ben444@yahoo.com

**Enter Beneficiary Bank Details**

Beneficiary Account Number:	Swift	National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT
SWIFT Code: BCITITM1		National Clearing Codes:
Bank Name: BANCA INTESA SPA		City: PALERMO
Bank Address: 116, VIA TERRASANTA PALERMO		Country: ITALY
Visibility: Public		

**OK**

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

**Add Beneficiary**
09-08-2010 02:19:24 GMT -1000

---

Transaction Type: International Draft

Beneficiary Id\*:   
 Beneficiary Name\*:   
 Beneficiary Address:   
  
  
 City:   
 Country:   
 Zip/Postal Code:   
 Beneficiary Email:

**Mode of Delivery**  
 Branch\*     
 Courier\*   
 Post\*

Visibility\*:

#### Field Description

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

Field Name	Description
<b>Zip/Postal Code</b>	[Optional, Numeric, 10] Type the zip/postal code.
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 35] Type the beneficiary email address.
<b>Mode of Delivery</b>	[Mandatory, Radio button] Select the mode of delivery options by selecting the respective radio button. Options are: <ul style="list-style-type: none"> <li>• Branch</li> </ul> <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px; margin: 5px 0;"> <p>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.</p> </div> <ul style="list-style-type: none"> <li>• Courier</li> <li>• Post</li> </ul>
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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**

**Add Beneficiary - Verify** 09-08-2010 02:20:12 GMT -1000

---

Transaction Type: International Draft

Beneficiary Id: 555  
 Beneficiary Name: ben555  
 Beneficiary Address: 102 A1 Apts

City: New York  
 Country: USA  
 Zip/Postal Code 124352  
 Beneficiary Email: ben555@yahoo.com


**Mode of Delivery**

Mode Courier

Visibility: Public

- 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**

 Transaction submitted for International Draft Bene having reference 134523687140315 has been Initiated

---

**Add Beneficiary - Confirm** 09-08-2010 02:20:12 GMT -1000

---

Transaction Type: International Draft

Beneficiary Id: 555  
Beneficiary Name: ben555  
Beneficiary Address: 102 A1 Apts

City: New York  
Country: USA  
Zip/Postal Code 124352  
Beneficiary Email: ben555@yahoo.com

**Mode of Delivery**

Mode Courier

Visibility: Public

**OK**

- 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

**Add Beneficiary**
09-08-2010 19:31:26 GMT -1000

---

Transaction Type: MT101 Transfer

Beneficiary Id\*:   
 Beneficiary Name\*:   
 Beneficiary Email:

**Enter Beneficiary Bank Details**

 Beneficiary Account No.\*:   
 SWIFT Code:    
 Bank Name\*:   
 Bank Address:   
                             
 City:   
 Country:   
 Visibility\*: Public

#### Field Description

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

Field Name	Description
<b>Bank Name</b>	[Display] This field displays the selected Bank Name
<b>Bank Address</b>	[Display] This field displays the selected beneficiary bank/branch address.
<b>City</b>	[Display] This field displays the beneficiary's city name.
<b>Country</b>	[Display] This field displays the selected bank country
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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**

09-08-2010 19:32:56 GMT-1000

---

Transaction Type: MT101 Transfer

Beneficiary Id: 555  
Beneficiary Name: ben555  
Beneficiary Email: ben555@yahoo.com

Enter Beneficiary Bank Details


Beneficiary Account No.: 00000005910  
SWIFT Code: BCITITM1  
Bank Name: BANCA INTESA SPA  
Bank Address: 116, VIA TERRASANTA PALERMO

City: PALERMO  
Country: ITALY  
Visibility: Public

Change
Confirm

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**

 Transaction submitted for MT101 Transfer Bene having reference 989741295141813 has been Initiated

---

**Add Beneficiary - Confirm** 09-08-2010 19:32:56 GMT -1000

---

Transaction Type: MT101 Transfer

Beneficiary Id: 555  
Beneficiary Name: ben555  
Beneficiary Email: ben555@yahoo.com

**Enter Beneficiary Bank Details**

Beneficiary Account No.: 00000005910  
SWIFT Code: BCITITM1  
Bank Name: BANCA INTESA SPA  
City: PALERMO  
Bank Address: 116, VIA TERRASANTA PALERMO

Country: ITALY  
Visibility: Public

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

**Add Beneficiary**
09-08-2010 19:36:48 GMT -1000

Transaction Type: SEPA Credit Transfer

**Beneficiary Details**

Beneficiary Id\*:   
 Beneficiary Name\*:   
 Beneficiary Account (IBAN)\*:   
 Beneficiary Email:   
 Visibility\*: Public

**Beneficiary Bank Details**

Beneficiary Bank Code (BIC)\*:

#### Field Description

Field Name	Description
<b>Transaction Type</b>	[Display] This field displays the type of transaction.
<b>Beneficiary Id</b>	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
<b>Name</b>	[Mandatory, Alphanumeric, 80] Type the beneficiary name.
<b>Beneficiary Account (IBAN)</b>	[Mandatory, Alphanumeric, 35] Type the beneficiary IBAN number.
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 35] Type the beneficiary email address.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>



Field Name	Description
------------	-------------

**Beneficiary Bank Details**

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

- Enter the relevant information.
- 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**

**Add Beneficiary - Verify** 09-08-2010 19:35:41 GMT -1000

---

Transaction Type: SEPA Credit Transfer

Beneficiary Id\*: 666  
 Beneficiary Name\*: ben666  
 Beneficiary Account (IBAN)\*: AW125432  
 Beneficiary Email: ben666@yahoo.com  
 Beneficiary Bank Code (BIC)\*: BCITITM1  
 Visibility\*: Public

Change
Confirm

- 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**

Transaction submitted for Sepa Credit Transfer Bene having reference 166247336141913 has been Initiated

**Add Beneficiary - Confirm** 09-08-2010 19:35:41 GMT -1000

---

Transaction Type: SEPA Credit Transfer

Beneficiary Id\*: 666  
 Beneficiary Name\*: ben666  
 Beneficiary Account (IBAN)\*: AW125432  
 Beneficiary Email: ben666@yahoo.com  
 Beneficiary Bank Code (BIC)\*: BCITITM1  
 Visibility: Public

OK

- 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

**Add Beneficiary** 09-08-2010 19:37:38 GMT -1000

---

Transaction Type: SEPA Direct Debit

**Debtor Details**

Debtor ID\*:

Debtor Name\*:

Debtor IBAN\*:

Visibility\*:

**Debtor Bank Details**

Debtor Bank Code (BIC)\*:

#### Field Description

Field Name	Description
<b>Transaction Type</b>	[Display] This field displays the type of transaction.
<b>Debtor Id</b>	[Mandatory, Alphanumeric, 30] Type the debtor ID.
<b>Debtor Name</b>	[Mandatory, Alphanumeric, 80] Type the debtor name.
<b>Debtor (IBAN)</b>	[Mandatory, Alphanumeric, 50] Type the debtor IBAN number.
<b>Debtor Email Id</b>	[Optional, Alphanumeric, 35] Type the debtor email address.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Beneficiary Access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

Field Name	Description
------------	-------------

**Debtor Bank Details**

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

- Enter the relevant information
- 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**

09-08-2010 19:38:07 GMT -1000

---

Transaction Type: SEPA Direct Debit

Debtor ID\*: 777  
 Debtor Name\*: deb777  
 Debtor IBAN\*: AQ126578  
 Debtor Bank Code (BIC)\*: BCITITM1  
 Visibility\*: Public

Change
Confirm

- 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**

✔ Transaction submitted for Sepa Direct Debit Bene having reference 196839553142030 has been Initiated

---

09-08-2010 19:38:07 GMT -1000

Transaction Type: SEPA Direct Debit

Debtor ID\*: 777  
 Debtor Name\*: deb777  
 Debtor IBAN\*: AQ126578  
 Debtor Bank Code (BIC)\*: BCITITM1  
 Visibility\*: Public

OK

- 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

**Add Beneficiary**
09-08-2010 19:39:46 GMT -1000

---

Transaction Type: UK Payments

Type of Payment: 
  Non - Urgent 
  Urgent 
  Faster UK Payments

Beneficiary Id\*:   
 Beneficiary Name\*:   
 Beneficiary Email:

**Enter Beneficiary Bank Details**

Bank Sort Code 
  Bank Details

 Beneficiary Account No.:   
 Bank Sort Code:    
 Bank Name\*:   
 Bank Address:   
                             
 City:   
 Visibility\*:

Back
Add

#### Field Description

Field Name	Description
<b>Transaction Type</b>	[Display] This field displays the type of transaction.
<b>Type of Payments</b>	[Mandatory, Radio Button] Select the type of payment. The options are as: <ul style="list-style-type: none"> <li>• Non - Urgent</li> <li>• Urgent</li> <li>• Faster UK Payments</li> </ul>
<b>Beneficiary Id</b>	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
<b>Beneficiary Name</b>	[Mandatory, Alphanumeric, 80] Type the beneficiary name.

Field Name	Description
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 35] Type the beneficiary email address.
<b>Enter Beneficiary Bank Details</b>	
<b>Bank Sort Code</b>	[Conditional, Radio Button] Select button to select the bank code.
<b>Bank Details</b>	[Mandatory, Radio Button] Select the type of payment. The options are as: <ul style="list-style-type: none"> <li>• Non - Urgent</li> <li>• Urgent</li> <li>• Faster UK Payments</li> </ul>
<b>Beneficiary Account No</b>	[Mandatory, Alphanumeric, 35] Type the beneficiary account number.
<b>Bank Sort Code</b>	[Conditional, Search Button] Click the search button to select the bank code. This field is enabled if the <b>Bank Sort Code</b> is selected.
<b>Bank Name</b>	[Conditional, Alphanumeric, 40]. Type the bank name. This field is enabled if the <b>Bank Details</b> is selected.
<b>Bank Address</b>	[Conditional, Alphanumeric, 40] Type the bank address. This field is enabled if the <b>Bank Details</b> is selected..
<b>City</b>	[Display] This field displays the city.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the beneficiary access level from the drop-down list. The options are : <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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**

**Add Beneficiary - Verify**
09-08-2010 19:40:45 GMT -1000

---

Transaction Type: UK Payments

Payment Type: Faster UK Payments

Beneficiary Id: 888  
Beneficiary Name: ben888  
Beneficiary Email: ben888@yahoo.com

Enter Beneficiary Bank Details  
 Beneficiary Account No.: 00000005910  
 Bank Sort Code: BCITITM1  
 Bank Name: BANCA INTESA SPA  
 Bank Address: 116, VIA TERRASANTA PALERMO  
  
 City: PALERMO  
 Visibility: Public

Change
Confirm

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**

✔ Transaction submitted for UK Payments Bene having reference 185148926142137 has been Initiated

**Add Beneficiary - Confirm**
09-08-2010 19:40:45 GMT -1000

---

Transaction Type: UK Payments

Payment Type: Faster UK Payments

Beneficiary Id: 888  
Beneficiary Name: ben888  
Beneficiary Email: ben888@yahoo.com

Enter Beneficiary Bank Details  
 Beneficiary Account No.: 00000005910  
 Bank Sort Code: BCITITM1  
 Bank Name: BANCA INTESA SPA  
 Bank Address: 116, VIA TERRASANTA PALERMO  
  
 City: PALERMO  
 Visibility: Public

OK

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

Add Beneficiary
31-03-2011 13:00:00 GMT +0530

---

Transaction Type: Demand Draft-Pay Order Request

Beneficiary Id\*:   
 Beneficiary Name\*:   
 Beneficiary Address\*:   
  
  
 City\*:   
 Country:   
 Zip/Postal Code:   
 Phone:   
 Beneficiary Email:

**Mode of Delivery**  
 Branch\*      
 Post/Courier\*    
 Draft Delivery Option:

Visibility\*:

#### Field Description

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

Field Name	Description
<b>Zip/Postal Code</b>	[Optional, Alphanumeric, 255] Type the beneficiary's postal code.
<b>Phone</b>	[Optional, Alphanumeric, 35] Type the beneficiary's phone number.
<b>Beneficiary Email</b>	[Optional, Alphanumeric, 35] Type the beneficiary email id.
<b>Mode of Delivery</b>	[Mandatory, Radio button] Select the mode of delivery options by selecting the respective radio button. Options are: <ul style="list-style-type: none"> <li>• Branch</li> </ul> <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px; margin: 5px 0;"> <p>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.</p> </div> <ul style="list-style-type: none"> <li>• Post / Courier</li> </ul>
<b>Draft Delivery Option</b>	[Conditional, Drop-Down] Select the draft delivery option from the drop-down list.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the Visibility from the drop-down list. Options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private.</li> </ul>

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**



**Add Beneficiary** 31-03-2011 13:00:00 GMT +0530

---

Transaction Type: Demand Draft-Pay Order Request

Beneficiary Id\*: TA005  
Beneficiary Name\*: Harry James Potter  
Beneficiary Address: IFLEXPARK  
                                    BAGHMANE  
                                    BANGALORE  
City: BANGALORE  
Country: UNITED KINGDOM  
Zip/Postal Code  
Phone  
Beneficiary Email:

**Mode of Delivery**

Mode Branch  
City: BANGALORE Branch: Bank Futura-E06 BRANCH

Visibility\*: Public

Change Confirm

- 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**

✔ Beneficiary created successfully.  
Transaction submitted for Demand Draft Request Bene having reference 900684589330312 has been Auto Authorized .

---

**Add Beneficiary** 31-03-2011 13:00:00 GMT +0530

---

Transaction Type: Demand Draft-Pay Order Request

Beneficiary Id\*: TA005  
Beneficiary Name\*: Harry James Potter  
Beneficiary Address: IFLEXPARK  
                                    BAGHMANE  
                                    BANGALORE  
City: BANGALORE  
Country: UNITED KINGDOM  
Zip/Postal Code  
Phone  
Beneficiary Email:

**Mode of Delivery**

Mode Branch  
City: BANGALORE Branch: Bank Futura-E06 BRANCH

Visibility\*: Public

OK

- 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](#)

**Own Account Transfer**
09-12-2011 13:26:34 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:   454,123.00 USD

**Beneficiary Details**

Destination Account\*:   454,123.00 USD

**Payment Details**

Transfer Amount\*:

Pay now

Deal Details

Pay later

Online

Setup Standing Instruction

Bank

Total

**SI Details**

SI Execution Frequency\*:

First Execution Date\*:

Expiry Date\*:

**Other Details**


Narrative:

Template Access Type:

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

**Field Description**

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

Field Name	Description
<b>Destination Account</b>	[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.
<b>Transfer Amount</b>	[Mandatory, Numeric, 15] Type the amount to be transferred.
<b>Pay now</b>	[Optional, Radio Button] Select the <b>Pay now</b> radio button to process the funds transfer immediately. The transfer can be done in any of the three modes: <b>Pay now</b> , <b>Pay later</b> or <b>Setup Standing Instruction</b> .
<b>Pay later</b>	[Optional, Radio Button] Select the <b>Pay later</b> radio button to make the funds transfer on a future date.
<b>Deal Details</b>	[Optional, Radio button] Select deal details by selecting appropriate radio button. Options are : <ul style="list-style-type: none"> <li>• Pre booked</li> <li>• Online</li> <li>• Bank</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Deal options are available to you only if deal is allowed for your user. Please refer Foreign Exchange User Manual for deal details.</p> </div>
<b>Setup Standing Instruction</b>	[Optional, Radio Button] Select <b>Setup Standing Instruction</b> 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
<b>SI Execution Frequency</b>	<p>[Conditional, Pick List]</p> <p>Select the standing instruction execution frequency for the funds transfer from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Bi-Monthly</li> <li>• Quarterly</li> <li>• Half -Yearly</li> <li>• Yearly</li> </ul> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>
<b>First Execution Date</b>	<p>[Conditional, Pick List]</p> <p>Select the execution date for the first standing instruction from the Calendar pick list.</p> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>
<b>Expiry Date</b>	<p>[Conditional, Pick List]</p> <p>Select the standing instruction Expiry date from the Calendar pick list.</p> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>
<b>Narrative</b>	<p>[Optional, Alphanumeric, 35]</p> <p>Type the narrative.</p>
<b>Template Access Type</b>	<p>[Optional, Drop-Down]</p> <p>Select template access type from the drop-down list.</p> <p>For Corporate Users, template access type will be public and private.</p>


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

## Own Account Transfer - Verify

Own Account Transfer - Verify		09-12-2011 13:28:51 GMT +0530
User Reference : Source Account: 00000000206 000 000000002		
<b>Beneficiary Details</b>		
Destination Account: 00000000229 000 000000002		
<b>Payment Details</b>		
Transfer Amount: 112.00 USD Pay now : 14-11-2011		
<b>Other Details</b>		
Narrative: Own Account Payment Template Access Type:		
		<input type="button" value="Change"/> <input type="button" value="Confirm"/>

- 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

 Your request has been completed successfully. Transaction submitted for Own Account Transfer having reference 425778064074904 has been Auto Authorized .		
Own Account Transfer - Confirm		09-12-2011 13:28:51 GMT +0530
Host Reference Number: OAT1033650017492		
User Reference : Source Account: 00000000206 000 000000002		
<b>Beneficiary Details</b>		
Destination Account: 00000000229 000 000000002		
<b>Payment Details</b>		
Transfer Amount: 112.00 USD Pay now : 14-11-2011		
<b>Other Details</b>		
Narrative: Own Account Payment Template Access Type:		
		<input type="button" value="OK"/>

- Click the **OK** button. The system displays the **Own Account Transfer** screen.
- 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

**Internal Transfer**
09-12-2011 13:02:12 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:  ● 454,123.00 USD

**Beneficiary Details**

Beneficiary Account\*:

Beneficiary Branch\*:

Beneficiary Email:

**Payment Details**

Transfer Amount\*:

Transfer Currency\*:

Pay now

Pay later

Setup Standing Instruction

Deal Details

Prebooked  GO

Online

Bank

Total

**SI Details**

SI Execution Frequency\*:

First Execution Date\*:

Expiry Date\*:

**Other Details**

Narrative:

Template Access Type:


View Limits
Save as Template
Save as Draft
Initiate
Save and Submit

\* Indicates mandatory fields.\*\* Indicates mandatory if particular option is enabled.-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.

