

GIRO Payment & Email notification

OCi ChequeWriter System Addon

for

Singapore Soka Association

User Guide version 1.80.618

TABLE OF CONTENT

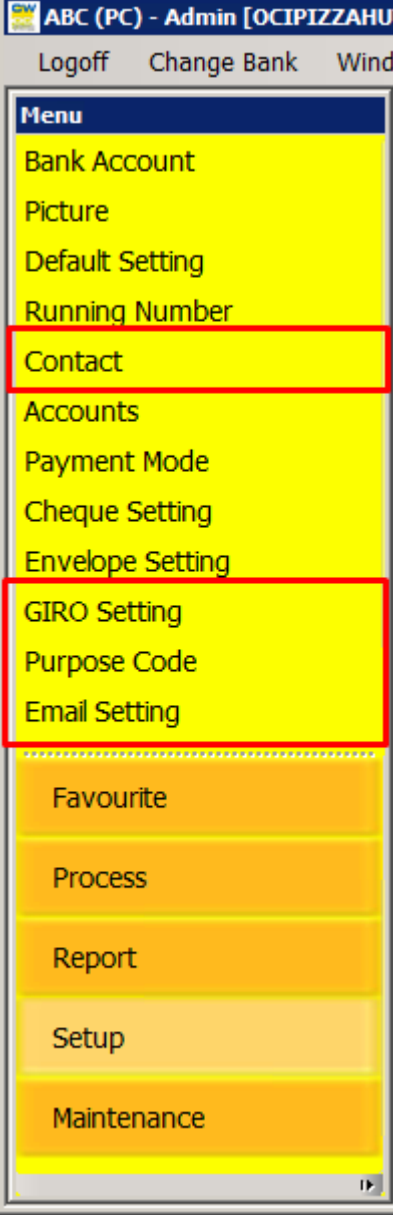
[Click on the Chapter Title to Navigate Straight there]

Contents


Table of Content	2
Navigation	3
Email Settings	3
Setting up	5
Giro Settings	5
Purpose Code	7
Email Settings	10
Payment Mode Settings	13
Contacts	14
Process	16
PaymentS via GIRO	16
Processing Giro Payments	19
Batch email notifications	24
FAQ	27

[\[Click here to Return to Content Page\]](#)

NAVIGATION

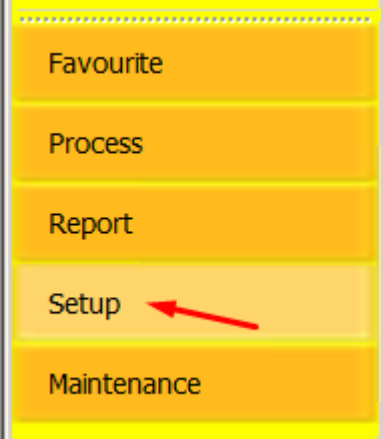
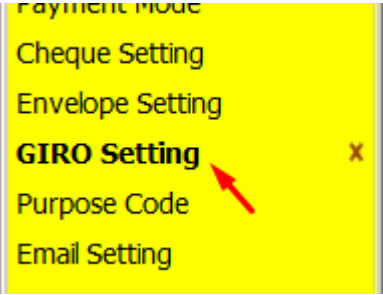
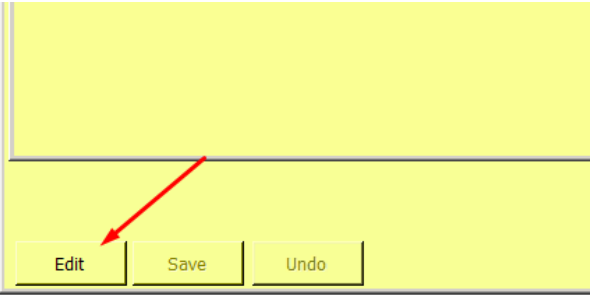
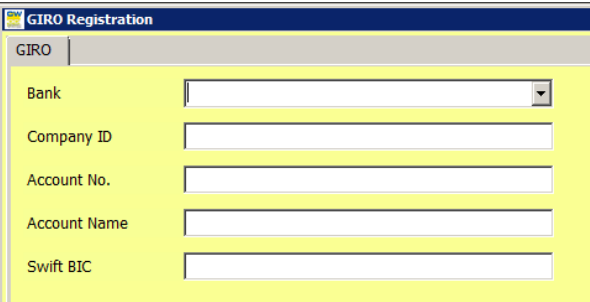
EMAIL SETTINGS	
 <p>The screenshot shows a web application interface for 'ABC (PC) - Admin'. At the top, there are links for 'Logoff', 'Change Bank', and 'Wind'. Below this is a 'Menu' section with a list of items: Bank Account, Picture, Default Setting, Running Number, Contact, Accounts, Payment Mode, Cheque Setting, Envelope Setting, GIRO Setting, Purpose Code, Email Setting, Favourite, Process, Report, Setup, and Maintenance. The 'Contact' item is highlighted with a red box, and the 'GIRO Setting', 'Purpose Code', and 'Email Setting' items are grouped together and highlighted with another red box.</p>	<ul style="list-style-type: none"> • For this add-on, you will see the following additions on the menu. <ul style="list-style-type: none"> ○ In SETUP> <ul style="list-style-type: none"> ▪ Contact ▪ GIRO Setting ▪ Purpose Code ▪ Email Setting

