

# Oracle® Banking Digital Experience Cloud Service Corporate Payments User Manual



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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## Purpose

This guide is designed to help acquaint you with the Oracle Banking application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

## Audience

This document is intended for the following audience:

- Customers
- Partners

## Documentation Accessibility

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

### Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

## Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

## Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## Related Resources

For more information on any related features, refer to the following documents:

- Oracle Banking Digital Experience Installation Manuals
- Oracle Banking Digital Experience Licensing Manuals

## Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

## Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

**Table 1 Acronyms and Abbreviations**

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

## Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table 2 Basic Actions and Descriptions**

Action	Description
<b>Back</b>	In case you missed to specify or need to modify the details in the previous segment, click <b>Back</b> to navigate to the previous segment.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the operation input midway without saving any data. You will be alerted that the input data would be lost before confirming the cancellation.
<b>Next</b>	On completion of input of all parameters, click <b>Next</b> to navigate to the next segment.
<b>Save</b>	On completion of input of all parameters, click <b>Save</b> to save the details.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the data captured. The saved data will be available in <b>View Business Product</b> with <i>In Progress</i> status. You can work on it later by picking it from the <b>View Business Product</b> .
<b>Submit</b>	On completing the input of all parameters, click <b>Submit</b> to proceed with executing the transaction.
<b>Reset</b>	Click <b>Reset</b> to clear the data entered.
<b>Refresh</b>	Click <b>Refresh</b> to update the transaction with the recently entered data.
<b>Download</b>	Click <b>Download</b> to download the records in PDF or XLS format.

## Symbols and Icons

The following are the symbols/icons you are likely to find in this guide:

**Table 3 Symbols and Icons**











Symbols and Icons	Description
	Add data segment
	Close

Table 3 (Cont.) Symbols and Icons

Symbols and Icons	Description
	Maximize
	Minimize
	Open a list
	Open calendar
	Perform search
	View options
	View records in a card format for better visual representation.
	View records in tabular format for better visual representation.

# 1

## Payments Overview

This topic details the functionality of the payments module, which enables users to transfer funds from their own accounts to other accounts, including those held within the same bank, at other domestic banks, or at international banks.

The digital banking streamlines fund transfers, allowing users to easily move money between accounts or pay to a person or business. The following sections in this document detail all the features offered to users through the payment's module of the digital banking application.

### Note

Payment Screens are not supported in the landscape mode of mobile applications and mobile browser.

### Features Supported in the Application

Payment features supported in application includes:

- Favourite Transactions
- Payee Setup
- One Time and Recurring Payments
- Multiple Payments
- Demand Draft Issuance
- Inquiries
- Make Payments and Payee screens as per region requirements
- [Regionalization for Domestic Payments](#)  
This topic describes how local payment systems are designed and implemented to meet the specific requirements of particular regions.
- [My Payments \(Dashboard\)](#)  
This topic describes the **My Payments** dashboard, which provides a user-friendly interface and valuable features for the effective organization and monitoring of payment activities.

## 1.1 Regionalization for Domestic Payments

This topic describes how local payment systems are designed and implemented to meet the specific requirements of particular regions.

For example, NEFT is designed exclusively for domestic transactions within India, making it irrelevant in Europe, while SEPA operates within Europe and is not applicable for payments in Asia. Oracle Banking Digital Experience offers out-of-the-box support for select local payment systems, as specified in the Transaction Host Integration Matrix. For on-premises implementations, it also allows implementation partners to configure and toggle specific fields to align with regional payment requirements via the back end. However, implementation partners may need to integrate region-specific networks with underlying product processors or,

in some cases, further customize the payments to meet the unique needs of the domestic payments in the region.

## 1.2 My Payments (Dashboard)

This topic describes the **My Payments** dashboard, which provides a user-friendly interface and valuable features for the effective organization and monitoring of payment activities.

There different widgets are provided to view real-time status of payments and transactions.

The following are the widgets available on the Payments Overview dashboard:

- Quick Payment
- Summary of Payments
- My Initiated Payments
- Favourites
- Recent Payments
- Saved Drafts Toast message
- Quick Actions (Available only in mobile)

The **Quick Payments** widget prioritizes the most frequently used payees, making it effortless for users to make payments to most used payees promptly with minimum clicks.

The **Summary of Payments** widget provides the user quick view of the number of transactions and total amount received or send. User can also see the transactions lying in different stages for Outgoing Payments.

**My Initiated Payments** widget provides the user the view of recently initiated transactions.

The Favourites feature benefits users who frequently send funds to the same recipients with consistent details, by serving as easy-to-use templates for new transactions. Users can save the transactions as 'Favourites' for quick repeat payments with minimal clicks and data entry. The **Favourites** widget provides easy access to and reuse of these saved transactions for payments or demand drafts.

The transactions successfully completed recently are visible under the **Recent Payments** widget. It allows user to track their outgoing and incoming payments conveniently.

The user can quickly see the saved drafts under **Saved Drafts Toast** message helping the user to start from where the transaction is left.

**Quick Actions** widget is available only in mobile to help the user to navigate to the most important transactions quickly.

### Note

The left swipe and Long Press gesture is implemented on mobile and tablets devices.

Swipe gesture - This feature is available on Favourites widget, Recent Payments widget, Incoming and Outgoing Payments Inquiry, Recurring Payments.

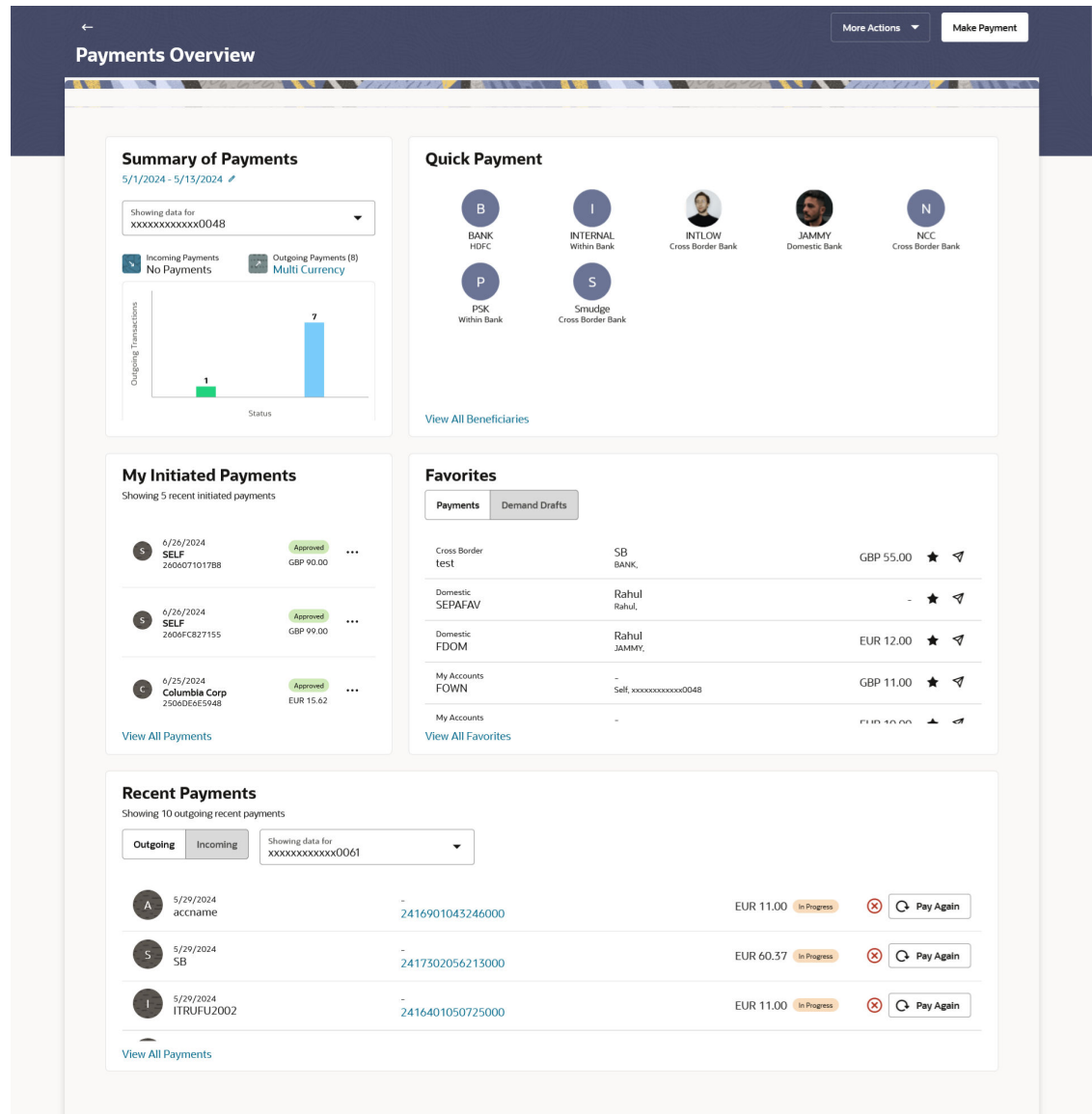
Long press gesture - Users can now press and hold down on a screen for an extended duration, which displays additional options or actions. This feature is available on Quick Actions and on payee cards under Manage payees.

Perform any one of the following navigation to access the **Payments** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**.
- From the Search bar, type **Payments - Payments** and press **Enter**.

The **Payments Overview** dashboard appears.

**Figure 1-1 My Payments**



**1. Perform one of the following actions:**

- Click **Make Payment** to initiate online payments, system redirects to the **Make Payment** screen.
- Click on the **More Actions** to avail following payment related transactions. These transactions are available to a user as per the transaction access provided by the bank to the user:

- Payees
  - \* Manage Payees
  - \* Add Account Payee
  - \* Add Demand Draft Payee
  - \* Payee User Mapping
- Inquiries
  - \* Outgoing Payments
  - \* Incoming Payments
  - \* Recurring Payments
  - \* UETR Status Inquiry
- Favourites and Drafts
  - \* Favourites
  - \* Saved Drafts
- Multiple Transfers
- Issue Demand Draft
- Positive Pay
  - \* Add Positive Pay
  - \* View Positive Pay
- MT101 Instructions Transfers
  - \* Create MT101 Instructions
  - \* View MT101 Instructions
  - \* Add External Account
  - \* View External Account
  - \* Create Inbound Agreements
  - \* View Inbound Agreements
  - \* Create Outbound Agreements
  - \* View Outbound Agreements

### Summary of Payments

This widget visually represent incoming and outgoing payments, providing users with a comprehensive overview of their payment's activity briefly. It depicts both incoming and outgoing payments, with number of payments represented in the form of bar graph. This gives users a clear understanding of the volume and status of payments flowing into and out of their account. The Incoming and Outgoing payments transactions can be filtered on account.

**Note**

1. By default summary of the payment is displayed for an account selected as Primary/Favourite Account.
2. On Clicking incoming/outgoing transaction it will redirect to Incoming/outgoing payments inquiry screen respectively.
3. The **Multi-Currency** link is displayed in case multiple currencies are present. Individual currency breakup to be shown on click of **Multi Currency** link. 4) On the individual currency breakup, when hovering the mouse over the bar, the status and value of the transaction are displayed. Clicking on the bar will redirect the screen to the **Payments Inquiry** with filtered records.

The status available for user are:

- In Progress: all the transaction which are under process in host payment processor
- Processed: all the transaction which are completed in host payment processor
- Future Dated: all the transaction which are marked as future dated in host payment processor
- Cancelled: all the transaction which are cancelled in host payment processor
- Reversal Initiated: all transaction which are reversal initiated in host payment processor

By default, the data is displayed as per the current month with dates from 1st of current month to till date. Click on edit icon to modify the date range.

**Quick Payments**

The **Quick Payments** widget displays the payees at the top of the dashboard, which help users to save time and avoid the hassle of searching for them each time they need to make a payment. They are listed in the descending order of the number of payments made for that payee. It shows 8 most used payees. Click on the payee, the system redirects to the **Make Payments** screen to make payment to the selected payee.

Below are the details being displays for each payee:

- Photo/Name Initials
- Nickname
- Bank Name

**Note**

For the Bank Name, displays **Within Bank** in case of **Within Bank Transfer**, and displays name of the bank if transfer is **Domestic** or **Cross Border**.

Click on the **Show All** link to view all the existing payees, the **Payees** screen appears.

**Note**

The **"Show All"** link will be displayed only when there are more than 8 Payees.

## My Initiated Payments

This widget displays the list of **10** recent initiated payments by the user.

Below are the details displayed on each individual payment record:

- Payee name Initials/Image
- Initiation Date
- Payee Name
- Payee Bank Name
- Reference Number
- Approved Status
- Amount with currency
- Quick Actions- Make Payment, Add as Favourite

### Note

- The Gesture feature on scroll for marking the transaction as Favourite or Unfavourite and Pay Again is implemented. Users can now swipe to take these actions. This functionality is only supported on mobile devices and tablets.
- Number of payments shown in mobile/table is 5.

## Favourites

This widget helps user to quickly access Favourite transactions and use them as templates to initiate new transactions. This feature is beneficial for users who frequently transfer funds to the same recipients with similar details. Click on the **View All Favourites** link to view all the favourite Payments and Demand Drafts. 5 most used favourites are shown in the widget for both desktop and mobile.

### The information available for Payments:

- Payment Type (Within Bank, Domestic, Cross Border)
- Favourites Name
- Payee
- Debit Account Nick Name, Number (In the format as configured for the entity)
- Amount for which favourite is marked.
- Icon to mark the record as Unfavourite, clicking this icon will remove the transaction from the Favourite list.
- Quick Pay icon: make payment with all the data as pre-populated as marked in Favourite.

### The information available for Demand Drafts:

- Draft Type (Domestic/Cross Border)
- Favourite Name
- Draft Favouring
- Debit Account Nick Name, Number (In the format as configured for the entity)

- Amount for which favourite is marked.
- Icon to mark the record as Unfavourite, clicking this icon will remove the transaction from the Favourite list.
- Quick Pay icon: issue demand draft with all the data as pre-populated as marked in Favourite.


### Note

1. Payments tab is shown only if user has access to either Within Bank /Domestic / Cross Border Payments.
2. Demand Drafts tab is shown only if user has access to either Domestic/Cross Border Demand Draft.
3. The Gesture feature on scroll for Remove from Favourite and Pay is available. Users can now swipe to take these actions. This functionality is only supported on mobile devices and tablets.

## Recent Payments

This widget displays both incoming and outgoing payments, showing the last 10 recent payments. Clicking on the **View All Payments** link redirects to the Incoming/Outgoing Payments screen. Within the Recent Payments, there are two different tabs available for Incoming Payments and Outgoing Payments. It shows maximum 10 outgoing/incoming recent payments. Click on the **View All Payments** link to view all the outgoing/incoming recent payments. User can select the debit account and based on which the payments will be shown.

### The information available for Outgoing Payments:

- Account Number
- Payee name Initials/Image
- Initiation Date
- Payee
- Network Code (For Domestic/Cross Border transfers), Within Bank (For Within Bank transfers)
- Bank Code (Not applicable for Within Bank transfers)
- Host Reference Number
- Amount with currency
- Status badge
- Cancel Payment  icon: click to cancel payment processing, redirects to **Cancel Payment** screen. Cancel payment appears only for transaction for which cancellation is possible. Refer section **Payment Cancellation**.
- Repeat: on click redirects to **Make Payment- New Payee** screen with data pre-populated copying this transaction.

### The information available for Incoming Payments:

- Incoming Direction icon
- Payment Date

- Remitter Name
- Sender's Account Details (Bank Code, Number)
- Host Reference Number
- Credited Amount with currency

#### ① Note

- The Gesture feature on scroll is implemented, allowing users to press and hold on a screen to trigger additional options or actions such as Repeat Payment and Cancel. This functionality is supported on mobile devices and tablets.
- Number of payments shown in mobile/table is maximum 5 for outgoing/incoming recent payments.

### Drafts Toast Message

This feature enables users to view draft messages saved in the system as a toast message, allowing them to resume or view drafts directly from there. On click of the **Resume** option, user is redirected to the Payments screen with data populated from the draft. The **view** option redirects user to the drafts list screen.

#### ① Note

1. This will only be displayed if the user has saved any drafts.
2. Resume option will be available if there is only 1 saved draft, for more than 1 saved drafts view option will be available.

### Quick Actions (Available only in mobile and tablet)

This widget provides quick actions to the user using which the user can navigate to that transaction quickly. Long press gesture feature is available on the quick actions in addition to single click actions. Below are the actions available.

- Payees
- Make Payment
- Payment Status
- Favourites
- Saved Drafts

# 2

## Payees

This topic describes the feature that enables users to add, view, and delete existing payees.

The online banking application enables customers to save and maintain payees (beneficiaries) towards whom payments are to be made frequently.

The user can view payee's details by selecting the provided option and is also able to edit or delete a payee's record. Moreover, the option to add new account payees or new demand draft payees is also provided on this screen. Payees can be created and maintained for the following types of transfers:

- Bank Account
  - Within Bank Account
  - Domestic Bank Account
  - Cross Border Bank Account
- Demand Drafts
  - Domestic Bank Account
  - Cross Border Bank Account

### **Payee Access Type:**

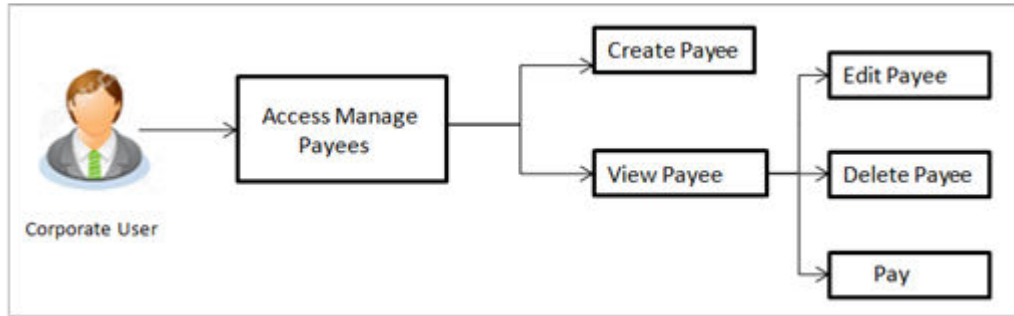
User can specify payee access type while maintaining a payee. Payee access type decides if only creator of a payee or all users of a party can access a payee. Payee access type is categorized as **Private** and **Public**.

- **Public:** A Payee marked as Public is visible to all the users mapped to the Party ID's for which access is provided by the creator of the payee. These users can use the payee while initiating payments, modify or delete the payee.
- **Private:** A Payee marked as **Private** is available to only the creator of the payee. Only the creator of the payee can use such payees while initiating payment and modify or delete the private payees.

### **Pre-requisites**

- Transaction access is provided to corporate user.
- Approval rule set up for corporate user to perform the actions.

Figure 2-1 Workflow



### Features Supported in the application.

Functions available on Payees are as follows:

- Create Payee
- View Payee
- Edit Payee
- Delete Payee

#### Note

The Long Press Gesture feature is implemented on Quick Actions for Payees. Users can now press and hold down on a screen for an extended duration, which triggers additional options or actions like Make Payment, Edit Payee, Delete Payee. This functionality is only supported on mobile devices and tablets.

Perform any one of the following navigation to access the **Manage Payees** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**. Under **Payments**, click **More Actions**, and then click **Manage Payees**.
- From the Search bar, type **Payees – Manage Payees** and press **Enter**.

The **Manage Payees** screen appears.





- [Payee Summary](#)  
This topic provides the systematic instructions to user for viewing the payee summary page, which displays all saved payees categorized as Within Bank, Domestic, and Cross Border.
- [Add Account Payee](#)  
This topic describes the payee setup process, wherein users are given the option to categorize the payee as either **Within Bank**, **Domestic Bank**, or **Cross Border**.
- [Add Demand Draft Payee](#)  
This topic describes the payee setup process, wherein users are given the option to categorize the demand draft payee as either **Domestic Bank**, or **Cross Border**.
- [Manage Payees](#)

- [Payee User Mapping](#)  
This topic describes the Payee User Mapping module, which empowers corporate administrators to restrict payee access to a defined set of users, thereby enabling controlled access to payees for targeted users.

## 2.1 Payee Summary

This topic provides the systematic instructions to user for viewing the payee summary page, which displays all saved payees categorized as Within Bank, Domestic, and Cross Border.

Additional features available are to make payments, edit the payee details, and delete the payee. The payees can be viewed either in a table format or in a list format using a switch option.

The user can also navigate to other payee-related screens from the **More Actions** menu provided on the screen. Additionally, they can add a new payee. The filters are available to view the payees based on description. The  table and  card view options are provided on screen to view the payees. In the  table view, the payees are listed in tabular form. Whereas in the  card view payees are listed in card format.

Each card displays details like Payment Type, Payee Photo/Avatar, Payee Name, Payee Nickname, Payee Address, Payee Account Number, options to make a payment, update payee's details, and delete the Payee. Click on the specific card to view further details of each card. A separate tab is provided on the screen to view the **Accounts** payees and **Demand Drafts** payees.

### To manage payees:

1. Click on the **Account/Demand Draft** tab, respective **Payees** summary page appears.

All the payees accessible to the logged in user are listed down by their names, photos (if uploaded) and other details defined at the time of payee creation.

**Figure 2-2 Payees- Account (Card View)**

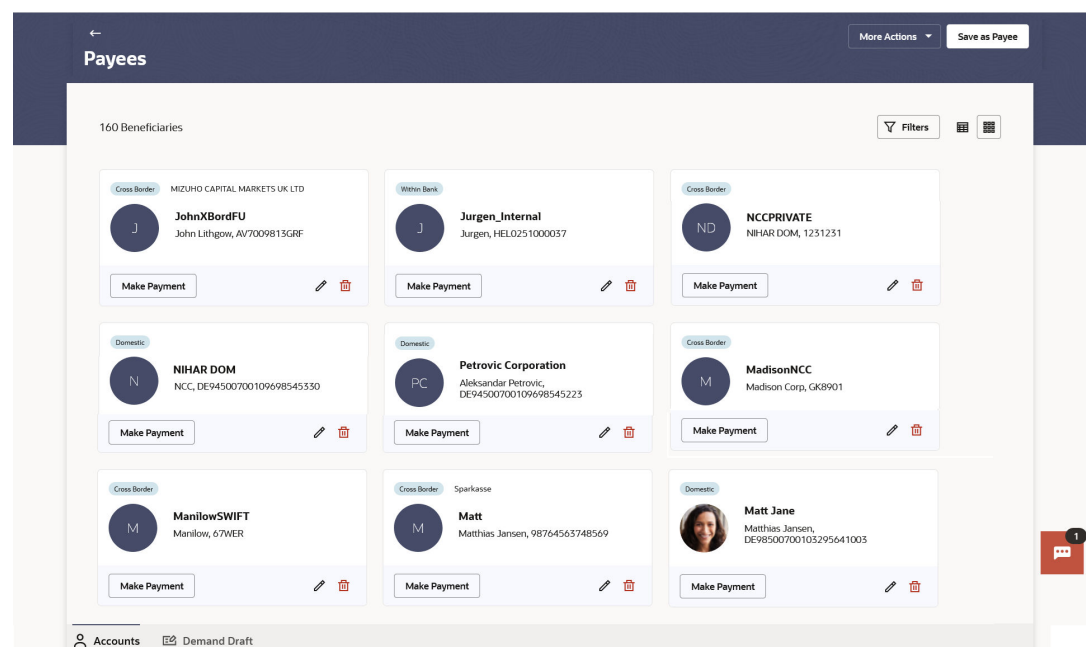


Figure 2-3 Payees- Account (List View)

Payee Name	Account Number	Payee Type	Actions
335Shraddha	335 33333	Domestic	Navigation, Edit, Delete
Aditya	bvc 23232311	Cross Border	Navigation, Edit, Delete
DOMESTICSEPA CR_FU	FUDOMESTIC DEB1500700101783569243	Domestic	Navigation, Edit, Delete
EhlertSWIFT	Ehlert Corp ADG12345	Cross Border	Navigation, Edit, Delete

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

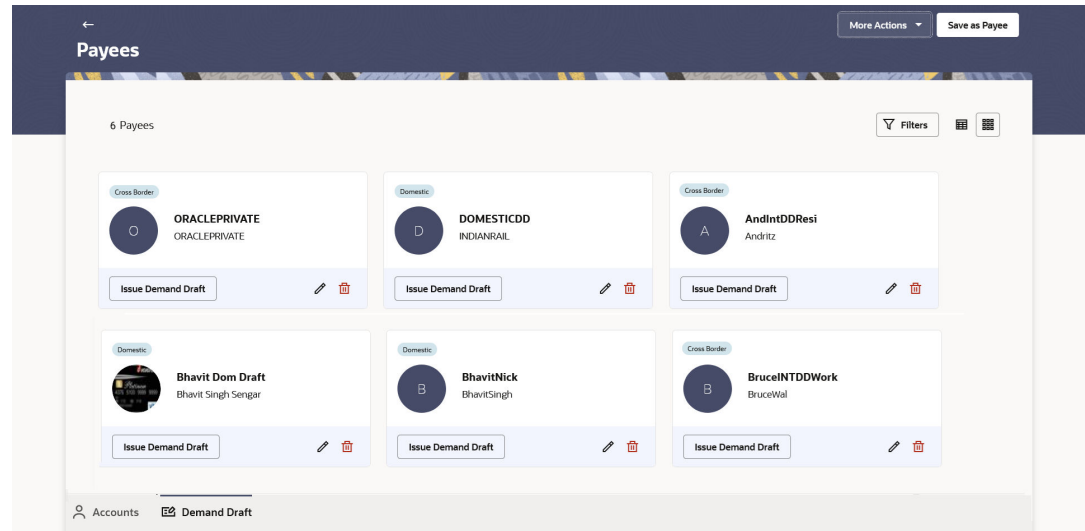
Table 2-1 Payees- Account - Field Description

Field Name	Description
<b>Count of Payees</b>	Displays the number of payees added.
Below are the payee details displayed for <b>Account</b> payee card	
<b>Payee Type</b>	The type of payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Within Bank</b></li> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Bank Name</b>	Displays Bank name in case of Domestic and Cross Border
<b>Payee Avatar</b>	Displays the Payee's photo, if uploaded, against each payee name. If the Payee's photo is not uploaded, the initials of the payee will be displayed in place of the photo.
<b>Payee Nickname</b>	Displays Payee's nick name defined at the time of payee creation.
<b>Account Details</b>	Displays the account associated with the specific payee along with the account number.
Below are the payee details displayed for <b>Account</b> table view	
<b>Nickname</b>	Displays Payee's nick name defined at the time of payee creation.
<b>Account</b>	Displays the account associated with the specific payee along with the account number.

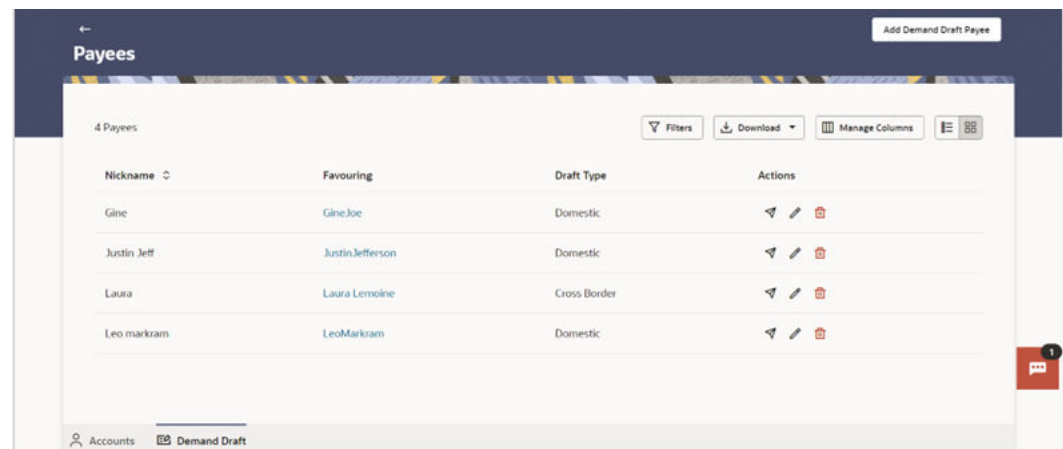
**Table 2-1 (Cont.) Payees- Account - Field Description**

Field Name	Description
Type	The type of payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Within Bank</b></li> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>

**Figure 2-4 Payees - Demand Draft (Card View)**



**Figure 2-5 Payees - Demand Draft (List View)**



**Note**

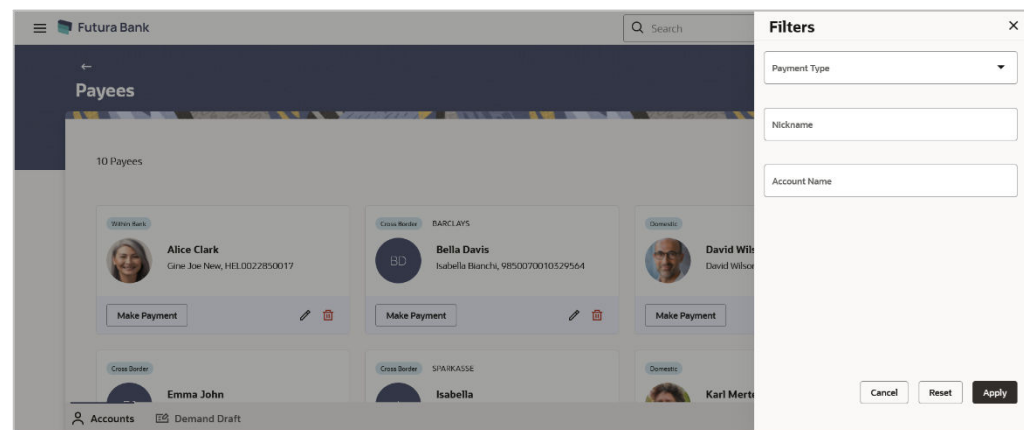
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

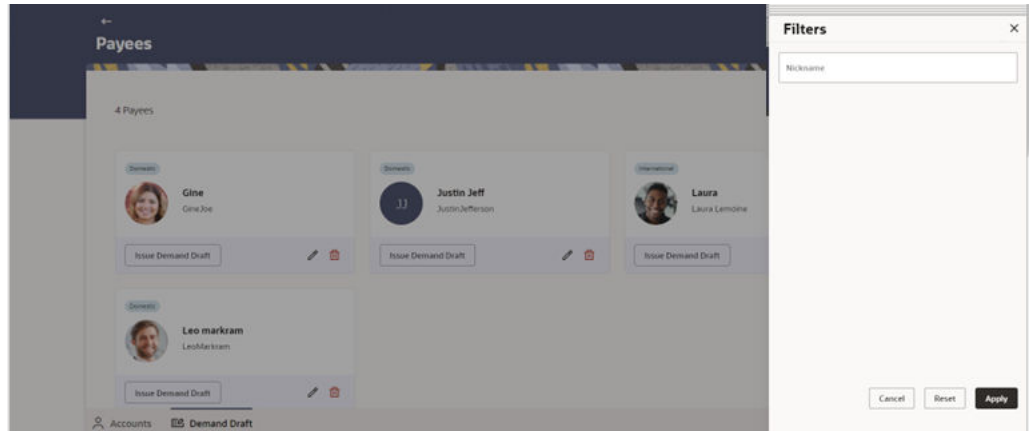
**Table 2-2 Payees- Demand Draft - Field Description**

Field Name	Description
<b>Count of Payees</b>	Displays the number of payees added.
<b>Draft Type</b>	The type of draft. The values can be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Payee Avatar</b>	Displays the payee's photo, if uploaded, against each payee name. If the payee's photo is not uploaded, the initials of the payees will be displayed in place of the photo.
<b>Nickname</b>	Displays the nick name to identify payee while initiating a demand draft request.
<b>Draft Favouring</b>	Draft favouring details.
Below are the payee details displayed for <b>Demand Draft</b> table view	
<b>Nickname</b>	Displays Payee's nick name defined at the time of payee creation.
<b>Favouring</b>	Displays the favouring name.
<b>Draft Type</b>	The type of payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Actions</b>	Below actions available for each record – <ul style="list-style-type: none"> <li>• <b>Issue Demand Draft</b></li> <li>• <b>Edit Payee</b></li> <li>• <b>Delete Payee</b></li> </ul>

**Figure 2-6 Payees- Filter Criteria (Accounts)**



**Figure 2-7 Payees- Filter Criteria (Demand Draft)**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 2-3 Payees- Filter Criteria - Field Description**

Field Name	Description
<b>Filter Criteria (Accounts)</b>	
<b>Payment Type</b>	Search by the type of account to be associated with the payee.
<b>Nickname</b>	Search the payees by their nick names defined at the time of payee's creation.
<b>Filter Criteria (Demand Drafts)</b>	
<b>Nickname</b>	Search the payees by their nick names defined at the time of payee's creation.



- For **Account Payees** - Click **Make Payment** to initiate payment to payee.

The system redirects to Make Payment screen.

For **Demand Draft Payees** - Click **Issue Demand Draft** to issue demand draft to payee.

The system redirects to **Issue Demand Draft** screen.

- Perform one of the following actions:

- Click the  table view icon to list the payees in the tabular form.
- Click the  card view icon to list the payees in the card format.

## 2.2 Add Account Payee

This topic describes the payee setup process, wherein users are given the option to categorize the payee as either **Within Bank**, **Domestic Bank**, or **Cross Border**.

**Note**

The Long Press Gesture feature is implemented. Users can press and hold down on a screen for an extended duration, which triggers additional options or actions like Add Account Payee, Add Demand Draft Payee, Add P2P Payee. This functionality is only supported on mobile devices and tablets.

This section documents the addition of a payee with transfer type as bank account.

- **Within**
- **Domestic**
- **Cross Border**

**To add new payee:**

1. Perform anyone of the following navigation to access the **Add Account Payee** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , click **More Actions** , and then click **Payees**, then click **Add Account Payee**.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , click **More Actions** , and then click **Payees**, then click **Add Account Payee**.
  - From the Search bar, type **Payees – Add Account Payee** and press **Enter**.

The **Add Account Payee** screen appears.

- [Add Account Payee - Domestic Account Transfer](#)  
This topic provides the systematic instructions of the payee setup process, during which users have the option to categorize the payee as a **Domestic Bank** type.
- [Add Account Payee - Cross Border Account](#)  
This topic provides the systematic instructions of the payee setup process, during which users have the option to categorize the payee as a **Cross Border** type.

## 2.2.1 Add Account Payee - Domestic Account Transfer

This topic provides the systematic instructions of the payee setup process, during which users have the option to categorize the payee as a **Domestic Bank** type.

A domestic account transfer is one which involves the transfer of funds to an account that is held with another bank within the same country or politically united region.

**Figure 2-8 Add Payee – Domestic Bank Account**

The screenshot shows a web form titled "Add Account Payee" with three tabs: "Within Bank", "Domestic", and "Cross Border". The "Domestic" tab is selected. The form is divided into three sections:

- Account Details:** Includes fields for IBAN (Required), Confirm IBAN (Required), Account Name (Required), and Let Code.
- Personal Details:** Includes a profile picture placeholder (AA), Nickname (Required), Email (with a plus icon for adding more), and a Country dropdown menu (Set to "Select").
- Additional Details:** Includes an "Account type" section with radio buttons for "Private" (selected) and "Public", and "Submit" and "Cancel" buttons at the bottom.

**Note**

The below field description is not country specific and is given for all the fields available in the Domestic payment. Fields will be populated based on the country/region fields configuration for Domestic Bank Account.

Region Specific fields for out of the box supported regions are available in section **Regionalization for Domestic Payments**

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 2-4 Add Payee – Domestic Bank Account - Field Description**

Field Name	Description
<b>Payee Type</b>	Select <b>Domestic</b> .
<b>Account Details</b>	
<b>Account Type</b>	Select the type of account associated with the payee.
<b>Account Number</b>	Specify the account number of the payee.
<b>OR</b>	OR
<b>IBAN</b>	Specify the IBAN of the payee.

Table 2-4 (Cont.) Add Payee – Domestic Bank Account - Field Description

Field Name	Description
<b>Confirm Account Number</b> OR <b>Confirm IBAN</b>	The user is required to re-enter the payee's account number in this field. OR The user is required to re-enter the IBAN in this field.
<b>Account Name</b>	Enter the name of the payee as maintained against the payee's bank account.
<b>Lei Code</b>	Lei code of the payee.
<b>Verify Account</b>	Select this to verify the account mentioned.
<b>Bank Details</b>	Based on the configuration in regionalisation, one of the below options can be configured for the Bank Details. Out of these four options only one option will be available on the screen. <ul style="list-style-type: none"> <li>• <b>Bank Code Lookup</b></li> <li>• <b>Bank Code (Read only)</b></li> <li>• <b>Bank Code (No Verify)</b></li> <li>• <b>Bank Name &amp; Branch</b></li> </ul>
<b>Bank Code Lookup</b>	On click the <b>Lookup Bank Code</b> overlay screen appears with the search criteria. This is to enable user to search for a Bank Code in case he does not remember it.  For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
<b>Bank Code (read-only)</b>	The user can see the Bank Code of the payee's account in read only mode. The bank code will be fetched based on the Account Number/ IBAN and will be displayed here in read only mode.
<b>Bank Code (No verification)</b>	Specify the Bank Code of the payee's account. This will not be verified and passed onto the host product processor.
<b>Bank Code (With verification)</b>	Specify the Bank Code of the payee's account with the option to verify. The verify option will fetch the bank details based on the bank code specified.
<b>Bank Name</b>	Bank Name of the payee.
<b>Branch</b>	Branch of the bank.
<b>Bank Code Lookup - Search Result</b>	The following fields are displayed in the search results.
<b>Bank Name</b>	Name of the bank.
<b>Address</b>	The complete address of the bank.
<b>Bank Code</b>	The Complete Bank Code.  Available as a link, selecting which will copy the Bank Code and Bank Details back onto the Add Payee page.
<b>Bank Details</b>	The details of the bank that include the BIC/IFSC Code as well as the name and address of the bank and branch in which the payees account is held.
<b>Personal Details</b>	

Table 2-4 (Cont.) Add Payee – Domestic Bank Account - Field Description

Field Name	Description
<b>Upload Photo</b>	<p>Select this option to upload a profile photo against the payee. Following actions are available on the + icon:</p> <ul style="list-style-type: none"> <li>• <b>Upload</b> – Browse and upload the profile picture.</li> <li>• <b>Choose Avatar</b> - Select initials pattern profile picture or picture from suggestions.</li> <li>• <b>Remove</b> - Removes the profile picture uploaded.</li> </ul> <p>This option will only appear if no photo has been uploaded against the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>1. The maximum allowable image size is 1MB, and the accepted formats are limited to JPG and PNG.</li> <li>2. Once a photo is uploaded against the payee, click on the + icon and select Upload/Choose Avatar to update the profile picture.</li> </ol> </div>
<b>Nickname</b>	Specify a nickname to be assigned to the specific account of the payee for the purpose of easy identification.
<b>Email ID</b>	Email addresses of the payee. Please note that this field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.
<b>Additional Details</b>	
<b>Access Type</b>	<p>Specify the access type to be assigned to the payee. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>
<b>Primary Party</b>	<p>The primary party associated to the user. The primary party users will always have access to the payee if it's <b>Public</b>.</p>
<b>Accessible to Parties</b>	<p>Accessible parties associated to the user. During payee creation a corporate user can define the parties within his GCIF to whom this payee will be accessible if the payee is public. The primary party users will always have access to the payee if it's <b>Public</b>.</p>

## 2.2.2 Add Account Payee - Cross Border Account

This topic provides the systematic instructions of the payee setup process, during which users have the option to categorize the payee as a **Cross Border** type.

The Cross Border fund transfer involves the transfer of funds to an account that is maintained outside the country and beyond geographical boundaries. Hence, while adding a payee who

holds the cross-border account, the user is required to specify extensive details of the payee's account including the network code to be used to transfer money to the account as well as the details of the bank in which the account is held.

**To create a payee for the account transfer:**

1. Navigate to the **Add Account Payee** screen.

The **Add Account Payee - Cross Border Account** screen appears.

**Figure 2-9 Add Account Payee - Cross Border Account**

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 2-5 Add Account Payee - Cross Border Account - Field Description**

Field Name	Description
<b>Payee Type</b>	Select <b>Cross Border</b> .
<b>Account Details</b>	
<b>Account Number</b>	Specify the account number of the payee.
<b>Confirm Account Number</b>	The user is required to re-enter the payee's account number in this field.

Table 2-5 (Cont.) Add Account Payee - Cross Border Account - Field Description

Field Name	Description
<b>Account Name</b>	Enter the name of the payee as maintained against the payee's bank account.
<b>Lei Code</b>	Lei code of the payee.
<b>Bank Details</b>	
<b>Select Bank</b>	The option to select the bank. The options are: <ul style="list-style-type: none"> <li>• <b>Swift Code</b></li> <li>• <b>NCC (National Clearing code)</b></li> <li>• <b>Bank Details</b></li> </ul>
<b>Lookup Swift Code</b>	Link to search the SWIFT code. This link enabled if the <b>Swift Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
<b>National Clearing Code Lookup</b>	Link to search the NCC code. This link enabled if the <b>NCC Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
Below fields are enabled if the <b>Bank Details</b> option is selected in the <b>Select Bank</b> field.	
<b>Bank Name</b>	Name of the bank in which the payee account is held.
<b>Bank address</b>	Complete address of the bank at which the payee account is held.
<b>Country</b>	Country of the bank.
<b>City</b>	City to which the bank belongs.
<b>Transfer via Intermediary Bank</b>	The option to select another bank for Cross Border transaction as an intermediary bank. The options are: <ul style="list-style-type: none"> <li>• <b>Swift Code</b></li> <li>• <b>NCC (National Clearing code)</b></li> <li>• <b>Bank Details</b></li> </ul>
<b>Swift Code Lookup</b>	Link to search the SWIFT code. This link enabled if the <b>Swift Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
<b>National Clearing Code Lookup</b>	Link to search the NCC code. This link enabled if the <b>NCC Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
Below fields are enabled if the <b>Bank Details</b> option is selected in the <b>Select Bank</b> field.	
<b>Bank Name</b>	Name of the bank in which the payee account is held.
<b>Bank address</b>	Complete address of the bank at which the payee account is held.
<b>Country</b>	Country of the bank.
<b>City</b>	City to which the bank belongs.
<b>Personal Details</b>	

Table 2-5 (Cont.) Add Account Payee - Cross Border Account - Field Description

Field Name	Description
<b>Upload Photo</b>	<p>Select this option to upload a profile photo against the payee. Following actions are available on the + icon:</p> <ul style="list-style-type: none"> <li>• <b>Upload</b> – Browse and upload the profile picture.</li> <li>• <b>Choose Avatar</b> - Select initials pattern profile picture or picture from suggestions.</li> <li>• <b>Remove</b> - Removes the profile picture uploaded.</li> </ul> <p>This option will only appear if no photo has been uploaded against the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>a. The maximum allowable image size is 1MB, and the accepted formats are limited to JPG and PNG.</li> <li>b. Once a photo is uploaded against the payee, click on the + icon and select Upload/Choose Avatar to update the profile picture.</li> </ol> </div>
<b>Nickname</b>	Specify a nickname to be assigned to the specific account of the payee for the purpose of easy identification.
<b>Email ID</b>	Email address of the payee. Please note that this field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.
<b>Country</b>	Enter the country of the payee's bank.
<b>Address Line 1- 3</b>	Enter the address of the payee's bank.
<b>City</b>	Enter the city of the payee's bank.
<b>Zip Code</b>	Enter the zip code of the payee's bank address
<b>Additional Details</b>	
<b>Access Type</b>	<p>Specify the access type to be assigned to the payee. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>
<b>Primary Party</b>	<p>The primary party associated to the user. The primary party users will always have access to the payee if it's <b>Public</b>.</p>
<b>Accessible to Parties</b>	<p>Accessible parties associated to the user. During payee creation a corporate user can define the parties within his GCIF to whom this payee will be accessible if the payee is public. The primary party users will always have access to the payee if it's <b>Public</b>.</p>

2. Fill the details in the respective field.
3. In the Nickname field, enter the nickname to be assigned to the payee.

**Note**

: If, while creating a payee, the user enters an account number or payee nickname that has already been assigned to a registered payee, an error message will appear informing the user that a payee with the specific details already exists and the user will not be able to create the payee.

4. Perform one of the following actions:
  - Click **Submit** to save the changes. The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.
5. Perform one of the following actions:
  - Verify the details and click **Confirm**.  
A success message appears along with the transaction reference number and payee details.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to **Add Payee** screen.
6. Below are the available actions can be performed from the confirmation page:
  - **View Payees** - To view the list of payees. It will navigate to manage payee's screen
  - **Go to Payments Overview** - To go to the **My Payment Overview** page.
  - **Go to Dashboard** - To go to the main dashboard screen.
  - **Make Payment** - To initiate fund transfer to the added payee.
  - **Add New Payee** - To add a new payee.

## 2.3 Add Demand Draft Payee

This topic describes the payee setup process, wherein users are given the option to categorize the demand draft payee as either **Domestic Bank**, or **Cross Border**.

A Demand Draft is a pre-paid negotiable instrument. The issuing bank undertakes to make payment in full when the instrument is presented by the payee. The demand draft is made payable at a specified centre and can be issued in local currency as well as in (allowed) foreign currencies. A foreign currency demand draft can be requested using Cross Border Demand Draft while a pay order or local currency demand draft can be requested using the Domestic Demand Draft transaction. A Demand Draft, as compared to a cheque is issued by the Bank against the Bank's own funds and hence there is a reduced risk of the cheque not clearing. Users can save the payee details of the draft through payee maintenance. Payees for demand drafts are of two types:

- Domestic Demand Draft
- Cross Border Demand Draft

The feature allows you to create a Domestic Draft payee to initiate a request to issue a draft which is payable at a location within the country. The user provides the payee details, the details of draft to be issued in favour of and the payable location.

**Note**

The Long Press Gesture feature is implemented. Users can now press and hold down on a screen for an extended duration, which triggers additional options or actions like Issue Demand Draft, Edit Payee, Delete Payee. This functionality is only supported on mobile devices and tablets.

Perform any one of the following navigation to access the **Add Account Payee** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**.

Under **Payments**, click **More Actions**, and then click **Payees**, then click **Add Demand Draft Payee**.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**.

Under **Payments**, click **More Actions**, and then click **Payees**, then click **Add Demand Draft Payee**.

- From the Search bar, type **Payees – Add Demand Draft Payee** and press **Enter**.

**To add a new demand draft payee:**

- The **Add Demand Draft Payee** screen appears.

**Figure 2-10 Add Demand Draft Payee- Domestic**

The screenshot displays the 'Add Demand Draft Payee' interface. At the top, there are two tabs: 'Domestic' (selected) and 'Cross Border'. Below the tabs is the 'Demand Draft Details' section, which includes a text input for 'Favouring' (filled with 'Sam Desouza'), a dropdown menu for 'City' (set to 'INDIA'), and another dropdown menu for 'Deliver to' (set to 'Postal Address'). Underneath, the 'Address' is listed as '3 West Boulevard, Century St 9, Near Odessa, Texas, US, 685691'. The 'Personal Details' section features a profile picture placeholder, a 'Nick Name' input (filled with 'Samd'), and an 'Email ID' input (filled with 'samd@example.com') with a plus icon to its right. The 'Additional Details' section shows 'Access type' with radio buttons for 'Private' (selected) and 'Public'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Figure 2-11 Add Demand Draft Payee- Cross Border

← Add Demand Draft Payee

Domestic Cross Border

**Demand Draft Details**

Favouring  
Sam Desouza


Country  
United States

City  
Los Angeles

Deliver to  
Postal Address

Address  
3 West Boulevard  
Century St 9  
Near Odessa  
Texas  
US  
685691

**Personal Details**



Nick Name  
Samd

Email ID  
samd@example.com +

**Additional Details**

Access type  
 Private  Public

Submit Cancel

Table 2-6 Field Description

Field Name	Description
<b>Draft Type</b>	Specify the type of draft to be associated with the payee. It Could be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Demand Draft Details</b>	
<b>Favouring</b>	Specify the name of the payee as it is to be printed on the demand draft.
<b>Country</b>	Specify the country in which the draft is to be payable. This field is enabled only for the <b>Cross Border</b> Demand Draft type.
<b>City</b>	Specify the name of the city in which the draft is payable.
<b>Personal Details</b>	

Table 2-6 (Cont.) Field Description

Field Name	Description
<b>Upload Photo</b>	<p>Select this option to upload a profile photo against the payee. Following actions are available on the + icon:</p> <ul style="list-style-type: none"> <li>• <b>Upload</b> – Browse and upload the profile picture.</li> <li>• <b>Choose Avatar</b> - Select initials pattern profile picture or picture from suggestions.</li> <li>• <b>Remove</b> - Removes the profile picture uploaded.</li> </ul> <p>This option will only appear if no photo has been uploaded against the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>The maximum allowable image size is 1MB, and the accepted formats are limited to JPG and PNG.</li> <li>Once a photo is uploaded against the payee, click on the + icon and select Upload/Choose Avatar to update the profile picture.</li> </ol> </div>
<b>Nickname</b>	Specify a nickname to be assigned to the specific account of the payee for the purpose of easy identification.
<b>Email ID</b>	<p>Email address of the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>This field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.</p> </div>
<b>Additional Details</b>	
<b>Access Type</b>	<p>Specify the access type to be assigned to the payee. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>
<b>Primary Party</b>	<p>The primary party associated to the user. The primary party users will always have access to the payee if it's <b>Public</b>.</p>
<b>Accessible to Parties</b>	<p>Accessible parties associated to the user. During payee creation a corporate user can define the parties within his GCIF to whom this payee will be accessible if the payee is public. The primary party users will always have access to the payee if it's <b>Public</b>.</p>

2. Fill the details in the respective field.
3. In the **Nickname** field, enter the nickname to be assigned to the payee.
4. Click **Submit**.

- The **Add Payee - Review** screen appears.
- The **Review** screen appears.  
Perform one of the following actions:
    - Verify the details and click **Confirm**.
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to **Add Payee** screen.
  - The success message appears along with the transaction reference number and payee details.
  - Below are the available actions on the confirmation page:
    - View Payees** - To view the list of payees. It will navigate to manage payee's screen
    - Go to Payments Overview** - To go to the **My Payment Overview** page.
    - Go to Dashboard** - To go to the main dashboard screen.
    - Issue Demand Draft** - To issue demand draft to the added payee.
    - Add New Payee** - To add a new payee.

## 2.4 Manage Payees

- [Payee Details](#)  
This topic provides the systematic instructions to user to view payee details, which presents information such as payment type, payee photo/avatar, name, nickname, address, and account number, along with options to initiate a payment, update payee details, or delete the payee record.
- [Edit Payee Details](#)  
This topic describes the functionality that allows users to update the payee details.
- [Delete Payee](#)  
This topic provides the systematic instructions to users for deleting the existing payee.