Field Description

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



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

Field Name	Description
<b>Deal Details</b>	<p>[Optional, Radio button]</p> <p>Select deal details by selecting appropriate radio button Options are:</p> <ul style="list-style-type: none"> <li>• Pre booked</li> <li>• Online</li> <li>• Bank</li> </ul> <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px; margin-top: 10px;"> <p>NOTE: DEAL OPTIONS ARE AVAILABLE TO YOU ONLY IF DEAL IS ALLOWED FOR YOUR USER. PLEASE REFER FOREIGN EXCHANGE USER MANUAL FOR DEAL DETAILS.</p> </div>
<b>Setup Standing Instruction</b>	<p>[Optional, Radio Button]</p> <p>Select <b>Setup Standing Instruction</b> to set standing instructions for the internal transfer for a period. The system auto transfers the fund on the specified date and frequency.</p> <p>The transfer can be done in any of the three modes: <b>Pay now</b>, <b>Pay later</b> or <b>Setup Standing Instruction</b>.</p>
<b>SI Execution Frequency</b>	<p>[Conditional, Drop-Down]</p> <p>Select the standing instruction execution frequency for the internal transfer from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Bi-Monthly</li> <li>• Quarterly</li> <li>• Half -Yearly</li> <li>• Yearly</li> </ul> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>
<b>First Execution Date</b>	<p>[Conditional, Pick List]</p> <p>Select the execution date for the first standing instruction from the Calendar pick list.</p> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>
<b>Expiry Date</b>	<p>[Conditional, Pick List]</p> <p>Select the standing instruction Expiry date from the Calendar pick list.</p> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>

Field Name	Description
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative.
<b>Template Access Type</b>	[Optional, Drop-Down] Select template access type from the drop-down list. Options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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

### Internal Transfer - Verify

**Internal Transfer - Verify**
09-12-2011 13:04:57 GMT +0530

---

User Reference :  
 Source Account: 00000000206 000 000000002

**Beneficiary Details**  
 Beneficiary Account: 1000000133  
 Beneficiary Branch: 000 (Bank Futura)  
 Beneficiary Email: SDFS@SEF.COM

**Payment Details**  
 Transfer Amount: 112.00 USD  
 Transfer Currency: US DOLLAR  
 Pay now : 14-11-2011

**Other Details**  
 Narrative: Internal Payment  
 Template Access Type:

Change
Confirm

-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.

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

✔ Your request has been completed successfully.  
 Transaction submitted for Internal Account Transfer having reference 335993162074859 has been Auto Authorized .

### Internal Transfer - Confirm 09-12-2011 13:04:57 GMT +0530

---

Host Reference Number: ITG103365001754

User Reference :  
 Source Account: 00000000206 000 000000002

**Beneficiary Details**  
 Beneficiary Account: 1000000133  
 Beneficiary Branch: 000 (Bank Futura)  
 Beneficiary Email: SDFS@SEF.COM

**Payment Details**  
 Transfer Amount: 112.00 USD  
 Transfer Currency: US DOLLAR  
 Pay now : 14-11-2011

**Other Details**  
 Narrative: Internal Payment  
 Template Access Type:

OK

-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.

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**

**Multiple Internal Transfer**
31-03-2011 13:00:00 GMT +0530

---

Debit Single Account

Debit Multiple Account

User Reference :

Source Account:\*  1,195,248.82 USD

Destination Branch:\*

Payment Instruction	Destination Account	Destination Branch	Transfer Amount	Transfer Currency	
Payment Instruction No 1	<input type="text" value="QT100177909"/>	<input type="text" value="QT1-QT1-LONDON"/>	<input type="text" value="1"/>	<input type="text" value="US DOLLAR"/>	<input type="button" value="X"/>
Payment Instruction No 2	<input type="text" value="QT100177911"/>	<input type="text" value="QT1-QT1-LONDON"/>	<input type="text" value="1"/>	<input type="text" value="US DOLLAR"/>	<input type="button" value="X"/>

**Payment Details**

Pay now

Pay later

Setup Standing Instruction

**SI Details**

SI Execution Frequency\*:

First Execution Date\*:

Expiry Date\*:

**Other Details**

Narrative:

**Field Description**

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

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

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

<b>SI Execution Frequency</b>	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Bi-Monthly</li> <li>• Quarterly</li> <li>• Half -Yearly</li> <li>• Yearly</li> </ul>
<b>First Execution Date</b>	[Conditional, Pick List] Select the first standing instruction execution date from the pick list.
<b>Expiry Date</b>	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the <b>Setup Standing Instruction</b> option.

**Other Details**

Field Name	Description
<b>Narrative</b>	[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

**Multiple Internal Transfer**
31-03-2011 13:00:00 GMT +0530

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Debit Single Account

Debit Multiple Account

User Reference :

Source Account:\*

Destination Branch:\*

Payment Instruction	Source Account	Destination Account	Destination Branch	Transfer Amount	Transfer Currency	
Payment Instruction No 1	<input type="text" value="QT100177402"/>	<input type="text" value="QT100177911"/>	<input type="text" value="QT1-QT1-LONDON"/>	<input type="text" value="1"/>	<input type="text" value="US DOLLAR"/>	<input type="button" value="X"/>
Payment Instruction No 2	<input type="text" value="QT100177909"/>	<input type="text" value="QT100177911"/>	<input type="text" value="QT1-QT1-LONDON"/>	<input type="text" value="1"/>	<input type="text" value="Select"/>	<input type="button" value="X"/>

**Payment Details**

Pay now

Pay later

Setup Standing Instruction

**SI Details**

SI Execution Frequency\*:

First Execution Date\*:

Expiry Date\*:

**Other Details**

Narrative:

Field Description


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

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

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

<b>SI Execution Frequency</b>	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Bi-Monthly</li> <li>• Quarterly</li> <li>• Half -Yearly</li> <li>• Yearly</li> </ul>
<b>First Execution Date</b>	[Conditional, Pick List] Select the first standing instruction execution date from the pick list.

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

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

**Multiple Internal Transfer - Verify**

**Multiple Internal Transfer-Verify** 31-03-2011 13:00:00 GMT +0530

---

Debit Single Account    
 Debit Multiple Account

Customer Id: QT2001774  
 User Reference :  
 Source Account: QT100177402 QT1 QT2001774


Payment Instruction	Destination Account	Destination Branch	Transfer Amount	Transfer Currency
Payment Instruction No 1	<input type="text" value="QT100177909"/>	<input type="text" value="QT1-QT1-LONDON"/>	<input type="text" value="1"/>	<input type="text" value="USD"/>
Payment Instruction No 2	<input type="text" value="QT100177911"/>	<input type="text" value="QT1-QT1-LONDON"/>	<input type="text" value="1"/>	<input type="text" value="USD"/>

**Payment Details**  
 Pay later: 08-04-2011

**Other Details**  
 Narrative: Multiple Transfers

- 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

 Please check the status of your relevant transaction in dashboard.  
Transaction submitted for Multiple Internal Transfer having reference 859149738309207 has been Auto Authorized .  
Transaction submitted for Multiple Internal Transfer having reference 162465237309211 has been Auto Authorized .

**Multiple Internal Transfer - Confirm** 31-03-2011 13:00:00 GMT +0530


Debit Single Account   
Debit Multiple Account

User Reference :  
Source Account: QT100177402 QT1 QT2001774

Payment Instruction	Destination Account	Destination Branch	Transfer Amount	Transfer Currency
Payment Instruction No 1	QT100177909	QT1-QT1-LONDON	1	USD
Payment Instruction No 2	QT100177911	QT1-QT1-LONDON	1	USD

**Payment Details**  
Pay later: 08-04-2011

**Other Details**  
Narrative: Multiple Transfers



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

**Domestic Funds Transfer**
09-12-2011 11:32:58 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference Number

Source Account\*:

**Beneficiary Details**

Beneficiary Name\*

Destination Account Type\*\*:

Beneficiary Account\*\*:

Beneficiary Address

City

Beneficiary Email

**Beneficiary Bank Details**

National Clearing Code Type\*\*:

National Clearing Codes\*\*:

Bank Name\*\*:

Bank Address\*\*:

City\*\*:

**Payment Details**

Transfer Amount\*:

Transfer Currency\*:

Pay now

Pay later

Setup Standing Instruction

**SI Details**

SI Execution Frequency

First Execution Date

Expiry Date

**Other Details**

Purpose of Remittance:

Description of Remittance Purpose :

Narrative:


Template Access Type

View Limits
Save as Draft
Save as Template
Initiate
Save and Submit

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

Field Description

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

Field Name	Description
<b>Make New Payment</b>	<p>[Optional, Radio Button]</p> <p>Select Make New Payment option button to make a new funds transfer entry.</p> <p>The transfer can be done either by using <b>Existing Payment Template</b> or <b>Make New Payment</b>.</p>
<b>User Reference</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number that you want to use to identify this transaction.</p> <p>If a payment template is selected from the <b>Payment Template</b>, this field displays the user reference number of the selected payment template.</p>
<b>Source Account</b>	<p>[Mandatory, Drop-Down]</p> <p>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.</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Lookup]</p> <p>Click the Lookup button to select any beneficiary. Name of that selected beneficiary will get displayed here..</p>
<b>Destination Account Type</b>	<p>[Mandatory, Drop Down]</p> <p>Select the destination account type from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Account No</li> <li>• Pay Over Counter</li> </ul>
<b>Beneficiary Account</b>	<p>[Display]</p> <p>Beneficiary account number will be automatically populated here after the selection of Beneficiary name</p>
<b>Beneficiary Address</b>	<p>[Display]</p> <p>Beneficiary address will be automatically populated here after the selection of Beneficiary name.</p>
<b>City</b>	<p>[Display]</p> <p>Beneficiary city will be automatically populated here after the selection of Beneficiary name.</p>
<b>Beneficiary Email</b>	<p>[Display]</p> <p>Beneficiary e-mail will be automatically populated here after the selection of Beneficiary name.</p>

**Enter Beneficiary Bank Details**

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



Field Name	Description
<b>Pay Later</b>	[Optional, Radio Button] Select <b>Pay Later</b> to make the payment on future date.
<b>Setup Standing Instruction</b>	[Optional, Radio Button] Select <b>Setup Standing Instruction</b> to set the standing instruction for a period for multiple debits.
<b>Select Date</b>	[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.
<b>Setup Standing Instruction</b>	[Optional, Radio Button] Select <b>Setup Standing Instruction</b> to set standing instructions for domestic transfer for a period. The system auto transfers the fund on the specified date and frequency.
<b>SI Execution Frequency</b>	[Conditional, Drop-Down] Select the standing instruction execution frequency for the domestic transfer from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Bi-Monthly</li> <li>• Quarterly</li> <li>• Half -Yearly</li> <li>• Yearly</li> </ul> This field is displayed if you select the <b>Setup Standing Instruction</b> option.
<b>First Execution Date</b>	[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 <b>Setup Standing Instruction</b> option.
<b>Expiry Date</b>	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the <b>Setup Standing Instruction</b> option.

Field Name	Description
<b>Purpose of Remittance</b>	[Optional, Drop-Down] Select the purpose of remittance from the drop-down list.
<b>Description of Remittance Purpose</b>	[Optional, Alphanumeric, 20] Type the description of remittance purpose. This field is enabled if the Other option is selected from the <b>Purpose of Remittance</b> drop-down list.
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative.
<b>Template Access Type</b>	[Optional, Drop-Down] Select template access type from the drop-down list. The options are <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>


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

Domestic Funds Transfer - Verify

Domestic Funds Transfer - Verify		09-12-2011 11:30:01 GMT +0530
User Reference Number: Source Account: 00000000206 000 000000002		
<b>Beneficiary Details</b> Beneficiary Name: KAMSEL Destination Account Type: Enter Account No Beneficiary Account: 9846546566 Beneficiary Address:  City: Beneficiary Email: XCVXC@SF.COM		
<b>Beneficiary Bank Details</b> National Clearing Code Type: CHAPS Network National Clearing Codes: APACBH6101 Bank Name: BANK FUTURA Bank Address: LONDON UK City: LONDON		
<b>Payment Details</b> Transfer amount: 112.00 Transfer Currency: US DOLLAR Pay now: 14-11-2011		
<b>Other Details</b> Purpose of Remittance: Domestic Remittance1 Narrative: Domestic Funds Payment Template Access Type:		
		<a href="#">Change</a> <a href="#">Confirm</a>

- 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

 Your request has been completed successfully.  
Transaction submitted for Domestic Funds Transfer having reference 340839354074212 has been Auto Authorized .