[\[Click here to Return to Content Page\]](#)

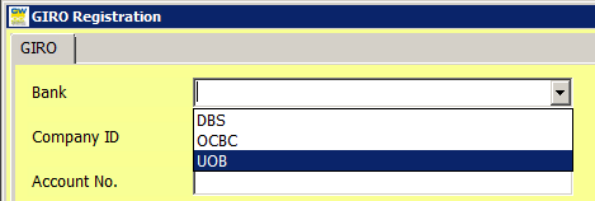
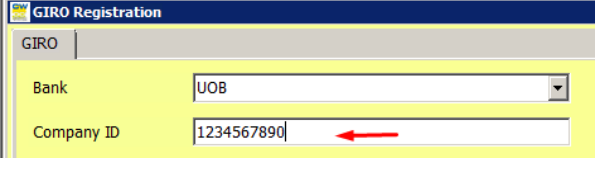
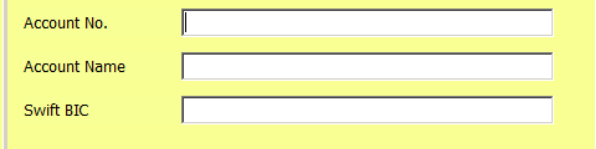
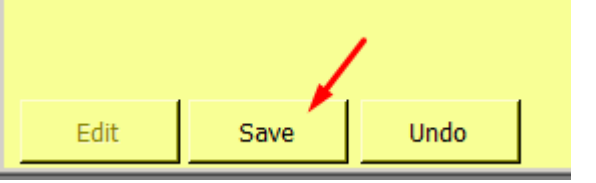
 <p>The screenshot shows a vertical menu with a grey header labeled 'Menu'. Below the header, the following items are listed: Payment, Receipt, Cheque (Batch Print), Envelope (Batch Print), Giro, and Email. The 'Giro' and 'Email' items are enclosed in a red rectangular box. Below these items is a large yellow rectangular area. A dashed horizontal line separates this area from a section of orange-colored items: Favourite, Process, Report, Setup, and Maintenance. A small arrow icon is visible at the bottom right of the menu.</p>	<ul style="list-style-type: none">• At PROCESS, you will also see<ul style="list-style-type: none">○ In PROCESS><ul style="list-style-type: none">▪ GIRO▪ EMAIL
--	---

[\[Click here to Return to Content Page\]](#)

