CitiDirect® Online Banking
Electronic banking system for businesses

User Manual

"Domestic Funds Transfer Batch"

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1. Introduction

A Domestic Funds Transfer Batch allows the user to execute several transfers with a single payment order.
A single charge will be recorded in the ordering party's account – being the sum of the partial transfers.

Domestic Funds Transfer Batch characteristics:
1. Only in PLN.
2. Payment date is the same for all recipients.
3. It may be executed from one debited accounts.
4. Social security and tax transfers are excluded.

2. Creating a Domestic Funds Transfer Batch

Start creation of a new transfer

Select an account for which the Domestic Funds Transfer Batch service is activated as debited account

Data waluty jest jednakowa dla wszystkich odbiorców

Partial transfers

Saving a transfer/preformat:

1. **Submit** – saves the transfer and sends it for further authorization
2. **Submit and Create Preformat** – saves the transfer and saves the preformat to be used in the future
3. **Submit and Copy** – saves the current transfers and opens a new one with the same data

Add and edit partial transfers:
(see the screen on the next page)

1. **New from Batch Preformat** – loads a saved preformat of the transfer
2. **New** – opens the window to add a new recipient
3. **Edit** – allows modifications for a selected recipient

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Adding/Editing a Partial Transfer

Click on the arrow to select a recipient from the list of preformats of regular domestic funds transfers

Row No

* **Payment Amount**

10,000.00

Re-write digits 3rd to 9th from the beneficiary's account number and press the arrow. The bank will be found automatically.

* **Beneficiary Account Number**

12103000190109851001202581

* **Beneficiary Name / Address**

Trading Company 1

* **Beneficiary Bank Routing Code**

10300019

Beneficiary Bank Name

BH SEKTOR BANKOWOSCI DETALICZNEJ

Payment Details

VF 12/2010

* Required Field   Save   Clear   Print   Close

End edition and add a row to the Domestic Funds Transfer Batch

Clear all fields

Cancel edition

Partial transfers are verified, to confirm they are correct, when the whole Domestic Funds Transfer Batch is being saved. If any partial transfer contains an error, the payment will be rejected for repair. **View All Errors** in **Other Options** will show the list of rows with error types.

A complete Domestic Funds Transfer Batch is subject to the same authorization rules like any other payments.

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3. Importing a Domestic Funds Transfer Batch

A Domestic Funds Transfer Batch is imported using the format applicable to regular domestic funds transfers.

When creating an import profile, you should select the map: **C MTMS DFTB PL**.

The procedure used to create import profiles is described in detail in the **CitiDirect – Import User Manual**.

File format for import

Allowed characters:
Lower- and upper-case letters of the Latin alphabet:
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

If you want to use Polish fonts you should select:
 - **Cp1250 -- Windows Eastern European** (see page 4)
in the **Encoding Set** field when creating the import profile.
Polish fonts may be used in Domestic Transfers in the fields of the beneficiary's name and address and payment details.

Arabic numbers:
0123456789

Special characters:

/	?	-	(	)	.	,	'	+

List of Fields – Domestic Transfer

LABEL	FIELD NAME	NUMBER OF ROWS	MAXIMUM NUMBER OF CHARACTERS IN A LINE	FORMAT
0	Transaction Type	1	2	N
1	Transaction Reference Number	1	10	T
2	Debit Account Number	1	34	N
3	Beneficiary Bank Routing Code	1	8	N
4	Beneficiary Account Number	1	26	T
6	Beneficiary Name / Address	3	35	T
7	Amount	1	22	(18.2) N
8	Value Date	1	8	DD/MM/YY
9	Payment Details	4	35	T

N – NUMERICAL, T – TEXT

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Sample record of a partial transfer:

0
11
1
REF-1
2
0509000999
3
10301508
4
9910301508000000000000000
6
Beneficiary's name and address 1
Beneficiary's name and address 2
Beneficiary's name and address 3
7
1000.00
8
01/12/10
9
Payment details line 1
Payment details line 2
Payment details line 3
Payment details line 4
-1