---

**Domestic Funds Transfer - Confirm** 09-12-2011 11:30:01 GMT +0530

---

Host Reference Number: 103456452

User Reference Number:  
Source Account: 00000000206 000 000000002

**Beneficiary Details**

Beneficiary Name: KAMSEL  
Destination Account Type: Enter Account No  
Beneficiary Account: 9846546566  
Beneficiary Address:  
  
City:  
Beneficiary Email: XCVXC@SF.COM

**Beneficiary Bank Details**


National Clearing Code Type: CHAPS Network  
National Clearing Codes: APACBH6101  
Bank Name: BANK FUTURA  
Bank Address: LONDON  
UK  
City: LONDON

**Payment Details**

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

**Other Details**

Purpose of Remittance: Domestic Remittance1  
Narrative: Domestic Funds Payment  
Template Access Type:



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

**Fixed Domestic Funds Transfer**
11-08-2010 00:21:43 GMT -1000

**Payment Details**

Source Account \*:

Destination Account \*:

Transfer Amount\*:

**Beneficiary Details**

Beneficiary Name :

Beneficiary Address :

City :

**Beneficiary Bank Details**

National Clearing Code Type

National Clearing Codes

Bank Name

Bank Address

City

Pay now

Pay later

Setup Standing Instruction

SI Execution Frequency

First Execution Date

Final Execution Date

Field Description

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

Field Name	Description
<b>Beneficiary Address</b>	[Display] This field displays the beneficiary address linked to the source account.
<b>City</b>	[Display] This field displays the beneficiary city linked to the source account.
<b>National Clearing Code Type</b>	[Display] This field displays the national clearing code type of the beneficiary bank linked to the source account.
<b>National Clearing Codes</b>	[Display] This field displays the national clearing code of the beneficiary bank linked to the source account.
<b>Bank Name</b>	[Display] This field displays the bank name of the beneficiary bank linked to the source account.
<b>Bank Address</b>	[Display] This field displays the bank address of the beneficiary bank linked to the source account.
<b>City</b>	[Display] This field displays the city of the beneficiary bank linked to the source account.
<b>Pay Now</b>	[Optional, Radio Button] Select <b>Pay Now</b> radio button to process the transaction immediately. The system date is displayed in the adjacent field.
<b>Pay Later</b>	[Optional, Radio Button, Pick list] Select <b>Pay Later</b> radio button to make the payment on future date. It will display a pick list to select any future date.
<b>Select Date</b>	[Conditional, Pick List] Select the date from the pick list. This field is displayed if <b>Pay Later</b> option button is selected.
<b>Setup Standing Instruction</b>	[Optional, Radio Button] Select <b>Setup Standing Instruction</b> 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
<b>SI Execution Frequency</b>	<p>[Conditional, Drop-Down]</p> <p>Select the standing instruction execution frequency from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Bi-Monthly</li> <li>• Quarterly</li> <li>• Half -Yearly</li> <li>• Yearly</li> </ul> <p>This field is displayed if <b>Setup Standing Instruction</b> option button is selected.</p>
<b>First Execution Date</b>	<p>[Conditional, Pick List]</p> <p>Select the execution date for the first standing instruction from the pick list.</p> <p>This field is displayed if <b>Setup Standing Instruction</b> option button is selected.</p>
<b>Expiry Date</b>	<p>[Conditional, Pick List]</p> <p>Select the standing instruction Expiry date from the Calendar pick list.</p> <p>This field is displayed if you select the <b>Setup Standing Instruction</b> option.</p>

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



Fixed Domestic Funds Transfer - Verify

**Fixed Domestic Funds Transfer - Verify**
25-08-2010 07:49:49 GMT -0500

**Payment Details**

Source Account #: 333000028 33300002804 BANK FUTURA -QT-333  
 Destination Account #: 6565213524  
 Transfer Amount\*: 1000

**Beneficiary Details**

Beneficiary Name: LJKNN  
 Beneficiary Address: LK  
 Address Line 2: L;M  
 City: LN

**Beneficiary Bank Details**

National Clearing Code Type : CHAPS Network  
 National Clearing Codes : AMANGB0MS1  
 Bank Name : KER11 MANTAS BR ITR2  
 Bank Address : NOTTINGHAM  
 WORKSHIRE  
 City : LONDON

Pay now 25-08-2010  
 Pay later  
 Setup Standing Instruction

Change
Confirm

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

✔
Funds Transfer successful  
 Transaction submitted for Fixed Domestic Funds Transfer having reference 125671467184223 has been Auto Authorized .

**Fixed Domestic Funds Transfer - Confirm**
25-08-2010 07:49:54 GMT -0500

EBanking Reference No.: 125671467184223

**Payment Details**

Source Account #: 333000028 33300002804 BANK FUTURA -QT-333  
 Destination Account #: 6565213524  
 Transfer Amount\*: 1000

**Beneficiary Details**

Beneficiary Name: LJKNN  
 Beneficiary Address: LK  
 Address Line 2: L;M  
 City: LN

**Beneficiary Bank Details**

National Clearing Code Type : CHAPS Network  
 National Clearing Codes : AMANGB0MS1  
 Bank Name : KER11 MANTAS BR ITR2  
 Bank Address : NOTTINGHAM  
 WORKSHIRE  
 City : LONDON

Pay now 25-08-2010  
 Pay later  
 Setup Standing Instruction

Host Reference Number:

OK

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

**International Account Transfer**
09-12-2011 13:09:15 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference Number:

Source Account\*: 000000002 00000000206 Bank Futura 454,123.00 USD

**Beneficiary Details**

Beneficiary Name\*:

Destination Account Type\*: Select

Beneficiary Address\*\*:

City\*\*:

Country\*\*: Select

Beneficiary Email:

Account Number:

**Beneficiary Bank Details**

Enter Beneficiary Bank Details  Swift  National Clearing Codes  Bank Details

SWIFT Code\*\*:

Bank Name\*\*:

Bank Address\*\*:

National Clearing Codes\*\*:

National Clearing Code Type\*\*: Select

Country:

City:

**Intermediary Bank Details**

Intermediary Bank Details  SWIFT Code  Bank Details

SWIFT Code:

Bank Name:

Bank Address:

City:

Country:

**Payment Details**

Transfer Amount\*:

Transfer Currency\*: Select

Pay now

Pay later

Deal Details

Prebooked  GO

Online

Bank

Total

Other Details

Payment Details1\*: Select

Payment Details2:

Payment Details3:

Payment Details4:

**Other Details**

Correspondance Charges\*: Select

Narrative:


Template Access Type: Select

View Limits
Save as Draft
Save as Template
Initiate
Save and Submit

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

Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>Payment To</b>	
<b>Existing Template</b>	[Optional, Radio Button] Select <b>Existing Template</b> option button to select the existing Payment template for funds transfer
<b>Make New Payment</b>	[Optional, Radio Button] Select <b>Make New Payment</b> option button to make a new funds transfer entry. The transfer can be done either by using <b>Existing Payment Template</b> or <b>Make New Payment</b> .
<b>User Reference Number</b>	[Optional, Alphanumeric, 20] Type the user reference number as per the your choice.
<b>Source Account</b>	[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.
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	[Mandatory, Alphanumeric, 35, Lookup] Click the Lookup button to select any beneficiary. Name of that selected beneficiary will get displayed here.
<b>Destination Account Type</b>	[Conditional, Drop-Down] Select the destination account from the drop-down list. The options are as follows: <ul style="list-style-type: none"> <li>• Enter Account No</li> <li>• Pay Over The Counter</li> </ul>
<b>Beneficiary Address</b>	[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
<b>City</b>	[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
<b>Country</b>	[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
<b>Beneficiary Email</b>	[Conditional, Alphanumeric, 40] Type the beneficiary email address. This field is enabled if you select the <b>Make New Payment</b> option
<b>Account Number</b>	[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
<b>Beneficiary Bank Details</b>	
<b>Enter Beneficiary Bank Details</b>	[Optional, Radio Button] Select the option to enter the beneficiary bank details . The options are follows: <ul style="list-style-type: none"> <li>• SWIFT</li> <li>• National Clearing Codes</li> <li>• Bank Details</li> </ul>
<b>SWIFT Code</b>	[Conditional, Lookup] Click the lookup button to select the swift code.
<b>Bank Name</b>	[Display] Beneficiary bank name will get automatically populated here after the selection of swift code. This field is enabled if the <b>Bank Details</b> option is selected from the <b>Enter Beneficiary Bank Details</b> .
<b>Bank Address</b>	[Conditional, Alphanumeric, 70] Type the bank address. This field is enabled if the <b>Bank Details</b> option is selected from the <b>Enter Beneficiary Bank Details</b> . If you select Swift Code then this field will get automatically populated.
<b>National Clearing Code</b>	[Search, Lookup] Click the search button to select the beneficiary bank code. This field is enabled if the <b>National Clearing Codes</b> option is selected from the <b>Enter Beneficiary Bank Details</b> .
<b>National Clearing Code Type</b>	[Mandatory, Drop-Down] Select the national clearing code type from drop-down list.

Field Name	Description
<b>Country</b>	<p>[Conditional, Alphanumeric, 35]</p> <p>Type the country name.</p> <p>This field is enabled if the <b>Bank Details</b> option is selected from the <b>Enter Beneficiary Bank Details</b>. If you select Swift Code then this field will get automatically populated</p>
<b>City</b>	<p>[Conditional, Alphanumeric, 26]</p> <p>Type the city of the beneficiary.</p> <p>This field is enabled if the <b>Bank Details</b> option is selected from the <b>Enter Beneficiary Bank Details</b>. If you select Swift Code then this field will get automatically populated</p>
<b>Intermediary Bank Details</b>	<p>[Conditional, Radio button]</p> <p>Select from the radio button :</p> <ul style="list-style-type: none"> <li>• Swift Code</li> <li>• Bank Details.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>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.</p> </div>
<b>Swift Code</b>	<p>[Conditional, Lookup]</p> <p>Select the swift code using search button provided.</p>
<b>Bank Name</b>	<p>[Conditional, Alphanumeric, 40]</p> <p>Type the bank name.</p>
<b>Bank Address</b>	<p>[Conditional, Alphanumeric, 70]</p> <p>Type the bank address.</p>
<b>City</b>	<p>[Conditional, Alphanumeric, 26]</p> <p>Type the city of the beneficiary.</p> <p>This field is enabled if the <b>Bank Details</b> option is selected from the <b>Enter Beneficiary Bank Details</b>.</p>
<b>Country</b>	<p>[Conditional, Alphanumeric, 35]</p> <p>Type the country name.</p> <p>This field is enabled if the <b>Bank Details</b> option is selected from the <b>Enter Beneficiary Bank Details</b>.</p>
<b>Payment Details</b>	

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

<b>Field Name</b>	<b>Description</b>
<b>Correspondence Charges</b>	[Mandatory, Drop-Down] Select the correspondence charges from the drop-down list.
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative.
<b>Template Access Type</b>	[Optional, Drop-Down] Select template access type from the drop-down list Options are: <ul style="list-style-type: none"><li>• Public</li><li>• Private.</li></ul>

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		
<b>Beneficiary Details</b>		
Beneficiary Name: SDFSDF		
Destination Account Type: Enter Account No		Account Number: 9846546561
Beneficiary Address:		
City:		
Country:		
Beneficiary Email: XCVXC@SF.COM		
<b>Beneficiary Bank Details</b>		
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
<b>Intermediary Bank Details</b>		
Intermediary Bank Details SWIFT Code		
SWIFT Code:		City:
Bank Name:		Country:
Bank Address:		
<b>Payment Details</b>		
Transfer Amount: 112.00		
Transfer Currency: US DOLLAR		
Pay now 14-11-2011		
<b>SI Details</b>		
Other Details		
Payment Details1: Payment through otherbank		
Payment Details2:		
Payment Details3:		
Payment Details4:		
<b>Other Details</b>		
Correspondance Charges: Beneficiary (BEN)		
Narrative: International Payment		
Template Access Type:		
		<input type="button" value="Confirm"/> <input type="button" value="Change"/>

- 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 completed 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: 0000000206 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

**MT101 Transfer**
31-03-2011 13:00:00 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference Number:

Source Account\*:

**Beneficiary Details**

Beneficiary Name\*\*\*:

Beneficiary Account\*:

Beneficiary Email:

**Beneficiary Bank Details**

SWIFT Code\*:

Bank Name:

Bank Address:

City:

Country:

**Intermediary Bank Details**

SWIFT Code:

Bank Name:

Bank Address:

City:

Country:

**Payment Details**

Transfer Amount\*:

Transfer Currency\*:

Pay now

Pay later

**Payment Instruction**

Other Details

Payment Details\*:

Payment Details2:

**Other Details**

Correspondance Charges\*:

Narrative:

Template Access Type:

View Limits
Save as Template
Save as Draft
Initiate
Save and Submit

Field Description

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

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

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

Field Name	Description
<b>Purpose of Remittance</b>	[Optional, Drop-Down]. Select the purpose of remittance from the drop-down list.
<b>Description of Remittance Purpose</b>	[Optional, Alphanumeric, 20] Type the description of remittance purpose. This field is enabled if the <b>Other</b> option is selected from the <b>Purpose of Remittance</b> drop-down list.
<b>Correspondence Charges</b>	[Mandatory, Drop-Down] Select the correspondence charges from the drop-down list.
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
<b>Template Access Type</b>	[Optional, Drop-Down] Select template access type from the drop-down list The options are as follows: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private.</li> </ul>

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

MT 101 Transfer Verify

MT101 Transfer Verify		31-03-2011 13:00:00 GMT +0530
<b>Payment To</b>		
Make New Payment		
User Reference Number: PrivTemplate Source Account: 1234567890		
<b>Beneficiary Details</b>		
Beneficiary Name: MT101bene Beneficiary Account: 1000000876 Beneficiary Email: ASHOK.JAIN@ORACLE.COM		
<b>Beneficiary Bank Details</b>		
SWIFT Code: DELHIN25	City:	
Bank Name: SBI	Country:	
Bank Address: DELHI		
<b>Intermediary Bank Details</b>		
SWIFT Code:	City:	
Bank Name:	Country:	
Bank Address:		
<b>Payment Details</b>		
Transfer Amount: 120.00 Transfer Currency: GBP		
<b>Payment Instruction</b>		
Other Details Payment Details: Unique reference Payment Details2:		
<b>Other Details</b>		
Correspondance Charges*: Beneficiary Narrative: PrivTemplate		
		<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>

- 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**

✔ Transaction submitted for MT101 TRANSFER having reference 916512076401924 has been Auto Authorized .

MT101 Transfer Confirm

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

**Payment To**

Make New Payment

User Reference Number: PrivTemplate  
Source Account: 1234567890

**Beneficiary Details**

Beneficiary Name: MT101bene  
Beneficiary Account: 1000000876  
Beneficiary Email: ASHOK.JAIN@ORACLE.COM

**Beneficiary Bank Details**

SWIFT Code: DELHIN25	City:
Bank Name: SBI	Country:
Bank Address: DELHI	

**Intermediary Bank Details**

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

**Payment Details**

Transfer Amount: 120.00  
Transfer Currency: GBP

**Payment Instruction**

Other Details  
Payment Details: Unique reference  
Payment Details2:

**Other Details**

Correspondance Charges\*: Beneficiary  
Narrative: PrivTemplate

OK

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

**Demand Draft-Pay Order Request**
09-12-2011 14:43:00 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference Number:

Source Account\*:   ● 454,123.00 USD

**Beneficiary Details**

Beneficiary Name\*:

**Draft Details**

Draft Favouring\*:

Draft Payable at\*:

Draft Amount\*:

Pay now

Pay later

**Other Details**

Remitter's Instruction:

Narrative:

**Mode of Delivery**

Branch\*

Post/Courier\*

Draft Delivery Option\*:

Name\*:

Address\*:

City:

Country:

Zip/Postal Code:

Phone:

Email:


Template Access Type:

[Terms and Conditions](#)

The DD receipt shall be couriered to your mailing address within 3 days

Field Description

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

Field Name	Description
<b>Make New Payment</b>	[Optional, Radio Button] Select the <b>Make New Payment</b> radio button to make a new demand draft initiation.
<b>User Reference Number</b>	[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.
<b>Source Account</b>	[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.
<b>Beneficiary Details:</b>	
<b>Beneficiary Name</b>	[Mandatory, Lookup] Click the lookup button to select the beneficiary.
<b>Draft Details:</b>	
<b>Draft Favoring</b>	[Mandatory, Alphanumeric, 80] Type the name of the beneficiary of the draft.
<b>Draft Payable at</b>	[Mandatory, Drop-Down] Select the draft payable location from the drop-down list.
<b>Select Branch</b>	[Mandatory, Dropdown] Select the bank branch where the draft should be payable from the drop-down list.
<b>Draft Amount</b>	[Mandatory, Numeric, 15] Type the amount for the demand draft.
<p><b>Note:</b> The amount and charges of the demand draft will be debited from the specified account.</p>	
<b>Pay Now</b>	[Optional, Radio Button] Select the <b>Pay Now</b> to process the transaction immediately.
<b>Pay Later</b>	[Optional, Radio Button] Select the <b>Pay Later</b> to make the payment on future date.
<b>Other Details</b>	

Field Name	Description
<b>Remitter's Instruction</b>	[Optional, Alphanumeric, 50] Type the Instructions for issuing a demand draft or any additional information regarding demand draft.
<b>Narrative</b>	[Optional, Alphanumeric, 80] Type the narrative.
<b>Mode of Delivery</b>	[Mandatory, Radio button] Select any one mode of delivery from the below. <ul style="list-style-type: none"> <li>• Branch</li> <li>• Post / Courier</li> </ul>
<b>Select City</b>	[Conditional, Drop-Down] Select the city from the drop-down list. This field is enabled if the <b>Branch</b> radio button is selected.
<b>Select Branch</b>	[Conditional, Drop-Down] Select the bank branch from the drop-down list. This field is enabled if the <b>Branch</b> radio button is selected.
<b>Draft Delivery Option</b>	[Conditional, Drop-Down] Select the draft delivery option from the drop-down list. The options are as follows: <ul style="list-style-type: none"> <li>• Mail to Remitter</li> <li>• Mail to Beneficiary</li> </ul> This field is enabled if the <b>Post / Courier</b> radio button is selected.
<b>Name</b>	[Conditional, Alphanumeric, 35] Type the name of the remitter/ beneficiary of the demand draft.
<b>Address</b>	[Conditional, Alphanumeric, 35 x 3] Type the address for the delivery.
<b>City</b>	[Optional, Alphanumeric, 35] Type the city of the beneficiary of the demand draft.
<b>Country</b>	[Optional, Alphanumeric, 35] Type the country of the beneficiary of the demand draft.
<b>Zip/Postal Code</b>	[Optional, Alphanumeric, 35] Type the zip postal code of the beneficiary of the demand draft.
<b>Phone</b>	[Optional, Alphanumeric, 35] Type the beneficiary's phone number.