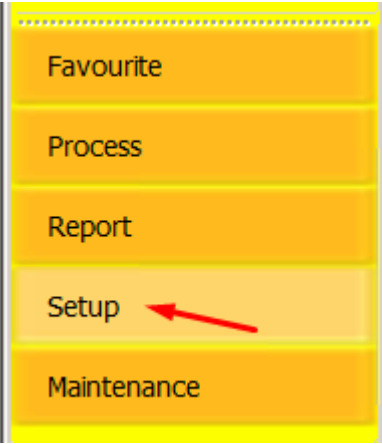
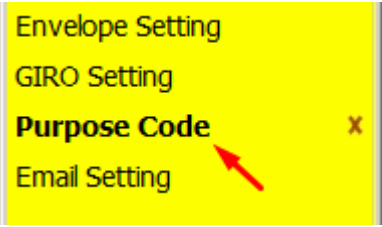
SETTING UP

<p>GIRO SETTINGS</p>	
 <p>A vertical menu with five items: Favourite, Process, Report, Setup, and Maintenance. The 'Setup' item is highlighted in a lighter orange color, and a red arrow points to it from the right.</p>	<ul style="list-style-type: none"> • Go to SETUP
 <p>A vertical menu with six items: Payment Mode, Cheque Setting, Envelope Setting, GIRO Setting, Purpose Code, and Email Setting. The 'GIRO Setting' item is highlighted in a lighter yellow color, and a red arrow points to it from the right.</p>	<ul style="list-style-type: none"> • Click on GIRO SETTING
 <p>A page with a large yellow area at the top and a white area at the bottom containing three buttons: Edit, Save, and Undo. A red arrow points to the 'Edit' button from the left.</p>	<ul style="list-style-type: none"> • Click EDIT
 <p>A form titled 'GIRO Registration' with a 'GIRO' tab. It contains five input fields: Bank (a dropdown menu), Company ID, Account No., Account Name, and Swift BIC.</p>	<ul style="list-style-type: none"> • Since you have upgraded the system, you first need to fill this page up before you can use


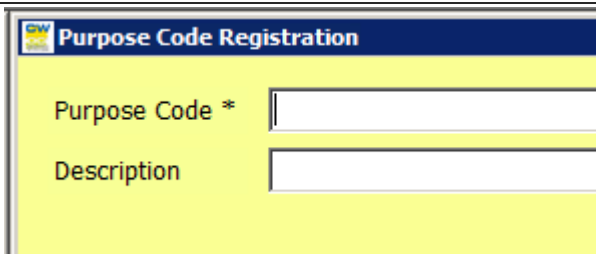
[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none"> • BANK <ul style="list-style-type: none"> ○ Select a Bank
	<ul style="list-style-type: none"> • COMPANY ID <ul style="list-style-type: none"> ○ Enter your login ID similar to the one you enter to the bank's website
	<ul style="list-style-type: none"> • ACCOUNT NO <ul style="list-style-type: none"> ○ Enter you Organisation Bank account number • SWIFT BIC <ul style="list-style-type: none"> ○ Enter your Bank Swift Code
	<ul style="list-style-type: none"> • Click SAVE

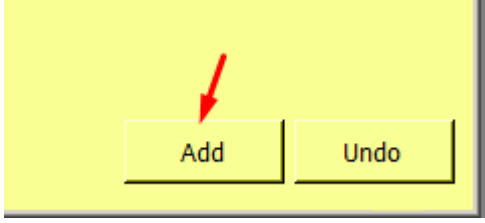
[\[Click here to Return to Content Page\]](#)

PURPOSE CODE	
	<ul style="list-style-type: none">• Go to SETUP
	<ul style="list-style-type: none">• Click on PURPOSE CODE

