

Oracle Banking Digital Experience

**Retail Transfer and Payments User Manual
Release 15.1.0.0.0**

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Retail Transfer and Payments User Manual
October 2015

Oracle Financial Services Software Limited
Oracle Park
Off Western Express Highway
Goregaon (East)
Mumbai, Maharashtra 400 063
India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax: +91 22 6718 3001

www.oracle.com/financialservices/

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 Documentation Accessibility

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

1.3 Access to OFSS Support

<https://support.us.oracle.com>

1.4 Structure

This manual is organized into the following categories:

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

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

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction

The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 15.1.0.0.0, refer to the following documents:

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

2. Transaction Host Integration Matrix

Legends

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

Transaction Name	FLEXCUBE UBS	Third Party Host System
Beneficiary Maintenance	✓	★
Beneficiary Maintenance-Internal Transfer	✓	★
Beneficiary Maintenance - Domestic Transfer	✓	★
Beneficiary Maintenance – Domestic Drafts	✓	★
Beneficiary Maintenance-International Transfer	✓	★
Beneficiary Maintenance – International Draft	✓	★
Beneficiary Maintenance – SEPA CREDIT Transfer	NH	NH
Beneficiary Maintenance – SEPA Card Payment	NH	NH
Beneficiary Maintenance – UK Payments	NH	NH
Own Account Transfer	✓	★
Internal Transfer	✓	★
Multiple Internal Transfer	✓	★
Domestic Funds Transfer	✓	★
International Account Transfer	✓	★
International Drafts	✓	★

Transaction Name	FLEXCUBE UBS	Third Party Host System
Domestic Drafts	✓	★
SEPA Credit Transfer	✓	★
SEPA Card Payments	✗	★
UK Payments	✗	★
View Standing Instruction	✓	★
Standing Instruction Cancellation	✓	★
Usage of Deals in Cross Currency Transactions	✓	★
Pending Transfers	✓	★
View Limits Utilization	NH	NH
Change User Limits	NH	NH
Inward Remittance Inquiry	✓	★
Outward Remittance Inquiry	✓	★
Domestic Collection Inquiry	✓	★
FCY Collection Inquiry	✓	★
View Drafts Details	✓	★
Move Money In	✓	★
Move Money Out	✓	★
Linked Account	✓	★
Savings Plan	✓	★
Templates Look up	NH	NH
Additional Options (Save as Drafts\Template, Save and Submit, View Limits)	NH	NH

3. Beneficiary Maintenance

Using this option, you can maintain Beneficiary in the application. You can also specify if the Beneficiary template created is available to other users of the same primary customer id by specifying the *Template Access Level* as *Public*.

If the template is created with the *Template Access Level* as *Private*, then it is available only to the user who has created it.

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

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

3.1 Beneficiary Maintenance

To maintain a beneficiary

1. From the **Payments** menu, select **Recurring Transfer and Payments**, and then select **Beneficiary Maintenance**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance

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

Field Description

Field Name	Description
Transaction Type	[Mandatory, Drop-Down] Indicates the transaction type, for which template is to be searched.
Beneficiary ID	[Optional, Alphanumeric, 10] Indicates the beneficiary ID.
Beneficiary Name	[Optional, Alphanumeric, 35] Indicates the beneficiary name.
Beneficiary Account No.	[Optional, Alphanumeric, 35] Indicates the beneficiary account number.
Beneficiary Email	[Optional, Alphanumeric, 35] Indicates the beneficiary email ID.
Beneficiary Bank Name	[Optional, Alphanumeric, 35] Indicates the beneficiary bank name.
Visibility	[Mandatory, Drop-Down] Indicates the beneficiary access level. The options are : • All • Public • Private

2. From the **Transaction Type** list, select the appropriate option.
3. Click **Search**.
The **Beneficiary Maintenance** screen appears with exiting templates that can be viewed, deleted, or modified.

Beneficiary Maintenance

BENEFICIARY SEARCH

05-06-2015 10:54:40 GMT +0000 ?

Transaction Type*: International Account Transfer

Beneficiary Id:

Beneficiary Account No.:

Beneficiary Bank Name:

Beneficiary Name:

Beneficiary Email:

Visibility: All

Back

Search

Word Wrap | Customize Columns | Download | Print

☐	Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Bank Code	Beneficiary Bank City	Beneficiary Ban
☐	All	All	APACGB61003			BANK FUTURA

Records 1 to 1 of 1

Page 1 of 1

Delete

Modify

4. Click  or  to navigate to the next or previous page in the list, respectively.
5. Click  or  to navigate to the first or last page in the list, respectively.
6. Select a record and click **Download** to download the complete statement.
The **Beneficiary Maintenance Download** screen appears.
7. Click **Customize Columns** to reorder the columns or select the columns that appear in the list.
8. Click **Print** to print the data.
9. To enable the word wrap in the columns, select the **Word Wrap** check box.
10. From the **File Format** list, select the appropriate file format to be downloaded.
11. Click **Download**.
The **File Download** screen appears.
OR
Click **Close** to close the downloading.
12. Click **Save File** to save the file on your file system.
13. Click **Open with** to open the file.
OR
Click **Cancel** to close the download complete screen and to view the file later.
14. Select a **Beneficiary ID** by selecting the respective checkbox from the **Beneficiary Maintenance Search** screen.
15. Click **Modify** to modify the selected beneficiary template.
The **Modify Beneficiary** screen appears.

Modify Beneficiary

MODIFY BENEFICIARY

05-06-2015 09:46:23 GMT +0000 ? [Print] [Star] [Close] [Refresh]

Transaction Type: Internal Account Transfer

Beneficiary Id*: ITG011

Beneficiary Name*: Aditya

Beneficiary Bank Branch*: CORE_COMB_STMT

Beneficiary Account No.*: 1040008353022

Beneficiary Email: aditya.x.patel@oracle.com

Visibility*: Private

Back Modify

16. In the **Beneficiary Id** field, enter the beneficiary ID.
17. In the **Beneficiary Name** field, enter the beneficiary name.
18. From the **Beneficiary Bank Branch** list, select the appropriate beneficiary branch.
19. In the **Beneficiary Account No.** field enter the beneficiary account number.
20. From the **Visibility** list, select the appropriate option.
21. Click **Modify** to modify the selected beneficiary template.
The **Modify Beneficiary - Verify** screen appears.
OR
Click **Back** to navigate to the previous screen.
The **Modify Beneficiary** screen appears

Modify Beneficiary - Verify

MODIFY BENEFICIARY - VERIFY

05-06-2015 09:46:29 GMT +0000 ? [Print] [Star] [Close] [Refresh]

Transaction Type: Internal Account Transfer

Beneficiary Id: ITG011

Beneficiary Name: Aditya

Beneficiary Bank Branch: CORE_COMB_STMT

Beneficiary Account No.: 1040008353022

Beneficiary Email: aditya.x.patel@oracle.com

Visibility: Private

Change Confirm

22. Click **Confirm**.
The **Modify Beneficiary - Confirm** screen appears.
OR
Click **Change** to change the details.
The **Modify Beneficiary - Verify** screen appears.

Modify Beneficiary – Confirm

MODIFY BENEFICIARY - CONFIRM 05-06-2015 09:46:29 GMT +0000 ? [Print] [Star] [Close] [X]

✓ Beneficiary modified successfully.
 ✓ Transaction with reference number 643809251380681 is in Accepted state.

Transaction Type: Internal Account Transfer
 Beneficiary Id: ITG011
 Beneficiary Name: Aditya
 Beneficiary Bank Branch: CORE_COMB_STMT
 Beneficiary Account No.: 1040008353022
 Beneficiary Email: aditya.x.patel@oracle.com
 Visibility: Private

OK

23. Click **OK**.
The initial **Beneficiary Maintenance** screen appears.

Deleting a Beneficiary:

- From the **Payments** menu, select **Beneficiary Maintenance**.
The **Beneficiary Maintenance** screen appears.
- From the **Transaction Type** list, select the appropriate option.
- Click **Search**.
The search result appears.
- To delete a beneficiary, select the check box.
- Click **Delete**.
The **Beneficiary Maintenance – Delete Beneficiary – Verify** screen appears.

Beneficiary Maintenance – Delete Beneficiary – Verify

DELETE BENEFICIARY - VERIFY 05-06-2015 09:52:10 GMT +0000 ? [Print] [Star] [Close] [X]

Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Bank Code	Beneficiary Bank Name
ITG011	Aditya	1040008353022	104	

Back Confirm

6. Click **Confirm**.
The **Beneficiary Maintenance – Delete Beneficiary – Confirm** screen appears.
OR
Click **Back** to navigate to the previous screen.
The **Beneficiary Maintenance – Delete Beneficiary – Verify** screen appears.

Beneficiary Maintenance – Delete Beneficiary – Confirm

DELETE BENEFICIARY - CONFIRM
05-06-2015 09:52:10 GMT +0000
?
Print
Star
List
Close

Beneficiary deleted successfully.
Transaction with reference number 161191984380985 is in Accepted state.

Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Bank Code	Beneficiary Bank Name
ITG011	Aditya	1040008353022	104	

OK

- Click **OK**.
The initial **Beneficiary Maintenance** screen appears.

3.2 Beneficiary Maintenance - Internal Account Transfer

To maintain a beneficiary for internal account transfer

- From the **Payments** menu, select **Recurring Transfer and Payments**, and then select **Beneficiary Maintenance**.
The **Beneficiary Maintenance** screen appears.
- From the **Transaction Type** list, select the **Internal Account Transfers** option.
- Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Internal Account Transfer Add Beneficiary

ADD BENEFICIARY
08-06-2015 08:47:17 GMT +0000
?
Print
Star
List
Close

Transaction Type: Internal Account Transfer
Beneficiary Id*:
Beneficiary Name*:
Beneficiary Bank Branch*: 000 (Bank Futura)
Beneficiary Account No.*:
Beneficiary Email:
Visibility*: Public

Back
Add

Field Description

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

4. In the **Beneficiary Id** field, enter the beneficiary ID.
5. In the **Beneficiary Name** field, enter the beneficiary name.
6. From the **Beneficiary Bank Branch** list, select the appropriate beneficiary branch.
7. In the **Beneficiary Account No** field, enter the beneficiary account number.
8. From the **Visibility** list, select the appropriate option.
9. Click **Add**.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Verify

ADD BENEFICIARY - VERIFY

05-06-2015 09:52:32 GMT +0000 ? [Print] [Star] [List] [Close]

Transaction Type: Internal Account Transfer
 Beneficiary Id: ITG02
 Beneficiary Name: Nishant
 Beneficiary Bank Branch*: 104 CORE_COMB_STMT
 Beneficiary Account No.: 1040412686038
 Beneficiary Email: nishant.n.sharma@oracle.com
 Visibility: Public

Change Confirm

10. Click Confirm to create a beneficiary.
 The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
 OR
 Click **Change**.
 The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Confirm

ADD BENEFICIARY - CONFIRM

05-06-2015 09:52:32 GMT +0000 ? [Print] [Star] [List] [Close]

✓ Beneficiary created successfully.
 ✓ Transaction with reference number 147287378381010 is in Accepted state.

Transaction Type: Internal Account Transfer
 Beneficiary Id: ITG02
 Beneficiary Name: Nishant
 Beneficiary Bank Branch*: 104 CORE_COMB_STMT
 Beneficiary Account No.: 1040412686038
 Beneficiary Email: nishant.n.sharma@oracle.com
 Visibility: Public

OK

11. Click **OK**.
 The **Beneficiary Maintenance** screen appears.

3.3 Beneficiary Maintenance - Domestic Account Transfer**To maintain a beneficiary for domestic account transfer**

1. From the **Payments** menu, select **Beneficiary Maintenance**.
 The **Beneficiary Maintenance** screen appears.
2. From the **Transaction Type** list, select the **Domestic Account Transfers** option.
3. Click **Create Beneficiary Template**.
 The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance – Domestic Account Transfer-Add Beneficiary

ADD BENEFICIARY

08-06-2015 08:48:57 GMT +0000 ?

Transaction Type: Domestic Account Transfer

Beneficiary Id*:

Beneficiary Name*:

Destination Type*: Pay Over the Counter

Identification Type**: Select

Identification Number**:

Beneficiary Address:

City:

Beneficiary Email:

Enter Beneficiary Bank Details

Beneficiary Account Number**:

Processing Mode*: ☒ IMPS ☐ NEFT ☐ RTGS

IFSC Code*:

Bank Name:

Bank Address:

City:

State:

Visibility*: Public

Back

Add

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

Field Description

Field Name	Description
Transaction Type	[Display] Displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Indicates the beneficiary ID.

Field Name	Description
Beneficiary Name	[Mandatory, Alphanumeric, 25] Indicates the beneficiary name.
Account Type	[Mandatory, Drop-Down] Indicates the account type. The option are • Enter Account No • Pay Over Counter
Beneficiary Address	[Conditional, Alphanumeric, 35, 2] Indicates the beneficiary address. To enable this field, select the Pay Over Counter option, from the Destination Type list.
City	[Conditional, Alphanumeric, 35] Indicates the name of the city. To enable this field, select the Pay Over Counter option, from the Destination Type list.
Beneficiary Email	[Optional, Alphanumeric, 255] Indicates the beneficiary email address.
Beneficiary Account Number	[Mandatory, Alphanumeric, 35] Indicates the beneficiary account number.
National Clearing Code Type	[Optional, Drop-Down] Indicates the national clearing code type.
National Clearing Codes	[Optional, Drop-Down] Indicates the national clearing codes. Click the list to search the beneficiary bank branch code.
Bank Name	[Display] Displays the selected bank name.
Bank Address	[Display] Displays the selected beneficiary bank branch address.
Beneficiary Bank City	[Display] Displays the selected beneficiary bank branch city.

Field Name	Description
Visibility	[Mandatory, Drop-Down] Indicates the beneficiary access level. The options are : • Public • Private

4. In the **Beneficiary Id** field, enter the beneficiary ID.
5. In the **Beneficiary Name** field, enter the beneficiary name.
6. From the Destination Type list, select the appropriate option.
7. In the **Beneficiary Account Number** field, enter the beneficiary account number.
8. In the **Processing Mode** field, select the appropriate option.
9. From the **Swift / Bank Code** list, select the appropriate option.
10. From the **Visibility** list, select the appropriate option.
11. Click **Add** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary - Domestic Account Transfer - Verify

ADD BENEFICIARY - VERIFY

05-06-2015 10:01:02 GMT +0000 ?

Transaction Type: Domestic Account Transfer

Beneficiary Id: DTF01

Beneficiary Name: Shailendra

Account Type: Pay Over the Counter

Identification Type: Passport

Identification Number: 9833441801

Beneficiary Address: Goregaon

Nirlon9

City: Mumbai

Beneficiary Email: shailendra.kadam@oracle.com

Enter Beneficiary Bank Details

Processing Mode: RTGS

IFSC Code: UBIN0562548

Bank Name: Union Bank Of India

Bank Address: Hydernagar Branch

Hyderabad

City: Hyderabad

State:

Visibility: Public

Change

Confirm

12. Click **Confirm** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
OR
Click **Change**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary-Domestic Account Transfer- Confirm

ADD BENEFICIARY - CONFIRM 05-06-2015 10:01:02 GMT +0000 ? [Print] [Star] [Close] [X]

✓ Beneficiary created successfully.
 ✓ Transaction with reference number 112048121381599 is in Accepted state.

Transaction Type: Domestic Account Transfer
 Beneficiary Id: DTF01
 Beneficiary Name: Shailendra
 Account Type: Pay Over the Counter
 Identification Type: Passport
 Identification Number: 9833441801
 Beneficiary Address: Goregaon
 Nirlon9
 City: Mumbai
 Beneficiary Email: shailendra.kadam@oracle.com

Enter Beneficiary Bank Details

Processing Mode: RTGS
 IFSC Code: UBIN0562548
 Bank Name: Union Bank Of India
 Bank Address: Hydernagar Branch
 Hyderabad
 City: Hyderabad
 State:
 Visibility: Public

« OK

13. Click **E-Receipt** to generate an e-receipt for the completed transaction.
14. Click **OK**.
The **Beneficiary Maintenance** screen appears.

3.4 Beneficiary Maintenance - International Account Transfer

To maintain a beneficiary for international transfer

1. From the **Transaction Type** list, select the **International Account Transfer** option.
2. Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - International Account Transfer- Add Beneficiary

ADD BENEFICIARY

08-06-2015 09:10:36 GMT +0000 ?

Transaction Type: International Account Transfer

Beneficiary Id*:

Beneficiary Name*:

Destination Account*: Pay Over the Counter

Beneficiary Address:

City**:

Beneficiary Country**: UAE

Beneficiary Email:

Enter Beneficiary Bank Details

☒ SWIFT
☐ National Clearing Codes
☐ Bank Details

Beneficiary Account Number*:

SWIFT Code:

Bank Name:

Bank Address:

Visibility*: Public

National Clearing Code Type: Select

National Clearing Codes:

City:

Country:

Back

Add

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

Field Description

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

Field Name	Description
Destination Account	[Mandatory, Drop-Down] Indicates the destination account type. The options are: • Pay Over Counter • Account Number
Beneficiary Address	[Optional, Alphanumeric, 35 x 2] Indicates the beneficiary address.
City	[Optional, Alphanumeric, 35] Indicates the beneficiary city.
Beneficiary Country	[Mandatory, Drop-Down] Indicates the beneficiary country name.
Beneficiary Email	[Optional, Alphanumeric, 255] Indicates the beneficiary email address.
Beneficiary Bank Details	
Transfer option	[Optional, Option] Indicates the transfer option. The options are: • Swift • National Clearing Code • Bank Details
Beneficiary Account Number	[Mandatory, Numeric, 35] Indicates the beneficiary account number.
SWIFT Code	[Optional, Drop-Down] Indicates the swift ID.
National Clearing Code Type	[Mandatory, Drop Down] Indicates the national clearing code type.
National Clearing Codes	[Optional, Drop-Down] Indicates the national clearing code.
Bank Name	[Display] Displays the bank name.
Bank Address	[Display] Displays the beneficiary bank / branch address.

Field Name	Description
City	[Display] Displays the selected city.
Country	[Display] Displays the bank country.
Visibility	[Mandatory, Drop-Down] Indicates the beneficiary access level. The options are: • Public • Private

3. In the **Beneficiary Id** field, enter the beneficiary ID.
4. In the **Beneficiary Name** field, enter the beneficiary name.
5. From the **Destination Account** list, select the appropriate option.
6. In the **City** field, enter the city name.
7. From the **Beneficiary Country** list, select the appropriate option.
8. Select the appropriate payment option.
9. In the **Beneficiary Account Number** field, enter the beneficiary account number.
10. From the **Visibility** list, select the appropriate option.
11. Click **Add** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Verify

ADD BENEFICIARY - VERIFY
05-06-2015 10:12:52 GMT +0000
?
Print
Star
List
Close

Transaction Type: International Account Transfer
Beneficiary Id: ITF02
Beneficiary Name: Andrew
Destination Account: Pay Over the Counter
Beneficiary Address: London

City: London
Beneficiary Country: UNITED KINGDOM
Beneficiary Email: andrew.flinoff@oracle.com

Enter Beneficiary Bank Details

National Clearing Codes
Beneficiary Account Number:
SWIFT Code:
Bank Name: BESCGB2LXXX
Bank Address: GB

Visibility: Public

National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT
National Clearing Codes: CH123454
City:
Country:

Change
Confirm

12. Click **Confirm** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
OR
Click **Change**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Confirm

ADD BENEFICIARY - CONFIRM 05-06-2015 10:12:52 GMT +0000 ? [Print] [Star] [Close] [Refresh]

✓ Beneficiary created successfully.
 ✓ Transaction with reference number 130619001382479 is in Accepted state.

Transaction Type: International Account Transfer
 Beneficiary Id: ITF02
 Beneficiary Name: Andrew
 Destination Account: Pay Over the Counter
 Beneficiary Address: London
 City: London
 Beneficiary Country: UK
 Beneficiary Email: andrew.flinoff@oracle.com

Enter Beneficiary Bank Details

National Clearing Codes
 Beneficiary Account Number: [Blank]
 SWIFT Code: [Blank]
 Bank Name: BESCGB2LXXX
 Bank Address: GB
 Visibility: Public

National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT
 National Clearing Codes: CH123454
 City: [Blank]
 Country: [Blank]

OK

13. Click **E-Receipt** to generate an e-receipt for the completed transaction.
14. Click **OK**.
The **Beneficiary Maintenance** screen appears.

3.5 Beneficiary Maintenance - International Draft

To maintain a beneficiary for international draft

1. From the **Transaction Type** list, select the **International Draft** option.
2. Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance – International Draft - Add Beneficiary

ADD BENEFICIARY 08-06-2015 09:24:00 GMT +0000 ? [Print] [Star] [Close] [Refresh]

Transaction Type: International Draft

Beneficiary Id*:

Beneficiary Name*:

Beneficiary Address*:

City*:

Country*:

Zip/Postal Code:

Beneficiary Email:

Mode of Delivery*

Branch ☒ <<

Post/Courier ☐

Visibility*:

Back Add

Field Description

Field Name	Description
Transaction Type	[Display] Displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Indicates the beneficiary ID.
Beneficiary Name	[Mandatory, Alphanumeric, 80] Indicates the beneficiary name.
Beneficiary Address	[Display] Displays the selected beneficiary bank/branch address.
City	[Optional, Alphanumeric, 35] Indicates the beneficiary's city name.
Country	[Optional Drop Down] Indicates the country.

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

3. In the **Beneficiary Id** field, enter the beneficiary ID.
4. In the **Beneficiary Name** field, enter the beneficiary name.
5. In the **Beneficiary Address** field, enter the beneficiary address.
6. In the **Mode of Delivery** field, select the appropriate option.
 - a. If you select the **Branch** option:
 - i. From the **Select City** list, select the city name.
 - ii. From the Select Branch list, select the branch name.
7. From the **Visibility** list, select the appropriate option.
8. Click **Add** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary- International Draft - Verify

ADD BENEFICIARY - VERIFY
10-06-2015 04:51:56 GMT +0000
?
Print
Star
List
Close

Transaction Type: International Draft
Beneficiary Id: Ali
Beneficiary Name: Ali
Beneficiary Address: 10, Park Street

City: London
Country: Great Britain
Zip/Postal Code:
Beneficiary Email:

Mode of Delivery

Mode: Branch
City: Needal Street - London
Branch: CORE_COMB_STMT
Visibility: Public

Change
Confirm

9. Click **Confirm** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
OR
Click **Change**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary- International Draft - Confirm

ADD BENEFICIARY - CONFIRM 10-06-2015 04:51:56 GMT +0000 ? [Print] [Star] [Close] [X]

✓ Beneficiary created successfully.
 ✓ Transaction with reference number 676803638415699 is in Accepted state.

Transaction Type: International Draft
 Beneficiary Id: Ali
 Beneficiary Name: Ali
 Beneficiary Address: 10, Park Street

 City: London
 Country: Great Britain
 Zip/Postal Code:
 Beneficiary Email:

Mode of Delivery

Mode: Branch
 City: Needal Street - London
 Branch: CORE_COMB_STMT
 Visibility: Public

OK

10. Click **OK**.
The **Beneficiary Maintenance** screen appears.

3.6 Beneficiary Maintenance - Domestic Drafts**To maintain a beneficiary for demand drafts**

1. From the **Transaction Type** list, select the **Domestic Drafts** option.
2. Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance – Demand Draft Pay Order Request - Add Beneficiary

ADD BENEFICIARY
08-06-2015 09:30:15 GMT +0000
?
Print
Star
Window
Close

Transaction Type: Demand Draft-Pay Order Request

Beneficiary Id*:

Beneficiary Name*:

Beneficiary Address*

City*:

Country:

Zip/Postal Code:

Phone:

Beneficiary Email:

Mode of Delivery

Branch*
Post/Courier*
Draft Delivery Option:
Visibility*:
Public

Select City
Select Branch
Select
Back
Add

Field Description

Field Name	Description
Transaction Type	[Display] Displays the demand draft request as a transaction type.
Beneficiary ID	[Optional, Alphanumeric, 10] Indicates the beneficiary ID.
Beneficiary Name	[Optional, Alphanumeric, 35] Indicates the beneficiary name.
Beneficiary Address	[Optional, Alphanumeric, 35 x 2] Indicates the beneficiary address.
City	[Optional, Alphanumeric, 35] Indicates the beneficiary city name.