Field Name	Description
<b>Email</b>	[Optional, Alphanumeric, 35] Type the beneficiary email id.
<b>Template Access Type</b>	[Optional, Drop-Down] Select template access type from the drop-down list. The options are <ul style="list-style-type: none"> <li>• Private</li> <li>• Public</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><b>Note:</b> This field is mandatory if you want to save the transaction information as a template.</div>
<b>Terms and Condition</b>	[Mandatory, Checkbox] Select the <b>Terms and Conditions</b> check box to accept the conditions. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><b>Note:</b> Unless this is checked, you will not be able to initiate demand draft request.</div>

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		
<b>Beneficiary Details</b>		
Beneficiary Name: ZXCZXC		
<b>Draft Details</b>		
Draft Favouring*: ABC Draft Payable at*: INDIA Draft Amount*: 112 GBP Pay now 14-11-2011 Branch: Bank Futura		
<b>Other Details</b>		
Remitter's Instruction: Demand Draft Payment		
Narrative: Demand Draft Payment		
<b>Mode of Delivery</b>		
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*:		
		<input type="button" value="Change"/> <input type="button" value="Confirm"/>
Disclaimer		

- 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\*: ZXCZXC  
                                   CZXC  
                                   ZXCZXC  
 City: CZXCZXC  
 Country: CZXCZXC  
 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

**International Draft**
12-12-2011 11:24:44 GMT +0530

**Payment To**

Existing Template

Make New Payment

User Reference Number

Source Account\*: TBR000347 000201 Trade Branch for LC and BC ▼ -40051.160000 GBP

**Beneficiary Details**

Beneficiary Name\*\*:

**Draft Details**

Draft Favouring\*:

Draft Payable at\*: Select Country ▼ Select City\*\*: Select City ▼

Draft Amount\*:

Draft Currency\*: Select ▼

Pay now  Pay later

**Other Details**

Remitter's Instruction

Narrative

**Delivery Details**

Mode of Delivery \*:  Branch  Post/Courier

Select City ▼ Select Branch ▼

Name\*:

Address\*\*:

City:

Country:

Zip/Postal Code:

Email:

Template Access Type Select ▼


[Terms and Conditions](#)

View Limits
Save as Template
Save as Draft
Initiate
Save and Submit

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

Field Description

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

Field Name	Description
<b>Make New Payment</b>	[Optional, Radio Button] Select the <b>Make New Payment</b> option button to make a new funds transfer entry.
<b>User Reference Number</b>	[Optional, Alphanumeric, 40] Type the user reference number that you want to use to identify this transaction.
<b>Source Account</b>	[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.
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	[Mandatory, Lookup] Click the lookup button to select beneficiary.
<b>Draft Details</b>	
<b>Drafting Favoring</b>	[Mandatory, Alphanumeric, 70] Type the drafts details.
<b>Draft Payable at</b>	[Mandatory, Drop-Down] Select the country from the dropdown list as the draft payable at location.
<b>Select City</b>	[Mandatory, Drop-Down] Select the city from the dropdown list.
<b>Draft Amount</b>	[Mandatory, Numeric, 15] Type the amount of the draft.
<b>Draft Currency</b>	[Mandatory, Drop-Down] Select the draft currency from the drop-down list.
<b>Pay Now</b>	[Optional, Radio Button] Click the <b>Pay Now</b> to process the transaction immediately.
<b>Pay Later</b>	[Optional, Radio Button] Click the <b>Pay Later</b> to make the payment on future date.
<b>Select date</b>	[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 <b>Pay later</b> option.
<b>Other Details</b>	

Field Name	Description
<b>Remitter's Instruction</b>	[Optional, Alphanumeric, 35*2] Type the remitter's instruction.
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
<b>Delivery Details</b>	
<b>Mode of Delivery</b>	[Mandatory, Radio button] Select the mode of delivery for draft delivery by selecting from the following radio buttons The option are as follows: <ul style="list-style-type: none"> <li>• Branch</li> <li>• Post / Courier</li> </ul>
<b>Name</b>	[Conditional, Alphanumeric, 35] Type the name for the receiver in case of Mode of delivery is Post / Courier.
<b>Address</b>	[Conditional, Alphanumeric, 35 x 3] Type the address of the delivery in case of Mode of delivery is Post / Courier.
<b>City</b>	[Optional, Alphanumeric, 26] Type the city of the delivery in case of Mode of delivery is Post / Courier..
<b>Country</b>	[Optional, Drop-Down] Select the country of the delivery in case of Mode of delivery is Post / Courier from the drop-down list.
<b>Zip/Postal Code</b>	[Optional, Numeric, 10] Type the zip/postal code.
<b>Email</b>	[Optional, Alphanumeric, 40] Type the beneficiary email address.
<b>Template Access Type</b>	[Optional, Drop-Down] Select template access type from the drop-down list. Options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>
<b>Terms and Conditions</b>	[Mandatory, Checkbox] Click the <b>Terms and Conditions</b> 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		
<b>Beneficiary Details</b>		
Beneficiary Name: BEN1		
<b>Draft Details</b>		
Draft Favouring ABC Draft Payable at INDIA <span style="float: right;">City: Bangalore</span> Draft Amount: 121 Draft Currency: USD Pay now: 03-12-2007		
<b>Other Details</b>		
Remitter's Instruction: International Draft		
Narrative: International Draft		
<b>Delivery Details</b>		
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:		
		<input type="button" value="Change"/> <input type="button" value="Confirm"/>
<small>* Indicates mandatory fields.** Indicates mandatory if particular option is enabled.</small>		

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

International Draft - Confirmation

✔ Your request has been completed 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](#)

**SEPA Credit Transfer**
09-12-2011 15:32:02 GMT +0530

---

Existing Template 

🔍

Make New Payment

User Reference Number:

OIN:

OIN Description:

Source Account:\* 00000002 0000000206 Bank Futura 📌 454,123.00 USD

**Beneficiary Details**

Beneficiary Id:\*

🔍

Name:\*

Beneficiary Account (IBAN):\*

**Beneficiary Bank Details**

Beneficiary Bank Code (BIC):\*

🔍

**Payment Details**

Amount:\*

Currency: EUR

Pay now

Pay later   📅

**Other Details**

Narrative

Template Access Type: Select


View Limits
Save as Draft
Save as Template
Initiate
Save and Submit

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

### Field Description

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



Field Name	Description
<b>Source Account</b>	[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.
<b>Beneficiary Details</b>	
<b>Beneficiary ID</b>	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
<b>Name</b>	[Mandatory, Alphanumeric, 35] Type the name of the beneficiary.
<b>Beneficiary Account (IBAN)</b>	[Mandatory, Alphanumeric, 35] Type the beneficiary IBAN number.
<b>Beneficiary Bank Details</b>	
<b>Beneficiary Bank Code (BIC)</b>	[Mandatory, Lookup] Click the lookup button to select the beneficiary bank code.
<b>Payment Details</b>	
<b>Amount</b>	[Mandatory, Numeric, 15, Two] Type the amount for the credit transfer.
<b>Currency</b>	[Display] This field displays the currency.
<b>One of the radio buttons has to be selected from the following two options.</b>	
<b>Pay Now</b>	[Optional, Radio Button] Click the <b>Pay Now</b> radio button to set earliest date.
<b>Pay Later</b>	[Optional, Radio Button, Pick List] Click the <b>Pay Later</b> radio button to set date. Select the date from the pick list.
<b>Other Details</b>	
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative for the transaction.

Field Name	Description
<b>Template Access Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the template access type from the drop-down list.</p> <p>The option are as follows:</p> <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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

**SEPA Credit Transfer - Verify**

**SEPA Credit Transfer - Verify** 09-12-2011 15:34:38 GMT +0530

---

User Reference Number: ABCD1234  
 OIN: UK81ZZZSMSPVTLTD  
 OIN Description: SEPA OIN  
 Source Account: 00000000206 000 000000002

**Beneficiary Details**

Beneficiary Id: 1231232313  
 Name: dasd  
 Beneficiary Account (IBAN): 34234

**Beneficiary Bank Details**

Beneficiary Bank Code (BIC): APACBH6101

**Payment Details**

Amount: 112  
 Currency: EUR


**Other Details**

Narrative: SEPA Credit Payment

Change
Confirm

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

 Your request has been completed successfully.  
Transaction submitted for SEPA Credit Transfer having reference 139573392075228 has been Auto Authorized .

---

**SEPA Credit Transfer - Confirm** 09-12-2011 15:34:38 GMT +0530

---

Host Reference Number: SEP361612282939

---

User Reference Number: ABCD1234  
OIN: UK81ZZZSMSPVTLTD  
OIN Description: SEPA OIN  
Source Account: 00000000206 000 000000002

---

**Beneficiary Details**

Beneficiary Id: 1231232313  
Name: dasd  
Beneficiary Account (IBAN): 34234

---

**Beneficiary Bank Details**

Beneficiary Bank Code (BIC): APACBH6101

---


**Payment Details**

Amount: 112  
Currency: EUR

---

**Other Details**

Narrative: SEPA Credit Payment



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

**SEPA Direct Debit**
09-12-2011 15:40:02 GMT +0530

---

Existing Template

Make New Payment

User Reference Number

OIN\*

OIN Description\*

Nominated Account\*

454,123.00 USD

Sequence Type\*

**Debtor Details**

Debtor ID\*

Debtor Name\*

Debtor IBAN\*

**Debtor Bank Details**

Debtor Bank Code (BIC)\*

**Payment Details**

Amount\*

Currency:

Receive Later

**Other Details**

Narrative

Template Access Type

View Limits
Save as Draft
Save as Template
Initiate
Save and Submit

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

## Field Description

Field Name	Description
------------	-------------


One of the radio buttons has to be selected from the following two option.

<b>Existing Template</b>	[Optional, Radio Button]
<b>Make New Payment</b>	[Optional, Radio Button]
<b>User Reference Number</b>	[Optional, Alphanumeric, 40]

Click the **Existing Template** radio button to select the existing payment template for funds transfer.

Click the **Make New Payment** radio button to make a new funds transfer entry.

Type the user reference number which identifies this transaction.

Field Name	Description
<b>OIN</b>	[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.
<b>OIN Description</b>	[Mandatory, Alphanumeric, 40] Type the description originator identification number.
<b>Nominated Account</b>	[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.
<b>Sequence Type</b>	[Mandatory, Drop-Down] Select the sequence type from the drop-down list.
<b>Debtor Details</b>	
<b>Debtor ID</b>	[Mandatory, Alphanumeric, 10] Type the debtor id.
<b>Debtor Name</b>	[Mandatory, Alphanumeric, 35] Type the name of the debtor.
<b>Debtor IBAN</b>	[Mandatory, Alphanumeric, 50] Type the debtor IBAN number.
<b>Debtor Bank Details</b>	
<b>Debtor Bank Code (BIC)</b>	[Mandatory, Lookup] Click the lookup to select the debtor bank code.
<b>Payment Details</b>	
<b>Amount</b>	[Mandatory, Numeric, 15] Type the amount of the direct debit.
<b>Currency</b>	[Display] This field displays the currency.
<b>Receive Later</b>	[Optional, Pick List] Select the future date from the pick list.
<b>Other Details</b>	
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative for the transaction.

Field Name	Description
<b>Template Access Type</b>	[Mandatory, Drop-Down] Select the template access type from the drop-down list. The option are as follows: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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

**SEPA Direct Debit - Verify**

09-12-2011 15:43:28 GMT +0530

---

User Reference Number:  
 OIN: UK81ZZZSMPVTLTD  
 OIN Description: SEPA OIN  
 Nominated Account: 00000000206 000 000000002  
 Sequence Type: First time Mandate

**Debtor Details**

Debtor ID: CHECK  
 Debtor Name: SDFSDF  
 Debtor IBAN: 234345345

**Debtor Bank Details**

Debtor Bank Code (BIC): APACBH6101

**Payment Details**

Amount: 112  
 Currency: EUR  
 Receive Later : 13-12-2011



**Other Details**

Narrative: SEPA Direct Debit

Change
Confirm

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

	<p>Your request has been completed successfully. Transaction submitted for SEPA Direct Debit having reference 151585181075356 has been Auto Authorized .</p>
<p><b>SEPA Direct Debit - Confirm</b> <span style="float: right; color: red;">09-12-2011 15:43:28 GMT +0530</span></p>	
<p>Host Reference Number: SDG361612282939</p>	
<p>User Reference Number:          OIN: UK81ZZZSMPVLTLD          OIN Description: SEPA OIN          Nominated Account: 00000000206 000 000000002          Sequence Type: First time Mandate</p>	
<p><b>Debtor Details</b></p>	
<p>Debtor ID: CHECK          Debtor Name: SDFSDF          Debtor IBAN: 234345345</p>	
<p><b>Debtor Bank Details</b></p>	
<p>Debtor Bank Code (BIC): APACBH6101</p>	
<p><b>Payment Details</b></p>	
<p>Amount: 112          Currency: EUR          Receive Later : 13-12-2011</p>	
<p><b>Other Details</b></p>	
<p>Narrative: SEPA Direct Debit</p>	
<p></p>	

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

**UK Payments**
09-12-2011 14:54:22 GMT +0530

---

**Payment To**

Existing Template

Make New Payment

Type of Payment\*:  Non - Urgent  Urgent  Faster UK Payments

User Reference Number:

Source Account\*:

**Beneficiary Details**

Beneficiary Name\*:

Beneficiary Account\*:

Beneficiary Email:

**Beneficiary Bank Details**

Bank Sort Code  Bank Details

Bank Sort Code\*\*:

Bank Name\*\*:

Bank Address\*\*:

City\*\*:

**Payment Details**

Transfer Amount\*:

Transfer Currency\*:

Pay now

Pay later

Setup Standing Instruction

Deal Details

Prebooked

Online

Bank

Total

**SI Details**

SI Execution Frequency\*:

First Execution Date\*:

Expiry Date\*:

**Other Details**

Correspondance Charges:

Narrative:

Template Access Type:


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

Field Description

Field Name	Description
------------	-------------

One of the radio buttons has to be selected from the following two options.

<b>Existing Template</b>	<p>[Optional, Radio Button]</p> <p>Click the <b>Existing Template</b> option button to select the existing payment template for funds transfer.</p>
--------------------------	---

Field Name	Description
<b>Make New Payment</b>	[Optional, Radio Button] Click the <b>Make New Payment</b> to create the new payment template.
<b>Type of Payments</b>	[Mandatory, Radio Button] Select the type of payment. The options are as follows: <ul style="list-style-type: none"> <li>• Non - Urgent</li> <li>• Urgent</li> <li>• Faster UK Payments</li> </ul>
<b>User Reference Number</b>	[Optional, Alphanumeric, 40] Type the user reference number which identifies this transaction.
<b>Source Account</b>	[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.
<b>Beneficiary Details</b>	
<b>Beneficiary Name</b>	[Mandatory, Lookup] Click the lookup button to select the beneficiary name.
<b>Beneficiary Account</b>	[Display] This field displays the beneficiary account.
<b>Beneficiary Email</b>	[Display] This field displays the beneficiary email.
The following fields are displayed if the <b>Non – Urgent</b> OR <b>Faster UK payment</b> radio button is selected as a payment type.	
<b>Beneficiary Bank Details</b>	
<b>Beneficiary Bank Details</b>	[Mandatory, Radio Button] Select the beneficiary bank details. The options are as follow: <ul style="list-style-type: none"> <li>• Bank Sort Code</li> <li>• Bank Details</li> </ul>
<b>Bank Sort Code</b>	[Conditional, Lookup] Click the lookup button to select the bank code. This field is enabled if the <b>Bank Sort Code</b> is selected.