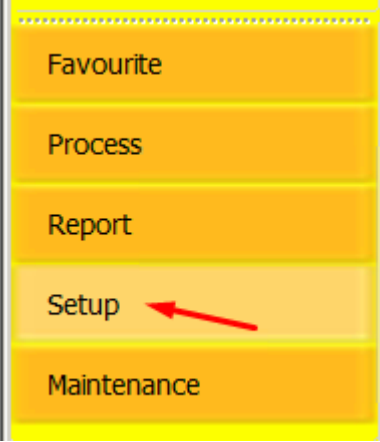
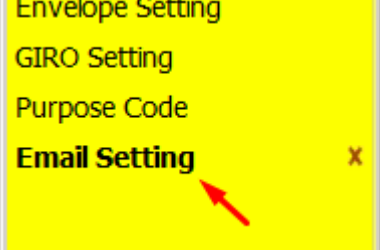
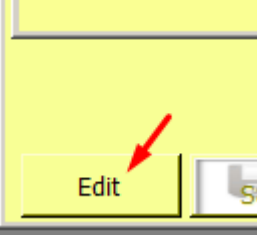
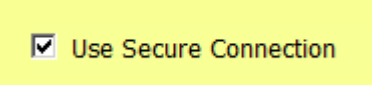
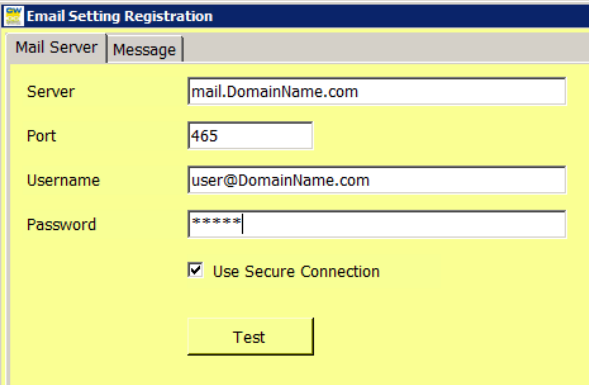
[\[Click here to Return to Content Page\]](#)

<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>BEXP</td><td>Business Expenses</td></tr> <tr><td>BONU</td><td>Bonus Payment</td></tr> <tr><td>CBTV</td><td>Cable TV Bill</td></tr> <tr><td>CCRD</td><td>Credit Card Payment</td></tr> <tr><td>CHAR</td><td>Charity Payment</td></tr> <tr><td>COLL</td><td>Collection Payment</td></tr> <tr><td>COMM</td><td>Commission</td></tr> <tr><td>CPKC</td><td>Carpark Charges</td></tr> <tr><td>CSDB</td><td>Cash Disbursement</td></tr> <tr><td>DCRD</td><td>Debit Card Payment</td></tr> <tr><td>DIVD</td><td>Dividend</td></tr> <tr><td>DNTS</td><td>Dental Services</td></tr> <tr><td>EDUC</td><td>Education</td></tr> <tr><td>FCPM</td><td>Payment of Fees & Charges</td></tr> <tr><td>FWLV</td><td>Foreign Worker Levy</td></tr> <tr><td>GDDS</td><td>Purchase Sale Of Goods</td></tr> <tr><td>GOVI</td><td>Government Insurance</td></tr> <tr><td>GSTX</td><td>Goods & Services Tax</td></tr> <tr><td>HSPC</td><td>Hostipal Care</td></tr> <tr><td>IHRP</td><td>Instalment Hire Purchase Agreement</td></tr> <tr><td>INSU</td><td>Insurance Premium</td></tr> <tr><td>INTC</td><td>Intra Company Payment</td></tr> </tbody> </table>	Code	Description	BEXP	Business Expenses	BONU	Bonus Payment	CBTV	Cable TV Bill	CCRD	Credit Card Payment	CHAR	Charity Payment	COLL	Collection Payment	COMM	Commission	CPKC	Carpark Charges	CSDB	Cash Disbursement	DCRD	Debit Card Payment	DIVD	Dividend	DNTS	Dental Services	EDUC	Education	FCPM	Payment of Fees & Charges	FWLV	Foreign Worker Levy	GDDS	Purchase Sale Of Goods	GOVI	Government Insurance	GSTX	Goods & Services Tax	HSPC	Hostipal Care	IHRP	Instalment Hire Purchase Agreement	INSU	Insurance Premium	INTC	Intra Company Payment	<ul style="list-style-type: none"> • These are list of codes used by the banks. • These codes will be printed on the Receiving Bank A/C statement. • By default, the system already pre-loaded with the common codes, however, you are still able to edit or make additions.
Code	Description																																														
BEXP	Business Expenses																																														
BONU	Bonus Payment																																														
CBTV	Cable TV Bill																																														
CCRD	Credit Card Payment																																														
CHAR	Charity Payment																																														
COLL	Collection Payment																																														
COMM	Commission																																														
CPKC	Carpark Charges																																														
CSDB	Cash Disbursement																																														
DCRD	Debit Card Payment																																														
DIVD	Dividend																																														
DNTS	Dental Services																																														
EDUC	Education																																														
FCPM	Payment of Fees & Charges																																														
FWLV	Foreign Worker Levy																																														
GDDS	Purchase Sale Of Goods																																														
GOVI	Government Insurance																																														
GSTX	Goods & Services Tax																																														
HSPC	Hostipal Care																																														
IHRP	Instalment Hire Purchase Agreement																																														
INSU	Insurance Premium																																														
INTC	Intra Company Payment																																														
	<ul style="list-style-type: none"> • To create a new Purpose Code • Click on NEW 																																														
	<ul style="list-style-type: none"> • Simply fill the form up accordingly • PURPOSE CODE <ul style="list-style-type: none"> ◦ This is a 4 alpha-character code 																																														

