Oracle FLEXCUBE Direct Banking Release 12.0.1.0.0 Retail Transfer and Payments User Manual



Part No. E52306-01



Retail Transfer and Payments User Manual

Table of Contents

1. Transaction Host Integration Matrix	3
2. Beneficiary Maintenance	6
2.1. Beneficiary Maintenance	
2.2. Beneficiary Maintenance - Internal Account Transfer	
2.3. Beneficiary Maintenance - Domestic Account Transfer	
2.4. Beneficiary Maintenance - International Account Transfer	18
2.5. Beneficiary Maintenance - Domestic Drafts	21
2.6. Beneficiary Maintenance - International Draft	
2.7. Beneficiary Maintenance – SEPA CREDIT Transfer	27
2.8. Beneficiary Maintenance – SEPA Card Payment	
2.9. Beneficiary Maintenance – UK Payments	
3. Own Account Transfer	
4. Internal Transfer	
5. Multiple Internal Transfer	
6. Domestic Account Transfer	
7. International Account Transfer	58
8. Domestic Drafts	
9. International Drafts	
10. SEPA Credit Transfer	
11. SEPA Card Payments	
12. UK Payments	
13. View Standing Instruction	94
14. Standing Instruction Cancellation	97
15. Pending Transfers	
16. Inward Remittance Inquiry	
17. Outward Remittance Inquiry	
18. Domestic Collection Inquiry	
19. FCY Collection Inquiry	
20. View Draft Details	
21. Service Requests	
21.1. Stop Payment of Drafts	
21.2. Stop Payment Of Wired Transfer	
22. View Limits Utilization	
23. Change Users Limits	
24. Move Money In	
25. Move Money Out	
26. Linked Account	
27. Savings Plan	
28. Template Look Up	165
29. Additional Options (Save as Drafts\Template, Save and Submit, View Limits)	168
29.1. Save as Drafts	
29.2. Save as Template	
29.3. Save and Submit	
20.4 View Limits	175



1. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
*	Host Interface to be developed separately.
✓	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

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



Transaction Name	FLEXCUBE UBS	Third Party Host System
Beneficiary Maintenance – International Draft	√	NH
Beneficiary Maintenance – SEPA CREDIT Transfer	NH	NH
Beneficiary Maintenance – SEPA Card Payment	NH	NH
Beneficiary Maintenance – UK Payments	NH	NH
Own Account Transfer	✓	*
Internal Transfer	✓	*
Multiple Internal Transfer	✓	*
Domestic Funds Transfer	✓	*
International Account Transfer	√	*
International Drafts	✓	*
Domestic Drafts	✓	*
SEPA Credit Transfer	✓	*
SEPA Card Payments	×	*
UK Payments	×	*
View Standing Instruction	×	*
Standing Instruction Cancellation	×	*
Usage of Deals in Cross Currency Transactions	√	*
Pending Transfers	✓	*
View Limits Utilization	NH	NH
Change User Limits	NH	NH
Inward Remittance Inquiry	×	*
Outward Remittance Inquiry	×	*
Domestic Collection Inquiry	×	*
FCY Collection Inquiry	×	*



Transaction Host Integration Matrix

Transaction Name	FLEXCUBE UBS	Third Party Host System
View Drafts Details	✓	*
Move Money In	✓	*
Move Money Out	✓	*
Linked Account	×	*
Savings Plan	✓	*
Templates Look up	NH	NH
Additional Options (Save as Drafts\Template, Save and Submit, View Limits)	NH	NH



2. Beneficiary Maintenance

A Business user having access to Beneficiary Maintenance can maintain Beneficiary.

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 Credit Transfers
- SEPA Credit Card Transfers
- UK Payments



2.1. Beneficiary Maintenance

Navigate through the menus to **Payments > Beneficiary Maintenance**.

Beneficiary Maintenance



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

Field Description

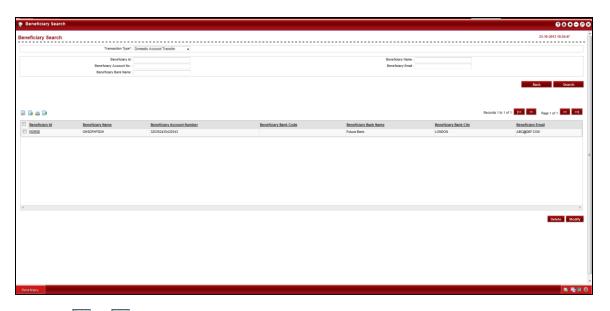
Field Name	Description
Transaction Type	[Mandatory, Drop-Down]
	Select the transaction type, for which template is to be searched, from the drop-down list.
Beneficiary ID	[Optional, Alphanumeric, 10]
	Type the beneficiary ID
Beneficiary Name	[Optional, Alphanumeric, 35]
	Type the beneficiary name.
Beneficiary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

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

Beneficiary Maintenance



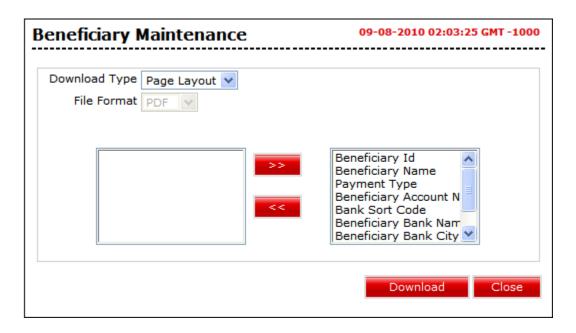
Beneficiary Maintenance



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

Beneficiary Maintenance - Download





Field Description

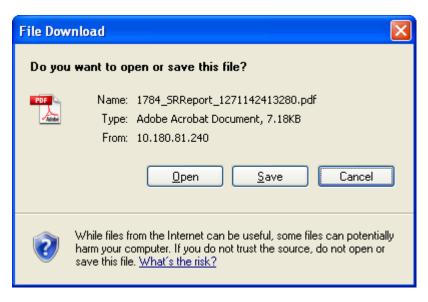
Field Name	Description
Download Type	[Mandatory, Drop-Down]
	Select the report type from the drop-down list.
	The options are:
	Page Layout
File Format	[Conditional, Drop-Down]
	Select the appropriate type of file format from the drop-down list.
	The options are
	• PDF
	• XLS
	• HTML
	• RTF
	PDFXLSHTML

- 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 included the option for downloading. All the fields are, by default, included.
- Click the **Download** button. The system displays the **File Download** message box.

Click the Close button to close the downloading.

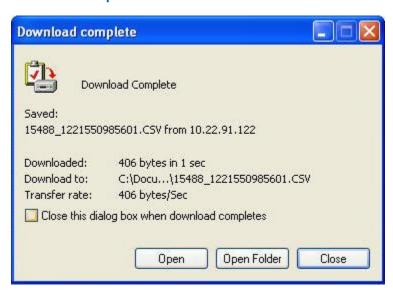
File Download





- 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

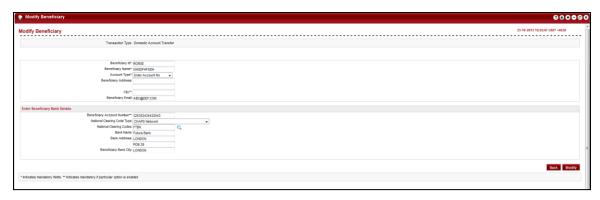
Click the **Open Folder** button to open the folder in which the file is saved OR

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



- 1. Enter the details to modify the beneficiary template.
- 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



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

Modify Beneficiary - Confirm



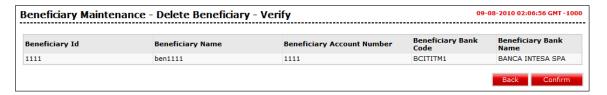
4. Click the **OK** button. The system displays initial **Beneficiary Maintenance** screen.



Deleting a Beneficiary

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

Beneficiary Maintenance - Delete Beneficiary - Verify



2. Click the **Confirm** button. The system displays the **Beneficiary Maintenance – Delete Beneficiary – Confirm** screen.

OR

Click the **Back** button to navigate to the previous screen.

Beneficiary Maintenance - Delete Beneficiary - Confirm



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

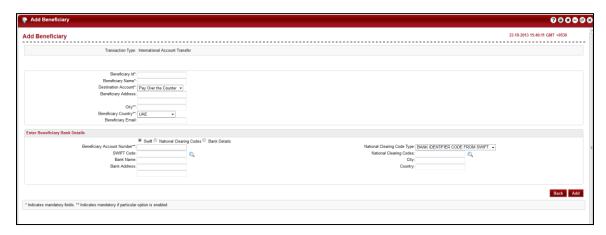


2.2. Beneficiary Maintenance - Internal Account Transfer

To maintain a beneficiary for internal account transfer

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

Beneficiary Maintenance - Internal Account Transfer Add Beneficiary



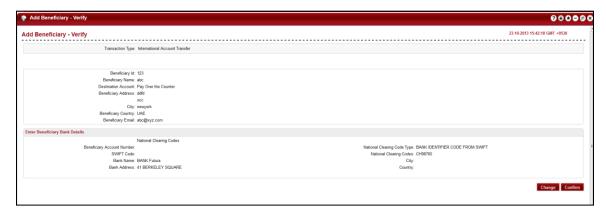
Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Mandatory, Alphanumeric, 25] Type the beneficiary name
Beneficiary Bank Branch	[Mandatory, Drop down] Select the bank's branch in which account is held.
Beneficiary Accour No	t [Mandatory, Numeric, 35] Type the beneficiary account number.
Beneficiary Email	[Optional, Alphanumeric, 255] Type the beneficiary email address.

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



Click the **Add** button. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Verify

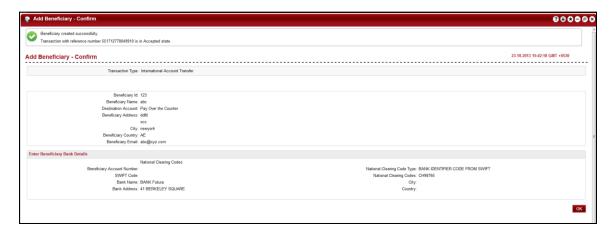


5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

OR

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

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Confirm



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



2.3. Beneficiary Maintenance - Domestic Account Transfer

To maintain a beneficiary for-domestic transfer

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

Beneficiary Maintenance - Domestic Account Transfer-Add Beneficiary



Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Mandatory, Alphanumeric, 25] Type the beneficiary name
Account Type	 [Mandatory, Drop-Down] Select the account type. The option are Enter Account No Pay Over Counter
Beneficiary Address	[Conditional, Alphanumeric, 35, 2 Lines] Select the beneficiary address. This field is enabled if the Pay Over Counter option is selected from the Account Type drop-down list.



Field Name	Description
City	[Conditional, Alphanumeric, 35] Type the name of the city. This field is enabled if the Pay Over Counter option is selected from the Account Type drop-down list.
Beneficiary Email	[Optional, Alphanumeric, 255] Type the beneficiary email address.
Beneficiary Account Number	[Mandatory, Alphanumeric, 35] Type the beneficiary account number.
National Clearing Code Type	[Optional, Drop-Down] Select the national clearing code type from the drop-down list.
National Clearing Codes	[Optional, Search, Lookup] Click the Look Up icon to search the beneficiary bank/branch code.
Bank Name	[Display] This field displays the selected bank name
Bank Address	[Display] This field displays the selected beneficiary bank/branch address
Beneficiary Bank City	[Display] This field displays the selected beneficiary bank/branch city

- 3. Enter the relevant details.
- Click the Back button. The system displays the Beneficiary Maintenance screen. OR

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

Beneficiary Maintenance - Add Beneficiary - Domestic Account Transfer - Verify



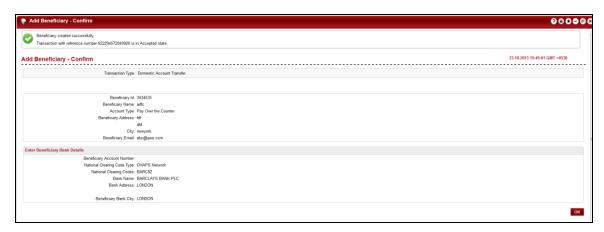
5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.



OR

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

Beneficiary Maintenance - Add Beneficiary-Domestic Account Transfer- Confirm



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

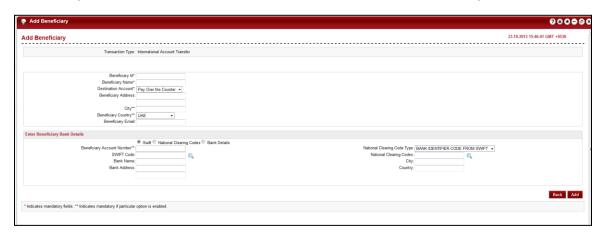


2.4. Beneficiary Maintenance - International Account Transfer

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 Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary Id.
Beneficiary Name	[Mandatory, Alphanumeric, 25] Type the beneficiary name
Destination Accour	Select the destination account type. The options are Pay Over Counter Account Number
Beneficiary Addres	s [Optional, Alphanumeric, 35 x 2] Type the beneficiary address.
City	[Optional, Alphanumeric, 35] Type the beneficiary city.



Field Name Description

Beneficiary Country [Mandatory, Drop-Down]

Select the beneficiary country name from the drop-down list.

Beneficiary Email [Optional, Alphanumeric, 255]

Type the beneficiary email address.

Beneficiary Bank Details

Transfer option [Optional, Radio Button]

Select the radio button through which the transfer is to be made.

The options are

Swift

National Clearing Code

Bank Details

Beneficiary Account [Mandatory, Numeric, 35]

NumberType the beneficiary account number.

SWIFT Code [Optional, Search, Lookup]

Click the Look Up icon to search the SWIFT ID.

National Clearing

Code Type

[Mandatory, Drop Down]

Select the national clearing code type from the drop-down list.

National Clearing

Codes

[Optional, Search, Lookup]

Click the Look Up icon to search the beneficiary bank/branch code.

Bank Name [Display]

This field displays the selected bank name.

Bank Address [Display]

This field displays the selected beneficiary bank/branch address.

City [Display]

This field displays the selected city.

Country [Display]

This field displays the selected bank country

3. Enter the relevant information.

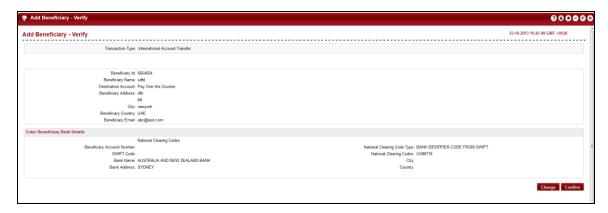
4. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.