### 2.4.1 Payee Details

This topic provides the systematic instructions to user to view payee details, which presents information such as payment type, payee photo/avatar, name, nickname, address, and account number, along with options to initiate a payment, update payee details, or delete the payee record.

#### To view payee details:

- Navigate to the **Payees** screen.
- Click on the specific card/row of the Account type payee to view further details of each payee.

The **Payee Details** screen appears.

Figure 2-12 Payee Details- Account

**Payee Photo**

**D**

Payee Type  
Domestic

Account Name  
Dan Statham 13005

Account Number  
DE9450070010969854305

Network Type  
SEPACREDIT

Bank Details  
DEUTDEFFXXX

Payee Email ID  
prifit@gmail.com

Nickname  
DanSEPACrFU1305

Payee Access Type  
PUBLIC

Primary Party  
\*\*\*985 - SPINNEYS SUPERMARKET INC  
Accessible to Parties  
\*\*\*980 - Aramex Logistics Corporation

**Pay** **Edit** **Delete** **Cancel** **Back**

**Note**



The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 2-7 Payee Details- Account - Field Description

Field Name	Description
<b>Payee Type</b>	The payee type can be one of the following: <ul style="list-style-type: none"> <li><b>Within Bank</b></li> <li><b>Domestic</b></li> <li><b>Cross Border</b></li> </ul>
<b>Account Type</b>	Account type of the payee. Values in this come based on regionalization. This field appears for <b>Domestic</b> type of payee.
<b>Account Number</b>	The bank account number of the payee.
<b>Bank Details</b>	Details of the payee's bank account which will include the address and bank and branch codes. This field appears for <b>Cross Border</b> and <b>Domestic</b> type of payee.
<b>Payee Email ID</b>	Email Id of the payee.
<b>Intermediary Bank Details</b>	The details of the intermediary bank i.e., the name and address of the bank's branch appears. This field appears for <b>Cross Border</b> type of payee.
<b>Daily Limit</b>	The maximum limit that can be transferred to this account on a daily basis. Click on the icon against the <b>Daily Limits</b> to update or set limit.

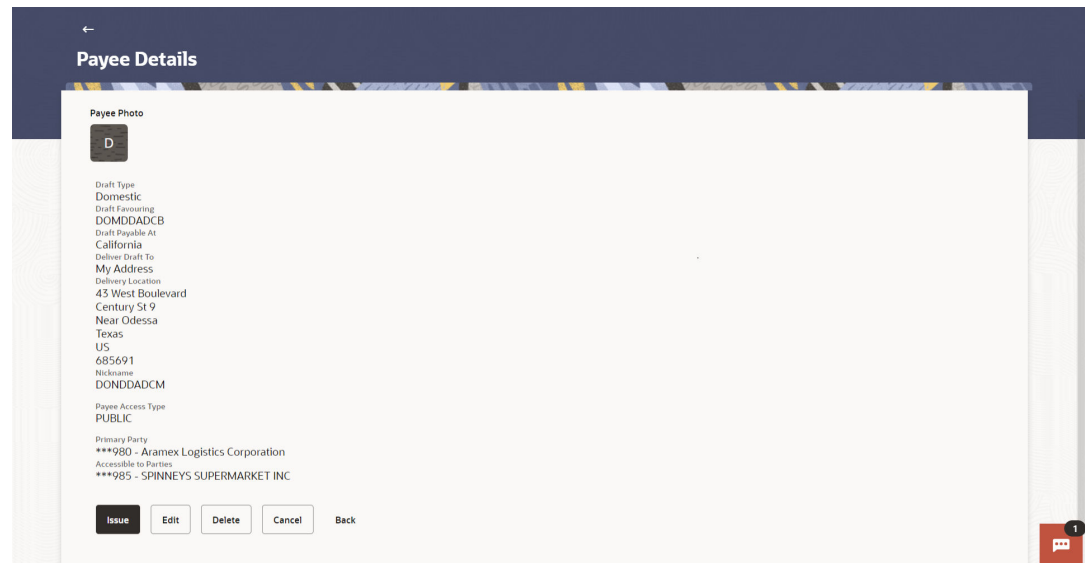
**Table 2-7 (Cont.) Payee Details- Account - Field Description**

Field Name	Description
<b>Monthly Limit</b>	The maximum limit that can be transferred to this account on a monthly basis.  Click the  icon against the <b>Monthly Limits</b> to update or set limit.
<b>Remove Payee Limit</b>	Click the  icon to remove the limits set for the payee (Daily Limit / Monthly Limit).
<b>Access Type</b>	The access type of the payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>
<b>Primary Party</b>	The primary party associated to the user. This field is displayed if the <b>Public</b> option is selected in the <b>Access Type</b> field.
<b>Accessible to Parties</b>	Accessible parties associated to the user. During the payee creation, a corporate user can define the parties within his/her GCIF to whom this payee will be accessible if the payee is public. This field is displayed if the <b>Public</b> option is selected in the <b>Access Type</b> field. The primary party users will always have access to the payee if it's <b>Public</b> .

3. Click on the specific card of the **Demand Draft** type payee to view further details of each card.

The **Payee Details** overlay screen appears.

**Figure 2-13 Payee Details- Demand Draft**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 2-8 Payee Details- Demand Draft - Field Description**

Field Name	Description
<b>Payee Photo</b>	Displays the payee account photo, if uploaded. If the photo has been deleted or if no photo is uploaded, the initials of the payee account will appear in place of the photo.
<b>Nickname</b>	The nickname assigned to the payee's account for easy identification.
<b>Draft Favouring</b>	The name of the payee i.e. the intended recipient of the funds appears as defined.
<b>Draft Type</b>	The type of draft associated with the Payee. The demand draft types can be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Draft Payable At</b>	The country in which the draft is payable. This field appears only if the demand draft is an <b>Cross Border</b> demand draft. Displays the name of the city where the draft is payable for the <b>Domestic</b> type of the demand draft.
<b>Access Type</b>	The access type of the payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>
<b>Primary Party</b>	The primary party associated to the user. This field is displayed if the <b>Public</b> option is selected in the <b>Access Type</b> field.
<b>Accessible to Parties</b>	Accessible parties associated to the user. During the payee creation, a corporate user can define the parties within his/her GCIF to whom this payee will be accessible if the payee is public. This field is displayed if the <b>Public</b> option is selected in the <b>Access Type</b> field. The primary party users will always have access to the payee if it's <b>Public</b> .

4. Perform one of the following actions:

- Click **Make Payment** of the specific payee card to transfer funds towards the Bank Account type payee.

The user is directed to the **Make Payment** page with the payee information prepopulated.

- Click **Issue** of the specific payee card to issue a demand draft towards the payee.

The user is directed to the **Issue Demand Drafts** page with the payee information prepopulated.

- Click the  icon of the specific payee card which you wish to edit the details.

The system redirects to the **Edit Account Payee** screen.

- Click the delete  icon of specific payee card which you wish to delete.

## 2.4.2 Edit Payee Details

This topic describes the functionality that allows users to update the payee details.

- [Edit Payee Details - Bank Account](#)  
This topic provides the systematic instructions to users for updating the payee details for Account type.
- [Edit Payee Details - Demand Draft](#)  
This topic provides the systematic instructions to users for updating the payee details for demand drafts.

### 2.4.2.1 Edit Payee Details - Bank Account


This topic provides the systematic instructions to users for updating the payee details for Account type.

As a part of the edit payee functionality, the user can edit the details of the payee.

#### Note

In case of Within Bank Payees, only the Account Number of the payee is validated in the host system and not the Account Name.

#### To edit the payee details:

1. Navigate to the **Payees- Accounts** screen.
2. Click the  icon of the specific payee card which you wish to edit the details.
3. From the **Payees** summary page, click on the **Payee Nickname** link for the payee record whose details you want to modify.

The **Edit Payee Details** screen appears.

Figure 2-14 Edit Payee Details -Within Bank Payee

←  
Edit Account Payee

Within Bank Domestic Cross Border

**Account Details**

Account Number  
\*\*\*\*\*

Confirm Account Number  
HELO250900021

Account Name  
INTERNAL\_FUR18

**Personal Details**

F

Nick Name  
FUR\_INTERNAL19

Email ID  
swati@oracle.com,swati@o +

**Additional Details**

Access type  
 Private  Public

Primary Party  
\*\*\*980 - Aramex Logistics Corporation

Accessible to Parties  
\*\*\*531 - Columbia Pictures Incorporated x

Submit Cancel

Figure 2-15 Edit Payee Details - Domestic Account Payee

←
Edit Account Payee

Within Bank
Domestic
Cross Border

### Account Details

▼

▼

### Bank Details

**Bank Details**  
 NDEAFIH-XXXX  
 NORDBANK EUROPE PLC HUNGARIAN BRANC  
[Reset BIC Code](#)

### Personal Details

D

+

### Additional Details

Access type

Private
  Public

Submit
Cancel

Figure 2-16 Edit Payee Details -Cross Border

← Edit Demand Draft Payee

Domestic Cross Border

**Demand Draft Details**

Favouring  
BruceWal

Country  
Norway

City  
Trondheim

Deliver to  
Postal Address

Address  
3 West Boulevard  
Century St 9  
Near Odessa  
Texas  
US  
685691

**Personal Details**

B

Nick Name  
BruceNTDDWork

Email ID +

**Additional Details**

Access type  
 Private  Public

Submit Cancel

### 2.4.2.2 Edit Payee Details - Demand Draft

This topic provides the systematic instructions to users for updating the payee details for demand drafts.

**To edit the payee details:**


1. Navigate to the **Payees- Demand Draft** screen.
2. Click the  icon of the specific payee card which you wish to edit the details.  
The system redirects to the **Edit Demand Draft Payee** screen.

Figure 2-17 Edit Payee Details – Domestic Demand Draft

←  
Edit Demand Draft Payee

Domestic Cross Border

**Demand Draft Details**

Favoring: INDIANRAIL

City: INDIA

Deliver to Postal Address:

Address:  
3 West Boulevard  
Century St 9  
Near Odessa  
Texas  
US  
685691

**Personal Details**

D

Nick Name: DOMESTICDD

Email ID: +

**Additional Details**

Access type:  
 Private  Public

Submit Cancel

Figure 2-18 Edit Payee Details – International Demand Draft

← Edit Demand Draft Payee

Domestic Cross Border

**Demand Draft Details**

Favouring  
BruceWal

Country  
Norway

City  
Trondheim

Deliver to  
Postal Address

Address  
3 West Boulevard  
Century St 9  
Near Odessa  
Texas  
US  
685691

**Personal Details**

B

Nick Name  
BruceNTDDWork

Email ID +

**Additional Details**


Access type  
 Private  Public

Submit Cancel

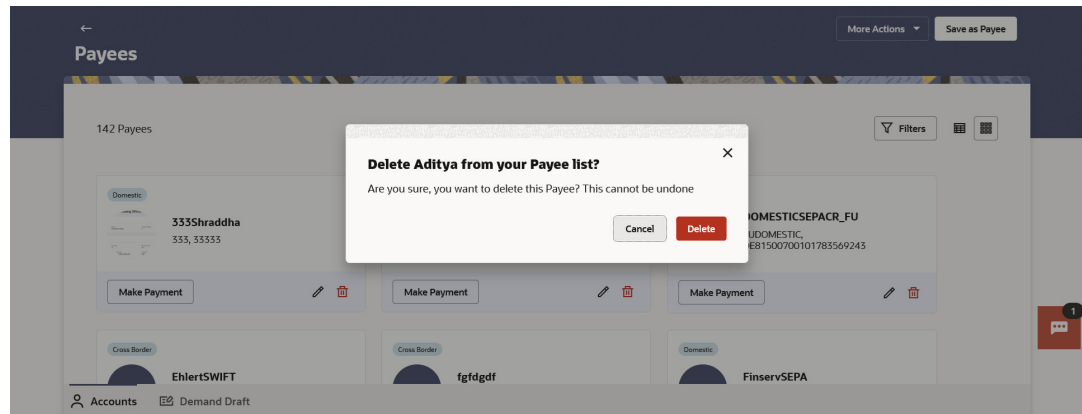
## 2.4.3 Delete Payee

This topic provides the systematic instructions to users for deleting the existing payee.

### To delete the payee:

1. Navigate to the **Payees** screen.
2. Click the  icon of specific beneficiary card which you wish to delete.

The **Delete Payee** pop up window appears with a warning message prompting the user to confirm the deletion.

**Figure 2-19 Delete Payee**

- a. Perform one of the following actions:
  - Click **Delete** to proceed with the deletion request.
  - Click **Cancel** to cancel the deletion process.

## 2.5 Payee User Mapping

This topic describes the Payee User Mapping module, which empowers corporate administrators to restrict payee access to a defined set of users, thereby enabling controlled access to payees for targeted users.

A private payee created by the corporate administrator can be mapped to multiple users. This limits the access of these users to only the mapped payees and these users won't be allowed to perform transactions like Transfer Money, Set Repeat Transfer and Multiple Transfer for other payees, including public payees.

This feature is available only for the corporate administrator.

### **Note**

This feature needs to be used in conjunction with role transaction mapping. To achieve the objective of allowing certain users of the corporate to be able to make payments to only certain payees, the admin will have to operationally remove access to Ad hoc Payments and Payee Management to such users.

### **Pre-requisites:**

- Transaction and account access are provided to corporate user
- Approval rule set up for corporate user to perform the actions

Perform anyone of the following navigation to access the **Payee User Mapping** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**. Under **Payments**, click **More Actions**, and then click **Payee User Mapping**.
- From the Search bar, type **Payees – Payee User Mapping** and press **Enter**

The **Payee User Mapping** screen appears.

- [Payee User Mapping - Summary](#)  
This topic provides the systematic instructions for user to view list all private payees created by the corporate administrator.
- [Payee User Mapping Details](#)  
This topic provides the systematic instructions on how users can access detailed payee information by clicking the hyperlink associated with the payee's name on the payee user mapping screen.
- [FAQ](#)

## 2.5.1 Payee User Mapping - Summary

This topic provides the systematic instructions for user to view list all private payees created by the corporate administrator.

A quick search is available on the screen by specifying the payee name. User can also view the details of the payee and to map users to the beneficiary.

### **Features Supported In the application**

Functions available on Payee User Mapping are as follows:

- Map user to a payee
- Edit Mapping

The screen is divided into two sections:

- **Accounts** – Bank Account Payees are listed in this section.
- **Demand Draft** - Payees created for Demand Draft are listed in this section.

### **To view the payee:**


1. In **Search By Payee Name** field, enter the payee name to list all private payees.
2. Click the  icon, all private payees created by the corporate administrator will be displayed.

Figure 2-20 Payee User Mapping - Summary

Payee Nickname	Account Type	Account Details	Created By	Access Type
SWIFTPRIVATE001	International	55444 CITIBANK N.A.	Henry CorpAdApprover	PUBLIC
SEPAPRIVATE5	Domestic	DE945007001096985453306	Henry CorpAdApprover	PRIVATE
SEPAINST_RD	Domestic	DE8150070010178356924612 CITIBANK EUROPE PLC HUNGARIAN BRANC	Paul Maker	PRIVATE
BrendanSEPACFU	Domestic	DE98500700103295643643	Mack Maker	PRIVATE
DOMESTICSEPACR_FU2	Domestic	DE81500700101783569253	Mack Maker	PRIVATE
Elvis4XBordFU	International	32478773DREF CITIBANK N.A.	Mack Maker	PRIVATE
FUR_INTERNAL1002	Internal	HELO289200029 Internal Account	Mack Maker	PRIVATE
hdccPayee	Domestic	11111111	Mack Maker	PRIVATE
HenryXBordFU	International	47585YSA CITIBANK N.A.	Mack Maker	PRIVATE
NCCFU1002IA	International	DE81500700130178325 MORGAN STANLEY BANK	Mack Maker	PRIVATE

**Note**  
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 2-9 Payee User Mapping - Summary - Field Description

Field Name	Description
<b>Search by Payee Name</b>	Search the payees created by the corporate administrator by entering the payee name.
<b>Payee Accounts</b>	Below fields appears for <b>Account</b> type of payees.
<b>Payee Photo</b>	Displays the payee's photo along with the name to identify payee while making a transfer. If the payee's photo is not uploaded, the initials of the payee will be displayed in place of the photo.
<b>Payee Nickname</b>	The nickname of the payee, defined at the time of payee creation.
<b>Account Type</b>	The type of account associated with the payee. The options are: <ul style="list-style-type: none"> <li><b>Within Bank</b></li> <li><b>Domestic</b></li> <li><b>Cross Border</b></li> </ul>
<b>Account Details</b>	The details of the account associated with the payee.
<b>Created By</b>	The name of the user who created the payee.

Table 2-9 (Cont.) Payee User Mapping - Summary - Field Description

Field Name	Description
<b>Access Type</b>	The access type of the payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>
<b>Payee - Demand Drafts</b>	Below fields appears if the payee is holding a demand draft.
<b>Search by Payee Name</b>	Search the payees created by the corporate administrator by entering the payee name.
<b>Payee Photo</b>	Displays the payee's photo along with the name to identify payee while initiating a demand draft request. If the payee's photo is not uploaded, the initials of the payee will be displayed in place of the photo.
<b>Payee Nickname</b>	The nickname of the payee, defined at the time of payee creation.
<b>Draft Type</b>	The type of draft. The values can be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Draft Favouring</b>	Draft favouring details.
<b>Created By</b>	The name of the user who created the payee.
<b>Access Type</b>	The access type of the payee. The values can be: <ul style="list-style-type: none"> <li>• <b>Public</b></li> <li>• <b>Private</b></li> </ul>

3. Click on the **Payee Nickname** link to view the payee user mapping details.  
The **Payee User Mapping Details** screen.

 **Note**

Corporate administrator also has the provision to create a new payee by clicking the **Create** button.

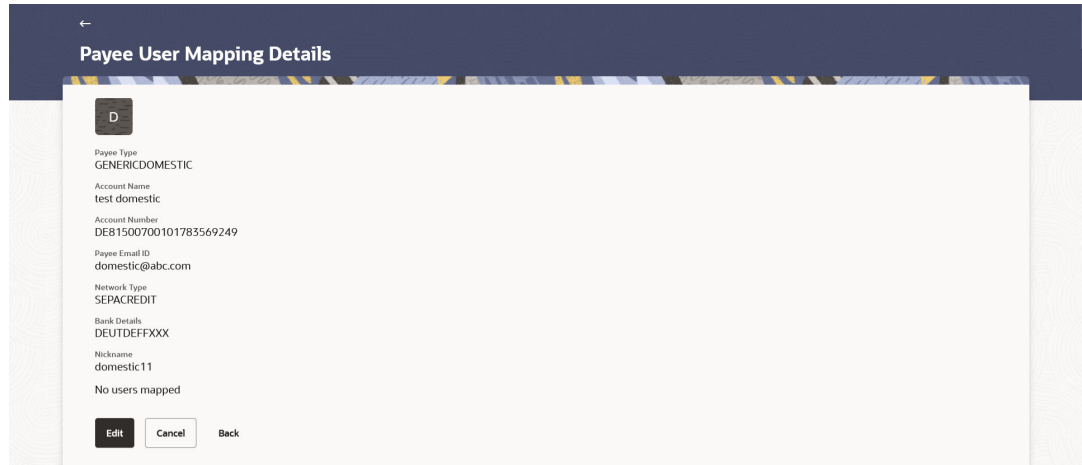
## 2.5.2 Payee User Mapping Details

This topic provides the systematic instructions on how users can access detailed payee information by clicking the hyperlink associated with the payee's name on the payee user mapping screen.

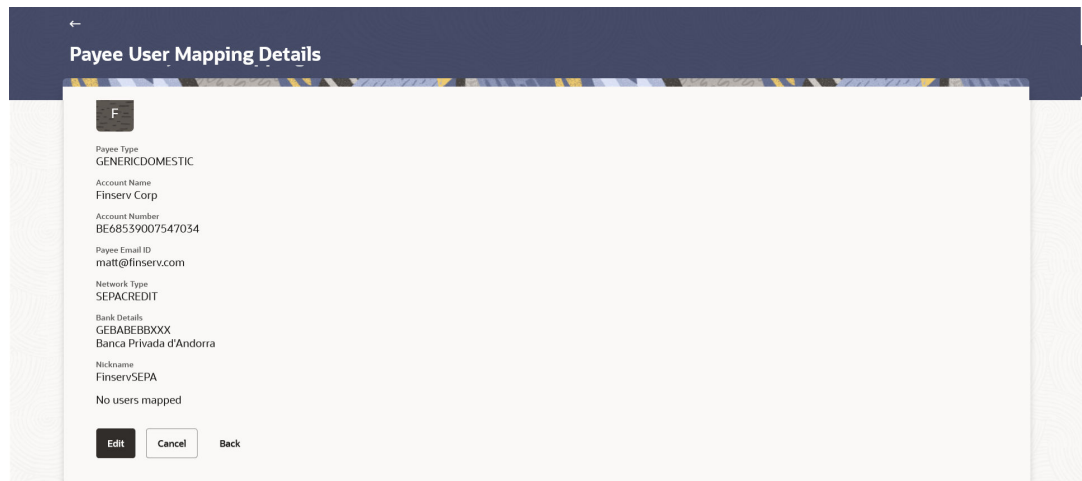
**To view payee details:**

1. Click on the **Payee Nickname** link to view the payee user mapping details.  
The **Payee User Mapping Details** screen appears.

**Figure 2-21 Payee User Mapping Details - Account type**



**Figure 2-22 Beneficiary User Mapping Details - Demand Draft type**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 2-10 Beneficiary User Mapping Details - Field Description**

Field Name	Description
The following fields appear if a bank account payee is being viewed.	
<b>Payee Name</b>	Name of the payee group.

Table 2-10 (Cont.) Beneficiary User Mapping Details - Field Description

Field Name	Description
<b>Payee Photo</b>	Displays the payee's photo, if uploaded. If the photo has been deleted or if no photo is uploaded, the initials of the payee will appear in place of the photo.
<b>Payee Details - Account</b>	The following fields are applicable for <b>Account</b> type payees.
<b>Payee Type</b>	The payee type can be one of the following <ul style="list-style-type: none"> <li>• <b>Within Bank</b></li> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Account Name</b>	The name of the payee as maintained in the bank account.
<b>Account Number</b>	The bank account number of the payee.
<b>Payee Email ID</b>	Email ID of the payee
<b>Bank Details</b>	Details such as bank name, bank code and address of the bank in which the payee's account is held. This field appears for <b>Domestic</b> and <b>Cross Border</b> type account payee.
<b>Payee Address</b>	The address of the payee. This field appears if the details being viewed are that of an <b>Cross Border</b> payee.
<b>Nickname</b>	The payee's nickname as defined at the time of payee creation.
<b>User List</b>	All the users currently mapped to the payee
<b>Payee Details - Demand Draft</b>	The following fields are applicable for Demand Draft payees.
<b>Payee Name</b>	Name of the payee for identification.
<b>Payee Photo</b>	Displays the payee's photo, if uploaded. If the photo has been deleted or if no photo is uploaded, the initials of the payee will appear in place of the photo.
<b>Draft Type</b>	The type of draft. The values can be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Draft Favouring</b>	The name of the payee as it is to be printed on the draft.
<b>Draft Payable at</b>	They name of the city (if the draft type is Domestic) at which the draft is payable. The name of the country and city (if the draft type is <b>Cross Border</b> ) at which the draft is payable.
<b>User List</b>	List all the users currently mapped to the payee. The list of users is displayed in the format: Full Name (Username).

2. Perform one of the following actions:
  - Click **Edit** to enable a multi-select drop-down list with all corporate users.
    - a. Select the users which need to be mapped to the payee from the drop-down list.
    - b. Select the users required to be mapped and click on **Confirm** to complete the mapping.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to the previous screen.

**Figure 2-23 Payee User Mapping Details - Edit**

Payee Photo

S

Payee Type: GENERICDOMESTIC

Account Name: DE94500700109698545330

Account Number: DE945007001096985453306

Network Type: SEPA CREDIT

Bank Details: DEUTDEFFXXX

Nickname: SEPA PRIVATE5

User List

User List - Multi Select

CL1 User31 (CL1User31) x

Confirm Cancel Back

## 2.5.3 FAQ

1. **Can I delete payees that I no longer need to make payments to?**  
Yes. You can choose to delete the payees that you no longer need.
2. **When can I make the payment to newly added payee?**  
After successfully adding a payee, you may proceed to transfer funds immediately or set a future date for the transaction to take place.
3. **Who can access the payees created with access type as 'Private'?**  
Private payees can only be accessed by creator of the payee. Only creator of the payee can use such payees while initiating payment.
4. **Who can access the payees created with access type as 'Public'?**  
Payee marked as 'Public' are visible to all the users mapped to the Party ID of the user which has been given access. All users of the party will be able to view and use these payees while initiating payments.
5. **If I delete or edit a payee, what will happen to the in-flight transactions?**  
Payee modification or deletion will not have any impact on the transactions which are initiated with a same payee and are pending for further processing. In-flight transactions will continue to progress with the data with which the transaction was initiated.

# 3

## Make Payment

This topic describes the **Make Payment** feature, which enables users to initiate online payments between their own accounts or to external payees, whether pre-existing or ad hoc payees for whom the customer must provide complete payee and transfer details.

- Within Bank Transfer
- Domestic Transfer
- Cross Border Transfer

User selects the specific account or the payee towards which the transfer is to be made. The user is not required to explicitly select the transfer type (Within Bank, Domestic or Cross Border) since this is defined at the time of payee creation.

### **Note**

Payments using only Real Accounts and Virtual Accounts is qualified with Oracle Banking Payments. Payments based on a 'Virtual Identifier + Remittance ID' combination are not qualified out of the box. Recurring Payments, also referred

**Recurring Payments**, also referred to as Standing Instructions or Standing Orders, are instructions given by a payer (bank account holder) to the bank to transfer a specific amount to another account at regular intervals. Once initiated, these transfers are executed repeatedly till the end date.

The application has simplified the user's task of initiating recurring payments by introducing the selection at the time making the regular payments. Through this feature, users can set an instruction for funds to be transferred at regular intervals towards registered payees or to the user's own accounts. Once initiated, the details of these transfers can be viewed in the **Recurring Payments** screen. The user can also cancel a repeat transfer instruction, if so desired, from the **Recurring Payments summary or details** screen.

Cross Border Low value payments are now enabled as part of Make Payments. User can opt for the low value payment while making the cross-border payment based on the amount and selected bank.

### **Pre-requisites:**

- Transaction and account access is provided to corporate user
- Approval rule set up for corporate user to perform the actions
- Payees are maintained
- Transaction limits are assigned to user to perform the transaction

### **Features supported in the application**

The **Make Payment** feature enables users to make payments towards:

- Saved Payee – Within Bank, Domestic and Cross Border transfers are supported and are triggered based on the payee and specific payee account selection.

- My Accounts – Users can transfer funds within their own accounts held in the bank.
- New Payee – Users are able to transfer funds to towards payees that are not registered with the bank

#### To make a payment:

1. Perform anyone of the following navigation to access the **Make Payment** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , click **Make Payment** .
  - From the Search bar, type **Payments – Make Payment** and press **Enter**

The **Make Payment** screen appears.

**Figure 3-1 Make Payment**

#### **Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-1 Make Payment - Field Description**

Field Name	Description
<b>Transfer To</b>	
<b>Saved Payee</b>	Option to select the existing payee to whom you wish to initiate payment. All the payees maintained will be listed for selection.
<b>My Accounts</b>	Display the list of Own Accounts.
<b>New Payee</b>	Option to add new payee to whom you wish to initiate payment.
<b>Transfer From – Will be blank initially</b>	

- [Make Payment -Transfer to single user](#)
- [Make Payment - Multiple Payments](#)  
This topic describes the systematic instruction to **Multiple Transfers** screen.

- [Transfer From Selection](#)  
This topic provides the systematic instructions to users for choosing a transfer account using the **Transfer From** list.
- [Suggestive Credit Value Date](#)  
This topic describes how the payment framework provides the functionality to display a suggested credit value date on the payment review screen.
- [Save as Draft](#)  
This topic provides the systematic instructions to users for saving incomplete transactions as drafts, allowing them to be retrieved and completed at a later time.
- [Save as Favourite](#)  
This topic provides the systematic instructions to user for saving a designate payments as favorites.

## 3.1 Make Payment - Transfer to single user

- [Make Payment - Saved Payee](#)  
This topic provides the systematic instructions to user for initiating payments to saved payees.
- [Make Payment - My Accounts](#)  
This topic provides the systematic instructions to user for initiating payments to their own accounts, facilitating fund transfers within their accounts held at the bank.
- [Make Payment - New Payee](#)  
This topic provides the systematic instructions to user for initiating payment requests to payees who are not registered within the system.

### 3.1.1 Make Payment - Saved Payee

This topic provides the systematic instructions to user for initiating payments to saved payees.

All payees (Within Bank, Domestic and Cross Border payees) created by the user are listed for selection. Details of the payee are auto populated on the transaction screen once a selection has been made. Based on the payee selection, an account for debiting funds towards the existing payee will get defaulted on the **Transfer From** field and user can change the source account if required.


Payment related details will be populated based on type of payee selected and based on regionalization. Refer section **Regionalization for Domestic Payments** to see region specific payment fields.

#### To transfer funds to a payee:

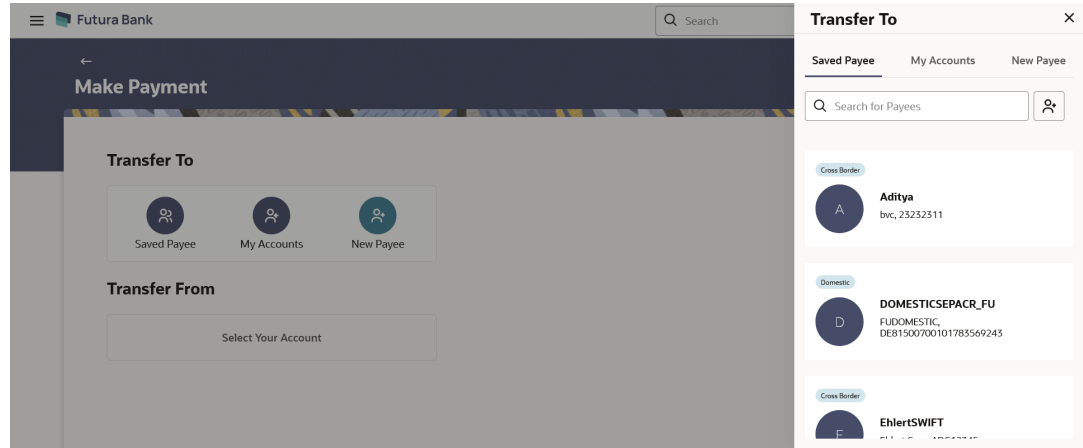
1. Perform one of the following actions:
  - Under the **Transfer To** section, click on the **Saved Payee**.
  - The **Transfer To** overlay screen will appear with the **Saved Payee** tab.

#### Note

- a. Users can also add new payee from the **New Payee** tab.
- b. Users can search the specific payees by typing a few characters (type to search). This can be done in fields such as Payee Type, Nickname, Account Name, Account Number.

- Click the  icon to add the new payee.  
The system redirects to **Add Bank Account Payee** screen.

**Figure 3-2 Make Payment- Transfer To overlay screen**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-2 Make Payment- Transfer To overlay screen - Field Description**

Field Name	Description
<b>Search for payee</b>	Allow user to search payee with the Payee Type, Nickname, Account Name, Account Number.
All the saved payees listed on the <b>Saved Payees</b> overlay screen. Below details are displayed for each payee -	
<b>Payee Type</b>	Displays the payment type associated with the payee. It Could be: <ul style="list-style-type: none"> <li><b>Within Bank</b></li> <li><b>Domestic</b></li> <li><b>Cross Border</b></li> </ul>
<b>Payee Photo/Initials</b>	Displays the payee's photo, if uploaded, against each payee name. If the payee's photo is not uploaded, the initials of the payee will be displayed in place of the photo.
<b>Bank Name</b>	Displays bank name of the payee in case of Domestic and Cross Border
<b>Payee Nickname</b>	Displays the payee by their nick names defined at the time of payee creation.

**Table 3-2 (Cont.) Make Payment- Transfer To overlay screen - Field Description**

Field Name	Description
<b>Account Name, Account Number</b>	Displays the Account name or nick number of the source account from which the funds are to be debited.

- On selection of payee, the screen populates the **Transfer From** and **Payment Details**.

**Figure 3-3 Make Payment- Saved Payee**

The screenshot shows the 'Make Payment' overlay screen. It is divided into several sections:

- Transfer To:** Shows a 'Within Bank' option with a profile picture and the name 'ACKOedit' and account number 'ACKOCA, HEL0029850026'.
- Transfer From:** Shows a 'Islamic Account' option for 'Aramex Logistics Corporation' with account number 'XXXXXXXXXXXX0061', 'ARAMEX LOGISTICS | GBP | HEL', and 'Current Balance : £1,000,000.00'.
- Payment Details:** Includes a 'Currency' dropdown set to 'GBP', a 'Transfer Amount' field with '£1,200.00', a 'View Limits' link, and a checkbox for 'Use Forex Deal'.
- Scheduled On:** A dropdown set to 'Pay Now'.
- Transfer On:** A date field set to '8/29/2024' with a calendar icon.
- Fees & Charges:** Includes a 'Calculate Charges' section with a dropdown for 'Deduct Charges From' set to 'XXXXXXXXXXXX0061' and a 'Current Balance : £1,000,000.00' indicator.
- Additional Details:** Includes a 'Customer Reference Number' field with '125' and a 'Note' field.

At the bottom, there are three buttons: 'Submit', 'Cancel', and 'Save As Draft'.

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-3 Make Payment- Saved Payee - Field Description**

Field Name	Description
<b>Transfer To</b>	
<b>Payee Type</b>	Displays the payee type. The options are: <ul style="list-style-type: none"> <li><b>Within Bank</b></li> <li><b>Domestic</b></li> <li><b>Cross Border</b></li> </ul>
<b>Bank Name</b>	The name of the payee's bank.
<b>Photo/name Initials</b>	The profile photo of the payee.

Table 3-3 (Cont.) Make Payment- Saved Payee - Field Description

Field Name	Description
<b>Payee Nickname</b>	The nickname of the payee.
<b>Account Name, Account Number</b>	Displays the Account name and account number of the payee.
<b>Transfer From</b>	Displays the debit account details such as Type, Nickname, Account name, Account number, Currency, Branch name, etc as configured in the day 0 configuration of account. Based on the payee selected the account will be defaulted, and on click all available accounts will be available to select. Refer <b>Transfer From Drawer</b> section.
<b>Badge Type</b>	<b>Displays the type of the source account from which the funds are to be debited towards the payee.</b>  <b>The options are:</b> <ul style="list-style-type: none"> <li>• <b>Islamic</b></li> <li>• <b>Conventional</b></li> </ul>
<b>Account Details</b>	Displays details like - nick name, account number, branch, currency, etc. based on configuration for account in day0.
<b>Current Balance</b>	The net balance in the selected source account is displayed against the Transfer From field once an account is selected.
<b>Payment Details</b>	
<b>Currency</b>	Select the currency in which the payment is to be made. For My Account and Within Bank payments it will display debit account and credit account currency.  For Domestic and Cross Border payments it will display debit account and network currencies.
<b>Debit/Transfer Amount</b>	Specify the amount for which the payment is to be made. This could be Debit amount or transfer amount based on currency selected. When Debit currency is selected, it will be Debit amount.  When Credit currency or network currency is selected, it will be Transfer amount.
<b>Transfer Currency</b>	Select transfer currency. This will come in case the debit account currency is selected and network allows different currency transfers.
<b>Low Value Payment</b>	Select if the payment is low value payment. This field is enabled for cross border payment when the payee's bank selected is SWIFT and the amount is below the maximum amount defined for low value payment.
<b>View Limits</b>	Link to view the transaction limits. For more information on Limits, refer <b>View Limits</b> section.
<b>Exchange Rate</b>	Display indicative exchange rate in case of cross currency transfer.
<b>Use Forex Deal</b>	Select if pre-existing deal applies for the exchange rate.
<b>Lookup Deal Number</b>	Lookup for the Forex deals. Displays all the deals. Select the deal number from the list.
<b>Deal Number</b>	Displays the deal number selected.
<b>Network Type</b>	Select the network type for the payment. Refer section <b>Regionalization for Domestic Payments</b> for region specific networks.

Table 3-3 (Cont.) Make Payment- Saved Payee - Field Description

Field Name	Description
<b>Scheduled On</b>	<p>The facility to specify the date on which the payment is to be made. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Pay Now:</b> Select this option if you wish to make the payment on the same day.</li> <li>• <b>Pay Later:</b> Select this option if you wish to make the payment at a future date. If you select this option, you will be required to specify the date on which the payment is to be made.</li> <li>• <b>Recurring:</b> Select this option if you wish to make the recurring payments.</li> </ul>
<b>Transfer On</b>	<p>Specify the date on which the payment is to be made. This field appears if the option <b>PayLater</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Select Frequency</b>	<p>The frequency in which the repeat transfers are to be executed. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Fortnightly</b></li> <li>• <b>Four-Weekly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Bi-monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Semi-Annually</b></li> <li>• <b>Annually</b></li> <li>• <b>Advanced</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>If the <b>Advanced</b> option is chosen, one can configure a frequency for the transaction to occur, specifying intervals such as once every X day, weeks, or months.</p> </div> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Start Transferring</b>	<p>The date on which the first recurring transfer is to be executed.</p>
<b>Stop Transferring</b>	<p>Select the option by which to specify when the recurring transfers are to stop being executed. The following two options are available:</p> <ul style="list-style-type: none"> <li>• <b>On Date:</b> Select this option if you wish to specify a date on which the last transfer is to be executed.</li> <li>• <b>After Instances:</b> Select this option if you wish to specify the number of recurring transfers that are to be executed as part of the instruction.</li> </ul> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Date</b>	<p>Specify the date on which the last transfer is to be executed. This fields appears if the option <b>On Date</b> is selected in the <b>Stop Transferring</b> field.</p>

Table 3-3 (Cont.) Make Payment- Saved Payee - Field Description

Field Name	Description
<b>Instances</b>	Number of instances. This field appears if the option <b>After Instances</b> is selected in the <b>Stop Transferring</b> field.
<b>Also Transfer Today</b>	Select this option to also initiate a one-time transfer towards the payee for the same amount as each individual instruction.
<b>Fees &amp; Charges</b>	
<b>Calculate Charges</b>	Click on the link to calculate the fees and charges applicable for the transaction. This field is network dependent field, comes from regionalisation.
<b>Correspondence Charges</b>	This field will be displayed for Cross Border payments. Select who will bear the charges in case of Cross Border payments. <ul style="list-style-type: none"> <li>• <b>Payee:</b> transfer charges are to be borne by the payee</li> <li>• <b>Payer:</b> transfer charges are to be borne by the payer</li> <li>• <b>Shared:</b> transfer charges are to be borne by both the payee and payer</li> </ul>
<b>Deduct Charges From</b>	The Bank may levy charges for certain payment networks. The user can choose which debit account to use when paying the charges. The accounting entries for the charge's components will be reflected in the statement of the account selected here.  This field is enabled for all Payment Types – Within Bank, Domestic and Cross Border. In case of Cross Border Payments, it is enabled when Payer or Shared option is selected in the Correspondence Charges.
<b>Current Balance</b>	The net balance of the source account.
<b>Additional Details</b>	
<b>Payment Purpose</b>	The purpose of payment. It will be a list of allowed purpose codes.
<b>Payment Details</b>	You can add up to 4 fields each of length not more than 35. These will carry the unstructured remittance information to the Payment Processor.
<b>Customer Reference Number</b>	The reference number assigned to the customer.
<b>Note</b>	Specify a note or remarks for the transaction, if required.
<b>Compliance Questions</b>	For Cross Border payments the screen asks few compliance questions. OBDX supports configuring a list of questions from backend for On-premises. Once configured, the questions will show up on the screen.
<b>Upload Documents</b>	For Cross Border payments the screen lets the user attach documents. OBDX supports configuring a list of mandatory/non-mandatory documents from backend for On-premises. Once configured, the list will show up on the screen. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>When the payment is submitted, the documents will be stored to a configured Document Store (DMS or DB or any other repository depending on the implementation). The document reference numbers will be passed to the back-end payment processor along with the payment request.</p> </div>

3. Fill the details in the respective fields.

4. Perform one of the following actions:
  - Click **Submit** to initiate the request for the payment.
  - Click **Cancel** to cancel the transaction.
5. The success message appears of request of payment transfer along with the reference number, host reference number.
6. Perform one of the following actions from the confirmation page:
  - Click **Transaction Details** to view the details of the transaction.
  - Click **Go to Dashboard** to go to the Dashboard screen.
  - Click **Go to Payments Overview** to go to the Payment Overview page.
  - Click **Make Another Payment** to make new payment.
  - Click **Check Status** to view the status of the payment transaction.

System redirects to the **Payment Details** screen.

### 3.1.2 Make Payment - My Accounts

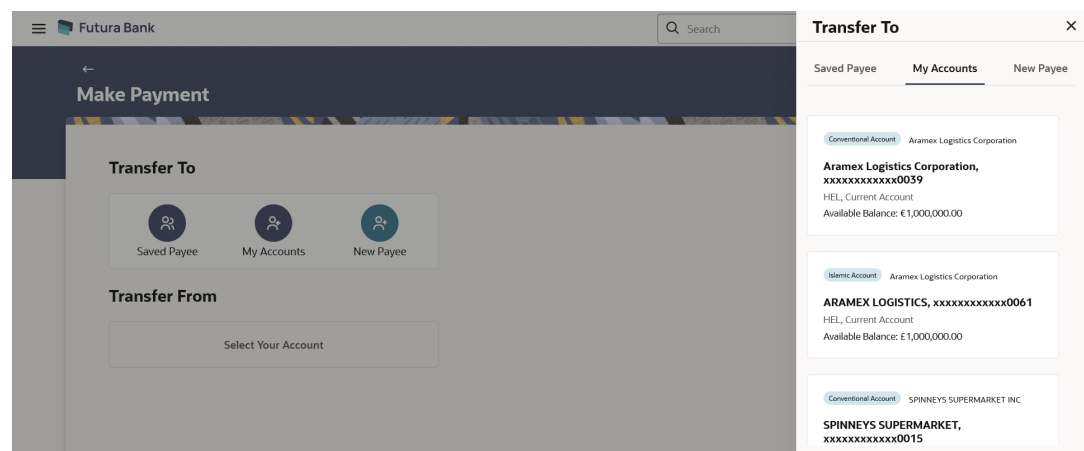
This topic provides the systematic instructions to user for initiating payments to their own accounts, facilitating fund transfers within their accounts held at the bank.

#### To make payment to a payee's own account:

1. Navigate to the **Make Payment** screen.
2. Under the **Transfer To** section, click on the **My Accounts**.

The **Transfer To overlay** screen will appear with the **My Accounts** tab.

**Figure 3-4 Make Payment- Transfer To overlay screen**



#### **Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-4 Make Payment- Transfer To overlay screen - Field Description**

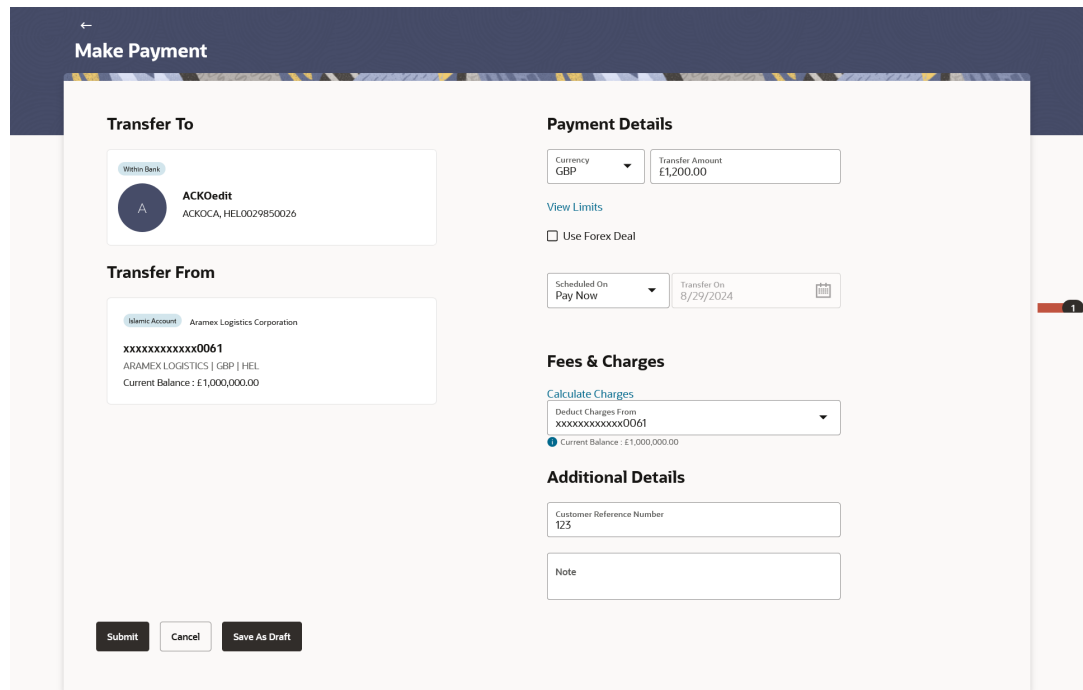
Field Name	Description
<b>My Accounts</b>	Displays the list of my accounts in the card's layout with following details on each card.
<b>Badge Type</b>	Displays the type of the source account from which the funds are to be debited towards the payee. The values could be - <ul style="list-style-type: none"> <li>• <b>Islamic</b></li> <li>• <b>Conventional</b></li> </ul>
<b>Account Details</b>	Displays details like - nick name, account number, branch, currency, current balance etc. based on configuration for account in day0.
<b>Current Balance</b>	The net balance in the selected source account is displayed against the Transfer From field once an account is selected.

3. On selection the screen populates the **Transfer From** and **Payment Details**.

**Note**

Fields under Transfer From, Payment Details, Fees and Charges and Additional Details are same as mentioned above for **Make Payment - Saved Payee**.

**Figure 3-5 Make Payment- My Account**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-5 Make Payment- My Account - Field Description**

Field Name	Description
<b>Transfer To</b>	
<b>Badge Type</b>	Displays the type of the source account from which the funds are to be debited towards the payee.  The values could be <ul style="list-style-type: none"> <li>• <b>Islamic</b></li> <li>• <b>Conventional</b></li> </ul>
<b>Account Details</b>	Displays details like - nick name, account number, branch, currency, current balance etc. based on configuration for account in day0.
<b>Current Balance</b>	The net balance in the selected source account is displayed against the Transfer From field once an account is selected.

### 3.1.3 Make Payment - New Payee

This topic provides the systematic instructions to user for initiating payment requests to payees who are not registered within the system.

Since the payment request is for an unregistered payee, the user is required to specify details of the payee along with transaction details. Once the payment request is initiated, the user can register the payee as a payee by selecting the Add as Payee option provided on the confirm screen. The add payee request will go through the additional approval request if approval is configured for add payees.

Users can initiate Within Bank, Domestic and Cross Border payment requests.

#### To initiate payment request for new payee:

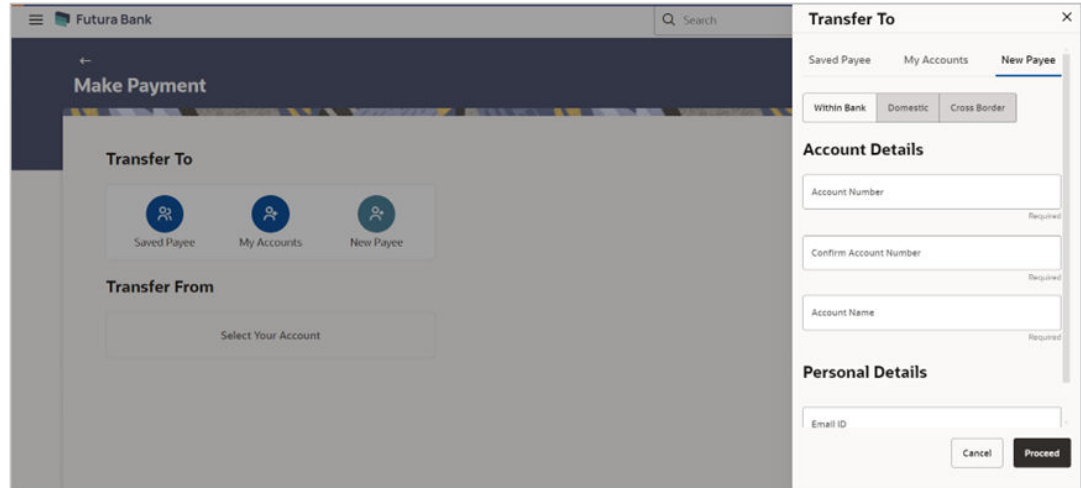
1. Navigate to the **Make Payment** screen.
2. Under the **Transfer To** section, click on the **New Payee**.

The **Transfer To overlay** screen will appear with the **New Payee** tab to add new payee. Perform one of the following actions:

- If you select the **Within Bank** option in the **Payee Type** field:  
The **Account Details** appears for the within bank payment.
- If you select the **Domestic** option in the **Payee Type** field:  
The **Account Details** appears for the domestic payment.
- If you select the **Cross Border** option in the **Payee Type** field:  
The **Account Details** appears for the cross-border payment.

The **Make Payment** screen appears.

Figure 3-6 Make Payment- Transfer To (New Payee – Within Bank) overlay screen



Below payee fields appears for the Within Bank payment type.

**Note**

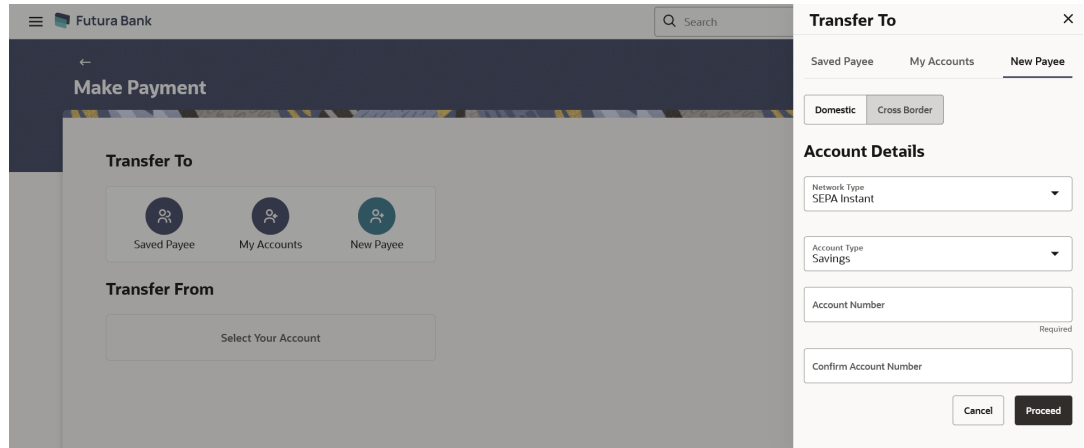
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 3-6 Make Payment- Transfer To (New Payee – Within Bank) overlay screen - Field Description

Field Name	Description
<b>PayeeType</b>	Select <b>Within Bank</b> .
<b>Account Details</b>	
<b>Account Number</b>	Specify the account number of the payee.
<b>Confirm Account Number</b>	The user is required to re-enter the payee’s account number in this field.
<b>Account Name</b>	Enter the name of the payee as maintained against the payee’s bank account.
<b>Personal Details</b>	
<b>Email ID</b>	Email addresses of the payee. <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>This field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.</p> </div>

**Figure 3-7 Make Payment- Transfer To (New Payee - Domestic) overlay screen**



Below payee fields appears for the Domestic payment type. Fields mentioned below comes based on the region configuration. Out of the box supported regions and the corresponding domestic payment fields are mentioned in section **Regionalization for Domestic Payments**.