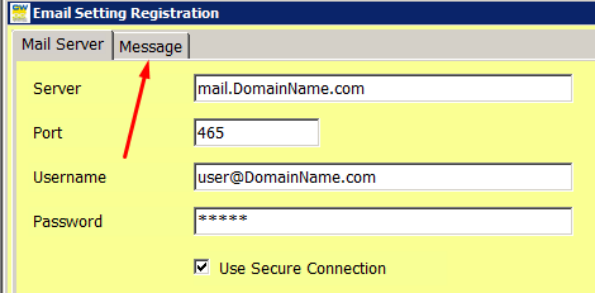
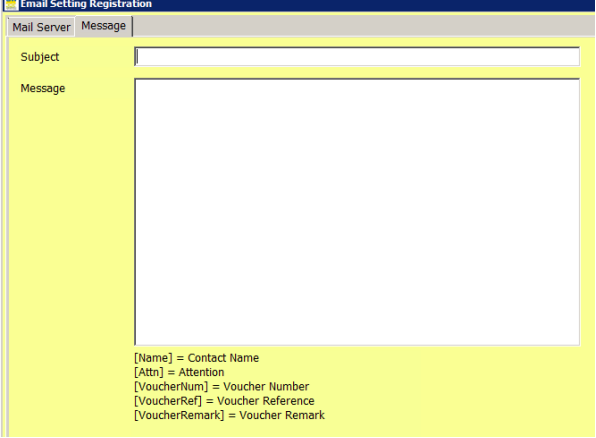
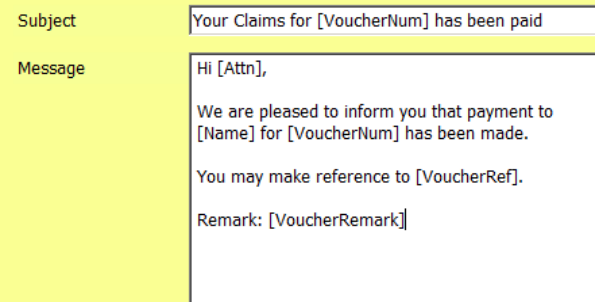
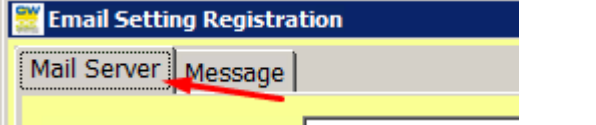
[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none">• Click ADD to save
---	---