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



Beneficiary Maintenance - International Account Transfer

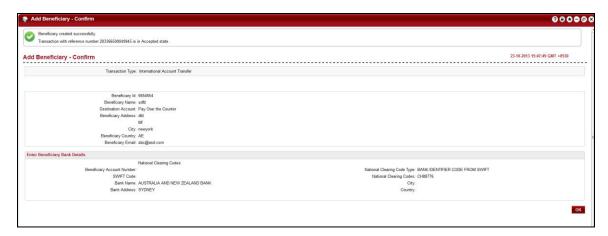


 Click the Change button. The system displays the Beneficiary Maintenance - Add Beneficiary screen.

OR

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

Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Confirm



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

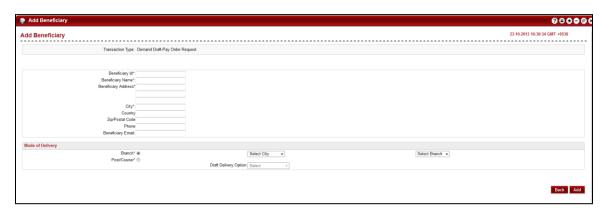


2.5. Beneficiary Maintenance - Domestic Drafts

To maintain a beneficiary for-domestic drafts

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

Beneficiary Maintenance - Demand Draft Pay Order Request - Add Beneficiary



Field Name	Description
Transaction Type	[Display] This field displays the demand draft request as a transaction type.
Beneficiary ID	[Optional, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Optional, Alphanumeric, 35] Type the beneficiary name.
Beneficiary Address	s [Optional, Alphanumeric, 35 x 2] Type the beneficiary address.
City	[Optional, Alphanumeric, 35] Type the beneficiary city name.
Country	[Mandatory, Drop-Down] Type the beneficiary country name.
Zip/Postal Code	[Optional, Alphanumeric, 255] Type the beneficiary's postal code.
Phone	[Optional, Alphanumeric, 35] Type the beneficiary's phone number.



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

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

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

Beneficiary Maintenance - Add Beneficiary- Demand Draft Request - Verify



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

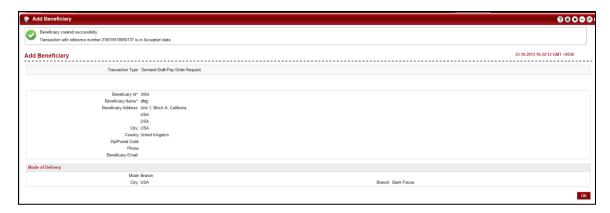
OR

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

Beneficiary Maintenance - Add Beneficiary- Demand Draft Request - Confirm



Beneficiary Maintenance - Domestic Drafts



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



2.6. Beneficiary Maintenance - International Draft

To maintain a Beneficiary for-international draft

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

Beneficiary Maintenance – International Draft - Add Beneficiary



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



Field Name	Description
Mode of Delivery	[Mandatory, Radio button]
	Select the mode of delivery options by selecting the respective radio button. Options are:
	Branch
	Note: If you select branch radio button then also select city and branch from the dropdowns shown. If you select courier or post radio button then those two dropdowns will be disabled.
	Courier
	• Post

- 3. 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 Draft - Verify



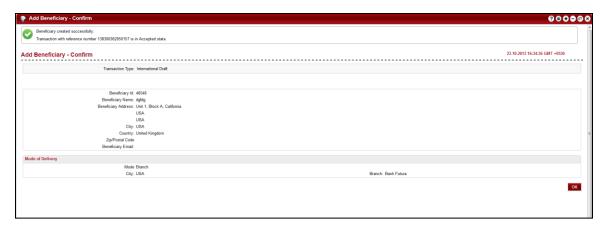
 Click the Change button. The system displays the Beneficiary Maintenance - Add Beneficiary screen.
 OR

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



Beneficiary Maintenance - International Draft



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

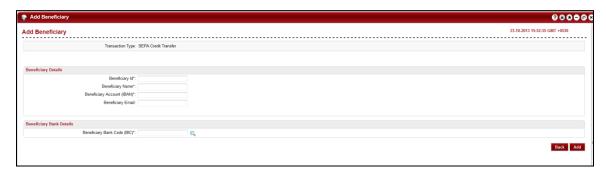


2.7. Beneficiary Maintenance - SEPA CREDIT Transfer

To maintain a beneficiary for-SEPA Credit transfer

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

Beneficiary Maintenance – SEPA CREDIT Transfer -Add Beneficiary



Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID.
Name	[Mandatory, Alphanumeric, 80] Type the beneficiary name.
Beneficiary Accoun (IBAN)	t [Mandatory, Alphanumeric, 35] Type the beneficiary IBAN number.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email address.
Beneficiary Bank Details	
Beneficiary Bank Code (BIC)*	[Search, Lookup] Click the search button to select the beneficiary bank code.

- 3. 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



5. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

OR

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

Beneficiary Maintenance - Add Beneficiary- SEPA CREDIT Transfer - Confirm



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

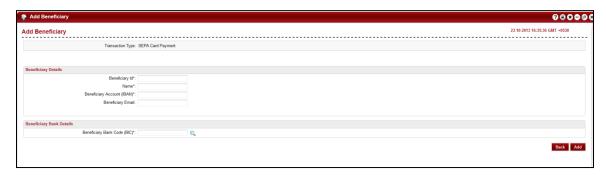


2.8. Beneficiary Maintenance - SEPA Card Payment

To maintain a beneficiary for-SEPA card payment

- 1. Select the **SEPA CARD PAYMENT** 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 - Add Beneficiary - SEPA CARD PAYMENT



Field Name	Description
Transaction Type	[Display]
	This field displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10]
	Type the beneficiary ID
Name	[Mandatory, Alphanumeric, 80]
	Type the beneficiary name.
Beneficiary Account(IBAN)	[Mandatory, Alphanumeric, 35]
	Type the beneficiary IBAN number.
Beneficiary Email	[Optional, Alphanumeric, 35]
	Type the beneficiary email address.
Beneficiary Bank Details	
Beneficiary Bank Code (BIC)*	[Search, Lookup]
	Click the Search button to select the beneficiary bank code.

- 3. 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 Card Payment- Verify



 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 Card Payment - Confirm



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

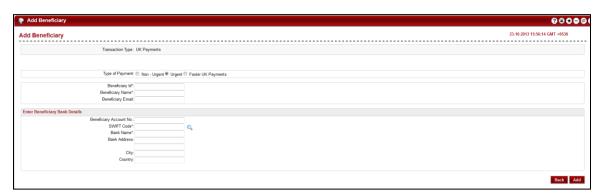


2.9. Beneficiary Maintenance - UK Payments

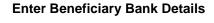
To maintain a beneficiary for-UK payments

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

Beneficiary Maintenance - UK payment - Add Beneficiary



Field Name	Description
Transaction Type	[Display] This field displays the type of transaction.
Type of Payments	 [Mandatory, Radio Button] Select the type of payment. The options are as: Non - Urgent Urgent Faster UK Payments
Beneficiary Id	[Mandatory, Alphanumeric, 10] Type the beneficiary ID
Beneficiary Name	[Mandatory, Alphanumeric, 80] Type the beneficiary name.
Beneficiary Email	[Optional, Alphanumeric, 35] Type the beneficiary email address.





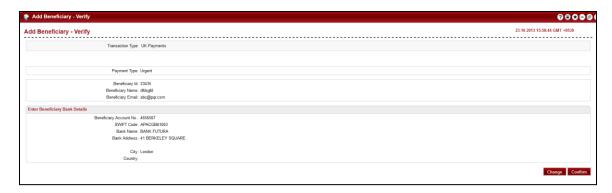
Field Name	Description
Bank Sort Code	[Conditional, Radio Button]
	Select button to select the bank code.
Bank Details	[Mandatory, Radio Button]
	Select the type of payment.
	The options are as:
	Non - Urgent
	Urgent
	Faster UK Payments
Beneficiary	[Mandatory, Alphanumeric, 35]
Account No	Type the beneficiary account number.
Bank Sort Code	[Conditional, Search Button]
	Click the search button to select the bank code.
	This field is enabled if the Bank Sort Code is selected.
Bank Name	[Conditional, Alphanumeric, 40].
	Type the bank name.
	This field is enabled if the Bank Details is selected.
Bank Address	[Conditional, Alphanumeric, 40]
	Type the bank address.
	This field is enabled if the Bank Details is selected
City	[Display]
	This field displays the city.

- 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



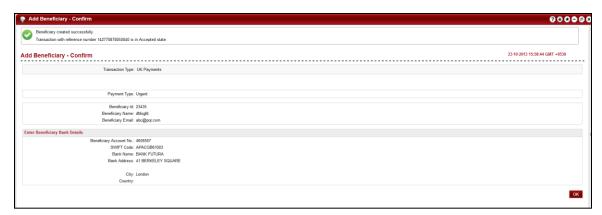


Click the Change button. The system displays the Beneficiary Maintenance - Add Beneficiary screen.

OR

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

Beneficiary Maintenance - Add Beneficiary- UK Payments - Confirm



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

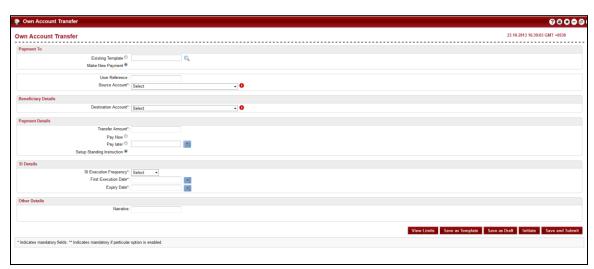


3. Own Account Transfer

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 you can set recurring instructions with the bank.

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

Own Account Transfer





Field Name	Description
Existing Template	[Mandatory, Drop-Down] Select Existing Template radio button to select the existing Payment template for funds transfer.
Make New Payment	[Optional, Radio Button] Select Make New Payment option button to make a new funds transfer entry. The transfer can be done either by using Existing Payment Template or Make New Payment.
User Reference	[Optional, Alphanumeric, 40] Type the user reference number that you want to use to identify this transaction.
Source Account	[Mandatory, Drop-Down] Select the source account number from the drop-down list. Click the D button. The system will automatically fetch and display the available balance for the selected source account.
Destination Account	[Mandatory, Drop-Down] Select the destination account number from the drop-down list. Click the D button. The system will automatically fetch and display the available balance for the selected destination account.
Transfer Amount	[Mandatory, Numeric, 15] Type the amount to be transferred.
Pay now	[Optional, Radio Button] Select the Pay now radio button to process the funds transfer immediately. The transfer can be done in any of the three modes: Pay now , Pay later or Setup Standing Instruction .
Pay later	[Optional, Radio Button] Select the Pay later radio button to make the funds transfer on a future date.
Setup Standing Instruction	[Optional, Radio Button] Select Setup Standing Instruction to set standing instructions for funds transfer for a period. The system auto transfers the fund on the specified date and frequency.

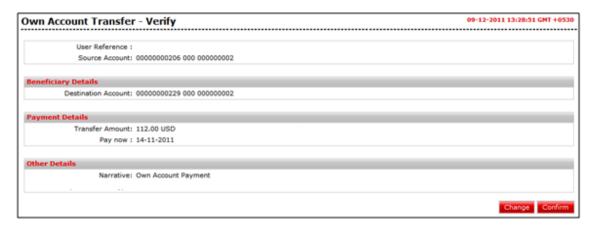


Field Name	Description
SI Execution Frequency	[Conditional, Pick List]
	Select the standing instruction execution frequency for the funds transfer from the drop-down list.
	The options are:
	• Daily
	 Weekly
	 Fortnightly
	 Monthly
	Bi-Monthly
	 Quarterly
	Half -Yearly
	 Yearly
	This field is displayed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

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

Own Account Transfer - Verify





2. Click the **Confirm** button. The system displays the **Own Account Transfer - Confirm** screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.



Own Account Transfer - Confirm



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

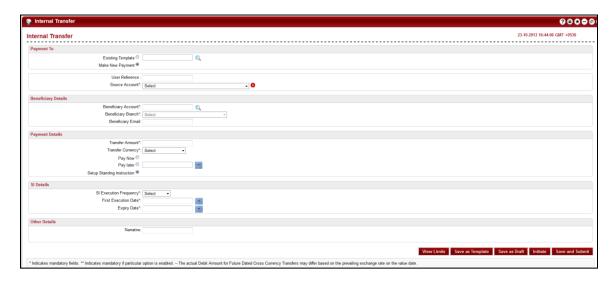


4. Internal Transfer

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 you can set recurring instructions with the bank.

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

Internal Transfer





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

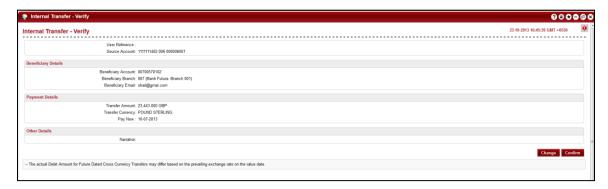


Field Name	Description
Setup Standing Instruction	[Optional, Radio Button] Select Setup Standing Instruction to set standing instructions for the internal transfer for a period. The system auto transfers the fund on the specified date and frequency. The transfer can be done in any of the three modes: Pay now , Pay later or Setup Standing Instruction .
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency for the internal transfer from the drop-down list. The options are: Daily Weekly Fortnightly Monthly Bi-Monthly Quarterly Half -Yearly Yearly This field is displayed if you select the Setup Standing Instruction option.
First Execution Date Expiry Date	[Conditional, Pick Lis] Select the execution date for the first standing instruction from the Calendar pick list. This field is displayed if you select the Setup Standing Instruction option. [Conditional, Pick List] Select the standing instruction Expiry Date from the Calendar pick list. This field is displayed if you select the Setup Standing Instruction option.
Narrative	[Optional, Alphanumeric, 35] Type the narrative.

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



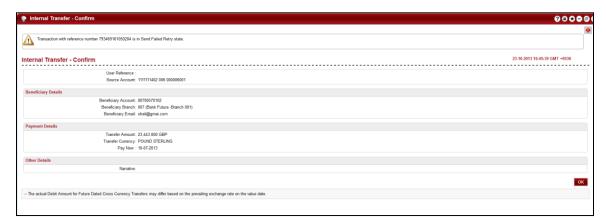
Internal Transfer - Verify



 Click the Confirm button. Depending on the type of verify screen, the system displays the Internal Transfer - Confirm screen with the status message. OR

Click the Cancel button to cancel the funds transfer.