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

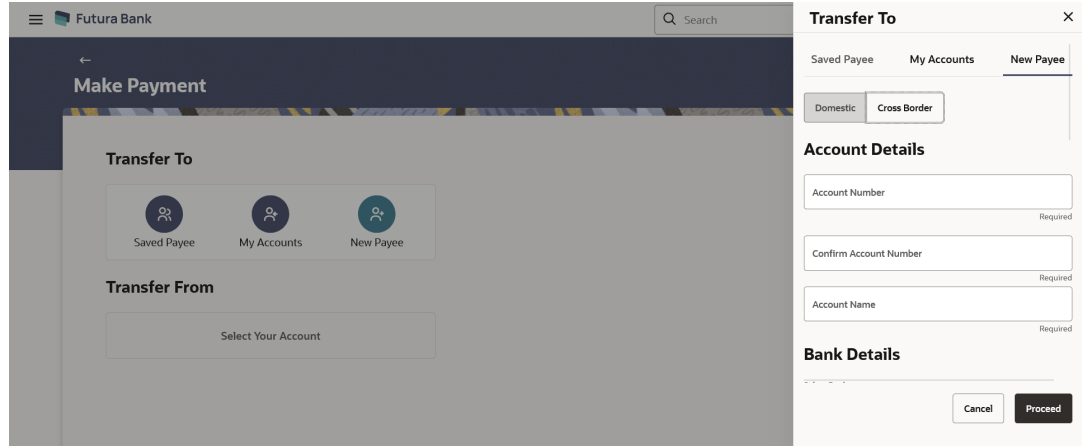
**Table 3-7 Make Payment- Transfer To (New Payee - Domestic) overlay screen - Field Description**

Field Name	Description
<b>Payee Type</b>	Select <b>Domestic</b> .
<b>Account Details</b>	
<b>Account Type</b>	Select the type of account associated with the payee.
<b>Account Number</b>	Specify the account number of the payee.
<b>OR</b>	OR
<b>IBAN</b>	Specify the IBAN of the payee.
<b>Confirm Account Number</b>	The user is required to re-enter the payee's account number in this field.
<b>OR</b>	OR
<b>Confirm IBAN</b>	The user is required to re-enter the IBAN in this field.
<b>Account Name</b>	Enter the name of the payee as maintained against the payee's bank account.
<b>Verify Account</b>	Select this to verify the account mentioned.

**Table 3-7 (Cont.) Make Payment- Transfer To (New Payee - Domestic) overlay screen - Field Description**

Field Name	Description
<b>Bank Details</b>	Based on the configuration in regionalisation, one of the below options can be configured for the Bank Details. Out of these four options only one option will be available on the screen. <ul style="list-style-type: none"> <li>• <b>Bank Code Lookup</b></li> <li>• <b>Bank Code (Read only)</b></li> <li>• <b>Bank Code (No Verify)</b></li> <li>• <b>Bank Name &amp; Branch</b></li> </ul>
<b>Bank Code Lookup</b>	On click the <b>Lookup Bank Code</b> overlay screen appears with the search criteria. This is to enable user to search for a Bank Code in case he does not remember it. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
<b>Bank Code (read-only)</b>	The user can see the Bank Code of the payee's account in read only mode. The bank code will be fetched based on the Account Number/IBAN and will be displayed here in read only mode.
<b>Bank Code (No verification)</b>	Specify the Bank Code of the payee's account. This will not be verified and passed onto the host product processor.
<b>Bank Code (With verification)</b>	Specify the Bank Code of the payee's account with the option to verify. The verify option will fetch the bank details based on the bank code specified.
<b>Bank Name</b>	Bank Name of the payee.
<b>Branch</b>	Branch of the bank.
<b>Bank Code Lookup - Search Result</b>	The following fields are displayed in the search results.
<b>Bank Name</b>	Name of the bank.
<b>Address</b>	The complete address of the bank.
<b>Bank Code</b>	The Complete Bank Code. Available as a link, selecting which will copy the Bank Code and Bank Details back onto the Add Payee page.
<b>Bank Details</b>	The details of the bank that include the BIC/IFSC Code as well as the name and address of the bank and branch in which the payees account is held.
<b>Personal Details</b>	
<b>Email ID</b>	Email addresses of the payee. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>This field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.</p> </div>

**Figure 3-8 Make Payment- Transfer To (New Payee - Cross Border) overlay screen**



Below payee fields appears for the Cross Border payment type.

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-8 Make Payment- Transfer To (New Payee - Cross Border) overlay screen - Field Description**

Field Name	Description
<b>Payee Type</b>	Select <b>Cross Border</b> .
<b>Account Details</b>	
<b>Account Number</b>	Specify the account number of the payee.
<b>Confirm Account Number</b>	The user is required to re-enter the payee's account number in this field.
<b>Account Name</b>	Enter the name of the payee as maintained against the payee's bank account.
<b>Lei Code</b>	Enter the Lei Code of the payee.
<b>Bank Details</b>	
<b>Select Bank</b>	The option to select the bank. The options are: <ul style="list-style-type: none"> <li>• <b>Swift Code</b></li> <li>• <b>NCC (National Clearing code)</b></li> <li>• <b>Bank Details</b></li> </ul>
<b>Lookup Swift Code</b>	Link to search the SWIFT code. This link enabled if the <b>Swift Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.

**Table 3-8 (Cont.) Make Payment- Transfer To (New Payee - Cross Border) overlay screen - Field Description**

Field Name	Description
<b>National Clearing Code Lookup</b>	Link to search the NCC code. This link enabled if the <b>NCC Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
Below fields are enabled if the <b>Bank Details</b> option is selected in the <b>Select Bank</b> field.	
<b>Bank Name</b>	Name of the bank in which the payee account is held.
<b>Bank address</b>	Complete address of the bank at which the payee account is held.
<b>Country</b>	Country of the bank.
<b>City</b>	City to which the bank belongs.
<b>Transfer via Intermediary Bank</b>	The option to select another bank for Cross Border transaction as an intermediary bank. The options are: <ul style="list-style-type: none"> <li>• <b>Swift Code</b></li> <li>• <b>NCC (National Clearing code)</b></li> <li>• <b>Bank Details</b></li> </ul>
<b>Swift Code Lookup</b>	Link to search the SWIFT code. This link enabled if the <b>Swift Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
<b>National Clearing Code Lookup</b>	Link to search the NCC code. This link enabled if the <b>NCC Code</b> option is selected in the <b>Select Bank</b> field. For more information on <b>Lookups</b> , refer <b>Lookups</b> section.
Below fields are enabled if the <b>Bank Details</b> option is selected in the <b>Select Bank</b> field.	
<b>Bank Name</b>	Name of the bank in which the payee account is held.
<b>Bank address</b>	Complete address of the bank at which the payee account is held.
<b>Country</b>	Country of the bank.
<b>City</b>	City to which the bank belongs.
<b>Personal Details</b>	
<b>Email ID</b>	Email address of the payee.  <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>This field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.</p> </div>
<b>Country</b>	Enter the country of the payee's bank.
<b>Address Line 1- 3</b>	Enter the address of the payee's bank.

**Table 3-8 (Cont.) Make Payment- Transfer To (New Payee - Cross Border) overlay screen - Field Description**

Field Name	Description
City	Enter the city of the payee's bank.
Zip Code	Enter the zip code of the payee's bank address

- Fill the details in the respective field and click on proceed.

**Figure 3-9 Make Payment**

Once the payee details are entered Payment Details will be populated based on the payee type.

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-9 Make Payment - Field Description**

Field Name	Description
Transfer To	

Table 3-9 (Cont.) Make Payment - Field Description

Field Name	Description
<b>Payee Type</b>	Displays the payment type associated with the payee. It could be: <ul style="list-style-type: none"> <li>• <b>Within Bank</b></li> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Bank Name</b>	Displays bank name of the payee in case of Domestic and Cross Border
<b>Initials</b>	The initials of the payee account name will be displayed in place of the photo.
<b>Account Name, Account Number</b>	Displays the Account name and account number provided for the payee.

 **Note**

Fields under **Transfer From, Payment Details, Fees and Charges** and **Additional Details** are same as mentioned above for **Make Payment - Saved Payee**.

## 3.2 Make Payment - Multiple Payments

This topic describes the systematic instruction to **Multiple Transfers** screen.

The Multiple Payments feature allows users to initiate payments towards a group of people as part of a single transaction. This feature, users can initiate payments towards own accounts, saved payees or new payees of different transfer types i.e., Domestic and Cross Border transfers, with different transfer dates, all at once from a single screen.

### To initiate multiple payments:

User can add payment for either Saved Payee, My Accounts, or New Payee type of payee.

1. Follow the steps from **1-3** of **Make Payment-Saved Payee** chapter. Follow the one of the actions for desired type of payee:

Perform one of the following actions:

- If you select **Saved Payee**;  
On click open drawer with **Saved Payees** listed along with search option.  
User can select the desired payee.
- If you select **My Accounts**;  
On click open drawer with **Own Accounts** mapped to the user listed.  
Search the desired **Own Accounts** with **Search** option.
- If you select **New Payee**;  
On click open drawer with **Add Account Payee** fields.  
Fill the details of the payee in the drawer. **Add Account Payee**.

**Note**

Fields under Transfer From, Payment Details, Fees and Charges and Additional Details are same as mentioned above for **Make Payment - Saved Payee**.

## 2. Perform one of the following actions:

- Click **Next** to save the details and allows the user to add another payment.

The **Make Payment** screen appears along with the added payment record based on payee type.

- Click **Discard** to cancel the added record.

**Figure 3-10 Make Payment – Initiate Screen**




**Figure 3-11 Make Payment – Preview Screen**




**Note**

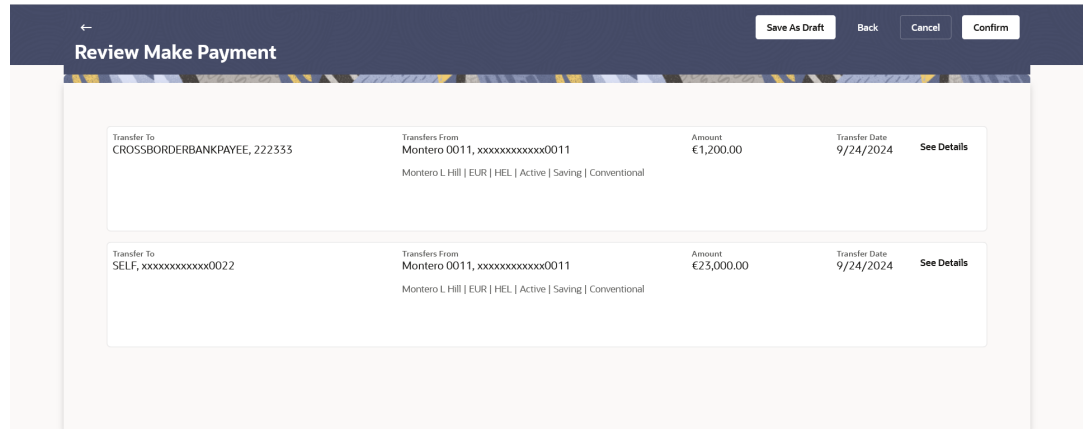
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 3-10 Multiple Transfers - Field Description**

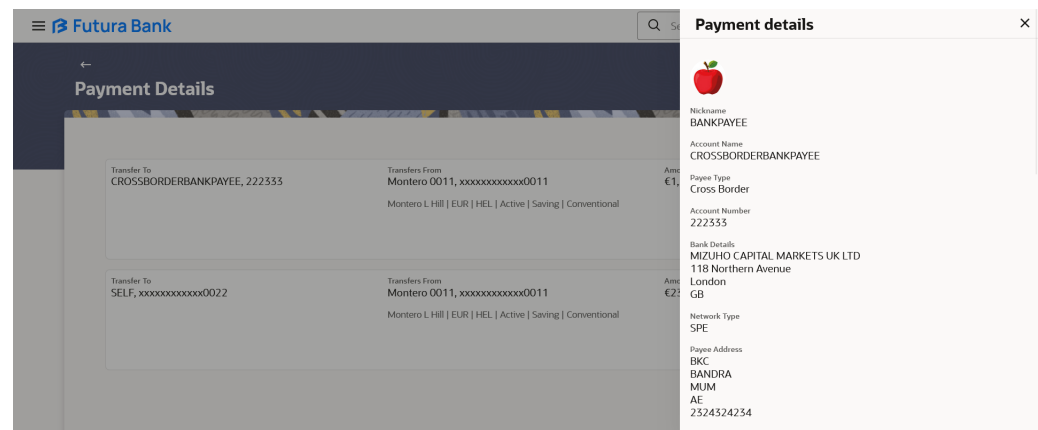
Field Name	Description
Each card displays below details	
<b>Payment Type</b>	Displays the payment type associated with the payee. It could be: <ul style="list-style-type: none"> <li>• <b>Within Bank</b></li> <li>• <b>My Accounts</b></li> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Account Name</b>	Displays the Account name provided for the payee.
<b>Transfer Amount</b>	Specify the amount for which the payment is to be made.
<b>Bank Name</b>	Displays bank name of the payee in case of Domestic and Cross Border. Displays the <b>My Account</b> in case of Own Account payments. Displays the <b>Within Bank</b> in case of Within Bank payments.
<b>Actions</b>	The actions can be performed from the badge. The options are: <ul style="list-style-type: none"> <li>•  icon – to edit the transfer details of that record</li> <li>•  Icon - to delete the record.</li> <li>•  icon – to create a copy of payment details</li> </ul>

3. Click the **Add Payment** and repeat above steps to add new payment.
4. Perform one of the following actions:
  - Click the  icon against a saved record to edit the transfer details of that record. The **Payment Details** screen appears, and user can edit and save the details.
  - Click the  icon against a payment to delete the record.
  - Click the  icon against a payment to create a copy. The **Payment Details** screen appears, where user can change the payee and payment details as required.
5. Click **Proceed to Pay** to initiate the request for the payment.  
The **Review Make Payment** screen appears.

**Figure 3-12 Make Payment – Review Screen**

Perform one of the following actions:

- Click the **See Details** next to the payment record, to view the payment details.

**Figure 3-13 Make Payment – Review – View Details Screen**

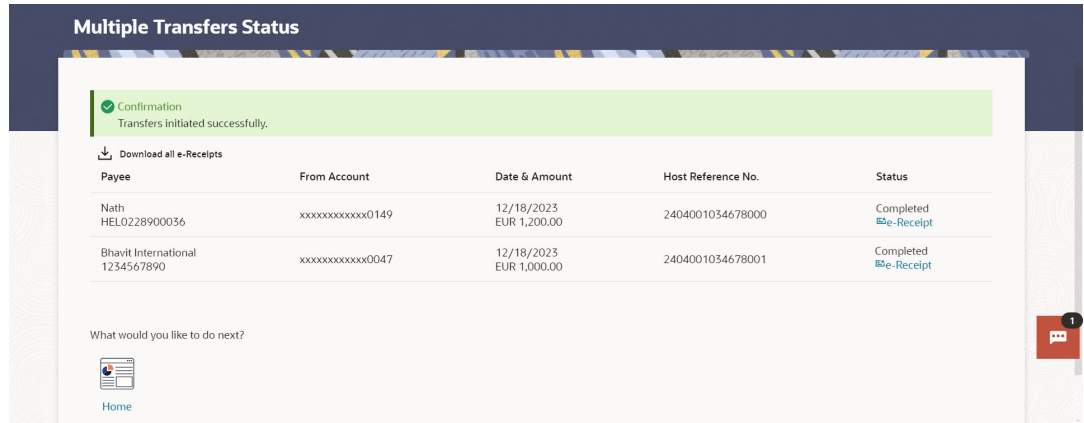
- Click **Save as Draft** to save incomplete transaction as a draft.

### **Note**

Perform one of the following actions:

- For **Multiple Transfers**, the **Save Draft** feature will generate an individual draft for each payment included. Each draft will have the same name, followed by a sequence number.
- Click **Back** to navigate back to previous screen. OR Click **Cancel** to cancel the transaction.
- Click **Confirm**. A success message is displayed along with the transaction status.

Figure 3-14 Multiple Transfers Status



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 3-11 Multiple Transfers Status - Field Description

Field	Description
<b>Transfer To</b>	The account to which the funds are transferred.
<b>Transfer From</b>	The source account from which the funds are transferred.
<b>Amount</b>	The amount that is transferred towards the payee's account.
<b>Transfer Date</b>	The date of transfer.
<b>Reference Number</b>	A unique number is created once the transaction is finished in the Core Banking system.
<b>Status</b>	The status of the transaction. It could be: <ul style="list-style-type: none"> <li>• <b>Processed</b></li> <li>• <b>Failed</b></li> </ul>




6. Perform one of the following actions:
  - Click the **e-Receipt** link against a particular record for which you want to download the e-receipt.
  - Click (Save as favourite ) icon to save payment as favourite transaction.
  - Click  (Share) icon to share to share payment details.
  - Click  (Check Status) icon to view the status of the payment transaction. System redirects to the **Payment Details** screen.

Figure 3-15 Make Payments - Payment Details

← Download E-Receipt

**Payment Details**  
Details for transaction number 2506404062439000

**Status**  
In Error ⓘ  
Transaction to be executed on 9/24/2024

**Transaction Details**

Reference Number 2506404062439000	Customer Reference Number 3535	Transfer Network INTERNATIONALSWIFT
Transfer Amount €1,200.00	UETR 9c01b740-e2b7-4f3e-99a6-27766b82c1b3	Transaction Date 9/24/2024
Initiated On 9/24/2024	Exchange rate 1	Payment Details Stationary charges
Charges Account --	Note Stationary charges	Correspondence Charges Payer

**Recipient Details**

Account Name CROSSBORDERBANKPAYEE	Account Number XXXXXXXXXXXX2333	Bank Details MIZUHO CAPITAL MARKETS UK LTD London GB
--------------------------------------	------------------------------------	---

**Sender Details**

Source Account Number XXXXXXXXXXXX0011	Source Account Branch HEL
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- Click **Download E-receipt** to download the e-receipt. For more information, refer the **e-receipt** section in the **Retail Customer Services User Manual**.
- For more information on the **Payment Details**, refer the **Outgoing Payments - Payment Details** section.
- Click **Payments**, it will navigate to **My Payment** page.
- Click **Go to Dashboard** to go to the **Dashboard** screen.

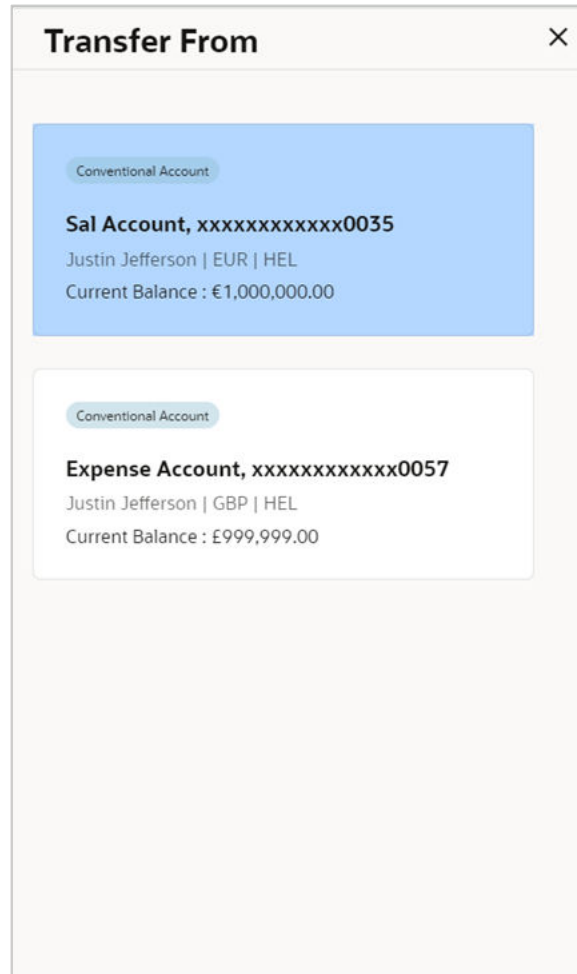
## 3.3 Transfer From Selection

This topic provides the systematic instructions to users for choosing a transfer account using the **Transfer From** list.

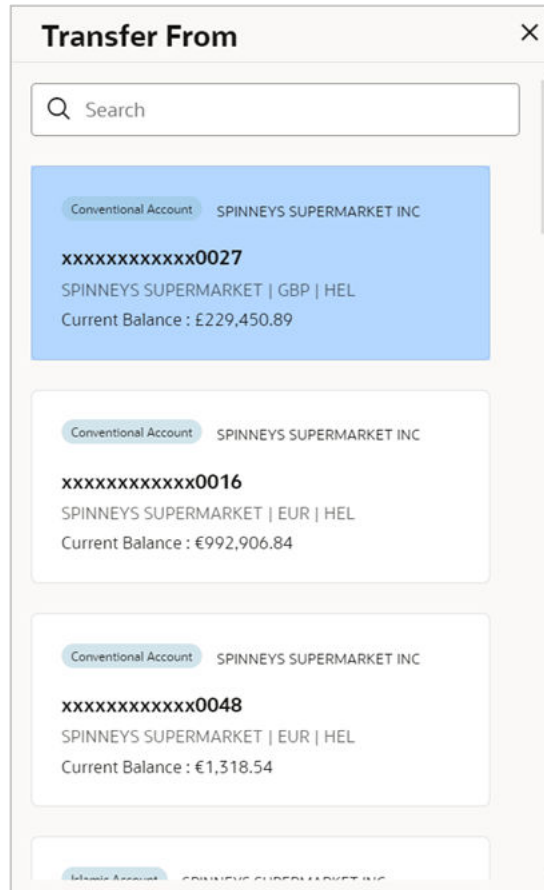
On click of **Transfer From** card the **Transfer From** drawer will open displaying all the accounts available to the user. There are 3 types of drawers possible:

- **When number of accounts are less than 10. In that case, the accounts will be listed as shown.**

Figure 3-16 Transfer From Selection



- **When number of accounts are between 10 to 100.**  
In this case a search option is provided, to search the by typing in few characters. The search could be on account name, account number, branch, amount or currency.

**Figure 3-17 Transfer From Selection**

- **When number of accounts are more than 100.**  
In this case advanced search option is provided, to search the by using below filters:
  - Party Name
  - Account Number
  - Account Name
  - Account Type

## 3.4 Suggestive Credit Value Date

This topic describes how the payment framework provides the functionality to display a suggested credit value date on the payment review screen.

This date is an indicative date only and it gives the end user an idea of when the payment would get credited to the payee's account, before he can confirm the transaction.

The service takes into account parameters like the network of payment, the currency etc. before arriving at the suggestive credit value date.

This service is currently available out of the box integrated only with Oracle Banking Payments. For other product processors a customization would be required.

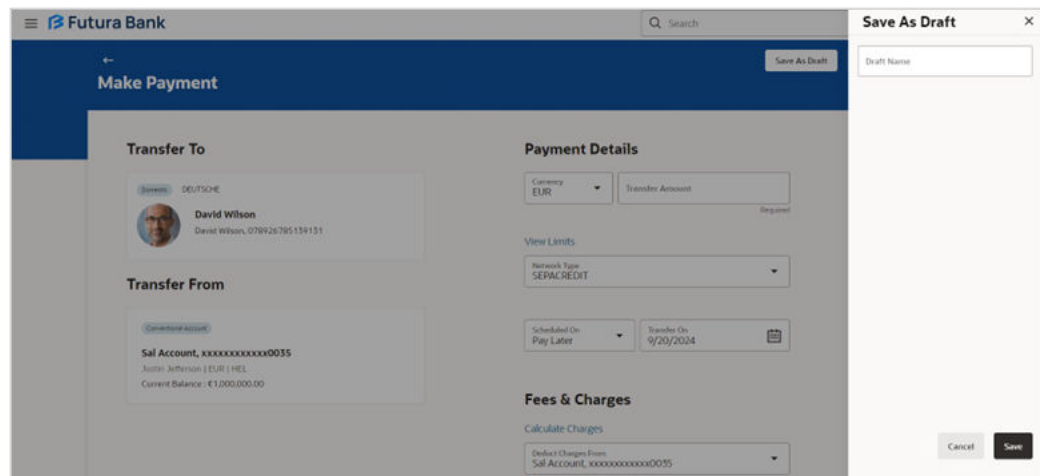
## 3.5 Save as Draft

This topic provides the systematic instructions to users for saving incomplete transactions as drafts, allowing them to be retrieved and completed at a later time.

User can access the transaction from Saved Drafts screen and complete it.

1. Navigate to **Make Payment** screen.
2. At any stage of transaction, click **Save As Draft** to save the payment record.
3. Assign name to the Draft.

**Figure 3-18 Save as Draft**



Perform one of the following actions:

- Click **Save** to save the transaction as a draft.
- Click **Cancel** to cancel the transaction.

## 3.6 Save as Favourite

This topic provides the systematic instructions to user for saving a designate payments as favorites.

User can access the transaction from Favourite screen and initiate the transaction. Once selected, the system presents the transaction details in editable mode. The user can then make any necessary changes and submit the transaction for processing.

1. Navigate to **Make Payment** screen.
2. Initiate the transaction.

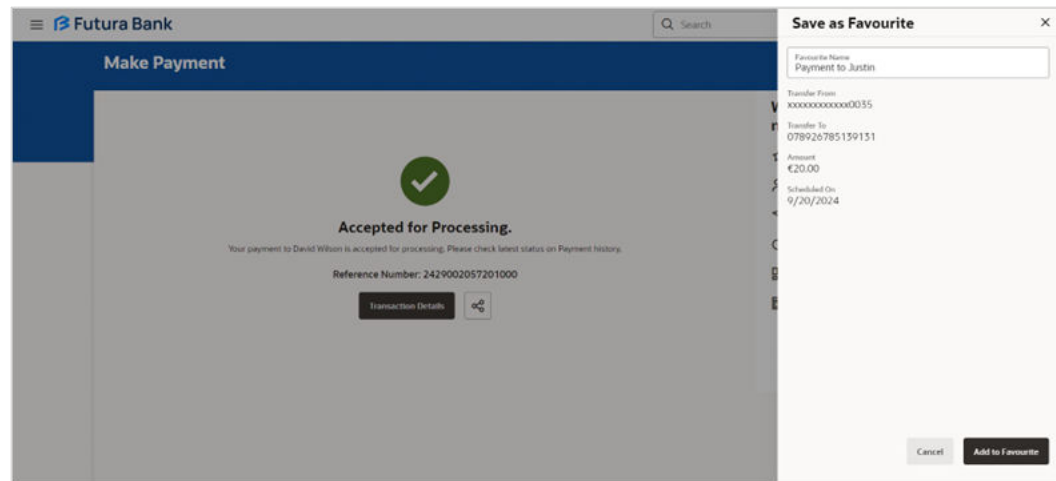
The system displays confirmation screen.

### **Note**

For more information refer **Make Payment** transaction.

3. Click on the **Save As Favourite** link on the confirmation screen to save transaction as a favourite.  
The **Save As Favourite** overlay screen appears.
4. Assign name to the transaction which to be marked as favourite.

**Figure 3-19 Save as Favourite**



Perform one of the following actions:

- Click **Save** to save the transaction as a favourite.
- Click **Cancel** to cancel the transaction.

# 4 Lookups

This topic describes the available lookups that can be used when providing payee details.

## 1. Bank Code (BIC/IFSC) Lookup

**Figure 4-1 Bank Code Lookups**

BIC Code	Bank Name	Address
DEUTDEFFXXX	DEUTSCHE	GERMANY DE

### **Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 4-1 Bank Code Lookups - Field Description**

Field Name	Description
<b>Bank Code Lookup</b>	The following fields appear on a pop-up window if the <b>Lookup Bank Code</b> link is selected.
<b>Bank Code</b>	The facility to lookup bank details based on bank code. Field label depends on regionalization settings for Domestic Payment. For example in India region this fields is labelled as IFSC code while in SEPA region this is labelled as BIC code. <b>OR</b>
<b>Bank Name</b>	The facility to search for the Bank code based on the bank name.
<b>City</b>	The facility to search for the Bank code based on city.
<b>Bank Code Lookup - Search Result</b>	
<b>Bank Code</b>	The list of Bank codes as fetched based on the search criteria specified.
<b>Bank Name</b>	The names of banks as fetched based on the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched based on the search criteria specified.

## 2. Swift Lookup

**Figure 4-2 Swift Lookups**

**Lookup Swift Code**
✕

Note: You can search by BIC Code & Country or Bank Name & Country

**OR**

Required

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Figure 4-3 Swift Lookups- Search Result**

BIC Code	Bank Name
GMCBUS3AXXX	CITI BANK SG
AIBKZA38ZAG	CITI BANK AU
CITIAU4MXXX	CITIAU4MXXX
CITIFRFRXXX	CITI BANK NY US
CITIUS33XXX	CITIBANK N.A.
ALLFGB3LXXX	CITIFIHY
BKAUATWYXXX	CITIBANK'S NEW YORK OFFICE
AIBKZA09GGG	CITIPLX

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 4-2 Swift Lookups- Search Result - Field Description**

Field Name	Description
<b>SWIFT Code Lookup</b>	The following fields appear on a pop-up window if the <b>Lookup SWIFT Code</b> link is selected.

Table 4-2 (Cont.) Swift Lookups- Search Result - Field Description

Field Name	Description
<b>Swift Code</b>	The facility to lookup bank details based on SWIFT code.
<b>Bank Name</b>	The facility to search for the SWIFT code based on the bank name.
<b>Country</b>	The facility to search for the SWIFT code based on the country.
<b>City</b>	The facility to search for the SWIFT code based on city.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	The names of banks as fetched based on the search criteria specified.
<b>Address</b>	The complete address of each bank as fetched based on the search criteria specified.
<b>SWIFT Code</b>	The list of SWIFT codes as fetched based on the search criteria specified.

### 3. NCC Lookups

Figure 4-4 NCC Lookups

**Lookup NCC Code**
×

OR

<b>BIC Code</b> ⚙	<b>Bank Name</b> ⚙	<b>Address</b> ⚙
10000	ANDORRA BANK	MANUEL CERQUE

#### i Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 4-3 NCC Lookups - Field Description**

Field Name	Description
<b>National clearing code Lookup</b>	The following fields appear on a pop-up window if the <b>Lookup National Clearing Code</b> link is selected.
<b>NCC Code</b>	The facility to search for bank details by defining the national clearing code.
<b>Bank Name</b>	The facility to search for the national clearing code by defining the name of the bank.
<b>City</b>	The facility to search for the national clearing code by city.
<b>NCC Lookup - Search Result</b>	
<b>Bank Name</b>	Name of the bank.
<b>Branch</b>	Bank branch name.
<b>Address</b>	Displays complete address of the bank.
<b>NCC Code</b>	NCC code of the bank branch.

# 5

## Regionalization for Domestic Payments

This topic describes how regionalization for domestic payments involves systems to align with the specific requirements and standards of each region.

Regionalization for domestic payments involves systems to align with the specific requirements and standards of each region. This includes defining fields such as networks supported, account types, currencies, charges, etc. that can vary from one region to another. By customizing these fields according to regional specifications, implementation partners can enhance the reliability of domestic payment transactions, ensuring they meet local regulatory requirements and customer expectations.

Implementation partners have the flexibility to customize domestic payee and payment fields to meet the specific requirements of each region.

Below are the regions for which configurations are provided out of box:

- India
- SEPA region
- US

Out of the box Networks for the above supported regions:

### Networks Supported

#### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 5-1 Field Description - Networks Supported**

Region	Networks
India	<ul style="list-style-type: none"><li>• RTGS</li><li>• NEFT</li><li>• IMPS</li></ul>
SEPA region	<ul style="list-style-type: none"><li>• SEPA Credit Transfer</li><li>• SEPA Instant Credit</li></ul>
US	<ul style="list-style-type: none"><li>• ACH Transfer</li><li>• Faster ACH Transfer</li><li>• Domestic Wire Transfer</li></ul>

#### 1. India Region

Here are the field specifications which will be displayed on payee and payment screen for domestic payments specific to the India region.

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 5-2 Field Description - Payee**

Field Name	Description
<b>Payee Type</b>	Select <b>Domestic</b> .
<b>Account Details</b>	
<b>Currency</b>	Select the currency in which the payment is to be made. For My Account and Within Bank payments it will display debit account and credit account currency. For Domestic and Cross Border payments it will display debit account and network currencies.
<b>Debit/Transfer Amount</b>	Specify the amount for which the payment is to be made.
<b>Transfer Currency</b>	Select transfer currency. This will come in case the debit account currency is selected and network allows different currency transfers.
<b>View Limits</b>	Link to view the transaction limits. For more information on Limits, refer <b>View Limits</b> section.
<b>Exchange Rate</b>	Display indicative exchange rate in case of cross currency transfer.
<b>Use Forex Deal</b>	Select if pre-existing deal applies for the exchange rate.
<b>Lookup Deal Number</b>	Lookup for the Forex deals. Displays all the deals. Select the deal number from the list.
<b>Deal Number</b>	Displays the deal number selected.
<b>Network Type</b>	Select the network type for the payment. Supported networks are RTGS, NEFT, IMPS.
<b>Scheduled On</b>	The facility to specify the date on which the payment is to be made. The options are: <ul style="list-style-type: none"> <li>• <b>Pay Now</b>: Select this option if you wish to make the payment on the same day.</li> <li>• <b>Pay Later</b>: Select this option if you wish to make the payment at a future date. If you select this option, you will be required to specify the date on which the payment is to be made.</li> <li>• <b>Recurring</b>: Select this option if you wish to make the recurring payments.</li> </ul>
<b>Transfer On</b>	Specify the date on which the payment is to be made. This field appears if the option <b>PayLater</b> is selected from the <b>Scheduled On</b> list.

Table 5-2 (Cont.) Field Description - Payee

Field Name	Description
<b>Select Frequency</b>	<p>The frequency in which the repeat transfers are to be executed. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Fortnightly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Bi-monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Semi-Annually</b></li> <li>• <b>Annually</b></li> <li>• <b>Advanced</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>If the "<b>Advanced</b>" option is chosen, one can configure a frequency for the transaction to occur, specifying intervals such as once every X day, weeks, or months.</p> </div> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Start Transferring</b>	The date on which the first recurring transfer is to be executed.
<b>Stop Transferring</b>	<p>Select the option by which to specify when the recurring transfers are to stop being executed. The following two options are available:</p> <ul style="list-style-type: none"> <li>• <b>On Date:</b> Select this option if you wish to specify a date on which the last transfer is to be executed.</li> <li>• <b>After Instances:</b> Select this option if you wish to specify the number of recurring transfers that are to be executed as part of the instruction.</li> </ul> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Date</b>	<p>Specify the date on which the last transfer is to be executed. This field appears if the option <b>On Date</b> is selected in the <b>Stop Transferring</b> field.</p>
<b>Instances</b>	<p>Number of instances. This field appears if the option <b>After Instances</b> is selected in the <b>Stop Transferring</b> field.</p>
<b>Also Transfer Today</b>	Select this option to also initiate a one-time transfer towards the payee for the same amount as each individual instruction.
<b>Fees &amp; Charges</b>	
<b>Calculate Charges</b>	Click on the link to calculate the fees and charges applicable for the transaction.
<b>Deduct Charges From</b>	<p>The Bank may levy charges for certain payment networks. The user can choose which debit account to use when paying the charges. The accounting entries for the charge's components will be reflected in the statement of the account selected here.</p> <p>This field is enabled for all Payment Types – Within Bank, Domestic and Cross Border. In case of Cross Border Payments, it is enabled when Payer or Shared option is selected in the Correspondence Charges.</p>

Table 5-2 (Cont.) Field Description - Payee

Field Name	Description
<b>Current Balance</b>	The net balance of the source account.
<b>Additional Details</b>	
<b>Payment Purpose</b>	The purpose of payment. It will be a list of allowed purpose codes.
<b>Payment Details</b>	You can add up to 4 fields each of length not more than 35. These will carry the unstructured remittance information to the Payment Processor.
<b>Customer Reference Number</b>	The reference number assigned to the customer.
<b>Note</b>	Specify a note or remarks for the transaction, if required.

## 2. SEPA Region

Here are the field specifications which will be displayed on payee and payment screen for domestic payments specific to the SEPA region.

### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 5-3 Field Description - SEPA Region

Field Name	Description
<b>Payee Type</b>	Select <b>Domestic</b> .
<b>Account Details</b>	
<b>IBAN</b>	Specify the IBAN of the payee.
<b>Confirm IBAN</b>	The user is required to re-enter the payee's IBAN number in this field.
<b>Account Name</b>	Enter the name of the payee as maintained against the payee's bank account.
<b>Bank Details</b>	
<b>BIC Code (read-only)</b>	The user can see the BIC Code of the payee's account in read only mode. The bank code will be fetched based on the IBAN and will be displayed here in read only mode.
<b>BIC Code - Search Result</b>	The following fields are displayed in the search results.
<b>BIC Code</b>	The Complete Bank Code. Available as a link, selecting which will copy the Bank Code and Bank Details back onto the Add Payee page.
<b>Bank Name</b>	Name of the bank.
<b>Address</b>	The complete address of the bank.
<b>Bank Details</b>	The details of the bank that include the IFSC Code as well as the name and address of the bank and branch in which the payees account is held.
<b>Personal Details</b>	

Table 5-3 (Cont.) Field Description - SEPA Region

Field Name	Description
<b>Upload Photo</b>	<p>Select this option to upload a profile photo against the payee. Following actions are available on the + icon:</p> <ul style="list-style-type: none"> <li>• <b>Upload</b> – Browse and upload the profile picture.</li> <li>• <b>Choose Avatar</b> - Select initials pattern profile picture or picture from suggestions.</li> <li>• <b>Remove</b> - Removes the profile picture uploaded.</li> </ul> <p>This option will only appear if no photo has been uploaded against the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>The maximum allowable image size is 1MB, and the accepted formats are limited to JPG and PNG.</li> <li>Once a photo is uploaded against the payee, click on the + icon and select Upload/Choose Avatar to update the profile picture.</li> </ol> </div>
<b>Nickname</b>	Specify a nickname to be assigned to the specific account of the payee for the purpose of easy identification.
<b>Email ID</b>	<p>Email addresses of the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>This field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.</p> </div>

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 5-4 Field Description - Payment Details

Field Name	Description
<b>Currency</b>	<p>Select the currency in which the payment is to be made. For My Account and Within Bank payments it will display debit account and credit account currency.</p> <p>For Domestic and Cross Border payments it will display debit account and network currencies.</p>
<b>Debit/Transfer Amount</b>	Specify the amount for which the payment is to be made.

Table 5-4 (Cont.) Field Description - Payment Details

Field Name	Description
<b>Transfer Currency</b>	Select transfer currency. This will come in case the debit account currency is selected and network allows different currency transfers.
<b>View Limits</b>	Link to view the transaction limits. For more information on Limits, refer <b>View Limits</b> section.
<b>Exchange Rate</b>	Display indicative exchange rate in case of cross currency transfer.
<b>Use Forex Deal</b>	Select if pre-existing deal applies for the exchange rate.
<b>Lookup Deal Number</b>	Lookup for the Forex deals. Displays all the deals. Select the deal number from the list.
<b>Deal Number</b>	Displays the deal number selected.
<b>Network Type</b>	Select the network type for the payment. Supported networks are SEPA Credit Transfer, SEPA Instant Transfer.
<b>Scheduled On</b>	The facility to specify the date on which the payment is to be made. The options are: <ul style="list-style-type: none"> <li>• <b>Pay Now</b>: Select this option if you wish to make the payment on the same day.</li> <li>• <b>Pay Later</b>: Select this option if you wish to make the payment at a future date. If you select this option, you will be required to specify the date on which the payment is to be made.</li> <li>• <b>Recurring</b>: Select this option if you wish to make the recurring payments.</li> </ul>
<b>Transfer On</b>	Specify the date on which the payment is to be made. This field appears if the option <b>PayLater</b> is selected from the <b>Scheduled On</b> list.
<b>Select Frequency</b>	The frequency in which the repeat transfers are to be executed. The options are: <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Fortnightly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Bi-monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Semi-Annually</b></li> <li>• <b>Annually</b></li> <li>• <b>Advanced</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>If the "<b>Advanced</b>" option is chosen, one can configure a frequency for the transaction to occur, specifying intervals such as once every X day, weeks, or months.</p> </div> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled-On</b> list.</p>
<b>Start Transferring</b>	The date on which the first recurring transfer is to be executed.

Table 5-4 (Cont.) Field Description - Payment Details

Field Name	Description
<b>Stop Transferring</b>	Select the option by which to specify when the recurring transfers are to stop being executed. The following two options are available: <ul style="list-style-type: none"> <li>• <b>On Date:</b> Select this option if you wish to specify a date on which the last transfer is to be executed.</li> <li>• <b>After Instances:</b> Select this option if you wish to specify the number of recurring transfers that are to be executed as part of the instruction.</li> </ul> This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled On</b> list.
<b>Date</b>	Specify the date on which the last transfer is to be executed. This field appears if the option <b>On Date</b> is selected in the <b>Stop Transferring</b> field.
<b>Instances</b>	Number of instances. This field appears if the option <b>After Instances</b> is selected in the <b>Stop Transferring</b> field.
<b>Also Transfer Today</b>	Select this option to also initiate a one-time transfer towards the payee for the same amount as each individual instruction.
<b>Fees &amp; Charges</b>	
<b>Calculate Charges</b>	Click on the link to calculate the fees and charges applicable for the transaction.
<b>Deduct Charges From</b>	The Bank may levy charges for certain payment networks. The user can choose which debit account to use when paying the charges. The accounting entries for the charge's components will be reflected in the statement of the account selected here.  This field is enabled for all Payment Types – Within Bank, Domestic and Cross Border. In case of Cross Border Payments, it is enabled when Payer or Shared option is selected in the Correspondence Charges.
<b>Current Balance</b>	The net balance of the source account.
<b>Additional Details</b>	
<b>Payment Purpose</b>	The purpose of payment. It will be a list of allowed purpose codes.
<b>Payment Details</b>	You can add up to 4 fields each of length not more than 35. These will carry the unstructured remittance information to the Payment Processor.
<b>Customer Reference Number</b>	The reference number assigned to the customer.
<b>Note</b>	Specify a note or remarks for the transaction, if required.

### 3. US Region

Here are the field specifications which will be displayed on payee and payment screen for domestic payments specific to the US region.

#### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 5-5 Field Description - US Region

Field Name	Description
<b>Payee Type</b>	Select <b>Domestic</b> .
<b>Account Details</b>	
<b>Account Type</b>	Select the type of account associated with the payee. Below are the types configured for each network- <ul style="list-style-type: none"> <li>• <b>Savings</b></li> <li>• <b>Current</b></li> <li>• <b>Overdraft</b></li> <li>• <b>Cash Credit</b></li> <li>• <b>Loan Account</b></li> <li>• <b>NRE</b></li> </ul>
<b>Account Number</b>	Specify the account number of the payee.
<b>Confirm Account Number</b>	The user is required to re-enter the payee's account number in this field.
<b>Account Name</b>	Enter the name of the payee as maintained against the payee's bank account.
<b>Bank Details</b>	
<b>Routing Number (No verification)</b>	Specify the Routing Number of the payee's account. This will not be verified and passed onto the host product processor.
<b>Personal Details</b>	
<b>Upload Photo</b>	Select this option to upload a profile photo against the payee. Following actions are available on the + icon: <ul style="list-style-type: none"> <li>• <b>Upload</b> – Browse and upload the profile picture.</li> <li>• <b>Choose Avatar</b> - Select initials pattern profile picture or picture from suggestions.</li> <li>• <b>Remove</b> - Removes the profile picture uploaded.</li> </ul> This option will only appear if no photo has been uploaded against the payee. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>The maximum allowable image size is 1MB, and the accepted formats are limited to JPG and PNG.</li> <li>Once a photo is uploaded against the payee, click on the + icon and select Upload/Choose Avatar to update the profile picture.</li> </ol> </div>
<b>Nickname</b>	Specify a nickname to be assigned to the specific account of the payee for the purpose of easy identification.

Table 5-5 (Cont.) Field Description - US Region

Field Name	Description
Email ID	<p>Email addresses of the payee.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>This field is provided simply as a base product feature and will be available to send across to the backend Payments Processor during posting a payment. There will be no notifications sent to the payee on this email address by OBDX. Doing any processing of this field would be an implementation time activity.</p> </div>

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 5-6 Field Description - Payment Details

Field Name	Description
<b>Currency</b>	<p>Select the currency in which the payment is to be made. For My Account and Within Bank payments it will display debit account and credit account currency.</p> <p>For Domestic and Cross Border payments it will display debit account and network currencies.</p>
<b>Debit/Transfer Amount</b>	Specify the amount for which the payment is to be made.
<b>Transfer Currency</b>	Select transfer currency. This will come in case the debit account currency is selected and network allows different currency transfers.
<b>View Limits</b>	<p>Link to view the transaction limits.</p> <p>For more information on Limits, refer <b>View Limits</b> section.</p>
<b>Exchange Rate</b>	Display indicative exchange rate in case of cross currency transfer.
<b>Use Forex Deal</b>	Select if pre existing deal applies for the exchange rate.
<b>Lookup Deal Number</b>	<p>Lookup for the Forex deals. Displays all the deals.</p> <p>Select the deal number from the list.</p>
<b>Deal Number</b>	Displays the deal number selected.
<b>Network Type</b>	<p>Select the network type for the payment.</p> <p>Supported networks are –</p> <ul style="list-style-type: none"> <li>• <b>ACH Transfer</b></li> <li>• <b>Faster ACH Transfer</b></li> <li>• <b>Domestic Wire Transfer</b></li> </ul>

Table 5-6 (Cont.) Field Description - Payment Details

Field Name	Description
<b>Scheduled On</b>	<p>The facility to specify the date on which the payment is to be made. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Pay Now:</b> Select this option if you wish to make the payment on the same day.</li> <li>• <b>Pay Later:</b> Select this option if you wish to make the payment at a future date. If you select this option, you will be required to specify the date on which the payment is to be made.</li> <li>• <b>Recurring:</b> Select this option if you wish to make the recurring payments.</li> </ul>
<b>Transfer On</b>	<p>Specify the date on which the payment is to be made. This field appears if the option <b>PayLater</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Select Frequency</b>	<p>The frequency in which the repeat transfers are to be executed. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Fortnightly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Bi-monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Semi-Annually</b></li> <li>• <b>Annually</b></li> <li>• <b>Advanced</b></li> </ul> <p>Note: If the "<b>Advanced</b>" option is chosen, one can configure a frequency for the transaction to occur, specifying intervals such as once every X day, weeks, or months.</p> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled On</b> list.</p>
<b>Start Transferring</b>	<p>The date on which the first recurring transfer is to be executed.</p>
<b>Stop Transferring</b>	<p>Select the option by which to specify when the recurring transfers are to stop being executed. The following two options are available:</p> <ul style="list-style-type: none"> <li>• <b>On Date:</b> Select this option if you wish to specify a date on which the last transfer is to be executed.</li> <li>• <b>After Instances:</b> Select this option if you wish to specify the number of recurring transfers that are to be executed as part of the instruction.</li> </ul> <p>This field appears if the option <b>Recurring</b> is selected from the <b>Scheduled-On</b> list.</p>
<b>Date</b>	<p>Specify the date on which the last transfer is to be executed. This fields appears if the option <b>On Date</b> is selected in the <b>Stop Transferring</b> field.</p>
<b>Instances</b>	<p>Number of instances. This field appears if the option <b>After Instances</b> is selected in the <b>Stop Transferring</b> field.</p>
<b>Also Transfer Today</b>	<p>Select this option to also initiate a one-time transfer towards the payee for the same amount as each individual instruction.</p>
<b>Fees &amp; Charges</b>	
<b>Calculate Charges</b>	<p>Click on the link to calculate the fees and charges applicable for the transaction.</p>

**Table 5-6 (Cont.) Field Description - Payment Details**

<b>Field Name</b>	<b>Description</b>
<b>Deduct Charges From</b>	<p>The Bank may levy charges for certain payment networks. The user can choose which debit account to use when paying the charges. The accounting entries for the charge's components will be reflected in the statement of the account selected here.</p> <p>This field is enabled for all Payment Types – Within Bank, Domestic and Cross Border. In case of Cross Border Payments, it is enabled when Payer or Shared option is selected in the Correspondence Charges.</p>
<b>Current Balance</b>	The net balance of the source account.
<b>Additional Details</b>	
<b>Note</b>	Specify a note or remarks for the transaction, if required.

# 6

## Regionalization for Cross Border Payments

Implementation partners have the flexibility to customize cross border payee and payment fields to meet the specific requirements of each region.

Below are the regions for which configurations are provided out of box:

- India
- SEPA region
- US
- UK

### Networks Supported

**Table 6-1 Field Description - Networks Supported**

Region	Networks
India	<ul style="list-style-type: none"><li>• SWIFT</li><li>• NCC</li><li>• Bank Details</li></ul>
SEPA region	<ul style="list-style-type: none"><li>• SWIFT</li><li>• NCC</li><li>• Bank Details</li></ul>
US	<ul style="list-style-type: none"><li>• SWIFT</li><li>• NCC</li><li>• Bank Details</li></ul>
UK	<ul style="list-style-type: none"><li>• SWIFT</li></ul>

# 7

## Inquiries

- [Outgoing Payments](#)  
This topic describes the Outgoing Payments transaction, which enables corporate users to review and monitor all their payment activities.
- [Incoming Payments](#)  
This topic describes the inquiry transaction that enables users to inquire about inward remittances received in their account.
- [Recurring Payments](#)  
This topic describes the functionality that enables users to establish recurring fund transfer instructions, directing funds to registered payees or to the user's own accounts at specified intervals.
- [UETR Status Inquiry](#)  
This topic provides the systematic instructions on how users can view the status of a payment based on the record's UETR number.
- [FAQ](#)

### 7.1 Outgoing Payments

This topic describes the Outgoing Payments transaction, which enables corporate users to review and monitor all their payment activities.

This feature displays details of all payments initiated from the current and savings accounts to which the user has access, irrespective of the channel from which they were initiated. These transactions include Within Bank, Domestic and Cross Border transfers along with transfers made to own accounts.