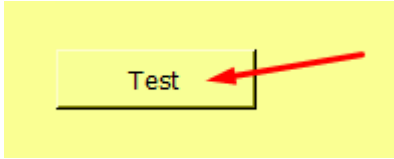
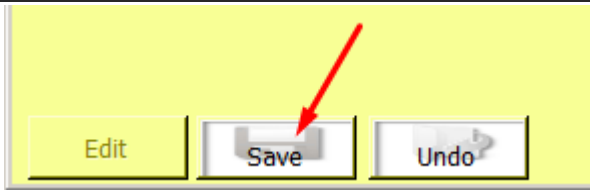
[\[Click here to Return to Content Page\]](#)

<p>EMAIL SETTINGS</p>	
	<ul style="list-style-type: none"> Go to SETUP
	<ul style="list-style-type: none"> Navigate to EMAIL SETTING
	<ul style="list-style-type: none"> Click EDIT
	<ul style="list-style-type: none"> By default, select USE SECURE CONNECTION
	<ul style="list-style-type: none"> Check your mail server with your IT personnel and fill up accordingly

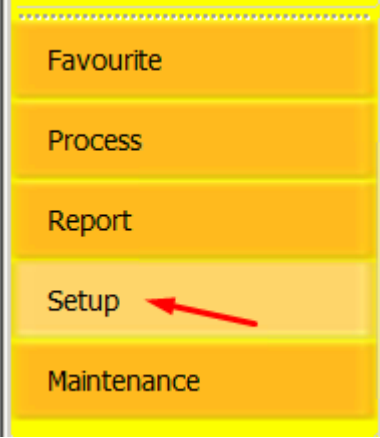
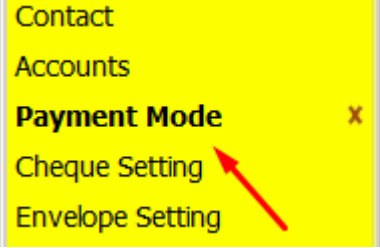

[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none"> Click on MESSAGE tab to complete the form
	<ul style="list-style-type: none"> You may edit the message to be sent our here
<p>[Name] = Contact Name [Attn] = Attention [VoucherNum] = Voucher Number [VoucherRef] = Voucher Reference [VoucherRemark] = Voucher Remark</p>	<ul style="list-style-type: none"> In the content of your SUBJECT and MESSAGE, you may add these fields to personalise your message. Note <ul style="list-style-type: none"> These fields are case-sensitive. [VoucherRemark] field do not work on SUBJECT due to the lengthy nature of remark
	<ul style="list-style-type: none"> Here is an example
	<ul style="list-style-type: none"> Return to MAIL SERVER tab

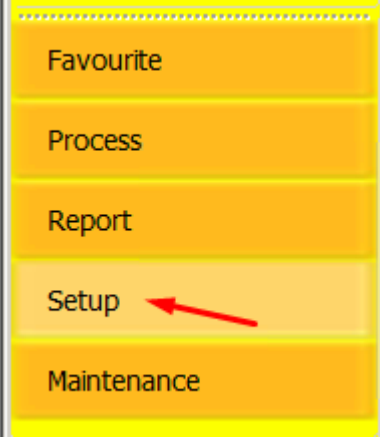
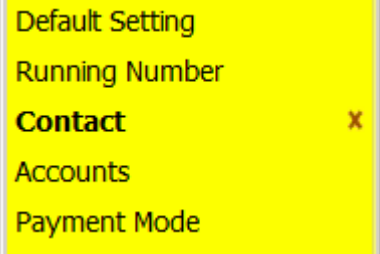

[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none">• Click on TEST<ul style="list-style-type: none">○ To send a test mail to yourself/username
	<ul style="list-style-type: none">• Remember to click on SAVE

[\[Click here to Return to Content Page\]](#)