Internal Transfer Confirm



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



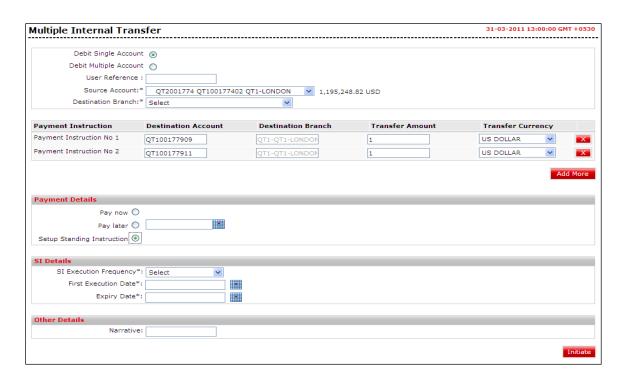
5. Multiple Internal Transfer

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.

Navigate through the menus to Payments > Within Bank > Multiple Internal Transfer. The system displays the Multiple Internal Transfer screen

Multiple Internal Transfers- Debit Single Account





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



Field Name	Description
Transfer Amount	[Mandatory, Numeric, 18]
	Type the amount to be transferred.
Transfer	[Mandatory, Drop-Down]
Currency	Select the currency from the drop-down list.
Pay Now	[Optional, Radio Button]
	Select Pay Now to process the transaction immediately.
Pay Later	[Optional, Radio Button]
	Select Pay Later to make the payment on future date.
Setup Standing	[Optional, Radio Button]
Instruction	Select Setup Standing Instruction to set the standing instruction for a period for multiple debits.
Following fields are d	isplayed if Setup Standing Instruction radio button is selected.
SI Execution	[Conditional, Drop-Down]
Frequency	Select the standing instruction execution frequency from the drop-down list.
	The options are:
	• Daily
	• Weekly
	 Fortnightly
	Monthly
	Bi-Monthly
	Quarterly
	Half -Yearly
	Yearly
First Execution Date	[Conditional, Pick List]
Execution Date	Select the first standing instruction execution date from the pick list.
Expiry Date	[Conditional, Pick List]
	Select the standing instruction Expiry date from the Calendar pick

Other Details

list.



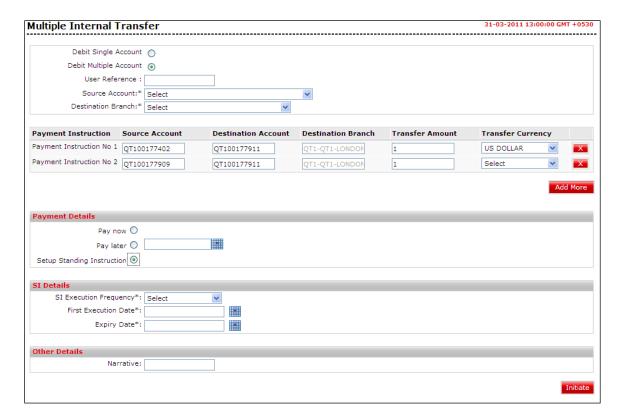
This field is displayed if you select the **Setup Standing Instruction** option.

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

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



Multiple Internal Transfer- Debit Multiple Account



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



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

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

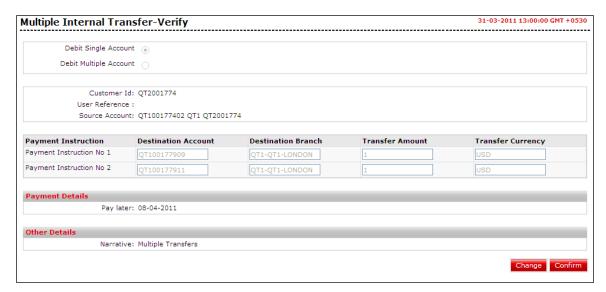
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list.
	The options are:
	• Daily
	Weekly
	Fortnightly
	• Monthly
	Bi-Monthly
	Quarterly
	Half -Yearly
	Yearly
First	[Conditional, Pick List]
Execution Date	Select the first standing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



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

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

Multiple Internal Transfer - Verify



 Click the Confirm button. The system displays the Multiple Internal Transfer -Confirmation screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.



Multiple Internal Transfer - Confirm



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



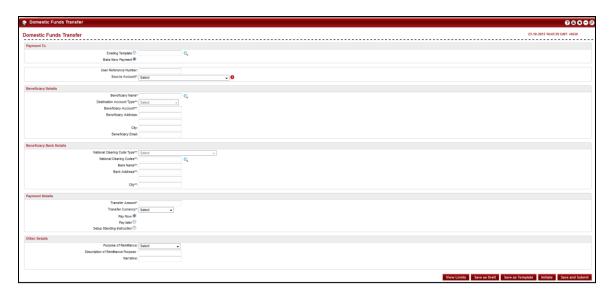
6. Domestic Account Transfer

Using the **Domestic Account 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.

Navigate through the menus to **Payments > Within Country > Domestic Account Transfer**.



Domestic Funds Transfer



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



Field Name	Description
Destination Account Type	 [Mandatory, Drop Down] Select the destination account type from the drop-down list. The options are: Account No Pay Over Counter
Beneficiary Account	[Display] Beneficiary account number will be automatically populated here after the selection of Beneficiary name
Beneficiary Address	[Display] Beneficiary address will be automatically populated here after the selection of Beneficiary name.
City	[Display] Beneficiary city will be automatically populated here after the selection of Beneficiary name.
Beneficiary Email	[Display] Beneficiary e-mail will be automatically populated here after the selection of Beneficiary name.

Enter Beneficiary Bank Details

National Clearing Codes

This section provides the National Clearing Code look up icon to search the National Clearing Code details. The Look Up icon allows you to view all the Clearing Codes, Bank Name and Address. You can either type the National Clearing Code details or select the same using the Look Up function for maintaining the details.

National Clearing	[Conditional, Drop-Down]
Code Type	Select the national clearing code type from the drop-down list.
	This field is enabled if you select the National Clearing Codes option.
National Clearing	[Conditional, Lookup]
Codes	Click the search button to select national clearing code.
	This field is enabled if you select the National Clearing Codes option.
Bank Name	[Display]
	Type the name of the beneficiary bank. This field is enabled if you select the Bank Details option. If you select National Clearing Codes Option then bank name will get automatically populated here.



Field Name	Description
Bank Address	[Display]
	Type the address of the beneficiary bank. This field is enabled if you select the Bank Details option. If you select National Clearing Codes Option then bank address will get automatically populated here.
City	[Display]
	Type the city of the beneficiary bank. This field is enabled if you select the Bank Details option. If you select National Clearing Codes Option then bank city will get automatically populated here.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15]
	Type the transfer amount for the domestic transfer.
Transfer	[Mandatory, Drop-Down]
Currency	Select the transfer currency for the domestic transfer from the drop-down list.
Pay Now	[Optional, Radio Button]
	Select Pay Now to process the transaction immediately.
	The transfer can be done in any of the three modes: Pay now, Pay later or Setup Standing Instruction.
Pay Later	[Optional, Radio Button]
	Select Pay Later to make the payment on future date.
Setup Standing	[Optional, Radio Button]
Instruction	Select Setup Standing Instruction to set the standing instruction for a period for multiple debits.
Select Date	[Conditional, Pick List]
	Select the appropriate future date on which you want to make the domestic transfer from the Calendar pick list.
	This field is displayed if you select the Pay later option.
Setup Standing Instruction	[Optional, Radio Button]
ilistruction	Select Setup Standing Instructio n to set standing instructions for domestic transfer for a period. The system auto transfers the fund on the specified date and frequency.

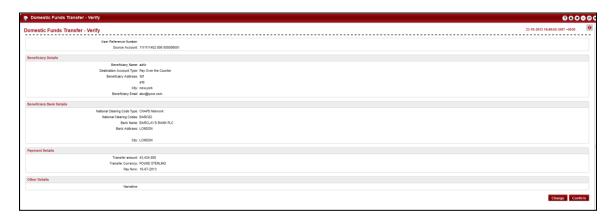


Field Name	Description
SI Execution	[Conditional, Drop-Down]
Frequency	Select the standing instruction execution frequency for the domestic transfer from the drop-down list.
	The options are:
	• Daily
	 Weekly
	 Fortnightly
	 Monthly
	Bi-Monthly
	 Quarterly
	Half -Yearly
	Yearly
	This field is displayed if you select the Setup Standing Instruction option.
First Execution	[Conditional, Pick List]
Date	Select the execution date for the first standing instruction from the Calendar pick list.
	This field is displayed if you select the Setup Standing Instruction option.
Expiry Date	[Conditional, Pick List]
	Select the standing instruction Expiry date from the Calendar pick list.
	This field is displayed if you select the Setup Standing Instruction option.
Purpose of	[Optional, Drop-Down]
Remittance	Select the purpose of remittance from the drop-down list.
Description of Remittance Purpose	[Optional, Alphanumeric, 20]
	Type the description of remittance purpose.
	This field is enabled if the Other option is selected from the Purpose of Remittance drop-down list.
Narrative	[Optional, Alphanumeric, 35]
	Type the narrative.

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



Domestic Funds Transfer - Verify



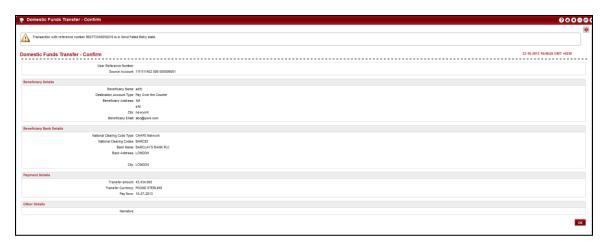
2. Click the **Confirm** button. The system displays the **Domestic Funds Transfer - Confirm** screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.



Domestic Funds Transfer - Confirm



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



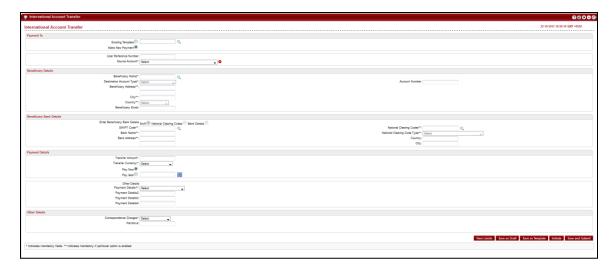
7. International Account Transfer

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.

Navigate through the menus to Payments > International Payments Cross Border > International Account Transfer.



International Account Transfer



Field Name	Description
Payment To	
Existing Template	[Optional, Radio Button]
	Select Existing Template option button to select the existing Payment template for funds transfer
Make New Payment	[Optional, Radio Button]
	Select Make New Payment option button to make a new funds transfer entry. The transfer can be done either by using Existing Payment Template or Make New Payment.
User Reference	[Optional, Alphanumeric, 20]
Number	Type the user reference number as per the your choice.
Source Account	[Mandatory, Drop-Down]
	Select the source account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	
Beneficiary Name	[Mandatory, Alphanumeric, 35, Lookup]
	Click the Lookup button to select any beneficiary. Name of that selected beneficiary will get displayed here.



Field Name	Description
Destination Account Type	[Conditional, Drop-Down] Select the destination account from the drop-down list. The options are as follows: • Enter Account No • Pay Over The Counter
Beneficiary Address	[Conditional, Alphanumeric, 35 x 2] Beneficiary address will get automatically populated here after the selection of beneficiary name. This field is editable when you select Pay Over the Counter option from the Destination Account Type dropdown
City	[Conditional, Alphanumeric, 35] Beneficiary city will get automatically populated here after the selection of beneficiary name. This field is enabled when you select Pay Over the Counter option from the Destination Account Type dropdown
Country	[Conditional, Drop-Down] Select the country of the beneficiary from the drop-down list. This field is enabled when you select Pay Over the Counter option from the Destination Account Type dropdown
Beneficiary Email	[Conditional, Alphanumeric, 40] Type the beneficiary email address. This field is enabled if you select the Make New Payment option
Account Number	[Conditional, Alphanumeric, 34] Type the beneficiary account number. This field is enabled when you select Enter Account No option from the Destination Account Type dropdown
Beneficiary Bank Deta	ils
Enter Beneficiary Bank Details	[Optional, Radio Button] Select the option to enter the beneficiary bank details. The options are follows: SWIFT National Clearing Codes Bank Details
SWIFT Code	[Conditional, Lookup] Click the lookup button to select the swift code.



Field Name	Description
Bank Name	[Display]
	Beneficiary bank name will get automatically populated here after the selection of swift code.
	This field is enabled if the Bank Details option is selected from the Enter Beneficiary Bank Details .
Bank Address	[Conditional, Alphanumeric, 70]
	Type the bank address.
	This field is enabled if the Bank Details option is selected from the Enter Beneficiary Bank Details . If you select Swift Code then this field will get automatically populated.
National Clearing	[Search, Lookup]
Code	Click the search button to select the beneficiary bank code.
	This field is enabled if the National Clearing Codes option is selected from the Enter Beneficiary Bank Details .
National Clearing	[Mandatory, Drop-Down]
Code Type	Select the national clearing code type from drop-down list.
Country	[Conditional, Alphanumeric, 35]
	Type the country name.
	This field is enabled if the Bank Details option is selected from the Enter Beneficiary Bank Details . If you select Swift Code then this field will get automatically populated
City	[Conditional, Alphanumeric, 26]
	Type the city of the beneficiary.
	This field is enabled if the Bank Details option is selected from the Enter Beneficiary Bank Details . If you select Swift Code then this field will get automatically populated
Intermediary Bank	[Conditional, Radio button]
Details	Select from the radio button :
	Swift Code
	Bank Details.
	Note: If you select Swift Code radio button, then after selecting any swift code through search option at Swift Code field, remaining details will get auto populated. If you select Bank details radio button then you will have to enter remaining details.
Swift Code	[Conditional, Lookup
	Select the swift code using search button provided.



Field Name	Description
Bank Name	[Conditional, Alphanumeric, 40] Type the bank name.
Bank Address	[Conditional, Alphanumeric, 70] Type the bank address.
City	[Conditional, Alphanumeric, 26] Type the city of the beneficiary. This field is enabled if the Bank Details option is selected from the Enter Beneficiary Bank Details .
Country	[Conditional, Alphanumeric, 35] Type the country name. This field is enabled if the Bank Details option is selected from the Enter Beneficiary Bank Details.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Type the transfer amount. If a payment template is selected from the Payment Template drop-down list, this field displays the transfer amount of the selected payment template.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the international transfer from the drop-down list.
Pay Now	[Optional, Radio Button] Select Pay Now to process the transaction immediately.
Pay Later	[Optional, Radio Button] Select Pay Later to make the payment on future date.
Other Details	
Payment Details 1	[Mandatory, Drop-Down] Select the payment details from the drop-down list.
Payment Details 2/3/4	[Optional, Alphanumeric, 35 x 3] Type the description for payment details.
Other Details	
Correspondence Charges	[Mandatory, Drop-Down] Select the correspondence charges from the drop-down list.