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

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

Beneficiary Maintenance - Add Beneficiary- Demand Draft Request - Verify

ADD BENEFICIARY
05-06-2015 10:19:37 GMT +0000
?
Print
Star
List
Close

Transaction Type: Demand Draft-Pay Order Request
Beneficiary Id*: ODD01
Beneficiary Name*: Mustufa
Beneficiary Address: Evershine Nagar
Vasai
Vasai
City: Mumbai
Country: India
Zip/Postal Code: 400068
Phone: 9833441805
Beneficiary Email: nelsondsouza81@gmail.com

Mode of Delivery

Mode: Branch
City: Greate Britain
Branch: Bank Futura- Branch AT1
Visibility*: Public

Change
Confirm

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

Beneficiary Maintenance - Add Beneficiary- Demand Draft Request - Confirm

ADD BENEFICIARY

05-06-2015 10:19:41 GMT +0000 ?     X

✓

Beneficiary created successfully.

✓

Transaction with reference number 190117015382955 is in Accepted state.

Transaction Type: Demand Draft-Pay Order Request

Beneficiary Id*: ODD01

Beneficiary Name*: Mustufa

Beneficiary Address: Evershine Nagar

Vasai

Vasai

City: Mumbai

Country India

Zip/Postal Code 400068

Phone 9833441805

Beneficiary Email: nelsondsouza81@gmail.com

Mode of Delivery

Mode Branch

City: Greate Britain

Branch: Bank Futura- Branch AT1

Visibility*: Public

<<

OK

- Click **OK**.
The **Beneficiary Maintenance** screen appears.

3.7 Beneficiary Maintenance – SEPA CREDIT Transfer

To maintain a beneficiary for SEPA credit transfer

1. From the **Transaction Type** list, select the **SEPA Credit Transfer** option.
2. Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance – SEPA CREDIT Transfer - Add Beneficiary

ADD BENEFICIARY
08-06-2015 09:43:35 GMT +0000
?
Print
Star
Close
X

Transaction Type: SEPA Credit Transfer

Beneficiary Details

Beneficiary Id*:

Beneficiary Name*:

Beneficiary Account (IBAN)*:

Beneficiary Email:

Visibility*: Public

Beneficiary Bank Details

Beneficiary Bank Code (BIC)*:

Back Add

<<

Field Description

Field Name	Description
Transaction Type	[Display] Displays the type of transaction.
Beneficiary Id	[Mandatory, Alphanumeric, 10] Indicates the beneficiary ID.
Name	[Mandatory, Alphanumeric, 80] Indicates the beneficiary name.
Beneficiary Account (IBAN)	[Mandatory, Alphanumeric, 35] Indicates the beneficiary international bank account number (IBAN).
Beneficiary Email	[Optional, Alphanumeric, 35] Indicates the beneficiary email address.
Visibility	[Mandatory, Drop-Down] Indicates the template access privilege. The options are : - Public - Private

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

Beneficiary Bank Details

Beneficiary Bank Code (BIC)* [Mandatory, Drop-Down]
Indicates the beneficiary bank code.

3. In the **Beneficiary ID** field, enter the beneficiary ID.
4. In the **Beneficiary Name** field, enter the beneficiary name.
5. In the **Beneficiary Account (IBAN)** field, enter the beneficiary account number.
6. From the **Visibility** list, select the appropriate option.
7. From the **Beneficiary Bank Code (BIC)** list, select the appropriate option.
8. Click **Add** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary- SEPA CREDIT Transfer - Verify

The screenshot shows a web application window titled "ADD BENEFICIARY - VERIFY" with a timestamp "10-06-2015 05:10:02 GMT +0000" and standard browser icons. The form contains the following fields:

- Transaction Type: SEPA Credit Transfer
- Beneficiary Id*: Ali
- Beneficiary Name*: Ali
- Beneficiary Account (IBAN)*: 254766666
- Beneficiary Email:
- Beneficiary Bank Code (BIC)*: HDFC0000017
- Visibility*: Private

At the bottom right, there are two buttons: "Change" and "Confirm".

9. Click **Confirm** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
OR
Click **Change**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary- SEPA CREDIT Transfer - Confirm

ADD BENEFICIARY - CONFIRM 10-06-2015 05:10:02 GMT +0000 ? [Print] [Star] [List] [Close]

✓ Beneficiary created successfully.
 ✓ Transaction with reference number 446230563415981 is in Accepted state.

Transaction Type: SEPA Credit Transfer
 Beneficiary Id*: Ali
 Beneficiary Name*: Ali
 Beneficiary Account (IBAN)*: 254766666
 Beneficiary Email:
 Beneficiary Bank Code (BIC)*: HDFC0000017
 Visibility: Private

OK

10. Click **OK**.
The **Beneficiary Maintenance** screen appears.

3.8 Beneficiary Maintenance – SEPA Card Payment**To maintain a beneficiary for-SEPA card payment**

1. From the **Transaction Type** list, select the **SEPA Card Payment** option.
2. Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary – SEPA CARD PAYMENT

ADD BENEFICIARY 08-06-2015 09:46:28 GMT +0000 ? [Print] [Star] [List] [Close]

Transaction Type: SEPA Card Payment

Beneficiary Details

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

Beneficiary Bank Details

Beneficiary Bank Code (BIC)*:

Back Add

<<

Field Description

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

Beneficiary Bank Details

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

3. In the **Beneficiary ID** field, enter the beneficiary ID.
4. In the **Name** field, enter the beneficiary name.
5. In the **Beneficiary Account (IBAN)** field, enter the beneficiary account number.
6. From the **Visibility** list, select the appropriate option.
7. From the **Beneficiary Bank Code (BIC)** list, select the appropriate option
8. Click **Add** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary - SEPA Card Payment- Verify

ADD BENEFICIARY - VERIFY 10-06-2015 05:13:11 GMT +0000 ? [Print] [Star] [List] [Close]

Transaction Type: SEPA Card Payment

Beneficiary Id*: Ali

Name*: Ali

Beneficiary Account (IBAN)*: 0232332444

Beneficiary Email:

Beneficiary Bank Code (BIC)*: HDFC0000017

Visibility*: Private

[Change] [Confirm]

9. Click **Confirm** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
OR
Click **Change**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary- SEPA Card Payment - Confirm

ADD BENEFICIARY - CONFIRM 10-06-2015 05:13:11 GMT +0000 ? [Print] [Star] [List] [Close]

✓ Beneficiary created successfully.
✓ Transaction with reference number 156493014416041 is in Accepted state.

Transaction Type: SEPA Card Payment

Beneficiary Id*: Ali

Name*: Ali

Beneficiary Account (IBAN)*: 0232332444

Beneficiary Email:

Beneficiary Bank Code (BIC)*: HDFC0000017

Visibility*: Private

[OK]

10. Click **OK**.
The **Beneficiary Maintenance** screen appears.

3.9 Beneficiary Maintenance – UK Payments

To maintain a beneficiary for UK payments

1. From the **Transaction Type** list, select the **UK Payments** option.
2. Click **Create Beneficiary Template**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance – UK payment - Add Beneficiary

ADD BENEFICIARY 08-06-2015 09:48:44 GMT +0000 ? [Print] [Star] [Close]

Transaction Type: UK Payments

Type of Payment: ☐ Non - Urgent ☐ Urgent ☒ Faster UK Payments

Beneficiary Id*:

Beneficiary Name*:

Beneficiary Email:

Enter Beneficiary Bank Details

☒ Bank Sort Code ☐ Bank Details

Beneficiary Account No.:

Bank Sort Code: 🔍

Bank Name*:

Bank Address:

City:

Visibility*: Public ▼

«

Back Add

Field Description

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

Field Name	Description
Beneficiary Email	[Optional, Alphanumeric, 35] Indicates the beneficiary email address.

Enter Beneficiary Bank Details

You must select one of the following options.

Bank Sort Code	[Optional, Option] Indicates the bank sort code.
Bank Details	[Optional, Option] Indicates the bank details.
Beneficiary Account No	[Mandatory, Alphanumeric, 35] Indicates the beneficiary account number.
Bank Name	[Conditional, Alphanumeric, 40]. Indicates the bank name. To enable this field, select the Bank Details option.
Bank Address	[Conditional, Alphanumeric, 40] Indicates the bank address. To enable this field, select the Bank Details option.
City	[Display] Displays the city.
Visibility	[Mandatory, Drop-Down] Indicates the beneficiary access level. The options are : • Public • Private

3. In the **Beneficiary Id** field, enter the beneficiary ID.
4. In the **Beneficiary Name** field, enter the beneficiary name.
5. From the **Visibility** list, select the appropriate option.
6. Click **Add** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Verify** screen appears.
OR
Click **Back**.
The **Beneficiary Maintenance** screen appears.

Beneficiary Maintenance - Add Beneficiary-UK Payments- Verify

ADD BENEFICIARY - VERIFY
10-06-2015 05:18:08 GMT +0000
?
Print
Star
List
Close

Transaction Type: UK Payments
Payment Type: Faster UK Payments
Beneficiary Id: Ali
Beneficiary Name: Ali
Beneficiary Email:

Enter Beneficiary Bank Details

Beneficiary Account No.: 00000565667676
Bank Sort Code: ABNAGB05
Bank Name: ABN AMRO ENGLAND
Bank Address: ABNAGB05
FLEET STREET
City: LONGON
Visibility: Private

Change
Confirm

7. Click **Confirm** to create a beneficiary.
The **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message appears.
OR
Click **Change**.
The **Beneficiary Maintenance - Add Beneficiary** screen appears.

Beneficiary Maintenance - Add Beneficiary- UK Payments - Confirm

ADD BENEFICIARY - CONFIRM

10-06-2015 05:18:08 GMT +0000 ?

✔ Beneficiary created successfully.

✔ Transaction with reference number 677558111416261 is in Accepted state.

Transaction Type: UK Payments

Payment Type: Faster UK Payments

Beneficiary Id: Ali

Beneficiary Name: Ali

Beneficiary Email:

Enter Beneficiary Bank Details

Beneficiary Account No.: 00000565667676

Bank Sort Code: ABNAGB05

Bank Name: ABN AMRO ENGLAND

Bank Address: ABNAGB05

FLEET STREET

City: LONGON

Visibility: Private

OK

8. Click **OK**.
The **Beneficiary Maintenance** screen appears.

4. Own Account Transfer

Using this option, you can initiate funds transfer between any of your accounts, i.e. the accounts that are under the customer IDs mapped to you. Such transfer can be done either by making a new payment transaction or by using the *Existing Beneficiary Details* (i.e. templates) to make the payment. The payment can be processed immediately, or on a specific future date, or you can set recurring instructions with the bank.

To initiate own account transfer

1. From the **Payments** menu, select **Within Bank**, and then select **Own Account Transfer**.
The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER 10-06-2015 04:42:01 GMT +0000 ? [Icons]

Payment To

Existing Template ☐ [Search]

Make New Payment ☒

User Reference: [Text Box]

Source Account*: [Select] [Search] [View Balance](#)

Beneficiary Details

Destination Account*: [Select] [Search] [View Balance](#)

Payment Details

Transfer Amount*: [Text Box]

Pay Now ☒ 11-03-2014 00:00:00

Pay Later ☐ [Calendar Icon]

Pay Periodically ☐

Other Details

Narrative: [Text Box]

Template Access Type: [Select]

[View Limits](#) [Save As Template](#) [Save As Draft](#) [Initiate](#) [Save And Submit](#)

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.
Destination Account	[Mandatory, Drop-Down] Indicates the destination account.
Transfer Amount	[Mandatory, Numeric, 15] Indicates the amount to be transferred.
Pay Now	[Optional, Option] Indicates the payment to be made immediately.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i> .	
Start Date – Current Date + No of days (1 to 20)	
End Date – Current Date + 365 Days	
If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Pay Later	[Optional, Option] Indicates the payment to be made at a future date.
Setup Standing Instruction	[Optional, Option] Indicates to setup a standing instruction for funds to be transferred for a period.

Field Name	Description
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
SI Execution Frequency	[Conditional, Pick List] Indicates the SI execution frequency. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly To enable this field, select Setup Standing Instruction option.
First Execution Date	[Conditional, Pick List] Indicates the first execution date. This field appears, if you select the Setup Standing Instruction option.
Expiry Date	[Conditional, Pick List] Indicates the Si expiry date. This field appears, if you select the Setup Standing Instruction option.
Narrative	[Optional, Alphanumeric, 35] Indicates the narration of the standing instruction.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. For Retail Users, template access type will be Private.

- Click **Initiate**.
The **Own Account Transfer - Verify** screen appears.

Own Account Transfer - Verify

OWN ACCOUNT TRANSFER - VERIFY 10-06-2015 05:22:01 GMT +0000 ? [Print] [Star] [Close] [Refresh]

User Reference: 212776767

Source Account: 1040411940059 104 10411940

Beneficiary Details

Destination Account: 0010003171585 001 000003171

Payment Details

Transfer Amount: 1,000.00 GBP

Pay Later : 13-03-2014

Other Details

Narrative: Fund Transfer

[Change](#) [Confirm](#)

3. Click **Confirm**.
 The **Own Account Transfer - Confirm** screen with the status message appears.
 OR
 Click **Change**.
 The **Own Account Transfer** screen appears.

Own Account Transfer - Confirm

OWN ACCOUNT TRANSFER - CONFIRM 10-06-2015 05:22:01 GMT +0000 ? [Print] [Star] [Close] [Refresh]

Transaction with reference number 196998115416339 is in Accepted state.

Host Reference Number: 104FCOK14070F5J0

User Reference: 212776767

Source Account: 1040411940059 104 10411940

Beneficiary Details

Destination Account: 0010003171585 001 000003171

Payment Details

Transfer Amount: 1,000.00 GBP

Pay Later : 13-03-2014

Other Details

Narrative: Fund Transfer

[OK](#) [E-Receipt](#)

4. Click **E-Receipt**.
 The e-receipt for the completed transaction screen appears.

5. Click **OK**.
The **Own Account Transfer** screen appears.

5. Internal Transfer

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

To initiate internal account transfer

1. From the **Payments** menu, select **Within Bank**, and then select **Internal Transfer**. The **Internal Transfer** screen appears.

Internal Transfer

INTERNAL TRANSFER

08-06-2015 09:55:36 GMT +0000 ?

Payment To

Existing Template ☐

Q

Make New Payment ☒

User Reference:

Source Account*:

Q

View Balance

Beneficiary Details

Beneficiary Account*:

Q

Beneficiary Branch*:

Beneficiary Email:

Payment Details

Transfer Amount*:

Transfer Currency*:

Pay Now ☒

Pay Later ☐

Pay Periodically ☐

Other Details

Narrative:

Template Access Type:

Purpose of Remittance:

View Limits

Save As Template

Save As Draft

Initiate

Save And Submit

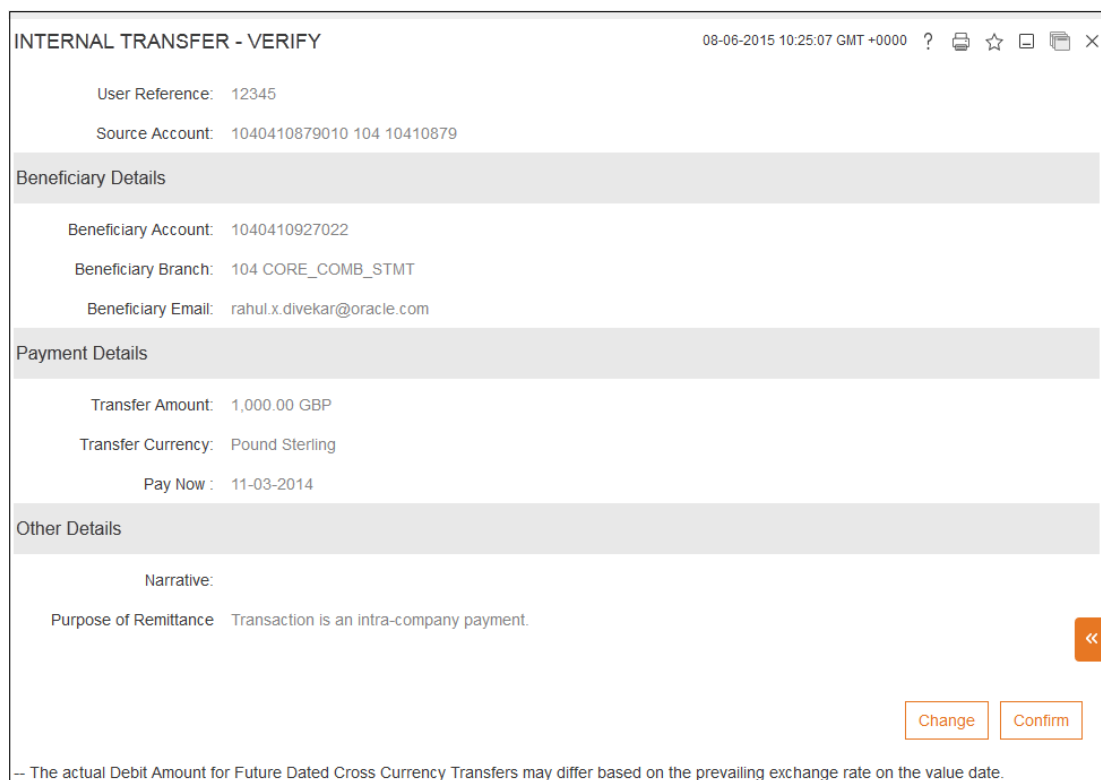
Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.
Beneficiary Details	
Beneficiary Account	[Mandatory, Pick List] Indicates the beneficiary account number.
Beneficiary Branch	[Mandatory, Drop-Down] Indicates the beneficiary branch.
Beneficiary Email	[Display] Displays the beneficiary email ID.
Transfer Amount	[Mandatory, Numeric, 15] Indicates the transfer amount for the internal transfer.
Transfer Currency	[Mandatory, Drop-Down] Indicates the transfer currency for the internal transfer.
It is mandatory to select Pay Now , Pay Later , or Pay Periodically option.	
Pay Now	[Optional, Option] Indicates the immediate internal transfer.
Pay Later	[Optional, Option] Indicates to make the internal transfer on a future date.

Field Name	Description
Note: The transfer date to be selected should lie between the <i>Start Date</i> and <i>End Date</i>. Start Date – Current Date + No of days (1 to 20) End Date – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Pay Periodically	[Optional, Option] Indicates internal transfer at regular intervals. • Periodic Payment Details • Following field appears if you select Pay Periodically option.
Payment Frequency	[Conditional, Drop-Down] Indicates the payment frequency of internal transfer. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly
First Execution Date	[Conditional, Pick List] Indicates the first execution date of the internal transfer.
Expiry Date	[Conditional, Pick List] Indicates the last execution date of the internal transfer.
Other Details	
Narrative	[Optional, Alphanumeric, 35] Indicates brief description about the internal transfer.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are: • Public • Private
Purpose of Remittance	[Optional, Drop-Down] Indicates the purpose of remittance.

2. From the **Beneficiary Account** list, select the appropriate option.
3. From the **Beneficiary Branch** list, select the appropriate option.
4. In the **Transfer Amount** field, enter the amount to be transferred.
5. From the **Transfer Currency** list, select the appropriate option.
6. In the **Payment Details** section, select the appropriate payment option.
 - a. Select **Pay Now** to make immediate payment.
 - b. If you select **Pay Later** option, select the payment date.
 - c. If you select **Pay Periodically** option:
 - i. In the **Periodic Payment Details** section, select the payment frequency from the **Payment Frequency** list.
 - ii. In the **First Execution Date** field, select the start date for the internal transfer.
 - iii. In the **Expiry Date** field, select the end date for the internal transfer.
7. Click **Initiate**.
The **Internal Transfer - Verify** screen appears.

Internal Transfer - Verify



INTERNAL TRANSFER - VERIFY 08-06-2015 10:25:07 GMT +0000 ? [Print] [Star] [Close] [Refresh]

User Reference: 12345

Source Account: 1040410879010 104 10410879

Beneficiary Details

Beneficiary Account: 1040410927022

Beneficiary Branch: 104 CORE_COMB_STMT

Beneficiary Email: rahul.x.divekar@oracle.com

Payment Details

Transfer Amount: 1,000.00 GBP

Transfer Currency: Pound Sterling

Pay Now : 11-03-2014

Other Details

Narrative:

Purpose of Remittance Transaction is an intra-company payment.

«

Change Confirm

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

8. Click **Confirm**.
The **Internal Transfer - Confirm** screen with the status message appears.
OR
Click **Cancel** to cancel the funds transfer.

Internal Transfer Confirm

INTERNAL TRANSFER - CONFIRM
08-06-2015 10:25:07 GMT +0000
?
Print
Star
Close

Transaction with reference number 152226664398829 is in Accepted state.

Host Reference Number: 104FCOK14070F5IF
User Reference: 12345
Source Account: 1040410879010 104 10410879

Beneficiary Details

Beneficiary Account: 1040410927022
Beneficiary Branch: 104 CORE_COMB_STMT
Beneficiary Email: rahul.x.divekar@oracle.com

Payment Details

Transfer Amount: 1,000.00 GBP
Transfer Currency: Pound Sterling
Pay Now : 11-03-2014

Other Details

Narrative:
Purpose of Remittance Transaction is an intra-company payment.

OK E-Receipt

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

9. Click **e-receipt** to generate an e-receipt for the completed transaction.
10. Click **OK**.
The **Internal Transfer** screen appears.

6. Multiple Internal Transfer

Using this option, you can initiate multiple internal transfers. You can transfer money from one account to as many as fifteen different accounts. In addition you can transfer money from different accounts to a single or multiple accounts as per the instructions.

To initiate multiple internal transfer

- From the **Payments** menu, select **Within Bank**, and then select **Multiple Internal Transfer**.
The **Multiple Internal Transfer** screen appears.

Note: The minimum one payment Instruction ID needs to be completed before initiating the Multiple Internal Payment.

Multiple Internal Transfers- Debit Single Account

ID	Choose	Recipient Account Number	Recipient Branch	Source Account	Transfer Amount
1				Select	Select
2				Select	Select
3				Select	Select
4				Select	Select
5				Select	Select
6				Select	Select
7				Select	Select
8				Select	Select
9				Select	Select
10				Select	Select

Add More

View Limits Initiate

Field Description

Field Name	Description
ID	[Incremental Label] Displays the ID No.
Choose Beneficiary	[Icon] Click the icon to select the desired beneficiary.

Field Name	Description
Choose Template	[Icon] Click the icon to select the desired template.
Recipient Account Number	[Display] Displays the recipient account number.
Recipient Branch	[Display] Displays the recipient branch.
Source Account	[Optional, Drop-Down] Indicates the source account number.
Transfer Amount	[Mandatory, Numeric, 18] Indicates the amount to be transferred.
Transfer Currency	[Mandatory, Drop-Down] Indicates the transfer currency.
Pay On	
It is mandatory to select either Pay Now or Pay Later option.	
Pay Now	[Optional, Option] Indicates immediate multiple internal transfer.
Pay Later	[Optional, Option] Indicates multiple internal transfers on a future date.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and <i>End Date</i> . Start Date – Current Date + No of days (1 to 20) End Date – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then the transaction is processed on the next working day.	
Other Details	
Purpose of remittance	[Mandatory, Drop-Down] Indicates the purpose of remittance.
Narrative	[Mandatory, Alphanumeric, 15] Indicates the brief description of the transaction.
User Reference Number	[Optional, Alphanumeric, 35] Indicates the user reference number.

Field Name	Description
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and <i>End Date</i>. Start Date – Current Date + No of days (1 to 20) End Date – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
2.	Click the Select Beneficiary icon to select a beneficiary account number. The select beneficiary screen appears. OR Click the Select Template icon to select an existing template. The select beneficiary template screen appears.
3.	From the Source Account list, select the appropriate option.
4.	In the Transfer Amount field, enter the transfer amount and select the currency from the list.
5.	In the Pay On field, select the appropriate payment option.
a.	If you select Pay Later option. i. From the Pay Later list, select the appropriate date.

Multiple Internal Transfer- Debit Multiple Account

MULTIPLE INTERNAL TRANSFERS 08-06-2015 10:54:52 GMT +0000 ? [Print] [Star] [Folder] [Close]

Number	Recipient Branch	Source Account	Transfer Amount	
000003171 000003171... [Search]				Indian Rupee [Dropdown] [Trash]
Purpose of Remittance: Transaction is an intra-company payment. [Dropdown]		Narrative: [Text Field]		
		User Reference: [Text Field]		
CORE_COMB_STMT		10413004 1040413004... [Search]	300	Pound Sterling [Dropdown] [Trash]
CORE_COMB_STMT		10413004 1040413004... [Search]	120	Pound Sterling [Dropdown] [Trash]
CORE_COMB_STMT		10411227 1040411227... [Search]	349	Pound Sterling [Dropdown] [Trash]
CORE_COMB_STMT		10411227 1040411227... [Search]	370	Pound Sterling [Dropdown] [Trash]
104 CORE_COMB_STMT		10412686 1040412686... [Search]	124	Pound Sterling [Dropdown] [Trash]
Purpose of Remittance: Transaction is the payment of securities. [Dropdown]		Narrative: TestPaynow [Text Field]		
		User Reference: [Text Field]		
				View Limits Initiate

Field Description

Field Name	Description
Debit Single Account	[Optional, Option] Select the Debit Single Account to debit an account.
Debit Multiple Account	[Optional, Radio Button] Select the Debit Multiple Account to debit more than one account.
User Reference	[Optional, Alphanumeric, 15] Indicates the user reference number for the transaction.
Source Account	[Mandatory, Drop-Down] Indicates the source account.