The Outgoing Payments summary screen lists down payment transactions based on search criteria defined in the provided search fields. The User can repeat payment, cancel or download e-receipts for each payment. The user can view additional details of a payment by selecting the provided reference number link and navigating to the **Outgoing Payments Details** screen. The account filter option is provided at the top. (By default, primary account to be selected) to list outgoing payments. The **Filter** feature is provided to search the payments based on the search criteria.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen.

By clicking on **Manage Columns** option available on the screen, user can

- Rearrange columns.
- Remove/add specific columns.

**Note**

1. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
2. The column preferences setup by the user will be saved for future reference i.e., in case the user revisits this screen, the preferred columns will only be displayed in the table.
3. The Long Press Gesture feature is implemented on quick actions of Status Inquiry, users can now press and hold down on a screen for an extended duration, which triggers additional options or actions like Single Payments, Recurring Payments, Incoming Payments. This functionality is only supported on mobile devices and tablets.
4. Swipe gesture is implemented on the Outgoing Payments summary page showing actions -Repeat, Cancel or More actions as applicable. This functionality is only supported on mobile devices and tablets.

**Pre-requisites:**

Transaction access is provided to the retail user.

Perform anyone of the following navigation to access the **Outgoing Payments** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then click **Inquiries** , and then click **Outgoing Payments**.
- From the Search bar, type **Payment Inquiries – Outgoing Payments** and press **Enter**.
- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then from **My Payments**, from **Recent Payments** widget, and then click **Outgoing** tab, click on the **View All Payments**.

The **Outgoing Payments** screen appears.

- [Outgoing Payments - Summary](#)  
This topic provides the systematic instructions for user to view a summarized overview of all outgoing payments processed for their primary account.
- [Outgoing Payments - Details](#)  
This topic provides the systematic instructions to user for viewing all payment details, notably the payment status.
- [Payment Cancellation](#)  
This topic provides the systematic instructions for users to cancel payments.
- [Payment Cloning](#)  
This topic describes the **Repeat** feature, available on the **Outgoing Payments** summary screen, which enables users to create a duplicate of an existing payment.

## 7.1.1 Outgoing Payments - Summary

This topic provides the systematic instructions for user to view a summarized overview of all outgoing payments processed for their primary account.

**To view / search for payment records:**

1. Navigate to the **Outgoing Payments** screen.

The system displays a summary of all the outgoing payments for the primary account.

**Note**

By default, the **Outgoing Payments** screen displays the list of payments for the primary account.

2. Select the account from the drop-down list to view its outgoing payments.

The system displays a summary of all the outgoing payments for the selected account.

**Figure 7-1 Outgoing Payments - Summary**

Transaction Date	Host Reference	Transfer To	Payment Type	Status	Amount	Actions
9/2/2024	2418502060704000	Columbia Pic Inc	Within Bank	Cancelled	£11.00	🔄 ⬇️
7/30/2024	2422901043246000	DOMESTICaFU2002	Domestic	In Progress	€10.00	🔄 ⬇️
7/30/2024	2422901042476000	SPINNEYS SUPERMARKET INC	Within Bank	In Progress	€10.00	🔄 ⬇️ ⓧ
7/30/2024	2422901042778000	Jim M Parsons	Within Bank	In Progress	£10.00	🔄 ⬇️ ⓧ
6/26/2024	2418601039450000	Finserv Corp	Domestic	In Progress	€11.00	🔄 ⬇️
6/21/2024	2418603462375000	Jim M Parsons	Within Bank	Processed	€16.00	🔄 ⬇️
6/17/2024	2425701356835000	Dreamworks PR Inc	Domestic	In Progress	€144.00	🔄 ⬇️
6/14/2024	2426101358324000	Haywood Tapia	Domestic	In Progress	€222.00	🔄 ⬇️
6/14/2024	2426101357243000	Haywood Tapia	Domestic	Future Dated	€222.00	🔄 ⬇️
6/21/2024	2418503054924000	FUDOMESTIC	Domestic	In Progress	€25.00	🔄 ⬇️
6/21/2024	2418603455533000	Jim M Parsons	Within Bank	Processed	€16.00	🔄 ⬇️

**Note**





The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.




**Table 7-1 Outgoing Payments - Summary - Field Description**

Field Name	Description
Select Account	Specify the CASA (Current Account and Savings Account) account to view all transfers initiated from that specific account.
Search Results	The following fields are displayed for each transaction.

Table 7-1 (Cont.) Outgoing Payments - Summary - Field Description

Field Name	Description
<b>Transaction Date</b>	The date on which the transfer was processed.
<b>Host Reference Number</b>	The reference number assigned to the transaction by the host system.
<b>Transfer To</b>	Displays payee account name or nickname.
<b>Payment Type</b>	The type of payment transfer i.e., Within Bank, Domestic or Cross Border transfer.
<b>Amount</b>	Displays the amount with the currency for the transaction.
<b>Status</b>	The status of the payment transfer record. It could be: <ul style="list-style-type: none"> <li>• <b>In Progress</b></li> <li>• <b>Processed</b></li> <li>• <b>Future Dated</b></li> <li>• <b>Cancelled</b></li> </ul>
<b>Action</b>	The action that can be performed for that transaction by the user. The options are: <ul style="list-style-type: none"> <li>•  (Pay Again)- to make a payment again.</li> <li>•  (Download E-receipt)- to download an e-receipt.</li> <li>•  (More Options) - following actions can be performed through it <ul style="list-style-type: none"> <li>–  <b>Cancel Payment</b> - to cancel a payment through More Options</li> <li>– <b>Amend Payment</b> – to initiate payment amendment request</li> <li>– <b>View MT 103 Message</b>- to view and download the MT103 message</li> </ul> </li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>a. The <b>Amend</b> options appears only if the transaction <b>Status</b> is "<b>Processed</b>" and the <b>Payment Type</b> is "<b>With In Bank</b> or <b>Cross Border</b>."</p> <p>b. The <b>View MT103 Message</b> options appears only if the transaction <b>Status</b> is "<b>Processed</b>" and the <b>Payment Type</b> is "<b>Cross Border</b>."</p> </div>
<b>Initiated Date</b>	The date of payment initiation.
<b>Activation Date</b>	The date on which the transfer was activated.
<b>Network Type</b>	Network are displayed based on the region. For example for India – RTGS/NEFT/IMPS will be visible and for SEPA region- SEPA CREDIT and SEPA instant will be visible. Refer section <b>Regionalization for Domestic Payments</b> for exact information.

## 3. Perform one of the following actions:

- Click on the **Host Reference Number** for the specific payment record to view the details of that payment on the **Outgoing Payment Details** screen.
- Click the  (Pay Again) icon. The **Make Payment** screen will appear with most of the data of the existing payment details prefilled, allowing you to make a payment to an unsaved payee.
- Click the  **Download** against to the specific payment record to download an e-receipt.
- Click the  (More Options) icon and then select **Cancel Payment** to cancel payments.

The user will be redirected to the **Cancel Payment** screen where the cancellation of the respective payment is facilitated. For more information refer **Payment Cancellation** transaction.

- Click the **Amend** to request for the payment amendment.
- The user will be redirected to the **Amend Payment** screen.
- Click the **View MT103 Message**, the **MT 103** overlay screen with the MT103 message appears.

It allows user to download message in pdf format.

#### Note

This option is not available for the transactions with the status as a **Processed**.

#### 4. Perform one of the following actions:

- Click the  **Filter** to change filter criteria.

The **Filter** overlay screen appears.

**Figure 7-2 Outgoing Payments - Filter Criteria**

Transaction Date	Host Reference	Transfer To	Payment Type	Status
9/2/2024	2418502060704000	Columbia Pic Inc	Within Bank	Cancelled
7/30/2024	2422901043246000	DOMESTICaFU2002	Domestic	In Progress
7/30/2024	2422901042476000	SPINNEYS SUPERMARKET INC	Within Bank	In Progress
7/30/2024	2422901042778000	Jim M Parsons	Within Bank	In Progress
6/26/2024	2418601039450000	Finserv Corp	Domestic	In Progress

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.



**Table 7-2 Outgoing Payments - Filter Criteria - Field Description**

Field Name	Description
<b>Filter Criteria - By Date</b>	
<b>Initiation Date From</b>	Specify a start date to search for transfer records that have been initiated.
<b>Initiation Date To</b>	Specify an end date to search for transfer records that have been initiated until that specified date.
<b>Filter Criteria - By Transfer Details</b>	
<b>Payee Name</b>	Search the transfers based on the payee's name.
<b>Payment Type</b>	Search the transfers based on Payment type.  The options are: <ul style="list-style-type: none"> <li>– <b>Within Bank</b></li> <li>– <b>Cross Border</b></li> <li>– <b>Domestic</b></li> </ul>
<b>Network Type</b>	Search the transfers based on the network via which the payment was performed. Displayed when <b>Payment Type</b> selected is <b>Domestic</b> .
<b>From Amount</b>	Search for transfers that have been initiated with an amount equal to or greater than the specified start amount. The amount in the <b>From Amount</b> field should always be less than the amount in the <b>To Amount</b> field.
<b>To Amount</b>	Search for transfers that have been initiated with an amount less than or equal to the specified end amount.
<b>Status</b>	Payment can be searched based on the status.
<b>Filter Criteria - By Reference Number</b>	
<b>Host Reference Number</b>	Search by Host Reference Number. Searching by this field will render all other search criteria ineffective.  Other search criteria will be ignored if one searches by this field.
<b>Customer Reference number</b>	Search by Customer Reference Number.

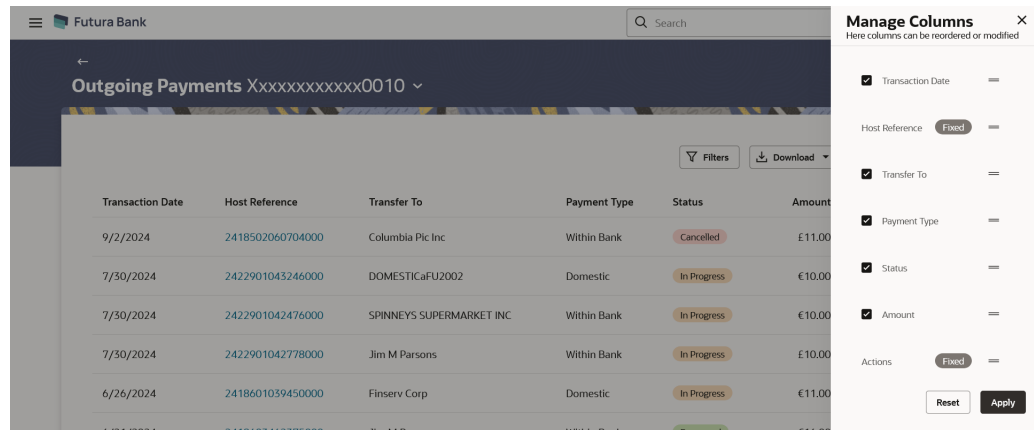
Perform one of the following actions:

- Enter the filter criteria.
- Click **Apply** to search the records.

Transaction records appears based on the updated criteria.

- Click the  **Download** icon to download the records in CSV & PDF format.
- Click the  **Manage Columns** icon to setup a column preference by rearranging or removing columns.

**Figure 7-3 Outgoing Payments - Manage Column setup**



## 7.1.2 Outgoing Payments - Details

This topic provides the systematic instructions to user for viewing all payment details, notably the payment status.

Details are categorized for easy viewing based on status, payee details, transaction details, and sender details.

### **Note**

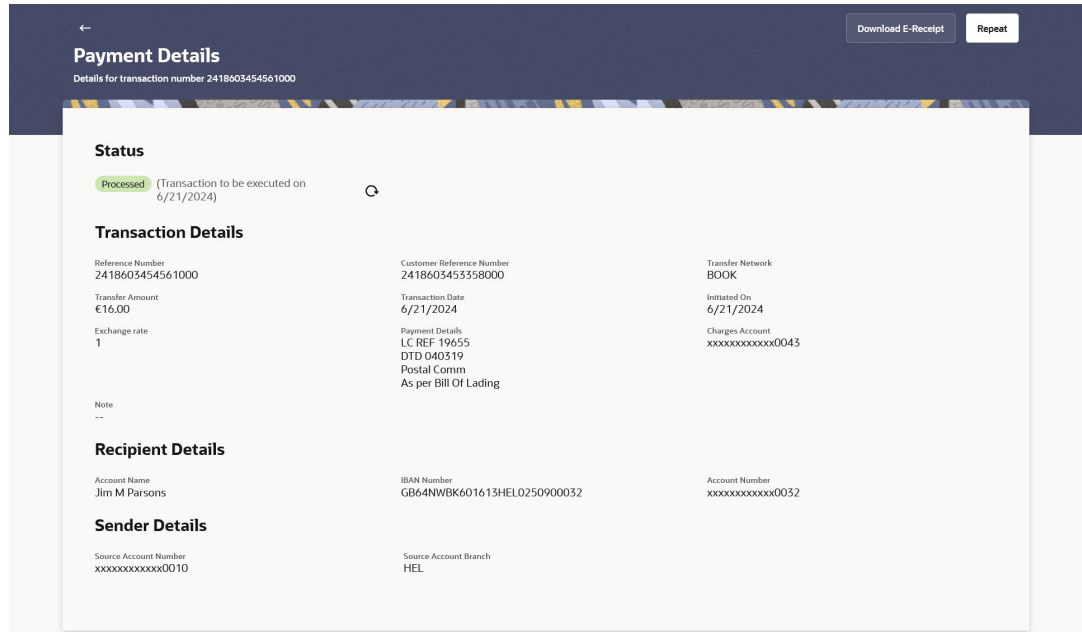
The fields are displayed as per payment type.

### To view the payment record details:

1. Navigate to the **Outgoing Payments** screen.
2. Select the account from the drop-down list to view its outgoing payments.  
The system displays a summary of all the outgoing payments for the selected account.
3. Click on the **Host Reference Number** for the specific payment record to view the details of that payment.

The **Outgoing Payments – Details** screen appears with the details.

Figure 7-4 Outgoing Payments - Details



**Note**  
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 7-3 Outgoing Payments - Details - Field Description

Field Name	Description
<b>Transaction details</b>	This section displays the transaction details as fetched from the host system. The fields listed below may vary depending on the type of payment and what the host system renders.
<b>Reference Number</b>	The reference number assigned to the transaction by the host system.
<b>Customer Reference Number</b>	The customer reference number assigned to the transaction.
<b>Transfer Network</b>	The network used for the transfer. This can vary based on the region and the destination. Examples of networks in India are NEFT, IMPS, and RTGS. The network used for international transfers is SWIFT.
<b>UETR Number</b>	The UETR number for the transaction. This field is displays only for the <b>Cross Border</b> transactions.
<b>Acknowledgement Status</b>	The acknowledgement status for the transaction. This field is displays only for the <b>Cross Border</b> transactions.
<b>Transfer Amount</b>	The currency and amount of the transaction.
<b>Transaction Date</b>	The date and time at which the transfer was processed.
<b>Initiated On</b>	The date and time of payment initiation.
<b>Exchange Rate</b>	The exchange rate in case of a multi-currency transfers.

Table 7-3 (Cont.) Outgoing Payments - Details - Field Description

Field Name	Description
<b>Payment Details</b>	Displays the type of payment transfer i.e. Within Bank, Domestic or Cross Border transfer. This field is displays only for the <b>Domestic &amp; Cross Border</b> transactions.
<b>Charges</b>	Any charges that were involved in the transfer.
<b>Note</b>	Any reference note that has been entered by the user at the time of transfer initiation as well as any note as defined by the bank.
<b>Correspondence Charges</b>	Displays the correspondence charges that were involved in the transfer. This field is displays only for the <b>Cross Border</b> transactions.
<b>Recipient Details</b>	This section displays the recipient details as fetched from the host system. The fields listed below may vary depending on the type of payment and what the host system renders.
<b>Account Name</b>	The name of the payee.
<b>IBAN Number</b>	Displays the International bank account number (IBAN) of the payee.
<b>Account Number</b>	The payee's account number to which the funds have been transferred. The account number appears in masked format.
<b>Account Type</b>	The payee's account type, such as savings, or current.
<b>Bank Details</b>	The name and address of the payee's bank.
<b>Email ID</b>	The email ID of the payee.
<b>Sender Details</b>	This section displays the sender's details as fetched from the host system. The fields listed below may vary depending on the type of payment and what the host system renders.
<b>Source Account Number</b>	The account number from which funds have been transferred. The account number appears in masked format.
<b>Source Account Branch</b>	The branch at which the source account is held.

4. Additional following actions can be executed from the menu available on the screen:

Click **More Actions** menu to access following transactions:

- **Cancel** - System is redirected to the **Cancel Payment** screen to cancel the payment. For more information, refer **Payment Cancellation** section.

**Note**

This option is not available for the transactions with the **Status** as a **Processed**.

- **Download E-receipt** – to download the e-receipt in pdf format.
- **View MT 103 Message** –**MT103** overlay screen appears, it allows user to view & download in encrypted pdf format
- **Amend**- to initiate a request for the payment amendment. The user will be redirected to the **Amend Payment** screen.

**Repeat**- The **Make Payment – New Payee** screen will appear with most of the data of the existing payment details prefilled, allowing you to make a payment to an unsaved beneficiary.

## 7.1.3 Payment Cancellation


This topic provides the systematic instructions for users to cancel payments.

### ① Note

The cancellation is currently supported only for Within Bank Transfers that are not yet processed and for SWIFT Transfers that are processed as well as in progress.

#### To cancel the payment record details:

1. Navigate to the **Outgoing Payments** screen.
2. Select the account from the drop-down list to view its outgoing payments.  
The system displays a summary of all the outgoing payments for the selected account.
3. Perform one of the following actions:

- Click the more options  icon against the record which to be cancelled and click **Cancel Payment**.

The user will be redirected to the **Cancel Payments** screen where the cancellation of the respective payment is facilitated.

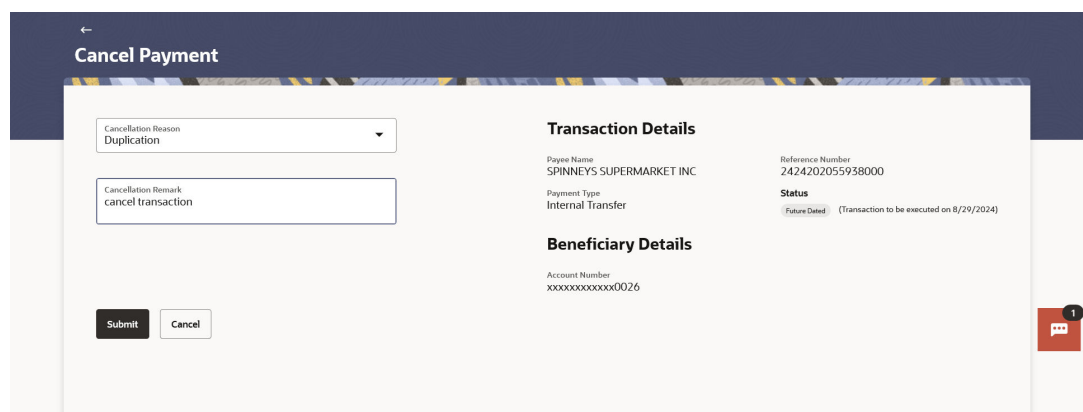
- Click on the **Host Reference Number** for the specific payment record to view the details of that payment.

The **Payment Details** screen appears with the details.

- a. Click on the **Cancel Payment** option under the **More Actions** menu.

The **Cancel Payment** screen appears.

**Figure 7-5 Payment Cancellation - Within Bank Transfer**



**Cancel Payment**

Cancellation Reason  
Duplication

Cancellation Remark  
cancel transaction

Submit Cancel

**Transaction Details**

Payee Name  
SPINNEYS SUPERMARKET INC

Reference Number  
242420205938000

Payment Type  
Internal Transfer

Status  
Future Dated (Transaction to be executed on 8/29/2024)

**Beneficiary Details**

Account Number  
xxxxxxxxxxxx0026

Figure 7-6 Payment Cancellation - Cross Border Transfer

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 7-4 Payment Cancellation - Field Description

Field Name	Description
<b>Cancellation Details</b>	
<b>Cancellation Remarks</b>	Relevant remarks need to be entered to process cancellation of the payment. Mandatory field.
<b>Cancellation Reason Code</b>	A drop down of reason codes available only for SWIFT Payments
<b>Transaction Details</b>	
<b>Payee Name</b>	The name of the payee.
<b>Reference Number</b>	The reference number assigned to the transaction by the host system.
<b>Payment Type</b>	The type of payment transfer i.e. Within Bank, Domestic or Cross Border transfer.
<b>Status</b>	The current status of the payment transfer record. It could be: <ul style="list-style-type: none"> <li>• <b>In Progress</b></li> <li>• <b>Processed</b></li> <li>• <b>Future Dated</b></li> <li>• <b>Cancelled</b></li> </ul>
<b>Beneficiary Details</b>	
<b>Account Number</b>	The payee's account number to which the funds to be transferred. The account number appears in masked format.
<b>Bank Details</b>	This field is displayed only if <b>Payment Type</b> is <b>Cross Border Transfer</b> .

- Perform one of the following actions:
  - Click **Submit** to save the changes.

The success message of payment cancellation appears along with the transfer request number.

- Click **Cancel** to cancel the transaction.
5. Click **Home** to navigate to the dashboard.

## 7.1.4 Payment Cloning

This topic describes the **Repeat** feature, available on the **Outgoing Payments** summary screen, which enables users to create a duplicate of an existing payment.

This is to make it convenient for the end user to initiate the same payment again, on a different date. The cloning does not intend to stop the user from changing any of the data. Therefore it is just another Ad hoc Payment transaction, and the user will be able to change any fields he wants to.

For a Self-Transfer that was initiated from OBDX and visible in Outgoing Payments, clicking on the Clone button will open up the **Make Payment – New Payee** Within Bank Payment page. This is because, from the bank's perspective both Self Transfer and Within Bank Transfer are payments between accounts within the bank.

The payments screen in **Outgoing Payments** are a combination of all payments posted to the back end payments processor. The payments could have originated from other channels too, or directly from the payments processor itself. And therefore to repeat/copy the same payment at a later time, OBDX makes use of the Ad hoc Payments transaction since the payee information may not be present within OBDX as a payee.


### Pre-requisites

- Entitlements to Ad hoc Payments

### To clone the payments:

1. Enter the search criteria.
2. Click **Search** to view transactions.

The search result appears on **Payment Status Inquiry** screen based on search criteria entered.

3. Click the  icon to against the payment record which to be cloned.

The user will be redirected to the **Transfers -Adhoc Payee** screen transaction with most of the data of the existing payment copied to the input fields. For more information refer **Transfers - Adhoc Payee** section.

## 7.2 Incoming Payments

This topic describes the inquiry transaction that enables users to inquire about inward remittances received in their account.

Inward remittance is amount of money received in user's account/s from the various Domestic and Cross Border channels.

### Pre-requisites:

- Transaction and account access is provided to corporate user.
- Inward remittances are available under the accounts.

### Features supported in application

Following transactions are allowed under Incoming Payments

- View Incoming Payments

Perform any one of the following navigation to access the **Aggregation Dashboard** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .

Under **Payments** , then click **More Actions**, and then click **Inquiries** , and then click **Incoming Payments**.

- From the Search bar, type **Payment Inquiries – Incoming Payments** and press **Enter**.
- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .

Under **Payments** , then from **My Payments**, from **Recent Payments** widget, and then click **Incoming** tab, click on the **View All Payments**.

The **Incoming Payments** screen appears.

- [Incoming Payments - Summary](#)  
This topic provides the systematic instructions for users to view a summary of all inward remittances received in user's primary account.
- [Incoming Payments - Details](#)  
This topic provides the systematic instructions to users for viewing incoming payment details.

## 7.2.1 Incoming Payments - Summary

This topic provides the systematic instructions for users to view a summary of all inward remittances received in user's primary account.

An option is provided to search specific remittance transaction based on various search criteria.

**To view incoming payments:**

1. Navigate to the screen.
2. From the **Account Number** list, select the appropriate account number.

The list of inward remittance populates on the screen.

**Figure 7-7 Incoming Payments - Summary**




Sent By	Sender Account	Received On	Host Reference	Payment Type	Amount	Network Type
Miguel Fernandez	DBTRACCNO67081222	5/13/2024	2417401141937000	Domestic	€3,200.55	SEPA CREDIT
	SWEURNOSTO0000000135	5/13/2024	2417401361041000	Cross Border	€1,950.80	INTERNATIONALSWIFT

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 7-5 Incoming Payments - Summary - Field Description**

Field Name	Description
<b>Select Account</b>	To view the transfers based on the account from which money will be debited.
<b>Search Results</b>	The following fields are displayed for each transaction.
<b>Transfer To</b>	Displays payee account name or nickname.
<b>Host Reference Number</b>	Display the reference number assigned to the transaction by the host system. Click on the link to view the details of the recurring payment.
<b>Frequency</b>	Display the frequency of the payment.
<b>Start Date</b>	Display the initiation date of transactions.
<b>End Date</b>	Display end date or instances of the transaction.
<b>Amount</b>	Amount of the set Repeat Transfer.
<b>Next Payment</b>	Displays next payment date.
<b>Payment Type</b>	The type of payment type i.e. Within Bank, Domestic or Cross Border transfer.
<b>Status</b>	The current status of the payment transfer record. It could be: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Closed</b></li> </ul>
<b>Action</b>	The action that can be performed for that transaction by the user. The options are: <ul style="list-style-type: none"> <li>•  (Copy)- to make a payment to an unsaved beneficiary.</li> <li>•  (Stop) - to stop recurring payment</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>The  (Stop) option is available only for active transactions.</p> </div>

3. Click on the **Host Reference Number** for the specific payment record to view the instructions set for the transfer.

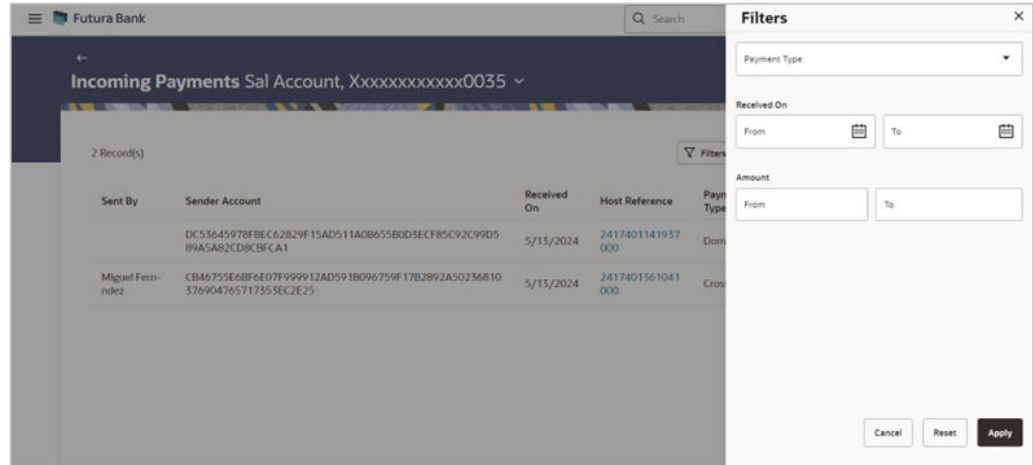
The **Remittance Details** screen appears.

4. Perform one of the following actions:

- Click the  **Filter** to change filter criteria.

The **Filter** overlay screen appears.

**Figure 7-8 Incoming Payments - Filter Criteria**



**Note**  
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 7-6 Incoming Payments - Filter Criteria - Field Description**

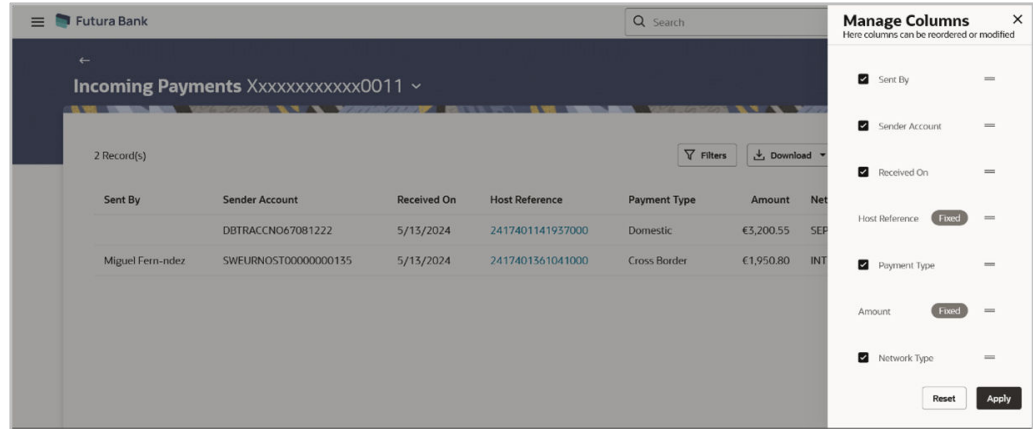
Field Name	Description
<b>Payment Type</b>	The type of payment transfer such as Within Bank, Domestic or Cross Border transfer.
<b>Received On (From- To)</b>	The start date and end date from which the transaction is received by the bank from the channel.
<b>Amount (From- To)</b>	The minimum and maximum amount for inward remittance to be done.

- a. Enter the filter criteria.
- b. Click **Apply** to search the records.

Transaction records appears based on the updated criteria.

- Click the **Download** icon to download the records in CSV & PDF format.
- Click on the **Manage Columns** icon to setup a column preference by rearranging or removing columns.

Figure 7-9 Incoming Payments - Manage Column setup



## 7.2.2 Incoming Payments - Details

This topic provides the systematic instructions to users for viewing incoming payment details.

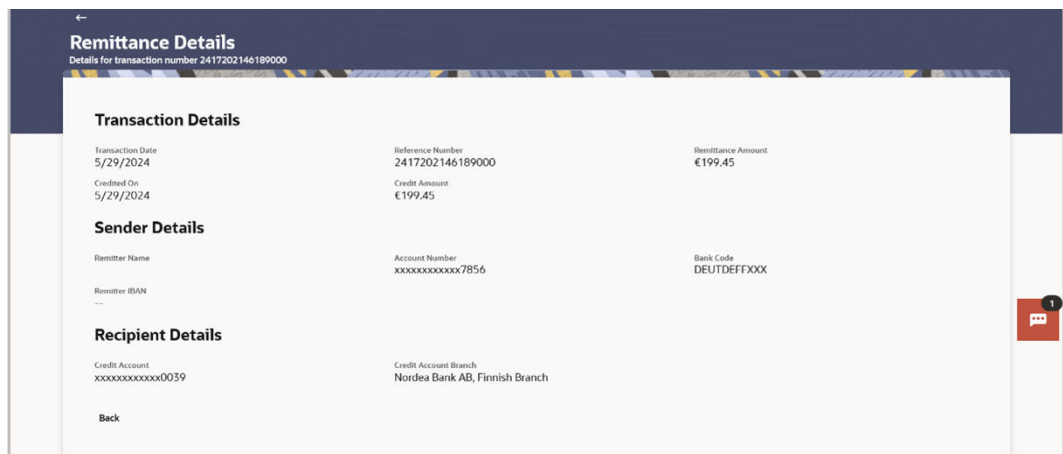
**Note**

The fields are displayed as per payment type.

**To view the inward remittance record details:**

1. Navigate to the **Incoming Payments** screen.
2. From the **Account Number** list, select the appropriate account number.  
The list of inward remittance populates on the screen.
3. Click on the **Reference Number** of the transaction to view the remittance details.  
The **Remittance Details** screen appears.

Figure 7-10 Remittance Details



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 7-7 Remittance Details - Field Description**

Field Name	Description
<b>Transaction Details</b>	
<b>Transaction Date</b>	The date on which the transaction is received by the bank from the channel.
<b>Reference Number</b>	The transaction reference number.
<b>Remittance Amount</b>	The amount as remitted by the remitter.
<b>Credited On</b>	The date on which the funds are credited on receiver's account.
<b>Credit Amount</b>	The amount credited to the account.
<b>Purpose of Remittance</b>	The purpose of remittance.
<b>Sender Details</b>	
<b>Remitter Name</b>	The name of the remitter.
<b>Account Number</b>	The account number of the remitter.
<b>Bank Code</b>	The bank details of the remitter.
<b>Remitter IBAN</b>	The intermediary bank through which funds are transferred.
<b>Recipient Details</b>	
<b>Credit Account</b>	The receiver's account number and nickname to which amount has been credited.
<b>Credit Account Branch</b>	The name of the bank and branch of the receiver.

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

## 7.3 Recurring Payments

This topic describes the functionality that enables users to establish recurring fund transfer instructions, directing funds to registered payees or to the user's own accounts at specified intervals.

The application has simplified the user's task of initiating repetitive payments by introducing the **Recurring Payments** feature. Once initiated, the details of these transfers can be viewed in the **Recurring Payments** screen. The user can also cancel a repeat transfer instruction, if so desired, from this screen using **Stop Recurring Payment feature**.

The **Recurring Payments** transaction enables users to review and keep track of all their payments set as recurring. This feature displays details of all recurring payments initiated from the current and savings accounts to which the user has access, irrespective of the channel from which they were initiated. These transactions can include Within Bank, domestic and cross border transfers along with transfers made to own accounts.

The **Recurring Payments** summary screen lists down payment transactions based on search criteria defined in the provided search fields. The User can repeat, cancel or download e-receipts and view status for each payment. The user can view additional details of a payment by selecting the provided reference number link and navigating to the **Recurring Payment Details** screen. The account filter option is provided at the top. (By default, primary account to

be selected) to list recurring payments. The **Filter** feature is provided to search the payments based on the search criteria.

The user can view additional details of a recurring payment by selecting the provided reference number link and navigating to the **Recurring Payment Details** screen. Using the **Manage Columns** feature, bank can configure and enable customizable UI display/download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen. The user can sort the data on each column.

By clicking on **Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove/add specific columns

#### ① Note

1. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
2. The column preferences setup by the user will be saved for future reference i.e., in case the user revisits this screen, the preferred columns will only be displayed in the table.
3. Swipe gesture is implemented on the Recurring Payments summary page showing actions -Copy, Stop as applicable. This functionality is only supported on mobile devices and tablets.

Perform anyone of the following navigation to access the **Recurring Payments** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then click **Inquiries** , and then click **Recurring Payments**.
- From the Search bar, type **Payment Inquiries – Recurring Payments** and press **Enter**.

The **Recurring Payments** screen appears.

- [Recurring Payments – Summary](#)  
This topic provides the systematic instructions to user for viewing the summary of recurring payment transactions and their respective statuses.
- [Recurring Payment Details](#)  
This topic provides the systematic instructions to user to view the structure of recurring payment details, which are categorized for ease of review based on Execution Details and Payment History.

## 7.3.1 Recurring Payments – Summary

This topic provides the systematic instructions to user for viewing the summary of recurring payment transactions and their respective statuses.

### To view / search for recurring payment records:

1. Navigate to the **Recurring Payments** screen.

The system displays a summary of all the recurring payments for the primary account.

**Note**

By default, the **Recurring Payments** screen displays the list of recurring payments set for the primary account.

- Select the account from the drop-down list to view its recurring payments.  
The system displays a summary of all the recurring payments in the selected account.

**Figure 7-11 Recurring Payments - Summary**

The screenshot shows the 'Recurring Payments' summary for account 'XXXXXXXXXXXX0080'. The table lists the following transactions:

Transfer To	Host Reference	Frequency	Start Date	End	Amount	Next Payment	Payment Type	Status	Actions
SEPA	2312901947228002	Once every 12 months	5/1/2023	5/31/2025	€80.00		SEPA	Active	[Link] [Close]
SB	2127001235210004	Once every 3 months	11/30/2023	55 Instance(s)	€21.66		SEPA	Active	[Link] [Close]
SB	2128001262230004	Once every 12 months	11/29/2023	11/30/2027	€23.00		SEPA	Active	[Link] [Close]
SB	2122301618280002	Once every 6 months	11/29/2023	11/29/2023	€46.00	11/29/2021	SEPA	Closed	[Link]
SB	2129401254170004	Once every day	11/30/2023	8 Instance(s)	€588.00		SEPA	Active	[Link] [Close]

**Note**




The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 7-8 Recurring Payments - Summary - Field Description**

Field	Description
<b>Select Account</b>	To view the transfers based on the account from which money will be debited.
<b>Search Results</b>	The following fields are displayed for each transaction.
<b>Transfer To</b>	Displays payee account name or nickname.
<b>Host Reference Number</b>	Display the reference number assigned to the transaction by the host system. Click on the link to view the details of the recurring payment.
<b>Frequency</b>	Display the frequency of the payment.
<b>Start Date</b>	Display the initiation date of transactions.
<b>End Date</b>	Display end date or instances of the transaction.
<b>Amount</b>	Amount of the set Repeat Transfer.
<b>Next Payment</b>	Displays next payment date.
<b>Payment Type</b>	The type of payment type i.e. Within Bank, Domestic or Cross Border transfer.


Table 7-8 (Cont.) Recurring Payments - Summary - Field Description

Field	Description
<b>Status</b>	The current status of the payment transfer record. It could be: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Closed</b></li> </ul>
<b>Action</b>	The action that can be performed for that transaction by the user. The options are: <ul style="list-style-type: none"> <li>•  (Copy)- to make a payment to an unsaved payee.</li> <li>•  (Stop) - to stop recurring payment.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Note</b></p> <p>The (Stop) option is available only for active transactions.</p> </div>


## 3. Perform one of the following actions:

- Click on the **Host Reference Number** for the specific payment record to view the instructions set for the transfer.

The **Recurring Payment Details** screen appears.

- Click the  (Copy) icon under Actions column.

The **Repeat Transfers – Ad hoc Payee** screen will appear with most of the data of the existing payment details prefilled, allowing you to make a payment to an unsaved payee.

- Click the  (Stop) icon under Actions column to stop recurring payment.

The **Stop Recurring Payment** confirmation popup appears.

Figure 7-12 Stop Recurring Payment popup



Perform one of the following actions:


- Click **Stop** to stop the repeat transfers maintained for the account.

The message confirming that the repeat transfer has been stopped/ cancelled appears.

- Click **Cancel** to cancel the transaction.
- Click **e-Receipt** to generate the electronic receipt of the transaction.

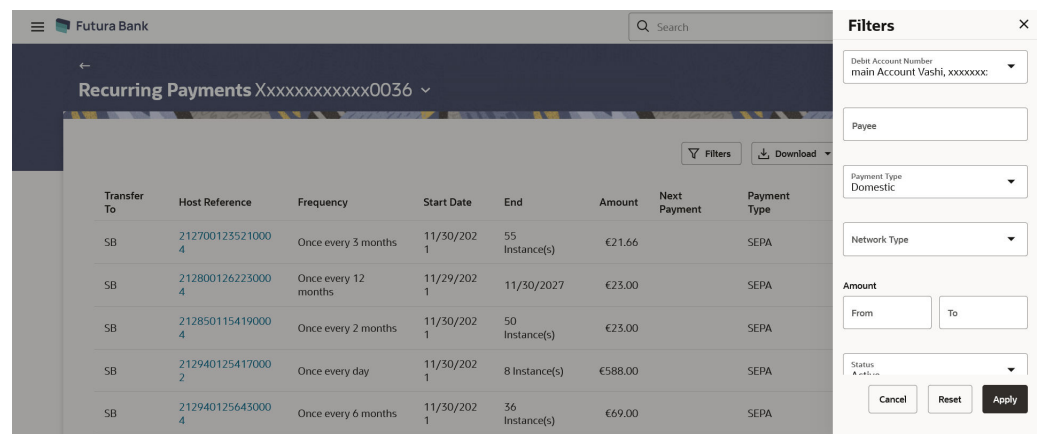
For more information, refer the **e-receipt** section in the **Corporate Customer Services** User Manual.

- Click **Home** to navigate to the dashboard.
4. Perform one of the following actions:

- Click the  **Filter** to change filter criteria.

The **Filter** overlay screen appears.

**Figure 7-13 Recurring Payments - Filter Criteria**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 7-9 Recurring Payments - Filter Criteria - Field Description**

Field Name	Description
<b>Payee</b>	Search the transfers based on the payee name.
<b>Payment Type</b>	Search the transfers based on the type of payment type i.e. Within Bank, domestic or Cross Border transfer.
<b>Network Type</b>	Search the transfers based on the network via which the payment was performed.
<b>From Amount</b>	Search for transfers that have been initiated with an amount equal to or greater than the specified start amount. The amount in the <b>From Amount</b> field should always be less than the amount in the <b>To Amount</b> field.



**Table 7-9 (Cont.) Recurring Payments - Filter Criteria - Field Description**

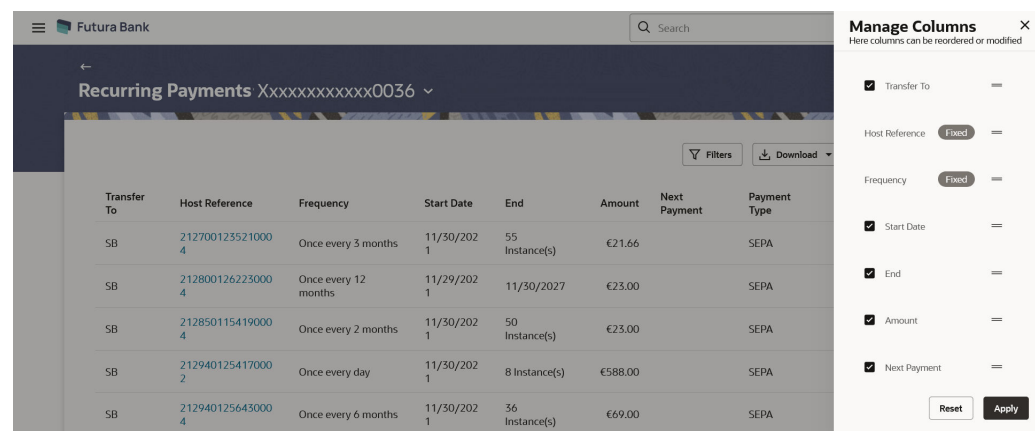
Field Name	Description
<b>To Amount</b>	Search for transfers that have been initiated with an amount less than or equal to the specified end amount.
<b>Status</b>	Payment can be searched based on the status.
<b>Host Reference Number</b>	Search by Host Reference Number. Searching by this field will render all other search criteria ineffective. Other search criteria will be ignored if one searches by this field.

Perform one of the following actions:

- Enter the filter criteria.
- Click **Apply** to search the records.

Transaction records appears based on the updated criteria.

- Click the  **Download** icon to download the records in CSV & PDF format.
- Click the  **Manage Columns** icon to setup a column preference by rearranging or removing columns.

**Figure 7-14 Recurring Payments - Manage Column setup**


The screenshot shows the 'Futura Bank' interface for 'Recurring Payments'. A table displays payment records with columns: Transfer To, Host Reference, Frequency, Start Date, End, Amount, Next Payment, and Payment Type. A 'Manage Columns' sidebar is open on the right, allowing users to toggle and reorder columns. The sidebar includes checkboxes for 'Transfer To', 'Host Reference', 'Frequency', 'Start Date', 'End', 'Amount', and 'Next Payment'. Some columns are marked as 'Fixed'. 'Reset' and 'Apply' buttons are at the bottom of the sidebar.

Transfer To	Host Reference	Frequency	Start Date	End	Amount	Next Payment	Payment Type
SB	2127001235210004	Once every 3 months	11/30/2021	55 Instance(s)	€21.66		SEPA
SB	2128001262230004	Once every 12 months	11/29/2021	11/30/2027	€23.00		SEPA
SB	2128501154190004	Once every 2 months	11/30/2021	50 Instance(s)	€23.00		SEPA
SB	2129401254170002	Once every day	11/30/2021	8 Instance(s)	€588.00		SEPA
SB	2129401256430004	Once every 6 months	11/30/2021	36 Instance(s)	€69.00		SEPA

## 7.3.2 Recurring Payment Details

This topic provides the systematic instructions to user to view the structure of recurring payment details, which are categorized for ease of review based on Execution Details and Payment History.

The user can also stop the repeat transfers through **Stop Recurring Payment** feature.  
**To view the recurring payment record details:**

1. Navigate to the **Recurring Payments** screen.
2. Select the account from the drop-down list to view its recurring payments.

The system displays a summary of all the recurring payments for the selected account.

- Click on the **Host Reference Number** for the specific payment record to view the instructions set for the transfer.

The **Recurring Payment Details** screen appears with the details.

**Figure 7-15 Recurring Payment Details**

← Recurring Payment Details Make a Copy Stop Recurring Payment  
 Details for transaction number 2128001262230004

Transfer To SB	Amount €23.00	Transfer From XXXXXXXXXXXX0056	Next Payment
-------------------	------------------	-----------------------------------	--------------

**Execution Details**

Start Date 11/29/2021	End Date 11/30/2027	Instances 6
Frequency Once every 12 months	Number of Payments 6	Payment Details
Remarks dffds		

**Payment History**

Sr. No. ▾	Execution Date ▾	Status ▾
No data to display.		

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.



**Table 7-10 Recurring Payment Details - Field Description**

Field Name	Description
	A message identifying the reference number of the transaction is displayed.
<b>Transfer To</b>	Display payee name.
<b>Amount</b>	Display amount with currency.
<b>Transfer From</b>	Display CASA account number from which the transfer is set.
<b>Next Payment</b>	Displays the date on which the next payment is scheduled.
<b>Execution Details</b>	
<b>Start Date</b>	Displays the start date of the repeat transfer execution i.e., the date on which the repeat transfer first starts being executed.
<b>End Date</b>	Displays the last date on which repeat transfer instructions are executed.
<b>Instances</b>	Display the number of instances of the recurring payment.
<b>Frequency</b>	Displays the frequency in which the recurring payment is executed.
<b>Number of Payments</b>	Displays the number of payments made.
<b>Payment Details</b>	Displays the unstructured remittance information to the Payment Processor. This appears if the <b>Payment Type</b> is <b>Domestic</b> or <b>Cross Border</b> .
<b>Remarks</b>	Displays the narrative for the transaction.
<b>Payment History</b>	

Table 7-10 (Cont.) Recurring Payment Details - Field Description

Field Name	Description
<b>Sr No</b>	Displays the serial number for the transfer record.
<b>Execution Date</b>	The date on which the repeat transfer was executed.
<b>Status</b>	The status of the repeat transfer. The status can be: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Failed</b></li> </ul>

4. Additional following actions can be executed from the screen:

- Click the  (Copy) icon, the **Repeat Transfers – Ad hoc Payee** screen will appear with most of the data of the existing payment details prefilled, allowing you to make a payment to an unsaved payee.
- Click the  (Stop) icon to stop the repeat transfers maintained for the account. The **Stop Recurring Payment** confirmation popup appears.

#### Stop Recurring Payment popup



Perform one of the following actions:

- Click **Stop** to stop the repeat transfers maintained for the account.  
The message confirming that the repeat transfer has been stopped/ cancelled appears.
- Click **Cancel** to cancel the transaction.
- Click **Home** to navigate to the dashboard.
- Click **e-Receipt** to generate the electronic receipt of the transaction.

For more information, refer the **e-receipt** section in the **Corporate Customer Services** User Manual.

## 7.4 UETR Status Inquiry

This topic provides the systematic instructions on how users can view the status of a payment based on the record's UETR number.

For SWIFT Payments, OBDX supports a detailed status screen. One needs to know the UETR number in order to view the status of the payment. The UETR reference number of an outbound payment can be seen in the details screen of Payment Status Inquiry. One can click on the reference number there itself to open up the **UETR Status Inquiry** screen.

For inbound payments though, one needs to visit this screen and enter the UETR reference number manually. The kebab menu is provided to access other payment inquiry related transactions.

#### To view / search for UETR status records:

1. Perform anyone of the following navigation to access the **UETR Status Inquiry** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then click **Inquiries** , and then click **UETR Status Inquiry**.
  - From the Search bar, type **Payment Inquiries – UETR Status Inquiry** and press **Enter**.

The **UETR Status Inquiry** screen appears.

2. Enter the search criteria.
  - a. In the **UETR Number** field, enter a UETR transaction reference .
  - b. From the **Account Number** list, select a CASA (Current Account and Savings Account) account.
  - c. From the **Transaction Type** list, select the appropriate transaction type by which records to be searched.

**Figure 7-16 UETR Status Inquiry – Search Criteria**

3. Perform one of the following actions:
  - Click **Search** to view transactions based on the defined criteria.  
Based on the search criteria the payments records gets displayed on the **UETR Status Inquiry** screen.
  - Click **Cancel** to cancel the transaction.
  - Click **Reset** to clear the details entered.

Figure 7-17 UETR Status Inquiry – Search Result

UETR Status Inquiry

d2ecb184-b622-41e9-a2a3-2a2ae2dbcce4 Outward Remittance

Status Code : ACCC

Status Description : Settlement Completed

From Bank	To Bank	Status Code	Status Description	Settlement Amount	Confirmed Amount	Charges Amount	Charge Bearer
BANABEBXXX	BANBUS3XXX	ACSP	Accepted Settlement In Progress	USD990.00		USD10	CRED
BANCUS3XXX	BANDJP3TXXX	ACSP	Accepted Settlement In Progress	USD940.00		USD60	CRED
BANDJP3TXXX	TRCKCHZZXXX				USD900.00	USD100	CRED

Page 1 of 1 (1-3 of 3 items)

## 7.5 FAQ

### 1. What is an Incoming Payments?

Incoming Payments is amount of money credited in user's account/s from the various Domestic and Cross Border channels.

### 2. Can I view the incoming payments of all accounts under my party?

You can view the incoming payments received in the accounts mapped to you as primary and linked accounts.

# 8

## Favorites

This topic describes the functionality that allows users to mark payments as favorites, enabling quick access and use as templates for new payments.

This feature is beneficial for users who frequently transfer funds to the same recipients with similar details.

Users can mark a transaction as a favourite by selecting the option provided on the confirmation page of a payment.

The following types of payment transactions can be marked as Favourite transactions.

- Payments made to an account (Make Payment)

After a transaction is marked as a favourite, it appears in the user's favourite transaction list. To access it, the user simply needs to select the desired transaction from the displayed list. Once selected, the system presents the transaction details in editable mode. The user can then make any necessary changes and submit the transaction for processing.

### Note

The **Long Press Gesture** feature is implemented. Users can now press and hold down on a screen for an extended duration, which triggers additional options or actions like to Open Favourites screen. This functionality is only supported on mobile devices and tablets.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen. The user can sort the data on each column.

By clicking on **Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove specific columns.

### Note

1. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
2. The column preferences setup by the user will be saved for future reference i.e. in case the user revisits this screen, the preferred columns will only be displayed in the table.

### Pre-requisites:

- Transaction and account access is provided to the corporate user

### Features supported in the application

- View Favourite Transaction Details
- Initiate a Payment
- Remove Transaction from Favourite List

Perform anyone of the following navigation to access the **Favourites** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .

Under **Payments** , then click **More Actions**, and then click **Favourites and Drafts** , and then click **Favourites**.