PAYMENT MODE SETTINGS	
	<ul style="list-style-type: none"> • Go to SETUP
	<ul style="list-style-type: none"> • Click PAYMENT MODE • Click NEW or EDIT
	<ul style="list-style-type: none"> • Ensure that you have a mode for Giro • CODE <ul style="list-style-type: none"> ○ You must have a code for "GIRO" ○ The system will reference to this code for Giro processes

[\[Click here to Return to Content Page\]](#)

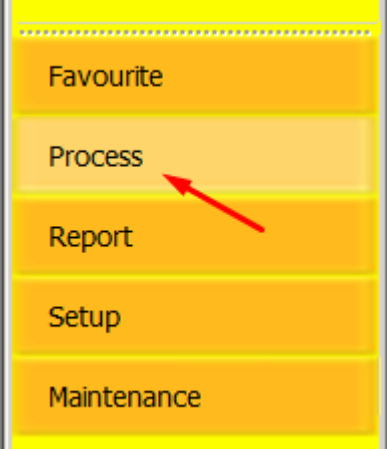
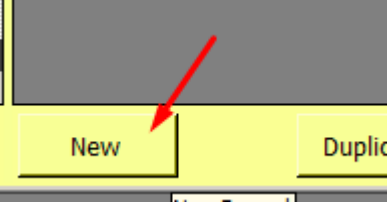
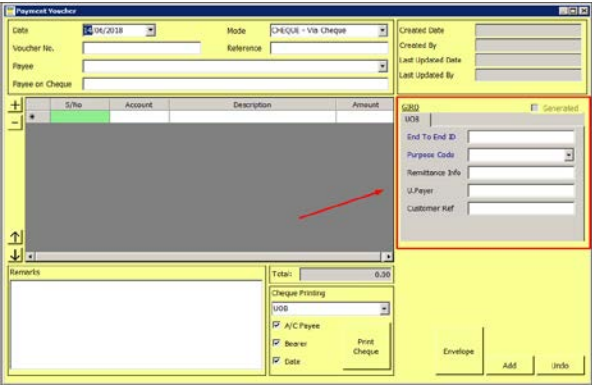
<p>CONTACTS</p>	
	<ul style="list-style-type: none"> • Go to SETUP
	<ul style="list-style-type: none"> • Click on CONTACT • Select your existing Supplier or Payee names and, • Click on EDIT
	<ul style="list-style-type: none"> • These are the details of your existing payees

[\[Click here to Return to Content Page\]](#)

<p><u>GIRO</u></p> <p>BIC <input type="text"/></p> <p>Account No. <input type="text"/></p> <p>Account Name <input type="text"/></p>	<ul style="list-style-type: none">• You will notice that there are additional fields to fill• You will need to get your payee details for the following• BIC<ul style="list-style-type: none">○ Payee Bank's SWIFT CODE• ACCOUNT NO<ul style="list-style-type: none">○ Payee's Bank Account Number• ACCOUNT NAME<ul style="list-style-type: none">○ Payee's Name registered with the bank
---	--

[\[Click here to Return to Content Page\]](#)

PROCESS

<p>PAYMENTS VIA GIRO</p>	
	<ul style="list-style-type: none"> • Navigate to PROCESS
	<ul style="list-style-type: none"> • Click NEW
	<ul style="list-style-type: none"> • You will notice that there is a new section for you to enter payee's GIRO transaction details. • Note that the fields are payer bank specific. This means that DBS will have different fields as compared to UOB, or others.

[\[Click here to Return to Content Page\]](#)

GIRO Generated

UOB

End To End ID

Purpose Code

Remittance Info

U.Payer/B.Name

Customer Ref

E.g.