Field Name	Description
<b>Bank Name</b>	[Conditional, Alphanumeric, 40] Type the bank name. This field is enabled if the <b>Bank Details</b> is selected.
<b>Bank Address</b>	[Conditional, Alphanumeric, 40] Type the bank address. This field is enabled if the <b>Bank Details</b> is selected.
<b>City</b>	[Conditional, Alphanumeric, 40] Type the city. This field is enabled if the <b>Bank Details</b> is selected.

The following fields are displayed if **Urgent** radio button is selected as a payment type.

<b>SWIFT Code</b>	[Mandatory, Lookup] Click the lookup to select the SWIFT code.
<b>Bank Name</b>	[Display] This field displays the bank name.
<b>Bank Address</b>	[Display] This field displays the bank address.
<b>City</b>	[Display] This field displays the name of the city.
<b>Country</b>	[Display] This field displays the name of the country.

**Payment Details**

<b>Transfer Amount</b>	[Mandatory, Numeric, 15] Type the amount for the credit transfer.
<b>Transfer Currency</b>	[Display] This field displays the transfer currency.

**One of the radio buttons has to be selected from the following option.**

<b>Pay Now</b>	[Optional, Radio Button] Select <b>Pay Now</b> radio button to set earliest date.
<b>Pay Later</b>	[Optional, Radio Button, Pick List] Select <b>Pay Later</b> radio button to set date. Select the date from the pick list.

Field Name	Description
<b>Setup Standing Instruction</b>	[Optional, Radio Button] Select <b>Setup Standing Instruction</b> radio button for setting up an instructions.
<b>SI Execution Frequency</b>	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list.  This field is enabled if the <b>Setup Standing Instructions</b> is selected.
<b>First Execution Date</b>	[Conditional, Pick List ] Select the first execution date from the pick list.  This field is enabled if the <b>Setup Standing Instructions</b> is selected.
<b>Expiry Date</b>	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list.  This field is displayed if you select the <b>Setup Standing Instruction</b> option.
<b>Other Details</b>	
<b>Correspondence Charges</b>	[Optional, Drop-Down] Select the correspondence charges from the drop-down list.
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
<b>Template Access Type</b>	[Optional, Drop-Down] Select the template access type from the drop-down list. The option are as follows: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

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

UK Payments – Verify

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

Type of Payment: Urgent

User Reference Number:  
 Source Account: 0000000206 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:

Confirm
Change

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
<b>Total Amount / Average Rate</b>				<b>112.00 EUR</b>	<b>8.69 USD</b>	<b>12.882600</b>	
<b>Total Payment Amount / Weighted Average Rate</b>				<b>112.00 EUR</b>	<b>8.69 USD</b>	<b>12.882600</b>	

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

Standing Instruction View 31-03-2011 13:00:00 GMT +0530

Source Account\* :  Transfer Mode :

First Execution Date From :  First Execution Date To :

Reference No :  Frequency Type :

\* Mandatory Fields Submit

### 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
<b>First Execution Date From</b>	[Optional, Pick list] Select the start date for the standing instruction from the pick list.
<b>First Execution Date To</b>	[Optional, Pick list] Select the end date for the standing instruction from the pick list.
<b>Reference No</b>	[Optional, Numeric] Type the standing instruction reference number.
<b>Frequency Type</b>	[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

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

---

Source Account\* :  Transfer Mode :

First Execution Date From :  First Execution Date To :

Reference No :  Frequency Type :

Submit

Reference No	Transfer Mode	Status	Amount	Account	Branch	First Execution Date
<a href="#">QT1ESI3110900039</a>	With in bank	Active	USD 25.00	QT100177909	QT1-LONDON	15-04-2011
<a href="#">QT1ESI3110900040</a>	With in bank	Active	USD 30.00	QT100177909	QT1-LONDON	15-04-2011

### Field Description

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

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

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

### Standing Instructions View

**Standing Instruction View-Within Bank Transfer** 31-03-2011 13:00:00

---

Reference No : QT1ESI3110900039      Mode Of Transfer :      With in bank

**Standing Instruction Details**

Start Date : 15-04-2011      End Date : 02-06-2011

Frequency Details : Year : 0      Month : 1      Days : 0

**Transaction Details**

Source Account : QT100177909

Destination Account : QT100178302

Transfer Amount : 25.00

Currency : USD

Narrative : MONTHLYSI

[Back](#)

- 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

**Standing Instruction Cancellation** 25-08-2010 19:28:17

---

Source Account* :	<input type="text" value="333000028 00000005873 ACC LTD INR 5,000.00"/>	<input type="text" value="5,000.00"/>	INR	Transfer Mode :	<input type="text" value="All"/>
First Execution Date	<input type="text"/>			First Execution Date	<input type="text"/>
From :				To :	<input type="text"/>
Reference No :	<input type="text"/>			Frequency Type :	<input type="text" value="Select"/>

### Field Description

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

Field Name	Description
<b>First Execution Date From</b>	[Optional, Pick list] Select the first execution date from which the search should begin from the pick list.
<b>First Execution Date To</b>	[Optional, Pick list] Select the end date for the first execution from the pick list.
<b>Reference No</b>	[Optional, Numeric] Type the standing instruction reference number.
<b>Frequency Type</b>	[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

31-03-2011 13:00:00

---

Source Account\* :  Transfer Mode :

First Execution Date From :  First Execution Date To :

Reference No :  Frequency Type :

Submit

Reference No	Transfer Mode	Status	Amount	Account	Branch	First Execution Date
<a href="#">QT1ESI3110900039</a>	With in bank	Active	USD 25.00	QT100177909	QT1-LONDON	15-04-2011
<a href="#">QT1ESI3110900040</a>	With in bank	Active	USD 30.00	QT100177909	QT1-LONDON	15-04-2011

## Field Description

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

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

- 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**

31-03-2011 13:00:00

---

Reference No : QT1ESI3110900039 Mode Of Transfer : With in bank

**Standing Instruction Details**

Start Date : 15-04-2011 End Date : 02-06-2011  
 Frequency : 0 Year 1 Month 0 Days

**Transaction Details**

Source Account : QT100177909  
 Destination Account : QT100178302  
 Transfer Amount : 25.00  
 Currency : USD

User Reference : QT1FSI3110900038 Narrative : MONTHLYSI

- 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**

✔ Selected Standing Instruction has been cancelled  
 Transaction submitted for Standing Instruction Cancellation having reference 731226274310591 has been Auto Authorized .

---

31-03-2011 13:00:00

Reference No : QT1ZPCP110900001 Mode Of Transfer : Other

**Standing Instruction Details**

Start Date : 15-04-2011 End Date : 31-05-2011  
 Frequency : Year Month Days

**Transaction Details**

Source Account : QT1002347 1000000968 QT1-LONDON  
 Destination Account : Pay Over The Counter  
 Transfer Amount : 1.00  
 Currency : USD

User Reference : QT1ZPCP110900001

**Messages** ✖

Record Successfully Closed and Authorized

- 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

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

Select Type:

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
<input type="radio"/> Within Bank Transfer	QT1FTIN110900008	QT100177402	QT100177909	15-04-2011	USD 1.00	Pending
<input type="radio"/> Within Bank Transfer	QT1FTIN110900009	QT100177402	QT100177911	15-04-2011	USD 1.00	Cancelled
<input type="radio"/> Within Bank Transfer	QT1FTIN110900062	QT100177909	QT100177402	15-04-2011	USD 250.00	Pending
<input type="radio"/> Within Bank Transfer	QT1FTIN110900068	QT100177401	QT100177402	15-04-2011	INR 4,861.55	Pending
<input type="radio"/> Within Bank Transfer	QT1FTIN110900069	QT100177401	QT100177909	15-04-2011	INR 150.00	Pending
<input type="radio"/> Within Bank Transfer	QT1FTIN110900070	QT100177401	QT100177911	15-04-2011	INR 100.00	Pending
<input type="radio"/> SWIFT Transfer	QT1FTOC110900067	QT100177401		15-04-2011	INR 0.00	In Progress
<input type="radio"/> SWIFT Transfer	QT1FTOC110900113	QT100177909	1000000068	30-04-2011	USD 23.54	Pending
<input type="radio"/> Within Bank Transfer	QT1FTON110900034	QT100177402	QT100177909	15-04-2011	USD 500.00	Pending
<input type="radio"/> Within Bank Transfer	QT1FTON110900073	QT100177911	1000000967	15-04-2011	USD 4.00	Pending
<input type="radio"/> Within Bank Transfer	QT1FTON110900082	QT100177911	QT200177701	30-04-2011	USD 2.53	Pending
<input type="radio"/> International Draft	QT1MCKP110900021	QT100178207	262000001	15-04-2011	USD 100.00	Pending
<input type="radio"/> Domestic Funds Transfer	QT1OUPA110900076	QT100177401	PL003944111	15-04-2011	INR 1,250.00	Pending
<input checked="" type="radio"/> International Draft	QT2MCKP110900031	QT200177905	262000001	16-04-2011	GBP 0.37	Pending

Cancel Transfer

**Field Description**

Field Name	Description
<b>Transfer Type</b>	[Display] This column displays the type of transfer.
<b>Host Reference Number</b>	[Display] This column displays the host reference number.
<b>Source Account</b>	[Display] This column displays the source account for the transaction.
<b>Destination Account</b>	[Display] This column displays the destination account for the transaction.
<b>Transfer Date</b>	[Display] This column displays the transfer date for the transaction.
<b>Amount</b>	[Display] This column displays the amount of the transaction.
<b>Status</b>	[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**

**Pending Transfers View - Cancel Verify** 11-08-2010 16:08:34

---


Customer Id: 333000028	Host Reference Number: 333STE1080040153
Source Account: 33300003809	Destination Account: 256010010
Transfer Date: 04-02-2008	Amount: 105.00 USD

Change
Confirm

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

 Transaction submitted for Cancel Pending Transfers having reference 131370177152708 has been Auto Authorized .

---

**Pending Transfer - Cancel - Confirm** 11-08-2010 00:38:34 GMT -1000

Transfer Type	Host Reference Number	Source Account	Destination Account	Transfer Date	Amount
International Draft	333STE1080040153	33300003809	256010010	04-02-2008	105.00 USD

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
<b>Account Number</b>	[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.
<b>Currency</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list.
<b>Channel Type</b>	[Mandatory, Drop-Down] Select the channel type from the drop-down list.
<b>Amount From</b>	[Optional, Numeric, 15] Type the minimum amount range for search criteria.
<b>Amount To</b>	[Optional, Numeric, 15] Type the maximum amount range for search criteria.
Note: The amount to set here cannot be less than the amount from.	
<b>From Date</b>	[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
<b>To Date</b>	[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**

12-12-2011 12:49:55 GMT +0530

---

Account Number\*:  !

Currency:\*  Channel Type:\*

Amount From:  Amount To:

From Date:  To Date:









Records 1 to 9 of 9 |<< << >> >>| Page 1 of 1

Transaction Ref.No.	Transaction Date	Debit Amount and Currency	Credit Amount and Currency	Customer Id
<a href="#">010OUCLO73400001</a>	06-12-2007		GBP 150.00	GBP 150.00 010000263
<a href="#">010INPA073400002</a>	06-12-2007		GBP 100.00	GBP 100.00 010000263
<a href="#">010OUCLO73400003</a>	06-12-2007		GBP 100.00	GBP 100.00 010000263
<a href="#">010INPA073410008</a>	07-12-2007		GBP 200.00	GBP 200.00 010000263
<a href="#">010INPA073410003</a>	07-12-2007		GBP 200.00	GBP 200.00 010000263
<a href="#">010OUCLO73440010</a>	10-12-2007		GBP 173.00	GBP 173.00 010000263
<a href="#">010INPA073440005</a>	10-12-2007		GBP 152.00	GBP 152.00 010000263
<a href="#">010OUCLO73440006</a>	10-12-2007		GBP 133.00	GBP 133.00 010000263
<a href="#">010OUCLO73440008</a>	10-12-2007		GBP 131.00	GBP 131.00 010000263

**Column Description**

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

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

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

### Download Inward Remittance Inquiry

09-08-2010 19:47:00 GMT -1000

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Download Type Page Layout ▼

File Format PDF ▼

>>
<<



Transaction Ref.No.  
Transaction Date  
Debit Amount and Curre  
Credit Amount and Curre  
Remitter Bank  
Remitter Name  
Customer Id

Download
Close

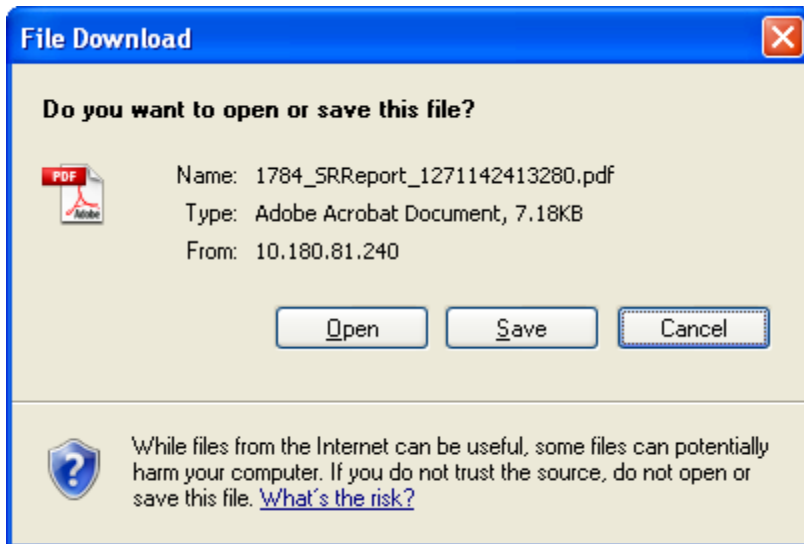
### Field Description

Field Name	Description
Download Type	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The options are as follows: <ul style="list-style-type: none"> <li>Page Layout</li> </ul>

Field Name	Description
<b>File Format</b>	<p>[Conditional, Drop-Down]</p> <p>Select the appropriate type of file format from the drop-down list. The options are as follows:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>

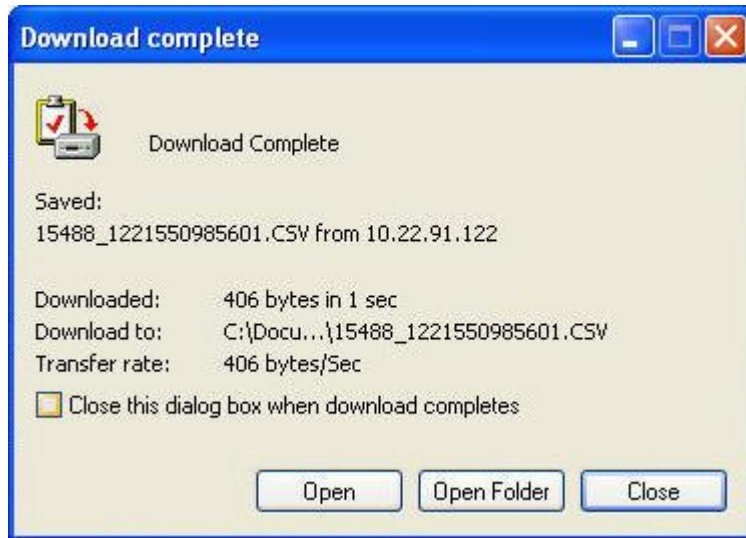
8. Select the download type and file format from the drop-down list.
9. Click the  button to exclude the option from downloading.
10. Click the  button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download**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

Inward Remittance Details	12-12-2011 12:46:29 GMT +0530
Transaction Ref.No.: 0100UCL073400001	
<b>Funds Received From</b>	
Name: Graham McGill Bank and Branch: Royal Bank Of Scotland Account Number: GB43RBOS83191900181202	
<b>Funds Deposited To</b>	
Account Number: 000263GBP01 Branch: 010	
<b>Transaction Details</b>	
Received Funds: GBP 152.00 Funds Received on: 10-12-2007 Funds Credited on: 10-12-2007 Credited Funds: GBP 152.00	
<b>Other Details</b>	
Remittance Purpose: Remark:	
<a href="#">Back</a>	

**Field Description**

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

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

Outward Remittance Inquiry 12-12-2011 12:53:23 GMT +0530

Account Number\*: 000000002 00000000206 Bank Futura 454,123.00 USD


Currency\*: All Channel Type\*: All

Amount From: Amount To:

From Date: To Date:

**Search**

### Field Description

Field Name	Description
<b>Account Number</b>	[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.
<b>Currency</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list.