Field Name	Description
Destination Branch	[Mandatory, Drop-Down] Indicates the branch of destination account.
Payment Instruction	
Source Account	[Display] Displays the source account.
Destination Account	[Mandatory, Alphanumeric, 34] Indicates the destination account which will act as a credit account for the transaction.
Destination Branch	[Display] Displays the destination branch.
Transfer Amount	[Mandatory, Numeric, 18] Indicates the amount to be transferred.
Transfer Currency	[Mandatory, Drop-Down] Indicates the transfer currency.
Pay On	
It is mandatory to select either Pay Now or Pay Later option.	
Pay Now	[Optional, Option] Indicates immediate multiple internal transfer.
Pay Later	[Optional, Option] Indicates multiple internal transfers on a future date.
Note: The Transfer Date to be selected should lie between the Start Date and End Date.	
Start Date – Current Date + No of days (1 to 20)	
End Date – Current Date + 365 Days	
If the Transfer Date happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Narrative	[Mandatory, Alphanumeric, 15] Indicates the brief description of the transaction.

6. Click **Add More** to add multiple records.

Multiple Internal Transfers - Initiate

MULTIPLE INTERNAL TRANSFERS 09-06-2015 06:57:22 GMT +0000 09-06-2015 06:57:22 GMT +0000 ? ☆ □ ☰ ×

ID	Choose	Recipient Account Number	Recipient Branch	Source Account	Transfer Amount	
1	 	1040410934028	104 CORE_COMB_STMT	C0212806 C02021280... 	1000	Pound Sterling 
2	 	1040410927022	104 CORE_COMB_STMT	00008207 0008207100... 	1500	Pound Sterling 
3	 			Select 		Select 
4	 			Select 		Select 
5	 			Select 		Select 
6	 			Select 		Select 
7	 			Select 		Select 
8	 			Select 		Select 
9	 			Select 		Select 
10	 			Select 		Select 

Add More 

View Limits Initiate

7. Click  to delete a record from the grid.
8. Click **Initiate**.
The **Multiple Internal Transfer** screen appears.

Multiple Internal Transfer - Verify

MULTIPLE INTERNAL TRANSFERS - VERIFY 09-06-2015 07:06:20 GMT +0000 ? ☆ □ ☰ ×

Multiple Internal Payment Recipients

ID	Recipient Account Number	Recipient Branch	Source Account	Transfer Amount
1	1040410938040	104 CORE_COMB_STMT	1040411228029 104 10411228	1,000.00 GBP
2	1040411081022	104 CORE_COMB_STMT	0010003171654 001 000003171	1,500.00 GBP

Change Confirm

9. Click **Confirm**.
The **Multiple Internal Transfer - Confirm** screen with the status message appears.
OR
Click **Change** to navigate to the previous screen.
The **Multiple Internal Transfer** screen appears

Multiple Internal Transfer - Confirm

Multiple Internal Transfers - Confirm 28-05-2014 11:17:46 GMT +0530 ? [Print] [Star] [Close]

The status of individual transaction is shown on hovering the mouse over the transaction status icon. Please review. You may also review status of transactions later using view initiated transactions.

Multiple Internal Payment Recipients

	Recipient Account ID Number	Recipient Branch	Source Account	Transfer Amount	Pay On	Transaction Reference Number	
✓ 1	1040410897067		1040411271039 104 10411271	5,000.00 INR	11-03-2014	147433082946399	E-
✓ 2	1040410897012		1040411271048 104 10411271	10,000.00 GBP	11-03-2014	150854524946403	E-
✓ 3	1040411271048	104 CORE_COMB_STMT	1040411271050 104 10411271	50,000.00 GBP	11-03-2014	134878394946421	E-

OK

10. Click **e-receipt** to generate an e-receipt for the completed transaction.
11. Click **OK**.
The **Multiple Internal Transfer** screen appears.

7. Domestic Funds Transfer

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

To view and initiate domestic funds transfer

1. From the **Payments** menu, select **Within Country**, and then select **Domestic Funds Transfer**.
The **Domestic Funds Transfer** screen appears.

Domestic Funds Transfer

DOMESTIC FUNDS TRANSFER
09-06-2015 07:12:12 GMT +0000
?
Print
Star
Download
Close

Payment To

Existing Template

Make New Payment
☒

User Reference Number:

Source Account*:
Select
[View Balance](#)

Beneficiary Details

Beneficiary Name*:

Destination Account Type**:
Select

Beneficiary Account**:

Identification Type**:
Select

Identification Number**:

Beneficiary Address:

City:

Beneficiary Email:

Beneficiary Bank Details

Processing Mode*:
☒ IMPS
☐ NEFT
☐ RTGS

IFSC Code*:

Bank Name:

Bank Address:

City:

Payment Details

Transfer Amount*:

Transfer Currency*:
Indian Rupee

Pay Now
☒

Pay Later
☐

Pay Periodically
☐

Other Details

Purpose of Remittance*:
Select

Narrative:

Template Access Type:
Select

[View Limits](#)
[Save As Draft](#)
[Save As Template](#)
[Initiate](#)
[Save And Submit](#)

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

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates the existing template for funds transfer.
Make New Payment	[Optional, Option] Indicates the make new payment to make a new funds transfer entry.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the user reference number that you want to use to identify this transaction. If a payment template is selected from the Payment Template, this field displays the User Reference Number of the selected payment template.
Source Account	[Mandatory, Drop-Down] Indicates the source account number.
Beneficiary Name	[Mandatory, Pick List] Indicates the beneficiary name.
Destination Account Type	[Mandatory, Drop-Down] Indicates the destination account type. The options are: • Account No • Pay Over Counter
Beneficiary Account	[Display] Displays the beneficiary account number.
Identification Type	[Drop-Down] Indicates the identification type.
Identification Reference Number	[Optional, Alphanumeric, 35] Indicates the identification reference number, for the selected Identification Type.
Beneficiary Address	[Display] Displays the beneficiary address.
City	[Display] Displays the beneficiary city.

Field Name	Description
Beneficiary Email	[Display] Displays the beneficiary e-mail.
Beneficiary Bank Details	
National Clearing Codes	
This section provides the National Clearing Code Look-up icon to search the National Clearing Code Details. The Look-up icon allows you to view all the Clearing Codes, Bank Name and the Address. You can either type the National Clearing Code Details or select the same using the Look-up function for maintaining the details.	
Processing Mode	[Optional, Option] Indicates the processing mode. The options are: • IMPS • NEFT • RTGS
Swift/Bank Code	[Optional, Pick List] Indicates the swift/bank code.
Bank Name	[Display] Displays the beneficiary bank name.
Bank Address	[Display] Displays the address of the beneficiary bank.
City	[Display] Displays the city of the beneficiary bank.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Indicates the transfer amount.
Transfer Currency	[Mandatory, Drop-Down] Indicates the transfer currency.
It is mandatory to select Pay Now , Pay Later , or Pay Periodically option.	
Pay Now	[Optional, Option] Indicates immediate domestic funds transfer.

Field Name	Description
Pay Later	[Optional, Option] Indicates to make the domestic funds transfer on a future date.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. Start Date – Current Date + No of days (1 to 20) End Date – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Pay Periodically	[Optional, Option] Indicates domestic funds transfer at regular intervals.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. Start Date – Current Date + No of days (1 to 20) End Date – Current Date + 365 Days If the Transfer Date happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Periodic Payment Details Following field appears if you select Pay Periodically option.	
Payment Frequency	[Conditional, Drop-Down] Indicates the payment frequency. The options are: - Daily - Weekly - Fortnightly - Monthly - Bi-Monthly - Quarterly - Half -Yearly - Yearly
First Execution Date	[Conditional, Pick List] Indicates the first execution date of domestic funds transfer.
Expiry Date	[Conditional, Pick List] Indicates the last execution date of the domestic funds transfer.
Other Details	

Field Name	Description
Purpose of Remittance	[Optional, Drop-Down] Indicates the purpose of remittance.
Narrative	[Optional, Alphanumeric, 35] Indicates brief description about the domestic funds transfer.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are • Public • Private

2. Click **Initiate**.
The **Domestic Funds Transfer - Verify** screen appears.

Domestic Funds Transfer - Verify

DOMESTIC FUNDS TRANSFER - VERIFY
09-06-2015 08:36:05 GMT +0000
?
Print
Star
Window
Close

User Reference Number:

Source Account: 000003171258 000 000003171

Beneficiary Details

Beneficiary Name: Ali

Destination Account Type: Pay Over the Counter

Identification Type: Passport

Identification Reference Number: 678878

Beneficiary Address: 10, Park Street

City: London

Beneficiary Email:

Beneficiary Bank Details

Processing Mode: RTGS

IFSC Code: UBIN0562548

Bank Name: Union Bank Of India

Bank Address: Hydernagar Branch

Hyderabad

City: Hyderabad

Payment Details

Transfer Amount: 12,000.00

Transfer Currency: Indian Rupee

Pay Now 11-03-2014

Other Details

Purpose of Remittance: Transaction is the payment of securities.

Narrative: PayNowRTGSPayOverCounter

Change
Confirm

3. Click **Confirm**.
The **Domestic Funds Transfer - Confirm** screen with the status message appears.
OR
Click **Change** to navigate to the previous screen.
The **Domestic Funds Transfer** screen appears.

Domestic Funds Transfer - Confirm

DOMESTIC FUNDS TRANSFER - CONFIRM
05-06-2015 10:01:45 GMT +0000

Transaction with reference number 151947066381692 is in Accepted state.

Host Reference Number: 104OUFD14070E0U4
User Reference Number:
Source Account: 000003171258 000 000003171

Processing Mode: RTGS
IFSC Code: UBIN0562548
Bank Name: Union Bank Of India
Bank Address: Hydernagar Branch
Hyderabad
City: Hyderabad

Payment Details

Transfer Amount: 12,000.00
Transfer Currency: Indian Rupee
Pay Now 11-03-2014

Other Details

Purpose of Remittance: Transaction is the payment of securities.

Narrative: PayNowRTGSPayOverCounter

OK E-Receipt

Note: If the transaction contains any invalid value, the system prompts the same through the messages. The same transaction does not get authorized during the *Authorization* process.

The *E-receipt* feature is also not available for the same transaction.

4. Initiate the same process again and make the required changes as suggested in the Messages.
5. Click **OK**.
The **Domestic Funds Transfer** screen appears.
6. Click **e-receipt** to generate an e-receipt for the completed transaction.
7. Refer to the **Additional Options** section for options like Save as Draft/Templates, Save and Submit, View Limits.

8. Multiple Domestic Transfers

Using this option, you can transfer funds to more than one account in another bank within the country. By default, fifteen payments are configured. If 15 different payments have been initiated through a single multiple domestic transfer transaction, 15 different transactions reference numbers are generated. The 15 different transactions are made available in the dashboard as separate domestic transfers and are available for individual authorization. The transfer is usually made through the *Local Payments Network*. The payment can be processed immediately, or on a specific future date, or you can set recurring instructions with the bank.

To initiate multiple domestic transfer

1. From the **Payments** menu, select **Within Country**, and then select **Multiple Domestic Transfer**.
The **Multiple Domestic Transfer** screen appears.

Note: The minimum one payment *Instruction ID* needs to be completed before initiating the *Multiple Domestic Payments*.

Multiple Domestic Transfers

ID	Choose	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount
1				Select		Select	
2				Select		Select	
3				Select		Select	
4				Select		Select	
5				Select		Select	
6				Select		Select	
7				Select		Select	
8				Select		Select	
9				Select		Select	
10				Select		Select	

[Add More](#)
[View Limits](#)
[Initiate](#)

Field Description

Field Name	Description
ID	[Display] Displays the payment instruction number.

Field Name	Description
Recipient Name	[Display] Displays the recipient name.
Recipient Account Number	[Display] Displays the recipient's account number.
Clearing Network For China Region	[Mandatory, Drop-Down] Indicates the clearing network (processing mode). The options are: • Normal • Urgent The user can switch the network for payment.
Bank Code	[Display] Displays the bank code for the recipient bank.
Source Account	[Mandatory, Drop-Down] Indicates the source account. All the account numbers containing those similar characters are populated. [Mandatory, Lookup] The auto-complete feature along with the search lookup is also available only when the number of accounts mapped to the user and enabled for payment exceeds the specified limit.
Currency Type for Transfer Amount	[Mandatory, Drop-Down] Indicates the currency type.
Transfer Amount	[Mandatory, Input Box, 15] Indicates the transfer amount.
Pay On	It is mandatory to select either Pay Now or Pay Later option.
Pay Now	[Optional, Option] Indicates immediate multiple domestic transfer.
Pay Later	[Optional, Option] Indicates to make the multiple domestic transfers on a future date.

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

Note: The *Transfer Date* to be selected should lie between the *Start Date* and the *End Date*.

Start Date – Current Date + No of days (1 to 20)

End Date – Current Date + 365 Days

If the *Transfer Date* happens to be a non-working day or a holiday, then transaction is processed on the next working day.

Purpose of Remittance	[Conditional, Drop-Down] Indicates the remittance purpose. To enable this field, select the NEFT or RTGS , from the list.
Narrative	[Optional, Alphanumeric, 35] Indicates brief description about the multiple domestic transfers.
User Reference Number	[Optional, Alphanumeric, 35] Indicates the user reference number.

Note: The *Transfer Date* to be selected should lie between the *Start Date* and the *End Date*.

Start Date – Current Date + No of days (1 to 20)

End Date – Current Date + 365 Days

If the *Transfer Date* happens to be a non-working day or a holiday, then transaction is processed on the next working day.

2. Click  to select the payment frequency.
3. From the **Purpose of Remittance** list, select the appropriate option.
4. In the **Transfer Amount** field, enter the amount to be transferred.
5. Click **Initiate**.
6. The **Verify** screen is displayed.

Multiple Domestic Transfer – Verify

MULTIPLE DOMESTIC TRANSFERS - VERIFY							09-06-2015 09:22:19 GMT +0000 ?						
Multiple Domestic Payment Recipients													
ID	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount							
1	nehaljoshi		RTGS	ABCDEF11	0011003047030 001 001003047	1,000.00 GBP							
2	nehaljoshi		NEFT	CITI0000003	000010532032 000 000003171	1,200.00 GBP							
												Change Confirm	

7. Click **Change** to make the desired changes.

8. Click **Confirm** to confirm the details.

Note: On the confirmation of multiple domestic transfers, a unique **Transaction Reference Number** is displayed against each payment id to the user. A user can track the status of the transaction using this *Reference Number*. The status of the transaction is shown against each *Payment ID*. The error and warnings (if any) in any payment instruction is shown on the hovering the mouse over the status icon (in the form of tool tip).

Multiple Domestic Transfer - Confirm

MULTIPLE DOMESTIC TRANSFERS - CONFIRM									13-Aug-2015 18:15:50 GMT +0530 ?						
Please review the status of individual transaction by hovering the mouse over the transaction status icon. The status of transactions can also be viewed in transaction activity.															
Multiple Domestic Payment Recipients															
ID	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount	Pay On	Transaction Reference Number							
1	R Kiran	AC17032015001	NEFT	BKID0006066	1040411361040 104 10411361	11.00 INR	11-Mar-2014	423368261027019				E-Receipt			
2	R Kiran	AC17032015001	NEFT	BKID0006066	1040411361040 104 10411361	10.00 INR	11-Mar-2014	865532161027021				E-Receipt			
3	R Kiran	AC17032015001	NEFT	BKID0006066	1040411361040 104 10411361	15.00 INR	11-Mar-2014	691924441027023				E-Receipt			
4	Nikhil Advani		NEFT	CITI0000003	1040411361040 104 10411361	20.00 INR	11-Mar-2014	937099961027025				E-Receipt			
5	Nikhil Advani		NEFT	CITI0000003	1040411361040 104 10411361	25.00 INR	11-Mar-2014	205536771027027				E-Receipt			
6	Nikhil Advani		NEFT	CITI0000003	1040411361040 104 10411361	30.00 INR	11-Mar-2014	124897451027029				E-Receipt			
7	Satinath Paul	000010400091	RTGS	IDIB000B009	1040411361040 104 10411361	35.00 INR	11-Mar-2014	208959931027031				E-Receipt			
8	Satinath Paul	000010400091	RTGS	IDIB000B009	1040411361040 104 10411361	40.00 INR	11-Mar-2014	757343091027033				E-Receipt			
9	T Joseph		RTGS	IDIB000B009	1040411361040 104 10411361	45.00 INR	11-Mar-2014	208589721027035				E-Receipt			
10	T Joseph		RTGS	IDIB000B009	1040411361040 104 10411361	50.00 INR	11-Mar-2014	255446161027037				E-Receipt			
												OK			

9. Click **OK** to proceed with the next multiple domestic transfers.

9. International Account Transfer

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

To initiate international account transfer

1. From the **Payments** menu, select **Cross Border**, and then select **International Account Transfer**.
The **International Account Transfer** screen appears.

International Account Transfer

INTERNATIONAL ACCOUNT TRANSFER

09-06-2015 09:24:26 GMT +0000 ?   

Payment To

Existing Template ☐



Make New Payment ☒

User Reference Number:

Source Account*:

Select



 [View Balance](#)

Beneficiary Details

Beneficiary Name*:



Destination Account Type*:

Select



Account Number:

Beneficiary Address**:

City**:

Country**:

Select



Beneficiary Email:

Beneficiary Bank Details

Enter Beneficiary Bank Details

☒ SWIFT ☐ National Clearing Codes ☐ Bank Details

SWIFT Code**:



National Clearing Code Type**:

Select



Bank Name**:

National Clearing Codes**:



Bank Address**:

Country:

City:

Payment Details

Transfer Amount*:

Transfer Currency*:

Select



Pay Now ☒

Pay Later ☐



Other Details

Payment Details1*:

Select



Payment Details2:

Payment Details3:

Payment Details4:

Other Details

Correspondence Charges*:

Select



Narrative:

Template Access Type:

Select



View Limits

Save As Draft

Save As Template

Initiate

Save And Submit

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.
Beneficiary Details	
To enable below fields, select the Make New Payment option, from the Payment To section.	
Beneficiary Name	[Conditional, Alphanumeric, 35] Indicates the beneficiary name.
Destination Account Type	[Conditional, Drop-Down] Indicates the destination account. The options are as follows: • Enter Account No • Pay Over The Counter
Beneficiary Address	[Conditional, Alphanumeric, 35 x 2] Indicates the beneficiary address.
City	[Conditional, Alphanumeric, 35] Indicates the beneficiary city. The beneficiary city will get automatically populated here after the selection of the beneficiary name.
Country	[Conditional, Drop-Down] Indicates the beneficiary country.

Field Name	Description
Beneficiary Email	[Conditional, Alphanumeric, 40] Indicates the beneficiary email.
Account Number	[Conditional, Alphanumeric, 34] Indicates the beneficiary account number.
Beneficiary Bank Details	
To enable below fields, select the Make New Payment option, from the Payment To section.	
Enter Beneficiary Bank Details	[Conditional, Option] Indicates the beneficiary bank details. The options are follows: • SWIFT • National Clearing Codes • Bank Details
SWIFT Code	[Conditional, Pick List] Indicates the swift code.
Bank Name	[Conditional, Alphanumeric, 150] Indicates the beneficiary bank details. To enable this field, select the Bank Details option, from the Enter Beneficiary Bank Details field.
Bank Address	[Conditional, Alphanumeric, 70] Type the bank address. To enable this field, select the Bank Details option, from the Enter Beneficiary Bank Details field.
National Clearing Code	[Conditional, Pick List] Indicates the national clearing codes. To enable this field, select the National Clearing Codes option, from the Enter Beneficiary Bank Details field.
National Clearing Code Type	[Conditional, Drop-Down] Indicates the national clearing code type. To enable this field, select the National Clearing Codes option, from the Enter Beneficiary Bank Details field.
Country	[Conditional, Alphanumeric, 35] Indicates the beneficiary country name. To enable this field, select the Bank Details option, from the Enter Beneficiary Bank Details field.

Field Name	Description
City	[Conditional, Alphanumeric, 26] Indicates the city name. To enable this field, select the Bank Details option, from the Enter Beneficiary Bank Details field.
Payment Details	
Transfer Amount	[Mandatory, Numeric, 15] Indicates the transfer amount.
Transfer Currency	[Mandatory, Drop-Down] Indicates the transfer currency from the list.
It is mandatory to select either Pay Now or Pay Later option.	
Pay Now	[Optional, Option] Indicates immediate international account transfer.
Pay Later	[Optional, Option] Indicates to make the international account transfer on a future date.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Other Details	
Payment Details 1	[Mandatory, Drop-Down] Indicates the payments details.
Payment Details 2/3/4	[Optional, Alphanumeric, 35 x 3] Indicates the payment details.
Other Details	
Correspondence Charges	[Mandatory, Drop-Down] Indicates the correspondence charges.
Narrative	[Optional, Alphanumeric, 35] Indicates the brief narration about the international account transfer.

Field Name	Description
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are • Public • Private

2. In the **Payment To** field, select the appropriate option.

- b. If you select **Existing Template** option, click  to select the template. The Template Search screen appears.
- c. If you select the **Make New Payment** option:
- From the **Source Account** list, select the appropriate option.
 - From the **Beneficiary Name** list, select the appropriate option.
 - From the **Destination Account Type**, select the appropriate account type.
 - If you select **Enter Account No**, from the **Destination Account Type** list, In the **Account Number** field, enter the account number.
 - In the **Beneficiary Address** field, enter the beneficiary address.
 - In the **City** field, enter the city name.
 - From the **Country** list, select the appropriate option.
 - In the **Enter Beneficiary Bank Details** field, select the appropriate option.
 - Enter the appropriate details, depending on the selected option.
 - In the **Transfer Amount** field, enter the amount that you want to transfer.
 - From the **Transfer Currency** list, select the appropriate option.
 - Select any one payment option in the **Payment Details** section. For example, select the **Pay Now** option.
 - From the **Correspondence Charges** list, select the appropriate option.

3. Click **Initiate**.

The **Internal Account Transfer Verify** screen appears.

OR

Click **View Limits**.

The utilized limits for the selected transaction appear.

OR

Click **Save as Template**.

The **Own Account Transfer - Confirm** screen appears and the fund transfer details are saved as a payment template.

OR

Click **Save as Draft**.

The **Own Account Transfer - Confirm** screen appears and the fund transfer details are saved as a draft.

OR

Click **Save and Submit**.

The **Save and Submit** screen for the selected transaction appears.

- a. In the **Save and Submit** screen, if you select the **Template Details** option:
 - i. In the **New Template** field, enter the name of the payment template.
 - ii. From the **Visibility** list, select the appropriate option.
- b. In the **Save and Submit** screen if you select the **Draft Details** option:
 - i. In the **New Draft** field, enter the name of the draft.
- c. In the **Save and Submit** screen, click **Submit**.

The International **Account Transfer - Verify** screen appears.

International Account Transfer Verify

INTERNATIONAL ACCOUNT TRANSFER VERIFY
09-06-2015 09:31:56 GMT +0000
?
Print
Star
Close

Payment To: Make New Payment

User Reference Number:

Source Account: 000003171258 000 000003171

Beneficiary Details

Beneficiary Name: BENEINTA2

Destination Account Type: Pay Over the Counter
Account Number:

Beneficiary Address: ADD

City: MUMBAI

Country: INDIA

Beneficiary Email:

Beneficiary Bank Details

Enter Beneficiary Bank Details
National Clearing Codes

SWIFT Code:
National Clearing Codes: CH000000

Bank Name: BENE NO BIC BANK
National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT

Bank Address: VIENNA
Country:

City:

Payment Details

Transfer Amount: 1000

Transfer Currency: Pound Sterling

Pay Now: 11-03-2014

Other Details

Payment Details1: Payment through other bank

Payment Details2:

Payment Details3:

Payment Details4:

Other Details

Correspondence Charges: Beneficiary BEN

Narrative:

Change
Confirm

4. Click **Confirm**.
The **International Account Transfer Confirm** screen appears.
OR
Click **Change** to navigate to the previous screen.
The **International Account Transfer** screen appears.