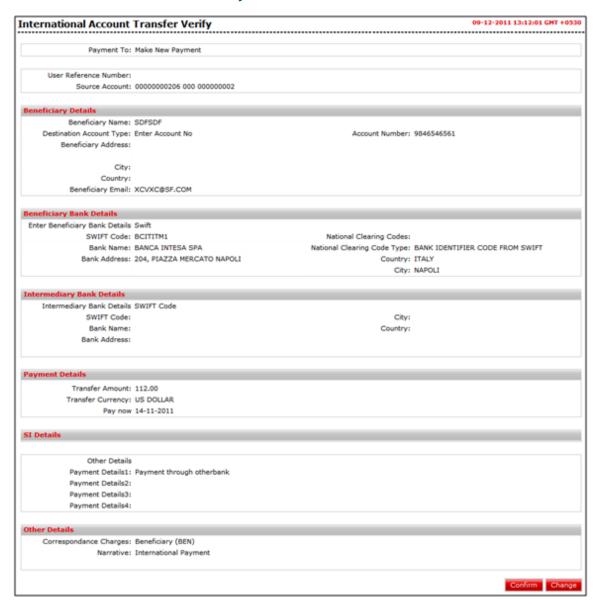


Field Name	Description
Narrative	[Optional, Alphanumeric, 35]
	Type the narrative.

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



International Account Transfer Verify



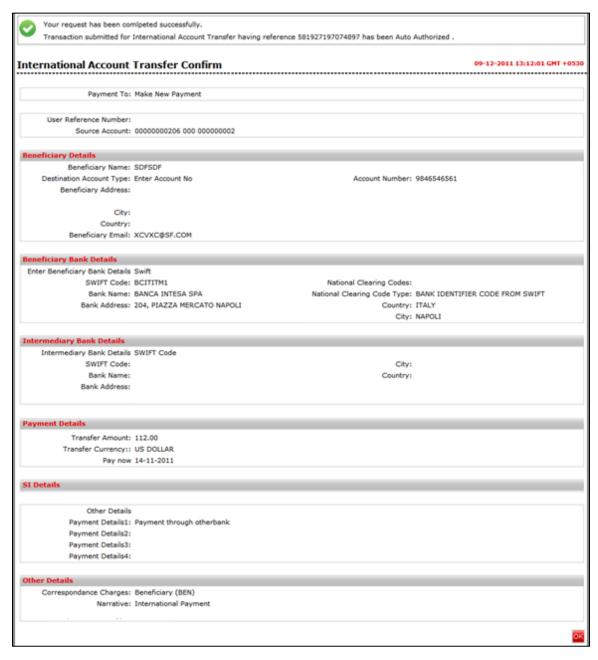
2. Click the **Confirm** button. The system displays the **International Account Transfer Confirm** screen.

OR

Click the **Change** button to navigate to the previous screen.



International Account Transfer Confirm



- 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.



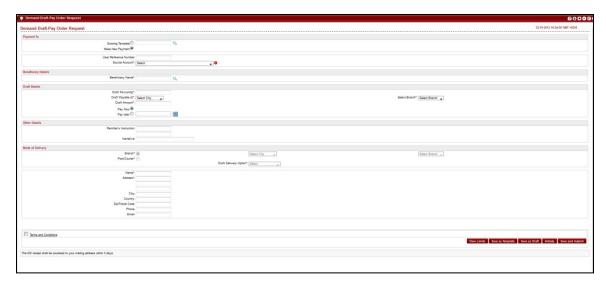
8. Domestic Drafts

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.

Navigate through the menus to **Payments > Within Country > Demand Draft Request**.



Demand Draft – Pay Order Request



Field Name	Description
Existing Template	[Optional, Radio Button]
	Click the Existing Template radio button to select the existing payment template to initiate demand draft.
Make New Payment	[Optional, Radio Button]
	Select the Make New Payment radio button to make a new demand draft initiation.
User Reference	[Optional, Alphanumeric, 40]
Number	Type the number which will be the reference number of the user.
	The system auto generates the reference number, if the field is blank.
Source Account	[Mandatory, Drop-Down]
	Select the source account number from the drop-down list. This account will be debited to initiate demand draft. Click the button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details:	
Beneficiary Name	[Mandatory, Lookup]
	Click the lookup button to select the beneficiary.
Draft Details:	



Field Name	Description
Draft Favoring	[Mandatory, Alphanumeric, 80]
	Type the name of the beneficiary of the draft.
Draft Payable at	[Mandatory, Drop-Down]
	Select the draft payable location from the drop-down list.
Select Branch	[Mandatory, Dropdown]
	Select the bank branch where the draft should be payable from the drop-down list.
Draft Amount	[Mandatory, Numeric, 15]
	Type the amount for the demand draft.
	Note: The amount and charges of the demand draft will be debited from the specified account.
Pay Now	[Optional, Radio Button]
	Select the Pay Now to process the transaction immediately.
Pay Later	[Optional, Radio Button]
	Select the Pay Later to make the payment on future date.
Other Details	
Remitter's Instruction	[Optional, Alphanumeric, 50]
	Type the Instructions for issuing a demand draft or any additional information regarding demand draft.
Narrative	[Optional, Alphanumeric, 80]
	Type the narrative.
Mode of Delivery	[Mandatory, Radio button]
	Select any one mode of delivery from the below.
	Branch
	 Post / Courier
Select City	[Conditional, Drop-Down]
	Select the city from the drop-down list.
	This field is enabled if the Branch radio button is selected.
Select Branch	[Conditional, Drop-Down]
	Select the bank branch from the drop-down list.
	This field is enabled if the Branch radio button is selected.

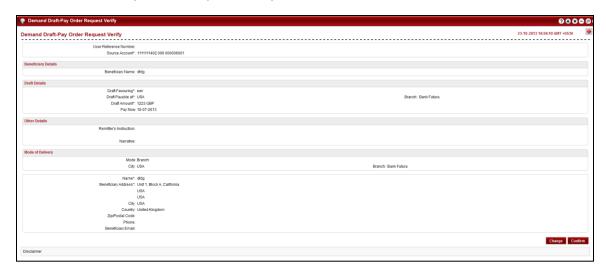


Field Name	Description
Draft Delivery Option	[Conditional, Drop-Down] Select the draft delivery option from the drop-down list. The options are as follows: • Mail to Remitter • Mail to Beneficiary This field is enabled if the Post / Courier radio button is selected.
Name	[Conditional, Alphanumeric, 35] Type the name of the remitter/ beneficiary of the demand draft.
Address	[Conditional, Alphanumeric, 35 x 3] Type the address for the delivery.
City	[Optional, Alphanumeric, 35] Type the city of the beneficiary of the demand draft.
Country	[Optional, Alphanumeric, 35] Type the country of the beneficiary of the demand draft.
Zip/Postal Code	[Optional, Alphanumeric, 35] Type the zip postal code of the beneficiary of the demand draft.
Phone	[Optional, Alphanumeric, 35] Type the beneficiary's phone number.
Email	[Optional, Alphanumeric, 35] Type the beneficiary email id.
Terms and Condition	[Mandatory, Checkbox] Select the Terms and Conditions check box to accept the conditions. Note : Unless this is checked, you will not be able to initiate demand
	draft request.

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



Demand Draft - Pay Order Request Verify



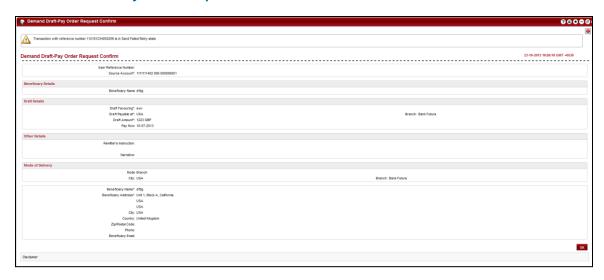
2. Click the **Confirm** button. The system displays the **Online Demand Draft - Confirm** screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.



Demand Draft - Pay Order Request Confirm



- 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.



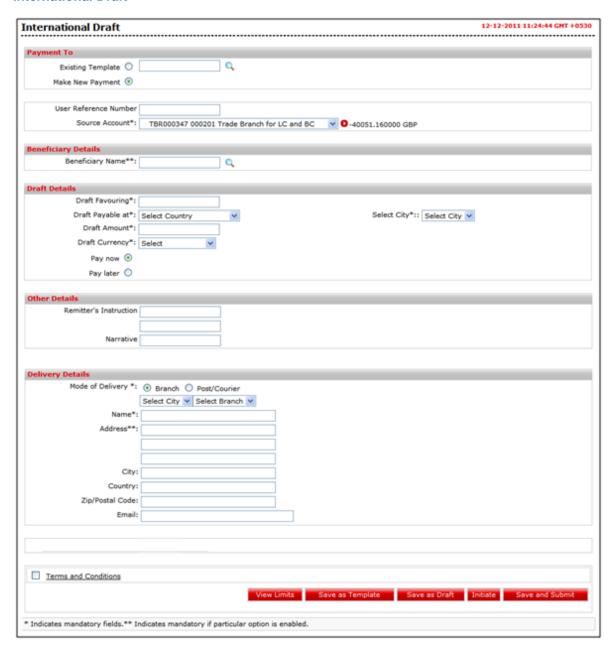
9. International Drafts

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.

Navigate through the menus to Payments > International Payments Cross Border > International Draft.



International Draft



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



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

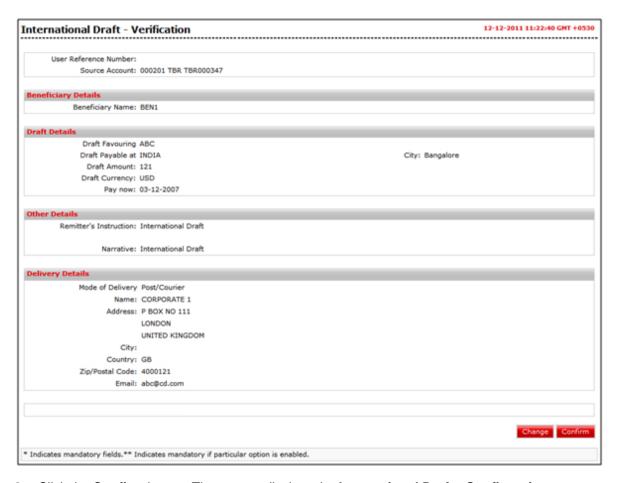


Field Name	Description
Remitter's Instruction	[Optional, Alphanumeric, 35*2] Type the remitter's instruction.
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.
Delivery Details	
Mode of Delivery	[Mandatory, Radio button]
	Select the mode of delivery for draft delivery by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

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

International Draft - Verification





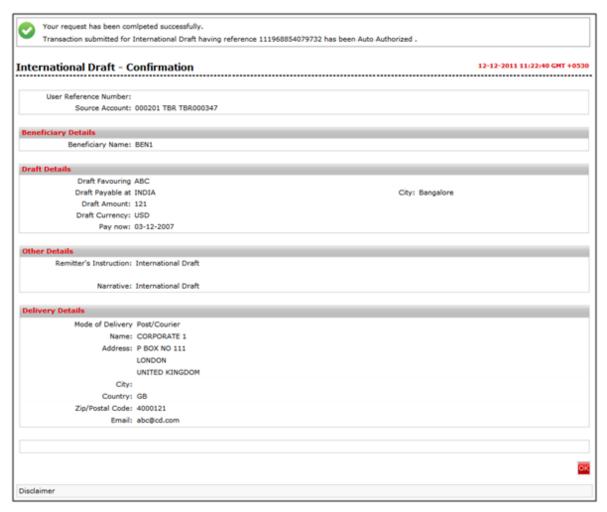
2. Click the **Confirm** button. The system displays the **International Draft - Confirmation screen** with the status message.

OR

Click the **Change** button to navigate to the previous screen.



International Draft - Confirmation



- 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.

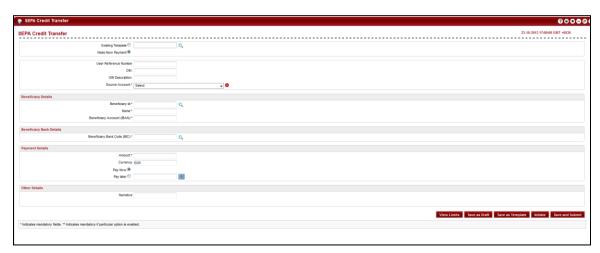


10. SEPA Credit Transfer

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.

Navigate through the menus to Payments > Within Country > SEPA Credit Transfer.

SEPA Credit Transfer



Field Description

Field Name Description

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



Field Name	Description	
Existing Template	[Optional, Radio Button]	
	Click the Existing Template radio button to select the existing payment template for funds transfer.	
Make New Payment	[Optional;, Radio Button] Click the Make New Payment radio button to make a new funds transfer entry.	
User Reference Number	[Optional, Alphanumeric, 40] Type the user reference number which identifies this transaction.	
OIN	[Optional, Alphanumeric, 35] Type the originator identification number.	
OIN Description	[Optional, Alphanumeric, 40] Type the description originator identification number.	
Source Account	[Mandatory, Drop-Down]	
	Select the source account from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected source account.	
Beneficiary Details		
Beneficiary ID	[Mandatory, Alphanumeric, 10] Type the beneficiary ID	
Name	[Mandatory, Alphanumeric, 35] Type the name of the beneficiary.	
Beneficiary Account (IBAN)	[Mandatory, Alphanumeric, 35] Type the beneficiary IBAN number.	
Beneficiary Bank Details		
Beneficiary Bank Code (BIC)	[Mandatory, Lookup] Click the lookup button to select the beneficiary bank code.	
Payment Details		
Amount	[Mandatory, Numeric, 15, Two] Type the amount for the credit transfer.	
Currency	[Display] This field displays the currency.	

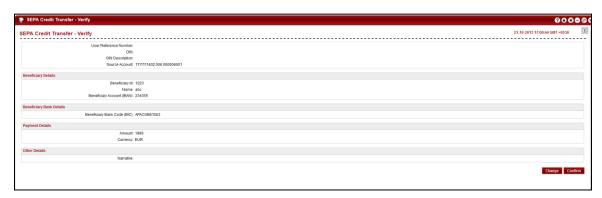
One of the radio buttons has to be selected from the following two options.