Field Name	Description
<b>Channel Type</b>	[Mandatory, Drop-Down] Select the channel type from the drop-down list.
<b>Amount From</b>	[Optional, Numeric, 15] Type the minimum amount range for search criteria.
<b>Amount To</b>	[Optional, Numeric, 15] Type the maximum amount range for search criteria.
	Note: The amount to set here cannot be less than the amount from.
<b>From Date</b>	[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.
<b>To Date</b>	[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

Outward Remittance Inquiry 31-03-2011 13:00:00 GMT +0530

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Account Number\*: 00000002 0000000206 Bank Futura 454,123.00 USD

Currency\*: All Channel Type\*: All

Amount From:  Amount To:

From Date:  To Date:

\* Indicates mandatory field. Search









Records 1 to 10 of 18 |<< << >> >>| Page 1 of 2

Transaction Reference Number	Transaction Date	Credit Amount and Currency	Debit Amount and Currency	Beneficiary Bank	Beneficiary Name	Account
<a href="#">QT1FTOC102830057</a>	31-10-2010	JPY 12	USD 12.00			QT10
<a href="#">QT1FTOC103040064</a>	31-10-2010	GBP 400.00	GBP 400.00	BANK Futura	KETKI	QT10
<a href="#">QT1MCKP102830021</a>	10-10-2010	USD 111.00	USD 111.00		MANVEET	QT10
<a href="#">QT2MCKP103030003</a>	30-10-2010	GBP 5.00	GBP 5.00		TC1201	QT20
<a href="#">QT1FTOC103040043</a>	31-12-2010	USD 155.00	USD 155.00	BANK OF AMERICA	bakksess	QT10
<a href="#">QT2OUPA103030005</a>	01-01-2011	GBP 230.00	GBP 230.00	FUTURA BANK	kk	QT20
<a href="#">QT1OUPA110310208</a>	31-01-2011	USD 45.00	USD 45.00	FUTURA BANK	sd	QT10
<a href="#">QT1OUPA110310135</a>	31-01-2011	USD 233.00	USD 233.00	APCK BANK 005	manveet	QT10
<a href="#">QT1MCKP110460011</a>	15-02-2011	USD 343.00	INR 16,675.11		International Bene	QT10
<a href="#">QT1MCKP103650022</a>	15-02-2011	EUR 234.00	USD 100.53			QT10

Column Description

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

Column Name	Description
<b>Transaction Reference Number</b>	[Display] This column displays the transaction reference number. You can click on this link to view the transaction details.
<b>Remittance Notes</b>	[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
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The options are as follows: <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>

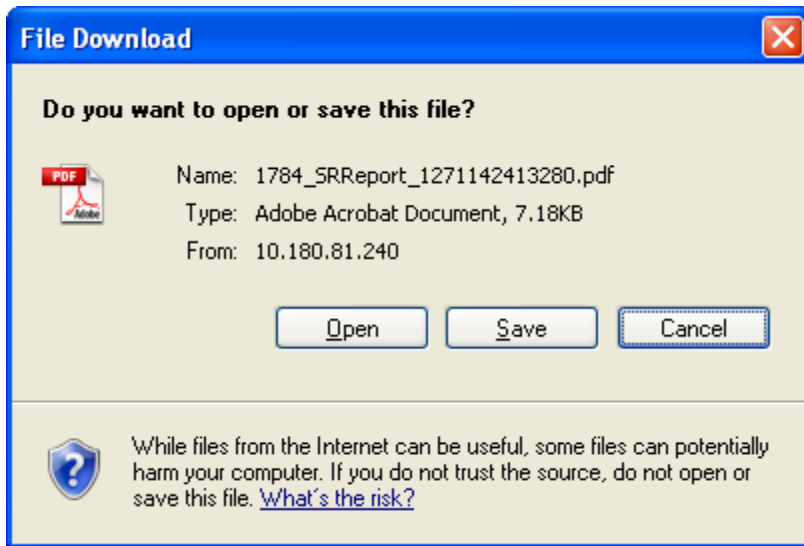
8. Select the download type and file format from the drop-down list.

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.

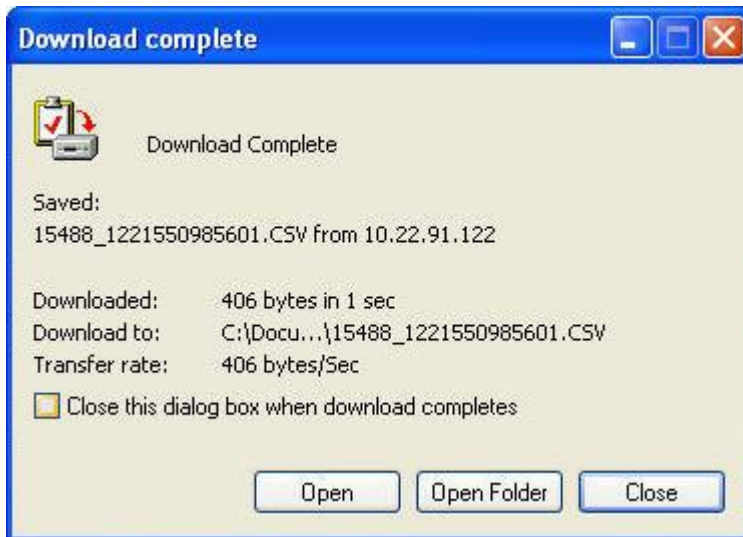
11. Click the **Download** button. The system displays the **File Download** message box.  
OR  
Click the **Close** button to close the downloading.

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

Outward Remittance Details		31-03-2011 13:00:00 GMT +0530
<b>Transaction Details</b>		
Transaction Ref.No.:	QT1FTOC102830057	
Transaction Date:	31-10-2010	
Account Debited:	QT100177909 QT1	
Remittance Amount:	12 JPY	
Purpose of Remittance:		
<b>Bank Charges</b>		
	522 JPY	
<b>Funds Remitted to</b>		
Beneficiary Name:		
Beneficiary Address:		
Beneficiary Account Number:	SWISCH78	
Beneficiary Bank:		
Beneficiary Bank Address:		
<b>View Swift Advice</b>		
	<b>Details</b>	<b>Transaction Reference Number</b>
Debit Advice		QT1FTOC102830057 <a href="#">View</a>
Debit Advice		QT1FTOC102830057 <a href="#">View</a>
Cover		QT1FTOC102830057 <a href="#">View</a>
Credit advice		QT1FTOC102830057 <a href="#">View</a>
		<a href="#">Cancel Payment</a> <a href="#">Back</a>

**Field Description**

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

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

- 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

**Stop Payment Of Wired Transfer**
09-08-2010 20:03:18 GMT -1000

---

**Customer Details**

Wired Transfer Reference Number:* <input type="text" value="333STE1073370027"/>	Amount:* <input type="text" value="30.00"/>
Source Account*: <input type="text" value="333000028 33300003807 ACC LTD USD 4,990,493.91"/>	Value Date*: <input type="text" value="03-12-2007"/>
Currency*: <input type="text" value="USD"/>	

**Beneficiary Details**

Beneficiary Name:* <input type="text" value="WESTERN EXPRESS HIGHWAY"/>
Destination Account*: <input type="text" value="DHIRENDRA"/>
Beneficiary Address: <input type="text" value="NIRLON COMPOUND"/>
City: <input type="text" value="MUMBAI"/>
Country: <input type="text" value="Select"/>

**Beneficiary Bank Details**

BIC:* <input type="text"/>	<input type="text"/>
Bank Name: <input type="text"/>	
Bank Address:* <input type="text"/>	Country:* <input type="text"/>
<input type="text"/>	City:* <input type="text"/>

**Additional Information**

Reason*: <input type="text"/>
Refund Account Number*: <input type="text" value="Select"/>
User Reference: <input type="text"/>

- 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

**Domestic Collection Inquiry** 09-08-2010 20:11:22 GMT -1000

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Account Number*: <input type="text" value="All"/>	Cheque Status: <input type="text" value="Rejected"/>
Cheque Currency: <input type="text" value="All"/>	To Date: <input type="text"/>
From Date: <input type="text"/>	Amount To: <input type="text"/>
Amount From: <input type="text"/>	

### Field Description

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

Field Name	Description
<b>Cheque Status</b>	[Optional, Drop-Down] Select the cheque status from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Reversed</li> <li>• Rejected</li> <li>• Settled</li> </ul>
<b>From Date</b>	[Optional, Pick List] Select the start date from the pick list.
<b>To Date</b>	[Optional, Pick List] Select the end date from the the pick list.
<b>Amount From</b>	[Optional, Numeric, 15] Type the lower limit of amount in this field.
<b>Amount To</b>	[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**

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

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Account Number\*:

Cheque Currency:

From Date:

Amount From:

Cheque Status:

To Date:

Amount To:

\* Indicates mandatory field.








Search

Records 1 to 2 of 2 |<< << Page 1 of 1 >> >>|

Cheque Collection Date	Status	Amount	Clearing House Location	Debit Account Number	Collection Branch	Reference Number	Customer No	Credit I
31-01-2011	Settled	GBP 200.00	BANK FUTURA		QT2-USA	QT2CGO1110310045	QT2001774	QT1-LOP
30-10-2010	Settled	GBP 200.00	BANK FUTURA	65465456654	QT2-USA	QT2CGO1103030012	QT2001774	QT1-LOP

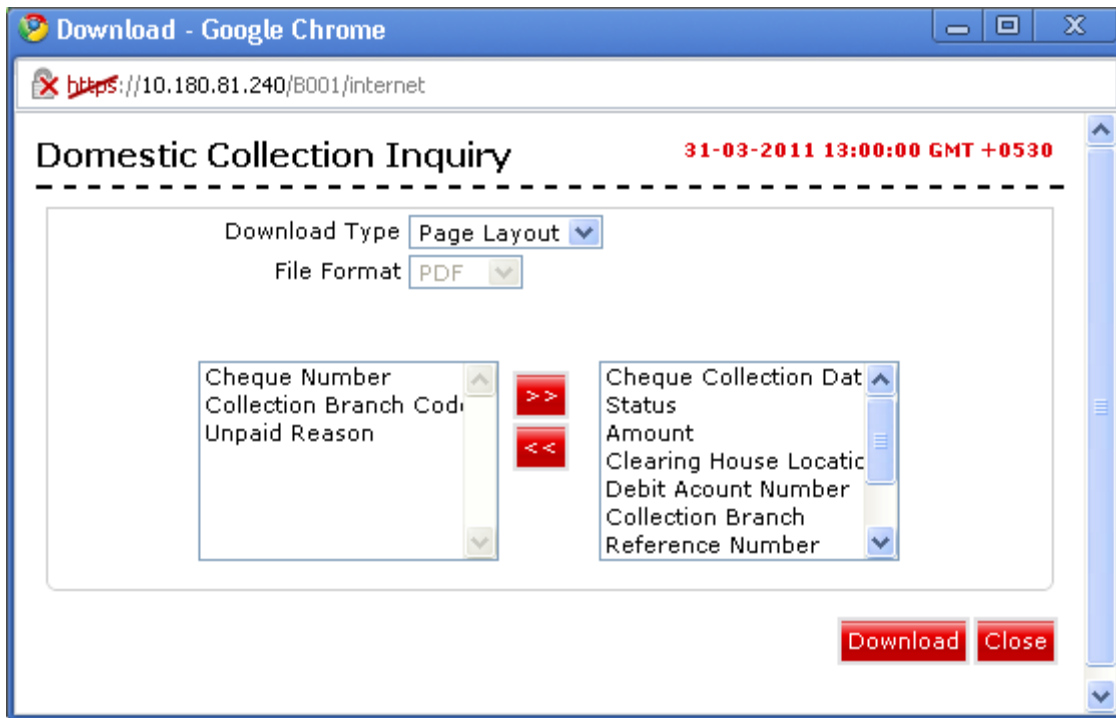
**Column Description**

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

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

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

**Domestic Collection Inquiry – Download**




**Field Description**

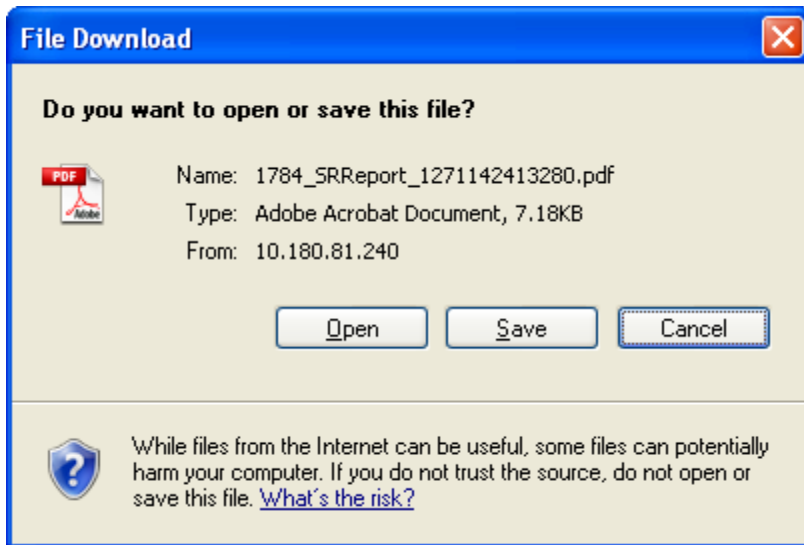
Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"> <li>Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are <ul style="list-style-type: none"> <li>PDF</li> <li>XLS</li> <li>HTML</li> <li>RTF</li> </ul>

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

- Click the  button to exclude the option from downloading.

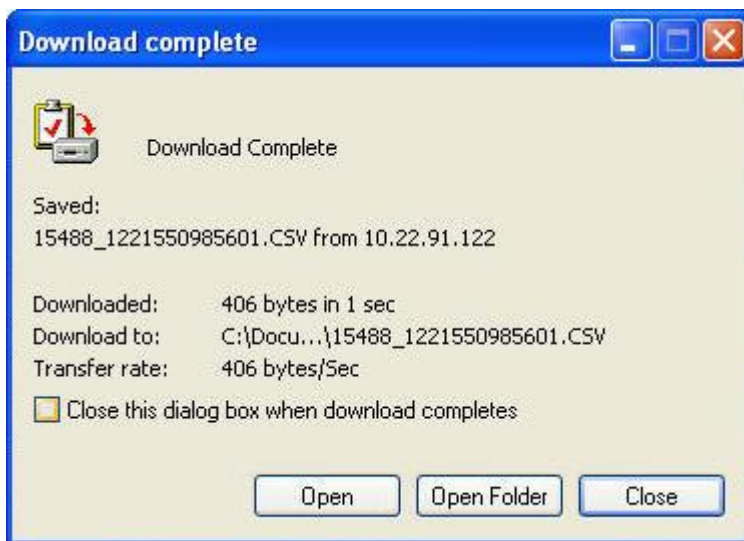
10. Click the  button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download** message box.  
OR  
Click the **Close** button to close the downloading.

**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

FCY Collection Inquiry 31-03-2011 13:00:00 GMT +0530

Account Number\*: All  
Cheque Currency: All  
From Date:   
Amount From:

Cheque Status: All  
To Date:   
Amount To:

\* Indicates mandatory field. Search

### Field Description

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

Field Name	Description
<b>Cheque Currency</b>	[Mandatory, Drop-Down] Select the cheque currency from the drop-down list.
<b>Cheque Status</b>	[Mandatory, Drop-Down] Select the cheque status from the drop-down list. The options are as follows: <ul style="list-style-type: none"> <li>• All</li> <li>• Settled</li> </ul>
<b>From Date</b>	[Optional, Pick List] Select the start date range from the pick list. By default, the system displays system date.
<b>To Date</b>	[Optional, Pick List] Select the end date range from the pick list. By default, the system displays system date.
<p><b>Note: The date selected here should be greater than From Date.</b></p>	
<b>Amount From</b>	[Optional, Numeric,15] Type the start amount range to search a record. All the records within the specified amount range will be displayed.
<b>Amount To</b>	[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



FCY Collection Inquiry 31-03-2011 13:00:00 GMT +0530

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Account Number\*:  Cheque Status:   
 Cheque Currency:  To Date:   
 From Date:  Amount To:   
 Amount From:






\* Indicates mandatory field.