International Account Transfer Confirm

INTERNATIONAL ACCOUNT TRANSFER CONFIRM
09-06-2015 09:38:13 GMT +0000
?
Print
Star
Window
Close

Transaction with reference number 129187353408427 is in Accepted state.

Host Reference Number: 104FTOC14070C5LP
Payment To: Make New Payment
User Reference Number:
Source Account: 1040003171094 104 000003171

Beneficiary Details

Beneficiary Name: BENEINTA
Destination Account Type: Pay Over the Counter
Account Number:
Beneficiary Address: ADD
City: MUMBAI
Country: INDIA
Beneficiary Email:

Beneficiary Bank Details

Enter Beneficiary Bank Details
National Clearing Codes
SWIFT Code:
Bank Name: BESCGB2LXXX
Bank Address: GB
National Clearing Codes: CH123545
National Clearing Code Type: BANK IDENTIFIER CODE FROM SWIFT
Country:
City:

Payment Details

Transfer Amount: 1000
Transfer Currency: Pound Sterling
Pay Now: 11-03-2014
Other Details
Payment Details1: Payment through other bank
Payment Details2:
Payment Details3:
Payment Details4:

Other Details

Correspondence Charges: Beneficiary BEN
Narrative:

OK E-Receipt

5. Click **e-receipt** to generate an e-receipt for the completed transaction.
6. Click **OK**.
The **International Account Transfer** screen appears.

10. Multiple International Transfer

Using this option, you can transfer funds to more than one account in another bank under the *International Clearing Network*. By default, 15 payments are configured. If 15 different payments have been initiated through a *Single Multiple Domestic Transfer* transaction, 15 different *Transactions Reference Numbers* are generated. The 15 different transactions are made available in the dashboard as separate *Domestic Transfers* and are available for individual authorization. The transfer is usually made through the local payments network. The payment can be processed immediately, or on a specific future date, or you can set recurring instructions with the bank.

To initiate multiple international transfer

1. From the **Payments** menu, select **Cross Border**, and then select **Multiple International Transfer**.

The **Multiple International Transfer** screen appears.

Note: Minimum one Payment Instruction ID needs to be completed before initiating the Multiple International Payment.

Multiple International Transfer – Initiate

ID	Choose	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount	Currency
1						Select		Select
2						Select		Select
3						Select		Select
4						Select		Select
5						Select		Select
6						Select		Select
7						Select		Select
8						Select		Select
9						Select		Select
10						Select		Select

Add More

View Limits Initiate

MULTIPLE INTERNATIONAL TRANSFERS 06-Jul-2015 05:06:16 GMT+0000 ? [Icons]

Payment Instructions

ID	Choose	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount	Currency
1		beneglobal1	34354656577	Swift Network	TRABNA05	000003171 000003171258 Ba...	1000	GBP
2		NCC1	1040410925016	BANK IDENTIFIER CODE FROM SWIFT	CH123656	000003171 0010003171654 B...	100	GBP

Pay On
Pay Now ☒
Pay Later ☐

Payment Details1*:
Select
Payment Details2:

Charges
Beneficiary (BEN)

Payment Details3:

Payment Details4:

User Reference:

3						Select		Select
4						Select		Select
5						Select		Select
6						Select		Select
7						Select		Select
8						Select		Select
9						Select		Select
10						Select		Select

Add More

View Limits Initiate

Field Description

Field Name	Description
ID	[Display] Displays the payment instruction number.
Recipient Name	[Display] Displays the recipient name.
Recipient Account Number	[Display] Displays the recipient's account number.
Clearing Network	[Mandatory, Alphanumeric, 35] Indicates the clearing network (processing mode).
SWIFT \ Bank Code	[Display] Displays the bank code for the recipient bank.

Field Name	Description
Source Account	[Mandatory, Drop-Down] Indicates the source account.
Currency Type	[Mandatory, Drop-Down] Indicates the currency type.
Transfer Amount	[Mandatory, Numeric, 15] Indicates the transfer amount.
Pay On	It is mandatory to select either Pay Now or Pay Later option.
Pay Now	[Optional, Option] Indicates immediate multiple international transfer of funds.
Pay Later	[Optional, Option] Indicates to make the multiple international transfers on a future date.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Payment Details 1	[Mandatory, Drop-Down] Indicates the payment details. The options are: • Payment through other bank • Payment through same bank • Through Federal Bank • Through Check
Payment Details 2	[Optional, Alphanumeric, 35] Indicates the payment details.
Payment Details 3	[Optional, Alphanumeric, 35] Indicates the payment details.
Payment Details 4	[Optional, Alphanumeric, 35] Indicates the payment details.

Field Name	Description
Charges	[Mandatory, Dropdown] Indicates the transfer charges. • Beneficiary (Ben) • Remitter (Rem) • Shared (Sha)
Narrative	[Optional, Alphanumeric, 35] Indicates the brief narration about the funds transfer.
User Reference Number	[Optional, Alphanumeric, 35] Indicates the user reference number.

Multiple International Transfers - Verify

MULTIPLE INTERNATIONAL TRANSFERS - VERIFY

18-Jun-2015 11:05:40 GMT +0000 ?

Multiple International Payment Recipients

ID	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount
1	werwr		Swift Network	ALBLGB2LXXX	000003171258 000 000003171	1,000.00 GBP
2	werwr		Swift Network	ALBLGB2LXXX	004003171328 004 000003171	100.00 GBP

Change

Confirm

- Click **Change**.
The **Multiple International Transfers** screen appears.
- Click **Confirm**.
The **Multiple International Transfers – Confirm** screen appears.

Note: On confirmation of multiple international transfers, a unique transaction reference number is displayed against each payment ID to the user. A user can track the status of the transaction using this reference number. The status of the transaction is shown against each payment ID. The error and warnings (if any) in any payment instruction is shown on the hovering the mouse over the status icon (in the form of tool tip).

Multiple International Transfers – Confirm

MULTIPLE INTERNATIONAL TRANSFERS - CONFIRM

26-Aug-2015 16:27:56 GMT +0530 ?

Please review the status of individual transaction by hovering the mouse over the transaction status icon.
The status of transactions can also be viewed in transaction activity.

Multiple International Payment Recipients

ID	Recipient Name	Recipient Account Number	Clearing Network	Bank Code	Source Account	Transfer Amount	Pay On	Transaction Reference Number	
✓ 1	Rakesh Singh		Swift Network	TRABNA05	1040411069038 104 10411069	100.00 GBP	11-Mar-2014	461117231060792	E-Receipt
✓ 2	Kadam Arthouse	2488745787	BANK IDENTIFIER CODE FROM SWIFT	CH000000	1040411069058 104 10411069	120.00 GBP	11-Mar-2014	553749891060794	E-Receipt

OK

- Click **E-Receipt** to generate an e-receipt for that particular transaction.
- Click **OK** to proceed to the next multiple international transfers.
The **Multiple International Transfers** screen appears.

11. Domestic Drafts

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

To initiate demand draft pay order request

1. From the **Payments** menu, select **Within Country**, and then select **Demand Draft Request**.
The **Demand Draft – Pay Order Request** screen appears.

Demand Draft – Pay Order Request

DEMAND DRAFT-PAY ORDER REQUEST
09-06-2015 09:52:34 GMT +0000
?
Print
Star
Download
Close

Payment To

Existing Template
☐

Make New Payment
☒

User Reference Number:

Source Account*:
Select
[View Balance](#)

Beneficiary Details

Beneficiary Name*:

Draft Details

Draft Favouring*:

Draft Payable at*:
Select City

Select Branch*:

Draft Amount*:

Pay Now
☒
11-03-2014 00:00:00

Pay Later
☐

Other Details

Remitter's Instruction:

Narrative:

Mode of Delivery

Branch
☐
Select City

Post/Courier
☐

Draft Delivery Option*:
Select

Name*:

Address*:

City:

Country:

Zip/Postal Code:

Phone:

Email:

Template Access Type:
Select

☐ Terms and Conditions

View Limits
Save As Template
Save As Draft
Initiate
Save And Submit

Disclaimer - The DD receipt shall be courier to your mailing address within 3 days

Field Description

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

Payment To

It is mandatory to select either **Existing Template** or **Make New Payment** option.

Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.

Beneficiary Details:

Beneficiary Name	[Mandatory, Pick List] Indicates the beneficiary name.
-------------------------	---

Draft Details:

Draft Favoring	[Mandatory, Alphanumeric, 80] Indicates the name of the beneficiary of the draft.
Draft Payable at	[Mandatory, Drop-Down] Indicates the draft payable location.
Select Branch	[Mandatory, Dropdown] Indicates the bank branch where the draft should be payable.
Draft Amount	[Mandatory, Numeric, 15] Indicates the amount for the demand draft.

Note: The amount and charges of the demand draft will be debited from the specified account.

It is mandatory to select either **Pay Now** or **Pay Later** option.

Field Name	Description
Pay Now	[Optional, Option] Indicates immediate payment of draft.
Pay Later	[Optional, Option] Indicates to make the demand draft payment on a future date.

Note: The *Transfer Date* to be selected should lie between the *Start Date* and the *End Date*.

Start Date – Current Date + No of days (1 to 20)

End Date – Current Date + 365 Days

If the *Transfer Date* happens to be a non-working day or a holiday, then transaction is processed on the next working day.

Other Details

Remitter's Instruction	[Optional, Alphanumeric, 50] Indicates the additional information pertaining to demand draft.
Narrative	[Optional, Alphanumeric, 80] Indicates the brief description about the draft.
Mode of Delivery	[Mandatory, Radio button] Indicates the draft delivery mode. The options are: • Branch • Post / Courier
Select City	[Conditional, Drop-Down] Indicates the city name. To enable this field, select the Branch option, from the Mode of Delivery list.
Select Branch	[Conditional, Drop-Down] Indicates the branch name. To enable this field, select the Branch option, from the Mode of Delivery list.

Field Name	Description
Draft Delivery Option	[Conditional, Drop-Down] Indicates the draft delivery option. The options are: • Mail to Remitter • Mail to Beneficiary To enable this field, select the Post/Courier option, from the Mode of Delivery field.
Name	[Mandatory, Alphanumeric, 35] Indicates the name of the remitter/beneficiary of the demand draft.
Address	[Mandatory, Alphanumeric, 35 x 3] Indicates the address for the delivery.
City	[Optional, Alphanumeric, 35] Indicates the city of the beneficiary of the demand draft.
Country	[Optional, Alphanumeric, 35] Indicates the country of the beneficiary of the demand draft.
Zip/Postal Code	[Optional, Alphanumeric, 35] Indicates the zip postal code of the beneficiary of the demand draft.
Phone	[Optional, Alphanumeric, 35] Indicates the beneficiary's phone number.
Email	[Optional, Alphanumeric, 35] Indicates the beneficiary's email-ID.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are: • Private • Public Note: This field is mandatory if you want to save the transaction information as a template.

Field Name	Description
Terms and Condition	[Mandatory, Check Box] Indicates whether the terms and conditions are applicable. Note: Unless this is checked, you will not be able to initiate demand draft request.

2. In the **Payment To** field, select the appropriate option.

a. If you select **Existing Template** option, click  to select the template. The Template Search screen appears.

b. If you select the **Make New Payment** option:

- i. From the **Source Account** list, select the appropriate option.
- ii. From the **Beneficiary Name** list, select the appropriate option.
- iii. In the **Draft Favouring** field, enter the draft beneficiary name.
- iv. From the **Draft Payable at** list, select the appropriate city name.
- v. From the **Select Branch** list, select the appropriate branch name.
- vi. In the **Draft Amount** field, enter the draft amount.
- vii. In the **City** field, enter the city name.
- viii. Select any one payment option in the **Draft Details** section. For example, select the **Pay Now** option.
- ix. In the **Mode of Delivery** field, select the appropriate option.
- x. If you select **Branch**, select the **City Name** from the Select City list.
- xi. From the **Select Branch** list, select the appropriate branch name.
- xii. If you select **Post/Courier**, from the **Draft Delivery Option**, select the delivery option.
- xiii. In the **Name** field, enter the name.
- xiv. In the **Address** field, enter the address.
- xv. To enable the demand draft initiation, select the **Terms and Conditions** check box

3. Click **Initiate**.

The **Demand Draft – Pay Order Request Verify** screen appears.

OR

Click **View Limits**.

The utilized limits for the selected transaction appear.

OR

Click **Save as Template**.

The **Demand Draft – Pay Order Request Confirm** screen appears and the demand draft details are saved as a draft template.

OR

Click **Save as Draft**.

The **Demand Draft – Pay Order Request Confirm** screen appears and the demand

- draft details are saved as a draft.
OR
Click Save and Submit.
The Save and Submit screen for the selected transaction appears.
- a. In the **Save and Submit** screen, if you select the **Template Details** option:
 - i. In the **New Template** field, enter the name of the payment template.
 - ii. From the **Visibility** list, select the appropriate option.
 - b. In the **Save and Submit** screen if you select the **Draft Details** option:
 - iii. In the **New Draft** field, enter the name of the draft.
4. In the **Save and Submit** screen, click **Submit**.
The **Demand Draft – Pay Order Request** screen appears.

Demand Draft – Pay Order Request Verify

DEMAND DRAFT-PAY ORDER REQUEST - VERIFY 09-06-2015 10:02:29 GMT +0000 ? [Print] [Star] [Window] [Close]

User Reference Number:

Source Account: 1040410879010 104 10410879

Beneficiary Details

Beneficiary Name: Ali

Draft Details

Draft Favouring: Ali

Draft Payable at: BANGALORE Branch: Bank Futura-E06 BRANCH

Draft Amount: 1100 GBP

Pay Now : 13-03-2014

Other Details

Remitter's Instruction:

Narrative:

Mode of Delivery

Mode: Branch

City: Needal Street - London Branch: CORE_COMB_STMT

Name: SHAILRKADAM

Beneficiary Address: Needal Street

London

Needal Street - London

City: Needal Street - London

Country:

Zip/Postal Code:

Phone:

Beneficiary Email:

Change Confirm

Disclaimer - The DD receipt shall be courier to your mailing address within 3 days

5. Click **Confirm**.
 The **Demand Draft - Pay Order Request Confirm** screen with the status message appears.
 OR
 Click **Change** to navigate to the previous screen.
 The **Demand Draft – Pay Order Request** screen appears.

Demand Draft – Pay Order Request Confirm

DEMAND DRAFT-PAY ORDER REQUEST - CONFIRM
09-06-2015 10:02:29 GMT +0000
?
Print
Star
Close

Transaction with reference number 137222558411233 is in Accepted state.

Host Reference Number: 104DDSA140705527
User Reference Number:
Source Account: 1040410879010 104 10410879

Beneficiary Details

Beneficiary Name: Ali

Draft Details

Draft Favouring: Ali
Draft Payable at: BANGALORE Branch: Bank Futura-E06 BRANCH
Draft Amount: 1100 GBP
Pay Now :

Other Details

Remitter's Instruction:
Narrative:

Mode of Delivery

Mode: Branch
City: Needal Street - London Branch: CORE_COMB_STMT
Beneficiary Name: SHAILRKADAM
Beneficiary Address:: Needal Street
London
Needal Street - London
City: Needal Street - London
Country:
Zip/Postal Code:
Phone:
Beneficiary Email:

OK E-Receipt

Disclaimer - The DD receipt shall be courier to your mailing address within 3 days

6. Click **OK**.
The **Demand Draft – Pay Order Request** screen appears.
7. Refer to **Additional Options** sections for options like **Save as Draft/Templates, Save and Submit, View Limits**.

12. International Drafts

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

To issue International draft

1. From the **Payments** menu, select **Cross Border**, and then select **International Draft**. The **International Draft** screen appears.

International Draft

INTERNATIONAL DRAFT
09-06-2015 11:26:10 GMT +0000
?
Print
Star
Share
Close

Payment To

Existing Template
☐

Make New Payment
☒

User Reference Number:

Source Account*:
Select
[View Balance](#)

Beneficiary Details

Beneficiary Name**:

Draft Details

Draft Favouring*:

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

Draft Amount*:

Draft Currency*:
Select

Pay Now
☒

Pay Later
☐

Other Details

Remitter's Instruction:

Narrative:

Delivery Details

Mode of Delivery*:
☒ Branch
☐ Post/Courier

Select City
Select Branch

Name*:

Address**:

City:

Country:

Zip/Postal Code:

Email:

Template Access Type
Select

☐ [Terms and Conditions](#)

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

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.
Beneficiary Details	
Beneficiary Name	[Mandatory, Pick List] Indicates the beneficiary name.
Draft Details	
Drafting Favoring	[Mandatory, Alphanumeric, 70] Indicates the name of the beneficiary of the draft.
Draft Payable at	[Mandatory, Drop-Down] Indicates the draft payable location.
Select City	[Mandatory, Drop-Down] Indicates the bank city name where the draft should be payable.
Draft Amount	[Mandatory, Numeric, 15] Indicates the amount for the demand draft.
Draft Currency	[Mandatory, Drop-Down] Indicates the demand draft currency.
It is mandatory to select either Pay Now or Pay Later option.	
Pay Now	[Optional, Option] Indicates immediate global payment of draft.

Field Name	Description
Pay Later	[Optional, Option] Indicates to make the global demand draft payment on a future date.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Select date	[Conditional, Pick List] Indicates the future date on which you want to make the international transfer. To enable this field, select the Pay Later option.
Other Details	
Remitter's Instruction	[Optional, Alphanumeric, 35*2] Indicates the additional information pertaining to demand draft.
Narrative	[Optional, Alphanumeric, 35] Indicates the brief description about the draft.
Delivery Details	
Mode of Delivery	[Mandatory, Option] Indicates the draft delivery mode The options are: • Branch • Post / Courier
Name	[Conditional, Alphanumeric, 35] Indicates the name of the remitter/beneficiary of the demand draft .
Address	[Conditional, Alphanumeric, 35 x 3] Indicates the address for the delivery.
City	[Optional, Alphanumeric, 26] Indicates the city of the beneficiary of the demand draft.

Field Name	Description
Country	[Optional, Drop-Down] Indicates the country of the beneficiary of the demand draft.
Zip/Postal Code	[Optional, Numeric, 10] Indicates the zip postal code of the beneficiary of the demand draft.
Email	[Optional, Alphanumeric, 40] Indicates the beneficiary's email-ID.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are: • Public • Private
Terms and Conditions	[Mandatory, Checkbox] Indicates whether the terms and conditions are applicable.

2. In the **Payment To** field, select the appropriate option.
 - a. If you select **Existing Template** option, click  to select the template. The Template Search screen appears.
 - b. If you select the **Make New Payment** option:
 - i. From the **Source Account** list, select the appropriate option.
 - ii. From the **Beneficiary Name** list, select the appropriate option.
 - iii. In the **Draft Favouring** field, enter the draft beneficiary name.
 - iv. From the **Draft Payable at** list, select the appropriate city name.
 - v. From the **Select City** list, select the appropriate city name.
 - vi. In the **Draft Amount** field, enter the draft amount.
 - vii. From the **Draft Currency** list, select the appropriate currency name.
 - viii. Select any one payment option in the **Draft Details** section. For example, select the **Pay Now** option.
 - ix. In the **Mode of Delivery** field, select the appropriate option.
 - x. If you select **Branch**, select the **City Name** from the Select City list.
 - xi. From the **Select Branch** list, select the appropriate branch name.
 - xii. If you select **Post/Courier**, from the **Draft Delivery Option**, select the delivery option.
 - xiii. In the **Name** field, enter the name.
 - xiv. In the **Address** field, enter the address.

- xv. To enable the demand draft initiation, select the **Terms and Conditions** check box.
3. Click **Initiate**.
The **International Draft - Verification** screen appears.
OR
Click View Limits.
The utilized limits for the selected transaction appear.
OR
Click Save as Template.
The **International Drafts - Confirm** screen appears and the demand draft details are saved as a draft template.
OR
Click Save as Draft.
The **International Drafts - Confirm** screen appears and the demand draft details are saved as a draft.
OR
Click Save and Submit.
The Save and Submit screen for the selected transaction appears.
- a. In the **Save and Submit** screen, if you select the **Template Details** option:
 - i. In the **New Template** field, enter the name of the payment template.
 - ii. From the **Visibility** list, select the appropriate option.
 - b. In the **Save and Submit** screen if you select the **Draft Details** option:
 - i. In the **New Draft** field, enter the name of the draft.
4. In the **Save and Submit** screen, click Submit.
The **International Drafts - Verify** screen appears.

International Draft - Verify

INTERNATIONAL DRAFT - VERIFY
10-06-2015 06:51:53 GMT +0000
?
Print
Star
Close

User Reference Number: 454545454545
Source Account: 1040003171048 104 000003171

Beneficiary Details

Beneficiary Name: Ali

Draft Details

Draft Favouring: Ali
Draft Payable at: Italy
City: MILANO
Draft Amount: 1000
Draft Currency: USD
Pay Later: 12-03-2014

Other Details

Remitter's Instruction:
Narrative:

Delivery Details

Mode of Delivery: Branch
City: USA
Branch Name: Bank Futura
Name: AMIT
Address: Unit 1, Block A, California
USA
USA
City: USA
Country: United Kingdom
Zip/Postal Code:
Email:

Change Confirm

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

5. Click **Confirm**.
The **International Draft - Confirm** screen with the status message appears.
OR
Click **Change** to navigate to the previous screen.
The **International Draft** screen with the status message appears.

International Draft - Confirm

INTERNATIONAL DRAFT - CONFIRM
10-06-2015 06:51:53 GMT +0000
?
Print
Star
Close

Transaction with reference number 213631740419106 is in Accepted state.

Host Reference Number: 104MCKP140709504
User Reference Number: 454545454545
Source Account: 1040003171048 104 000003171

Beneficiary Details

Beneficiary Name: Ali

Draft Details

Draft Favouring: Ali
Draft Payable at: Italy
City: MILANO
Draft Amount: 1000
Draft Currency: USD
Pay Later: 12-03-2014

Other Details

Remitter's Instruction:
Narrative:

Delivery Details

Mode of Delivery: Branch
City: USA
Branch Name: Bank Futura
Name: AMIT
Address: Unit 1, Block A, California
USA
USA
City: USA
Country: United Kingdom
Zip/Postal Code:
Email:

OK E-Receipt

Disclaimer

6. Click **E-receipt** to generate an e-receipt for the completed transaction.

E-Receipt

ORACLE	
International Draft	
FCDB Reference Number	213631740419106
Host Reference Number	104MCKP140709504
Payment To	Make New Payment
User Reference Number	454545454545
Source Account	XXXXXXXXXXXX171
Beneficiary Name	Ali
Draft Favouring	All
Draft Payable at	Italy
City	MILANO
Draft Amount	1000
Draft Currency	US Dollar
Pay Now	13-03-2014
Pay Later	12-03-2014
Mode of Delivery	Branch
City	USA
Branch Name	Bank Futura
Name	AMIT
Address	Unit 1, Block A, California
City	USA
Country	United Kingdom
Template Details	Draft Details

[Print](#)
[Download](#)
[Email](#)

Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt.
 Printed on:
 Printed from: PC

7. Click **OK**.
 The **International Draft** screen appears.
 OR
 Click **E-receipt** to generate an e-receipt for the completed transaction.

Note: For more information about options like Save as Draft/Templates, Save and Submit, View Limits etc. see *Additional Options* in this User manual.

13. SEPA Credit Transfer

Using this option, you can initiate SEPA credit transfer. The credit transfer is an instruction from a customer to their bank authorizing the bank to debit amount from the customer's account, and pass on the credit to his beneficiary account in another bank or financial institution.

To initiate SEPA credit transfer

1. From the **Payments** menu, select **Within Country**, and then select **SEPA Credit Transfer**.
The **SEPA Credit Transfer** screen appears.

SEPA Credit Transfer

SEPA CREDIT TRANSFER 09-06-2015 12:29:52 GMT +0000 ?

Existing Template Q

Make New Payment ☒

User Reference Number

OIN:

OIN Description:

Source Account.* Select Q View Balance

Beneficiary Details

Beneficiary Id.* Q

Name.*

Beneficiary Account (IBAN).*

Beneficiary Bank Details

Beneficiary Bank Code (BIC).*

Payment Details

Amount.*

Currency EUR

Pay Now ☒

Pay Later ☐

Other Details

Narrative:

Template Access Type Select

Purpose of Remittance: Transaction is an intra-company payment.