- From the Search bar, type **Favourites and Drafts - Favourites** and press **Enter**.

The **Favourites** screen appears.

- [Favorites – Summary](#)

This topic provides the systematic instructions for users to view a summary of all payment transactions marked as favorites.

- [FAQ](#)

## 8.1 Favorites – Summary

This topic provides the systematic instructions for users to view a summary of all payment transactions marked as favorites.

Users can search for a favourite transaction based on the favourite name or favourites types or debit account. They can view and initiate transactions using these favourite transactions as templates, and they can also delete any transaction from the favourite list.

### To view and initiate a favorite transaction:

1. Navigate to the **Favourites** screen.

All the favourite transactions appear as a list on the **Favourites Summary** screen.

**Figure 8-1 Favorites – Summary (Payments)**

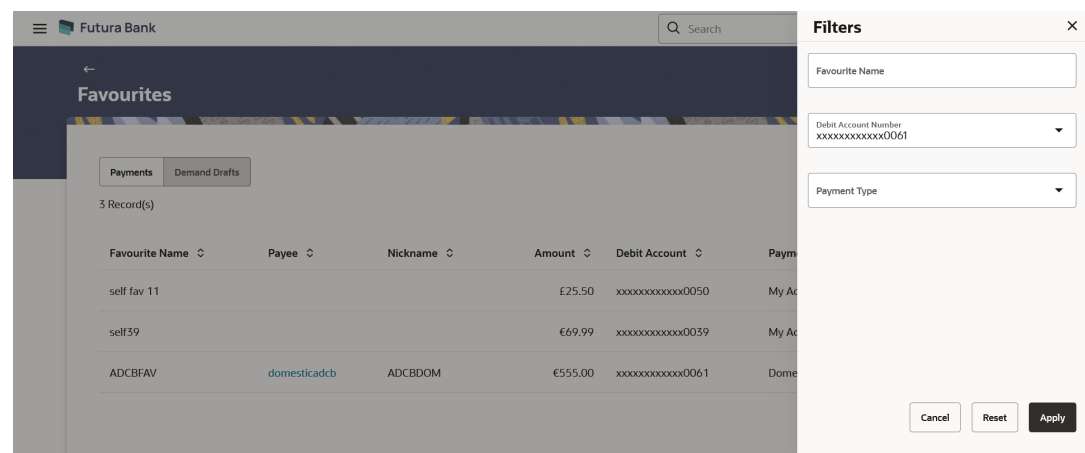


Figure 8-2 Favorites – Summary (Demand Drafts)

Favourite Name	Draft Favoring	Nickname	Amount	Debit Account	Type	Actions
domfav26			€77.00	xxxxxxxxxxxx0061	Domestic	🚩 ★
domdd1			€444.00	xxxxxxxxxxxx0061	Domestic	🚩 ★

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.



Table 8-1 Favorites – Summary - Field Description

Field Name	Description
<b>Payment tab</b>	Below fields are displayed for the <b>Payment</b> type of favourites
<b>Favourite Name</b>	Name of the favourites.
<b>Payee</b>	The name of the payee.
<b>Amount</b>	The amount which is to be transferred.
<b>Nickname</b>	Nickname of the favourite.
<b>Payment Type</b>	The transaction type for the favourite transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Domestic Transfer</b></li> <li>• <b>Within Bank Transfer</b></li> <li>• <b>Cross Border Transfer</b></li> </ul>
<b>Debit Account</b>	The CASA (Current Account and Savings Account) account for which transactions are marked as favourite.
<b>Actions</b>	The action which can be performed. The options are: <ul style="list-style-type: none"> <li>• <b>Pay</b></li> <li>• <b>Remove</b></li> </ul>
<b>Demand Drafts tab</b>	Below fields are displayed for the <b>Demand Draft</b> type of favourites
<b>Favourite Name</b>	Name of the favourites.
<b>Draft Favoursing</b>	The name of the payee i.e. the intended recipient of the funds.
<b>Nickname</b>	Nickname of the favourite.
<b>Amount</b>	The amount which is to be transferred.
<b>Debit Account</b>	The CASA (Current Account and Savings Account) account for which transactions are marked as favourite.

**Table 8-1 (Cont.) Favorites – Summary - Field Description**

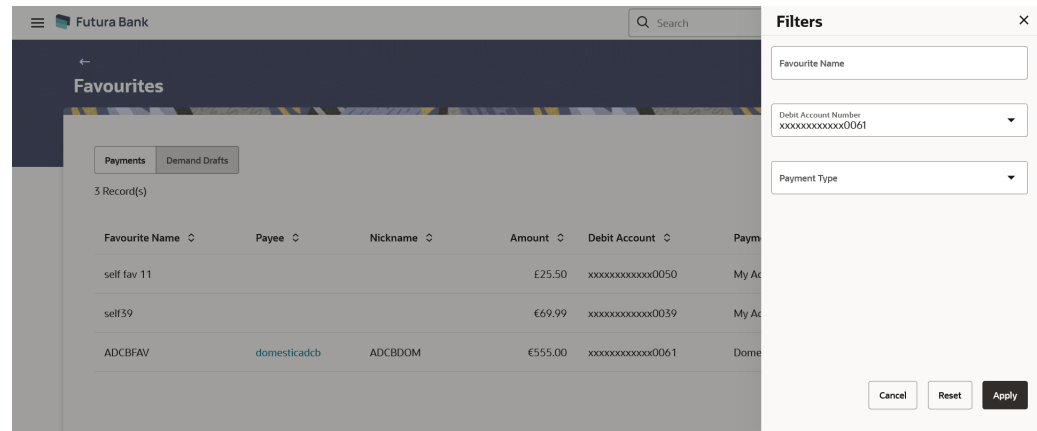
Field Name	Description
<b>Type</b>	The transaction type for the favourite transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Domestic Transfer</b></li> <li>• <b>Cross Border Transfer</b></li> </ul>
<b>Actions</b>	The action which can be performed. The options are: <ul style="list-style-type: none"> <li>• <b>Pay</b></li> <li>• <b>Remove</b></li> </ul>

2. Perform one of the following actions:

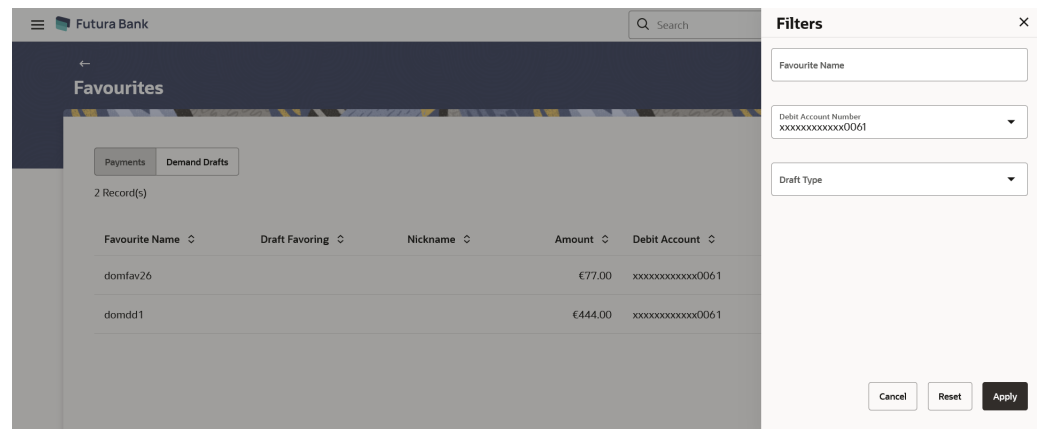
- Click the  icon against the Favourite record to initiate a transaction towards payee.
- Click the  **Filter** to change filter criteria.

The **Filter** overlay screen appears.

**Figure 8-3 Favourites (Payments) - Filter Criteria**




**Figure 8-4 Favourites (Demand Draft) - Filter Criteria**

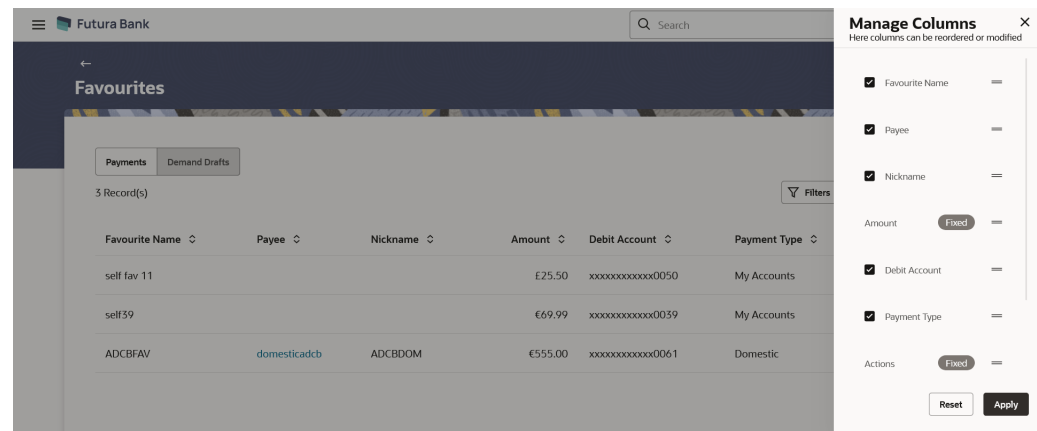



- a. Enter the filter criteria.
- b. Click **Apply** to search the records.

Transaction records appears based on the updated criteria.

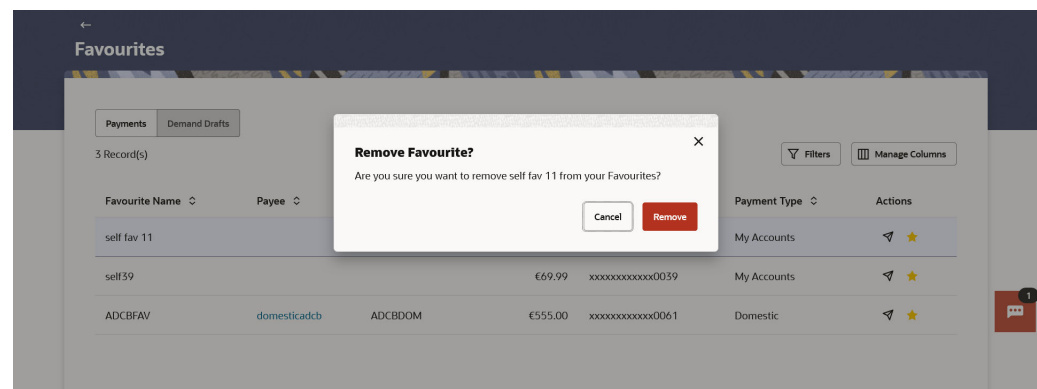
- Click the  **Manage Columns** icon to setup a column preference by rearranging or removing columns.

**Figure 8-5 Favourites - Manage Column setup**



- Click the  icon against specific transaction record to delete it the from the favourites list.

**Figure 8-6 Remove Favourites- Confirm**



Perform one of the following actions:

- Click **Remove** to proceed with the deletion request.

The message confirming the removal of the transaction from the favourite list appears.

- Click **Cancel** to cancel the deletion process.

## 8.2 FAQ

**1. Post transaction, if I add it to 'Favourites' where will this be reflected and what benefit will I gain from this?**

The transaction will be saved in the 'Favourites' list. This transaction can then be used the next time you want to initiate a similar payment.

**2. What type of actions user can perform from favourite transaction?**

User can perform following actions from favourite transaction:

- View favorite transaction details
- Initiate a payment
- Remove the transaction from favorite list

**3. What type of transactions user can perform from favourite transaction?**

User can mark the following transactions as favourite:

- Payments done through Transfer Money (Ad hoc Payments are excluded)
- Draft Issuance

And then view / initiate payments and remove transactions from favourites.

**4. Can I edit the details if I am reinitiating a transaction from my favourite transaction list?**

Yes, you can edit the details and reinitiate a transaction by selecting favourite transaction.

# 9

## Saved Drafts

This topic provides the systematic instructions to users for viewing all transactions that have been saved as drafts and are incomplete.

It also allows user to complete the transaction by redirecting it to the respective transaction screen.

### Note

The Long Press Gesture feature is implemented. Users can now press and hold down on a screen for an extended duration, which triggers additional options or actions like open Saved Drafts. This functionality is only supported on mobile devices and tablets.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen. The user can sort the data on each column.

By clicking on **Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove specific columns.

### Note

- a. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
- b. The column preferences setup by the user will be saved for future reference i.e., in case the user revisits this screen, the preferred columns will only be displayed in the table.

### Pre-requisites:

- Transaction and account access is provided to the corporate user

### Features supported in the application

- View Saved Payment Drafts
- Initiate a Payment

### To view payment drafts:

1. Perform anyone of the following navigation to access the **Saved Drafts** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** . Under **Payments** , then click **More Actions**, and then click **Favourites and Drafts** , and then click **Saved Drafts**.

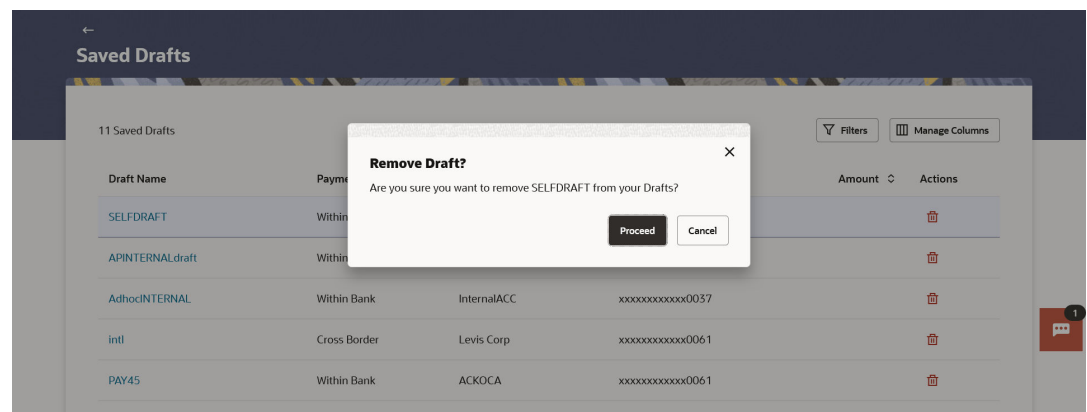
- From the Search bar, type **Favourites and Drafts - Saved Drafts** and press **Enter**. The list of all the saved drafts appears on the **Saved Drafts** screen.

**Figure 9-1 Saved Drafts - Summary**

Draft Name	Payment Type	Payee	Debit Account	Amount	Actions
SELF DRAFT	Within Bank	ACKOCA	xxxxxxxxxxxx0061		
APINTERNALdraft	Within Bank	InternalACC	xxxxxxxxxxxx0039		
AdhocINTERNAL	Within Bank	InternalACC	xxxxxxxxxxxx0037		
intl	Cross Border	Levis Corp	xxxxxxxxxxxx0061		
PAY45	Within Bank	ACKOCA	xxxxxxxxxxxx0061		
AdhocINTERNATIONAL	Cross Border	InternationalACC	xxxxxxxxxxxx0037		
FFINTERNATIONAL	Within Bank	SB	xxxxxxxxxxxx0061		
DRAFT9JULY	My Account		xxxxxxxxxxxx0039		
LOW VALUE	Cross Border	SB	xxxxxxxxxxxx0061		
swift	Cross Border	ALLENSOLLEY	xxxxxxxxxxxx0061		
selfdraft39	My Account		xxxxxxxxxxxx0039		


- Click on the **Draft Name** link to re-initiate transaction. The system re-directs to the **Make Payment** screen.
- Click the icon against the draft record to delete the record.

**Figure 9-2 Saved Draft - Delete**

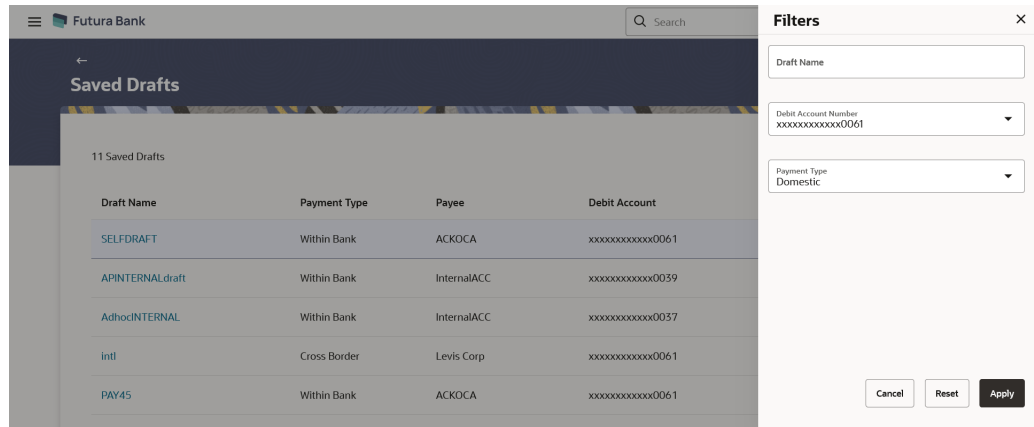


Perform one of the following actions:

- Click **Proceed** to proceed with the deletion request.
- Click **Cancel** to cancel the deletion process.

4. Perform one of the following actions:
  - Click the  **Filter** to change filter criteria.  
The **Filter** overlay screen appears.

**Figure 9-3 Saved Draft - Filter Criteria**



**Note**  
The fields which are marked as Required are mandatory.


For more information on fields, refer to the field description table.

**Table 9-1 Saved Draft - Filter Criteria - Field Description**

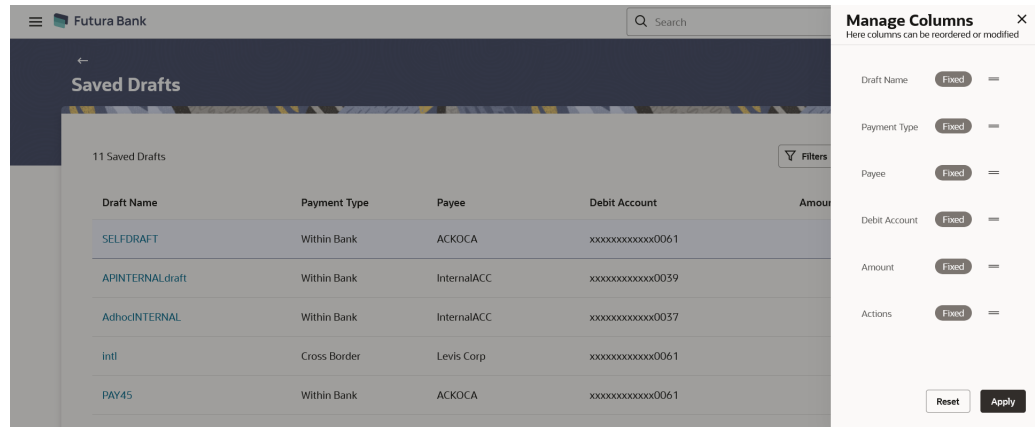
Field Name	Description
<b>Total Count of saved Drafts</b>	Displays the total count of saved drafts.
<b>Draft Name</b>	Name of the Draft. Click on the draft name to view its details.
<b>Payee</b>	Displays the payee's name to whom payment is to be transferred.
<b>Amount</b>	The amount which is to be transferred.
<b>Debit Account</b>	The CASA (Current Account and Savings Account) account from which the amount is to be debited for payment.
<b>Payment Type</b>	The desired transaction type of which drafts is to be searched. The options are: <ul style="list-style-type: none"> <li>– <b>My Accounts</b></li> <li>– <b>Domestic</b></li> <li>– <b>Within Bank</b></li> <li>– <b>Cross Border</b></li> </ul>
<b>Actions</b>	Delete option to delete draft.

- a. Enter the filter criteria.
- b. Click **Apply** to search the records.

Transaction records appears based on the updated criteria.

- Click the  **Manage Columns** icon to setup a column preference by rearranging or removing columns.

**Figure 9-4** Saved Draft - Manage Column setup



The screenshot shows the 'Manage Columns' dialog in the Futura Bank application. The dialog is titled 'Manage Columns' and has a subtitle 'Here columns can be reordered or modified'. It contains a list of columns with their respective 'Fixed' status and a minus sign to the right of each 'Fixed' button. The columns are: Draft Name (Fixed), Payment Type (Fixed), Payee (Fixed), Debit Account (Fixed), Amount (Fixed), and Actions (Fixed). At the bottom right of the dialog are 'Reset' and 'Apply' buttons.

Column	Fixed
Draft Name	Fixed
Payment Type	Fixed
Payee	Fixed
Debit Account	Fixed
Amount	Fixed
Actions	Fixed

# 10

## Multiple Transfers

This topic provides the systematic instructions to users to initiate fund transfers to a group of recipients within a single transaction.

Through this feature, users can initiate transfers towards registered payees of different transfer type's i.e. Within Bank, Domestic and Cross Border transfers, with different transfer dates, all at once from a single screen. The kebab menu is provided to access other payment related transactions.

### Note

The fields appearing in the domestic payments for both payee and payment are not regionalisation supported.

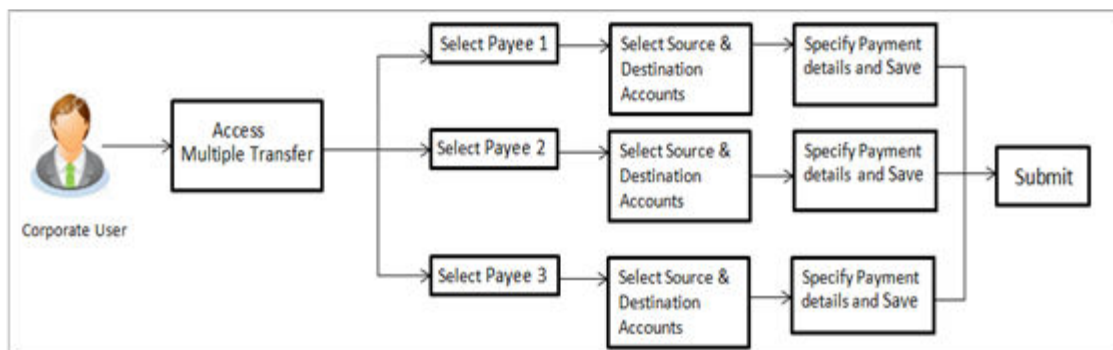
### Pre-requisites:

- Transaction and account access are provided to the corporate user
- Approval rule set up for the corporate user to perform the actions
- Payees are maintained
- Transaction limits are assigned to the user to perform the transaction

### Features supported in the application

- Multiple transfers allow the user to make payments
- To Existing Payees – by selecting registered payees

**Figure 10-1 Multiple Transfers - Workflow**



### To transfer funds to multiple payees:

1. Perform any one of the following navigation to access the **Multiple Transfers** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then click **Multiple Transfers**.

- From the Search bar, type **Payments - Multiple Transfers** and press **Enter**. The **Multiple Transfers** screen appears.

**Figure 10-2 Multiple Transfers**

The screenshot displays the 'Multiple Transfers' interface. The main form is titled 'Payee 1' and includes the following fields and options:

- Payee:** Benny4XBordFU
- Account Number:** 47585YSA
- Account Name:** Benny R
- Payee Address:** Ronn Square, Camp Tower 1, Barcelona, ES
- Payee Email ID:** Dom7512s@orac.com
- Bank Details:** CITIAEADXXX, CITIBANK N.A., KHALID IBN AL WALID STREET
- Transfer From:** XXXXXXXXXXXXX0054
- Current Balance:** GBP 1,037,677.21
- Pay By:** Transfer Currency
- Currency:** EUR
- Transfer Amount:** EUR 120.00
- View Limits:** (Link)
- Use Pre-existing Deal:**
- Transfer When:**  Now  Later
- Correspondence Charges:** Payee
- Transfer via Intermediary Bank:**  Yes  No
- Payment Purpose:** Allowance
- Payment Details:** food allowance
- Add Payment Details:**
  - Customer Reference Number:** 33222
  - Internal Note:** food allowance
- Compliance Questions:** (Icon)
- Buttons:** Save, Make a Copy & Save, Reset Fields

**What are the benefits?**  
Paying multiple payees at once is easy with the Futura Bank Multiple Transfers service. You can specify details for each transfer record and to save additional time, copy the details of one record on to the next.  
You can select different accounts from which you want funds transferred to each payee and also select different dates on which each transfer is to be made.

**Payee 2**
🗑️

Payee  
CarlsonInternational

C
CarlsonInternational

Account Number  
 HJ7890  
 Account Name  
 Carlson  
 Payee Address  
 17 HJNS 11,Stuttgart,AT  
 Payee Email ID  
 carlson@yahoo.com  
 Bank Details  
 CITIAEADXXX,CITIBANK N.A.,KHALID IBN AL WALID STREET  
 Intermediary Bank Details  
 10000  
 MORGAN STANLEY BANK  
 AV. MERTXELL,BO

Payee Type  
INTERNATIONAL

Transfer From  
xxxxxxxxxxxx0054

Current Balance : GBP 1,037,677.21

Pay By  
Transfer Currency

Currency  
EUR

Transfer Amount  
EUR 1,240.00

View Limits

Use Pre-existing Deal  
 Use Pre-existing Deal

Transfer When  
 Now  Later

Correspondence Charges  
Payee

Payment Purpose  
Miscellaneous

Payment Details  
travel

Add Payment Details

Customer Reference Number  
54622

Internal Note  
travelling

Compliance Questions ⓘ

Add Another Payment

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 10-1 Multiple Transfers- Field Description**

Field Name	Description
The following fields are applicable for each individual transfer record that comprises the multiple transfers transaction:	

Table 10-1 (Cont.) Multiple Transfers- Field Description



Field Name	Description
<b>Payee Record Number</b>	Payee Record Number. The payee record number appears on the top of each record so as to identify the number of payees being added.
<b>Payee</b>	Select the payee to whom funds transfer needs to be made. Each payee is identified by the payee nickname defined at the time of payee registration. Once a payee has been selected, the details of the payee including the payee photo, payee nickname, account number, account type, etc. will be displayed on the screen.
<b>Account Number</b>	On selecting the payee, the account number associated with the payee appears.
<b>Payee Type</b>	The type of account or transfer type associated with the payee appears, once a payee is selected.
<b>Account Name</b>	The name of the payee in the bank account appears.
<b>Payee Address</b>	Address of the payee in the bank account. This field appears for <b>Cross Border</b> type of payee.
<b>Bank Details</b>	The details of the bank i.e. the name and address of the bank's branch in which the payee's account is held appears.  <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p> <b>Note</b></p> <p>Bank Details do not get displayed for Within Bank Payees.</p> </div>
<b>Transfer From</b>	Select the source account from which the funds are to be transferred.
<b>Balance</b>	On selecting a source account, the net balance of the account appears below the <b>Transfer From</b> field.
<b>Currency</b>	Select the currency in which the transfer is to take place.  <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p> <b>Note</b></p> <p>Currency is defaulted to the destination account currency for Own and Within Bank Account Transfers and to the local currency for Domestic Transfers.</p> </div> <p>For <b>Cross Border</b> transfers, the user can select the currency from the list.</p>
<b>Amount</b>	Specify the amount to be transferred.
<b>View Limits</b>	Link to view the transaction limits applicable to the user. For more information on Limits, refer <b>View Limits</b> section.
<b>Transfer When</b>	The facility to specify when the funds are to be transferred. The options are: <ul style="list-style-type: none"> <li>• <b>Pay Now:</b> transfer funds on the same day</li> <li>• <b>Pay Later:</b> transfer funds on a future date</li> </ul>
<b>Pay Via</b>	Select the network through which the transfer is to take place. This field displays the networks available for payment, for domestic payments.
<b>Transfer Date</b>	The date on which the transfer is to take place. This field appears if the option <b>Later</b> is selected from the <b>Transfer When</b> list.

Table 10-1 (Cont.) Multiple Transfers- Field Description


Field Name	Description
<b>Correspondence Charges</b>	<p>The facility to select the party by whom transfer charges are to be borne.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Payee</b>: transfer charges are to be borne by the payee</li> <li>• <b>Payer</b>: transfer charges are to be borne by the ordering customer</li> <li>• <b>Shared</b>: transfer charges are to be borne by both the payee and payer</li> </ul> <p>This field appears against a record where the transfer is being made towards an <b>Cross Border</b> payee.</p>
<b>Transfer via Intermediary Bank</b>	<p>Specify whether the fund transfer is to be done through intermediary bank.</p> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p> <b>Note</b></p> <p>This field appears only for <b>Cross Border</b> Payee.</p> </div>
<b>Pay Via</b>	<p>Network for payment.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Swift Code</b></li> <li>• <b>NCC (National Clearing code)</b></li> <li>• <b>Bank Details</b></li> </ul> <p>This field appears if you select Yes option from <b>Transfer via Intermediary Bank</b> field.</p>
<b>SWIFT / National clearing code value</b>	SWIFT code /National Clearing code value.
<b>SWIFT code Look up</b>	Below fields appears if the SWIFT Code option is selected in Pay Via field.
<b>Lookup Swift Code</b>	Link to search the SWIFT code.
<b>SWIFT Code</b>	SWIFT code value.
<b>Bank Name</b>	Bank name to search the SWIFT code.
<b>Country</b>	Country name to search the SWIFT code.
<b>City</b>	City name to search the SWIFT code.
<b>SWIFT Code Lookup - Search Result</b>	
<b>Bank Name</b>	Name of the bank.
<b>Address</b>	Displays complete address of the bank.
<b>SWIFT Code</b>	SWIFT code /National Clearing code value.
<b>National clearing code Look up</b>	Below fields appears if the National clearing code option is selected in <b>Pay Via</b> field.
<b>Lookup National clearing code</b>	Link to search the National clearing code.
<b>NCC Type</b>	NCC type of the bank branch.
<b>NCC Code</b>	NCC code of the bank branch.
<b>Bank Name</b>	Name of the bank.
<b>City</b>	City to which the bank belongs.

Table 10-1 (Cont.) Multiple Transfers- Field Description

Field Name	Description
<b>NCC Lookup - Search Result</b>	
<b>Bank Name</b>	Name of the bank.
<b>Branch</b>	Bank branch name.
<b>Address</b>	Address of the bank.
<b>NCC Code</b>	NCC code of the bank branch.
<b>Bank Details</b>	Bank details based on the Swift / National clearing code selected for the bank.
Below fields appears if the <b>Bank Details</b> option is selected in <b>Pay Via</b> field.	
<b>Bank Name</b>	Name of the bank.
<b>Bank address</b>	Complete address of the bank.
<b>Country</b>	Country of the bank.
<b>City</b>	City to which the bank belongs.
<b>Payment Details</b>	Specify payment details. This field appears against a record where the transfer is being made towards an <b>Cross Border</b> payee.
<b>Add Payment Details</b>	The link to add more details of the transfer. This field appears only for <b>Cross Border</b> Payee.
<b>Customer Reference Number</b>	The unique customer reference number for the transaction.
<b>Note</b>	Specify a note or remarks against the transfer.
<b>Compliance Questions</b>	The questions appear in compliance popup for regulatory purpose of AML.

2. From the **Payee** list, select the payee towards whom you wish to transfer funds.  
The payee details of the selected payee appear.
3. If the Payee type is **Within Bank**.
  - a. From the **Transfer From** account list, select the account from which the transfer needs to be made.
  - b. From the **Pay By** list, select the currency type in which amount is transferred.
  - c. From the **Currency** list, select the appropriate currency.
  - d. In the **Transfer Amount** field, enter the transfer amount.
  - e. In the **Transfer When** field, select the option to indicate when the transfer is to take place.  
Perform one of the following actions:
    - If you select the option **Now**, the transfer will be made on the same day.
    - If you select the option **Later**, from the **Transfer When** field, select the appropriate future date for when the transfer is to take place.
      - i. From the **Transfer Date** list, select the date on which the transfer is to take place.
  - f. In the **Charges to be debited from Debit Account** field, choose which debit account to use when paying the charges.

4. If the **Payee type** is **Domestic**;

select the network through which the transfer is to be processed. If the transfer is a domestic (India region) transfer, only those networks that are enabled on the basis of transfer details specified, will be selectable.

5. If the Payee type is **Cross Border**;

- a. From the **Transfer From** account list, select the account from which the transfer needs to be made.
- b. From the **Pay By** list, select the currency type in which amount is transferred.
- c. From the **Currency** list, select the appropriate currency.
- d. In the **Transfer Amount** field, enter the transfer amount.
- e. In the **Transfer When** field, select the option to indicate when the transfer is to take place.

Perform one of the following actions:

- If you select the option **Pay Now**, the transfer will be made on the same day.
- If you select the option **Pay Later**, from the **Transfer When** field, select the appropriate future date for when the transfer is to take place.
  1. From the **Transfer Date** list, select the date on which the transfer is to take place.
    - i. From the **Transfer Date** list, select the date on which the transfer is to take place.
- f. From the **Correspondence Changes** list, select the party by whom transfer charges are to be borne.
- g. In the **Charges to be debited from Debit Account** field, choose which debit account to use when paying the charges.
- h. In the **Transfer via Intermediary Bank** field, select the appropriate option.
- i. If you have selected **Yes** option in the **Transfer via Intermediary Bank** field, select the appropriate network for payment in the **Pay Via** field.

Perform one of the following actions:

- If you select **Swift** option:
  - i. In the **SWIFT code** field, enter the SWIFT code or search and select it from the lookup.
  - ii. Click **Verify** to fetch bank details based on Bank Code (BIC).
- If you select **National Clearing code** option:
  - i. In the **National Clearing code** field, enter the National Clearing code or search and select it from the lookup.
  - ii. Click **Verify** to fetch bank details based on Bank Code (BIC).
- If you select **Bank details** option:
  - i. In the **Bank Name** field, enter the bank name.
  - ii. In the **Bank Address** field, enter the complete address of the bank.
  - iii. From the **Country** list, select the country of the bank.
  - iv. From the **City** list, select the city to which the bank belongs.
- j. In the **Payment Details** field, enter the details of the fund transfer.



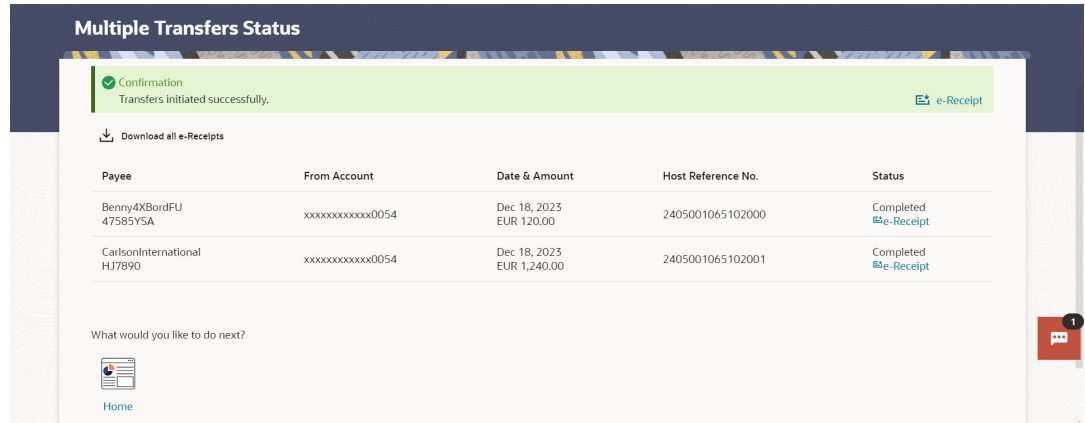
6. In the **Note** field, specify a note or remarks.
7. In the **Customer Reference Number** field, enter the customer reference number for the transaction.
8. Click in the **Compliance Questions** field, the system displays the overlay window.  
Add the answer the question and **Submit**. This field is enabled only for **Within Bank & Domestic** payee.
9. Perform one of the following actions:
  - Click **Save** to save the payment record.
  - Click **Make a Copy and Save**, if you want to save a copy of the transaction.
  - Click **Reset fields** to clear the entered data.
10. Perform one of the following actions:
  - Repeat Steps similar steps **Payee 2** based on payee type.
  - Click **Add Another Payment** if you want to add another payment record.
11. Perform one of the following actions:
  - Click the  icon against a saved record to edit the transfer details of that record.
  - Click on the  icon against a record to delete that record.
12. Perform one of the following actions:
  - Click **Submit** to submit all the transfer records to the bank.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to the previous page.
13. Perform one of the following actions:
  - Verify the details and click **Confirm**.  
The success message appears along with the status of transaction.
  - Click **Expand All** to view the payment details.  
Click **Collapse All** to hide the payment details.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to edit the transfer details.  
The **Multiple Transfers** screen with saved fund transfer details appear in editable form.
14. Perform one of the following actions:
  - Click **Home** to navigate to the dashboard.
  - Click **Click Here** to view the status of each transfer.  
The **Multiple Transfer - Status** screen appears.

Figure 10-3 Multiple Transfers Status



### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 10-2 Multiple Transfers Status - Field Description

Field	Description
<b>Payee</b>	The payee towards whom fund transfer has been initiated. The payee nickname and the payee's account number are displayed.
<b>From Account</b>	The source account from which the funds are transferred.
<b>Date &amp; Amount</b>	The date of transfer along with the amount that is transferred towards the payee's account.
<b>Host Reference Number</b>	The unique number generated on completion of the transaction in the Core Banking application.
<b>Status</b>	The status of the transaction. It could be: <ul style="list-style-type: none"> <li>• <b>Completed</b></li> <li>• <b>Failed</b></li> </ul>
<b>Action</b>	The link to download the e-receipt of transaction.
<b>Failure Reason</b>	The reason for which a transfer failed is displayed against the specific transfer record.

#### 15. Perform one of the following actions:

- Click the **e-Receipt** link against a particular record for which you want to download the e-receipt.
- Click **Download all e-Receipts** link to download the e-receipts for all the transactions.
- [FAQ](#)

## 10.1 FAQ

- 1. Is there any limit on the number of payments that can be initiated at a time through multiple transfers?**

Yes, the limit as defined by the bank will be in place. You will be displayed an error message if you try to add another transfer record once this limit has been met.

- 2. What happens if the transaction amount is less than set Transaction Limit?**

If the transaction amount is less than the minimum limit or more than the maximum transaction limit set by the Bank, the user will not be able to initiate the transfer.

# 11

## Issue Demand Drafts

This topic describes the functionality, which enables users to request the issuance of demand drafts payable to either pre-registered or newly added payees.

To initiate a demand draft issue request to the saved payee, the user must first ensure that the payee i.e., the recipient of the demand draft is registered as a demand draft payee through the **Add Demand Draft Payees** feature. Once the payee is registered, the user can initiate a request to the bank to issue a demand draft. The overlay screen on the **Saved Payee** field allows the user to select the payee from the list of saved payees.

### Pre-requisites:

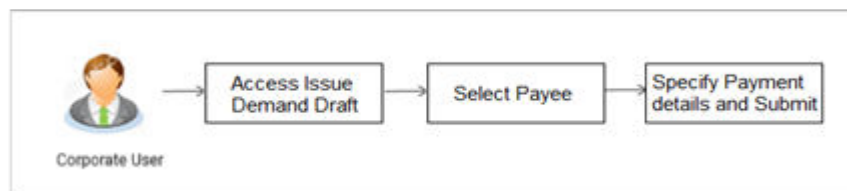
- Transaction access is provided to the corporate user.
- Transaction working window is maintained.
- Required payees are maintained.
- Transaction limits are assigned to user to perform the transaction.

### Features supported in application.

The user can request for two types of demand drafts:

- Domestic Demand Draft – Where the draft is payable within the country.
- Cross Border Demand Draft – Where the draft is payable outside the country.

**Figure 11-1 Issue Demand Drafts - Workflow**



1. Perform anyone of the following navigation to access the **Issue Demand Drafts** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** . Under **Payments** , then click **More Actions**, and then click **Issue Demand Drafts** .
  - From the Search bar, type **Payments - Issue Demand Drafts** and press **Enter**.

The **Issue Demand Drafts** screen appears.

- [Demand Draft Issuance to Saved Payee](#)  
This topic provides the systematic instructions to users for initiating a request for a demand draft.
- [Demand Draft Issuance to New Payee](#)  
This topic provides the systematic instructions to users for initiating requests for demand drafts payable to payees not registered within the system.

- [FAQ](#)

## 11.1 Demand Draft Issuance to Saved Payee

This topic provides the systematic instructions to users for initiating a request for a demand draft.

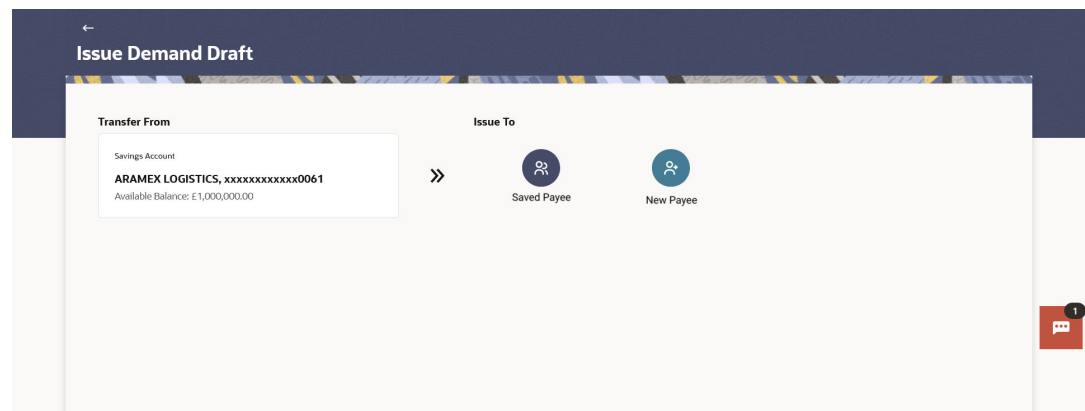
All Demand Draft payees (Domestic and Cross Border Demand Draft payees) created by the user are listed for selection. Details of the payee are auto populated on the transaction screen once a selection has been made. Based on the payee selection, the account for debiting funds towards the issue of the demand draft will get defaulted on the **Transfer From** field and user can change the source account if required. is selected. The user is then required to fill in details such as the amount for which the draft is to be drawn and the date on which the draft is payable, to initiate the demand draft request.

### To issue demand draft to registered beneficiary:

1. Navigate to the **Issue Demand Draft** screen.

The **Issue Demand Draft** screen appears.

**Figure 11-2 Issue Demand Draft**



### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 11-1 Issue Demand Draft- Field Description**

Field Name	Description
<b>Issue To</b>	
<b>Saved Payee</b>	Option to select the existing payee to whom you wish to issue the demand draft. All the demand draft payees maintained will be listed for selection.
<b>New Payee</b>	Option to add new payee to whom you wish to issue the demand draft.


**Table 11-1 (Cont.) Issue Demand Draft- Field Description**

Field Name	Description
<b>Transfer From</b>	Displays the debit account details such as Account Type, Account Nick Name/Account Name, Branch code, Account currency and Available Balance. All the user's own accounts will be listed for selection.
<b>Badge Type</b>	Displays the type of the source account from which the funds are to be debited towards the payee.  The options are: <ul style="list-style-type: none"> <li>• <b>Islamic</b></li> <li>• <b>Conventional</b></li> </ul>
<b>Account Details</b>	Displays details like - nick name, account number, branch, currency, current balance etc. based on configuration for account in day0.
<b>Current Balance</b>	The net balance in the selected source account is displayed against the Transfer From field once an account is selected.

2. Click on the **Transfer From** card.

The **Transfer From** overlay screen will appear with all the user's own accounts.

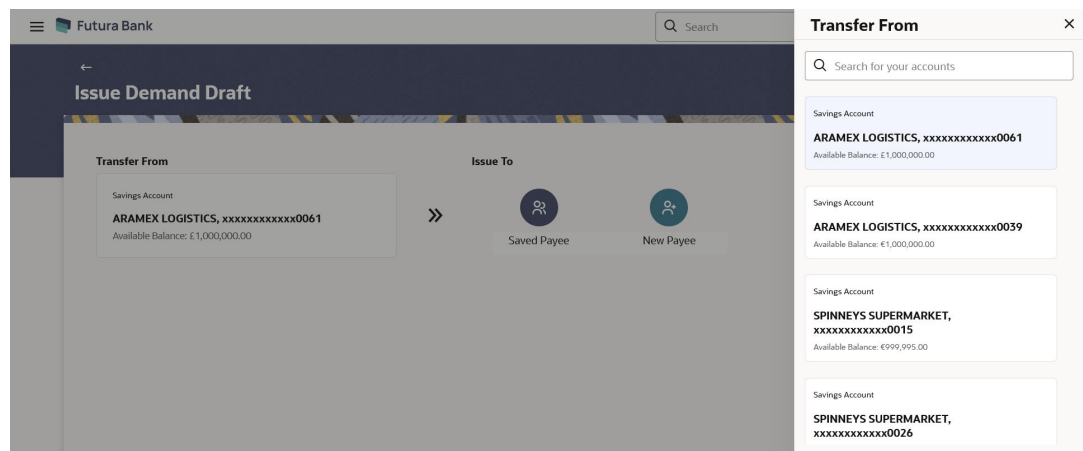
Perform one of the following actions:

- Select the source account from the list from which funds need to be drawn.
- Enter the search criteria and click the  icon to find the accounts.

**Note**

Users can search for accounts by typing a few characters (type to search). This can be done in fields such as Account Type, Nickname, Account Name, Account Number, Currency, and Branch.

**Figure 11-3 Issue Demand Draft- Transfer From overlay screen**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 11-2 Issue Demand Draft- Transfer From overlay screen - Field Description**

Field Name	Description
<b>Search for you account</b>	Allow user to search own accounts with the Account Type, Nickname, Account Name, Account Number, Currency, and Branch.
All the user's own accounts will be listed on the <b>Transfer From</b> overlay screen. Refer <b>Transfer From Drawer</b> section.	


3. Perform one of the following actions:

- Under the **Issue To** section, click on the **Saved Payee**.

The **Issue To** overlay screen will appear with the **Saved Payee** tab appears.

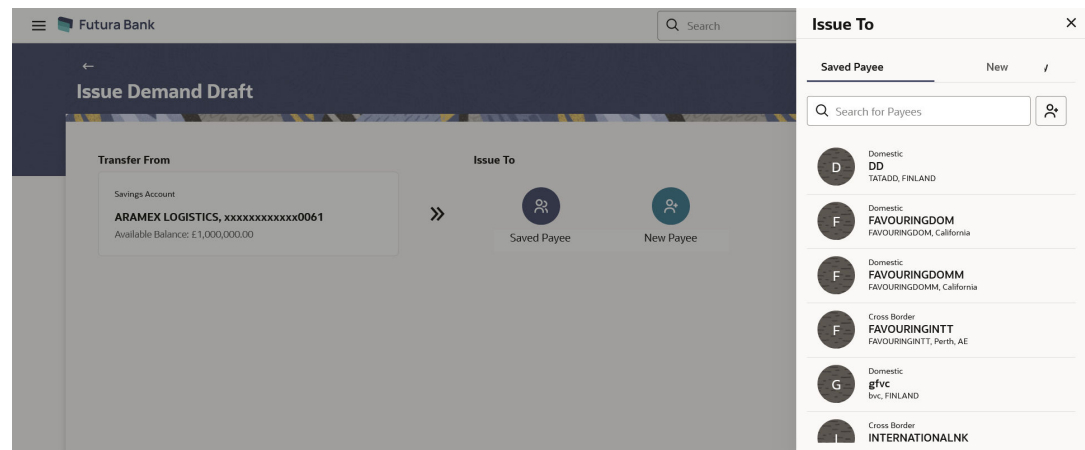
**Note**

- Users can also add new payee from the **New Payee** tab.
- Users can search the specific payees by typing a few characters (type to search). This can be done in fields such as Draft Type, Nickname, Favouring, City/Country.

- Click the  icon to add the new payee.

The system redirects to **Add Demand Draft Payee** screen.

**Figure 11-4 Issue Demand Draft- Saved Payee**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 11-3 Issue Demand Draft- Saved Payee - Field Description**

Field Name	Description
<b>Search for payee</b>	Allow user to search payee with the Draft Type, Nickname, Favouring, City/Country.
All the saved payees listed on the <b>Saved Payees</b> overlay screen. The following details are displayed for each payee: Payee Photo/Initials, Draft Type, Nick Name, Favouring.	
<b>Payee Photo/Initials</b>	Displays the payee's photo, if uploaded, against each payee name. If the payee's photo is not uploaded, the initials of the payee will be displayed in place of the photo.
<b>Draft Type</b>	Displays the type of draft to be associated with the payee. It could be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Payee Nickname</b>	Displays the payee by their nick names defined at the time of payee creation.
<b>Draft Favouring</b>	Displays the name of the payee i.e., the intended recipient of the funds.

- On selection source account and beneficiary, the screen populates the **Transfer To** and **Payment Details**.

**Figure 11-5 Issue Demand Draft**

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 11-4 Issue Demand Draft - Field Description**

Field Name	Description
<b>Transfer From</b>	Select the source account from which the funds are to be debited towards the issue of the demand draft.
<b>Issue To</b>	Select the payee to whom the demand draft is to be issued.
<b>Currency</b>	Select the currency in which the draft is to be issued. In case the draft being issued is a domestic demand draft, the currency will be the local currency of the country.
<b>Amount</b>	Specify the amount for which the draft is to be issued.
<b>View Limits</b>	Link to view the transaction limits. For more information on Limits, refer <b>View Limits</b> section.
<b>Scheduled On</b>	The facility to specify the date on which the demand draft is to be issued. The options are: <ul style="list-style-type: none"> <li>• <b>Pay Now:</b> Select this option if you wish to have the draft drawn on the same day.</li> <li>• <b>Pay Later:</b> Select this option if you wish to have the draft drawn at a future date. If you select this option, you will be required to specify the date on which the draft is to be drawn.</li> </ul>
<b>Transfer On</b>	Specify the date on which the draft is to be issued. This field appears if the option <b>Pay Later</b> is selected from the <b>Scheduled On</b> list.
<b>Transfer From</b>	Select the source account from which the funds are to be debited towards the issue of the demand draft.
<b>Note</b>	Specify a note or remarks for the transaction, if required.

- From the **Currency** list, select the preferred currency.
- In the **Amount** field, enter the amount for which the draft needs to be issued.
- In the **Scheduled On** field, select the option to indicate whether the draft is to be issued for the same day or a date in the future.

Perform one of the following actions:

- If you select the **Pay Now** option, the draft will be issued on the same day.
- If you select the option **Pay Later**, select the date for when the draft is to be drawn.

8. In the **Note** field, specify a note or remarks.
9. Perform one of the following actions:
  - Click **Submit** to initiate the request for the issue of the demand draft.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to **Add Payee** screen.
10. Perform one of the following actions:
  - Verify the details and click **Confirm**.  
The success message appears of request to create a new demand draft along with the reference number, host reference number, status and draft details.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to **Add Payee** screen.
11. Perform one of the following actions from the confirmation page:
  - Click **Transaction Details** to view the details of the transaction.
  - Click **Go to Dashboard** to go to the Dashboard screen.
  - Click **Go to Payments Overview** to go to the Payment Overview page.
  - Click **Issue Another Demand Draft** to issue a new demand draft.