Records 1 to 10 of 10   Page 1 of 1

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

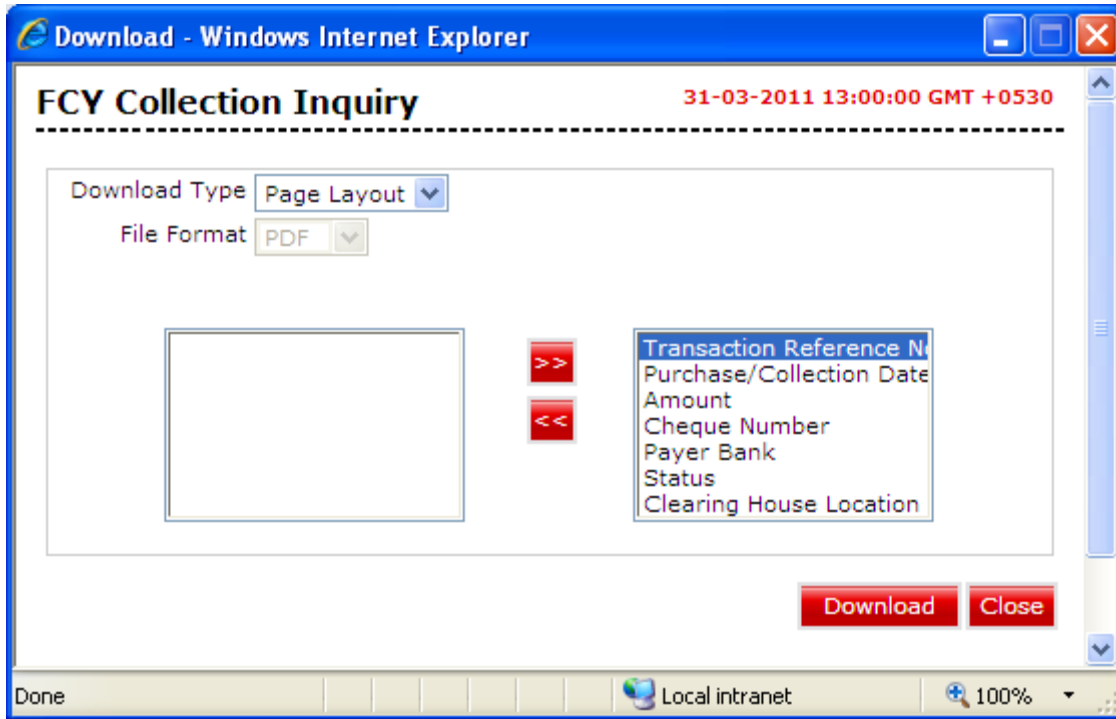
**Field Description**

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

- Click  or  to navigate to the next or previous page in the list, respectively.
- Click  or  to navigate to the first or last page in the list, respectively.
- 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**

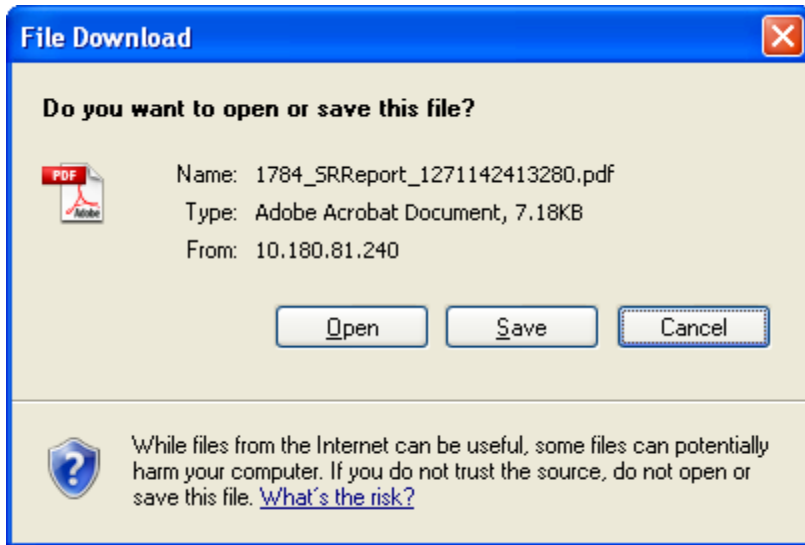


**Field Description**

Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>

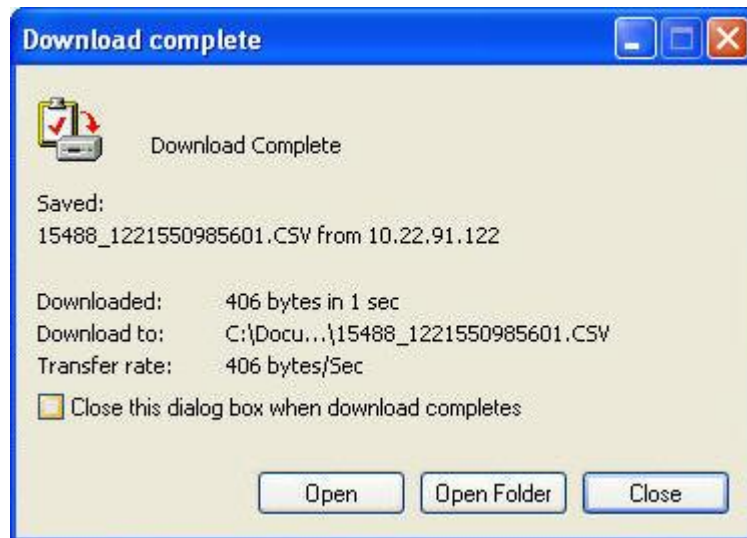
8. Select the download type and file format from the drop-down list.
9. Click the  button to exclude the option from downloading.
10. Click the  button to included the option for downloading. All the fields are, by default, included.
11. Click the **Download** button. The system displays the **File Download**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

**View Draft Details** 12-12-2011 11:44:25 GMT +0530

---

Instrument Type\*:  Instrument Serial Number:

Source Account:  Instrument Serial Number:

Currency:

Beneficiary Name:  Amount From:  Amount To:

From Date:  To Date:

### Field Description

Field Name	Description
<b>Instrument Type</b>	[Mandatory, Drop-Down] Select the instrument type from the drop down list.
<b>Source Account</b>	[Optional, Drop-Down] Select the source account from the drop down. Click the <input type="button" value="454,123.00 USD"/> button. The system will automatically fetch and display the available balance for the selected source account.

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

12-12-2011 11:46:32 GMT +0530

---

Instrument Type\*:

Source Account\*:   Instrument Serial Number:

Beneficiary Name: Starts with   Currency: All

From Amount:  To Amount:

From Date:   To Date:









Records 1 to 2 of 2   Page 1 of 1

Instrument Serial Number	Accounts	Beneficiary Name	Currency	Issue Date	Amount
<a href="#">10000</a>	00000005797	asd	GBP	03-03-2008	123.0
<a href="#">680553133022188</a>	000263GBP01	asd	GBP	04-01-2008	100.0

### Field Description

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

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

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

### View Drafts Details - Download

**View Draft Details**
09-08-2010 20:33:58 GMT -1000

---

Download Type Page Layout ▼

File Format PDF ▼



>>  
<<

Instrument Serial Number  
Accounts  
Beneficiary Name  
Currency  
Issue Date  
Amount

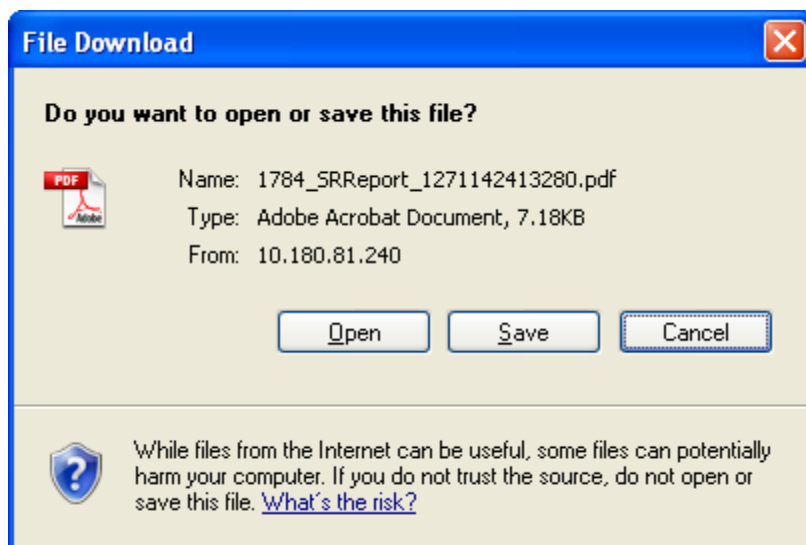
Download
Close

### Field Description

Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>

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

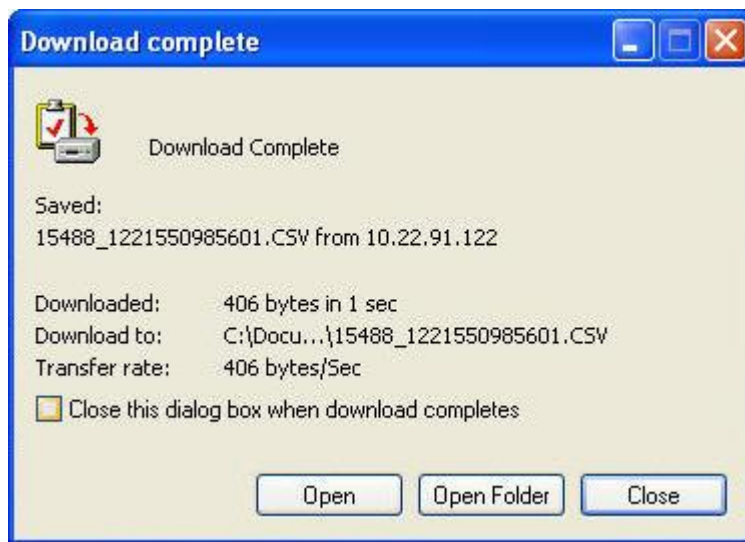
### File Download



- Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
- 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

**Stop Payment Of Drafts**
12-12-2011 16:49:38 GMT +0530

---

**Instrument Details**

Instrument No*: <input type="text" value="10000"/>	Amount*: <input type="text" value="121"/>
Account*: <input type="text" value="000000002 00000000206 Bank Futura"/> <span style="float: right;">▼</span>	Issue Date*: <input type="text" value="13-12-2011"/> <span style="float: right;">📅</span>
<span style="color: red;">●</span> 454,123.00 USD	Beneficiary Name*: <input type="text" value="Ben1"/>
Currency*: <input type="text" value="USD"/> <span style="float: right;">▼</span>	


**Additional Information**

Reason*: <input type="text" value="Lost"/> <span style="float: right;">▼</span>
Specify Reason***: <input type="text"/>
Action*: <input type="text" value="Issue duplicate draft"/> <span style="float: right;">▼</span>
Refund Account Number***: <input type="text" value="Select"/> <span style="float: right;">▼ <span style="color: red;">●</span></span>
User Reference: <input type="text" value="121212"/>

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

## Field Description

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

Field Name	Description
<b>Action</b>	[Mandatory, Drop-Down] Select the action to be performed on the draft, from the dropdown list.
<b>Refund Account Number</b>	[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
<b>User Reference</b>	[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

Stop Payment Of Demand Draft/Pay Order - Verify		12-12-2011 16:50:34 GMT +0530
<b>Instrument Details</b>		
Instrument No: 123432	Amount: 121	
Account: 00000000206 000 000000002	Issue Date: 13-12-2011	
Currency: USD	Beneficiary Name: Ben1	
<b>Additional Information</b>		
Action: Issue duplicate draft	Reason: Lost	
User Reference: 121212		
		<input type="button" value="Back"/> <input type="button" value="Confirm"/>

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

	Transaction submitted for Stop Payment of Drafts having reference 208292825082372 has been Auto Authorized .
<b>Stop Payment Of Demand Draft/Pay Order - Confirm</b>	
12-12-2011 16:50:34 GMT +0530	
<b>Instrument Details</b>	
Instrument No: 123432	Amount: 121
Account: 00000000206 000 000000002	Issue Date: 13-12-2011
Currency: USD	Beneficiary Name: Ben1
<b>Additional Information</b>	
Action: Issue duplicate draft	Reason: Lost
User Reference: 121212	
<input type="button" value="OK"/>	

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



Service Request 09-08-2010 20:35:01 GMT -1000

Select Transaction :  Submit

### 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

12-12-2011 16:49:38 GMT +0530

---

**Instrument Details**

Instrument No*: <input type="text"/>	Amount*: <input type="text" value="121"/>
Account*: <input type="text" value="000000002 00000000206 Bank Futura"/> <span style="float: right;">▼</span>	Issue Date*: <input type="text" value="13-12-2011"/> <span style="float: right;">⊞</span>
<span style="color: red;">●</span> 454,123.00 USD	Beneficiary Name*: <input type="text" value="Ben1"/>
Currency*: <input type="text" value="USD"/> <span style="float: right;">▼</span>	

**Additional Information**


Reason*: <input type="text" value="Lost"/> <span style="float: right;">▼</span>
Specify Reason***: <input type="text"/>
Action*: <input type="text" value="Issue duplicate draft"/> <span style="float: right;">▼</span>
Refund Account Number***: <input type="text" value="Select"/> <span style="float: right;">▼</span> <span style="color: red;">●</span>
User Reference: <input type="text" value="121212"/>

Another Service Request
Submit

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

### Field Description

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

Field Name	Description
<b>Reason</b>	[Mandatory, Drop-Down] Select the reason from the drop-down list. The options are follow: <ul style="list-style-type: none"> <li>• Destroyed</li> <li>• Stolen</li> <li>• Others</li> <li>• Lost</li> </ul>
<b>Specify Reason</b>	[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.
<b>Action</b>	[Mandatory, Drop-Down] Select the action from the drop-down list. The options are follow: <ul style="list-style-type: none"> <li>• Reissue duplicate draft</li> <li>• Refund draft account to an account.</li> </ul>
<b>Refund account number</b>	[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.
<b>User Reference</b>	[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**

12-12-2011 16:50:34 GMT +0530

---

**Instrument Details**

Instrument No: 123432	Amount: 121
Account: 00000000206 000 000000002	Issue Date: 13-12-2011
Currency: USD	Beneficiary Name: Ben1


---

**Additional Information**

Action: Issue duplicate draft	Reason: Lost
User Reference: 121212	

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**

 Transaction submitted for Stop Payment of Drafts having reference 208292825082372 has been Auto Authorized .	
<b>Stop Payment Of Demand Draft/Pay Order - Confirm</b> <span style="float: right;">12-12-2011 16:50:34 GMT +0530</span>	
<b>Instrument Details</b>	
Instrument No: 123432	Amount: 121
Account: 00000000206 000 000000002	Issue Date: 13-12-2011
Currency: USD	Beneficiary Name: Ben1
<b>Additional Information</b>	
Action: Issue duplicate draft	Reason: Lost
User Reference: 121212	
<input type="button" value="Another Service Request"/> <input type="button" value="OK"/>	

- 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

12-12-2011 17:00:18 GMT +0530

---

**Customer Details**

Wired Transfer Reference Number:*	<input type="text"/>	Amount:*	<input type="text"/>
Source Account*:	000000002 00000000206 Bank Futura <input type="button" value="v"/>	Value Date*:	<input type="text"/> <input type="button" value="grid"/>
	<span style="color: red;">●</span> 454,123.00 USD		
Currency*:	<input type="button" value="Select"/> <input type="button" value="v"/>		

**Beneficiary Details**

Beneficiary Name:*	<input type="text"/>
Destination Account*:	<input type="text"/>
Beneficiary Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="button" value="Select"/> <input type="button" value="v"/>

**Beneficiary Bank Details**

BIC:*	<input type="text"/> <input type="button" value="search"/>
Bank Name:	<input type="text"/>
Bank Address:*	<input type="text"/>
	<input type="text"/>
Country:*	<input type="text"/>
City:*	<input type="text"/>

**Additional Information**


Reason*:	<input type="text"/>
Refund Account Number*:	000000002 00000000235 Bank Futura <input type="button" value="v"/> <span style="color: red;">●</span> 454,123.00 USD
User Reference:	<input type="text"/>

This is an offline request and will be processed by the bank at later stage. It will take 3-4 working days to process the request

### Field Description

Field Name	Description
<b>Customer Details</b>	
<b>Wired Transfer Reference number</b>	[Mandatory, Alphanumeric, 25] Type the wired transfer reference number.
<b>Source Account</b>	[Mandatory, Dropdown] Select the source account from the dropdown list. Click the <span style="color: red;">●</span> button. The system will automatically fetch and display the available balance for the selected account.
<b>Currency</b>	[Mandatory, Dropdown] Select the currency from the dropdown list.