Field Name	Description
Pay Now	[Optional, Radio Button] Click the Pay Now radio button to set earliest date.
Pay Later	[Optional, Radio Button, Pick List] Click the Pay Later radio button to set date. Select the date from the pick list.
Other Details	
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.

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

SEPA Credit Transfer - Verify



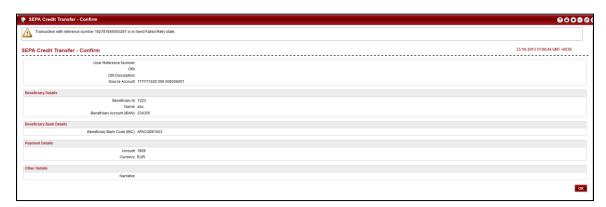
2. Click the **Confirm** button. The system displays the **SEPA Credit Transfer - Confirm** screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.



SEPA Credit Transfer - Confirm



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

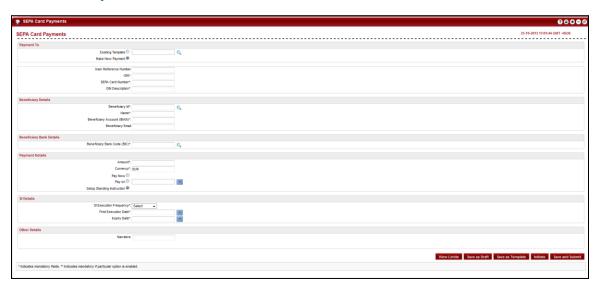


11. SEPA Card Payments

This option is used for the card payment .The card payment is an instruction from a customer to their bank authorizing the bank to debit varying amounts from his Credit card, and pass on the credit to his creditor' a account in another Bank or Financial Institution.

Navigate through the menus to Payments > Within Country > SEPA Card Payments.

SEPA Card Payments



Field Description

Field Name Description



Field Name Description

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

Existing Template [Optional, Radio Button]

Click the **Existing Template** radio button to select the existing

payment template for funds transfer.

Make New [Optional, Radio Button]

Payment Click the Make New Payment radio button to make a new funds

transfer entry.

User Reference

Number

[Optional, Alphanumeric, 40]

Type the user reference number which identifies this transaction.

OIN [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.

SEPA Card Number [Mandatory, Numeric, 16]

Type the SEPA card number.

OIN Description [Mandatory, Alphanumeric, 40]

[Display]

Type the description originator identification number.

Beneficiary Details

Beneficiary ID [Mandatory, Lookup]

Click the lookup button to select the beneficiary ID.

Name [Display]

This field displays the beneficiary name.

Beneficiary Account (IBAN)

This field displays the beneficiary IBAN.

Beneficiary Email [Display]

This field displays the beneficiary email.

Beneficiary Bank Details

Beneficiary Bank [Mandatory, Lookup]

Code (BIC) Click the lookup button to select the beneficiary bank code.

Payment Details

Amount [Mandatory, Numeric, 15]

Type the amount for the credit transfer.

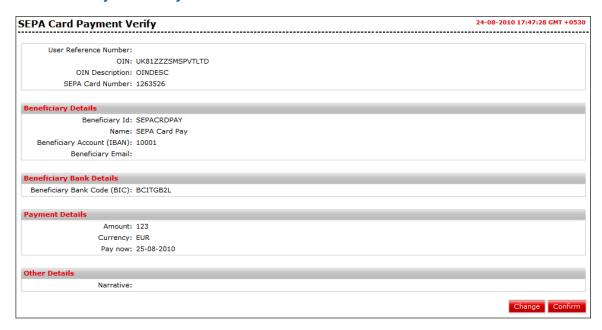


Field Name	Description
Currency	[Display] This field displays the currency.
One of the radio but	ttons has to be selected from the following three option.
Pay Now	[Optional, Radio Button] Click the Pay Now radio button to set earliest date.
Pay on	[Optional, Radio Button, Pick List] Click the Pay On radio button to set date. Select the date from the pick list.
Setup Standing Instruction	[Optional, Radio Button] Select Setup Standing Instruction radio button for the setting an instructions.
SI Execution Frequency	[Conditional, Drop-Down] Select the standing instruction execution frequency from the drop-down list. This field is enabled if the Setup Standing Instructions radio button is selected.
First Execution Date	[Conditional, Pick List] Select the first execution date from the pick list. This field is enabled if the Setup Standing Instructions radio button is selected.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry date from the Calendar pick list. This field is displayed if you select the Setup Standing Instruction option.
Other Details	
Narrative	[Optional, Alphanumeric, 35] Type the narrative for the transaction.

1. Click the **Initiate** button. The system displays **SEPA Card Payment Verify** screen.

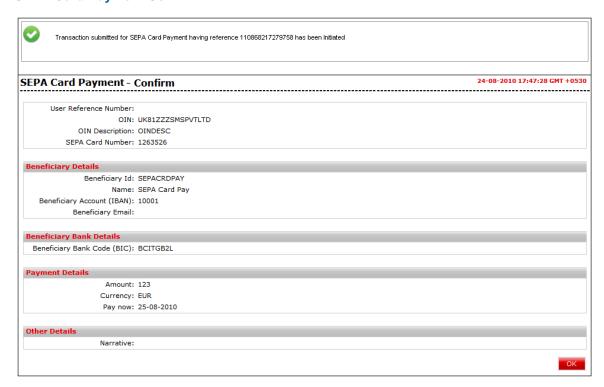


SEPA Card Payment Verify



Click the Confirm button. The system displays SEPA Card Payment Confirm screen.
OR
Click the Change button to change the inputs.

SEPA Card Payment Confirm



3. Click the **OK** button. The system displays **SEPA Card 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.

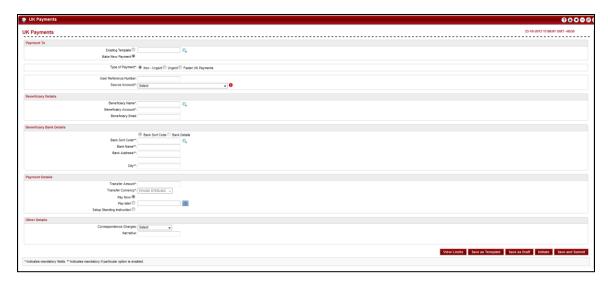


12. UK Payments

This option is used to initiate the payment through payment networks available in UK. Navigate through the menus to **Payments > Within Country > UK Payments.**



UK Payments



Field Name	Description
One of the radio butto	ns has to be selected from the following two options.
Existing Template	[Optional, Radio Button]
	Click the Existing Template option button to select the existing payment template for funds transfer.
Make New Payment	[Optional, Radio Button]
	Click the Make New Payment to create the new payment template.
Type of Payments	[Mandatory, Radio Button]
	Select the type of payment.
	The options are as follows:
	Non - Urgent
	• Urgent
	Faster UK Payments
User Reference	[Optional, Alphanumeric, 40]
Number	Type the user reference number which identifies this transaction.
Source Account	[Mandatory, Drop-Down]
	Select the source account from the drop-down list. Click the D button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	



Field Name	Description
Beneficiary Name	[Mandatory, Lookup] Click the lookup button to select the beneficiary name.
Beneficiary Account	[Display] This field displays the beneficiary account.
Beneficiary Email	[Display] This field displays the beneficiary email.

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

Beneficiary Bank Details

Beneficiary Bank	[Mandatory, Radio Button]
Details	Select the beneficiary bank

k details.

The options are as follow:

Bank Sort Code

Bank Details

Bank Sort Code [Conditional, Lookup]

Click the lookup button to select the bank code.

This field is enabled if the **Bank Sort Code** is selected.

[Conditional, Alphanumeric, 40] **Bank Name**

Type the bank name.

This field is enabled if the **Bank Details** is selected.

Bank Address [Conditional, Alphanumeric, 40]

Type the bank address.

This field is enabled if the **Bank Details** is selected.

City [Conditional, Alphanumeric, 40]

Type the city.

This field is enabled if the **Bank Details** is selected.

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

SWIFT Code [Mandatory, Lookup]

Click the lookup to select the SWIFT code.

Bank Name [Display]

This field displays the bank name.

Bank Address [Display]

This field displays the bank address.



Field Name	Description
City	[Display] This field displays the name of the city.
Country	[Display] This field displays the name of the country.
Barrer of Batalla	This field displays the name of the country.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Type the amount for the credit transfer.
Transfer Currency	[Display]
	This field displays the transfer currency.
One of the radio butto	ons has to be selected from the following option.
Pay Now	[Optional, Radio Button]
	Select Pay Now radio button to set earliest date.
Pay Later	[Optional, Radio Button, Pick List]
	Select Pay Later radio button to set date.
	Select the date from the pick list.
Setup Standing Instruction	[Optional, Radio Button]
mondonon	Select Setup Standing Instruction radio button for setting up an instructions.
SI Execution Frequency	[Conditional, Drop-Down]
	Select the standing instruction execution frequency from the drop-down list.
	This field is enabled if the Setup Standing Instructions is selected.
First Execution Date	[Conditional, Pick List]
	Select the first execution date from the pick list.
	This field is enabled if the Setup Standing Instructions is selected.
Expiry Date	[Conditional, Pick List]
	Select the standing instruction Expiry date from the Calendar pick list.
	This field is displayed if you select the Setup Standing Instruction option.
Other Details	
Correspondence	[Optional, Drop-Down]
Charges	Select the correspondence charges from the drop-down list.

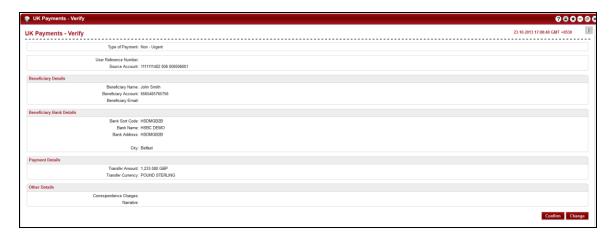


Field Name	Description
Narrative	[Optional, Alphanumeric, 35]
	Type the narrative for the transaction.

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



UK Payments - Verify

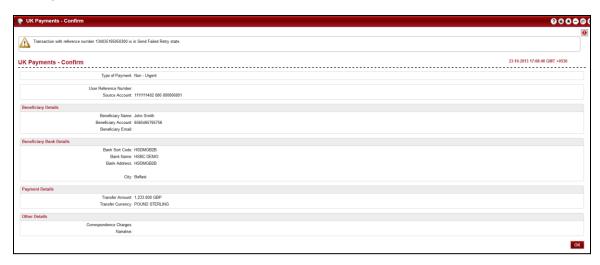


Click the Confirm button. The system displays UK Payments – Confirm screen. OR.

Click the **Cancel** button to navigate to the previous screen.



UK Payments - Confirm



- 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.



13. 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 effected, 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.

Navigate through the menus to Payments > Recurring Transfer and Payments > View Standing Instructions.

Standing Instructions View



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



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

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

Standing Instruction View



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



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

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

Standing Instructions View



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



14. Standing Instruction Cancellation

To cancel standing instruction

Navigate through the menus to **Payments > Recurring Transfer and Payments > Standing Instruction Cancellation**.

Standing Instructions Cancellation



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



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

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

Standing Instructions Cancellation



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



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

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

Standing Instructions Cancellation- Within Bank Transfer - Verify

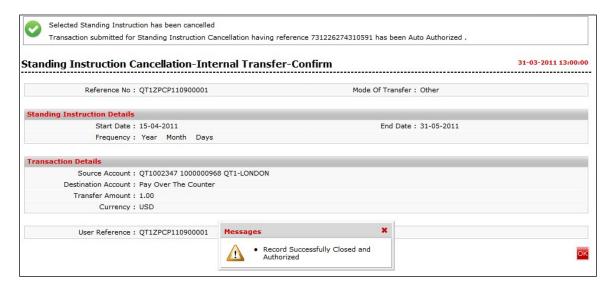


 Click Confirm to cancel the Standing Instruction. The system displays Standing Instruction Cancellation – within Bank Transfer – Confirm screen.

OR

Click the **Change** to change the Standing Instruction that has to be cancelled.

Standing Instructions Cancellation - Confirm





Standing Instruction Cancellation

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

15. Pending Transfers

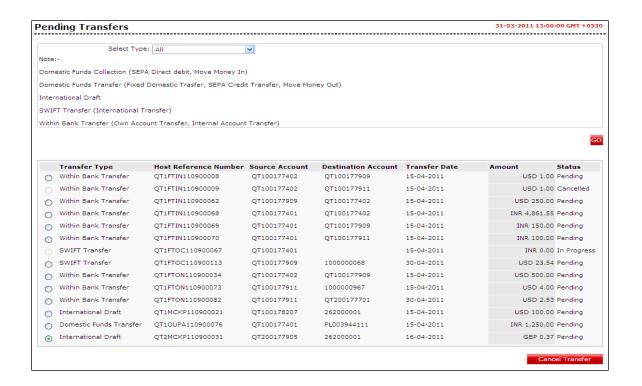
This section enables the customers to view the pending transfers whether it is move money in or move money out and group them for clarity purpose. It also allows canceling any pending transfers from the system.

Navigate through the menus to **Payments > Pending Transfer.**

Pending Transfers



Pending Transfers





Field Description

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

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

Pending Transfers View - Cancel Verify



3. Click the **Confirm** button. The system displays **Pending Transfer - Cancel – Confirm** screen.

OR

Click the **Change** to change the entered details.



Pending Transfers - Cancel - Confirm



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

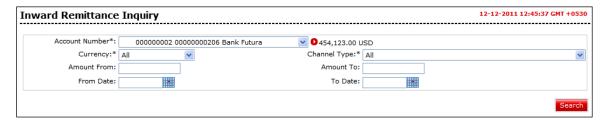


16. Inward Remittance Inquiry

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

Navigate through the menus to **Collection and Remittances > Inward Remittance Inquiry.**

Inward Remittance Inquiry



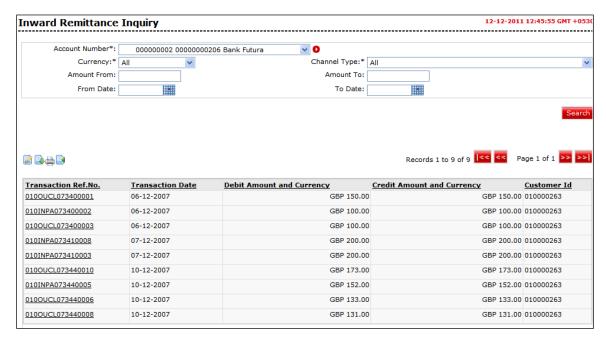
Field Name	Description
Account Number	[Mandatory, Drop-Down]
	Select the account number from the drop-down list. Click the D button. The system will automatically fetch and display the available balance for the selected account.
Currency	[Mandatory, Drop-Down]
	Select the currency from the drop-down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



Field Name	Description
Amount From	[Optional, Numeric, 15]
	Type the minimum amount range for search criteria.
Amount To	[Optional, Numeric, 15]
	Type the maximum amount range for search criteria.
	Note: The amount to set here cannot be less than the amount from.
From Date	[Optional, Pick list]
	Select the start date of the period, for which you want to view the inward remittance inquiry, from the pick list.
	The start date should not be greater than the current date.
To Date	[Optional, Pick list]
	Select the end date of the period, for which you want to view the inward remittance inquiry, from the pick list.
	The end date should be greater than or equal to start date.