View Limits Save As Draft Save As Template Initiate Save And Submit

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

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
OIN	[Optional, Alphanumeric, 35] Indicates the originator identification number.
OIN Description	[Optional, Alphanumeric, 40] Indicates the originator identification number description.
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.
Beneficiary Details	
Beneficiary ID	[Mandatory, Alphanumeric, 10] Indicates the beneficiary ID.
Name	[Mandatory, Pick List] Indicates the beneficiary name.
Beneficiary Account (IBAN)	[Mandatory, Alphanumeric, 35] Indicates the beneficiary IBAN number.
Beneficiary Bank Details	
Beneficiary Bank Code (BIC)	[Mandatory, Pick List] Indicates the beneficiary bank code.
Payment Details	
Amount	[Mandatory, Numeric, 15, Two] Indicates the amount for the credit transfer.

Field Name	Description
Currency	[Display] Displays the currency.
It is mandatory to select either Pay Now or Pay Later option.	
Pay Now	[Optional, Option] Indicates immediate global payment of draft.
Pay Later	[Optional, Option] Indicates to make the SEPA credit transfer on a future date.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and <i>End Date</i> .	
<i>Start Date</i> – Current Date + No of days (1 to 20)	
<i>End Date</i> – Current Date + 365 Days	
If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	

Other Details

Narrative	[Optional, Alphanumeric, 35] Indicates the brief description about the draft.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are: • Public • Private

2. In the **Payment To** field, select the appropriate option.
 - a. If you select **Existing Template** option, click  to select the template. The Template Search screen appears.
 - b. If you select the **Make New Payment** option:
 - i. From the **Source Account** list, select the appropriate option.
 - ii. From the **Beneficiary Id** list, select the appropriate option
 - iii. From the **Name** list, select the appropriate option.
 - iv. From the **Beneficiary Account (IBAN)** list, select the appropriate option.
 - v. From the **Beneficiary Bank Code (BIC)** list, select the appropriate option.
 - vi. In the **Amount** field, enter the amount to be transferred.

- vii. Select any one payment option in the **Draft Details** section.
For example, select the **Pay Now** option.
- 3. Click **Initiate**.
The **SEPA Credit Transfer - Verify** screen appears.
OR
Click View Limits.
The utilized limits for the selected transaction appear.
OR
Click Save as Template.
The **Demand Draft – Pay Order Request Confirm** screen appears and the demand draft details are saved as a draft template.
OR
Click Save as Draft.
The **SEPA Credit Transfer - Confirm** screen appears and the demand draft details are saved as a draft.
OR
Click Save and Submit.
The Save and Submit screen for the selected transaction appears.
 - a. In the **Save and Submit** screen, if you select the **Template Details** option:
 - i. In the **New Template** field, enter the name of the payment template.
 - ii. From the **Visibility** list, select the appropriate option.
 - b. In the **Save and Submit** screen if you select the **Draft Details** option:
 - i. In the **New Draft** field, enter the name of the draft.
- 4. In the **Save and Submit** screen, click Submit.
The **SEPA Credit Transfer - Verify** screen appears.

SEPA Credit Transfer - Verify

SEPA CREDIT TRANSFER - VERIFY 19-Jun-2015 07:13:12 GMT +0000 ? [Print] [Star] [List] [Close]

User Reference Number:

OIN: UK81ZZZSMSPVTLTD

OIN Description: SEPA Credit transfer

Source Account: 000003171258 000 000003171

Beneficiary Details

Beneficiary Id: Ali

Name: Ali

Beneficiary Account (IBAN): 1040412686038

Beneficiary Bank Details

Beneficiary Bank Code (BIC): HDFC0000017

Payment Details

Amount: 1000

Currency: EUR

Pay Now 13-Mar-2014

Other Details

Narrative:

Purpose of Remittance Transaction is an intra-company payment.

[Change](#) [Confirm](#)

5. Click **Confirm**.
The **SEPA Credit Transfer - Confirm** screen with the status message appears.
OR
Click **Change** to navigate to the previous screen.
The **SEPA Credit Transfer** screen appears.

SEPA Credit Transfer - Confirm

SEPA Credit Transfer - Confirm

Transaction submitted for SEPA Credit Transfer having reference 311414470755044 has been set to status Auto Authorized.

User Reference Number:
OIN:
OIN Description:
Source Account: 1040411271050 104 10411271

Beneficiary Details

Beneficiary Id: B1
Name: Ben1
Beneficiary Account (IBAN): 10411271 1040411271039

Beneficiary Bank Details

Beneficiary Bank Code (BIC): HDFC0000017

Payment Details

Amount: 10000
Currency: EUR

Other Details

Narrative: N1
Purpose of Remittance Transaction is a general cash management instruction.

OK

6. Click **OK**.
The SEPA Credit Transfer screen appears.
7. Refer to **Additional Options** sections for options like **Save as Draft/Templates**, **Save and Submit**, and **View Limits**.

14. SEPA Card Payments

Using this option, you can initiate a SEPA card payment. The card payment is an instruction from a customer to their bank authorizing the bank to debit varying amounts from his Credit card, and pass on the credit to his creditor an account in another bank or financial institution.

To initiate a SEPA card payment

1. From the **Payments** menu, select **Within Country**, and then select **SEPA Card Payments**.
The **SEPA Card Payments** screen appears.

SEPA Card Payments

SEPA CREDIT TRANSFER

09-06-2015 12:29:52 GMT +0000 ? [print] [star] [document] [close]

Existing Template ☐

Q

Make New Payment ☒

User Reference Number

OIN:

OIN Description:

Source Account.*

Select

▼

Q

View Balance

Beneficiary Details

Beneficiary Id.*

Q

Name.*

Beneficiary Account (IBAN).*

Beneficiary Bank Details

Beneficiary Bank Code (BIC).*

Q

Payment Details

Amount.*

Currency

Pay Now ☒

Pay Later ☐

📅

Other Details

Narrative:

Template Access Type

Select

▼

Purpose of Remittance:

Transaction is an intra-company payment.

▼

View Limits

Save As Draft

Save As Template

Initiate

Save And Submit

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

<<

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
OIN	[Optional, Alphanumeric, 35] Indicates the originator identification number.
SEPA Card Number	[Mandatory, Numeric, 16] Indicates the SEPA card number.
OIN Description	[Mandatory, Alphanumeric, 40] Indicates the originator identification number description.
Beneficiary Details	
Beneficiary ID	[Mandatory, Alphanumeric, 10] Indicates the beneficiary ID.
Name	[Mandatory, Pick List] Indicates the beneficiary name.
Beneficiary Account (IBAN)	[Mandatory, Alphanumeric, 35] Indicates the beneficiary IBAN number.
Beneficiary Email	[Optional, Alphanumeric, 40] Indicates the beneficiary email.
Beneficiary Bank Details	
Beneficiary Bank Code (BIC)	[Mandatory, Pick List] Indicates the beneficiary bank code.
Payment Details	

Field Name	Description
Amount	[Mandatory, Numeric, 15, Two] Indicates the amount for the credit transfer.
Currency	[Display] Displays the currency.
It is mandatory to select either Pay Now or Pay Later option.	
Pay Now	[Optional, Option] Indicates immediate global payment of draft.
Pay on	[Optional, Option] Indicates to make the SEPA card payment on a future date.
Note: The Transfer Date to be selected should lie between the Start Date and the End Date. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Setup Standing Instruction	[Optional, Option] Indicates to setup a standing instruction for funds to be transferred for a period.
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i> . <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	

Field Name	Description
SI Execution Frequency	[Conditional, Pick List] Indicates the SI execution frequency. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly To enable this field, select Setup Standing Instruction option.
First Execution Date	[Conditional, Pick List] Indicates the first execution date. This field appears, if you select the Setup Standing Instruction option.
Expiry Date	[Conditional, Pick List] Indicates the Si expiry date. This field appears, if you select the Setup Standing Instruction option.
Other Details	
Narrative	[Optional, Alphanumeric, 35] Indicates the narration of the standing instruction.
Template Access Type	[Optional, Drop-Down] Indicates the template access type.

2. In the **Payment To** field, select the appropriate option.
 - a. If you select **Existing Template** option, click  to select the template. The Template Search screen appears.
 - b. If you select the **Make New Payment** option:
 - i. In the **SEPA Card Number** field, enter the card number.
 - ii. In the **OIN** field, enter the originator identification number.
 - iii. From the **Beneficiary Id** list, select the appropriate option.
 - iv. In the **Name** field, enter the beneficiary name.
 - v. In the **Beneficiary Account (IBAN)** field, enter the beneficiary account number.
 - vi. In the **Beneficiary Bank Code (BIC)** field, enter the beneficiary bank code.

- vii. In the **Amount** field, enter the amount.
 - viii. In the **Currency** field, enter the currency.
 - ix. Select any one payment option in the **Payment Details** section.
For example, select the **Pay Now** option.
- 3. Click **Initiate**.
The **SEPA Card Payment Verify** screen appears.
OR
Click **View Limits**.
The utilized limits for the selected transaction appear.
OR
Click **Save as Template**.
The **SEPA Card Payment - Confirm** screen appears and the fund transfer details are saved as a payment template.
OR
Click **Save as Draft**.
The **SEPA Card Payment - Confirm** screen appears and the fund transfer details are saved as a draft.
OR
Click **Save and Submit**.
The **Save and Submit** screen for the selected transaction appears.
 - a. In the **Save and Submit** screen, if you select the **Template Details** option:
 - i. In the **New Template** field, enter the name of the payment template.
 - ii. From the **Visibility** list, select the appropriate option.
 - b. In the **Save and Submit** screen if you select the **Draft Details** option:
 - iii. In the **New Draft** field, enter the name of the draft.
- 4. In the **Save and Submit** screen, click **Submit**.
The **SEPA Card Payment - Verify** screen appears.

SEPA Card Payment Verify

SEPA CARD PAYMENT VERIFY 06-Jul-2015 16:33:10 GMT +0530 ? [Print] [Star] [Close] [Refresh]

User Reference Number:

OIN: UK81ZZZSMSPVTLTD

OIN Description: SEPA Card Payment

SEPA Card Number: 95173

Beneficiary Details

Beneficiary Id: Ali

Name: Ali

Beneficiary Account (IBAN): 104112711040411271039

Beneficiary Email:

Beneficiary Bank Details

Beneficiary Bank Code (BIC): TRABNA05

Payment Details

Amount: 100

Currency: EUR

Pay Later: 15-Mar-2014

Other Details

Narrative:

Purpose of Remittance: Transaction is an intra-company payment.

[Change](#) [Accept](#)

5. Click **Confirm**.
The **SEPA Card Payment Confirm** screen appears.
OR
Click **Change** to navigate to the previous screen.
The **SEPA Card Payment** screen appears.

SEPA Card Payment Confirm

SEPA CARD PAYMENT CONFIRM

06-Jul-2015 16:33:10 GMT +0530 ?

Transaction with reference number 909787737762415 is in Under Process state.

User Reference Number:
 OIN: UK81ZZZSMSPVTLTD
 OIN Description: SEPA Card Payment
 SEPA Card Number: 95173

Beneficiary Details
 Beneficiary Id: Ali
 Name: Ali
 Beneficiary Account (IBAN): 104112711040411271039
 Beneficiary Email:

Beneficiary Bank Details
 Beneficiary Bank Code (BIC): TRABNA05

Payment Details
 Amount: 100
 Currency: EUR
 Pay Later 15-Mar-2014

Other Details
 Narrative:
 Purpose of Remittance: Transaction is an intra-company payment.

OK

E-Receipt

6. Click **OK**.
The **SEPA Card Payments** screen appears.
7. Click **E-receipt** to generate an e-receipt for that particular transaction.
8. Refer to **Additional Options** sections for options like **Save as Draft/Templates, Save and Submit, View Limits**.

Note: The online integration for this transaction with the FLEXCUBE UBS is not available currently.

15. UK Payments

Using this option, you can initiate the payment through payment networks available in UK.

To initiate the UK payments

1. From the **Payments** menu, select **Within Country**, and then select **UK Payments**. The **UK Payments** screen appears.

UK Payments

UK PAYMENTS

09-06-2015 12:53:34 GMT +0000 ?    

Payment To

Existing Template ☐



Make New Payment ☒

Type of Payment*: ☒ Non - Urgent ☐ Urgent ☐ Faster UK Payments

User Reference Number:

Source Account*: Select



 [View Balance](#)

Beneficiary Details

Beneficiary Name*:



Beneficiary Account*:

Beneficiary Email:

Beneficiary Bank Details

☒ Bank Sort Code ☐ Bank Details

Bank Sort Code**:



Bank Name**:

Bank Address**:

City**:

Payment Details

Transfer Amount*:

Transfer Currency*: Select



Pay Now ☒

Pay Later ☐



Pay Periodically ☐

Other Details

Correspondence Charges: Select



Narrative:

Template Access Type: Select



[View Limits](#) [Save As Template](#) [Save As Draft](#) [Initiate](#) [Save And Submit](#)

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

Field Description

Field Name	Description
Payment To	
It is mandatory to select either Existing Template or Make New Payment option.	
Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
Type of Payments	[Mandatory, Option] Indicates the type of payment. The options are as follows: • Non - Urgent • Urgent • Faster UK Payments
User Reference Number	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.
Source Account	[Mandatory, Drop-Down] Indicates the source account for the UK payment. Click the View Balance link to view the account balance of the selected account.
Beneficiary Details	
To enable below fields, select the Make New Payment option, from the Payment To section.	
Beneficiary Name	[Mandatory, Alphanumeric, 35] Indicates the beneficiary name.
Beneficiary Account	[Mandatory, Numeric, 12] Indicates the beneficiary account number.
Beneficiary Email	[Conditional, Alphanumeric, 40] Indicates the beneficiary email.
To enable below fields, select Non – Urgent OR the Faster UK Payments option, from the Type of Payment field.	

Beneficiary Bank Details

It is mandatory to select either **Bank Sort Code** or **Bank Name** option.

Beneficiary Bank Details	[Optional, Option] Indicates the beneficiary bank details The option are: Bank Sort Code Bank Details
Bank Sort Code	[Conditional, Pick List] Indicates the bank sort code. To enable this field, select the Bank Sort Code option.
Bank Name	[Conditional, Alphanumeric, 40] Type the bank name. To enable this field, select the Bank Details option.
Bank Address	[Conditional, Alphanumeric, 40] Indicates the bank address. To enable this field, select the Bank Details option.
City	[Conditional, Alphanumeric, 40] Indicates the bank city name. To enable this field, select the Bank Details option.

To enable below fields, select **Urgent** from the **Type of Payment** field.

SWIFT Code	[Mandatory, Pick List] Indicates the SWIFT code.
Bank Name	[Display] Displays the bank name.
Bank Address	[Display] Displays the bank address.
City	[Display] Displays the name of the city.
Country	[Display] Displays the name of the country.

Payment Details

Transfer Amount	[Mandatory, Numeric, 15] Indicates the amount for the credit transfer.
------------------------	---

Transfer Currency [Display]
Displays the transfer currency.

It is mandatory to select either **Pay Now** or **Pay Later** option.

Pay Now [Optional, Option]
Indicates immediate international account transfer.

Pay Later [Optional, Option]
Indicates to make the international account transfer on a future date.

Note: The *Transfer Date* to be selected should lie between the *Start Date* and the *End Date*.

Start Date – Current Date + No of days (1 to 20)

End Date – Current Date + 365 Days

If the *Transfer Date* happens to be a non-working day or a holiday, then transaction is processed on the next working day.

Setup Standing Instruction [Optional, Radio Button]
Select *Setup Standing Instruction* radio button for setting up an instructions.

Note: The *Transfer Date* to be selected should lie between the *Start Date* and the *End Date*.

Start Date – Current Date + No of days (1 to 20)

End Date – Current Date + 365 Days

If the *Transfer Date* happens to be a non-working day or a holiday, then transaction is processed on the next working day.

SI Execution Frequency [Conditional, Pick List]
Indicates the SI execution frequency.

The options are:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half -Yearly
- Yearly

To enable this field, select **Setup Standing Instruction** option.

First Execution Date	[Conditional, Pick List] Indicates the first execution date. This field appears, if you select the Setup Standing Instruction option.
Expiry Date	[Conditional, Pick List] Indicates the Si expiry date. This field appears, if you select the Setup Standing Instruction option.
Other Details	
Correspondence Charges	[Optional, Drop-Down] Indicates the correspondence charges. The options are: • Beneficiary (BEN) • Remitter (REM) • Shared (SHA)
Narrative	[Optional, Alphanumeric, 35] Indicates the brief narration about the amount transfer.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. The options are • Public • Private

2. In the **Payment To** field, select the appropriate option.
 - a. If you select **Existing Template** option, click  to select the template. The **Template Search** screen appears.
 - b. If you select the **Make New Payment** option:
 - c. If you select the **Non - Urgent** or **Faster UK Payments** option:
 - i. From the **Source Account** list, select the appropriate option.
 - ii. From the **Beneficiary Name** list, select the appropriate option.
 - iii. In the **Beneficiary Account** field, enter the beneficiary account number.
 - iv. If you select the **Bank Sort Code** option:
 - v. From the **Bank Sort Code**, select the appropriate bank code.
 - vi. If you select the **Bank Details** option:
 - vii. In the **Bank Name** field, enter the bank name.
 - viii. In the **Bank Address** field, enter the bank address.

- ix. In the **City Name** field, enter the city name.
- d. If you select the **Urgent** option:
 - i. Repeat the steps from i to iii.
 - ii. From the **SWIFT Code**, select the appropriate SWIFT code.
 - iii. In the **Transfer Amount** field, enter the amount to be transferred.
 - iv. From the **Transfer Currency** list, select the appropriate currency.
 - v. Select any one payment option in the **Payment Details** section.
For example, select the **Pay Now** option.
- 3. From the **Correspondence Charges** list, select the appropriate option.
- 4. Click **Initiate**.
The **UK Payments - Verify** screen appears.
OR
Click View Limits.
The utilized limits for the selected transaction appear.
OR
Click Save as Template.
The **UK Payments - Confirm** screen appears and the fund transfer details are saved as a payment template.
OR
Click Save as Draft.
The **UK Payments - Confirm** screen appears and the fund transfer details are saved as a draft.
OR
Click Save and Submit.
The Save and Submit screen for the selected transaction appears.
- a. In the **Save and Submit** screen, if you select the **Template Details** option:
 - i. In the **New Template** field, enter the name of the payment template.
 - ii. From the **Visibility** list, select the appropriate option.
- b. In the **Save and Submit** screen if you select the **Draft Details** option:
 - i. In the **New Draft** field, enter the name of the draft.
- 5. In the **Save and Submit** screen, click Submit.
The **UK Payments - Verify** screen appears.

UK Payments – Verify

UK PAYMENTS - VERIFY
09-06-2015 13:01:20 GMT +0000
?
Print
Star
List
Close

Type of Payment: Non - Urgent

User Reference Number:

Source Account: 000003171305 000 000003171

Beneficiary Details

Beneficiary Name: efggrgr

Beneficiary Account: 1111

Beneficiary Email:

Beneficiary Bank Details

Bank Sort Code: TRBARK52

Bank Name: BARKLEYS BANK

Bank Address: TRBARK52

D.E.F EMALIA,

City: LIPOWA 4,

Payment Details

Transfer Amount: 1,000.00 GBP

Transfer Currency: Pound Sterling

Pay Later : 31-03-2014

Other Details

Correspondence Charges: Beneficiary BEN

Narrative:

Template Access Type:

Change
Confirm

6. Click **Confirm**.
The **UK Payments – Confirm** screen appears.
OR.
Click **Cancel** to navigate to the previous screen.
The **UK Payments** screen appears.

UK Payments - Confirm

UK PAYMENTS - CONFIRM
09-06-2015 13:01:20 GMT +0000
?
Print
Star
Close

Transaction with reference number 199356813414016 is in Accepted state.

Host Reference Number: PPTDUMMY000011
Type of Payment: Non - Urgent
User Reference Number:
Source Account: 000003171305 000 000003171

Beneficiary Details

Beneficiary Name: efggrgr
Beneficiary Account: 1111
Beneficiary Email:

Beneficiary Bank Details

Bank Sort Code: TRBARK52
Bank Name: BARKLEYS BANK
Bank Address: TRBARK52
D.E.F EMALIA,
City: LIPOWA 4,

Payment Details

Transfer Amount: 1,000.00 GBP
Transfer Currency: Pound Sterling
Pay Later : 31-03-2014

Other Details

Correspondence Charges: Beneficiary BEN
Narrative:

OK E-Receipt

7. Click **OK**.
The **UK Payments** screen appears.
8. Click **E-Receipt** to generate an e-receipt for that particular transaction.
9. Refer to Additional Options sections for options like **Save as Draft/Templates**, **Save and Submit**, and **View Limits**.

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

16. View Standing Instruction

Using this option, you can view standing instructions (SI) in the application.

You can intimate the bank in advance to transfer funds between your current and savings accounts in the bank periodically. Whenever these kind of periodic transactions are to be affected, you can instruct the bank to do the same by setting up the standing instructions.

To view the standing instruction details

1. From the **Payments** menu, select **Recurring Payments and Transfer**, and then select **View Standing Instruction**.
The **View Standing Instruction** screen appears.

Standing Instructions View

Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Indicates the source account from which funds are transferred.
First Execution Date From	[Optional, Pick List] Indicates the start date for the standing instruction.
First Execution Date To	[Optional, Pick List] Indicates the end date for the standing instruction.
Reference No	[Optional, Numeric, 40] Indicates the standing instruction reference number.
Frequency Type	[Optional, Drop-Down] Indicates the standing instruction execution frequency.

2. From the **Source Account** list, select the appropriate account number.
3. Click **Submit**.
The **Standing Instructions View** screen appears.

Standing Instruction View

STANDING INSTRUCTION VIEW

09-06-2015 13:07:24 GMT +0000 ? [Print] [Star] [List] [Close]

Source Account* : 000003171 000003171225 Bank Futura [View Balance](#)

First Execution Date From : [Calendar]
First Execution Date To : [Calendar]

Reference No :
Frequency Type : Select

* Mandatory Fields

Submit

Reference No	Status	Amount	Account	Branch	First Execution Date
000SI95110040020	Active	GBP 100.00	000003171225	Bank Futura	04-01-2011
000SIU5110040501	Closed	GBP 100.00	000003171225	Bank Futura	31-03-2014
000SIU5110040508	Active	GBP 123.00	000003171225	Bank Futura	01-04-2014
000SIU5110040509	Active	GBP 1,000.00	000003171225	Bank Futura	31-03-2014
000SIU5110040511	Active	GBP 45.00	000003171225	Bank Futura	31-03-2014
000SIU5110040512	Active	GBP 45.00	000003171225	Bank Futura	31-03-2014

<<

Field Description

Field Name	Description
Reference No	[Display] Displays the standing instruction reference number.
Status	[Display] Displays the status of the standing instruction.
Amount	[Display] Displays the amount of the standing instruction.
Account	[Display] Displays the desired source account from which funds are transferred.
Branch	[Display] Displays the branch name of the source account.
First Execution Date	[Display] Displays the initiation date of standing instruction.

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

Standing Instructions View

STANDING INSTRUCTION VIEW

09-06-2015 18:39:50 ? [print] [star] [list] [close]

Reference No : 000SI95110040020

Standing Instruction Details

Start Date : 04-01-2011

End Date :

Frequency:Years : 0

Months : 0

Days : 2

Transaction Details

Source Account : 000003171225

Destination Account : 000003171407

Transfer Amount : 100.00

Currency : GBP

Narrative :

Back

5. Click **Back** to navigate to previous screen.
The **Standing Instruction View** screen with search results appears.

17. Standing Instruction Cancellation

Using this option, you can cancel the standing instruction.

To cancel standing instruction

1. From the **Payments** menu, select **Recurring Payments and Transfer**, and then select **Standing Instruction Cancellation**.
The **Standing Instruction Cancellation** screen appears.

Standing Instructions Cancellation

Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Indicates the source account from which funds are to be transferred
First Execution Date From	[Optional, Pick list] Indicates the first standing instruction execution date for the search criteria.
First Execution Date To	[Optional, Pick list] Indicates the last standing instruction execution date for the search criteria.
Reference No	[Optional, Alphanumeric, 50] Indicates the standing instruction reference number.
Frequency Type	[Optional, Drop-Down] Indicates the standing instruction execution frequency.

2. From the **Source Account** list, select the appropriate account number.
3. Click **Submit**.
The **Standing Instruction Cancellation** screen with search result appears.