## 11.2 Demand Draft Issuance to New Payee

This topic provides the systematic instructions to users for initiating requests for demand drafts payable to payees not registered within the system.

Since the demand draft request is for an unregistered payee, the user is required to specify details of the payee along with demand draft details at the time of demand draft request.


Once the request for the demand draft is initiated, the user can register the payee as a payee by selecting the Add Draft Payee option provided on the confirm screen.

Users can initiate both domestic and cross-border requests for demand drafts. A Domestic Draft initiation request is a request to issue a draft that is payable at a location within the same country. Whereas a Cross Border demand draft request is a request to issue a draft that is payable at a location outside the country. To initiate an ad hoc Cross Border demand draft request, the user must specify the payee's details, including the amount and delivery specifications.

### To initiate an demand draft request for new beneficiary:

1. Navigate to the **Issue Demand Draft** screen.
2. Click on the **Transfer From** card.

The **Transfer From** overlay screen will appear with all the user's own accounts.

- Select the source account from the list from which funds need to be drawn.
- Enter the search criteria and click the  icon to find the accounts.

**Note**

Users can search for accounts by typing a few characters (type to search). This can be done in fields such as Account Type, Nickname, Account Name, Account Number, Currency, and Branch.

3. Under the **Issue To** section, click on the **New Beneficiary**..

The **Issue To** overlay screen will appear with **New Beneficiary** tab appears to add new beneficiary.

- a. If you select the **Domestic** option in the **Draft Type** field:

The **Demand Draft Details** appears for the domestic draft.

**Figure 11-6 Issue Domestic Demand Draft – New Payee**

The screenshot displays the Futura Bank mobile application interface. The main screen is titled "Issue Demand Draft" and shows a "Transfer From" section with a "Savings Account" for "ARAMEX LOGISTICS, xxxxxxxxxxxx0061" with an available balance of £1,000,000.00. The "Issue To" section has two options: "Saved Payee" and "New Payee". An overlay titled "Issue To" is shown on the right, with tabs for "Saved Payee" and "New". The "Domestic" option is selected under "Draft Type". The "Demand Draft Details" form includes fields for "Favouring" (Sam Desouza), "City" (FINLAND), "Deliver to" (Postal Address), and a full address: "43 West Boulevard, Century St 9, Near Odessa, Texas, US, 685691". "Cancel" and "Proceed" buttons are at the bottom right of the overlay.

- b. If you select the **Cross Border** option in the **Draft Type** field:

The **Demand Draft Details** appears for the cross border draft.

**Figure 11-7 Issue Cross Border Demand Draft – New Payee**

**Note**  
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 11-5 Field Description**

Field Name	Description
<b>Draft Type</b>	Specify the type of draft to be associated with the payee. It could be: <ul style="list-style-type: none"> <li>• <b>Domestic</b></li> <li>• <b>Cross Border</b></li> </ul>
<b>Demand Draft Details</b>	
<b>Favouring</b>	Specify the name of the payee as it is to be printed on the demand draft.
<b>Country</b>	Specify the country in which the draft is to be payable.
<b>City</b>	Specify the name of the city in which the draft is payable.

- c. In the **Favouring** field, enter the name of the payee as it is to be printed on the draft.
- d. From the **Country** drop-down list, select the country at which the draft is to be payable.

**Note**  
This field is enabled only for the **Cross Border** demand draft type.

- e. From the **City** drop-down list, select the name of the city at which the draft is to be payable.
- f. Perform one of the following actions:

- Click **Proceed** to proceed with the details entered.
  - Click **Cancel** to cancel the process.
- g. From the **Delivery to** drop-down list, select the appropriate draft delivery option.
4. On entering the source account and demand draft details, the screen populates the **Transfer To** and **Payment details**.

**Figure 11-8 Issue Demand Draft**

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 11-6 Field Description**

Field Name	Description
<b>Transfer From</b>	Select the source account from which the funds are to be debited towards the issue of the demand draft.
<b>Issue To</b>	Enter the beneficiary details to whom the demand draft is to be issued.
<b>Currency</b>	Select the currency in which the draft is to be issued. In case the draft being issued is a domestic demand draft, the currency will be the local currency of the country.
<b>Amount</b>	Specify the amount for which the draft is to be issued.

Table 11-6 (Cont.) Field Description

Field Name	Description
<b>View Limits</b>	Link to view the transaction limits. For more information on Limits, refer <b><a href="#">View Limits</a></b> section.
<b>Scheduled On</b>	The facility to specify the date on which the demand draft is to be issued. The options are: <ul style="list-style-type: none"> <li>• <b>Pay Now:</b> Select this option if you wish to have the draft drawn on the same day.</li> <li>• <b>Pay Later:</b> Select this option if you wish to have the draft drawn at a future date. If you select this option you will be required to specify the date on which the draft is to be drawn.</li> </ul>
<b>Transfer On</b>	Specify the date on which the draft is to be issued. This field appears if the option <b>Pay Later</b> is selected from the <b>Scheduled On</b> list.
<b>Transfer From</b>	Select the source account from which the funds are to be debited towards the issue of the demand draft.
<b>Note</b>	Specify a note or remarks for the transaction, if required.

5. From the **Currency** list, select the preferred currency.
6. In the **Amount** field, enter the amount for which the draft needs to be issued.
7. In the **Scheduled On** field, select the option to indicate whether the draft is to be issued for the same day or a date in the future.

Perform one of the following actions:

- If you select the **Pay Now** option, the draft will be issued on the same day.
  - If you select the option **Pay Later**, select the date for when the draft is to be drawn.
8. In the **Note** field, specify a note or remarks.
  9. Perform one of the following actions:
    - Click **Submit** to initiate the request for the issue of the demand draft. The **Review** screen appears.
    - Click **Cancel** to cancel the transaction.
  10. Perform one of the following actions:
    - Verify the details and click **Confirm**.  
The success message appears of request to create a new demand draft along with the reference number, host reference number, status and draft details.
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to previous screen.
  11. Perform one of the following actions from the confirmation page:
    - Click **Transaction Details** to view the details of the transaction.

- Click **Go to Dashboard** to go to the Dashboard screen.
- Click **Go to Payments Overview** to go to the Payment Overview page.
- Click **Issue Another Demand Draft** to issue a new demand draft.

## 11.3 FAQ

- 1. Can I initiate a future dated demand draft issuance request?**  
You can initiate a future dated demand draft issuance request using the Schedule Later option.
- 2. What happens if I have set up a future dated draft issuance request, but don't have enough funds in my account on the transaction date for the transfer?**  
Balance check will not be performed at the time of transaction initiation with future date. The transaction will get declined in case of insufficient funds in the account on the given transaction date.
- 3. What happens if the transaction amount is less than the set Transaction Limit?**  
You will not be able to proceed with the initiation of the demand draft issuance if the amount you have specified is less than that of the set minimum transaction limit.

# 12

## MT101 Instruction

This topic provides the systematic instructions for users to perform domestic and international fund transfers using the MT101 module and SWIFT MT101 instructions.

This allows users to debit funds from a single account and credit to multiple domestic and/or international accounts in a single transaction. On the MT101 Instruction screen, all tag option fields will be replaced with channels banking user friendly options. An MT101 Instruction consists of two parts:

- a. **General Information (Sequence A):** This is mandatory and contains debit party information like Sender's Reference, Instructing Party and Requested Execution Date.
- b. **Transaction Details (Sequence B):** This component is repetitive and must be present at least once in the message.

Standard approval flow (Maker → Checker) is supported by the system, however, 'Send To Modify' feature is not supported. Bulk Uploads for MT101 Instructions is also not supported. Please note, this transaction will only be supported on desktop/laptop devices.

### Pre-requisites:

- Transaction and account access are provided to the corporate user
- Approval rule set up for the corporate user to perform the actions
- Transaction working window is maintained
- Transaction limits are assigned to the user to perform the transaction
- External accounts to be added and mapped. Refer to section '16 - External Account'

### To initiate an MT101 instruction:

1. Perform anyone of the following navigation to access the **Create MT101 Instructions** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** . Under **Payments** , then click **More Actions**, and then select **MT101 Instructions**, then click **Create MT101 Instructions**.
  - From the Search bar, type **MT101 Instructions - Create MT101 Instructions** and press **Enter**.

The **Create MT101 Instructions** screen appears.

Figure 12-1 MT101 Instruction

**MT101 Instruction**

Party ID : \*\*\*980  
Party Name : Aramex Logistics Corporation

**General Information (Sequence A)**

Receiver Bank Name  
MASHREQBANK PSC  
[Reset](#)

Customer Reference Number

Account Service Institution  
Account Service Institution  
 Swift  NCC

Swift Code  
BOMOCATXXX  
BOMOCATXXX  
[Reset](#)

Requested Execution Date  
Apr 12, 2024

Do you want to add Ordering customer Details to each transaction ? [?](#)

Option  
Account With BIC Code

Debit Account Number  
XXXXXXXXXXXX6789

BIC Code  
BOMLAEADXXX  
MASHREQBANK PSC  
AL GHURAIR CITY 338-C  
[Reset](#)

**Transaction Details (Sequence B)** [+ Add Row](#)

Sr. No.	F / X Deal Reference	Transaction Amount	Ordered Amount	Exchange Rate	Action
1	12	EUR 120.00	GBP 230.00	3	<a href="#">+</a> <a href="#">-</a>

[Request](#) [Cancel](#) [Back](#) [+ Add Row](#)

Figure 12-2 MT101 Instruction – Other Details Overlay screen

**Transaction Entry - 1 : Other Details**

**Beneficiary Details**

Credit Account Number  
2311335

Option  
BIC

BIC Code  
BOMLAEADXXX  
MASHREQBANK PSC  
AL GHURAIR CITY 338-C  
[Reset](#)

Pay Via Swift Code  
CITIUS33XXX  
CITI BANK  
[Reset](#)

**Transfer Via Intermediary Bank**  
Transfer Via Intermediary Bank  
 Yes  No

Correspondence Charges  
Payer

Payment Details 1  
Food Charges

Payment Details 2  
Test

Payment Details 3  
Test

Payment Details 4

**Instruction Code**

Code	Additional Info
CHQB	

**Regulatory Reporting Details**

Code  
BENEFRES

Country  
United Kingdom

Line 1  
Test

Line 2

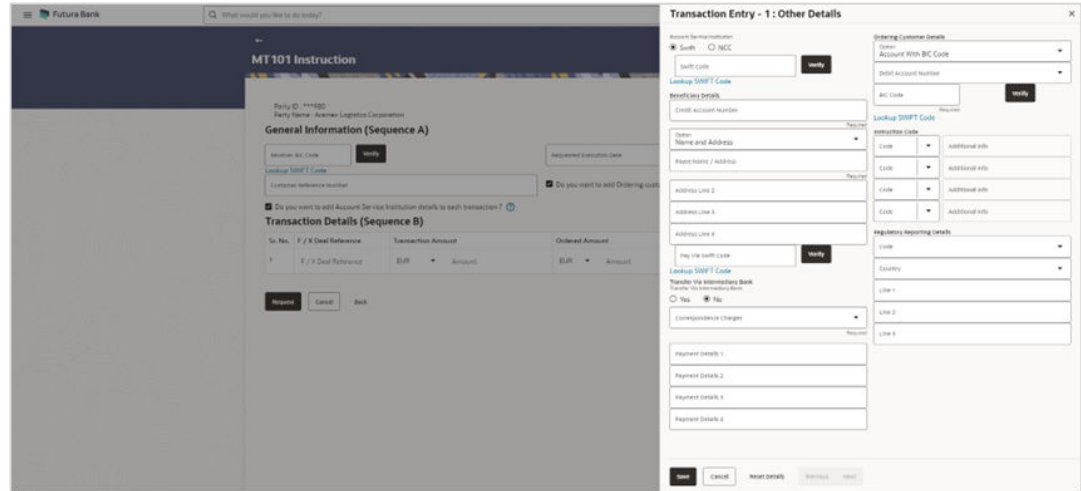
Line 3

[Save](#) [Cancel](#) [Reset Details](#) [Previous](#) [Next](#)

- Navigate to the screen.

**MT101 Instruction – Other Details Overlay** screen (When Account Service Institution details and Ordering customer Details are added to each transaction)

Figure 12-3 MT101 Instruction – Other Details Overlay screen



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.



Table 12-1 MT101 Instruction – Other Details Overlay screen - Field Description

Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Party Name</b>	Displays the party name of the user.
The following fields are applicable for <b>General Information (Sequence A)</b> of MT101 Instruction:	
<b>Receiver BIC Code</b>	The BIC code of the receiver's bank. For more information, refer <b>Lookups</b> section.
	<p><b>Note</b></p> <p>Click <b>Lookup Swift Code</b> to search the Receiver Bank based on the BIC Code.</p> <p>OR</p> <p>Click <b>Reset</b> to change the Receiver bank.</p>
<b>Receiver Bank Name</b>	Displays the receiver bank name. This field gets displayed on entering <b>Receiver BIC Code</b> .
<b>Requested Execution Date</b>	Specify the date on which all subsequent transactions should be initiated by the executing bank.

**Table 12-1 (Cont.) MT101 Instruction – Other Details Overlay screen - Field Description**

Field Name	Description
<b>Customer Reference Number</b>	The reference to the entire message assigned by the user.
<b>Do you want to add Ordering customer Details to each transaction?</b>	Option to add Ordering customer details to each transaction.  <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>If there is only one debit account, the ordering customer must be identified in sequence A. Conversely, if multiple debit accounts are used, they must be identified for every transaction of Transaction Details (sequence B). Consequently, Ordering Customer details must be present in either sequence A or in each occurrence of Transaction Details(sequence B) , but must never be present in both sequences, nor be absent from both sequences.</p> </div>
<b>Option</b>	Select the option if you do not wish to add Ordering customer details to each transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Account with BIC Code</b></li> <li>• <b>Account with Address</b></li> </ul> This field is enabled if the user has not opted for the <b>Do you want to add Ordering customer Details to each transaction?</b> option.
<b>BIC Code</b>	Enter the instructing party's Business Identifier Code. This field is enabled if the <b>Account With BIC Code</b> option is selected in the <b>Option</b> field.
<b>Debit Account Number</b>	The external account from which money will be debited. This field is enabled if the user has not opted for the <b>Do you want to add Ordering customer Details to each transaction?</b> option.
<b>Name/Address</b>	Enter name and address of the instructing party. This field is enabled if the <b>Account With Address</b> option is selected in the <b>Option</b> field.
<b>Address Line 1-4</b>	The address of the instructing party. This field is enabled if the <b>Account With Address</b> option is selected in the <b>Option</b> field.
<b>Do you want to add Account Service Institution details to each transaction ?</b>	Option to add an Account Service Institution details to each transaction.  <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>Account Service Institution may be present in either sequence A or in one or more occurrences of Transaction Details (sequence B), but must not be present in both sequences.</p> </div>


**Table 12-1 (Cont.) MT101 Instruction – Other Details Overlay screen - Field Description**

Field Name	Description
<b>Account Service Institution</b>	Option to select, if the account to be debited belongs to bank other than the receiver bank. The options are: <ul style="list-style-type: none"> <li>• <b>Swift</b></li> <li>• <b>NCC</b></li> </ul>
<b>SWIFT Code</b>	Enter debtor bank details, if the account to be debited belongs to bank other than the receiver bank. This field is enabled if the <b>Swift</b> option is selected in the <b>Account Service Institution</b> field.
<b>NCC</b>	Enter national clearing code details of debtor bank, if the account to be debited belongs to bank other than the receiver bank. This field is enabled if the <b>NCC</b> option is selected in the <b>Account Service Institution</b> field.
The following fields are applicable for <b>Transaction Details (Sequence B)</b> of MT101 Instruction.	
<b>F/X Deal Reference</b>	The foreign exchange contract reference.
<b>Transaction Amount</b>	The amount and currency for the respective transaction.
<b>Ordered Amount</b>	This amount is to be entered for cross-currency transactions, where the user has a valid F/X deal reference number. The user is to enter the converted ordering amount and currency.
<b>Exchange Rate</b>	The Exchange Rate specified while converting the transaction amount to ordering amount.
<b>Action</b>	The settings  icon provisions the user to enter further details of the entry of Transaction Details (Sequence B.) The delete  icon allows the user to delete the respective row.
<b>Transaction Entry- Other Details</b>	Below fields appears in the overlay window.
<b>Credit Account Number</b>	Account number of the creditor.
<b>Option</b>	User to select one of the following values: <ul style="list-style-type: none"> <li>• <b>Name and Address:</b> Represents name and address of creditor.</li> <li>• <b>BIC:</b> Business Identifier Code of the creditor.</li> </ul>
<b>Payee Name/Address</b>	Enter name and address of creditor. This field is enabled on selecting the <b>Name and Address</b> option.
<b>Address Line 1-4</b>	The address of creditor.
<b>BIC Code</b>	Enter Business Identifier Code of the creditor. This field is enabled on selecting the <b>BIC</b> option.
<b>Pay Via Swift Code</b>	This field represents the BIC code of the creditor's bank.
<b>Transfer Via Intermediary Bank</b>	Option to specify whether the fund transfer is to be done through intermediary bank or not. The options: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Swift Code</b>	The BIC code of the intermediary bank to be entered. This field is enabled if <b>Yes</b> option is selected in the <b>Transfer Via Intermediary Bank</b> field.

**Table 12-1 (Cont.) MT101 Instruction – Other Details Overlay screen - Field Description**

Field Name	Description
<b>Payment Details</b>	The provisions the user to enter specific details about the transaction. Add up to 4 Payment Details, each of which must be no longer than 35.
<b>Instruction Code</b>	The instructions to be used between the ordering customer and the account servicer. Add up to 4 fields, each of which must be no longer than 35.
<b>Regulatory Reporting Details</b>	
<b>Code</b>	User to select <b>BENEFRES</b> , to enter Residence of the payee customer. Whereas, <b>ORDERRES</b> is to be selected to enter Residence of the ordering customer.
<b>Country</b>	User to enter address of payee or ordering customer based on the code selected.

3. In the **Receiver BIC Code** field, enter the BIC code of the receiver's bank.  
The system displays the receiver bank name.
4. From the **Requested Execution Date** date picker list, select the date on which all subsequent transactions should be initiated by the executing bank.
5. Perform one of the following actions:
  - In the **Do you want to add Ordering customer Details to each transaction?** field.  
Select the checkbox if you wish to add Ordering customer Details to each transaction.
  - In the **Option** field, select the option if you do not wish to add **Ordering customer details** to each transaction.
    - a. From the **Debit Account Number** list, select the external account from which money will be debited.
    - b. If you select the **Account With BIC Code** option;
      - i. In the **BIC Code** field, enter the instructing party's Business Identifier Code, and Click **Verify**.
6. In the **Do you want to add Account Service Institution details to each transaction ?** field, select the checkbox if you wish to add **Account Service Institution details** to each transaction.
7. In the **Account Service Institution** field, select the desired option if the account to be debited belongs to bank other than the receiver bank.  
Perform one of the following actions:
  - If you select **Swift** option;  
In the **Swift Code** field, enter the debtor bank details, if the account to be debited belongs to bank other than the receiver bank, and click **Verify**.
  - If you select **NCC** option;  
In the **NCC** field, enter the national clearing code details of debtor bank, if the account to be debited belongs to bank other than the receiver bank.
8. Enter required details in the **Transaction Details (Sequence B)** section;


- a. In the **FIX Deal Reference** field, enter the foreign exchange contract reference number.
- b. In the **Transaction Amount** field, enter the amount and currency for the respective transaction.
- c. In the **Ordered Amount** field, enter the converted ordering amount and currency.
- d. In the **Exchange Rate** field, enter the exchange rate while converting the transaction amount to ordering amount.
- e. Click the setting  icon to enter further details of the entry of **Transaction Details (Sequence B)**.

The **Transaction Entry -1:Other Details** overlay screen appears.

- i. Enter all the required details.
- ii. Perform one of the following actions:
  - Click **Save** to save the details.
  - Click **Reset Details** to clear all entered details.
  - Click **Cancel** to navigate back to previous screen.

#### **Note**

Perform one of the following actions:

- Click **+Add Row** to add new row in the **Transaction Details (Sequence B)** section.
- Click  icon to delete the respective row.

9. Perform one of the following actions:
  - Click on the **Request** to initiate the MT101 instruction.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous page.
10. Perform one of the following actions:
  - Verify the details, and click **Confirm**.  
The success message appears, along with the reference number.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous page.
11. Perform one of the following actions:
  - Click **Home** to go to the Dashboard screen.
  - Click **Click View Other Transaction** to view the entered other details for transaction.
  - Click **Request New MT101 Instruction** to initiate new MT101 instrucon.

- [MT101 Instructions Inquiry](#)  
This topic describes the MT101 Instructions Inquiry screen, which enables users to view all MT101 instructions that have been raised.
- [External Account](#)  
This topic describes external accounts as those belonging to customers who are initiating MT101 instructions.
- [MT101 Bilateral Agreement](#)  
This topic describes the MT101 module, which facilitates the transfer of funds, both domestically and internationally, through the transmission of SWIFT MT101 instructions to the user's bank.

## 12.1 MT101 Instructions Inquiry

This topic describes the MT101 Instructions Inquiry screen, which enables users to view all MT101 instructions that have been raised.

This screen lists down instructions based on search criteria defined in the provided search fields. Users can search for a record based on the BIC Code used to initiate the instruction, the reference number generated by the host or even by defining the execution date range. The number of transactions that are displayed on the Payment Status Inquiry summary screen by default, depends on the configuration set by the bank.

User can view additional details by clicking on the hyperlink provided on the host reference number. On clicking the eye icon, the system generated MT101 message will be displayed in a pop-up, which can be downloaded in PDF format.

Perform one of the following navigation to access the **View MT101 Instructions** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**. Under **Payments**, then click **More Actions**, and then select **MT101 Instructions**, then click **View MT101 Instructions**.
- From the Search bar, type **MT101 Instructions - View MT101 Instructions** and press **Enter**.

The **View MT101 Instructions** screen appears.

- [MT101 Instructions Inquiry - Summary](#)  
This topic provides the systematic instructions to user for viewing and searching MT101 instruction records.
- [MT101 Instruction Inquiry Details](#)  
This topic provides the systematic instructions to user to view comprehensive details for a selected MT101 instruction, specifically the General Information (Sequence A) and Transaction Entries (Sequence B) associated with a given MT101 instruction.

### 12.1.1 MT101 Instructions Inquiry - Summary

This topic provides the systematic instructions to user for viewing and searching MT101 instruction records.

**To view / search for MT101 instruction records:**

1. In the **MT101 Instructions Inquiry** screen, enter one or more search criteria as follows:
  - a. In the **Receiver BIC Code** field, enter the receiver's BIC code to search based on the BIC code of the recipient bank.

- b. In the **Host Reference Number** field, enter a transaction reference number of a instruction initiated to search for a MT101 record on the basis of transaction reference number.
- c. In the **Customer Reference Number** field, enter a customer reference number assigned by the user of a instruction initiated to search for a MT101 record.
- d. In the **Execution Date Range** fields, enter the range in the Execution From Date and Execution To Date to fetch MT101 instructions with execution date within the mentioned date range.
- e. Perform one of the following actions:
  - Click **Search**.  
The search results appear; user can filter records based on the search criteria.
  - Click **Reset** to reset the search criteria.
  - Click **Cancel** to go to the Dashboard.

**Figure 12-4 MT101 Instruction Inquiry**

The screenshot shows a mobile application interface for 'MT101 Instructions Inquiry'. It features a search form with the following fields: 'Receiver BIC Code' with the value 'BOMLAÉADXXX', 'Host Reference Number', 'Execution From Date' with a calendar icon and the value 'Mar 1, 2021', and 'Execution To Date' with a calendar icon and the value 'Mar 26, 2024'. At the bottom of the form are 'Search' and 'Reset' buttons. A notification icon with the number '1' is visible on the right side of the screen.

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-2 MT101 Instruction Inquiry - Field Description**

Field Name	Description
<b>Receiver BIC Code</b>	Search for an instruction by entering the Receiver bank of Outbound MT 101, which would also be the Account Servicing financial institution of the customer account from where payments are required to be made as per the MT101 requests.
<b>Reference Number</b>	Search for an instruction by entering the unique transaction reference number as generated by the host on transfer initiation.
<b>Customer Reference Number</b>	Search for an instruction by entering the reference number to the entire message assigned by the user.

**Table 12-2 (Cont.) MT101 Instruction Inquiry - Field Description**

Field Name	Description
<b>Execution Date Range</b>	Search for an instruction by entering the period in which the transaction was required to be executed by the bank.

**Figure 12-5 MT101 Instruction Inquiry - Summary**

Host Reference Number	Receiver Name	Receiver BIC	Execution Date	Branch Code	Customer Specified Reference	Message
2418505358411000	BOFAGB22DUB	BOFAGB22DUB	7/18/2024	HEL	-	
2418505358159000	MASHREQBANK PSC	BOMLAEADXXX	7/3/2024	HEL	-	
2417901349218000	MASHREQBANK PSC	BOMLAEADXXX	6/27/2024	HEL	-	
2417904360191000	MASHREQBANK PSC	BOMLAEADXXX	6/27/2024	HEL	3322	
2419003541987000	MASHREQBANK PSC	BOMLAEADXXX	6/12/2024	HEL	-	
2419503562570000	BOFAGB22DUB	BOFAGB22DUB	6/12/2024	HEL	-	
2334501359281000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-	
2306401952526001	MASHREQBANK PSC	BOMLAEADXXX	2/8/2022	HEL	-	
2306501345951000	MASHREQBANK PSC	BOMLAEADXXX	2/8/2022	HEL	-	
2306401354900000	MASHREQBANK PSC	BOMLAEADXXX	2/8/2022	HEL	SRKCUSTREF1941	
2303101366656000	MASHREQBANK PSC	BOMLAEADXXX	1/12/2022	HEL	-	

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-3 MT101 Instruction Inquiry - Field Description**

Field Name	Description
<b>Search Results</b>	The following fields are displayed for each MT101 instruction once the user clicks on the Search button after having entered search criteria.
<b>Execution Date Range</b>	Displays the period for an instruction in which the transaction was executed by the bank.
<b>Host Reference Number</b>	The unique reference number of the MT101 instruction assigned by the host system. This number appears as a hyperlink. The MT101 Instruction Details page will appear once the user clicks on this hyperlink.
<b>Receiver Name</b>	The name of the payee towards whom the funds have been transferred.
<b>Receiver BIC Code</b>	Receiver bank of Outbound MT 101, which would also be the Account Servicing financial institution of the customer account from where payments are required to be made as per the MT101 requests.

**Table 12-3 (Cont.) MT101 Instruction Inquiry - Field Description**

Field Name	Description
<b>Execution Date</b>	The date on which the transaction was required to be executed by the bank.
<b>Branch Code</b>	Displays the branch code of the payee's bank account.
<b>Customer Specified Reference</b>	Displays the Customer Reference number as provided while initiating the transfer.
<b>Message</b>	Displays the action to show the MT101 message generated. Click on the icon to view & download the generated MT101 message.

**Figure 12-6 MT101 Instruction Inquiry - Filter Criteria**

The screenshot shows the 'MT101 Instructions Inquiry' interface. The main table displays a list of transactions with columns: Host Reference Number, Receiver Name, Receiver BIC, Execution Date, Branch Code, and Customer Specified Reference. The data is filtered by execution date, showing two groups: 7/13/2021 and 7/17/2024. A 'Filter' overlay window is open on the right, containing input fields for Receiver BIC Code, Host Reference Number, Customer Reference Number, Execution From Date (7/13/2021), and Execution To Date (7/17/2024). There are 'Search' and 'Reset' buttons at the bottom of the filter window.

Host Reference Number	Receiver Name	Receiver BIC	Execution Date	Branch Code	Customer Specified Reference
2418503338139000	MASHREQBANK PSC	BOMLAEADXXX	7/13/2024	HEL	-
2417901349218000	MASHREQBANK PSC	BOMLAEADXXX	6/27/2024	HEL	-
2417904360191000	MASHREQBANK PSC	BOMLAEADXXX	6/27/2024	HEL	3322
2419003341987000	MASHREQBANK PSC	BOMLAEADXXX	6/12/2024	HEL	-
2419403562570000	BOFAGB22DUB	BOFAGB22DUB	6/12/2024	HEL	-
2334501359281000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-
2334601334064000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-
2334501357634000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-

**Note**


The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

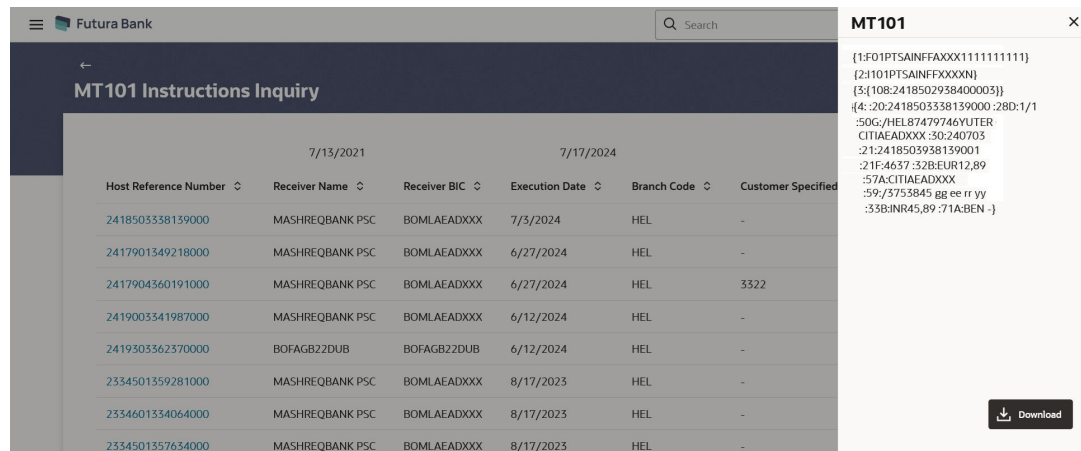
**Table 12-4 MT101 Instruction Inquiry - Field Description**

Field Name	Description
<b>Receiver BIC Code</b>	Search for an instruction by entering the Receiver bank of Outbound MT 101, which would also be the Account Servicing financial institution of the customer account from where payments are required to be made as per the MT101 requests.
<b>Host Reference Number</b>	Search for an instruction by entering the unique transaction reference number as generated by the host on transfer initiation.
<b>Customer Reference Number</b>	Search for an instruction by entering the reference to the entire message assigned by the user.
<b>Execution Date Range</b>	Search for an instruction by entering the period in which the transaction was required to be executed by the bank.

- Click the  icon, the **Filter** overlay window appears.

- Enter the new search criteria.
- Perform one of the following actions:
  - Click **Search**.  
The based on the new criteria the new **MT101 Instructions** appears.
  - Click **Reset** to clear the entered data.
- Click the  icon, the MT101 Message popup appears.

**Figure 12-7 MT101 Message popup**




The screenshot shows the 'MT101 Instructions Inquiry' screen with a table of instructions and a 'MT101' message popup. The table has columns for Host Reference Number, Receiver Name, Receiver BIC, Execution Date, Branch Code, and Customer Specified. The message popup displays a detailed MT101 instruction in a structured format.

Host Reference Number	Receiver Name	Receiver BIC	Execution Date	Branch Code	Customer Specified
2418503338139000	MASHREQBANK PSC	BOMLAEADXXX	7/3/2024	HEL	-
2417901349218000	MASHREQBANK PSC	BOMLAEADXXX	6/27/2024	HEL	-
2417904360191000	MASHREQBANK PSC	BOMLAEADXXX	6/27/2024	HEL	3322
2419003341987000	MASHREQBANK PSC	BOMLAEADXXX	6/12/2024	HEL	-
2419303362370000	BOFAGB22DUB	BOFAGB22DUB	6/12/2024	HEL	-
2334501359281000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-
2334601334064000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-
2334501357634000	MASHREQBANK PSC	BOMLAEADXXX	8/17/2023	HEL	-

The message popup content is as follows:

```
{1:F01PTSAINFFA00X111111111}
{2:101PTSAINFFXXXXN}
{3:{108:2418502938400003}}
{4: :20:2418503338139000 :280:1/1
:50G:/HEL87479746YUTER
CITIAEADXXX :30:240703
:21:2418503938139001
:21F:4637 :32B:EUR12,89
:57A:CITIAEADXXX
:59:/3755845 gg ee rr yy
:33B:INR45,89 :71A:BN -}
```

Perform one of the following actions:

- Click the  **Download** download message in the pdf format.
- Click on the **Host Reference Number** link to view the MT101 Instructions Inquiry details.

The **MT Instruction Details** screen appears.

## 12.1.2 MT101 Instruction Inquiry Details

This topic provides the systematic instructions to user to view comprehensive details for a selected MT101 instruction, specifically the General Information (Sequence A) and Transaction Entries (Sequence B) associated with a given MT101 instruction.

This screen can be accessed through the MT101 Instructions Inquiry Summary screen by clicking on the transaction reference number hyperlink of a specific instruction record.

### To view details of a MT101 instruction:

1. In the **MT101 Instructions Inquiry** screen, enter one or more search criteria as follows:
2. Click **Search**.

The system lists all the MT101 Instructions raised.

3. Click on the **Host Reference Number** link of the specific MT101 instruction record whose details you wish to view.

The **MT101 Instruction Details** screen appears with all the details of the MT101 Instruction.

**Figure 12-8 MT101 Instruction Details**

**Note**  
The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-5 MT101 Instruction Details - Field Description**

Field Name	Description
<b>General Information (Sequence A)</b>	
<b>Receiver Bank Code</b>	The BIC code of the receiver's bank. Click the ⓘ icon to view additional bank details.
<b>Reference Number</b>	The reference to the entire message assigned by the user.
<b>Requested Execution Date</b>	The date on which the MT101 Instruction is scheduled to execute.
<b>Ordering BIC</b>	The ordering BIC code of the receiver's bank. Click the ⓘ icon to view additional bank details.

Table 12-5 (Cont.) MT101 Instruction Details - Field Description

Field Name	Description
<b>Account Service Institution (Swift)</b>	Option provided if the account to be debited belongs to bank other than the receiver bank.
<b>Transaction Entries (Sequence B)</b>	<b>This section displays the transaction entries as fetched from the host system. Following details are displayed for each transaction:</b>
<b>Reference Number</b>	The reference number assigned to the transaction by the host system.
<b>Credit Account Number</b>	The creditor's account number
<b>Debit Account Number</b>	The debtor's account number
<b>Transfer Amount</b>	The currency and amount of the transaction. Click the ⓘ icon to view the F/X details.
<b>Initiated On</b>	The date on which the transaction has been initiated.
<b>Correspondence Charges</b>	Any charges that were involved in the transfer.
	Click > icon adjacent to transaction to view the details of the specific transaction. The following field appears when expanding the transaction.
<b>Beneficiary Address</b>	Displays the payee address.
<b>Pay Via Swift</b>	Displays the BIC code of the creditor's bank. Click the ⓘ icon to view bank details.
<b>Payment Details</b>	The specific details about the transaction.
<b>Instruction Code</b>	The instructions used between the ordering customer and the account servicer.
<b>Regulatory Reporting Code</b>	User to select <b>BENEFRES</b> , to enter Residence of the payee customer. Whereas, <b>ORDERRES</b> is to be selected to enter Residence of the ordering customer.
<b>Regulatory Reporting Country</b>	The address of payee or ordering customer based on the code selected.
<b>Regulatory Reporting Information</b>	Displays the Regulatory Reporting Information.

## 12.2 External Account

This topic describes external accounts as those belonging to customers who are initiating MT101 instructions.

These accounts are held and serviced at the financial institution who receives the MT101 request from our bank or at the final account servicing institution. These accounts could also be owned by the ordering customer which the instructing customer has explicit authority to debit, for example, a subsidiary account.

- [Add External Account](#)  
This topic provides the systematic instructions to users for adding multiple external accounts for the purpose of ordering MT101 instructions.

- [List External Account](#)  
This topic provides the systematic instructions to users for listing all added external accounts.

## 12.2.1 Add External Account

This topic provides the systematic instructions to users for adding multiple external accounts for the purpose of ordering MT101 instructions.

### To add an external account:

1. Perform anyone of the following navigation to access the **Add External Account** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then select **External Account** , then click **Add External Account**.
  - From the Search bar, type **External Account - Add External Account** and press **Enter**.

The **Add External Account** screen appears.

**Figure 12-9 Add External Account**

### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-6 Add External Account - Field Description**

Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Party Name</b>	Displays the party name of the user.
<b>Bank Code / Swift Code</b>	Enter debtor bank details, if the account to be debited belongs to bank other than the receiver bank.


Table 12-6 (Cont.) Add External Account - Field Description

Field Name	Description
<b>Lookup SWIFT Code</b>	Select this option to search the SWIFT code. For information, refer <b>Lookups</b> section.  <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Note</b></p> <p>Click <b>Reset</b> to clear the data entered.</p> </div>
<b>Bank Details</b>	Displays the BIC Code and Bank Details for <b>Domestic</b> type of payment type or the SWIFT Code and Bank Details for <b>Cross Border</b> type of payment type.
<b>Company ID</b>	Party ID of the company where the account is maintained.
<b>Account Number</b>	Account number for the applicable company ID.
<b>Account Name</b>	Account name for the applicable company ID.
<b>Currency</b>	Currency of the maintained account for the party.
<b>IBAN</b>	The International bank account number (IBAN) of the debtor.

2. In the **Swift Code** field, enter the debtor bank details, if the account to be debited belongs to bank other than the receiver bank, and click **Verify**.
3. In the **Company ID** field, enter the company id for the external account.
4. In the **Account Number** field, enter the account number for the applicable company id.
5. In the **Account Name** field, enter the account name for the applicable company id.
6. From the **Currency** drop-down list, select the applicable currency in which the account is maintained.
7. In the **IBAN** field, enter the IBAN number maintained for the account.

**Note**

Perform one of the following actions:

- Click **+Add Row** to add a new row.
- Click the  to delete the respective row.

8. Perform one of the following actions:
  - Click **Submit** to save the changes.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.
9. Perform one of the following actions:
  - Verify the details and click **Confirm**.  
  
The success message of Add External Account successfully appears along with the transaction reference number, and Status.

- Click **Cancel** to cancel the transaction.
10. Click **Home** to navigate to the dashboard.
- The request for external accounts gets submitted to the payment processor. Out of the box this is qualified with Oracle Banking Payments (OBPM).

## 12.2.2 List External Account

This topic provides the systematic instructions to users for listing all added external accounts.

### To list an external account:

1. Perform anyone of the following navigation to access the **List External Account** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** . Under **Payments** , then click **More Actions**, and then select **External Account** , then click **List External Account**.
  - From the Search bar, type **External Account - List External Account** and press **Enter**.

The **List External Account** screen appears.

**Figure 12-10 List External Account – Search Criteria**

### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-7 List External Account – Search Criteria - Field Description**

Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Party Name</b>	Displays the party name of the user.
<b>Search Criteria</b>	
<b>BIC Code</b>	BIC Code of the bank where the company account is maintained.

**Table 12-7 (Cont.) List External Account – Search Criteria - Field Description**

Field Name	Description
<b>Company ID</b>	Party ID of the company where the account is maintained.
<b>Account Number</b>	Account number for the applicable company ID.
<b>Account Name</b>	Account name for the applicable company ID.
<b>Currency</b>	Currency of the maintained account for the party.
<b>IBAN</b>	The International bank account number (IBAN) of the debtor.

2. Enter the search criteria.
3. Perform one of the following actions:

- Click **Search**.

Based on the search criteria the records appear on the **List External Account** screen.

- Click **Reset** to clear the data entered.

**Figure 12-11 List External Account – Summary**

Party ID : \*\*\*\*980  
Party Name : Aramex Logistics Corporation  
BOMLAEADXXX

BIC Code	Bank Details	Company Id	Account Number	Account Name	Currency	IBAN
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	GPAY	23123213	SB	EUR	IBAN010101
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	FT3435	23432432	DFDF	EUR	IBAN2747324
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	4243	34543543534	SDSDFDFDSF	GBP	RWEREWR5435435
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	TAYA4	4324324	SAB	GBP	SFDSFD
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	ETRE	43543543	DGDFG	EUR	TERTRET
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	55557	55557777	PSKACC	GBP	IBAN555577
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	666666	66666666	PSKACNEWC	GBP	IBAN666666
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	234	ABC	abc corp	GBP	00999
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 338-C.,	REFT5648111	HEL87479746YUTER	Tata Corporation	EUR	IBAN87545789IFTI

**Figure 12-12 List External Account – Filter Criteria**

The screenshot shows the 'List External Account' screen in the Futura Bank application. The main content area displays a table of external accounts. A 'Filter' overlay is visible on the right side, allowing users to search for accounts based on various criteria.

BIC Code	Bank Details	Company Id	Account Number	Account Name
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 33B-C,,	GPAY	23123213	SB
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 33B-C,,	FT3435	23432432	DFDF
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 33B-C,,	4243	34543543534	SDSDDFDFDSF
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 33B-C,,	TAYA4	4324324	SAB
BOMLAEADXXX	MASHREQBANK PSC_AL GHURAIR CITY 33B-C,,	ETRE	43543543	DGDFG

The 'Filter' overlay includes the following fields:

- BIC Code: BOMLAEADXXX
- Company ID
- Account Number
- Account Name
- Currency (dropdown menu)
- IBAN
- Buttons: Search, Reset

- Click the  icon to enter new criteria in Filter overlay screen.

Based on the defined criteria you can view the details.

Perform one of the following actions:

- Click **Search** to search with the new criteria.
- Click **Reset** to clear the entered data.

## 12.3 MT101 Bilateral Agreement

This topic describes the MT101 module, which facilitates the transfer of funds, both domestically and internationally, through the transmission of SWIFT MT101 instructions to the user's bank.

A bank can play one of 2 possible roles in an MT101 instruction:

- Executing Bank
- Forwarding Bank

### Executing Bank Agreement

In this role, the MT101 instruction ends at the bank and it in turn leads the bank to initiate a payment (either a SWIFT or a local payment or an Within Bank transfer).

For this case, the bank needs to have an agreement in place with the sender bank.

- [Inbound Agreement](#)  
This topic provides the systematic instructions to user to specify the debit accounts covered by an agreement, as well as the sender banks from which payment instructions will be accepted.
- [Outbound Agreement](#)  
This topic provides the systematic instructions to user for defining the bilateral agreement applicable to the outward leg of an MT101 instruction when the bank acts as the forwarding bank.
- [Inbound Agreement Inquiry](#)  
This topic provides the systematic instructions to users for listing the existing inbound agreements.

- [Outbound Agreement Inquiry](#)  
This topic provides the systematic instructions to user for listing existing outbound agreements.

## 12.3.1 Inbound Agreement

This topic provides the systematic instructions to user to specify the debit accounts covered by an agreement, as well as the sender banks from which payment instructions will be accepted.

The agreement will have a time period defined during which it will be treated as a valid agreement.

**The agreements initiated from OBDX will be stored in OBPM and therefore will be effective for incoming MT101 transactions that hit OBPM for the executing bank scenario.**

**To define inbound agreement:**

1. Perform anyone of the following navigation to access the **Inbound Agreement** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then select **MT101 Instructions**, then click **Inbound Agreement**.
  - From the Search bar, type **MT101 Instructions - Inbound Agreement** and press **Enter**.

The **Inbound Agreement** screen appears.

**Figure 12-13 Inbound Agreement**

The screenshot displays the 'Inbound Agreement' configuration screen. At the top, it shows 'Party ID: \*\*\*980' and 'Party Name: Aramex Logistics Corporation'. Below these are input fields for 'Start Date' (Apr 12, 2024), 'End Date', 'Cut Off Hour' (1), and 'Cut Off Minute' (12). The 'Allowed Accounts' table lists several accounts with their respective currencies and limits, with checkboxes for selection. The 'Allowed Senders' table shows a search for 'BOMLAEADXXX' and 'MASHREQBANK PSC'. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.

Header Check Box	Account Number	Currency	Limit
<input type="checkbox"/>	xxxxxxxxxxxx0046	EUR	1 limit
<input checked="" type="checkbox"/>	xxxxxxxxxxxx0024	EUR	1 limit
<input checked="" type="checkbox"/>	xxxxxxxxxxxx0015	GBP	1 limit
<input checked="" type="checkbox"/>	xxxxxxxxxxxx0035	EUR	1 limit
<input type="checkbox"/>	xxxxxxxxxxxx0072	USD	1 limit
<input type="checkbox"/>	xxxxxxxxxxxx0094	EUR	1 limit

Institution Code	Institution Name
BOMLAEADXXX	MASHREQBANK PSC

### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.



**Table 12-8 Inbound Agreement - Field Description**

Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Party Name</b>	Displays the party name of the user.
<b>Start Date</b>	The Start Date of the agreement.
<b>End Date</b>	The End Date of the agreement.
<b>Cut Off Hour</b>	Provide the Cutoff hour for the agreement.
<b>Cut Off Minute</b>	Provide the Cutoff minute for the agreement.
<b>Allowed Accounts</b>	Select all the accounts for which Inbound agreement is applicable.
<b>Account Number</b>	Displays all the accounts applicable to the party. User can select the accounts for which Inbound Agreement is required.
<b>Currency</b>	Displays currency for each account.
<b>Limit</b>	Displays limit maintained (if any) for each account
<b>Allowed Senders</b>	
<b>Institution Code</b>	The BIC code of the allowed sending institution.
<b>Institution Name</b>	Displays the institution name of the sender.

2. From the **Start Date** date picker list, select the start Date of the agreement.
3. From the **End Date** date picker list, select the end Date of the agreement.
4. In the **Cut Off Hour** field, enter the cut off hour.
5. In the **Cut Off Minute** field, enter the cut off minute.
6. Under the **Account Number** column, select the checkbox(es) against the accounts for which **Inbound Agreement** is required.
7. In the **Institution Code** field, enter the BIC code of the allowed sending institution, and click on the icon.

The system displays the **Search Swift Code** popup window, where user can search by **BIC Code & Country** or **Bank Name & Country**. Click **Search**, system displays the institution name of the sender.

 **Note**

- a. Click the  icon to search Institution code.
- b. Click on the **+ Add Row** to add a new detail record.
- c. Click the  icon to delete the record.

8. Perform one of the following actions:
  - Click **Submit** to submit all the transfer records to the bank.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to the previous page.
9. Perform one of the following actions:
  - Verify the details and click **Confirm**.

The success message inbound agreement creation appears along with the transfer reference number, and Status.

- Click **Cancel** to cancel the transaction.
- Click **Back** to navigate back to the previous screen.

10. Click **OK** .

## 12.3.2 Outbound Agreement

This topic provides the systematic instructions to user for defining the bilateral agreement applicable to the outward leg of an MT101 instruction when the bank acts as the forwarding bank.

**To define outbound agreement:**

1. Perform anyone of the following navigation to access the **Outbound Agreement** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .

Under **Payments** , then click **More Actions**, and then select **MT101 Instructions**, then click **Outbound Agreement** .

- From the Search bar, type **MT101 Instructions - Outbound Agreement** and press **Enter**.

The **Outbound Agreement** screen appears.

**Figure 12-14 Outbound Agreement**

The screenshot shows the 'MT101 Outbound Agreement' form. At the top, it displays 'Party ID: \*\*\*980' and 'Party Name: Aramex Logistics Corporation'. Below this are two date pickers: 'Start Date' (Apr 12, 2024) and 'End Date' (Apr 18, 2030). There are two search fields: 'Receiver Code' (BOMLAEDXXX) and 'Receiver Name' (MASHREQBANK PSC). Below these are two dropdown menus: 'Charge Account Number' (xxxxxxxxxxxx0035) and 'External Account Validation Required' (No). Another dropdown menu is for 'Sender Validation Required' (Yes). At the bottom, there is a table for 'Allowed Senders' with columns for 'Institution Code' and 'Institution Name'. The table contains one entry: BOMOCATXXX. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Back'.


### Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 12-9 Outbound Agreement - Field Description



Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Party Name</b>	Displays the party name of the user.
<b>Start Date</b>	The start date of the outbound agreement.
<b>End Date</b>	The end date of the outbound agreement.
<b>Receiver Code</b>	<p>The BIC code of the receiver's bank. For more information, refer <b>Lookups</b> section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>Click <b>Lookup Swift Code</b> to search the Receiver Bank based on the BIC Code.</p> <p>Click <b>Reset</b> to change the Receiver bank.</p> </div>
<b>Receiver Bank Name</b>	Displays the receiver bank name. This field gets displayed on entering <b>Receiver BIC Code</b> .
<b>Charge Account Number</b>	The account from which charges will be deducted.
<b>External Account Validation Required</b>	Option to specify whether external account validation is required or not. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Sender Validation Required</b>	Option to specify whether sender validation is required or not. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Allowed Senders</b>	The Allowed Senders section is enabled if the <b>Yes</b> option is selected in the <b>Sender Validation Required</b> drop-down list.
<b>Institution Code</b>	The BIC code of the allowed sending institution.
<b>Institution Name</b>	Displays the Institution name of the sender.

- From the **Start Date** date picker list, select the start Date of the outbound agreement.
- From the **End Date** date picker list, select the end Date of the outbound agreement.
- In the **Receiver Code** field, enter the BIC code of the receiver's bank, and click on the  icon.

The system displays the **Search Swift Code** popup window, where user can search by BIC Code & Country or Bank Name & Country.


Click **Search**, system displays the receivername of the sender.

**Note**

- a. Click the  icon to search Receiver code.
- b. Click on the **+ Add Row** to add a new detail record.
- c. Click the  icon to delete the record.

5. From the **Charge Account Number** list, select the account from which charges will be deducted.
6. From the **External Account Validation Required** list, select the option to specify whether external account validation is required or not.
7. From the **Senders Validation Required** list, select the option to whether sender validation is required or not.


Perform one of the following actions:

- If you select **Yes** option;
  - a. In the **Institution Code** field, enter the BIC code of the allowed sending institution, and click  on the icon.

The system displays the **Search Swift Code** popup window, where user can search by BIC Code & country or Bank Name & Country.

Click **Search**, system displays the institution name of the sender.

**Note**

- i. Click the  icon to search Institution code.

8. Perform one of the following actions:
  - Click **Submit** to save the changes.

The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.
9. Perform one of the following actions:
  - Verify the details and click **Confirm**.

The success message outbound agreement creation appears along with the transfer reference number, and Status.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to **Add Payee** screen.
10. Click **OK** .

### 12.3.3 Inbound Agreement Inquiry

This topic provides the systematic instructions to users for listing the existing inbound agreements.