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

Inward Remittance Inquiry



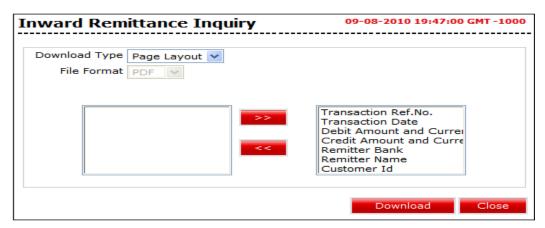
Column Description



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

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

Download Inward Remittance Inquiry



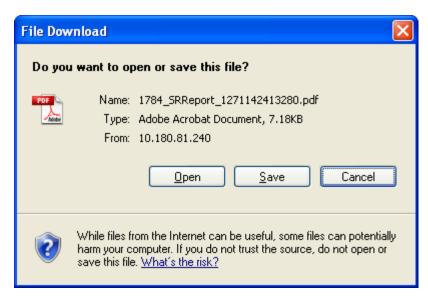


Field Description

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

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

File Download



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



13. Enter the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the **Download complete** message box.

Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.

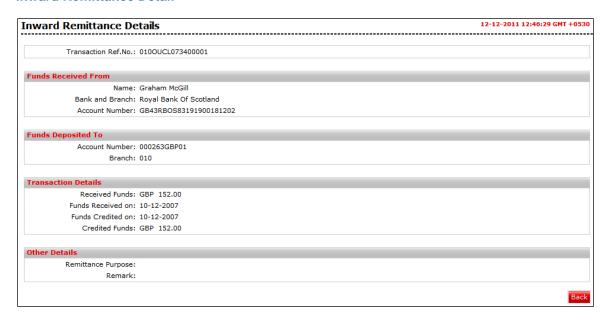
Click the **Open Folder** button to open the folder in which the file is saved OR

Click the Close button to close the Download Outward Guarantee dialog box.

15. Click the **Transaction Ref. No.** hyperlink in the **Inward Remittance Inquiry** screen. The system displays **Inward Remittance Details** screen.



Inward Remittance Detail



Field Description

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

Transaction Details



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

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

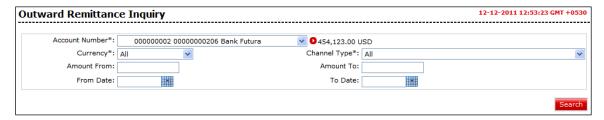


17. Outward Remittance Inquiry

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

Navigate through the menus to Collection and Remittances > Outward Remittance Inquiry.

Outward Remittance Inquiry



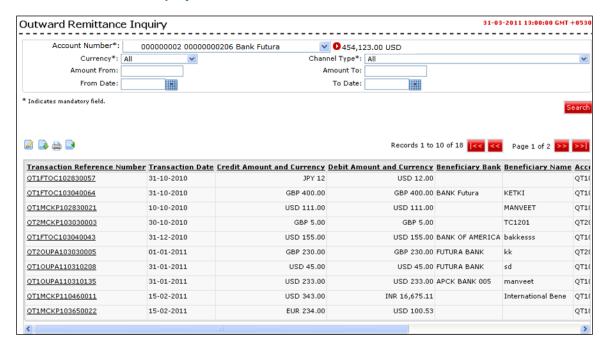
Field Name	Description
Account Number	[Mandatory, Drop-Down]
	Select the account number from the drop-down list. Click the button. The system will automatically fetch and display the available balance for the selected account.
Currency	[Mandatory, Drop-Down]
	Select the currency from the drop-down list.



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

 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



Column Description

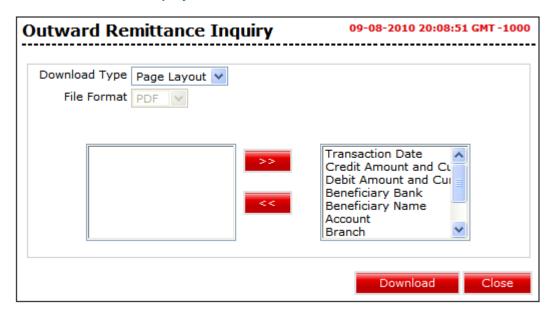


_	Column Name	Description
	Transaction Date	[Display]
		This column displays the transaction date.
	Credit Amount and Currency	[Display] This column displays the credit amount and currency.
	Debit Amount and Currency	[Display] This column displays the debit amount and currency.
	Beneficiary Bank	[Display] This column displays the name of the beneficiary bank.
	Beneficiary Name	[Display] This column displays the beneficiary name.
	Account	[Display] This column displays the account number of the customer.
	Branch	[Display] This column displays the branch to which account belongs.
	Customer Id	[Display] This column displays the customer id to which account belongs.
	Transaction	[Display]
	Reference Number	This column displays the transaction reference number. You can click on this link to view the transaction details.
	Remittance Notes	[Display]
		This field will display any remarks or Notes attached with the remittance.
2.	Click or to na	avigate to the next or previous page in the list, respectively.
3.	. Click 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 bu list.	tton to reorder the columns or select the columns that appear in the
6.	Click the Print button	n et o print the data.



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

Outward Remittance Inquiry Download



Field Description

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

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

Click the **Close** button to close the downloading.

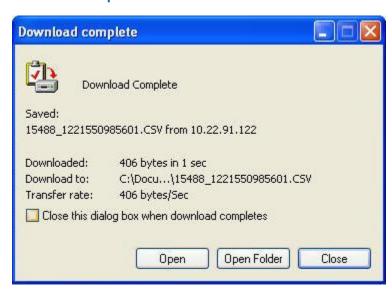
File Download





- 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.

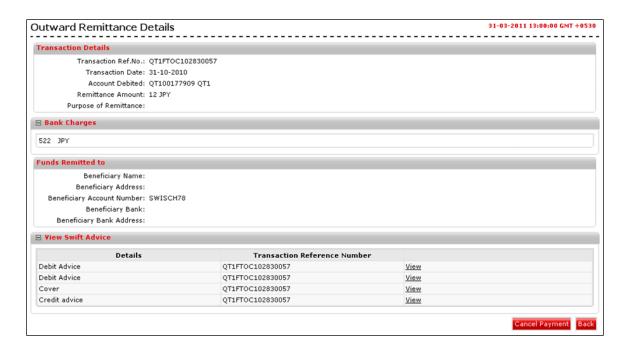
Download Complete



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

Outward Remittance Details





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



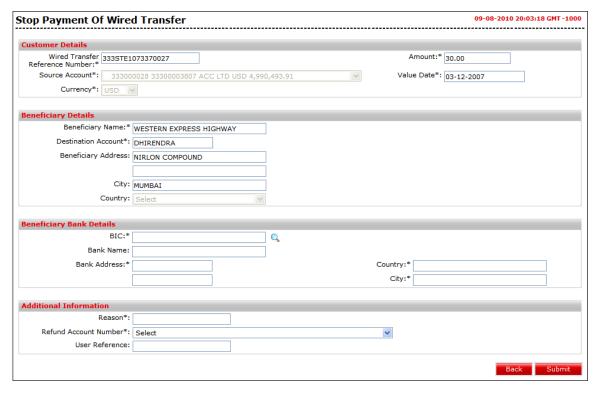
Field Name	Description
Beneficiary Account Number	[Display] This field displays the beneficiary account number.
Beneficiary Bank	[Display] This field displays the beneficiary bank name.
Beneficiary Bank Address	[Display] This field displays the address of the beneficiary's bank.
View SWIFT Advices	[Display,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

16. Click the **Cancel Payment** button to cancel the payment. The system displays **Stop Payment of Wired Transfer** screen.

OR

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

Stop Payment of Wired Transfer



17. Click the **Submit** button. The system displays **Stop Payment of Wired Transfer Verify** screen.

OR

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

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



Outward Remittance Inquiry



18. Domestic Collection Inquiry

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

Navigate through the menus to Collection and Remittances > Domestic Collection Inquiry.

Domestic Collection Inquiry



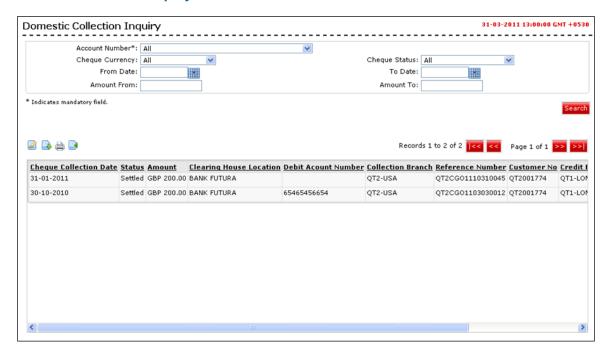
Field Name	Description
Account Number	[Mandatory, Drop-Down] Select the account number from the drop-down list.
Cheque Currency	[Optional, Drop-Down] Select the cheque currency from the drop-down list.



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

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

Domestic Collection Inquiry





Column Description

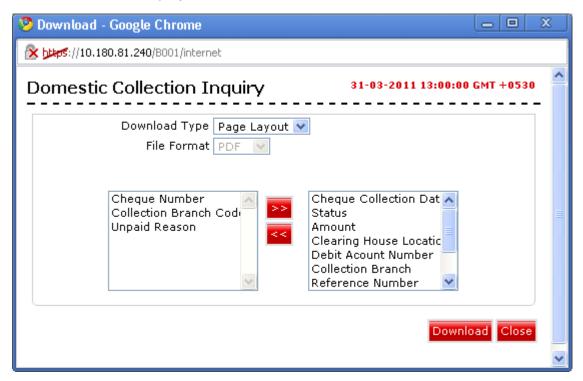
Column Name	Description
Cheque Collection Date	[Display] This column displays the cheque collection date.
Cheque Number	[Display] This column displays Cheque Number for Collection.
Status	[Display] This column displays the status of the domestic collection.
Amount	[Display] This column displays the paid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

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



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

Domestic Collection Inquiry - Download



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

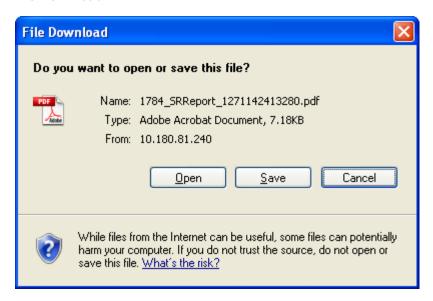
- 8. Select the download type and file format from the drop-down list.
- 9. Click the button to exclude the option from downloading.



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

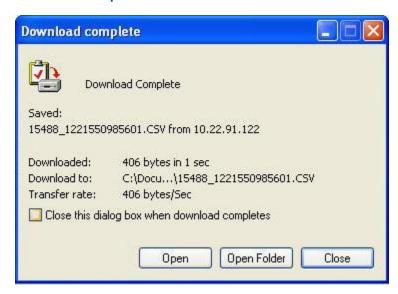
Click the Close button to close the downloading.

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.



19. 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).

Navigate through the menus to Collection and Remittances > FCY Collection Inquiry.

FCY Collection Inquiry



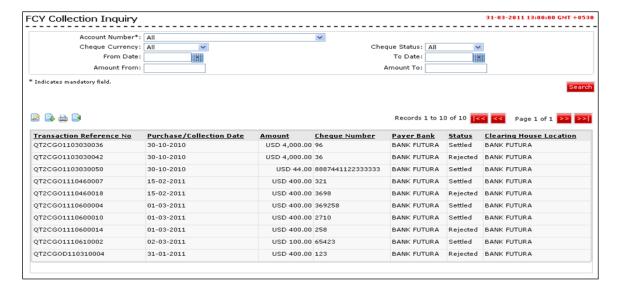
Field Name	Description
Account Number	[Mandatory, Drop-Down] Select the customer ID from the drop-down list.
Cheque Currency	[Mandatory, Drop-Down] Select the cheque currency from the drop-down list.



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

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

FCY Collection Inquiry





Field Description

_	Column Name	Description
	Transaction Reference No	[Display] This column displays the transaction reference number.
	Purchase/Collection Date	[Display] This column displays the date on which the cheque was financed or received.
	Amount	[Display] This column displays the amount.
	Cheque Number	[Display] This column displays the cheque number of the transaction.
	Payer Bank	[Display] This column displays the name of the payer bank.
	Status	[Display] This column displays the collection status of the cheque.
	Clearing House Location	[Display] This column displays the clearing house location.
2.	Click or to navigate	to the next or previous page in the list, respectively.
3.	Click or to navigat	te to the first or last page in the list, respectively.
4.	To download the complete the FCY Collection Inquiry	statement, click the Download button. The system displays dialog screen.
5.	Click the reorder button list.	to reorder the columns or select the columns that appear in the
6.	Click the Print button	to print the data.
7.	Click on Edit button co	olumn to edit the number of columns.

FCY Collection Inquiry - Download





Field Description

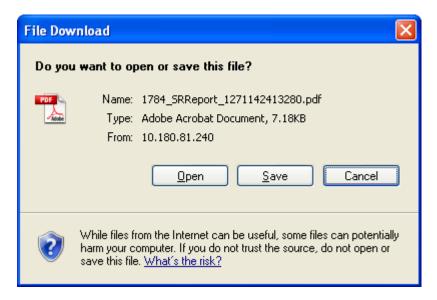
Field Name	Description
Download Type	[Mandatory, Drop-Down]
	Select the appropriate report type from the drop-down list. The available choices are:
	Page Layout
File Format	[Conditional, Drop-Down]
	Select the appropriate type of file format from the drop-down list. The options available are
	• PDF
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

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

Click the **Close** button to close the downloading.



File Download



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

Download Complete



14. Click the **Open** button to open the file.

OR

Click the Open Folder button to open the folder in which the file is saved

OR

Click the Close button to close the **Download Outward Guarantee** dialog box.



20. View Draft Details

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

Navigate through the menus to Payments > View Draft Details.