Standing Instructions Cancellation

STANDING INSTRUCTION CANCELLATION

09-06-2015 13:12:49 GMT +0000 ? [Print] [Star] [Close] [X]

Source Account* : 000003171 000003171225 Bank Futura View Balance

First Execution Date From :
First Execution Date To :

Reference No :
Frequency Type : Select

* Mandatory Fields

Submit

Reference No	Status	Amount	Account	Branch	First Execution Date
000SI95110040020	Active	GBP 100.00	000003171225	Bank Futura	04-01-2011
000SIU5110040508	Active	GBP 123.00	000003171225	Bank Futura	01-04-2014
000SIU5110040509	Active	GBP 1,000.00	000003171225	Bank Futura	31-03-2014
000SIU5110040511	Active	GBP 45.00	000003171225	Bank Futura	31-03-2014
000SIU5110040512	Active	GBP 45.00	000003171225	Bank Futura	31-03-2014

<<

Field Description

Field Name	Description
Reference No	[Display] Displays the standing instruction reference number.
Status	[Display] Displays the status of standing instruction.
Amount	[Display] Displays the amount of standing instruction.
Account	[Display] Displays the desired source account from which funds are to be transferred.
Branch	[Display] Displays the branch name of the source account.
First Execution Date	[Display] Displays the initiation date of standing instruction.

- Click the link **Reference No** column that has to be cancelled.
The **Standing Instruction Cancellation – Within Bank Transfer – Verify** screen appears.

Standing Instructions Cancellation- Within Bank Transfer - Verify

STANDING INSTRUCTION CANCELLATION-VERIFY
09-06-2015 18:43:33 ?

Reference No : 000SI95110040020

Standing Instruction Details

Start Date : 04-01-2011 End Date :

Frequency : 0 Year 0 Month 2 Days

Transaction Details

Source Account : 000003171225

Destination Account : 000003171407

Transfer Amount : 100.00

Currency : GBP

Narrative :

Change
Confirm

5. Click **Confirm** to cancel the standing instructions.
The **Standing Instruction Cancellation – Within Bank Transfer – Confirm** screen appears.
OR
Click **Change** to modify the standing instruction that has to be cancelled.

Standing Instructions Cancellation - Confirm

STANDING INSTRUCTION CANCELLATION-CONFIRM

09-06-2015 18:45:25 ? [print] [star] [document] [close]

Transaction with reference number 151513038414600 is in Accepted state.

Reference No : 000SIU5110040509

Standing Instruction Details

Start Date : 31-03-2014

End Date : 02-04-2014

Frequency : 0 Year 0 Month 1 Days

Transaction Details

Source Account : 000003171225

Destination Account : 0010008109013

Transfer Amount : 1,000.00

Currency : GBP

Narrative :

OK

E-Receipt

6. Click **E-Receipt** to generate an e-receipt for the completed transaction.
7. Click **OK**.
The **Initial Standing Instruction Cancellation** screen appears.

18. Pending Transfers

Using this option, you can view the pending transfers whether it is move money in or move money out and group them for clarity purpose. You can also cancel any pending transfers in the application.

To view pending transfers

1. From the **Payments** menu, select **Pending Transfers**.
The **Pending Transfers** screen appears

Pending Transfers

PENDING TRANSFERS

10-06-2015 04:35:29 GMT +0000 ?

Select Type: All

Note:-

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

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

International Draft

SWIFT Transfer (International Transfer)

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

Go

Transfer Type	Host Reference Number	Source Account	Destination Account	Transfer Date	Amount	Status
Within Bank Transfer	000FTIN110040037	000003171305	000003171258	31-03-2014 00:00:00	USD 1,510.00	Pending
Within Bank Transfer	000FTIN110040038	000003171258	000003171225	31-03-2014 00:00:00	GBP 1,000.00	Pending
Within Bank Transfer	000FTIN110040039	000003171225	000003171633	31-03-2014 00:00:00	GBP 1,000.00	Pending
Within Bank Transfer	000FTIN110040061	000003171258	000003171225	13-03-2014 00:00:00	GBP 12.00	Pending
Within Bank Transfer	000FTIN110040062	000003171225	000003171407	13-03-2014 00:00:00	GBP 200.00	Pending
Within Bank Transfer	000FTIN110040063	000003171225	000003171305	13-03-2014 00:00:00	GBP 81.63	Pending
Within Bank Transfer	000FTIN110040064	000003171225	000003171258	13-03-2014 00:00:00	GBP 2,112.00	Pending
Within Bank Transfer	104POUP14070B49G	1040411072010		20-03-2014 00:00:00	GBP 26.00	Pending
Within Bank Transfer	104POUP14070B49M	1040410879010		28-03-2014 00:00:00	GBP 200.00	Pending
Within Bank Transfer	104POUP14070B5F4	1040411072010		13-03-2014 00:00:00	GBP 11.00	Pending
Within Bank Transfer	104POUP14070B5F5	1040411072010		13-03-2014 00:00:00	GBP 33.00	Pending
Within Bank Transfer	104POUP14070B5F6	1040411072010		13-03-2014 00:00:00	GBP 33.00	Pending
Within Bank Transfer	104POUP14070B5F7	1040411072010		13-03-2014 00:00:00	GBP 34.00	Pending

Cancel Transfer

Field Description

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

- In the **Transfer Type** column, select the appropriate option.
- Click **Cancel Transfer**.
The **Cancel Pending Transfer – Verify** screen appears.

Pending Transfers View – Cancel Verify

CANCEL PENDING TRANSFER - VERIFY 10-06-2015 10:08:12 ? [Print] [Star] [Close] [Refresh] [X]

Customer Id: 10411069	Host Reference Number: 104OUPA14069A167
Source Account: 1040411069058	Destination Account: 1040411069058
Transfer Date: 17-03-2014 00:00:00	Amount: 17.00 GBP

[Change](#) [Confirm](#)

- Click **Confirm**.
The **Pending Transfer - Cancel – Confirm** screen appears.
OR
Click **Change** to change the entered details.
The **Cancel Pending Transfer** screen appears.

Pending Transfers – Cancel - Confirm

CANCEL PENDING TRANSFER - CONFIRM10-06-2015 04:38:12 GMT +0000 ? [print] [star] [refresh] [close]

✔ Cancellation Done

✔ Transaction with reference number 162001120415559 is in Accepted state.

Transfer Type	Host Reference Number	Source Account	Destination Account	Transfer Date	Amount
Within Bank Transfer	104OUPA14069A167	1040411069058	1040411069058	17-03-2014 00:00:00	17.00 GBP

OK

E-Receipt

5. Click **OK**.
The **Pending Transfer** screen appears.

19. Payment Options

There are three types of payment options available in the application.

- **Pay Now:** You can transfer funds immediately.
- **Pay Later:** You can transfer funds at a later date.
- **Pay Periodically:** You can transfer funds on a periodic basis as per a standing instruction

The payment options displayed depend on the type of fund transfer.

1. Select any payment transaction in the application.
For example, from the **Payments** menu, select **Within Bank**, and then select **Own Account Transfer**.
The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER 10-06-2015 04:42:01 GMT +0000 ? [Icons]

Payment To

Existing Template

Make New Payment ☒

User Reference:

Source Account*: [View Balance](#)

Beneficiary Details

Destination Account*: [View Balance](#)

Payment Details

Transfer Amount*:

Pay Now ☒ 11-03-2014 00:00:00

Pay Later ☐

Pay Periodically ☐

Other Details

Narrative:

Template Access Type:

[View Limits](#) [Save As Template](#) [Save As Draft](#) [Initiate](#) [Save And Submit](#)

2. In the **Payment To** section, select the **Make New Payment** option:
3. From the **Source Account** list, select the appropriate option.
4. From the **Destination Account** list, select the appropriate option.
5. In the **Transfer Amount** field, enter the amount that you want to transfer.
6. In the **Payment Details** section, select a payment option.
 - a. If you select the **Pay Now** option:
You can make the fund transfer immediately.
 - b. If you select the **Pay Later** option:
 - i. Select the date of fund transfer.
 - a. If you select the **Pay Periodically** option:
 - i. From the **Payment Frequency** list, select the appropriate option.
 - i. In the **First Execution Date** field, select the start date of the standing instruction.
 - ii. In the **Expiry Date** field, select the last date of the standing instruction.
7. Click **Initiate**.
The **Own Account Transfer - Verify** screen appears.

Own Account Transfer - Verify

OWN ACCOUNT TRANSFER - VERIFY 10-06-2015 05:22:01 GMT +0000 ? [Icons]

User Reference: 212776767

Source Account: 1040411940059 104 10411940

Beneficiary Details

Destination Account: 0010003171585 001 000003171

Payment Details

Transfer Amount: 1,000.00 GBP

Pay Later : 13-03-2014

Other Details

Narrative: Fund Transfer

[Change] [Confirm]

8. Click **Confirm**.
The **Own Account Transfer - Confirm** screen appears.
OR
Click **Change**.
The **Own Account Transfer** screen appears.

Own Account Transfer - Confirm

OWN ACCOUNT TRANSFER - CONFIRM

10-06-2015 05:22:01 GMT +0000 ?    

 Transaction with reference number 196998115416339 is in Accepted state.

Host Reference Number: 104FCOK14070F5J0

User Reference: 212776767

Source Account: 1040411940059 104 10411940

Beneficiary Details

Destination Account: 0010003171585 001 000003171

Payment Details

Transfer Amount: 1,000.00 GBP

Pay Later : 13-03-2014

Other Details

Narrative: Fund Transfer

OK

E-Receipt

9. Click **e-receipt** to generate the e-receipt of the transaction.
OR
Click **OK**.
The **Own Account Transfer** screen appears.

20. Inward Remittance Inquiry

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

To view inward remittances

1. From the **Collection and Remittances** menu, select **Inward Remittance Inquiry**. The **Inward Remittance Inquiry** screen appears.

Inward Remittance Inquiry

Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Indicates the account number.
Currency	[Mandatory, Drop-Down] Indicates the account number.
Channel Type	[Mandatory, Drop-Down] Indicates the channel type through which the remittance is processed.
Amount From	[Optional, Numeric, 15] Indicates the minimum amount for the search criteria.
Amount To	[Optional, Numeric, 15] Indicates the maximum amount for the search criteria.
Note: The amount to set here cannot be less than the amount from.	
From Date	[Optional, Pick list] Indicates the start date, for the search criteria. The start date should not be greater than the current date.

Field Name	Description
To Date	[Optional, Pick list] Indicates the end date, for the search criteria. The end date should be greater than or equal to start date.

- From the **Account Number** list, select the appropriate account number.
 - From the **Currency** list, select the currency.
 - From the **Channel Type** list, select the remittance channel.
 - Click **Search**.
- The **Inward Remittance Inquiry** screen with search results appears.

Inward Remittance Inquiry

The screenshot shows the 'INWARD REMITTANCE INQUIRY' window. At the top right, it displays the date and time: '16-06-2015 10:40:53 GMT +0000'. Below the title bar, there are search filters: 'Account Number*' with a dropdown menu showing '000003171 000003171225 Bank Futura', 'Currency*' with a dropdown menu showing 'All', and 'Channel Type*' with a dropdown menu showing 'All'. There are also input fields for 'Amount From', 'Amount To', 'From Date', and 'To Date'. A note below the filters states '* Indicates mandatory field.' On the right side, there is a 'Search' button. Below the filters, there are links for 'Word Wrap', 'Customize Columns', 'Download', and 'Print'. The main area displays a table with search results. The table has columns: 'Transaction Ref.No.', 'Transaction Date', 'Debit Amount and Currency', 'Credit Amount and Currency', and 'Customer Id'. There are two rows of results, both showing transaction reference numbers '000FTIC110040006' and '000FTIC110040005', transaction date '04-01-2011', and currency/amount 'GBP 150.00'. At the bottom left, it says 'Records 1 to 2 of 2'. At the bottom right, there are navigation buttons and a page indicator 'Page 1 of 1'.

Column Description

Column Name	Description
Transaction Ref. No.	[Display] Displays the transaction reference number.
Transaction Date	[Display] Displays the transaction date.
Debit Amount and Currency	[Display] Displays the currency and the amount.

Column Name	Description
Credit Amount and Currency	[Display] Displays the credit currency and the amount.
Remitter Bank	[Display] Displays the name of the remitter bank.
Remitter Name	[Display] Displays the name of the remitter.

6. Click  or  to navigate to the next or previous page in the list, respectively.
OR
Click  or  to navigate to the first or last page in the list, respectively.
OR
Click the **Download** link, to download the complete statement.
The **Inward Remittance Inquiry Download** screen appears.
OR
Click the **Customize Columns** link to reorder the columns or select the columns that appear in the list.
OR
Click the **Print** link to print the data.
OR
To enable the word wrap facility, select the **Word Wrap** check box.
OR
Click the **Transaction Ref. No.** link to view the remittance details.
The **Inward Remittance Details** screen appears.

Download

DOWNLOAD

File Format*: PDF

>>

<<

Transaction Ref.No.

Transaction Date

Debit Amount and Currency

Credit Amount and Currency

Customer Id

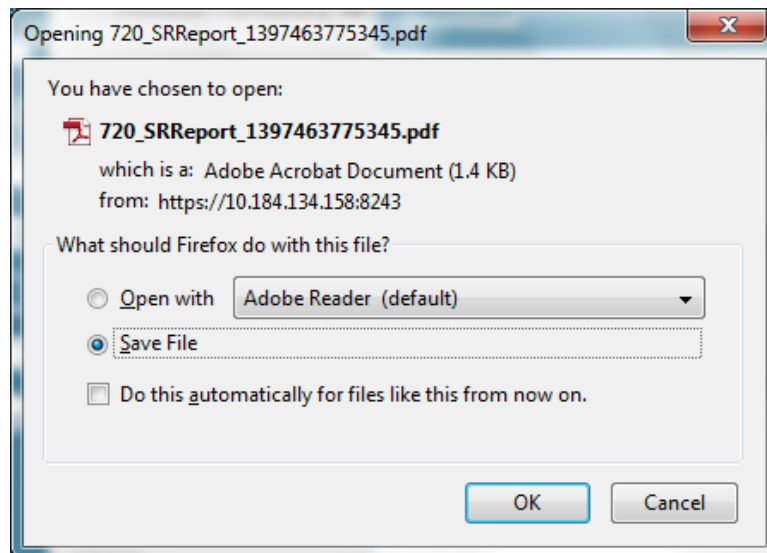
Download

Close

Field Description

Field Name	Description
File Format	[Mandatory, Drop-Down] Indicates the file format. The options are: • PDF • XLS • HTML • RTF

7. From the **File Format** list, select the appropriate file format to be downloaded.
8. Click  to exclude the option from downloading.
9. Click  to include the option for downloading. All the fields are, by default, included.
10. Click **Download**.
The **File Download** screen appears.
OR
Click **Close** to close the downloading.

File Download

11. Click **Save File** to save the file on your file system.
12. Click **Open with** to open the file
OR
Click **Cancel** to close the **Download** screen.

21. Outward Remittance Inquiry

Using this option you can view the outward remittances sent through various domestic and international channels.

To inquire outward remittances

1. From the **Collection and Remittances** menu, select **Outward Remittance Inquiry**. The **Outward Remittance Inquiry** screen appears.

Outward Remittance Inquiry

Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Indicates the account number.
Currency	[Mandatory, Drop-Down] Indicates the currency.
Channel Type	[Mandatory, Drop-Down] Indicates the channel type through which the remittance is processed.
Amount From	[Optional, Numeric, 15] Indicates the minimum amount for the search criteria.
Amount To	[Optional, Numeric, 15] Indicates the maximum amount for the search criteria. Note: The amount to set here cannot be less than the amount from.
From Date	[Optional, Pick List] Indicates the start date, for the search criteria. The start date should not be greater than the current date.

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

To Date	[Optional, Pick List] Indicates the end date, for the search criteria. The end date should be greater than or equal to start date.
----------------	---

2. From the **Account Number** list, select the appropriate account number.
3. From the **Currency** list, select the currency.
4. From the **Channel Type** list, select the remittance channel.
5. Click **Search** to view the list of outward remittance.
The **Outward Remittance Inquiry** screen with the search result appears.

Outward Remittance Inquiry

OUTWARD REMITTANCE INQUIRY 16-06-2015 11:09:31 GMT +0000 ? [Icons]

Account Number*: 000003171 0010003171288 Bank Futura -Branch 001 [View Balance]

Currency*: All [Dropdown] Channel Type*: All [Dropdown]

Amount From: [Text] Amount To: [Text]

From Date: [Text] To Date: [Text]

* Indicates mandatory field.

[Search]

[Word Wrap] | [Customize Columns] | [Download] | [Print]

Transaction Date	Credit Amount and Currency	Debit Amount and Currency	Beneficiary Bank	Beneficiary Name	Account
30-06-2014	GBP 100.00	GBP 100.00	NWBKGB99	Test27 ltr2	0010003171288
30-06-2014	GBP 36.00	GBP 36.00	NWBKGB99	Test27 ltr2	0010003171288
30-06-2014	GBP 34.00	GBP 34.00	NWBKGB99	Test27 ltr2	0010003171288
30-06-2014	GBP 33.00	GBP 33.00	NWBKGB99	Test27 ltr2	0010003171288
30-06-2014	GBP 32.00	GBP 32.00	NWBKGB99	Test27 ltr2	0010003171288
30-06-2014	GBP 30.00	GBP 30.00	NWBKGB99	Test27 ltr2	0010003171288
30-06-2014	GBP 100.00	GBP 100.00	NWBKGB99	Test27 ltr2	0010003171288

Records 1 to 7 of 7 Page 1 of 1 [Navigation Icons]

Column Description

Column Name	Description
Transaction Date	[Display] Displays the transaction date.
Credit Amount and Currency	[Display] Displays the credit amount and the currency.
Debit Amount and Currency	[Display] Displays the debit amount and the currency.
Beneficiary Bank	[Display] Displays the name of the beneficiary bank.
Beneficiary Name	[Display] Displays the beneficiary name.
Account	[Display] Displays the account number of the customer.
Branch	[Display] Displays the branch to which account belongs.
Customer Id	[Display] Displays the customer ID to which account belongs.
Transaction Reference Number	[Display] Displays the transaction reference number.
Remittance Notes	[Display] Display any remarks or notes attached with the remittance.

6. Click  or  to navigate to the next or previous page in the list, respectively.
OR
Click  or  to navigate to the first or last page in the list, respectively.
OR
Click the **Download** link, to download the complete statement.
The **Outward Remittance Inquiry Download** screen appears.
OR
Click the **Customize Columns** link to reorder the columns or select the columns that appear in the list.
OR
Click the **Print** link to print the data.
OR
To enable the word wrap facility, select the **Word Wrap** check box.
OR

Click the **Transaction Ref. No.** link to view the remittance details.
The **Outward Remittance Details** screen appears.

Outward Remittance Details

OUTWARD REMITTANCE DETAILS 16-06-2015 11:17:53 GMT +0000

Transaction Details

Transaction Ref.No.: 001CSKN141810003

Transaction Date: 30-06-2014

Account Debited: 0010003171288 001

Remittance Amount: 36.00 GBP

Narrative:

☐ Bank Charges

20.00 GBP

Funds Remitted to

Beneficiary Name: Test27 Itr2

Beneficiary Address:

Beneficiary Account Number: 0010008109013

Beneficiary Bank: NWBKGB99

Beneficiary Bank Address: NWBKGB99

[Back](#)

[Cancel Payment](#)

Field Description

Field Name	Description
Transaction Details	
Transaction Ref. No.	[Display] This field displays the <i>transaction reference number</i> .
Transaction Date	[Display] This field displays the date on which the transaction is received by the bank.
Account Debited	[Display] This field displays the <i>account number</i> that is to be debited.

Field Name	Description
Remittance Amount	[Display] This field displays the <i>amount</i> that is remitted.
Narrative	[Display] This field displays the brief description of the transaction.
Funds Remitted To	
Beneficiary Name	[Display] This field displays the <i>name of the beneficiary</i> .
Beneficiary Address	[Display] This field displays the <i>beneficiary address</i> .
Beneficiary Account Number	[Display] This field displays the <i>beneficiary account number</i> .
Beneficiary Bank	[Display] This field displays the <i>beneficiary bank name</i> .
Beneficiary Bank Address	[Display] This field displays the <i>address of the beneficiary's bank</i> .
View SWIFT Advices	[Display, Hyperlink] This section displays the <i>SWIFT advices</i> linked to the transaction.

7. Click **Cancel Payment** to cancel the payment.
The **Stop Payment of Wired Transfer** screen appears.
OR
Click **Back** to navigate to the previous screen.

Stop Payment of Wired Transfer

STOP PAYMENT OF WIRED TRANSFER
22-Jun-2015 05:33:32 GMT +0000

Customer Details

Wired Transfer Reference Number*: 001CSKN141810003
Amount*: 36

Source Account Number*: 000003171 0010003171288 B...
Value Date*: 30-Jun-2014

Currency*: Pound Sterling

Beneficiary Details

Beneficiary Name*: Test27 ltr2

Destination Account Number*: 0010008109013

Beneficiary Address:

City:

Country: Select

Beneficiary Bank Details

BIC*: NWBKG99

Bank Name: NWBKG99

Bank Address: NWBKG99

Country:

City:

Additional Information

Reason*:

Refund Account Number*: Select

User Reference:

Back
Submit

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

8. Click **Submit**.
The **Stop Payment of Wired Transfer Verify** screen appears.

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

22. Domestic Collection Inquiry

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

To view domestic collections

1. From the **Collection and Remittances** menu, select **Domestic Collection Inquiry**. The **Domestic Collection Inquiry** screen appears.

Domestic Collection Inquiry

Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Indicates the account number.
Cheque Currency	[Optional, Drop-Down] Indicates the cheque currency.
Cheque Status	[Optional, Drop-Down] Indicates the cheque status. The options are: • Reversed • Rejected • Settled
From Date	[Optional, Pick List] Indicates the start date for the search criteria.
To Date	[Optional, Pick List] Indicates the end date for the search criteria.
Amount From	[Optional, Numeric, 15] Indicates the minimum amount for the search criteria.

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

Amount To	[Optional, Numeric, 15] Indicates the maximum amount for the search criteria.
------------------	--

2. Click **Search** to find the list of instruments sent for the **Domestic Collection Inquiry**. The **Domestic Collection Inquiry** screen with search results appears.

Domestic Collection Inquiry

The screenshot shows the 'DOMESTIC COLLECTION INQUIRY' window. At the top, it displays the title and a timestamp '17-06-2015 05:43:36 GMT +0000'. Below the title bar are search filters: 'Account Number*' (set to 'All'), 'Cheque Currency' (set to 'All'), 'Cheque Status' (set to 'All'), 'From Date', 'To Date', 'Amount From', and 'Amount To'. A 'Search' button is located on the right. Below the filters, there are links for 'Word Wrap', 'Customize Columns', 'Download', and 'Print'. The main area contains a table with the following columns: 'Cheque Collection Date', 'Status', 'Amount', 'Clearing House Location', 'Debit Account Number', and 'Demo Bank Collection Branch'. The table lists 9 records. At the bottom, there is a pagination bar showing 'Records 1 to 9 of 9' and navigation controls.

Cheque Collection Date	Status	Amount	Clearing House Location	Debit Account Number	Demo Bank Collection Branch
01-10-2014	Settled	GBP 1,000.00		10800008233061	Bank Futura -Branch 305
11-03-2014	Settled	GBP 151.00		111100001111	CORE_COMB_STMT
10-03-2014	Settled	GBP 1,500.00	BANK FUTURA	1234567	CORE_COMB_STMT
10-03-2014	Settled	GBP 500.00		10501	CORE_COMB_STMT
11-03-2014	Settled	GBP 150.00		101010101	CORE_COMB_STMT
03-06-2013	Rejected	GBP 150.00		3521001	Decentralized WB online replicati
03-06-2013	Rejected	GBP 150.00		5110	Decentralized WB online replicati
03-06-2013	Settled	GBP 150.00		51210	Decentralized WB online replicati
10-03-2014	Settled	GBP 200.00		123466789	CORE_COMB_STMT

Column Description

Column Name	Description
-------------	-------------

Cheque Collection Date	[Display] Displays the cheque collection date.
-------------------------------	---

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

3. Click  or  to navigate to the next or previous page in the list, respectively.
OR
Click  or  to navigate to the first or last page in the list, respectively.
OR
Click the **Download** link, to download the complete statement.
The **Domestic Collection Inquiry - Download** screen appears.
OR
Click the **Customize Columns** link to reorder the columns.
OR
Click the **Print** link to print the data.
OR
To enable the word wrap facility, select the **Word Wrap** check box.

23. FCY Collection Inquiry

Using this option, you can track the status of the cheques received by the corporate customers and deposited with the bank. This functionality is relevant for the *Foreign Currency cheques*. Once the customer deposits the cheque, and then on the value date sends the same for clearing (outward collection).

To view foreign currency collections

1. From the **Collection and Remittances** menu, select **FCY Collection Inquiry**. The **FCY Collection Inquiry** screen appears.