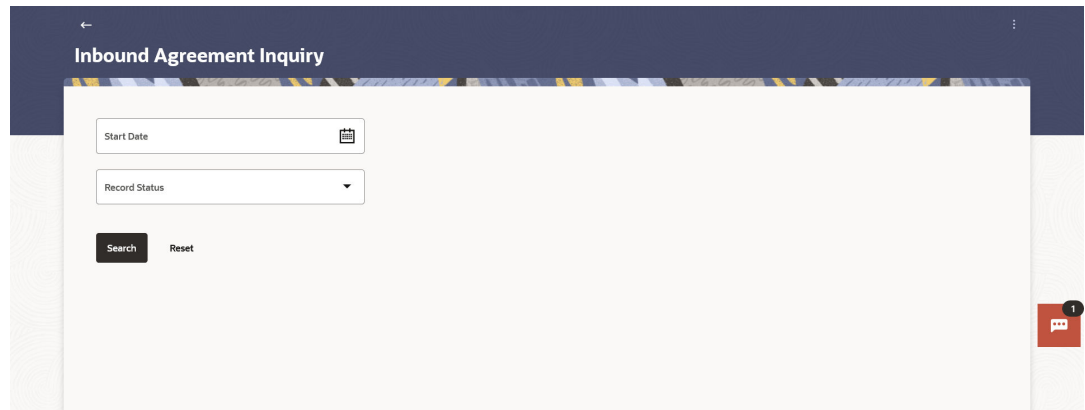
**To view the inbound agreements:**

1. Perform any one of the following navigation to access the **Inbound Agreement Inquiry** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then select **MT101 Instructions**, then click **Inbound Agreement Inquiry**.
  - From the Search bar, type **MT101 Instructions - Inbound Agreement Inquiry** and press **Enter**.

The **Inbound Agreement Inquiry** screen appears.

2. From the **Start Date** date pickerlist, select the appropriate start date of the inbound agreement.
3. From the **Record Status** list, select the status of the inbound agreement by which you wish to search.
4. Perform one of the following actions:
  - Click **Search** to view the list of inbound agreement remittance.  
Based on the defined criteria the search result appears.
  - Click **Reset** to clear the details entered.
  - Click **Cancel** to cancel the transaction.

**Figure 12-15 Inbound Agreement Inquiry - Search Criteria**



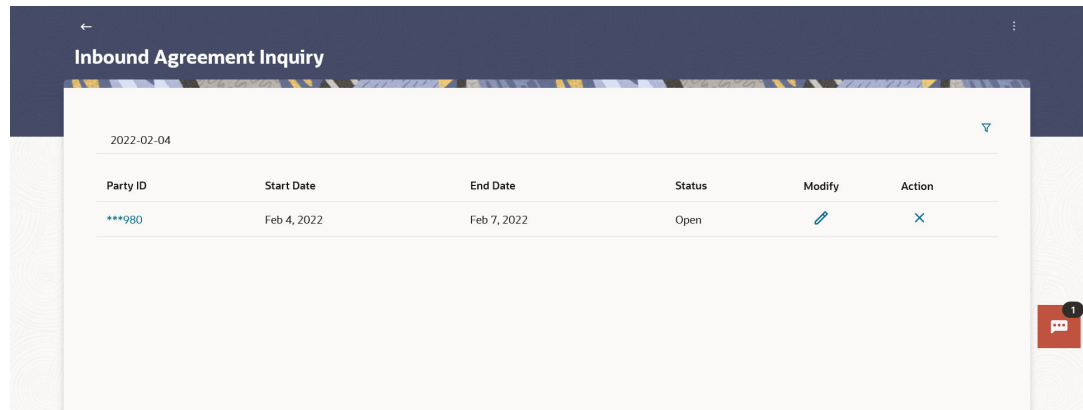
**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-10 Inbound Agreement Inquiry - Search Criteria - Field Description**

Field Name	Description
<b>Start Date</b>	The Start Date of the agreement by which you wish to search the inbound agreement.
<b>Record Status</b>	The record status by which you wish to search the inbound agreement.

**Figure 12-16 Inbound Agreement Inquiry - Summary****Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-11 Inbound Agreement Inquiry - Summary - Field Description**

Field Name	Description
<b>Start Date</b>	The Start Date of the agreement
<b>Party ID</b>	Displays the party ID of the user.
<b>Start Date</b>	Displays the Start Date of the agreement.
<b>End Date</b>	Displays the End Date of the agreement
<b>Status</b>	Displays the current status of the agreement.
<b>Modify</b>	Icon to modify the inbound agreement.
<b>Action</b>	Icon to close the inbound agreement

- Click on the **Party ID** link against the inbound agreement record whose details you wish to view.

The **Inbound Agreement Details** screen appears.

**Figure 12-17 Inbound Agreement Details**

**Inbound Agreement Detail**

Party Id \*\*\*980

Start Date Feb 4, 2022

End Date Feb 7, 2022

Allowed Accounts

Account Number	Currency	Limit
xxxxxxxxxxx0024	EUR	50097.85

Allowed Senders

Institution Code	Institution Name
HSBCGB25XXX	HSBC BANK

Back

**Note**


The fields which are marked as Required are mandatory.

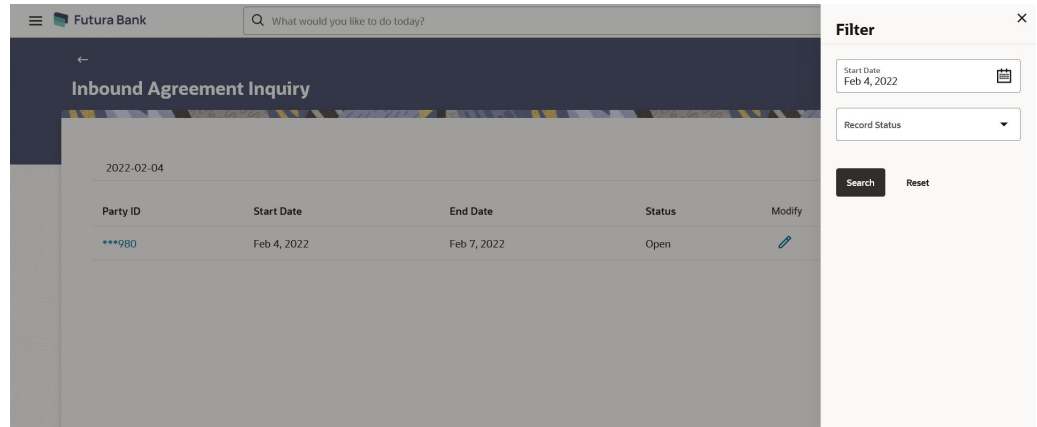
For more information on fields, refer to the field description table.


**Table 12-12 Inbound Agreement Details - Field Description**

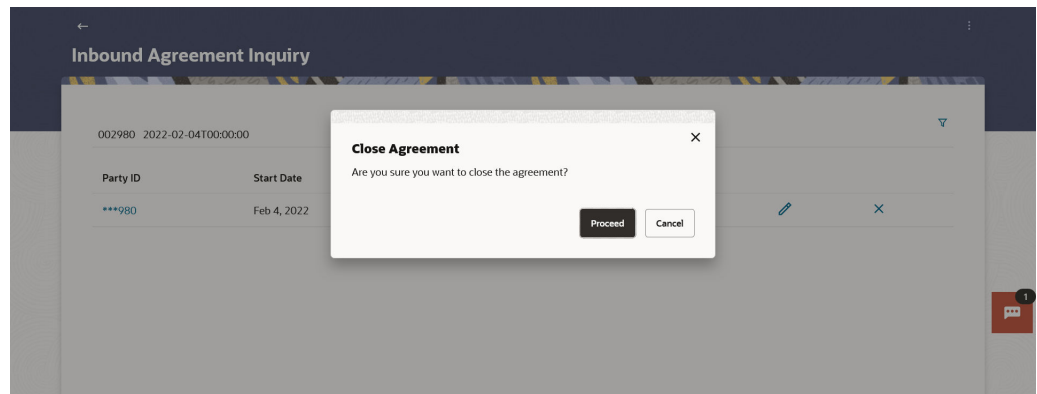
Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Start Date</b>	Displays the Start Date of the agreement.
<b>End Date</b>	Displays the End Date of the agreement.
<b>Allowed Accounts</b>	
<b>Account Number</b>	Displays the accounts applicable to the party.
<b>Currency</b>	Displays the currency for each account.
<b>Limit</b>	Displays the limit maintained for each account.
<b>Allowed Senders</b>	
<b>Institution Code</b>	Displays the BIC code of the allowed sending institution.
<b>Institution Name</b>	Displays the institution name of the sender.

Perform one of the following actions:

- Click **Back** to navigate back to previous screen.
- Click the  icon to enter new criteria in overlay screen. Based on the new criteria you can view the details.

**Figure 12-18 Inbound Agreement Inquiry - Filter Criteria**

- Click the  icon under **Modify** column to modify the inbound agreement. The system is redirected to the **MT101 Inbound Agreement** screen.
- Click on the **X** icon under **Action** column to close the inbound agreement. The **Warning** popup appears to confirm the closure of the agreement.

**Figure 12-19 Inbound Agreement Details- Close Agreement**

Perform one of the following actions:

- Click **Proceed** to close the inbound agreement. The success message of inbound agreement closed appears.
- Click **Cancel** to cancel the transaction.

## 12.3.4 Outbound Agreement Inquiry

This topic provides the systematic instructions to user for listing existing outbound agreements.

**To view the outbound agreements:**

1. Perform anyone of the following navigation to access the **Outbound Agreement Inquiry** screen.

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , click **MT101 Bilateral Agreement** , and then click **Outbound Agreement Inquiry**.
- From the Search bar, type **MT101 Bilateral Agreement – Outbound Agreement Inquiry** and press **Enter**.
- Access through the kebab menu of transactions available under the Payments Inquires.

The **Outbound Agreement Inquiry** screen appears.

2. From the **Start Date** date pickerlist, select the appropriate start date of the outbound agreement.
3. From the **Record Status** list, select the status of the inbound agreement by which you wish to search.
4. In the **Receiver Bank Code** field, enter the BIC code of the receiver's bank.
5. Perform one of the following actions:
  - Click **Search** to view the list of outbound agreement remittance.  
Based on the defined criteria the search result appears.
  - Click **Reset** to clear the details entered.

**Figure 12-20 Outbound Agreement Inquiry - Search Criteria**

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 12-13 Field Description**

Field Name	Description
<b>Start Date</b>	The Start Date of the agreement by which you wish to search the outbound agreement.

**Table 12-13 (Cont.) Field Description**

Field Name	Description
<b>Record Status</b>	The record status by which you wish to search the outbound agreement.
<b>Receiver Bank Code</b>	The BIC code of the receiving institution by which you wish to search the outbound agreement.

**Figure 12-21 Outbound Agreement Inquiry - Summary**

The screenshot shows a mobile application interface titled "Outbound Agreement Inquiry". It displays a table with the following columns: Start Date, Party Id, Receiver Bank Code, Record Status, Modify, and Action. The table contains six rows of data:

Start Date	Party Id	Receiver Bank Code	Record Status	Modify	Action
Dec 30, 2022	***980	CITIUS33XXX	Open		
Apr 1, 2022	***980	BOFAGB22DUB	Closed	--	
Jan 12, 2022	***980	CITIUS33XXX	Open		
Dec 25, 2023	***980	BOMLAEADXXX	Closed	--	
Dec 26, 2023	***980	BOMLAEADXXX	Open		
Mar 3, 2022	***980	BOMLAEADXXX	Open		

**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

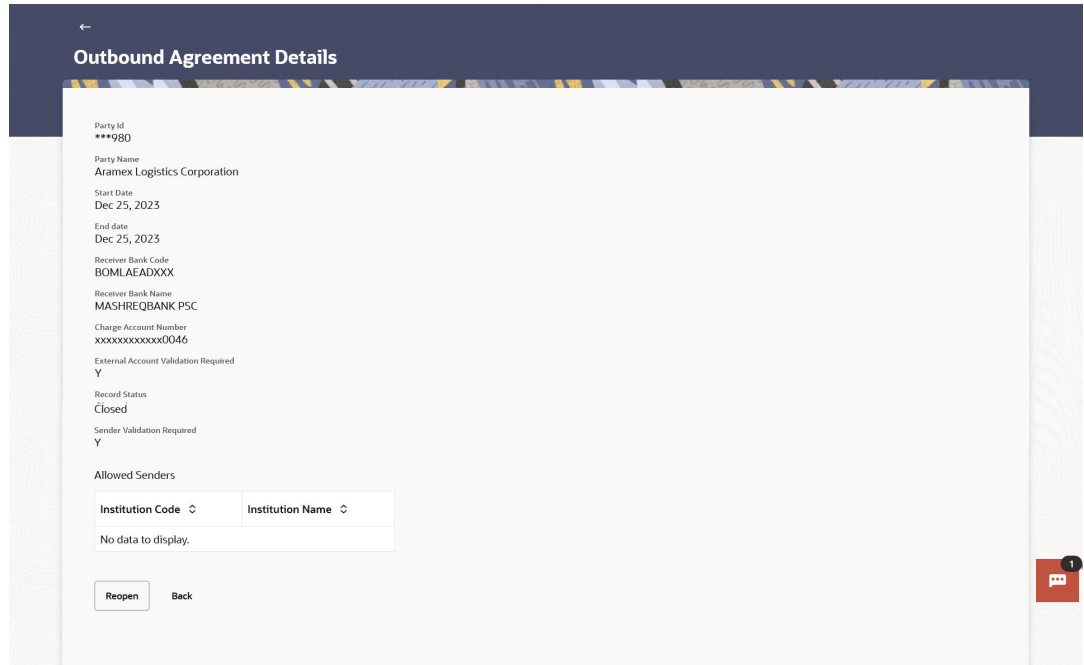
**Table 12-14 Outbound Agreement Inquiry - Summary - Field Description**

Field Name	Description
<b>Start Date</b>	The Start Date of the agreement
<b>Party ID</b>	Displays the party ID of the user.
<b>Receiver Bank Code</b>	Displays the BIC code of the receiving institution.
<b>Record Status</b>	Displays the current record status of the outbound agreement.
<b>Modify</b>	Displays the option to modify the outbound agreement.

- Click on the **Start Date** link against the outbound agreement record whose details you wish to view.

The **Outbound Agreement Details** screen appears.

**Figure 12-22 Outbound Agreement Details**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

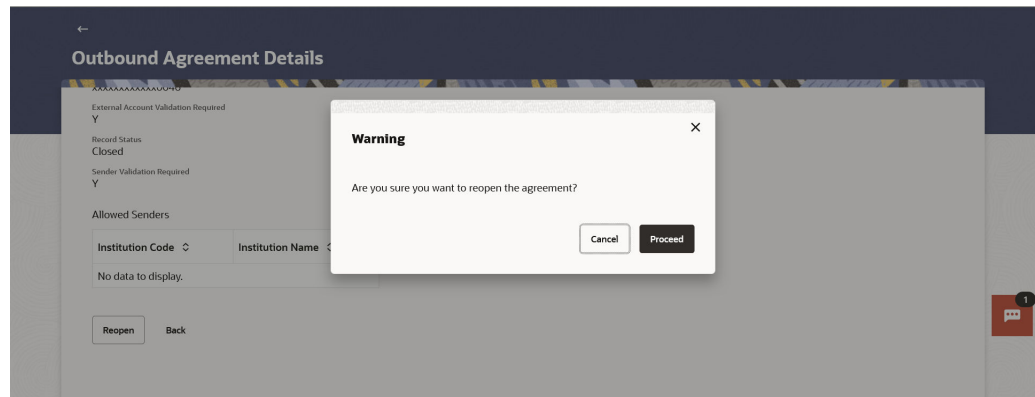
**Table 12-15 Outbound Agreement Details - Field Description**

Field Name	Description
<b>Party ID</b>	Displays the party ID of the user.
<b>Party Name</b>	Displays the party name of the user.
<b>Start Date</b>	Displays the Start Date of the agreement.
<b>End Date</b>	Displays the End Date of the agreement.
<b>Receiver Bank Code</b>	Displays the BIC code of the receiving institution.
<b>Receiver Bank Name</b>	Displays the receiving institution name.
<b>Charge Account Number</b>	Displays the account from which charges will be deducted.
<b>External Account Validation Required</b>	Displays whether external account validation is required or not.
<b>Record Status</b>	Displays the current record status of the agreement.
<b>Sender Validation Required</b>	Displays whether sender validation is required or not.
<b>Allowed Senders</b>	
<b>Institution Code</b>	Displays the BIC code of the allowed sending institution.
<b>Institution Name</b>	Displays the institution name of the sender.


Perform one of the following actions:

- Click **Reopen** to reopen the outbound agreement.  
The **Warning** popup appears to confirm the reopening of the agreement.

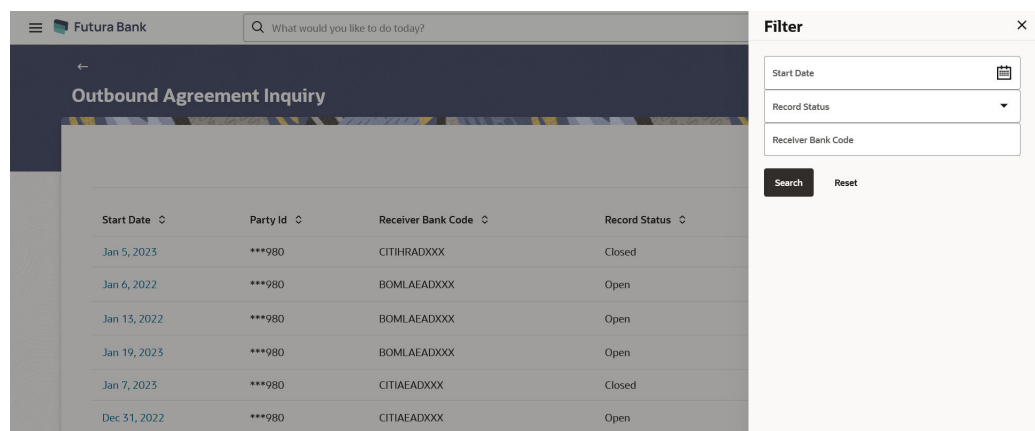
**Figure 12-23 Outbound Agreement Details- Reopen Agreement**



Perform one of the following actions:

- Click **Proceed** to reopen the outbound agreement.  
The success message of Outbound agreement reopened appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.
7. Perform one of the following actions:
- Click the  icon to enter new criteria in overlay screen. Based on the new criteria you can view the details.

**Figure 12-24 Outbound Agreement Inquiry - Filter Criteria**




**Note**

The fields which are marked as Required are mandatory.

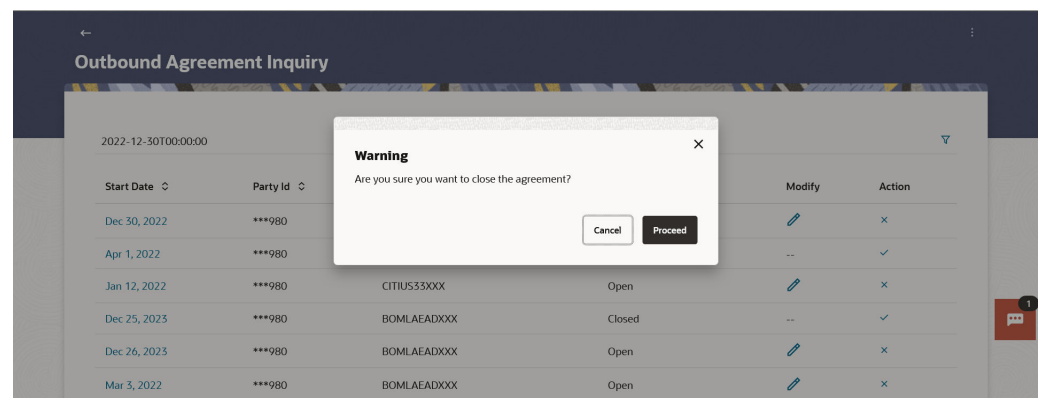
For more information on fields, refer to the field description table.

**Table 12-16 Outbound Agreement Inquiry - Filter Criteria - Field Description**

Field Name	Description
<b>Start Date</b>	The Start Date of the agreement by which you wish to search the outbound agreement.
<b>Record Status</b>	The record status by which you wish to search the outbound agreement.
<b>Receiver Bank Code</b>	The BIC code of the receiving institution by which you wish to search the outbound agreement.

- Click the  icon under **Modify** column to modify the outbound agreement. The system is redirected to the **MT101 Outbound Agreement** screen.
- Click on the **X** icon under **Action** column to close the inbound agreement. The **Warning** popup appears to confirm the closure of the agreement.

**Figure 12-25 Outbound Agreement Details- Close Agreement**



Perform one of the following actions:

- Click **Proceed** to close the outbound agreement. The success message of Outbound agreement closed appears.
- Click **Cancel** to cancel the transaction.

# 13

## Positive Pay

This topic describes Positive Pay, an electronic authentication system that enables users to transmit cheque details to the bank prior to processing.

Positive Pay is a process to deter cheque fraud. A person issuing cheques enters details of the cheques into the system. The details get verified when the issued cheque circles back to the issuer's bank for clearing. Any discrepancy in the data cheque data entered on the system and the actual cheque received will result in payment being declined.

### Pre-requisites:

Transaction access is provided to the corporate user.

- [Add Positive Pay](#)  
This topic provides the systematic instructions to users for creating Positive Pay requests for cheques that have been issued.
- [List Positive Pay](#)  
This topic provides the systematic instructions to user for listing all the Positive Pay requests.

### 13.1 Add Positive Pay

This topic provides the systematic instructions to users for creating Positive Pay requests for cheques that have been issued.

When the cheque is presented to the bank for payment via CTS Clearing, the bank will compare the instrument details received against the details user send.

#### To create a positive pay requests:


1. Perform anyone of the following navigation to access the **Add Positive Pay** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** .  
Under **Payments** , then click **More Actions**, and then click **Positive Pay**, and then click **Add Positive Pay** .
  - From the Search bar, type **Positive Pay – Add Positive Pay** and press **Enter**.  
The **Add Positive Pay** screen appears.
2. From the **Debit Account Number** list, select a CASA (Current select a CASA (Current Account and Savings Account) account from which payments is to be debited.
3. Under the **Add Cheque** section.
  - a. In the **Cheque Number** field, enter the cheque number of the cheque to be issued to the beneficiary.
  - b. In the **Payee** field, enter the beneficiary's name to whom cheque is issued.
  - c. From the **Cheque Date** date picker list, select the cheque issuance date.
  - d. In the **Amount** field, enter the cheque amount of the cheque to be issued to the beneficiary.
  - e. In the **Remark** field, add comment related to cheque issuance.

- Click on the + icon to cheque details.



The record gets added under the **Records Added** section.

**Note**

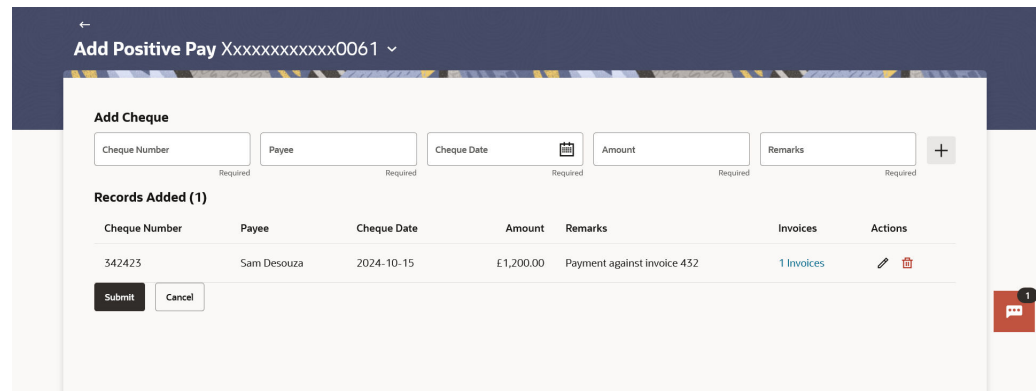
Click on the + icon to add a new cheque detail record.

- Click the  icon against the cheque record to update the cheque record details.
- The system enables the fields in editable mode.

Perform one of the following actions:

- Update the details and click the  icon to save changes.
- Click the **X** icon to cancel the changes.
- Click the  icon against the cheque record to delete the record.

**Figure 13-1 Add Positive Pay**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 13-1 Add Positive Pay - Field Description**

Field Name	Description
<b>Debit Account Number</b>	A CASA (Current Account and Savings Account) account from which payments is to be debited.
<b>Add Cheque section</b>	
<b>Cheque Number</b>	The cheque number of the cheque to be issued to the payee.
<b>Payee</b>	The payee's name to whom cheque is issued.
<b>Cheque Date</b>	The cheque issuance date.

Table 13-1 (Cont.) Add Positive Pay - Field Description

Field Name	Description
<b>Amount</b>	The cheque amount of the cheque to be issued to the payee.
<b>Remark</b>	The comment related to cheque issuance.
<b>Record Added section</b>	
<b>Total count of record</b>	Displays the total number of cheque details added.
<b>Cheque Number</b>	The cheque number of the cheque to be issued to the payee.
<b>Payee</b>	The payee's name to whom cheque is issued.
<b>Cheque Date</b>	The cheque issuance date.
<b>Amount</b>	The cheque amount of the cheque to be issued to the payee.
<b>Remark</b>	The comment related to cheque issuance.
<b>Invoices</b>	Displays the number of invoices added. Displays <b>Add Invoice</b> link in case of no invoice is added, click on the link to add invoice details.
<b>Actions</b>	Actions can be performed against the record. The options are: <ul style="list-style-type: none"> <li>• <b>Edit</b>- to update the record details.</li> <li>• <b>Delete</b> - to delete the record added</li> </ul>

4. Click on the **Add Invoice** link under Invoices column to add the details.

The **Add Invoice** popup appears.

- a. In the **Invoice Number** field, enter the invoice number associated with the cheque issuance.
- b. In the **Description** field, enter the description associated with the cheque issuance.
- c. From the **Invoice Date** date picker list, select the invoice date for the cheque issuance.
- d. In the **Amount** field, enter the cheque amount.
- e. Click on the + icon to add the new invoice detail record.

**Note**

User can add multiple invoice details against a single issued cheque.

- f. Click **Add Invoices** to save the invoices details.  
Click **Cancel** to cancel the transaction.

Figure 13-2 Invoices popup

**Add Invoice**

Cheque Number: 32423    Payee: Sam Desouza    Cheque Date: 10/16/2024    Amount: £1,200.00    Remarks: Payment against invoice 432

Invoice Number (Required)    Description (Required)    Invoice Date (Required)    Amount (Required)

**Invoices Added (0)**

Invoice Number	Description	Invoice Date	Amount	Actions
No data to display.				

Cancel    Add Invoices

**Note**

The fields which are marked as Required are mandatory.

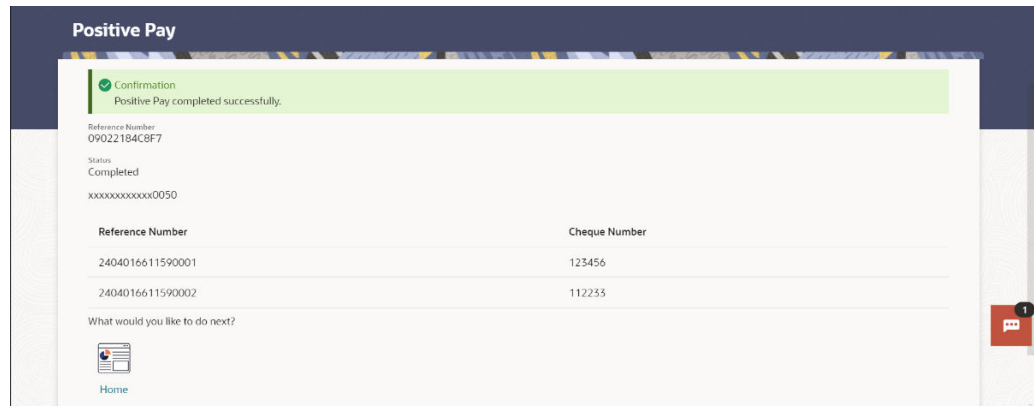
For more information on fields, refer to the field description table.

Table 13-2 Invoices popup - Field Description

Field	Description
<b>Invoice Number</b>	Number of the invoice as a supporting document against the issued cheque.
<b>Description</b>	Description added for the invoice created against the issued cheque.
<b>Invoice Date</b>	Date on which invoice is created.
<b>Amount</b>	Invoice amount.
<b>Actions</b>	Actions can be performed against the record. The options are: <ul style="list-style-type: none"> <li>• <b>Edit</b>- to update the record details.</li> <li>• <b>Delete</b> - to delete the record added</li> </ul>

- Perform one of the following actions:
  - Click **Submit** to save the changes.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.
- Perform one of the following actions:
  - Verify the details and click **Confirm**.

The success message of Positive Pay completed appears along with the transfer request number, and Positive Pay Status.

**Figure 13-3 Positive Pay Confirmation screen**

- Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to **Add Payee** screen.
7. Perform one of the following actions from the confirmation page:
    - Click **Transaction Details** to view the details of the transaction.
    - Click **View Positive Pay** to go to **View Positive Pay** screen.
    - Click **Make Another Positive Pay** to initiate another request of adding cheque .
    - Click **Go to Dashboard** to go to the Dashboard screen.
    - Click **Go to Payments Overview** to go to the **Payment Overview** page.

## 13.2 List Positive Pay

This topic provides the systematic instructions to user for listing all the Positive Pay requests.

It gives summarize details of the request which includes Debit account number, cheque number, beneficiary number, issue date, cheque amount, status, and action etc.

### To list the positive pay requests:

1. Perform anyone of the following navigation to access the **View Positive Pay** screen.
  - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments** . Under **Payments** , then click **More Actions**, and then click **Positive Pay**, and then click **View Positive Pay** .
  - From the Search bar, type **Positive Pay – View Positive Pay** and press **Enter**

The list of all the positive pay appears on the **View Positive Pay** screen.

2. From the **Debit Account Number** list, select a CASA (Current select a CASA (Current Account and Savings Account) account from which payments is to be debited.

Figure 13-4 View Positive Pay – Summary

Cheque Number	Issue Date	Amount	Payee	Reference Number	Status	Invoices
12456	8/21/2024	£1,000.00	Testing	2422001665448000	Active	-

**Note**


The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

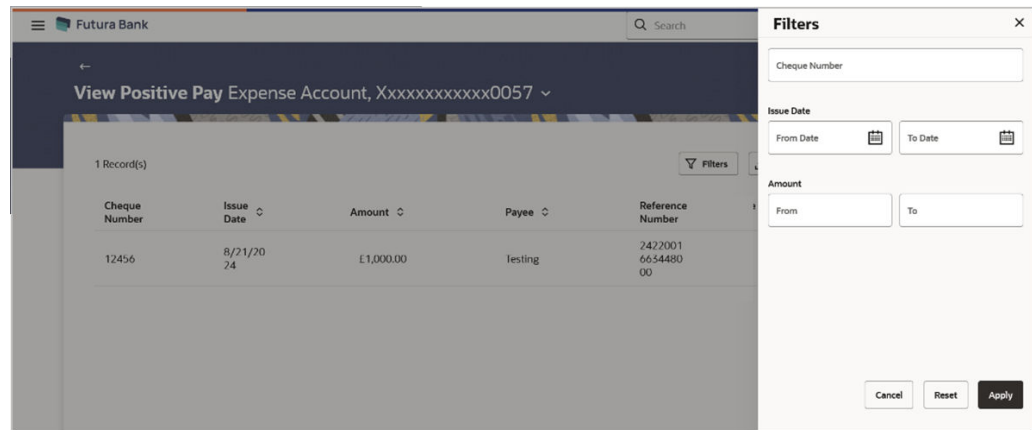
Table 13-3 View Positive Pay – Summary - Field Description

Field Name	Description
<b>Debit Account Number</b>	A CASA (Current Account and Savings Account) account from which payments is to be debited and by which you searched the record.
<b>Total Count of records</b>	Displays the total count of records.
<b>Cheque Number</b>	The cheque number by which you searched the record.
<b>Issue Date</b>	The cheque issuance date.
<b>Amount</b>	The cheque amount.
<b>Payee</b>	The name of the payee to whom transfer is to be made.
<b>Reference Number</b>	The reference number of the record.
<b>Status</b>	The status of the cheque. It could be: <ul style="list-style-type: none"> <li>• <b>Active</b>- Cheque issued, but not yet cleared or expired</li> <li>• <b>Paid</b>- Cheque cleared successfully</li> <li>• <b>Cancelled</b>- Cheque cancelled by the bank.</li> <li>• <b>Stale</b> - Expired Cheque</li> <li>• <b>Payment Stopped</b>- Cheque stopped explicitly by the issuer</li> </ul>
<b>Invoices</b>	Displays the count of invoiced raised against the cheque.

- Perform one of the following actions:
  - Click **Search**.  
Based on the search criteria the records appears on the **List Positive Pay** screen.
  - Click **Reset** to clear the data entered.
- Perform one of the following actions:

- Click the  **Filter** to change filter criteria.  
The **Filter** overlay screen appears.



**Figure 13-5 View Positive Pay- Filter Criteria**



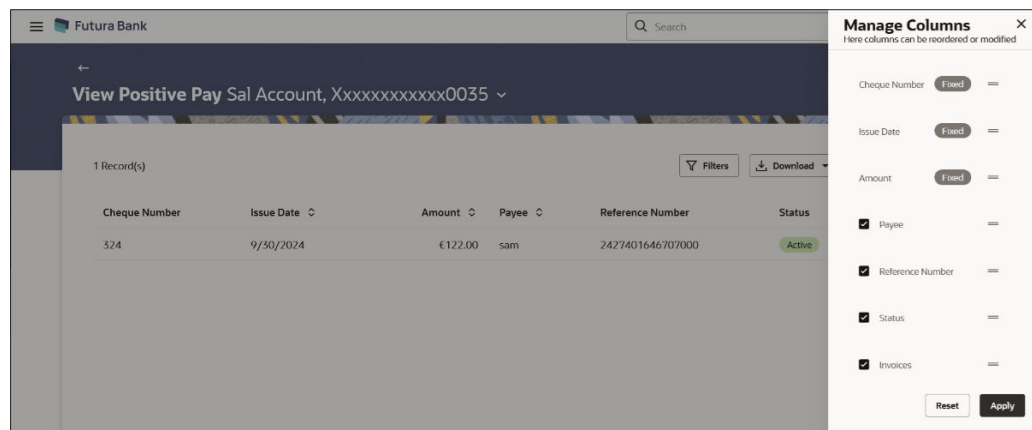
Perform one of the following actions:

- Enter the filter criteria.
- Click **Apply** to search the records.

Transaction records appears based on the updated criteria.

- Click the  **Download** icon to download the records in CSV & PDF format.
- Click the  **Manage Columns** icon to setup a column preference by rearranging or removing columns.

**Figure 13-6 View Positive Pay - Manage Column setup**



# 14

## Direct Debits

This topic describes the information about the Direct Debits screen.

Users can view and manage their Direct Debit instructions, including the ability to cancel active or paused mandates. It provides a consolidated view of Standing Orders within the Recurring Payments inquiry screen, with separate tabs for each.

Users can view key details such as reference, payee, amount, frequency, start date, next collection date, and status. They can also filter records, download data, and access detailed views of individual instructions. The Cancel action is available for Active and Paused Direct Debits, subject to user permissions.

The feature supports both desktop and mobile views, including swipe actions on mobile for quick cancellation. Access is controlled based on user privileges, and an empty state message is displayed when no Direct Debit instructions are available.

By clicking on **Manage Columns** option available on the screen, user can.

- **Rearrange columns**
- **Remove/add specific columns**

### ① Note

1. Direct Debits are available out-of-the-box for the UK region.
2. Direct Debits are access-driven for both view and manage functionalities. Screen actions will be enabled based on user role and access management.
3. Fields on the summary and details pages are configurable through the regional configurator.
4. Direct Debits are not qualified with OBPM.

### ① Note

1. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
2. The column preferences setup by the user will be saved for future reference i.e., in case the user revisits this screen, the preferred columns will only be displayed in the table.
3. Swipe gesture is implemented on the Recurring Payments summary page showing actions -Copy, Stop as applicable. This functionality is only supported on mobile devices and tablets.

### Navigation Path:

- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Payments**. Under **Payments**, then click **More Actions**, and then click **Inquiries**, and then click **Recurring Payments**. Under **Recurring Payments** click **Direct Debits**.
- From the Search bar, type **Payment Inquiries – Recurring Payments** and press **Enter**. Under **Recurring Payments** click **Direct Debits**.
- [Direct Debits – Summary](#)  
This topic describes the systematic instruction to **Direct Debits – Summary** screen.
- [Direct Debits Details](#)  
This topic describes the systematic instruction to **Direct Debits Details** screen.

## 14.1 Direct Debits – Summary

This topic describes the systematic instruction to **Direct Debits – Summary** screen.

### To view / search for direct debits records:

1. Navigate to the **Recurring Payments** screen.

The system displays a summary of all the recurring payments for the primary account.

#### **Note**

By default, the **Recurring Payments** screen displays the list of recurring payments set for the primary account.

2. Select the account from the drop-down list to view its recurring payments.

The system displays a summary of all the recurring payments in the selected account.

- Click on **Direct Debits** to displays details on direct debits orders.

The **Direct Debits - Summary** screen is displayed.

**Figure 14-1 Direct Debits - Summary**

Started On	Reference Number	Payee	Frequency	Next Collection Date	Amount	Status
1/5/2024	12312323	Roy	Once every 6 months	1/5/2024	USD 10,989.00	Active
1/5/2024	89134696	Sam	Once every year	1/5/2024	USD 7,000.00	Active
1/5/2024	45354353	Pranali	Once every 6 months	2/9/2024	USD 11,989.00	Active
1/5/2024	86545690	Apis	Once every 6 months	3/9/2024	USD 11,989.00	Active
1/5/2024	90123891	Adi	Once every 6 months	3/9/2024	USD 20,000.00	Active
1/5/2024	10123891	Narayan	Once every 6 months	3/9/2024	USD 10,000.00	Active
1/5/2024	23423891	Smita	Once every 3 months	3/9/2024	USD 15,000.00	Active
1/5/2024	90199891	Priyanka	Once every 9 months	3/9/2024	USD 18,000.00	Active
1/5/2024	33333891	Swati	Once every year	3/9/2024	USD 5.00	Active
2/1/2024	26123891	bajirao	Once every 8 months	1/1/2024	USD 5,000.00	Active
1/5/2024	36823891	Adi	Once every 6 months	3/9/2024	USD 6,000.00	Active
1/5/2024	33323891	Adi	Once every 5 months	3/4/2024	USD 2,000.00	Active

For more information on fields, refer to the field description table.


**Table 14-1 Recurring Payments - Direct Debits - Summary - Field Description**

Field	Description
<b>Select Account</b>	To view the transfers based on the account from which money will be debited.
<b>Search Results</b>	The following fields are displayed for each transaction.
<b>Started On</b>	Displays the date on which the recurring payment was initiated.
<b>Reference Number</b>	Display the reference number assigned to the transaction by the host system. Click on the link to view the details of the recurring payment.
<b>Payee</b>	Displays the beneficiary to whom the recurring payment is made.
<b>Frequency</b>	Indicates how often the payment is scheduled (for example, monthly, yearly, or every few months).
<b>Next Collection Date</b>	Displays the next scheduled date on which the payment will be processed.
<b>Amount</b>	Displays the payment amount along with the applicable currency.
<b>Status</b>	The status of the payment transfer record. It could be: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Closed</b></li> </ul>

3. Click on the **Reference Number** for the specific payment record to view the instructions set for the transfer.

The **Direct Debits Details** screen appears.

4. Click **Home** to navigate to the **Dashboard**.

5. Click  **Filter** to change filter criteria.

The **Filter** overlay screen appears.

- a. Enter the filter criteria.
- b. Click **Apply** to search the records.

Transaction records appears based on the updated criteria. Click on the


 **Manage Columns** icon to setup a column preference by rearranging or removing columns.

Figure 14-2 Direct Debits - Filter

Figure 14-3 Direct Debits - Manage Column setup

For more information on fields, refer to the field description table.

Table 14-2 Direct Debits - Manage Column setup - Field Description

Field Name	Description
<b>Filter Criteria</b>	<b>Information specified in below fields are related to filter criteria.</b>
<b>Started On</b>	Search the transfers based on the date on which the Direct Debit instruction was initiated.
<b>Reference Number</b>	Search by Reference Number. Searching by this field will render all other search criteria ineffective. Other search criteria will be ignored if one searches by this field.

Table 14-2 (Cont.) Direct Debits - Manage Column setup - Field Description

Field Name	Description
<b>Payee</b>	Search the transfers based on the payee name.
<b>Frequency</b>	Search the transfers based on the frequency defined for the Direct Debit instruction.
<b>Next Collection Date</b>	Search the transfers based on the next scheduled collection date of the Direct Debit instruction.
<b>Amount</b>	Search for transfers that have been initiated with an amount equal to or greater than the specified start amount.
<b>Status</b>	Payment can be searched based on the status.

6. Perform one of the following actions.
  - a. Click **Reset** to clear all the applied filters and restore the default search criteria.
  - b. Click **Apply** to apply the selected filters and display the filtered results.

## 14.2 Direct Debits Details

This topic describes the systematic instruction to **Direct Debits Details** screen.

All the details of the recurring payment are categorized for easy viewing based on Execution Details & Payment History details. The user can also stop the repeat transfers through **Stop Direct Debits** feature.

### To view the direct debits details:

1. Navigate to the **Recurring Payments** screen.
2. Select the account from the drop-down list to view its recurring payments.

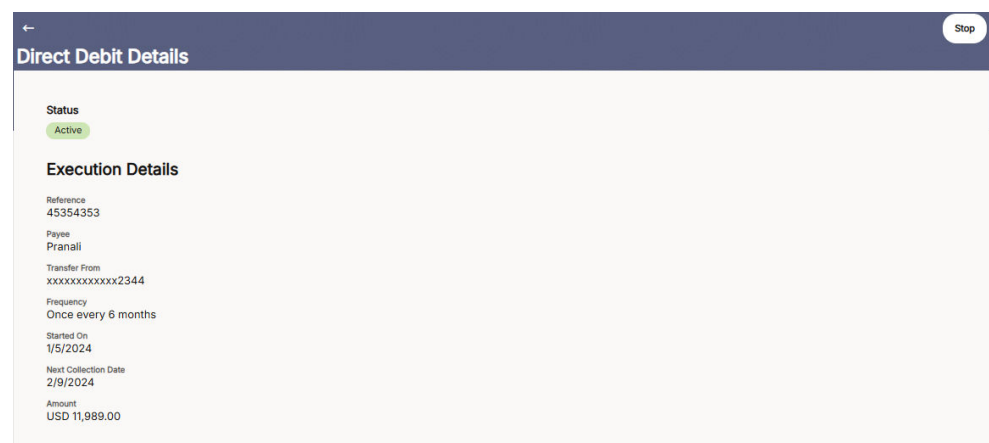
The system displays a summary of all the recurring payments for the selected account.

- Click **Direct Debits** to displays details on standing orders.

The **Recurring Payments - Direct Debits** screen is displayed.

- i. Click on the **Reference Number** for the specific payment record to view the instructions set for the transfer.  
The **Direct Debit Details** screen appears with the details.

Figure 14-4 Direct Debit Details



**Table 14-3 Direct Debit Details - Field Description**

Field Name	Description
	A message identifying the reference number of the transaction is displayed.
<b>Status</b>	The status of the repeat transfer. The status can be: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Failed</b></li> </ul>
<b>Execution Details</b>	<b>Information specified in below fields are related to execution details.</b>
<b>Reference</b>	Displays the reference number.
<b>Payee</b>	Display payee name.
<b>Transfer From</b>	Display CASA account number from which the transfer is set.
<b>Frequency</b>	Displays the frequency in which the recurring payment is executed.
<b>Started On</b>	Displays the start date of the repeat transfer execution i.e., the date on which the repeat transfer first starts being executed.
<b>Next CollectionsDate</b>	Displays the next collection date on which repeat transfer instructions are executed.
<b>Amount</b>	Display amount with currency.

3. On **Direct Debits Details** screen, click **Stop** button to stop the details.  
The **Stop Direct Debit** confirmation popup appears.

**Figure 14-5 Stop Direct Debit**

- a. Click **Stop** to stop the repeat transfers maintained for the account.

OR

Click **Cancel** to cancel the transaction.

The message confirming that the repeat transfer has been stopped/ cancelled appears.

# 15

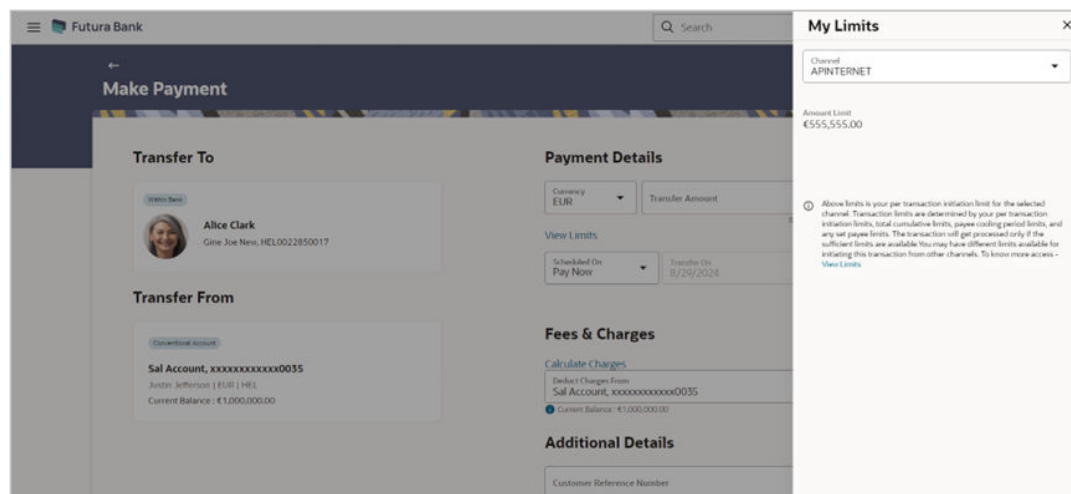
## View Limits

This topic provides the systematic instructions to user for viewing their transaction initiation limits.

1. Click the **View Limits** link to check the transfer limit.  
From the **Channel** list, select the appropriate channel to view its limits.

The utilized amount and the available limit appears.

**Figure 15-1 View Limits**



**Note**

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

**Table 15-1 View Limits - Field Description**

Field Name	Description
<b>Channel</b>	Channel for which the user wants to view the limits. This will be defaulted to the user logged in channel.
<b>Available Limits</b>	
<b>Amount</b>	An amount range between the transactions can be initiated from the selected channel.

# 16

## Forex Deal

This topic enables users to buy or sell foreign currency at agreed exchange rates for payments, conversions, or hedging purposes.

A Forex Deal in OBDX allows corporate users to buy or sell foreign currency for supported currency pairs at predefined exchange rates. It is primarily used for cross-border payments, currency conversion, and hedging foreign exchange risk.

The system supports different deal types such as Spot (immediate settlement), Forward (future-dated settlement), and Swap (combination of buy and sell deals). Users can book deals, view details, and utilize them in payment transactions.

Each forex deal is defined by key attributes like deal type, currency pair, buy/sell indicator, amount, exchange rate, and value date. Once confirmed, the system generates a deal reference number, and the deal can be linked to relevant transactions.

### Note

1. Approval is not applicable to FX deal booking transactions.
2. Limits are not applicable for FX deal booking transactions.

### Navigation Path

1. From the Dashboard, click **Toggle menu**, click **Menu**, then click **Forex Deal**. Under **Forex Deal**, click **Book Deal**.
  2. From the Search bar, type **Forex Deal - Book Deal** and press **Enter**.
- [Book Forex Deal](#)  
This topic describes the systematic instructions to buy or sell foreign currency at a selected exchange rate for immediate or future transactions.
  - [View Forex Deal](#)  
This topic provides information of booked forex deals, including rates, amounts, and status.

## 16.1 Book Forex Deal

This topic describes the systematic instructions to buy or sell foreign currency at a selected exchange rate for immediate or future transactions.

1. Navigate to the Forex Deal screen.
2. Click **Book Deal** to initiate and book a forex deal for the selected currency pair and amount.

The **Book Forex Deal** screen is displayed.

Figure 16-1 Book Forex Deal

The screenshot shows the 'Book Forex Deal' interface. At the top, there is a title bar with a back arrow and the text 'Book Forex Deal'. Below this, there are two dropdown menus: 'Party' with 'Aramex Logistics Corporation' selected and 'Settlement Account' with 'xxxxxxxxxxxx0039' selected. A section titled 'Deal Details' contains several options: 'Deal Type' with radio buttons for 'Spot' (selected), 'Forward', and 'Swap'; 'Duration' with a dropdown menu showing 'CASH'; 'Currency Pair' with a dropdown menu showing 'EUR-CAD'; 'Transaction Type' with radio buttons for 'BUY' (selected) and 'SELL'; and a 'Buy Amount' text input field with a 'Required' label below it. At the bottom of the form are three buttons: 'Get Quote' (highlighted in black), 'Cancel', and 'Back'.

3. Specify the fields on **Book Forex Deal** screen.

For more information on fields, refer to the field and description table.

Table 16-1 Book Forex Deal - Field Description

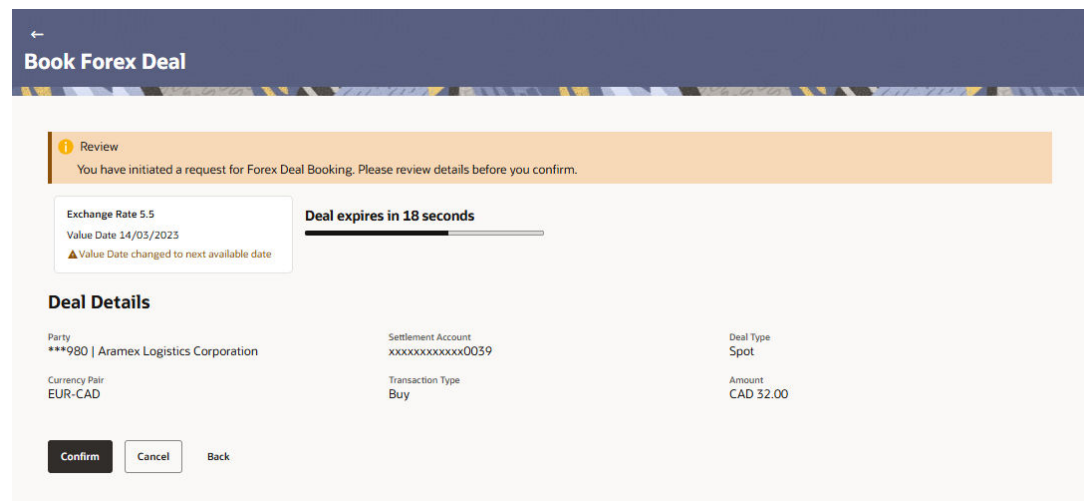
Field Name	Description
Fields can be configured using the regional configurator.	
<b>Party</b>	Select the corporate entity for which the forex deal is being booked.
<b>Settlement Account</b>	Select the account that will be used to settle the forex transaction.
<b>Deal Type</b>	Select the <b>Deal Type</b> : <ul style="list-style-type: none"> <li>• <b>Spot</b> – Immediate settlement</li> <li>• <b>Forward</b> – Future dated settlement</li> <li>• <b>Swap</b> – Combination of buy and sell deals</li> </ul> <b>Note:</b> Out of the box <b>Spot</b> is qualified with OBTR.
<b>Duration</b>	Select the deal duration based on settlement requirements and deal type. Durations are configured as per requirement using regional configurator.
<b>Swap</b>	Select the swap type from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Spot-Forward</b></li> <li>• <b>Forward-Forward</b></li> </ul> This field will be displayed only after the <b>Deal Type</b> is selected as <b>Swap</b> .
<b>Currency Pair</b>	Select the currency pair for the forex deal. Currency pair is fetched from Common core.