View Draft Details



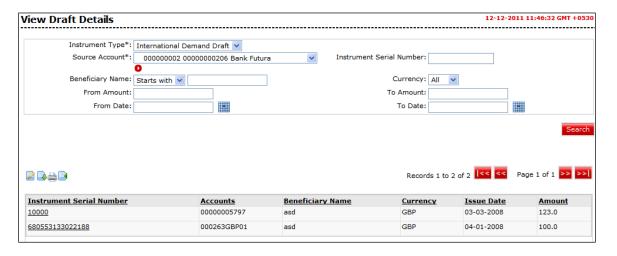
Field Name	Description
Instrument Type	[Mandatory, Drop-Down] Select the instrument type from the drop down list.
Source Account	[Optional, Drop-Down] Select the source account from the drop down. Click the button. The system will automatically fetch and display the available balance for the selected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



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

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

View Draft Details



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



Column Name	Description
Beneficiary Name	[Display] This column displays the beneficiary name.
Currency	[Display] This column displays the currency of the draft amount.
Issue Date	[Display] This column displays the issue date of the draft.
Amount	[Display] This column displays the amount of the draft.
2 Click or to pavid:	ate to the next or previous page in the list, respectively

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

View Drafts Details - Download



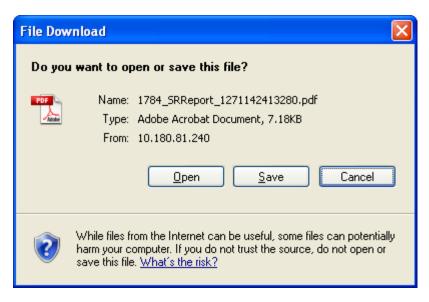


Field Name	Description
Download Type	[Mandatory, Drop-Down]
	Select the appropriate report type from the drop-down list. The available choices are:
	Page Layout
File Format	[Conditional, Drop-Down]
	Select the appropriate type of file format from the drop-down list. The options available are
	• PDF
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

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

Click the **Close** button to close the downloading.

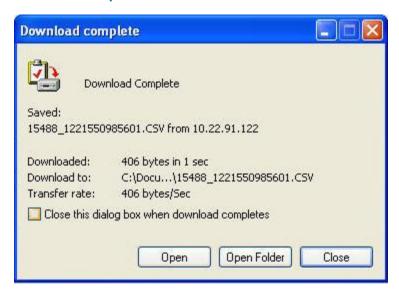
File Download



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



Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.

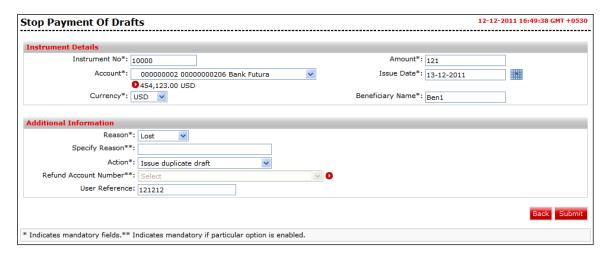
OR

Click the **Open Folder** button to open the folder in which the file is saved OR

Click the Close button to close the Download Outward Guarantee dialog box.

15. Click the **Instrument Serial Number** hyperlink in the View Draft Details screen. The system displays the **Stop Payments Of Drafts** screen.

Stop Payments of Drafts





Field Description

Field Name	Description
Instrument No	[Display] This field displays the instrument number.
Account	[Optional, Drop-Down] This field displays the account mentioned in the draft.
Amount	[Display] This field displays the draft amount.
Currency	[Display] This field displays the currency of the draft amount.
Issue Date	[Display] This field displays the issue date of the draft.
Beneficiary Name	[Display] This field displays the beneficiary name.
Reason	[Mandatory, Drop-Down] Select the reason for stopping the draft payment from the dropdown list.
Specify Reason	[Mandatory, Drop-Down] Type the beneficiary name to be searched.
Action	[Mandatory, Drop-Down] Select the action to be performed on the draft, from the dropdown list.
Refund Account Number	[Conditional, Drop-Down] Type the from amount i.e. lower limit of amount. Note: This field is enabled only if you select
User Reference	[Optional, Numeric, 15] Type the user reference number.

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

OR

Click the **Back** button to navigate to the previous screen.



Stop Payment Of Demand Draft/Pay Order - Verify



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

OR

Click the **Back** button to navigate to the previous screen.

Stop Payment Of Demand Draft/Pay Order - Confirm



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



21. Service Requests

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

To initiate service request:

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

Service Request



Field Description

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

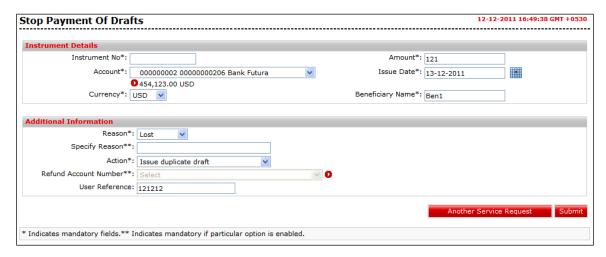
Select the transaction for which the request needs to be given and click the Submit button.



21.1. Stop Payment of Drafts

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

Stop Payment of Drafts



Field Description

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

Additional Information



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

4. 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



5. 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



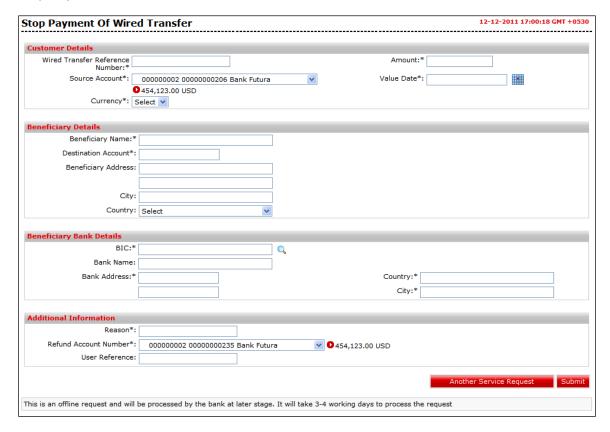
Click the Ok button. The system displays Stop Payment of Draft service request screen.
 OR
 Click the Another Service Request. The system displays the New Service Request screen.



21.2. Stop Payment Of Wired Transfer

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

Stop Payment of Wired Transfer



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



Field Name	Description
Amount	[Mandatory, Alphanumeric,25] Type the wired transfer reference number.
Value Date	[Mandatory, pick list] Select the value date from the pick list.
Beneficiary Details	
Beneficiary Name	[Optional, Alphanumeric, 35] Type the Beneficiary name.
Destination Account	[Optional, Alphanumeric, 20] Type the destination account number.
Beneficiary Address	[Optional, Alphanumeric, 35*2] Type the destination address.
City	[Optional, Alphanumeric, 35] Type the Name of the city.
Country	[Optional, Dropdown] Select the country from the dropdown list.

Beneficiary Bank details

BIC [Mandatory, Look up]

Select the BIC code from the list displayed on clicking on the look

up screen.

Bank Name [Display]

This field displays the Bank name as per the BIC selected.

Value Date [Mandatory, pick list]

Select the value date from the pick list.

Country [Display]

This field displays the country of the Bank as per the BIC selected.

City [Display]

This field displays the city of the Bank as per the BIC selected.

Additional information

Reason [Mandatory, Alphanumeric, 25]

Type the reason for cancellation of wired transfer.

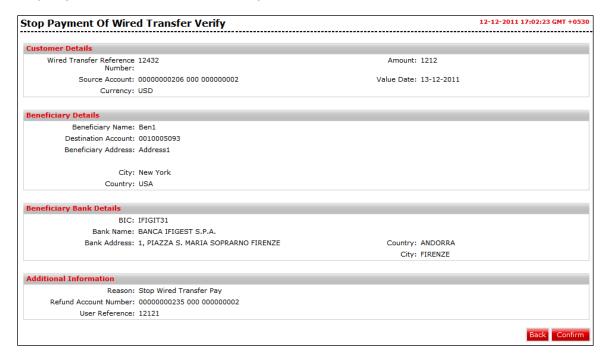


Field Name	Description
Refund Account Number	[Mandatory, Dropdown]
	Select the refund account number from the dropdown list. Click the D button. The system will automatically fetch and display the available balance for the selected refund account.
User Reference	[Optional, Alphanumeric, 25]
	Type the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

Click the **Submit** button and the verification page is displayed

Click the **Another Service Request** button to return to the service request screen.

Stop Payment of Wired transfer - Verify



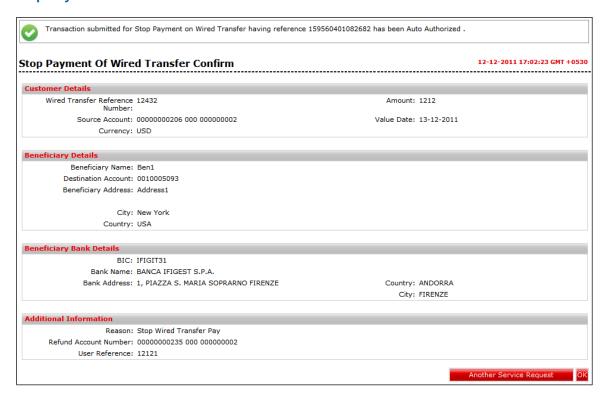
Click the Confirm button. The system displays the Stop Payment on Wired Transfer -Confirm screen

OR

Click the **Back** the button to change the details.



Stop Payment of Wired transfer - Confirm



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

OR

Click the **Another Service Request**. The system displays the **New Service Request** screen.



22. View Limits Utilization

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

Navigate through the menus to **Payments > View Limit Utilization.**

Select Transaction



Field Description

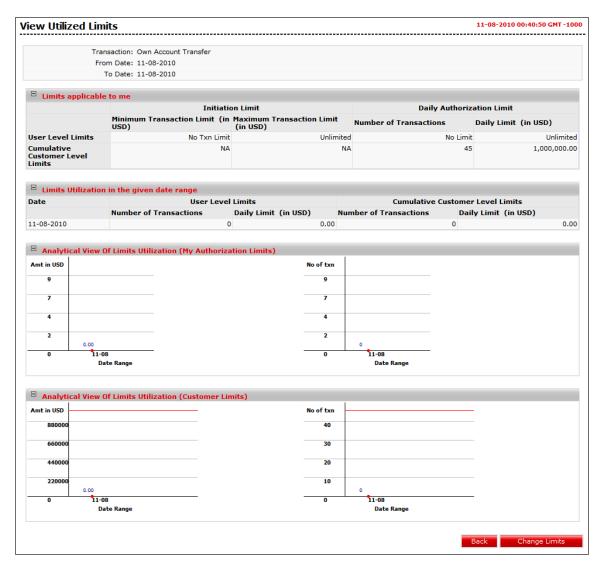
Field Name	Description
Transaction	[Mandatory, Drop-Down] Select the transaction from the drop-down list.
From Date	[Conditional, Pick List] Select the specific duration of the date from the drop-down list.
To Date	[Conditional, Pick List] Select the specific duration of the date from the drop-down list.

1. Click the **Continue** button. The system displays the **View Utilized Limits** screen.



2. Initiation and Authorization limits for the limits allocated to you at User level and customer level are displayed in the below screen.

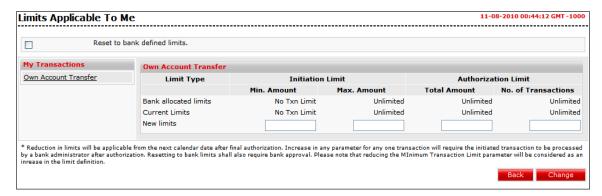
View Utilized Limits



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



Limits Applicable to me



Field Description

Field Name	Description
Initiation limit	
Minimum Transaction Amount	[Optional, Numeric] Type the new minimum transaction amount.
Maximum Transaction Amount	[Optional, Numeric] Type the new maximum transaction amount.

Daily Authorization Limit

Total Amount [Optional, Numeric]

Type the new total authorization amount.

Number of [Optional, Numeric]

TransactionsType the new total transactions for authorization.

5. Click the Change button. The system displays the Change Limits Verify screen..

OR

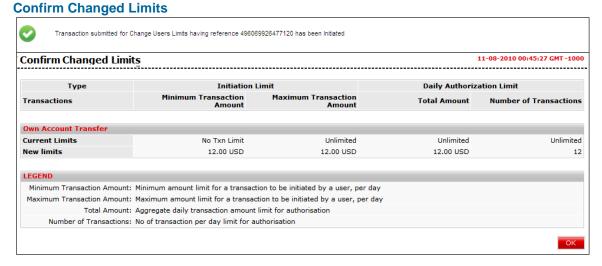
Click the Back button to return to the previous screen



Change Limits Verify



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



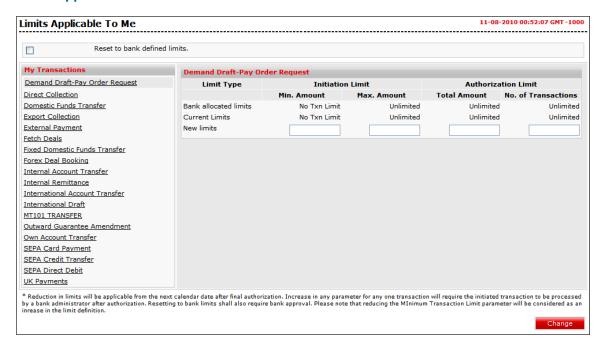
Click the **OK** button to return to the View Utilized Limits.



23. Change Users Limits

Using this option, you can change the users limits.

Limits Applicable To Me



Field Description



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

1. Click the **Own Account Transfer** link to select the transaction for changing the limits of that transaction.

Type the new total transactions for authorization.

Click the Change button. The system displays the Verify Changed Limits screen. OR

Click the **Back** button to return to the previous screen.

[Optional, Numeric]

Change Limits Verify

Number of

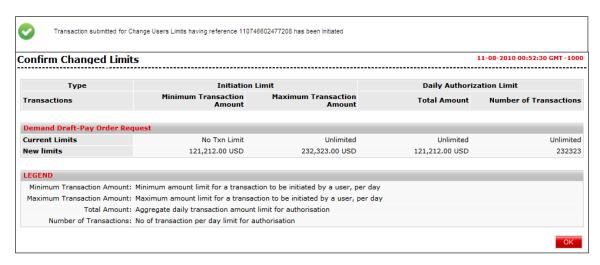
Transactions



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





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



24. Move Money In

Using this option, you can transfer funds from linked account to the internal bank account owned by you. The transfer will get initiated on first available business day.