FCY Collection Inquiry

Field Description

Field Name	Description
Account Number	[Mandatory, Drop-Down] Indicates the account number.
Cheque Currency	[Mandatory, Drop-Down] Select the cheque currency from the drop-down list.
Cheque Status	[Mandatory, Drop-Down] Indicates the cheque status. The options are as follows: • All • Settled
From Date	[Optional, Pick List] Indicates the start date, for the search criteria. By default, the system date appears.

Field Name	Description
To Date	[Optional, Pick List] Indicates the end date, for the search criteria. By default, the system date appears. Note: The date selected here should be greater than From Date.
Amount From	[Optional, Numeric, 15] Indicates the minimum amount for the search criteria.
Amount To	[Optional, Numeric, 15] Indicates the maximum amount for the search criteria. Note: The amount to set here cannot be less than the amount from.

- Click **Search**.
The **FCY Collection Inquiry** screen with the search result appears.

FCY Collection Inquiry

FCY COLLECTION INQUIRY

05-06-2015 09:22:07 GMT +0000 ?

Account Number*: 00008644 RT2008644012 RT2 Bank Futura

Cheque Currency: US Dollar

Cheque Status: All

From Date:

To Date:

Amount From:

Amount To:

* Indicates mandatory field.

Search

Word Wrap

Customize Columns

Download

Print

Transaction Reference No	Purchase/Collection Date	Amount	Cheque Number	Payer Bank	Status	Clk
RT2CGOD110040004	04-01-2011	USD 250.00	112451	Bank Futura Clearing Head office	Settled	BA
RT2CGOD110040008	04-01-2011	USD 250.00	25744	Bank Futura Clearing Head office	Settled	BA
RT2CGOD110040015	04-01-2011	USD 50.00	4565	Bank Futura Clearing Head office	Settled	BA
RT2CGOD110040028	04-01-2011	USD 500.00	11122	Bank Futura Clearing Head office	Settled	BA

Records 1 to 4 of 4

Page 1 of 1

Field Description

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

3. Click  or  to navigate to the next or previous page in the list, respectively.
OR
Click  or  to navigate to the first or last page in the list, respectively.
OR
Click the **Download** link, to download the complete statement.
The **Download** screen appears.
OR
Click the **Customize Columns** link to reorder the columns or select the columns that appear in the list.
OR
Click the **Print** link to print the data.

24. View Draft Details

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

To view draft details and stop payment

1. From the **Payments** menu, select **Recurring Transfer and Payments**. The **View Draft Details** screen appears.

View Draft Details

Field Description

Field Name	Description
Instrument Type	[Mandatory, Drop-Down] Indicates the instrument type.
Source Account	[Optional, Drop-Down] Indicates the source account number.
Beneficiary Name	[Optional, Alphanumeric, 35] Indicates the beneficiary name.
Currency	[Optional, Drop-Down] Indicates the currency.
Amount From	[Optional, Numeric, 15] Indicates the minimum amount for the search criteria.
Amount To	[Optional, Numeric, 15] Indicates the maximum amount for the search criteria.
From Date	[Optional, Pick List] Indicates the start date for the search criteria.

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

To Date	[Optional, Pick List] Indicates the end date for the search criteria. The date selected here should be greater than from date.
----------------	---

2. Click **Search**.
The **View Draft Details** screen with the search result appears.

View Draft Details

The screenshot shows the 'VIEW DRAFT DETAILS' window. At the top, it displays the date and time: 17-06-2015 05:51:22 GMT +0000. Below this are search filters: Instrument Type* (Demand Draft), Source Account* (All), Beneficiary Name (Starts with), Currency (All), From Amount, To Amount, From Date, and To Date. A 'Search' button is located at the bottom right of the filter section. Below the filters, there are links for Word Wrap, Customize Columns, Download, and Print. The main part of the screen is a table with the following columns: Instrument Serial Number, Accounts, Beneficiary Name, Currency, Issue Date, and Amount. The table contains 9 rows of data. At the bottom, it shows 'Records 1 to 10 of 69' and a pagination control showing 'Page 1 of 7'.

Instrument Serial Number	Accounts	Beneficiary Name	Currency	Issue Date	Amount
2301	1010008608019	Ramya	GBP	03-06-2013	100.00
3123	1040410879010	Mustufa	GBP	13-03-2014	9987.00
3131	1040410879010	Nishank	GBP	09-04-2014	9987.00
3130	1040410879010	Mustufa	GBP	13-03-2014	9989.00
3129	1040410879010	Nishank	GBP	09-04-2014	9987.00
3128	1040410879010	Mustufa	GBP	13-03-2014	9989.00
3125	1040410879010	Mustufa	GBP	13-03-2014	9989.00
3124	1040410879010	Nishank	GBP	09-04-2014	9989.00

Field Description

Column Name	Description
-------------	-------------

Instrument Serial Number	[Display] Displays the instrument serial number.
---------------------------------	--

Column Name	Description
Accounts	[Display] Displays the accounts.
Beneficiary Name	[Display] Displays the beneficiary name.
Currency	[Display] Displays the currency of the draft amount.
Issue Date	[Display] Displays the issue date of the draft.
Amount	[Display] Displays the amount of the draft.

3. Click  or  to navigate to the next or previous page in the list, respectively.
OR
Click  or  to navigate to the first or last page in the list, respectively.
4. Click **Download** to download the complete statement.
The **View Draft Details** screen appears.
5. Click the **Customize Columns** button to reorder the columns or select the columns that appear in the list.
6. Click **Print** to print the data.
7. Click the **Instrument Serial Number link**.
The **Stop Payments of Drafts** screen appears.

Stop Payments of Drafts

STOP PAYMENT OF DRAFTS
17-06-2015 05:53:54 GMT +0000
?
Print
Star
Close

Instrument Details

Instrument No*: 2301
Account*: 00008608 1010008608019 De... View Balance
Currency*: Pound Sterling
Amount*: 100.0
Issue Date*: 03-06-2013
Beneficiary Name*: Ramya

Additional Information

Reason*: Select
Specify Reason**:
Action*: Select
Refund Account Number**: Select View Balance
User Reference:

Back
Submit

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

Field Description

Field Name	Description
Instrument No	[Display] Displays the instrument number.
Account	[Optional, Drop-Down] Displays the account mentioned in the draft.
Amount	[Display] Displays the draft amount.
Currency	[Display] Displays the currency of the draft amount.
Issue Date	[Display] Displays the issue date of the draft.
Beneficiary Name	[Display] Displays the beneficiary name.

Field Name	Description
Reason	[Mandatory, Drop-Down] Indicates the reason for stopping the draft payment.
Specify Reason	[Conditional, Alphanumeric, 35] Indicates the brief description about the stop payment of the draft. To enable this field, select Others option, from the Reason list.
Action	[Mandatory, Drop-Down] Indicates the action to be performed in response to the stop payment of draft. The options are: • Issue duplicate draft • Refund draft amount to an account
Refund Account Number	[Conditional, Drop-Down] Indicates the account number to which the amount is credited. To enable this field, select Refund draft amount to an account option, from the Action list.
User Reference	[Optional, Numeric, 15] Indicates the user reference number.

8. Click **Submit**.
The **Stop Payment of Demand Draft/Pay Order - Verify** screen appears.
OR
Click **Back** to navigate to the previous screen.

Stop Payment of Demand Draft/Pay Order – Verify

STOP PAYMENT OF DEMAND DRAFT/PAY ORDER - VERIFY
17-06-2015 05:56:19 GMT +0000
?
Print
Star
Window
Close

Instrument Details

Instrument No:	2301	Amount:	100.0
Account:	1010008608019 101 00008608	Issue Date:	03-06-2013
Currency:	GBP	Beneficiary Name:	Ramya

Additional Information

Action:	Issue duplicate draft	Reason:	Lost
User Reference:			

Back
Confirm

9. Click **Confirm**.
The **Stop Payment of Demand Draft/Pay Order - Confirm** screen appears.
OR
Click **Back** to navigate to the previous screen.
The **Stop Payment of Demand Draft/Pay Order** screen appears.

Stop Payment of Demand Draft/Pay Order – Confirm

STOP PAYMENT OF DEMAND DRAFT/PAY ORDER - CONFIRM
17-06-2015 05:56:31 GMT +0000
?
Print
Star
Window
Close

⚠ Transaction submitted for Stop Payment of Drafts having reference 212985376506977 has been set to status Auto Authorized.

Instrument Details

Instrument No:	2301	Amount:	100.0
Account:	1010008608019 101 00008608	Issue Date:	03-06-2013
Currency:	GBP	Beneficiary Name:	Ramya

Additional Information

Action:		Reason:	
User Reference:			

OK
E-Receipt

10. Click **OK**.
The **Stop Payment of Draft** screen appears.

25. Service Requests

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

To initiate service request

1. From the **Customer Services** menu, select **New Service Request**. The **Service Requests** screen appears.

Service Request

Field Description

Field Name	Description
Select Transaction	[Mandatory, Drop-Down] Indicates the transaction.

2. From the **Select Transaction** list, select the appropriate option.
3. Click **Submit**.

25.1 Stop Payment of Drafts

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

To stop draft payment

1. From the **Customer Services** menu, select **New Service Request**. The **New Service Request** screen appears.

Service Request

2. From the **Select Transaction** list, select the **Stop Payment of Drafts** option.
3. Click **Submit**. The **Stop Payment of Drafts** screen appears.

Stop Payment of Drafts

STOP PAYMENT OF DRAFTS
17-06-2015 06:00:24 GMT +0000
?
Print
Star
Close

Instrument Details

Instrument No*:
Account*:
Select
View Balance
Currency*:
Select
Amount*:
Issue Date*:
Beneficiary Name*:

Additional Information

Reason*:
Select
Specify Reason**:
Action*:
Select
Refund Account Number**:
Select
View Balance
User Reference:

Another Service Request
Submit

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

Field Description

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

Instruments Details

Instrument No	[Mandatory, Numeric, 16] Indicates the instrument number which is to be stopped for payments.
Amount	[Mandatory, Alphanumeric, 15] Indicates the amount.
Account	[Mandatory, Drop-Down] Indicates the account.
Issue Date	[Mandatory, Pick List] Indicates the value date.

Field Name	Description
Currency	[Mandatory, Drop-Down] Indicates the currency.
Beneficiary Name	[Optional, Alphanumeric, 20] Indicates the beneficiary name.
Additional Information	
Reason	[Mandatory, Drop-Down] Indicates the reason. The options are follow: • Destroyed • Stolen • Others • Lost
Specify Reason	[Conditional, Alphanumeric, 35] Indicates the brief description about the stop payment of the draft. To enable this field, select Others option, from the Reason list.
Action	[Mandatory, Drop-Down] Indicates the action to be performed in response to the stop payment of draft. The options are: • Issue duplicate draft • Refund draft amount to an account
Refund account number	[Conditional, Drop-Down] Indicates the account number to which the amount is credited. To enable this field, select Refund draft amount to an account option, from the Action list.
User Reference	[Optional, Numeric, 15] Indicates the user reference number.

4. Click **Submit**.
The **Stop Payment of Demand Draft / Pay Order - Verify** screen appears.
OR
Click **Another Service Request** to navigate the **Service Request** screen.

Stop Payment of Demand Draft / Pay Order - Verify

STOP PAYMENT OF DEMAND DRAFT/PAY ORDER - VERIFY		17-06-2015 06:12:32 GMT +0000	?	Print	Star	Close	Close	Close
Instrument Details								
Instrument No:	2301	Amount:	100					
Account:	1010008608019 101 00008608	Issue Date:	03-06-2013					
Currency:	GBP	Beneficiary Name:	Ramya					
Additional Information								
Action:	Issue duplicate draft	Reason:	Lost					
User Reference:								
								Back Confirm

Note: Once the details are submitted, the following message is displayed on the screen.

“Transaction will be stored in *Release* queue after final authorization. The *Bank Administrator* needs to release the transaction to process it.”

5. Click **Confirm**.
The **Stop Payment of Draft - Confirm** screen appears.
OR
Click **Back** to navigate to previous screen.

Stop Payment of Demand Draft/Pay Order - Confirm

STOP PAYMENT OF DEMAND DRAFT/PAY ORDER - CONFIRM
17-06-2015 06:12:32 GMT +0000
?
Print
Star
Window
Close

⚠ Transaction submitted for Stop Payment of Drafts having reference 125187605508248 has been set to status Auto Authorized.

Instrument Details

Instrument No:	2301	Amount:	100
Account:	1010008608019 101 00008608	Issue Date:	03-06-2013
Currency:	GBP	Beneficiary Name:	Ramya

Additional Information

Action:	Issue duplicate draft	Reason:	Lost
User Reference:			

Another Service Request
OK
E-Receipt

Note: Once the details are submitted, the following message is displayed on the screen.

The “Transaction will be stored in Release queue after final authorization. The *Bank Administrator* needs to release the transaction to process it.”

- Click **OK**.
The **Stop Payment of Demand Draft / Pay Order Service Request** screen appears.
OR
Click **Another Service Request**.
The **New Service Request** screen appears.

25.2 Stop Payment Of Wired Transfer

Using this option, you can raise a request to stop payment of wired transfer.

To stop payments of wired transfer

- From the **Customer Services** menu, select **New Service Request**.
The **New Service Request** screen appears.
- From the **Select Transaction** list, select the **Stop Payment of Wired Transfer** option.

Service Request

SERVICE REQUESTS
17-06-2015 06:17:04 GMT +0000
?
Print
Star
Window
Close

Select Transaction:
Stop Payment of Wired Transfer

Submit

- Click **Submit**.
The **Stop Payment of Wired Transfer** screen appears.

Stop Payment of Wired Transfer

STOP PAYMENT OF WIRED TRANSFER
17-06-2015 06:17:47 GMT +0000
?
Print
Star
Calendar
Close

Customer Details

Wired Transfer Reference Number*:

Amount*:

Source Account Number*:
Select

Value Date*:

Currency*:
Select

Beneficiary Details

Beneficiary Name*:

Destination Account Number*:

Beneficiary Address:

City:

Country: Select

Beneficiary Bank Details

BIC*:

Bank Name:

Bank Address:

Country:

City:

Additional Information

Reason*:

Refund Account Number*: Select

User Reference:

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

Field Description

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

Customer Details

Wired Transfer Reference Number	[Mandatory, Numeric, 16] Indicates the wired transfer reference number.
--	--

Field Name	Description
Amount	[Mandatory, Alphanumeric,15] Indicates the amount to be stopped for payments.
Source Account	[Mandatory, Drop-Down] Indicates the source account.
Value Date	[Mandatory, Pick List] Indicates the value date.
Currency	[Mandatory, Drop-Down] Indicates the currency.
Beneficiary Details	
Beneficiary Name	[Optional, Alphanumeric, 20] Indicates the beneficiary name.
Destination Account	[Optional, Alphanumeric, 20] Indicates the destination account number.
Beneficiary Address	[Optional, Alphanumeric, 35*2] Indicates the beneficiary address.
City	[Optional, Alphanumeric, 35] Indicates the name of the city.
Country	[Optional, Dropdown] Indicates the country.
Beneficiary Bank Details	
BIC	[Mandatory, Pick List] Indicates the BIC code.
Bank Name	[Display] Displays the bank name.
Bank Address	[Display] Displays the bank address.
Country	[Display] Displays the country of the bank.
City	[Display] Displays the city of the bank.

Field Name	Description
Additional Information	
Reason	[Mandatory, Alphanumeric, 25] Indicates the reason for cancellation of wired transfer.
Refund Account Number	[Mandatory, Dropdown] Indicates the refund account number.
User Reference	[Optional, Alphanumeric, 25] Indicates the user reference number for cancellation of wired transfer.

4. Click **Submit**.
The **Stop Payment of Wired Transfer Verify** screen appears.
OR
Click **Another Service Request** to return to the **Service Request** screen.

Stop Payment of Wired Transfer - Verify

STOP PAYMENT OF WIRED TRANSFER VERIFY
17-06-2015 06:20:26 GMT +0000

Customer Details

Wired Transfer Reference Number: 21212
Amount: 100

Source Account: 0010003171585 001 000003171
Value Date: 13-03-2014

Currency: GBP

Beneficiary Details

Beneficiary Name: All

Destination Account: 000317100003171440

Beneficiary Address:

City:

Country: IN

Beneficiary Bank Details

BIC: TRABNA52

Bank Name: ABN AMRO - UK

Bank Address: TRABNA52

Country:

ITR2 FLEET STREET

City: OXFORD UNIVERSITY

Additional Information

Reason: Destroyed

Refund Account Number: 000003171305 000 000003171

User Reference:

Back
Confirm

Note: Once the details are submitted, the following message is displayed on the screen.

“Transaction will be stored in *Release* queue after final authorization. The *Bank Administrator* needs to release the transaction to process it.”

5. Click **Confirm**.
The **Stop Payment of Wired Transfer - Confirm** screen appears.
OR
Click **Back** button to navigate to the previous screen.
The **Stop Payment of Wired Transfer** screen appears.

Stop Payment of Wired Transfer - Confirm

STOP PAYMENT OF WIRED TRANSFER CONFIRM
17-06-2015 06:20:26 GMT +0000
?
Print
Star
Close

⚠ Transaction submitted for Stop Payment of Wired Transfer having reference 559512445508943 has been set to status Auto Authorized.

Customer Details

Wired Transfer Reference Number: 21212
Amount: 100
Source Account: 0010003171585 001 000003171
Value Date: 13-03-2014
Currency: GBP

Beneficiary Details

Beneficiary Name: Ali
Destination Account: 000317100003171440
Beneficiary Address:
City:
Country: IN

Beneficiary Bank Details

BIC: TRABNA52
Bank Name: ABN AMRO - UK
Bank Address: TRABNA52
Country:
ITR2 FLEET STREET
City: OXFORD UNIVERSITY

Additional Information

Reason: Destroyed
Refund Account Number: 000003171305 000 000003171
User Reference:

Another Service Request
OK
E-Receipt

Note: Once the details are submitted, the following message is displayed on the screen.

“Transaction will be stored in *Release* queue after final authorization. The *Bank Administrator* needs to release the transaction to process it.”

6. Click **OK**.
The **Stop Payment of Wired Transfer Service Request** screen appears.
OR
Click **Another Service Request**.
The **New Service Request** screen appears.
OR
Click **E-Receipt** to generate an E-Receipt of the Stop Payment.

E-Receipt

ORACLE	
Stop Payment of Wired Transfer	
FCDB Reference Number	559512445508943
Host Reference Number	
Wired Transfer Reference Number	21212
Amount	100
Source Account	0010003171585 001 000003171
Value Date	13-03-2014 00:00:00
Currency	GBP
Beneficiary Name	All
Destination Account	000317100003171440
Country	IN
BIC	TRABNA52
Bank Name	ABN AMRO - UK
Bank Address	ITR2 FLEET STREET
City	OXFORD UNIVERSITY
Reason	Destroyed
Refund Account Number	000003171305 000 000003171
Print Download Email	
Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt. Printed on: 17-06-2015 11:39:38 Printed from: PC	

OR
Click **Another Service Request**.
The **New Service Request** screen appears.

26. View Limits Utilization

Using this option, you can view the limits utilized.

To view the limits utilization

1. From the **Payments** menu, select **Recurring Transfer and Payments**, and then select **View Limit Utilization**.
The **View Utilized Limits** screen appears.

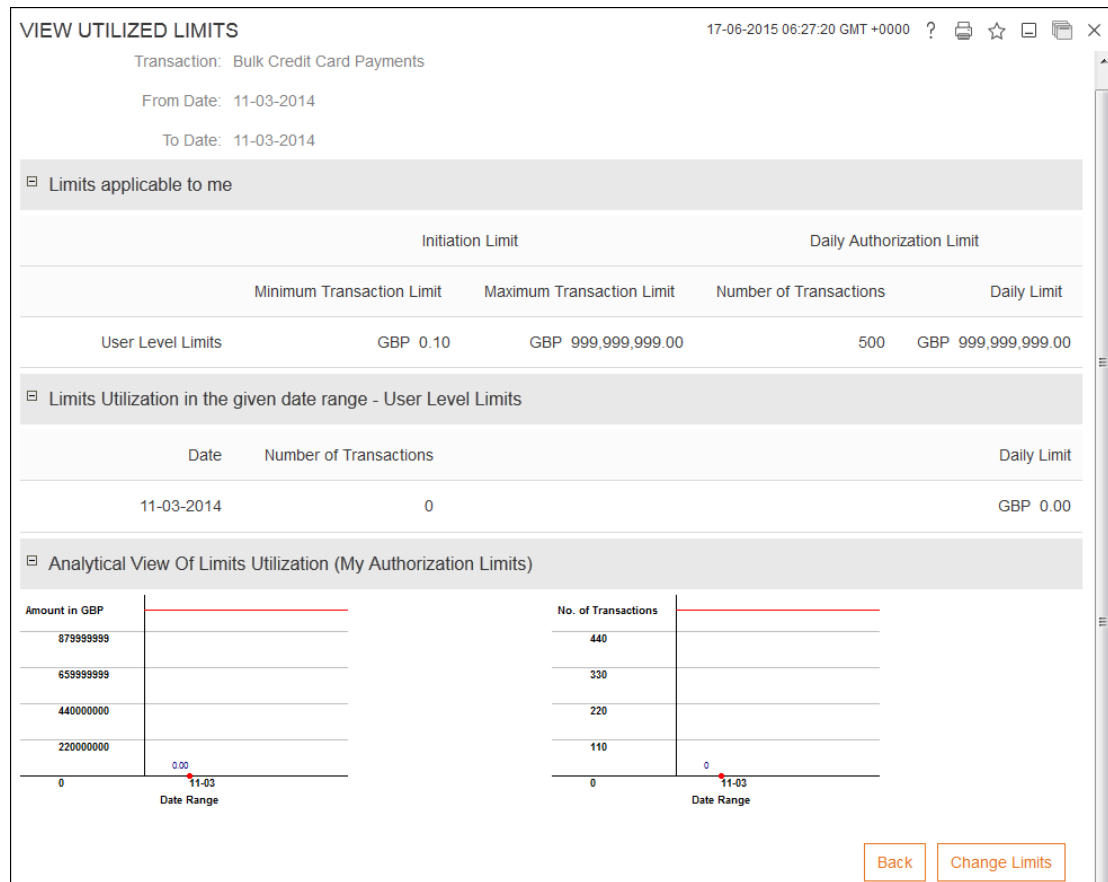
View Utilized Limits

Field Description

Field Name	Description
Transaction	[Mandatory, Drop-Down] Indicates the transaction.
From Date	[Optional, Pick list] Indicates the start date, for the search criteria. The start date should not be greater than the current date.
To Date	[Optional, Pick list] Indicates the end date, for the search criteria. The end date should be greater than or equal to start date.

2. Click **Continue**.
The **View Utilized Limits** screen appears.
The Initiation and Authorization limits for the limits allocated to you at User Level and Customer Level are displayed.

View Utilized Limits



3. Click **Change Limits** to modify the limits.
The **Change Limits** screen for the selected transaction appears.
4. Click **Back** to navigate to the previous screen.

Limits Applicable to me

LIMITS APPLICABLE TO ME
17-06-2015 06:30:25 GMT +0000
?
Print
Star
List
Close

My Transactions

Bulk Credit Card Payments

Bulk Credit Card Payments

Limit Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bank allocated Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New Limits				

☐ Reset to bank defined limits

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

Back
Change

Field Description

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

Initiation limit

Minimum Transaction Amount	[Optional, Numeric, 12] Indicates the minimum transaction amount.
----------------------------	--

Maximum Transaction Amount	[Optional, Numeric, 12] Indicates the maximum transaction amount.
----------------------------	--

Daily Authorization Limit

Total Amount	[Optional, Numeric, 12] Indicates the total authorization amount.
--------------	--

Number of Transactions	[Optional, Numeric, 12] Indicates the total transactions for authorization.
------------------------	--

- Click **Change**.
The **Change Limits Verify** screen appears.
OR
Click **Back** to navigate to the previous screen.

Change Limits Verify

VERIFY CHANGED LIMITS

17-06-2015 06:31:44 GMT +0000 ?

Limit Type	Initiation Limit		Daily Authorization Limit	
Transactions	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bulk Credit Card PaymentsBulk Credit Card Payments				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500

Legend

Minimum Transaction Amount:

Minimum amount limit for a transaction to be initiated by a user, per day

Maximum Transaction Amount:

Maximum amount limit for a transaction to be initiated by a user, per day

Total Amount:

Aggregate daily transaction amount limit for authorisation

Number of Transactions:

No of transaction per day limit for authorisation

Back

Confirm

6. Click **Change**.
 The **Change Limits Confirm** screen appears.
 OR
 Click **Back** to navigate to the previous screen.

Confirm Changed Limits

CONFIRM CHANGED LIMITS

17-06-2015 06:31:44 GMT +0000 ?

✓ Your request to reset your transaction limits to bank defined values has been accepted.