**Table 16-1 (Cont.) Book Forex Deal - Field Description**

Field Name	Description
<b>Transaction Type</b>	Select the transaction type: The available options are: <ul style="list-style-type: none"> <li>• <b>Buy</b></li> <li>• <b>Sell</b></li> </ul> This field is displayed only after a <b>Currency Pair</b> is selected.
<b>Amount</b>	Specify the amount to be purchased or sold for the selected currency pair.
<b>Get Quote</b>	Click <b>Get Quote</b> to fetch the applicable exchange rate.
<b>Cancel</b>	Click <b>Cancel</b> to abort the forex deal booking process.
<b>Back</b>	Click <b>Back</b> to navigate to the previous screen.

4. Click **Get Quote** to fetch the applicable exchange rate.

The exchange rate is retrieved from the host system (OBTR) and displayed on the screen. If the value date is changed, the updated date is also reflected on the screen. A timer is displayed within which the user must confirm the deal. If the deal is not confirmed within this time, the Confirm button is disabled, and the user must fetch the exchange rate again.

**Figure 16-2 Book Forex Deal - Quote**

5. Perform one of the following actions.
  - a. Click **Confirm** to validate the entered details and proceed with booking the forex deal.
  - b. Click **Cancel** to abort the forex deal booking process.
  - c. Click **Back** to navigate to the previous screen.

## 16.2 View Forex Deal

This topic provides information of booked forex deals, including rates, amounts, and status.

1. Navigate to the **Forex Deal** screen.
2. Click **View Forex Deal** to view a forex deal for the selected currency pair and amount.

The **View Forex Deal** screen is displayed.

Figure 16-3 View Forex Deal

Deal Number	Deal Type	Transaction Type	Buy Currency	Sell Currency	Booked Amount	Available Amount	Value Date	Action	Status
FSCU26083000009	Spot	Buy	GBP	USD	GBP 10,000.00	GBP 10,000.00	3/24/2026	Download	Liquidated
FSCU26083000010	Spot	Buy	GBP	USD	GBP 10,000.00	GBP 10,000.00	3/24/2026	Download	Liquidated
FSCU26083000011	Spot	Buy	GBP	USD	GBP 10,000.00	GBP 10,000.00	3/24/2026	Download	Liquidated
FSCU26083000012	Spot	Buy	USD	GBP	USD 10,000.00	USD 10,000.00	3/24/2026	Download	Liquidated
FSCU26083000013	Spot	Buy	USD	GBP	USD 10,000.00	USD 10,000.00	3/26/2026	Download	Liquidated
FSCU26083000014	Spot	Buy	USD	GBP	USD 10,000.00	USD 10,000.00	3/25/2026	Download	Liquidated
FSCU26084000001	Spot	Buy	GBP	USD	GBP 1,700.00	GBP 1,700.00	3/25/2026	Download	Liquidated
FSCU26084000002	Spot	Buy	GBP	USD	GBP 10,000.00	GBP 10,000.00	3/25/2026	Download	Liquidated
FSCU26084000003	Spot	Buy	GBP	USD	GBP 2,000.00	GBP 2,000.00	3/25/2026	Download	Liquidated
FSCU26084000004	Spot	Buy	GBP	USD	GBP 2,000.00	GBP 2,000.00	3/26/2026	Download	Liquidated

For more information on fields, refer to the field and description table.

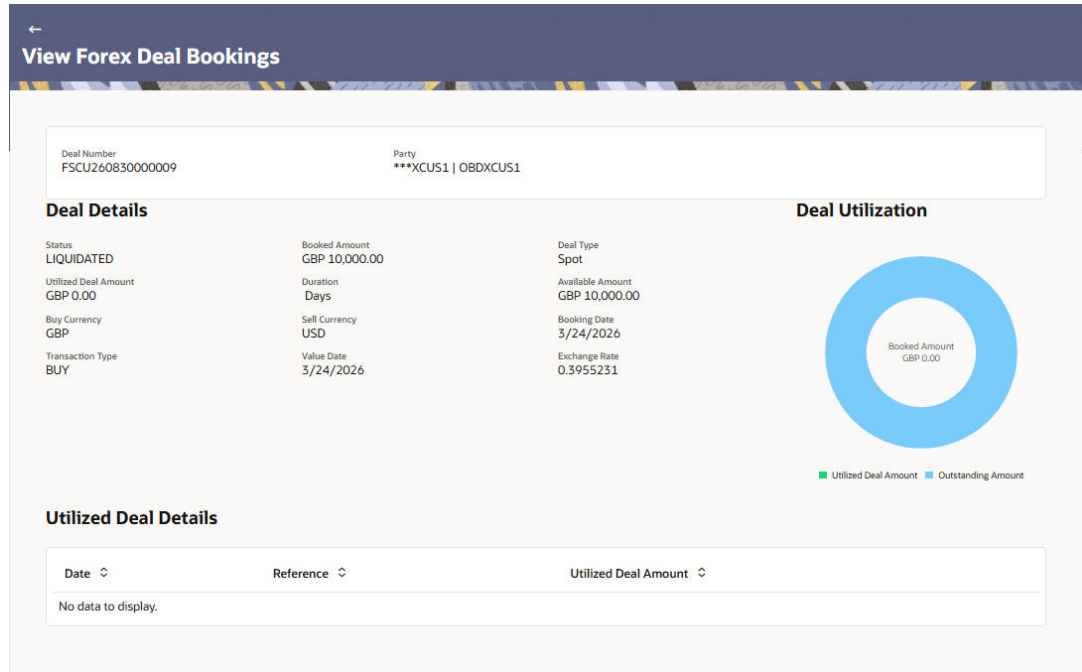
Table 16-2 View Forex Deal - Field Description

Field Name	Description
<b>Deal Number</b>	Displays the unique reference number of the forex deal.
<b>Deal Type</b>	Displays the type of forex deal such as <b>Spot</b> , <b>Forward</b> , or <b>Swap</b> .
<b>Transaction Type</b>	Displays whether the deal is a <b>Buy</b> or <b>Sell</b> transaction.
<b>Buy Currency</b>	Displays the currency being purchased in the forex deal.
<b>Sell Currency</b>	Displays the currency being sold in the forex deal.
<b>Booked Amount</b>	Displays the total amount booked for the forex deal.
<b>Available Amount</b>	Displays the remaining amount available for utilization.
<b>Value Date</b>	Displays the settlement date of the forex deal.
<b>Action</b>	Provides available actions such as downloading deal details using the <b>Download</b> option.
<b>Status</b>	Displays the status of the forex deal.

- Click **Deal Number** for the specific forex deal to view its details and associated information.

The **View Forex Deal Bookings** screen is displayed.

Figure 16-4 View Forex Deal Bookings




- Click  **Filter** to change filter criteria. The **Filter** overlay screen appears.

Figure 16-5 View Forex Deal - Filter

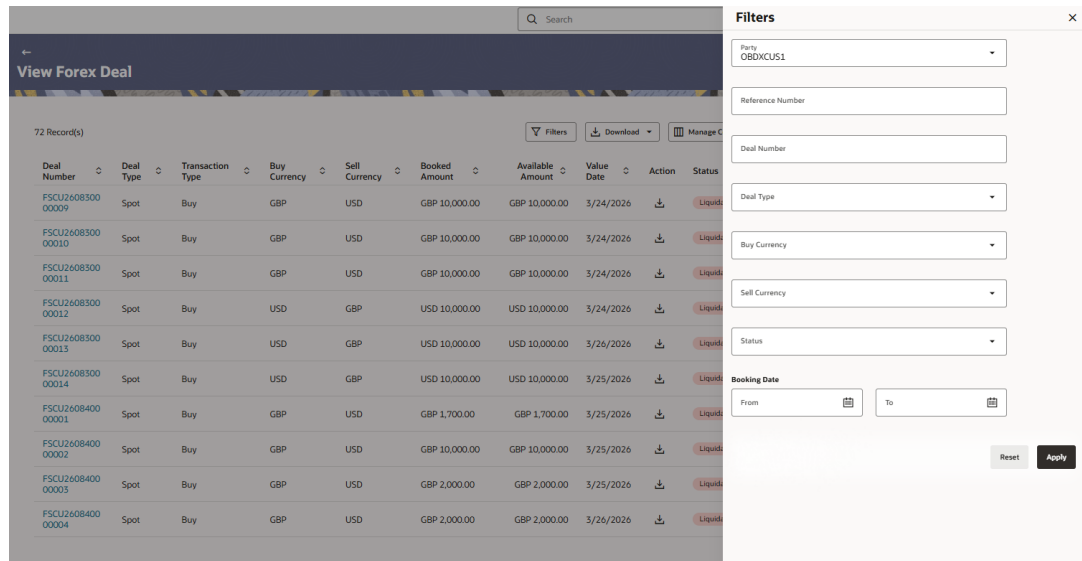



Table 16-3 View Forex Deal - Filters Field Description

Field Name	Description
Party	Select the corporate entity to filter forex deals.

Table 16-3 (Cont.) View Forex Deal - Filters Field Description

Field Name	Description
Reference Number	Enter the reference number to search for a specific forex deal.
Deal Number	Enter the <b>Deal Number</b> to filter and view a specific forex deal.
Deal Type	Select the type of deal to filter results.
Buy Currency	Select the currency being purchased to filter the deals.
Sell Currency	Select the currency being sold to filter the deals.
Status	Select the deal status to refine the results.
Booking Date	Specify the date range using <b>From</b> and <b>To</b> to filter deals based on booking date.

Perform one of the following action.

- a. Click **Reset** to clear all applied filters.
  - b. Click **Apply** to apply the selected filters and view the results.
5. Click on the  **Manage Columns** icon to setup a column preference by rearranging or removing columns.

The **Manage Columns** screen is displayed.

Figure 16-6 View Forex Deal - Manage Columns

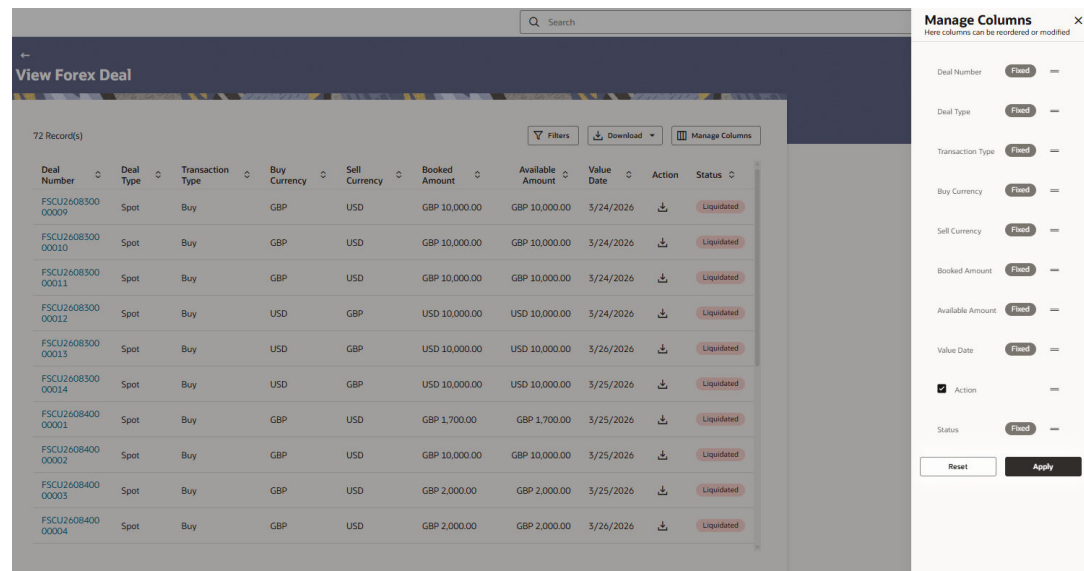


Table 16-4 View Forex Deal - Manage Columns - Field Description

Field Name	Description
Column Setup	Information specified below is related to column configuration.
Deal Number	Displays the deal number. This is a fixed column and cannot be modified.
Deal Type	Displays the type of forex deal. This is a fixed column.
Transaction Type	Displays whether the deal is <b>Buy</b> or <b>Sell</b> . This is a fixed column.

**Table 16-4 (Cont.) View Forex Deal - Manage Columns - Field Description**

Field Name	Description
<b>Buy Currency</b>	Displays the currency being purchased. This is a fixed column.
<b>Sell Currency</b>	Displays the currency being sold. This is a fixed column.
<b>Booked Amount</b>	Displays the booked amount of the deal. This is a fixed column.
<b>Available Amount</b>	Displays the available amount for utilization. This is a fixed column.
<b>Value Date</b>	Displays the settlement date of the deal. This is a fixed column.
<b>Action</b>	Select the <b>Action</b> checkbox to show or hide the Action column.
<b>Status</b>	Displays the status of the deal. This is a fixed column.

Perform one of the following action.

- a. Click **Reset** to revert to the default column configuration.
- b. Click **Apply** to save and apply the selected column settings.

# 17

## Regulatory Changes for Cross-Border Payments – MT to MX Migration Enhancements

This topic describes the information about **Regulatory Changes for Cross-Border Payments – MT to MX Migration Enhancements** workflow.

This section provides guidance for retail users about the enhancements introduced as part of the MT to MX migration for cross-border payments in Oracle Banking Digital Experience (OBDX). The focus is on improved flexibility, address format support, structured remittance capabilities, and compliance with ISO20022 standards.

- [Address Types Enhancement](#)  
This topic describes the information about **Address Types Enhancement** workflow.
- [Remittance Information Enhancement](#)  
This topic describes the information about **Remittance Information Enhancement** workflow.
- [Extended Character Set Enhancement](#)  
This topic describes the information about **Extended Character Set Enhancement** workflow.
- [Verification of Payee Enhancement](#)  
This section provides detailed instructions for configuring the bank's payee verification feature.
- [Purpose of Payment](#)  
This topic describes the information about **Purpose of Payment** workflow.

### 17.1 Address Types Enhancement

This topic describes the information about **Address Types Enhancement** workflow.

Users can now enter payee addresses in one of three types:

- **Structured**
- **Hybrid**
- **Unstructured**

The availability of these types depends on backend configurations by the bank. Bank can also configure the fields under each address type.

**Table 17-1 Payee Addressess**

Field	Description
<b>Structured</b>	14 detailed fields supported: Country, Department, Sub-Department, Street Name, Building Number, Building Name, Floor, P.O. Box, Room, Post Code, Town Name, Town Location Name, District Name, Country Subdivision

**Table 17-1 (Cont.) Payee Adressess**

Field	Description
<b>Hybrid</b>	All Structured fields + Address Line 1 & Address Line 2
<b>Unstructured</b>	Address Line 1, Address Line 2, Address Line 3 (City + Country Code)

- When Multiple Types are Enabled by the bank: Users will choose the address type while entering payee details.
- When Single Types is Enabled: Address input fields will auto-load as per the bank-configured address type.
- Fields under each type will be displayed as per the bank configuration.
- Entering Payee addresses are supported on below screens:
  - **Add Account Payee – International**
  - **Tranfers Adhoc Payment – International**

**Navigation Path**

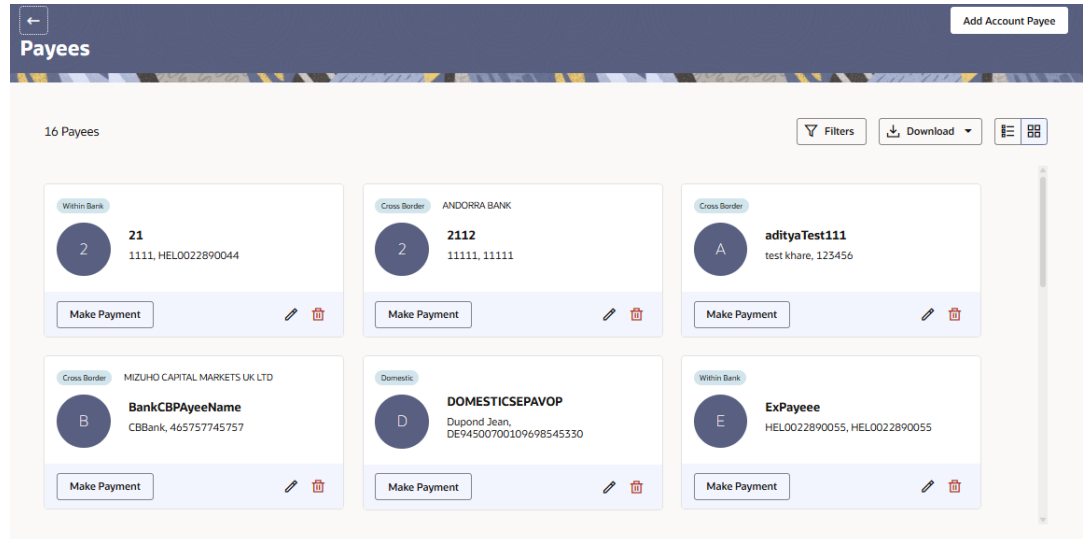
- From the Dashboard, click **Toggle menu**, click **Menu**, then click **Transfers & Bill Payments** . Under **Transfers & Bill Payments** , then click **Payments** , click **More Actions** , and then click **Manage Payees**.
- From the Search bar, type **Payees – Manage Payees** and press **Enter**.
- [Add Account Payee](#)  
This topic provides information on adding an payee account.
- [Transfer Adhoc Payee](#)  
This topic provides information on transfer an adhoc payee.

## 17.1.1 Add Account Payee

This topic provides information on adding an payee account.

1. From **My Payments** screen, click **More Actions**, and then click **Payees** and then click **Manage Payees**.

The **Payees** screen is displayed.

**Figure 17-1 Payees**

2. On **Payee** screen, click **Add Account Payee**.  
The **Add Account Payee** screen is displayed.

**Figure 17-2 Add Account Payee**

The screenshot shows the 'Add Account Payee' screen with a header bar containing a back arrow, the title 'Add Account Payee', and 'Cancel' and 'Submit' buttons. Below the header, there are three tabs: 'Within Bank', 'Domestic', and 'Cross Border'. The 'Cross Border' tab is selected. The form is divided into two sections: 'Account Details' and 'Personal Details'. Each section contains several text input fields with 'Required' labels.

**Account Details**

- Account Number (Required)
- Confirm Account Number (Required)
- Account Name (Required)

**Personal Details**

- Nick Name (Required)
- Email ID (+)

3. On **Add Account Payee** screen, click **Cross Border**.  
The **Add Account Payee - Cross Border Details** are displayed.

**Figure 17-3 Add Account Payee - Cross Border Details**
**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-2 Add Account Payee - Cross Border Details**

Field	Description
<b>Account Details</b>	This section capturing the beneficiary's bank account-related information
<b>Account Number</b>	Specifies the beneficiary's bank account number.
<b>Confirm Account Number</b>	Re-enter the account number to validate accuracy.
<b>Account Name</b>	Displays or captures the name of the account holder.
<b>Lei Code</b>	Legal Entity Identifier (LEI) code that uniquely identifies a financial entity
<b>Bank Details</b>	Section capturing beneficiary's bank and routing information
<b>Select Bank</b>	Allows the user to select the beneficiary's bank from the available list

Table 17-2 (Cont.) Add Account Payee - Cross Border Details

Field	Description
<b>NCC</b>	National Clearing Code used for domestic routing within the country
<b>SWIFT</b>	International routing code identifying the beneficiary's bank for cross-border transfers
<b>National Clearing Code</b>	Alternative or full form of NCC, used for identifying domestic bank routing
<b>Lookup</b>	Enables searching for bank details based on account or routing information
<b>Intermediary Bank</b>	Specifies a correspondent bank used when the beneficiary's bank cannot receive the transfer directly
<b>Transfer Via Intermediary Bank</b>	Option to route payment through an intermediary/correspondent bank if required
<b>Personal Details</b>	Section capturing beneficiary's personal profile information
<b>Nickname</b>	Specify the user-defined recognizable name for the beneficiary
<b>Email</b>	Email address of the beneficiary for communication or notification purposes
<b>Country</b>	Specifies the country of the beneficiary.

4. On **Personal Details** section, select the **Country** to specify the address.

The available options under address are:

- **Simple Address**
- **Detailed Address**
- **Compact Address**

**Figure 17-4 Simple Address**

The screenshot shows a web form titled "Add Account Payee". At the top right, there are "Cancel" and "Submit" buttons. The form contains the following fields:

- Address:** A dropdown menu currently showing "Simple Address".
- Department:** A text input field.
- Sub-department:** A text input field.
- Address Line 1:** A text input field with a "Required" label below it.
- Address Line 2:** A text input field with a "Required" label below it.
- Street/Locality:** A text input field.
- Building Number:** A text input field.
- Building/Apartment Name:** A text input field.
- Floor:** A text input field.
- PO Box:** A text input field.
- Room:** A text input field.
- PIN Code:** A text input field.
- City/Town:** A text input field with a "Required" label below it.

**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-3 Simple Address**

Field	Description
<b>Detailed Address</b>	The following fields are available for Detailed Address Type.
<b>Department</b>	Specify the department of the payee.
<b>Sub Department</b>	Specify the sub department of the payee.
<b>Address Line 1- 2</b>	Specify the address of the payee.

**Table 17-3 (Cont.) Simple Address**

Field	Description
<b>Street/Locality</b>	Specify the street name where the payee resides.
<b>Building Number and Building/Apartment Name</b>	Specify the building number and name where the payee resides.
<b>Floor</b>	Specify the floor where the payee resides.
<b>PO Box</b>	Specify the po box details of the payee.
<b>Room</b>	Specify the room of the payee.
<b>PIN Code</b>	Specify the pincode of the payee.
<b>City/Town</b>	Specify the city/town where the payee resides.
<b>Area/Locality</b>	Specify the area/locality where the payee resides.
<b>District</b>	Specify the district name of the payee.
<b>State/UT</b>	Specify the state/UT of the payee.

**Figure 17-5 Detailed Address**

The screenshot shows a web form titled "Add Account Payee" with a dark blue header. In the top right corner of the header are "Cancel" and "Submit" buttons. Below the header, there is a dropdown menu for "Address" with "Detailed Address" selected. The form contains the following fields:

- Department: Text input field.
- Sub-department: Text input field.
- Street/Locality: Text input field with a "Required" label below it.
- Building Number: Text input field.
- Building/Apartment Name: Text input field.
- Floor: Text input field.
- PO Box: Text input field.
- Room: Text input field.
- PIN Code: Text input field with a "Required" label below it.
- City/Town: Text input field with a "Required" label below it.
- Area/Locality: Text input field.
- District: Text input field.

**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-4 Detailed Address**

Field	Description
<b>Detailed Address</b>	The following fields are available for Detailed Address Type.
<b>Department</b>	Specify the department of the payee.
<b>Sub Department</b>	Specify the sub department of the payee.
<b>Street/Locality</b>	Specify the street name where the payee resides.
<b>Building Number and Building/Apartment Name</b>	Specify the building number and name where the payee resides.
<b>Floor</b>	Specify the floor where the payee resides.
<b>PO Box</b>	Specify the po box details of the payee.
<b>Room</b>	Specify the room of the payee.
<b>PIN Code</b>	Specify the pincode of the payee.
<b>City/Town</b>	Specify the city/town where the payee resides.
<b>Area/Locality</b>	Specify the area/locality where the payee resides.
<b>District</b>	Specify the district name of the payee.
<b>State/UT</b>	Specify the state/UT of the payee.

Figure 17-6 Compact Address

The screenshot shows a mobile application interface for adding an account payee. At the top, there is a header bar with a back arrow, the title 'Add Account Payee', and 'Cancel' and 'Submit' buttons. Below the header, there is a 'Required' label above a text input field. This is followed by a 'LeI Code' text input field. The 'Bank Details' section includes a 'Select Bank' section with radio buttons for 'NCC' (selected), 'Bank Details', and 'SWIFT'. Below this is a 'National Clearing Code' section with a 'Lookup' link. There is also an 'Intermediary Bank' section with a checkbox for 'Transfer Via Intermediary Bank'. The 'Personal Details' section features a profile icon with 'AA' and a 'Nickname' text input field (marked 'Required'). Below that is an 'Email' text input field with a '+' button. A 'Country' dropdown menu is set to 'India'. The 'Address' section has a dropdown menu for 'Address' set to 'Compact Address'. Below this are three text input fields for 'Address Line 1', 'Address Line 2', and 'Address Line 3', each marked as 'Required'.

**Note**  
The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 17-5 Compact Address

Field	Description
<b>Compact Address</b>	The following fields are available for Compact Address Type.
<b>Address Line 1-3</b>	Specify the address of the payee.

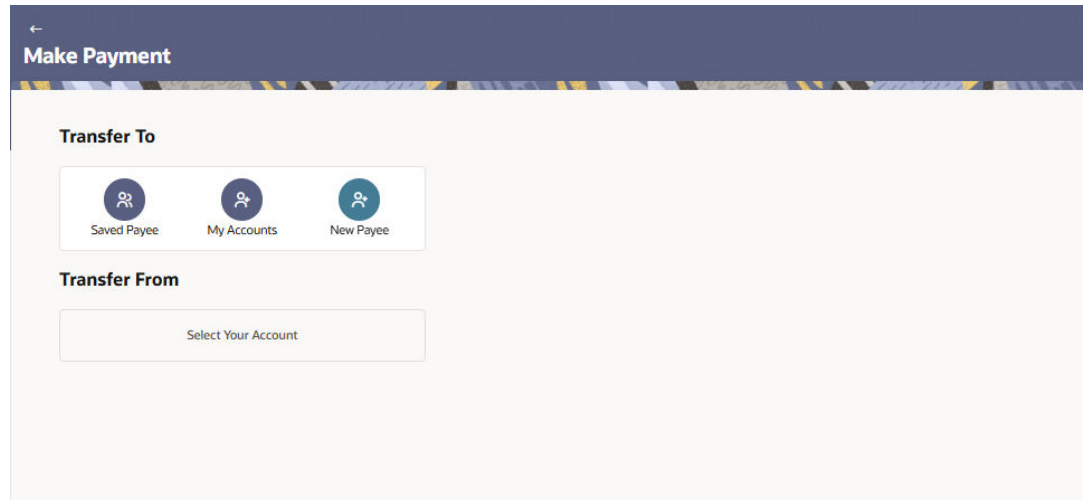
- Click **Submit** to submit the details.

## 17.1.2 Transfer Adhoc Payee

This topic provides information on transfer an adhoc payee.

1. From **My Payments** screen, click **Make Payment**  
The **Make Payment** screen is displayed.

**Figure 17-7 Make Payment**



2. On **Make Payment** screen, click **New Payee**.  
The **Transfer To - New Payee** screen is displayed.

Figure 17-8 Transfer To - New Payee

**Transfer To**

Saved Payee      My Accounts      **New Payee**

Within Bank    Domestic    **Cross Border**

### Account Details

Account Number Required

Confirm Account Number Required

Account Name Required

Lei Code

### Bank Details

Select Bank

NCC     Bank Details     SWIFT

National Clearing Code  
[Lookup](#)

Intermediary Bank  
 Transfer Via Intermediary Bank

### Personal Details

Email +

Country Select ▼

3. On **Transfer To - New Payee** screen, click **Cross Border**.

The **Transfer To - New Payee - Cross Border Details** are displayed.

**Figure 17-9 Transfer To - New Payee - Cross Border Details**

## Transfer To >

Saved Payee
My Accounts
New Payee

Within Bank

Domestic

Cross Border

### Account Details

Account Number

Required

Confirm Account Number

Required

Account Name

Required

Lei Code

### Bank Details

Select Bank

NCC  
  Bank Details  
  SWIFT

National Clearing Code

[Lookup](#)

Intermediary Bank

Transfer Via Intermediary Bank

### Personal Details

Email
+

Country  
Select
▼

Cancel

Proceed

**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-6 Transfer To - New Payee - Cross Border Details**

Field	Description
<b>Account Details</b>	This section capturing the beneficiary's bank account-related information
<b>Account Number</b>	Specifies the beneficiary's bank account number.
<b>Confirm Account Number</b>	Re-enter the account number to validate accuracy.
<b>Account Name</b>	Displays or captures the name of the account holder.
<b>Lei Code</b>	Legal Entity Identifier (LEI) code that uniquely identifies a financial entity
<b>Bank Details</b>	Section capturing beneficiary's bank and routing information
<b>Select Bank</b>	Allows the user to select the beneficiary's bank from the available list
<b>NCC</b>	National Clearing Code used for domestic routing within the country
<b>SWIFT</b>	International routing code identifying the beneficiary's bank for cross-border transfers
<b>National Clearing Code</b>	Alternative or full form of NCC, used for identifying domestic bank routing
<b>Lookup</b>	Enables searching for bank details based on account or routing information
<b>Intermediary Bank</b>	Specifies a correspondent bank used when the beneficiary's bank cannot receive the transfer directly
<b>Transfer Via Intermediary Bank</b>	Option to route payment through an intermediary/correspondent bank if required
<b>Personal Details</b>	Section capturing beneficiary's personal profile information
<b>Nickname</b>	Specify the user-defined recognizable name for the beneficiary
<b>Email</b>	Email address of the beneficiary for communication or notification purposes
<b>Country</b>	Specifies the country of the beneficiary.

- On **Personal Details** section, select the **Country** to specify the address.

The available options under address are:

- **Simple Address**
- **Detailed Address**
- **Compact Address**

Figure 17-10 Transfer To - Simple Address

### Transfer To ✕

**Address**

Address  
Simple Address ▼

**Department**

**Sub-department**

**Address Line 1**

Required

**Address Line 2**

Required

**Street/Locality**

**Building Number**

**Building/Apartment Name**

**Floor**

**PO Box**

**Room**

**PIN Code**

**City/Town**

Required

**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-7 Transfer To - Simple Address**

Field	Description
<b>Detailed Address</b>	The following fields are available for Detailed Address Type.
<b>Department</b>	Specify the department of the payee.
<b>Sub Department</b>	Specify the sub department of the payee.
<b>Address Line 1- 2</b>	Specify the address of the payee.
<b>Street/Locality</b>	Specify the street name where the payee resides.
<b>Building Number and Building/Apartment Name</b>	Specify the building number and name where the payee resides.
<b>Floor</b>	Specify the floor where the payee resides.
<b>PO Box</b>	Specify the po box details of the payee.
<b>Room</b>	Specify the room of the payee.
<b>PIN Code</b>	Specify the pincode of the payee.
<b>City/Town</b>	Specify the city/town where the payee resides.
<b>Area/Locality</b>	Specify the area/locality where the payee resides.
<b>District</b>	Specify the district name of the payee.
<b>State/UT</b>	Specify the state/UT of the payee.

Figure 17-11 Transfer To - Detailed Address

### Transfer To ✕

**Address**

Address  
Detailed Address

**Department**

**Sub-department**

**Street/Locality**

Required

**Building Number**

**Building/Apartment Name**

**Floor**

**PO Box**

**Room**

**PIN Code**

Required

**City/Town**

Required

**Area/Locality**

**District**

**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-8 Transfer To - Detailed Address**

Field	Description
<b>Detailed Address</b>	The following fields are available for Detailed Address Type.
<b>Department</b>	Specify the department of the payee.
<b>Sub Department</b>	Specify the sub department of the payee.
<b>Street/Locality</b>	Specify the street name where the payee resides.
<b>Building Number and Building/Apartment Name</b>	Specify the building number and name where the payee resides.
<b>Floor</b>	Specify the floor where the payee resides.
<b>PO Box</b>	Specify the po box details of the payee.
<b>Room</b>	Specify the room of the payee.
<b>PIN Code</b>	Specify the pincode of the payee.
<b>City/Town</b>	Specify the city/town where the payee resides.
<b>Area/Locality</b>	Specify the area/locality where the payee resides.
<b>District</b>	Specify the district name of the payee.
<b>State/UT</b>	Specify the state/UT of the payee.

Figure 17-12 Transfer To - Compact Address

**Transfer To**
✕

---

### Account Details

Required

Required

Required

### Bank Details

Select Bank

NCC  
  Bank Details  
  SWIFT

National Clearing Code

[Lookup](#)

Intermediary Bank

Transfer Via Intermediary Bank

### Personal Details

Address

Address Line 1

Required

Address Line 2

Required

Address Line 3

Required

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**Note**

The fields which are marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 17-9 Transfer To - Compact Address**

Field	Description
<b>Compact Address</b>	The following fields are available for Compact Address Type.
<b>Address Line 1-3</b>	Specify the address of the payee.

**Note**

Allowed characters for the structured address fields are as per the below regex –  
a-z A-Z 0-9 / - ? : ( ) . , ' + ! # & % \* = ^ \_ ` { | } ~ " ; @ [ \ ]

5. Click **Proceed** to proceed the details.

## 17.2 Remittance Information Enhancement

This topic describes the information about **Remittance Information Enhancement** workflow.

Users can now enter remittance information as unstructured remittance information of length 140 characters.

As supported by MX, when making international payments across all types, including saved and adhoc payees, low value payments, and standing instructions (SI).

Field will be displayed as enabled by the bank.

**Note**

1. Existing **Payment Details** input is retained for MT-type payments.
2. Banks can configure whether to use MT-type or MX-type remittance.

Remittance Information is available on the following screens for international payments:

1. **Transfers – Existing Payee**
2. **Transfers – Adhoc Payee**
3. **Repeat Transfers – Existing Payee**
4. **International Low Value Payment**
5. **Multiple Transfers**

### Navigation Path

Perform anyone of the following actions:

- *Toggle menu > Payments > Transfers > Transfers – Existing / Adhoc Payee*
- *Maker Dashboard > Quick Links > Transfers - Transfers – Existing / Adhoc Payee*
- *Toggle menu > Payments > Transfers > Repeat Transfers – Existing Payee*
- *Maker Dashboard > Quick Links > Transfers - Repeat Transfers – Existing Payee*
- *Toggle menu > Payments > Transfers > Multiple Transfers*
- *Maker Dashboard > Quick Links > Transfers - Multiple Transfers*
- *Toggle menu > Payments > Transfers > International Low Value Payment*
- *Maker Dashboard > Quick Links > Transfers - International Low Value Payment*

Figure 17-13 Remittance Information – Unstructured

←
**Make Payment**

### Transfer To

Cross Border

D

**DaltonHybSWINACSIMPLE**

Dalton Jones NCC, ACC890105

Change

### Transfer From

Conventional Account Aramex Logistics Corporation
 

**xxxxxxxxxxxx0039**

Aramex Logistics Corporation | EUR | HEL | Active | Current | Conventional

Current Balance : €1,000,000.00

### Payment Details

Currency  
EUR

Debit Amount Required

Transfer Currency  
CHZ

[View Limits](#)

Use Forex Deal

Use Forex Deal

Scheduled On  
Pay Now

Transfer On  
11/24/2025

### Fees & Charges

[Calculate Charges](#)

Correspondence Charges Required

Deduct Charges From  
xxxxxxxxxxxx0039

● Current Balance : €1,000,000.00

### Additional Details

Payment Purpose

Remittance Information

Unstructured  Structured

Description

Customer Reference

Note Required

### Compliance Questions

What is the business's trading name?

Compliance Questions

What is the full registered business name?

Compliance Questions

Is the business a sole trader, partnership or limited company?

Compliance Questions

What is the nature of Transaction?

Compliance Questions

### Upload documents

#### Address Proof

Electricity ...

No File Uploaded

⬆ 🗑

#### Identity Proof

AADHAR ...

No File Uploaded

⬆ 🗑

Users can add the information as normal text.

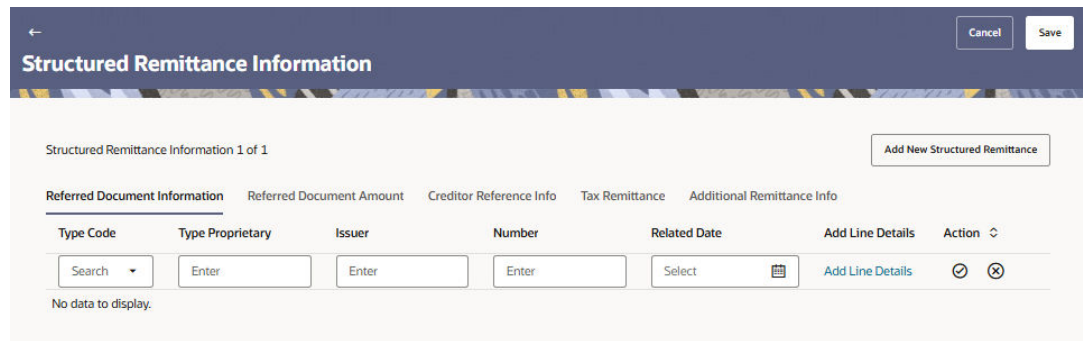
Users can now enter unstructured remittance information while making the international fund transfer. It will be a Free-text input with length of 140 characters. Allowed characters under this field are -

**a-z A-Z 0-9 / - ? : ( ) , ' + ! # & % \* = ^ \_ ` { | } ~ " ; @ [ \ ]**

**Remittance Information - Structured**

1. The user can select the Structured option from the Remittance Information and Click the hyperlink Add Structured Remittance Information.

**Figure 17-14 Reference Document Information**



**Table 17-10 Reference Document Information**

Field	Description
<b>Type Code</b>	Select the code from the list.
<b>Type Proprietary</b>	Specify the type proprietary.
<b>Issuer</b>	Specify the issuer.
<b>Number</b>	Specify the number.
<b>Related Date</b>	Select the related date.

2. Click **Save** to save the details.
3. Click **Reference Document Amount** from **Structure Remittance Information** screen. The **Reference Document Amount** screen appears.

Figure 17-15 Reference Document Amount

Table 17-11 Reference Document Amount

Field	Description
<b>Due Payable Amount</b>	Select the currency from the list and specify the payable amount.
<b>Remitted Amount</b>	Select the currency from the list and specify the remitted amount.
<b>Credit Note Amount</b>	The following fields are displayed for Credit Note Amount tab.
<b>Credit Note Amount</b>	Select the currency from the list and specify the credit amount.
<b>Related Date</b>	Select the related date.
<b>Discount Applied Amount</b>	The following fields are displayed for Discount Applied Amount tab.
<b>Discount Applied Code</b>	Specify the discount code.
<b>Discount Applied Proprietary</b>	Specify the discount applied proprietary.
<b>Discount Applied Amount</b>	Select the currency and specify the discount amount.
<b>Tax Amount</b>	The following fields are displayed for Tax Amount tab.
<b>Tax Amount Code</b>	Specify the tax code.
<b>Tax Amount Proprietary</b>	Specify the tax amount proprietary.
<b>Tax Amount</b>	Select the currency and specify the tax amount.
<b>Adjustment Amount and Reason</b>	The following fields are displayed for Adjustment Amount and Reason tab.
<b>Adjustment Amount</b>	Select the currency and specify the adjustment amount.
<b>Credit Debit Indicator</b>	Specify the credit and debit indicator.
<b>Adjustment Reason</b>	Specify the reason for adjustment.
<b>Adjustment Additional Information</b>	Specify the additional information of the adjustment.

- Click **Save** to save the details.
- Click **Creditor Reference Info** from **Structure Remittance Information** screen. The **Creditor Reference Info** screen appears.

**Figure 17-16 Creditor Reference Info**

**Table 17-12 Creditor Reference Info**

Field	Description
Type Code	Select the code from the list.
Type Proprietary	Specify the type proprietary.
Issuer	Specify the issuer.
Reference	Specify the reference number.

6. Click **Save** to save the details.
7. Click **Tax Remittance** from **Structure Remittance Information** screen. The **Tax Remittance** screen appears.

**Figure 17-17 Tax Remittance**

**Table 17-13 Tax Remittance**

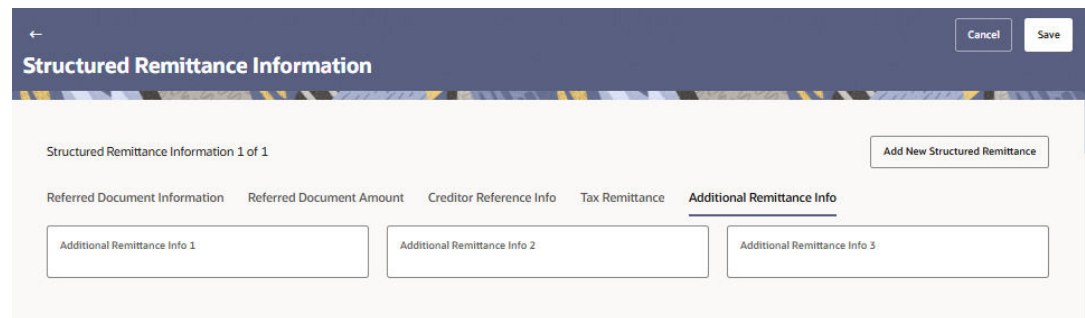
Field	Description
Creditor	The following fields are displayed for Creditor.
Tax Identification	Specify the tax identification number.

**Table 17-13 (Cont.) Tax Remittance**

Field	Description
<b>Registration Identification</b>	Specify the identification of registration.
<b>Tax Type</b>	Specify the tax type.
<b>Debtor</b>	The following fields are displayed for Debtor.
<b>Tax Identification</b>	Specify the tax identification number.
<b>Registration Identification</b>	Specify the identification of registration.
<b>Tax Type</b>	Specify the tax type.
<b>Authorization Title</b>	Specify the authorization title.
<b>Authorization Name</b>	Specify the authorization name.
<b>Ultimate Debtor</b>	The following fields are displayed for Ultimate Debtor.
<b>Tax Identification</b>	Specify the tax identification number.
<b>Registration Identification</b>	Specify the identification of registration.
<b>Tax Type</b>	Specify the tax type.
<b>Authorization Title</b>	Specify the authorization title.
<b>Authorization Name</b>	Specify the authorization name.
<b>Tax Details</b>	The following fields are displayed for Tax Details.
<b>Administration Zone</b>	Specify the administration zone.
<b>Reference Number</b>	Specify the reference number.
<b>Method</b>	Specify the method.
<b>Total Taxable Base Amount</b>	Select the currency and specify the total taxable base amount.
<b>Total Tax Amount</b>	Select the currency and specify the total tax amount.
<b>Date</b>	Specify the date.
<b>Sequence Number</b>	Specify the sequence number.

8. Click **Save** to save the details.
9. Click **Additional Remittance Info** from **Structure Remittance Information** screen. The **Additional Remittance Info** screen appears.

**Figure 17-18 Additional Remittance Info**



**Table 17-14 Additional Remittance Info**

Field	Description
<b>Additional Remittance Info 1 - 3</b>	Specify the additional remittance info.

10. Click **Save** to save the details.

**Note**

Allowed characters for the structured remittance text fields are as per the below regex

`a-z A-Z 0-9 / - ? : ( ) . , ' + ! # & % * = ^ _ ` { } ~ " ; @ [ \ ]`

## 17.3 Extended Character Set Enhancement

This topic describes the information about **Extended Character Set Enhancement** workflow.

Users can now enter payee and payment information using extended characters supported by the MX standard when making international payments. This enhancement applies to all transaction types, including saved and adhoc payees, low value payments, and standing instructions (SI). Existing configuration retained for banks not transitioning to MX.

Figure 17-19 Extended Character Set Enhancement

← Make Payment Save As Draft Cancel Proceed to Pay

**Transfer From**

Conventional Account

XXXXXXXXXXXX0011  
Montero L Hill | EUR | HEL | Active | Saving | Conventional  
Current Balance : €1,093,806.45

Scheduled On Pay Now Transfer On 11/24/2025

**Fees & Charges**

Calculate Charges

Correspondence Charges Required

Deduct Charges From XXXXXXXXXXXX0011 Current Balance : €1,093,806.45

**Additional Details**

Payment Purpose

Remittance Information

Customer Reference \$ Enter allowable values described in this regular expression: "[a-zA-Z0-9/\.\? (,)\*]\*"

Note Required

**Compliance Questions**

What is the business's trading name?  
Compliance Questions

What is the full registered business name?  
Compliance Questions

Is the business a sole trader, partnership or limited company?  
Compliance Questions

What is the nature of Transaction?  
Next

Below character set is allowed for fields – Nick Name, Customer Reference Number, Note, Compliance Questions/Answers. a-z A-Z 0-9 / - ? : ( ) . , ' +

## 17.4 Verification of Payee Enhancement

This section provides detailed instructions for configuring the bank's payee verification feature.

The configuration allows bank user to enable or disable the payee verification and selecting the type of verification- VoP (Verification of Payee) & CoP (Confirmation of Payee).

When enabled, the system will initiate a payee verification request during transactions and display the resulting status or message to the end user. The type (VoP or CoP) is selected in the backend configuration by the bank user. Based on the verification type verification service will be invoked and on successful verification, the result appears on the transaction screen on saving the payee.

**Note**

CoP is applicable only for UK regions.

When disabled, the system will skip payee verification during transactions. No verification request is sent, and no verification messages or results will be displayed to the user.

Based on the verification response, the messages are displayed on the screen with below actions possible.

1. When Account Name is matched.

**Figure 17-20 Account Name Matched**

The screenshot displays the 'Add Account Payee' interface. At the top, there are navigation arrows, a 'Cancel' button, and a 'Submit' button. Below the header, there are three tabs: 'Within Bank', 'Domestic', and 'Cross Border'. The main content area is divided into several sections:

- Account Details:** Includes fields for IBAN (masked with asterisks), Confirm IBAN (DE94500700109698545330), Account Name (Aakash J Jain), and LeI Code.
- BIC Code:** DEUTDEFFXXX
- Bank Address:** DEUTSCHE
- Edit Payee Details:** A button to edit the payee information.
- Verification Status:** Shows a green checkmark and the text 'Verified' with a sub-message: 'The payee name matches the account holder name.'
- Personal Details:** Includes a profile picture placeholder (A.A.), a 'Nickname' field (marked as 'Required'), an 'Email' field with a '+' icon, and a 'Country' dropdown menu set to 'Select'.

2. When Account Name is closely matched.

**Figure 17-21 Account Name Closely Matched**

The screenshot displays the 'Review Edit Account Payee' interface. At the top, there is a navigation bar with a back arrow, the title 'Review Edit Account Payee', and buttons for 'Back', 'Cancel', and 'Confirm'. Below the navigation bar, the 'Payee Type' is listed as 'Domestic'. The 'Account Details' section includes the following information: IBAN Number (DE94500700109698545330), Account Name (Dupond Jean), LeI Code (12340094942115080012), and BIC Code (DEUTDEFFXXX). A 'Verification Status' box contains an error message: 'Error, Proceeded with Risk' and a sub-message: 'There was an error during payee verification, however you have opted to proceed with risk.' The 'Personal Details' section shows a circular profile picture with the letter 'D' and a nickname 'DOMESTICSEPAVOP'.

3. When Account Name does not matched.

**Figure 17-22 Account Name not Matched**

The screenshot displays the 'Review Edit Account Payee' interface. At the top, there is a navigation bar with a back arrow, the title 'Review Edit Account Payee', and buttons for 'Back', 'Cancel', and 'Confirm'. Below the navigation bar, the 'Payee Type' is listed as 'Domestic'. The 'Account Details' section includes the following information: IBAN Number (DE94500700109698545330), Account Name (Dupond Jean), LeI Code (12340094942115080012), and BIC Code (DEUTDEFFXXX). A 'Verification Status' box contains an error message: 'Error, Proceeded with Risk' and a sub-message: 'There was an error during payee verification, however you have opted to proceed with risk.' The 'Personal Details' section shows a circular profile picture with the letter 'D' and a nickname 'DOMESTICSEPAVOP'.

4. When there is an error in retrieving the Account Name.

**Figure 17-23 Error in Retrieve**

The screenshot displays the 'Edit Account Payee' screen. At the top, there are tabs for 'Within Bank', 'Domestic', and 'Cross Border'. Below these, the 'Account Details' section includes fields for IBAN Number (DE94500700109698545330), Account Name (Dupond, Jean), LeI Code (12540094942115080012), and BIC Code (DEUTDEFFXXX). An 'Edit Payee Details' button is present. The 'Verification Status' section shows a red error message: 'Unable to verify' with the text 'Unable to verify the payee at the moment. Please try again later or continue with the risk.' Below this are two buttons: 'Proceed with risk' and 'Retry Verification'. The 'Personal Details' section features a profile icon with the letter 'D', a Nickname field (DOMESTICSEPAVOP), an Email field with a plus sign, and a Country dropdown menu set to 'Select'.

## 17.5 Purpose of Payment

This topic describes the information about **Purpose of Payment** workflow.

Banks can now maintain purpose codes from the backend for international payments. Users can select a purpose code from a new dropdown Purpose - displaying both the purpose code and the description - when making international payments from below screens –

- **Transfers – Existing Payee**
- **Transfers – Adhoc Payee**
- **Repeat Transfers – Existing Payee**
- **International Low Value Payment**
- **Multiple Transfers**

Figure 17-24 Purpose of Payment

The screenshot shows a 'Make Payment' screen with the following sections:

- Header:** 'Make Payment' with buttons for 'Save As Draft', 'Cancel', and 'Proceed to Pay'.
- Account Selection:** A card for 'NCCPAYEE' (NCCPAYEE, 500700) with a 'Change' button.
- Transfer From:** A card for 'Conventional Account' (xxxxxxxxxx0011) with details: 'Montero L Hill | EUR | HEL | Active | Saving | Conventional' and 'Current Balance : €1,093,806.45'.
- Transfer Details:** 'Transfer Currency' set to 'CHZ', 'Scheduled On' set to 'Pay Now', and 'Transfer On' set to '11/24/2025'.
- Fees & Charges:** 'Calculate Charges' dropdown set to 'Correspondence Charges', and 'Deduct Charges From' set to 'xxxxxxxxxx0011'. A note indicates 'Current Balance : €1,093,806.45'.
- Additional Details:** 'Payment Purpose' dropdown menu is open, showing options: 'Select', 'CCRD-CreditCardPayment', 'AEMP-ActiveEmploymentPolicy', 'CORT-Trade Settlement Payment', 'CBFF-CapitalBuilding', 'ADVA-AdvancePayment', 'FEES-Fees', and 'COMM-Commission'. Below the menu are two text input fields for 'What is the business's trading name?' and 'What is the full registered business name?', each with a 'Compliance Questions' button.
- Navigation:** A 'Next' button is located at the bottom right.

**Note**

Purpose code maintenance has also been extended to domestic payments, enabling banks to customize domestic payment screens to include the purpose of payment field when required.

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