Move Money In



Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down]
	Select the source account number from the drop-down list.



Field Name	Description
Bank BC Code	[Display]
	This field displays the bank BC code.
Destination	[Mandatory, Drop-Down]
Account	Select the destination account number from the drop-down list.
Transfer Money	[Mandatory, Radio Button]
Out	Select the type of transfer money out.
	The options are as follows:
	• Now : Select this option if the transfer is to be done instantly.
	 Later: Select this option if the transfer is to be done later at the specified date.
	 Saving Plans: Select this option if the transfer is to be done as per the saving plan.
(First) Start Date	[Conditional, Pick list]
	Select the date on which the transfer is to be done from the pick list.
	This field is enabled if the Later or Saving Plan radio button is selected as a type of transfer money out.
	This field displays the current date if the Now radio button is selected as a type of transfer money out.
Transfer Amount	[Mandatory, Numeric, 15]
	Type the amount to be transferred.
Currency	[Mandatory, Drop-Down]
	Select the currency of the amount to be transferred from the drop down list.

1. Click the **Submit** button. The system displays **Move Money In - Verify** screen.

Move Money In - Verify



2. Click the **Confirm** button. The system displays **Move Money In - Confirm** screen with the status message.

OR

Click the **Back** button to navigate to the previous screen.



Move Money In - Confirm



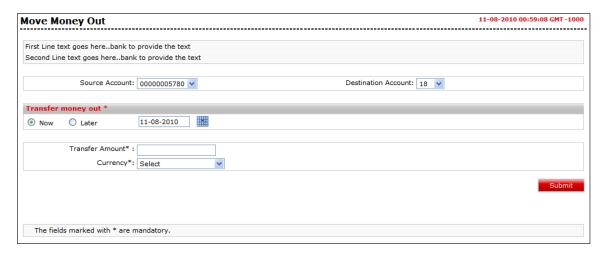
3. Click the **OK** button. The system displays **Move Money In** screen.



25. Move Money Out

Using the **Move Money Out** option, you can transfer funds from bank account to linked account mapped to you. The transfer will get initiated on first available business day.

Move Money Out



Field Description

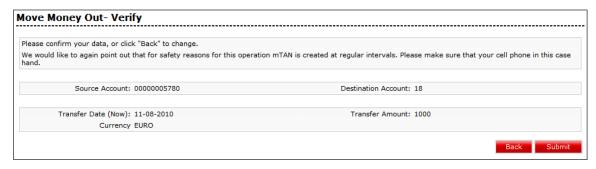
Field Name	Description
Source Account	[Mandatory, Drop-Down] Select the source account number from the drop-down list.
Destination Account	[Mandatory, Drop-Down] Select the destination account number from the drop-down list.



Field Name	Description
Transfer Money O	ut
It is mandatory to se	elected one of the radio button from the following fields.
Now	[Optional, Radio Button]
	Click the Now radio button if the transfer is to be done instantly.
Later	[Optional, Radio Button]
	Click the Later radio button if the transfer is to be done later at the specified date.
	[Conditional, Pick List]
	Select the specific date to transfer the money from the pick list.
	This field is enabled if the Later radio button is selected.
Transfer Amount	[Mandatory, Numeric, 13.2]
	Type the amount to be transferred.
Currency	[Mandatory, Drop-Down]
	Select the currency of the amount to be transferred from the drop

1. Click the Submit button. The system displays the Move Money Out - Verify screen.

Move Money Out - Verify



2. Click the **Submit** button. The system displays **Move Money Out Confirm** screen with the status message.

OR

Click the **Back** button to navigate to the previous screen.

down list.

Move Money Out Confirm





3. Click the **OK** button. The system displays **Move Money Out** screen.



26. Linked Account

This option allows you to add a new account and link it to the existing account. You can move money in or out of the existing account through this linked account.

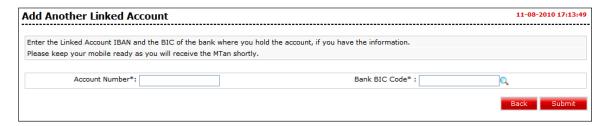
Linked Account



 Click the Add Another Linked Account button. The system displays Add Another Linked Account screen.



Add Another Linked Account



Field Description

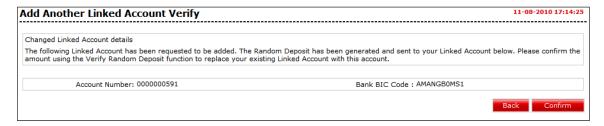
Field Name	Description
Source Account	[Mandatory, Numeric, 10] Type the valid account number to be added.
Bank BIC Code	[Mandatory, Lookup] Click the lookup button to select the bank code.
	Note: Select the correct BIC code of the bank; otherwise the addition of linked account will be rejected.

Click the Submit button. The system displays Add Another Linked Account Verify screen.

OR

Click the **Back** button to navigate to the previous screen.

Add another Linked Account Verify



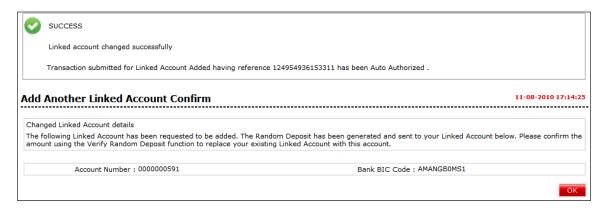
3. Click the **Confirm** button. The system displays **Add Another Linked Account Confirm** screen.

OR

Click the **Back** button to navigate to the previous screen.



Add Another Linked Account Confirm



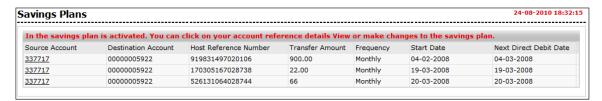
4. Click the **OK** button. The system displays initial **Linked Account** screen.



27. Savings Plan

Using this option, you can view or cancel any savings plan.

Savings Plans



Field Description

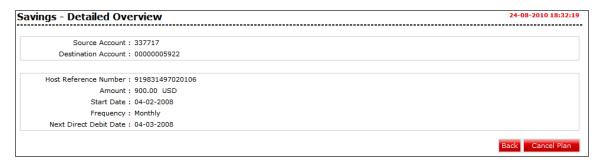
Field Name	Description
Source Account	[Display] This column displays the source account with the hyperlink.
Destination Account	[Display] This column displays the destination account.
Host Reference Number	[Display] This column displays the host reference number.



Field Name	Description
Transfer Amount	[Display]
	This column displays the transfer amount of the savings plan.
Frequency	[Display]
	This column displays the frequency of the savings plan.
Start Date	[Display]
	This column displays the start date.
Next Direct Debit	[Display]
Date	This column displays the next direct debit date.

 Click the Source Account hyperlink. The system displays Savings – Detailed Overview screen.

Savings - Detailed Overview



Click the Cancel Plan button. The system displays Verify Cancel Saving Plan screen.
 OR

Click the **Back** button to navigate to the previous screen.

Verify Cancel Saving Plan

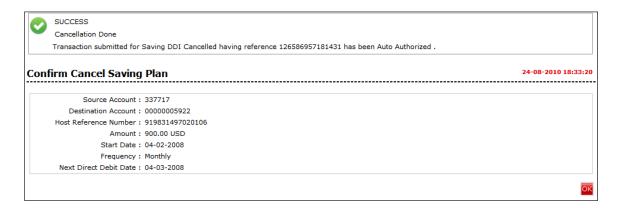


3. Click the **Confirm** button. The system displays **Confirm Cancel Saving Plan** screen. OR

Click the **Back** button to navigate to the previous screen.

Confirm Cancel Saving Plan





4. Click the **OK** button. The system displays **Savings Plans** screen.



28. Template Look Up

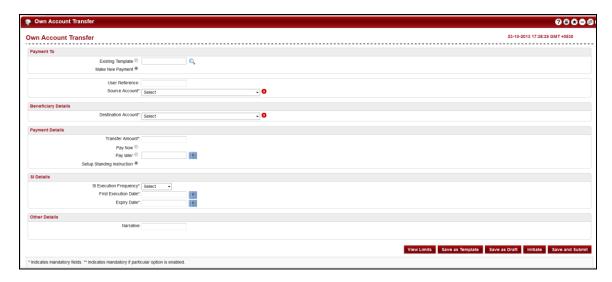
Using this option, you can use already existing templates for any of the payments transactions. You need not to enter any field details for those fields which are already filled in that existing template.

To use template look up

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

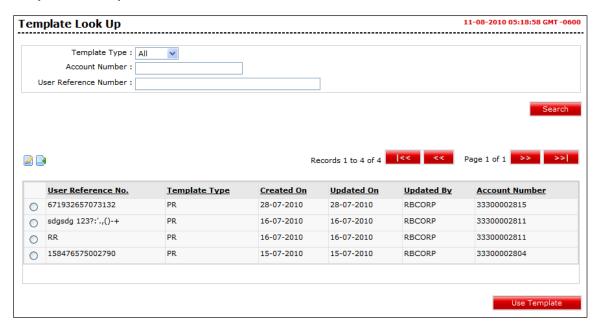


Own Account Transfer



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

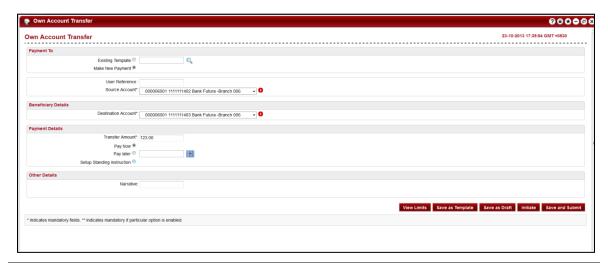
Template Look Up



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



Own Account Transfer



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



29. 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.



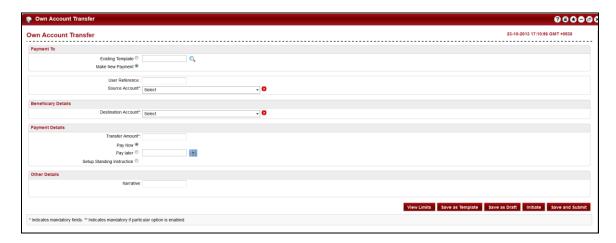
29.1. Save as Drafts

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

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

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

Own Account Transfer

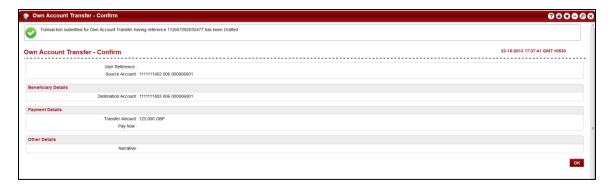


3. Click the **Save as Draft** button to create a draft version of the transaction. The system displays **Own Account Transfer – Confirm** screen with the status message. You can use the draft version later to initiate the payment.

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



Own Account Transfer - Confirm



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

Save as Draft



Click the **Yes** button to overlap the existing draft with this draft. OR

Click the New Draft button to create a new draft.



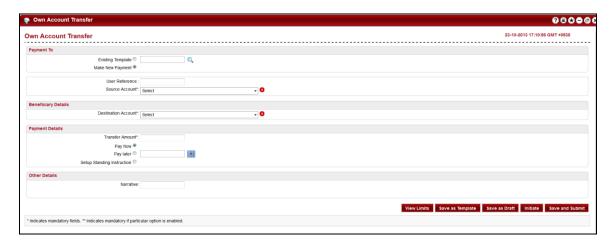
29.2. Save as Template

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

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

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

Own Account Transfer

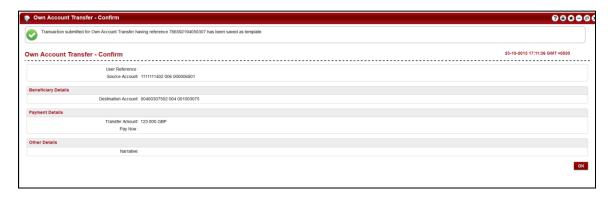


3. Click the **Save as Template** button to create a payment template of the transaction. The system displays **Own Account Transfer – Confirm** screen with the status message.

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



Own Account Transfer - Confirm



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

Save as Template



6. Click the **Yes** button to overlap the existing template with this template. OR

Click the **New Template** button to create a new template.



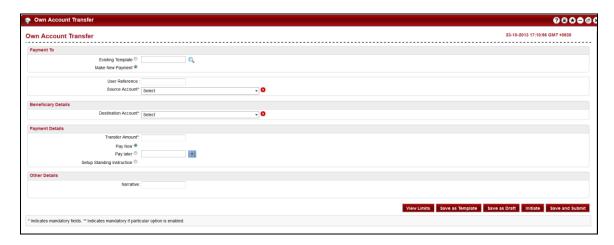
29.3. Save and Submit

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

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

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

Own Account Transfer

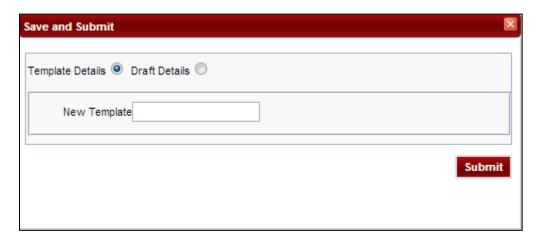


3. Click the **Save and Submit** button to create a payment template of the transaction as well as initiating the transaction.

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



Save and Submit



Field Description

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

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.



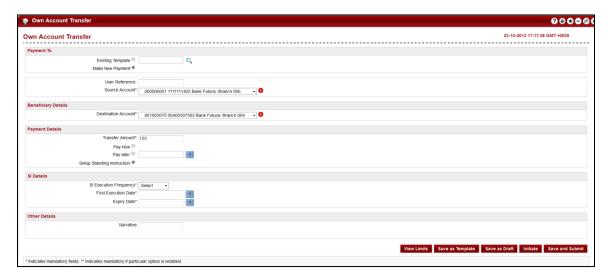
29.4. View Limits

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

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

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

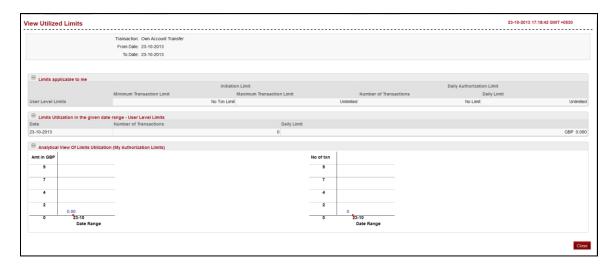
Own Account Transfer



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



View Utilized Limits



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





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Retail Transfer and Payments User Manual
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