✓ Transaction with reference number 120401557509535 is in Accepted state.

Limit Type	Initiation Limit		Daily Authorization Limit	
Transactions	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bulk Credit Card PaymentsBulk Credit Card Payments				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500

Legend

Minimum Transaction Amount:

Minimum amount limit for a transaction to be initiated by a user, per day

Maximum Transaction Amount:

Maximum amount limit for a transaction to be initiated by a user, per day

Total Amount:

Aggregate daily transaction amount limit for authorisation

Number of Transactions:

No of transaction per day limit for authorisation

OK

7. Click **OK**.
 The **View Utilized Limits** screen appears.

27. Change Users Limits

Using this option, you can change the limits for the user.

To modify users limit

1. From the **Customer Services** menu, select **Change Users Limit**.
The **Limits applicable to me** screen appears.

Limits Applicable To Me

LIMITS APPLICABLE TO ME
17-06-2015 06:41:46 GMT +0000
?
Print
Star
Close

My Transactions

Bulk Credit Card Payments

Limit Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bank allocated Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New Limits				

Transactions for which limits are not applicable :

MT101 Transfer
Buy Mutual Fund
Switch Mutual Fund
Redeem Mutual Fund

☐ Reset to bank defined limits

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

Change

Bulk Credit Card Payments

Bulk Demand Draft

Bulk Domestic Transfer

Bulk Instrument Payments

Bulk Internal Transfer

Bulk International Draft

Bulk International Transfer

Bulk Mixed Payments

Bulk Virtual Account

Demand Draft Request

Domestic Account Transfer

Domestic Payment Transaction IMPS Mode

Domestic Payment Transaction NEFT Mode

MODE

Field Description

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

Initiation limit

Minimum Transaction Amount	[Optional, Numeric, 12] Indicates the minimum transaction amount.
-----------------------------------	--

Maximum Transaction Amount	[Optional, Numeric, 12] Indicates the maximum transaction amount.
-----------------------------------	--

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

Daily Authorization Limit

Total Amount	[Optional, Numeric, 12] Indicates the modified total authorization amount.
Number of Transactions	[Optional, Numeric, Four] Indicates the modified total transactions for authorization.

- In the **New Limits** field, enter the new values.
- Click **Change**.
The **Verify changed limits** screen appears.

Change Limits Verify

VERIFY CHANGED LIMITS

19-Jun-2015 06:06:35 GMT +0000 ? [Print] [Star] [Close]

Limit Type	Initiation Limit		Daily Authorization Limit	
Transactions	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
International Account Transfer				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New Limits	0.10 GBP	999,999.00 GBP	9,999,998.00 GBP	18
Legend				
Minimum Transaction Amount:	Minimum amount limit for a transaction to be initiated by a user, per day			
Maximum Transaction Amount:	Maximum amount limit for a transaction to be initiated by a user, per day			
Total Amount:	Aggregate daily transaction amount limit for authorisation			
Number of Transactions:	No of transaction per day limit for authorisation			

Back

Confirm

- Click **Confirm**.
The **Confirm Changed Limits** screen appears.
OR
Click **Back** to navigate to the previous screen.

Confirm changed limits

CONFIRM CHANGED LIMITS
19-Jun-2015 06:06:35 GMT +0000
?
Print
Star
List
Close

Transaction limits modified successfully. New limits will be applicable from 12/03/2014
Transaction with reference number 657587131549889 is in Accepted state.

Limit Type	Initiation Limit		Daily Authorization Limit	
Transactions	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
International Account Transfer				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New Limits	0.10 GBP	999,999.00 GBP	9,999,998.00 GBP	18

Legend

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

OK

- Click **OK** to navigate to the **User's Limits** screen.

28. Move Money In

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

To transfer funds to internal bank account

1. From the **Receive Money** menu, select **Move Money In**.
The **Move Money In** screen appears.

Move Money In

MOVE MONEY IN 22-Jun-2015 09:37:09 GMT +0000 ? [Icons]

Source Account : Select Bank BIC Code :

Destination Account : 000003171225

☒ Now ☐ Later ☐ Savings Plans Transfer Money *

(First) Start Date : 11-Mar-2014 [Calendar Icon]

Transfer Amount* : [Input Field]

Currency* : Select

Submit

The fields marked with * are mandatory.

Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Indicates the source account number.
Bank BIC Code	[Display] Displays the bank BIC code.
Destination Account	[Mandatory, Drop-Down] Indicates the destination account number.
Transfer Money Out	[Mandatory, Option] Indicates the type of transfer money out. The options are as follows: • Now: Indicates immediate transfer of funds. • Later: Indicates transfer of funds at later date. • Saving Plans: Indicates transfer of funds as per the saving plan.

Field Name	Description
(First) Start Date	[Conditional, Pick list] Indicates the start date of the funds transfer. To enable this field, select Later or Saving Plan option.
Note: The Transfer Date to be selected should lie between the <i>Start Date</i> and <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Transfer Amount	[Mandatory, Numeric, 15] Indicates the amount to be transferred.
Currency	[Mandatory, Drop-Down] Indicates the amount currency to be transferred.

- Click **Submit**.
The **Move Money In - Verify** screen appears.

Move Money In - Verify

MOVE MONEY IN - VERIFY		22-Jun-2015 09:40:30 GMT +0000 ? [Print] [Star] [Close] [X]	
Source Account:	GB21AKBKG99PA11234567893	Destination Account:	PA10008524038
Bank BIC Code :	AKBKG99PA1	Transfer Date (Later):	20-Mar-2014
Transfer Amount:	1000	Currency	US Dollar
		Back Confirm	

- Click **Confirm**.
The **Move Money In - Confirm** screen with the status message appears.
OR
Click **Back** to navigate to the previous screen.

Move Money In - Confirm

Move Money In - Confirm

 **SUCCESS**
Money has been successfully transferred.
Transaction submitted for Move Money In having reference 183328094464747 has been set to status Auto Authorized.
Transaction with reference number 183328094464747 is in Accepted state.

Host Reference Number: DDI103365001754

Source Account: 000000002222
Bank BIC Code : 004APAC
Transfer Amount: 10000

Destination Account: 001008109031
Transfer Date (Now): 10-03-2014
Currency Indian Rupee

Messages

 • Transaction will be processed with the next value date of 12/11/2011

OK

E-Receipt

4. Click **OK**.
The **Move Money In** screen appears.

29. Move Money Out

Using this option, you can transfer funds from bank account to linked account mapped to you. The transfer is initiated on first available business day.

To transfer funds from bank account to linked account

1. From the **Payments** menu, select **Move Money Out**.
The **Linked Account Transfer** screen appears.

Linked Account Transfer

LINKED ACCOUNT TRANSFER

22-Jun-2015 09:46:19 GMT +0000 ?     X

Source Account:

Select

Destination Account:

Select

Amount:

Transfer Date:

Ad hoc:

☒

Later:

☐



Submit

Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Indicates the source account number.
Destination Account	[Mandatory, Drop-Down] Indicates the destination account number.
Transfer Money Out	
It is mandatory to select either Now or Later option.	
Now	[Optional, Option] Indicates immediate transfer of funds.
Later	[Optional, Option] Indicates transfer of funds at later date.

Field Name	Description
Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Transfer Amount	[Mandatory, Numeric, 13.2] Indicates the amount to be transferred.
Currency	[Mandatory, Drop-Down] Indicates the currency of the amount to be transferred.

- Click **Submit**.
The **Linked Account Transfer** screen appears.

Linked Account Transfer

LINKED ACCOUNT TRANSFER VERIFY

22-Jun-2015 10:43:45 GMT +0000 ?    

Customer Id:	00008524		
Source Account:	PA10008524018	Balance:	13,397.53 GBP
Destination Account:	GB21AKBKG99PA11234567893	Balance:	0.000000
Amount:	100.00 GBP		
Transfer Date:	Ad hoc		

Change

Confirm

- Click **Confirm**.
The **Linked Account Transfer Confirm** screen with the status message appears.
OR
Click **Change** to navigate to the previous screen.

Linked Account Transfer Confirm

Linked Account Transfer Confirm

SUCCESS

Money has been successfully transferred.
Transaction submitted for Move Money Out having reference 685620914464946 has been set to status Auto Authorized.
Transaction with reference number 685620914464946 is in Accepted state.

Customer Id: 000000001

Source Account: 001008109031

Destination Account: 000000002222

Amount: 10,000.00 INR

Transfer Date: Ad hoc

Balance: 1,000.00 INR

Balance: 0.000000

Another Transfer

E-Receipt

Messages



Transaction will be processed with the next value date of 12/11/2011

4. Click **OK**.
The **Linked Account Transfer** screen appears.

30. Linked Accounts

Using this option, you can add a new account and link it to the existing account. The Linked account is an account from which the money can be moved in or out of the existing account.

To view existing linked accounts

1. From the **Customer Services** menu, select **Linked Accounts**.
The **Linked Account** screen appears.

Linked Account

LINKED ACCOUNT		
Linked Account Maintenance		
Account Number	BIC	Status
Confirm Random Deposit Add Another Linked Account		

Field Description

Field Name	Description
Account Number	[Display] Displays the account number of the existing linked account.
BIC	[Display] Displays the BIC number of the bank in which the linked account is present.
Status	[Display] Displays the status of the existing linked account.

To link account to an existing account

2. Click **Add Another Linked Account**.
The **Add Another Linked Account** screen appears.

Add Another Linked Account

Field Description

Field Name	Description
Account Number	[Mandatory, Numeric, 20] Indicates the account number that you want to link.
Bank BIC Code	[Mandatory, Lookup] Click  to search to select the BIC code of the bank in which the account is present. Note: Select the correct BIC code of the bank; otherwise the addition of linked account will be rejected.

- In the **Account Number** field, enter the account number.
- From the **Bank BIC Code** list, select the appropriate option.
- Click **Submit**.
The **Add Another Linked Account Verify** screen appears.
OR
Click **Back** to navigate to the previous screen.

Add Another Linked Account Verify

- Click **Confirm**.
The **Add Another Linked Account Confirm** screen appears.
OR
Click **Back** to navigate to the previous screen.

Add Another Linked Account Confirm

ADD ANOTHER LINKED ACCOUNT CONFIRM

Linked Account Details

The following Linked Account has been requested to be added. The Random Deposit has been generated and sent to your Linked Account below. Please confirm the amount using the Verify Random Deposit function to add this new linked account.

Account Number : 003171004003171168 Bank BIC Code : HSBLGB99

OK

7. Click **OK**.
The initial **Linked Account** screen appears.

To transfer funds to the linked account

1. Click **Confirm Random Deposit**.
The **Confirm Random Deposit** screen appears.

Confirm Random Deposit

Confirm Random Deposit 25-03-2015 10:07:32 GMT +0530

Please enter the exact amount deposited in your linked account.

Account Number : 1040411228018

BIC Code : AKBKGB99

Enter Random Deposit Amount :

Confirm Random Deposit Amount :

Submit

Field Description

Field Name	Description
Account Number	[Display] Displays the account number of the linked account.
Bank BIC Code	[Display] Displays the BIC code of the bank in which the linked account is present.
Enter Random Deposit Amount	[Mandatory, Numeric] Indicates the Penny amount has to be entered for account verification.
Confirm Random Deposit Amount	[Mandatory, Numeric] Indicates the Penny amount has to be entered for account verification.

2. Click **Submit**.
The **Confirm Random Deposit Confirm** screen appears.

3. Click **OK**.
The **Add Another Linked Account** screen appears.

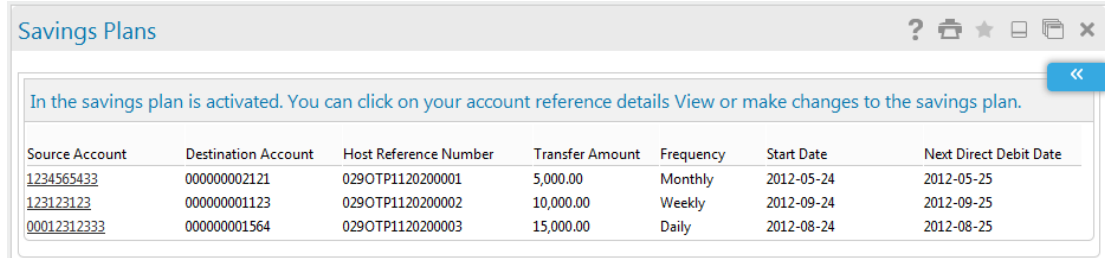
31. Savings Plan

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

To view details of a savings plan

1. From the **Receive Money** menu, select **Savings Plan**.
The **Savings Plan** screen appears.

Savings Plans



Source Account	Destination Account	Host Reference Number	Transfer Amount	Frequency	Start Date	Next Direct Debit Date
1234565433	000000002121	029OTP1120200001	5,000.00	Monthly	2012-05-24	2012-05-25
123123123	000000001123	029OTP1120200002	10,000.00	Weekly	2012-09-24	2012-09-25
00012312333	000000001564	029OTP1120200003	15,000.00	Daily	2012-08-24	2012-08-25

Field Description

Field Name	Description
Source Account	[Display] Displays the source account.
Destination Account	[Display] Displays the destination account.
Host Reference Number	[Display] Displays the host reference number.
Transfer Amount	[Display] Displays the transfer amount of the savings plan.
Frequency	[Display] Displays the frequency of the savings plan.
Start Date	[Display] Displays the start date.
Next Direct Debit Date	[Display] Displays the next direct debit date.

2. Click **Source Account** link.
The **Savings – Detailed Overview** screen appears.

Savings – Detailed Overview

Savings - Detailed Overview

Source Account : 1234565433
Destination Account : 000000002121

Host Reference Number : 029OTP1120200001
Amount: 5,000.00 USD
Start Date : 2012-05-24
Frequency : Monthly
Next Direct Debit Date : 2012-05-25

Back Cancel Plan E-Receipt

3. Click **Cancel Plan**.
The **Saving – Detailed Overview** screen appears.
OR
Click **Back** to navigate to the previous screen.
The **Savings Plan** screen appears.
OR
Click **E-Receipt** to generate an e-receipt for the transaction.

Savings – Detailed Overview

Savings - Detailed Overview

Kindly click confirm to cancel the savings plan or Back to quit

Source Account : 1234565433
Destination Account : 000000002121
Host Reference Number : 029OTP1120200001
Amount: 5,000.00 USD
Start Date : 2012-05-24
Frequency : Monthly
Next Direct Debit Date : 2012-05-25

Back Confirm

4. Click **Confirm**.
The **Confirm Cancel Saving Plan** screen appears.
OR
Click **Back** to navigate to the previous screen.
The **Saving – Detailed Overview** screen appears.

Confirm Cancel Saving Plan

 **SUCCESS**
Cancellation Done
Transaction submitted for Saving DDI Cancelled having reference 126586957181431 has been Auto Authorized .

Confirm Cancel Saving Plan24-08-2010 18:33:20

Source Account : 337717
Destination Account : 00000005922
Host Reference Number : 919831497020106
Amount : 900.00 USD
Start Date : 04-02-2008
Frequency : Monthly
Next Direct Debit Date : 04-03-2008

OK

5. Click **OK**.
The **Savings Plans** screen appears.

32. Template Look Up

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

To attach a template

1. From the **Payments** menu, select **Own Account Transfer**. The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER 10-06-2015 04:42:01 GMT +0000 ? [Icons]

Payment To

Existing Template ☐ [Text Box] [Search Icon]

Make New Payment ☒

User Reference: [Text Box]

Source Account*: [Select] [Search Icon] [View Balance](#)

Beneficiary Details

Destination Account*: [Select] [Search Icon] [View Balance](#)

Payment Details

Transfer Amount*: [Text Box]

Pay Now ☒ 11-03-2014 00:00:00

Pay Later ☐ [Text Box] [Calendar Icon]

Pay Periodically ☐

Other Details

Narrative: [Text Box]

Template Access Type: [Select] [Dropdown Arrow]

[View Limits] [Save As Template] [Save As Draft] [Initiate] [Save And Submit]

2. If you select **Existing Template** option, click  to select the template. The **Template Search** screen appears.

Template Look Up

Template Type: All ▾

Account Number: Select ▾

User Reference Number:

[Search](#)

☐ Word Wrap | [Customize Columns](#)

User Reference No.	Template Type	Created On	Updated On	Updated By	Account Number	Draft/Template
12323232	PR	17-06-2015	17-06-2015	AMITRET	1040003171094	Template

Records 1 to 1 of 1

[Use Template](#)

Field Description

Field Name	Description
Template Type	[Optional, Drop-Down] Indicates the template type. The options are: - All - Public - Private
Account Number	[Optional, Drop-Down] Indicates the account number of the payment.
User Reference Number	[Optional, Alphanumeric, 40] Indicates the user reference number of the template.

Column Description

Field Name	Description
User Reference Number	[Option, Display] Indicates the user to select the record which shall be used for Initiation. Displays the user reference number.
Template Type	[Display] Displays the template type that is public or private.

Field Name	Description
Created On	[Display] Displays the date on which the template / draft was created.
Updated On	[Display] Displays the date on which the template / draft was updated.
Updated By	[Display] Displays the channel user id of the user who has last updated the template / draft.
Account Number	[Optional, Drop-Down] Displays the account number of the payment.
Template / Draft	[Display] Displays if the record is a Template or a Draft.

3. In the **User Reference No.**, select the appropriate option.
4. Click **Use Template**.
The **Own Account Transfer** screen with all the details of template appears.

Own Account Transfer

OWN ACCOUNT TRANSFER
17-06-2015 05:21:20 GMT +0000
?
Print
Star
Close

Payment To

Existing Template ☐

Make New Payment ☒

User Reference:

Source Account*:

[View Balance](#)

Beneficiary Details

Destination Account*:

[View Balance](#)

Payment Details

Transfer Amount*:

GBP

Pay Now ☒

Pay Later ☐

Pay Periodically ☐

Other Details

Narrative:

Template Access Type:

[View Limits](#)

[Save As Template](#)

[Save As Draft](#)

[Initiate](#)

[Save And Submit](#)

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

Note: For the further details of the fields refer to the Payment Transaction section.

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

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

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

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

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

33.1 Save as Drafts

To save as draft/template or save and submit or view limits

1. From the **Payments** menu, select **Own Account Transfer**.
The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER
10-06-2015 04:42:01 GMT +0000
?
Print
Star
List
Close

Payment To

Existing Template
☐

Make New Payment
☒

User Reference:

Source Account*:
Select
View Balance

Beneficiary Details

Destination Account*:
Select
View Balance

Payment Details

Transfer Amount*:

Pay Now
☒
11-03-2014 00:00:00

Pay Later
☐

Pay Periodically
☐

Other Details

Narrative:

Template Access Type:
Select

View Limits
Save As Template
Save As Draft
Initiate
Save And Submit

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

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

Own Account Transfer - Confirm

OWN ACCOUNT TRANSFER - CONFIRM

17-06-2015 05:23:24 GMT +0000 ?

Transaction submitted for Own Account Transfer having reference 241955694505929 has been set to status Drafted

User Reference: 12323232

Source Account: 1040003171094 104 000003171

Beneficiary Details

Destination Account: 10800008145010 108 000003171

Payment Details

Transfer Amount: 1,000.00 GBP

Pay Now :

Other Details

Narrative: Fund Transfer

Template Access Type: Private

OK

3. Click **OK**.
The **Initial Own Account Transfer** screen appears.

33.2 Save as Template

1. From the **Payments** menu, select **Own Account Transfer**.
The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER 17-06-2015 05:29:45 GMT +0000 ? [Icons]

Payment To

Existing Template

Make New Payment ☒

User Reference:

Source Account*: [View Balance](#)

Beneficiary Details

Destination Account*: [View Balance](#)

Payment Details

Transfer Amount*: GBP

Pay Now ☒

Pay Later ☐

Pay Periodically ☐

Other Details

Narrative:

Template Access Type:

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

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

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

You can use the template later to initiate the payment. The *Template Access Type* is mandatory while saving the template. The *Public Templates* are available to other users of the customer whereas the *Private Templates* are available to user who creates it.

Own Account Transfer - Confirm

OWN ACCOUNT TRANSFER - CONFIRM

17-06-2015 05:26:20 GMT +0000 ?

Transaction submitted for Own Account Transfer having reference 156641061506009 has been set to status Saved as template

User Reference: 3234434

Source Account: 000003171258 000 000003171

Beneficiary Details

Destination Account: 0010003171288 001 000003171

Payment Details

Transfer Amount: 1,000.00 GBP

Pay Now :

Other Details

Narrative: Fund Transfer

Template Access Type: Private

OK

3. Click **OK**.
The **Initial Own Account Transfer** screen appears.

33.3 Save and Submit

1. From the **Payments** menu, select **Own Account Transfer**.
The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER 17-06-2015 05:29:45 GMT +0000

Payment To

Existing Template ☐

Make New Payment ☒

User Reference:

Source Account*: [View Balance](#)

Beneficiary Details

Destination Account*: [View Balance](#)

Payment Details

Transfer Amount*: GBP

Pay Now ☒

Pay Later ☐

Pay Periodically ☐

Other Details

Narrative:

Template Access Type:

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

2. Click **Save and Submit** to create a payment template of the transaction as well as initiating the transaction.
The **Save and Submit** screen appears.

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

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

Save and Submit
Field Description

Field Name	Description
Template Details	[Optional, Option] Indicates the template details.
Draft Details	[Optional, Option] Indicates the draft details.
New Template	[Optional, Alphanumeric, 20] Indicates the new template details.
Visibility	[Mandatory, Drop-Down] Indicates the template/draft visibility.

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

33.4 View Limits

- From the **Payments** menu, select **Own Account Transfer**.
The **Own Account Transfer** screen appears.

Own Account Transfer

OWN ACCOUNT TRANSFER
17-06-2015 05:29:45 GMT +0000
?
Print
Star
Mail
Close

Payment To

Existing Template
☐

Make New Payment
☒

User Reference:

Source Account*:

[View Balance](#)

Beneficiary Details

Destination Account*:

[View Balance](#)

Payment Details

Transfer Amount*:
GBP

Pay Now
☒

Pay Later
☐

Pay Periodically
☐

Other Details

Narrative:

Template Access Type:

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

Field Description

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

It is mandatory to select either **Existing Template** or **Make New Payment** option.

Existing Template	[Optional, Option] Indicates that you are using an existing payment template for fund transfer.
Make New Payment	[Optional, Option] Indicates that you are making a new payment without using a payment template for fund transfer.
User Reference	[Optional, Alphanumeric, 40] Indicates the reference number for future tracking.

Field Name	Description
Source Account	[Mandatory, Drop-Down] Indicates the source account number. Click the View Balance link to view the account balance of the selected account.
Destination Account	[Mandatory, Drop-Down] Indicates the destination account number.
Transfer Amount	[Mandatory, Numeric, 15] Indicates the amount to be transferred.
Pay Now	[Optional, Option] Indicates the payment to be made immediately.
Note: The Transfer Date to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the Transfer Date happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Pay Later	[Optional, Option] Indicates the payment to be made at a future date.
Setup Standing Instruction	[Optional, Option] Indicates to setup a standing instruction for funds to be transferred for a period.
Note: The Transfer Date to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>. <i>Start Date</i> – Current Date + No of days (1 to 20) <i>End Date</i> – Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	

Field Name	Description
SI Execution Frequency	[Conditional, Pick List] Indicates the SI execution frequency. The options are: • Daily • Weekly • Fortnightly • Monthly • Bi-Monthly • Quarterly • Half -Yearly • Yearly To enable this field, select Setup Standing Instruction option.
First Execution Date	[Conditional, Pick List] Indicates the first execution date. This field appears, if you select the Setup Standing Instruction option.
Expiry Date	[Conditional, Pick List] Indicates the Si expiry date. This field appears, if you select the Setup Standing Instruction option.
Narrative	[Optional, Alphanumeric, 35] Indicates the narration.
Template Access Type	[Optional, Drop-Down] Indicates the template access type. For Retail Users, template access type will be Private.

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

View Utilized Limits

Transaction: Own Account Transfer
 From Date: 11-03-2014
 To Date: 11-03-2014

▢ Limits applicable to me

Initiation Limit		Daily Authorization Limit		
Minimum Transaction Limit	Maximum Transaction Limit	Number of Transactions	Daily Limit	
User Level Limits	GBP 0.01	GBP 100,000,000.00	500	GBP 1,000,000,000.00

▢ Limits Utilization in the given date range - User Level Limits

Date	Number of Transactions	Daily Limit
11-03-2014	0	GBP 0.00

▢ Analytical View Of Limits Utilization (My Authorization Limits)

Amount in GBP

0 0.00 11-03
Date Range

No. of Transactions

0 0 11-03
Date Range

Close

3. Click **Close** to close the **View Utilized Limits** screen.