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

Field Name	Description
<b>Refund Account Number</b>	[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.
<b>User Reference</b>	[Optional, Alphanumeric, 25] Type the User reference number for cancellation of wired transfer.

- 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**

12-12-2011 17:02:23 GMT +0530

---

**Stop Payment Of Wired Transfer Verify**

**Customer Details**

Wired Transfer Reference Number: 12432	Amount: 1212
Source Account: 0000000206 000 000000002	Value Date: 13-12-2011
Currency: USD	

**Beneficiary Details**

Beneficiary Name: Ben1	
Destination Account: 0010005093	
Beneficiary Address: Address1	
City: New York	
Country: USA	

**Beneficiary Bank Details**

BIC: IFIGIT31	
Bank Name: BANCA IFIGEST S.P.A.	
Bank Address: 1, PIAZZA S. MARIA SOPRARNO FIRENZE	Country: ANDORRA
City: FIRENZE	

**Additional Information**

Reason: Stop Wired Transfer Pay	
Refund Account Number: 0000000235 000 000000002	
User Reference: 12121	

Back
Confirm

- 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

✔ Transaction submitted for Stop Payment on Wired Transfer having reference 159560401082682 has been Auto Authorized .

**Stop Payment Of Wired Transfer Confirm** 12-12-2011 17:02:23 GMT +0530

---

**Customer Details**

Wired Transfer Reference 12432	Amount: 1212
Number:	
Source Account: 00000000206 000 000000002	Value Date: 13-12-2011
Currency: USD	

**Beneficiary Details**

Beneficiary Name: Ben1
Destination Account: 0010005093
Beneficiary Address: Address1
City: New York
Country: USA

**Beneficiary Bank Details**

BIC: IFIGIT31	
Bank Name: BANCA IFIGEST S.P.A.	
Bank Address: 1, PIAZZA S. MARIA SOPRARNO FIRENZE	Country: ANDORRA
	City: FIRENZE

**Additional Information**

Reason: Stop Wired Transfer Pay
Refund Account Number: 00000000235 000 000000002
User Reference: 12121

Another Service Request
OK

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



View Utilized Limits 11-08-2010 00:40:38 GMT -1000

Transactions: Own Account Transfer

From Date:

To Date:

**Continue**

### 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**

11-08-2010 00:40:50 GMT -1000

---

Transaction: Own Account Transfer  
 From Date: 11-08-2010  
 To Date: 11-08-2010

Limits applicable to me

	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Limit (in USD)	Maximum Transaction Limit (in USD)	Number of Transactions	Daily Limit (in USD)
User Level Limits	No Txn Limit	Unlimited	No Limit	Unlimited
Cumulative Customer Level Limits	NA	NA	45	1,000,000.00

Limits Utilization in the given date range

Date	User Level Limits		Cumulative Customer Level Limits	
	Number of Transactions	Daily Limit (in USD)	Number of Transactions	Daily Limit (in USD)
11-08-2010	0	0.00	0	0.00

Analytical View Of Limits Utilization (My Authorization Limits)

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Amt in USD</th> <th style="text-align: left;">No of txn</th> </tr> </thead> <tbody> <tr><td>9</td><td>9</td></tr> <tr><td>7</td><td>7</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>0</td><td>0</td></tr> </tbody> </table>	Amt in USD	No of txn	9	9	7	7	4	4	2	2	0	0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date Range</th> <th style="text-align: left;">Date Range</th> </tr> </thead> <tbody> <tr> <td>11-08</td> <td>11-08</td> </tr> </tbody> </table>	Date Range	Date Range	11-08	11-08
Amt in USD	No of txn																
9	9																
7	7																
4	4																
2	2																
0	0																
Date Range	Date Range																
11-08	11-08																

Analytical View Of Limits Utilization (Customer Limits)

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Amt in USD</th> <th style="text-align: left;">No of Txn</th> </tr> </thead> <tbody> <tr><td>880000</td><td>40</td></tr> <tr><td>660000</td><td>30</td></tr> <tr><td>440000</td><td>20</td></tr> <tr><td>220000</td><td>10</td></tr> <tr><td>0</td><td>0</td></tr> </tbody> </table>	Amt in USD	No of Txn	880000	40	660000	30	440000	20	220000	10	0	0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date Range</th> <th style="text-align: left;">Date Range</th> </tr> </thead> <tbody> <tr> <td>11-08</td> <td>11-08</td> </tr> </tbody> </table>	Date Range	Date Range	11-08	11-08
Amt in USD	No of Txn																
880000	40																
660000	30																
440000	20																
220000	10																
0	0																
Date Range	Date Range																
11-08	11-08																

Back
Change 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

**Limits Applicable To Me** 11-08-2010 00:44:12 GMT -1000

Reset to bank defined limits.

My Transactions <u>Own Account Transfer</u>	Own Account Transfer		Initiation Limit		Authorization Limit	
	Limit Type	Min. Amount	Max. Amount	Total Amount	No. of Transactions	
Bank allocated limits	No Txn Limit	Unlimited	Unlimited	Unlimited	Unlimited	
Current Limits	No Txn Limit	Unlimited	Unlimited	Unlimited	Unlimited	
New limits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

\* Reduction in limits will be applicable from the next calendar date after final authorization. Increase in any parameter for any one transaction will require the initiated transaction to be processed by a bank administrator after authorization. Resetting to bank limits shall also require bank approval. Please note that reducing the Minimum Transaction Limit parameter will be considered as an increase in the limit definition.

## Field Description

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

**Verify Changed Limits** 11-08-2010 00:45:27 GMT -1000

Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
<b>Own Account Transfer</b>				
<b>Current Limits</b>	No Txn Limit	Unlimited	Unlimited	Unlimited
<b>New limits</b>	12.00 USD	12.00 USD	12.00 USD	12


**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

[Back](#) [Change](#)

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

 Transaction submitted for Change Users Limits having reference 496069926477120 has been Initiated

**Confirm Changed Limits** 11-08-2010 00:45:27 GMT -1000

Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
<b>Own Account Transfer</b>				
<b>Current Limits</b>	No Txn Limit	Unlimited	Unlimited	Unlimited
<b>New limits</b>	12.00 USD	12.00 USD	12.00 USD	12

**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](#)

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

11-08-2010 00:52:07 GMT -1000

---

Reset to bank defined limits.

My Transactions	Demand Draft-Pay Order Request			
Limit Type	Initiation Limit		Authorization Limit	
	Min. Amount	Max. Amount	Total Amount	No. of Transactions
Demand Draft-Pay Order Request	No Txn Limit	Unlimited	Unlimited	Unlimited
Direct Collection	No Txn Limit	Unlimited	Unlimited	Unlimited
Domestic Funds Transfer	No Txn Limit	Unlimited	Unlimited	Unlimited
Export Collection	No Txn Limit	Unlimited	Unlimited	Unlimited
External Payment	No Txn Limit	Unlimited	Unlimited	Unlimited
Fetch Deals	No Txn Limit	Unlimited	Unlimited	Unlimited
Fixed Domestic Funds Transfer	No Txn Limit	Unlimited	Unlimited	Unlimited
Forex Deal Booking	No Txn Limit	Unlimited	Unlimited	Unlimited
Internal Account Transfer	No Txn Limit	Unlimited	Unlimited	Unlimited
Internal Remittance	No Txn Limit	Unlimited	Unlimited	Unlimited
International Account Transfer	No Txn Limit	Unlimited	Unlimited	Unlimited
International Draft	No Txn Limit	Unlimited	Unlimited	Unlimited
MT101 TRANSFER	No Txn Limit	Unlimited	Unlimited	Unlimited
Outward Guarantee Amendment	No Txn Limit	Unlimited	Unlimited	Unlimited
Own Account Transfer	No Txn Limit	Unlimited	Unlimited	Unlimited
SEPA Card Payment	No Txn Limit	Unlimited	Unlimited	Unlimited
SEPA Credit Transfer	No Txn Limit	Unlimited	Unlimited	Unlimited
SEPA Direct Debit	No Txn Limit	Unlimited	Unlimited	Unlimited
UK Payments	No Txn Limit	Unlimited	Unlimited	Unlimited
New limits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Reduction in limits will be applicable from the next calendar date after final authorization. Increase in any parameter for any one transaction will require the initiated transaction to be processed by a bank administrator after authorization. Resetting to bank limits shall also require bank approval. Please note that reducing the MINimum Transaction Limit parameter will be considered as an increase in the limit definition.

**Field Description**

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

11-08-2010 00:52:30 GMT -1000

---

Type Transactions	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
<b>Demand Draft-Pay Order Request</b>				
<b>Current Limits</b>	No Txn Limit	Unlimited	Unlimited	Unlimited
<b>New limits</b>	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

Back
Change

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**

## Change Users 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	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
<b>Demand Draft-Pay Order Request</b>				
<b>Current Limits</b>	No Txn Limit	Unlimited	Unlimited	Unlimited
<b>New limits</b>	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**

- 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

**Own Account Transfer**
11-08-2010 01:08:12 GMT -1000

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:

**Beneficiary Details**

Destination Account\*:

**Payment Details**

Transfer Amount\*:

Pay now

Pay later

Setup Standing Instruction

**Deal Details**

Prebooked

Online

Bank

Total

**Other Details**

Narrative:

Template Access Type:

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

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

**Template Look Up**
11-08-2010 05:18:58 GMT -0600

---

Template Type : All ▼  
 Account Number :   
 User Reference Number :

Records 1 to 4 of 4

<input type="radio"/>	<u>User Reference No.</u>	<u>Template Type</u>	<u>Created On</u>	<u>Updated On</u>	<u>Updated By</u>	<u>Account Number</u>
<input type="radio"/>	671932657073132	PR	28-07-2010	28-07-2010	RBCORP	33300002815
<input type="radio"/>	sdgsdg 123?:',()-+	PR	16-07-2010	16-07-2010	RBCORP	33300002811
<input type="radio"/>	RR	PR	16-07-2010	16-07-2010	RBCORP	33300002811
<input type="radio"/>	158476575002790	PR	15-07-2010	15-07-2010	RBCORP	33300002804

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

**Own Account Transfer**
11-08-2010 05:19:48 GMT -0600

---

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:

**Beneficiary Details**

Destination Account\*:

**Payment Details**

Transfer Amount*: <input style="width: 80px;" type="text" value="15.00"/>	GBP	<div style="font-size: x-small; margin-bottom: 5px;">Deal Details</div> <input type="radio"/> Prebooked <input style="width: 80px;" type="text"/> <input style="background-color: red; color: white; font-size: 8px; padding: 2px 5px;" type="button" value="Go"/> <input type="radio"/> Online <input style="width: 80px;" type="text"/> <input type="radio"/> Bank <input style="width: 80px;" type="text"/> <p style="margin-top: 5px;">Total <input style="width: 60px;" type="text" value="15.00"/></p>
Pay now <input checked="" type="radio"/>	<input style="width: 80px;" type="text" value="11-08-2010"/>	
Pay later <input type="radio"/>	<input style="width: 80px;" type="text"/>	
Setup Standing Instruction <input type="radio"/>	<input style="width: 80px;" type="text"/>	

**Other Details**

Narrative:

Template Access Type:

View Limits
Save as Template
Save as Draft
Initiate
Save and Submit

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

**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

**Own Account Transfer** 11-08-2010 01:26:57 GMT -1000

---

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:  5,109.93 GBP

**Beneficiary Details**

Destination Account\*:  0.00 GBP

**Payment Details**

Transfer Amount\*:  GBP

Pay now

Pay later

Setup Standing Instruction

Deal Details

Prebooked

Online

Bank

Total

**Other Details**

Narrative:


Template Access Type:

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

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

 Transaction submitted for Own Account Transfer having reference 108660756153181 has been Drafted

---

**Own Account Transfer - Confirm** 11-08-2010 01:27:55 GMT -1000

---

Host Reference Number:

User Reference :  
Source Account: 000035 IL1 IL1003701

**Beneficiary Details**  
Destination Account: 000034 IL1 IL1003701


**Payment Details**  
Transfer Amount: 1,000.00 GBP  
Pay now : 11-08-2010

**Other Details**  
Narrative: Own Account Transfer  
Template Access Type: Private

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

**Save as Draft** ✕

 Do you wish to Re-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

**Own Account Transfer** 11-08-2010 01:31:19 GMT -1000

---

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:  5,109.93 GBP

**Beneficiary Details**

Destination Account\*:  0.00 GBP

**Payment Details**

Transfer Amount\*:  GBP

Pay now

Pay later

Setup Standing Instruction

Deal Details

Prebooked

Online

Bank

Total

**Other Details**

Narrative:

Template Access Type:

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

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

✓ Transaction submitted for Own Account Transfer having reference 173696795153206 has been saved as template

---

**Own Account Transfer - Confirm** 11-08-2010 01:31:25 GMT -1000

---

Host Reference Number:

User Reference :  
Source Account: 000035 IL1 IL1003701

**Beneficiary Details**  
Destination Account: 000034 IL1 IL1003701

**Payment Details**  
Transfer Amount: 1,000.00 GBP  
Pay now : 11-08-2010

**Other Details**  
Narrative: Own Account Transfer  
Template Access Type: Private

**OK**

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

**Save as Template** [X]

 Do you wish to Modify Existing Template ?

**Yes** **New 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

**Own Account Transfer** 11-08-2010 01:33:20 GMT -1000

---

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*:  5,109.93 GBP

**Beneficiary Details**

Destination Account\*:  0.00 GBP

**Payment Details**

Transfer Amount\*:  GBP

Pay now

Pay later

Setup Standing Instruction

Deal Details

Prebooked

Online

Bank

Total

**Other Details**

Narrative:

Template Access Type:

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

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

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

### Save and Submit

The screenshot shows a 'Save and Submit' dialog box. At the top, there are two radio buttons: 'Template Details' (selected) and 'Draft Details'. Below this, there is a section with two radio buttons: 'Existing Template' and 'New Template' (selected). The 'New Template' section includes a text input field and a 'Visibility' dropdown menu set to 'Private'. A red 'Submit' button is located at the bottom right of the dialog.

### Field Description

Field Name	Description
<b>Template Details</b>	[Optional, Radio Button] Click the <b>Template Details</b> option button to save template details.
<b>Draft Details</b>	[Optional, Radio Button] Click the <b>Draft Details</b> option button to save draft details.
<b>New Template</b>	[Optional, Alphanumeric, 20] Type the new template details.
<b>Visibility</b>	[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

**Own Account Transfer** 11-08-2010 01:33:20 GMT -1000

---

**Payment To**

Existing Template

Make New Payment

User Reference :

Source Account\*: IL1003701 000035 IL1003701 GBP 5,109.93  5,109.93 GBP

**Beneficiary Details**

Destination Account\*: IL1003701 000034 IL1003701 GBP 0.00  0.00 GBP

**Payment Details**

Transfer Amount\*:  GBP

Pay now

Pay later

Setup Standing Instruction

Deal Details

Prebooked

Online

Bank

Total

**Other Details**

Narrative:

Template Access Type:

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

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).

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

View Utilized Limits

11-08-2010 01:40:37 GMT -1000

---

Transaction: Own Account Transfer  
 From Date: 11-08-2010  
 To Date: 11-08-2010

**Limits applicable to me**

	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Limit (in USD)	Maximum Transaction Limit (in USD)	Number of Transactions	Daily Limit (in USD)
User Level Limits	No Txn Limit	Unlimited	No Limit	Unlimited
Cumulative Customer Level Limits	NA	NA	45	1,000,000.00

**Limits Utilization in the given date range**

Date	User Level Limits		Cumulative Customer Level Limits	
	Number of Transactions	Daily Limit (in USD)	Number of Transactions	Daily Limit (in USD)
11-08-2010	0	0.00	0	0.00

**Analytical View Of Limits Utilization (My Authorization Limits)**

Amt in USD	No of txn
9	9
7	7
4	4
2	2
0	0

Date Range: 11-08

**Analytical View Of Limits Utilization (Customer Limits)**

Amt in USD	No of txn
880000	40
660000	30
440000	20
220000	10
0	0

Date Range: 11-08

Close

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