GIRO Generated

UOB

End To End ID

Purpose Code

Remittance Info

U.Payer/B.Name

Customer Ref

- **END TO END ID***
 - This is a **mandatory** field required by the bank.*
 - Maximum 35 characters
 - E.g. for use as "INV.123456"
 - This reference will be printed on receiving Bank A/C statement
 - Disallowed characters are ``~@#$$%^&* _=<>[]{}|`
- **PURPOSE CODE***
 - This is a **mandatory** field required by the bank.*
 - The code will be printed on receiving bank A/C statement
 - You may select the appropriate from the list
 - If code not found, you may refer to PURPOSE CODE setup mentioned earlier
- **REMITTANCE INFO**
 - This is an **optional** field.
 - Maximum 140 characters.
 - This is the additional payment details
 - Disallowed characters are ``~@#$$%^&* _=<>[]{}|`
- **U.PAYER/ B.NAME**
(Ultimate Payer/ Beneficiary Name)
 - This is an **optional** field.
 - Maximum 140 characters.
 - Must be different from receiving account name
- **CUSTOMER REF**
 - This is an **optional** field.
 - Maximum 16 characters.
 - For internal reference
 - To be printed on first page of advice as customer reference number
 - Disallowed characters are ``~@#$$%^&* _=<>[]{}|`

[\[Click here to Return to Content Page\]](#)

Payment Voucher

Date: 30/05/2018 Mode: GIRO - PAY VIA GIRO

Voucher No.: PV/010/05/2018 Reference:

Payee: ABC Company

Payee on Cheque: ABC Company

S/No	Account	Description	Amount
1.		service rendered	500.00

- For the system to process this payment under GIRO, for
- **MODE**
 - **Select GIRO**
- Click ADD or UPDATE to save the voucher

Payment Voucher

Date	Document	Name	Reference
30/06/2018	PV/003/06/2018	lites toilets pte ltd	111230
31/06/2018	PV/002/06/2018	deep nyc pte ltd	111224
31/06/2018	PV/001/06/2018	l8388 pte ltd	111222
31/06/2018	PV/009/05/2018	sfabroff pte ltd	234309
30/05/2018	PV/010/05/2018	ABC Company	
16/05/2018	PV/008/05/2018	sfabroff pte ltd	2342
15/05/2018	PV/007/05/2018	deep n croco pte ltd	2341
08/05/2018	PV/006/05/2018	sfgh pte ltd	111227
03/05/2018	PV/005/05/2018	TKWSS - Blue Cross Theng...	0210
03/05/2018	PV/003/05/2018	ABC Company	0208
02/05/2018	PV/002/05/2018	abodoff pte	0207
02/05/2018	PV/001/05/2018	snos little pte ltd	0206
23/04/2018	PV/010/04/2018	ABC Company	0112
20/04/2018	PV/008/04/2018	abodoff pte	000323
18/04/2018	PV/006/04/2018		
20/02/2018	PV/003/02/2018	ABC Company	0100
27/03/2018	PV/002/03/2018	ABC Company	0099
07/03/2018	PV/001/03/2018	ABC Company	0099
31/01/2018	PV/014/01/2018	ABC Company	111333
23/01/2018	PV/013/01/2018	ABC Company	111332
18/01/2018	PV/012/01/2018		

Buttons: Import, New, Duplicate, Edit, Delete, Print/Email

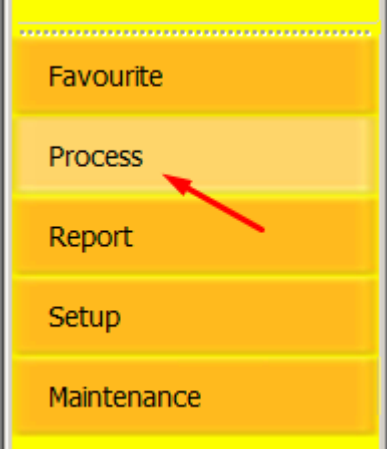
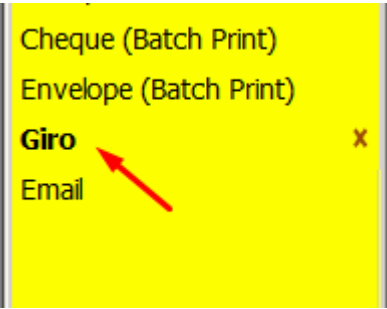
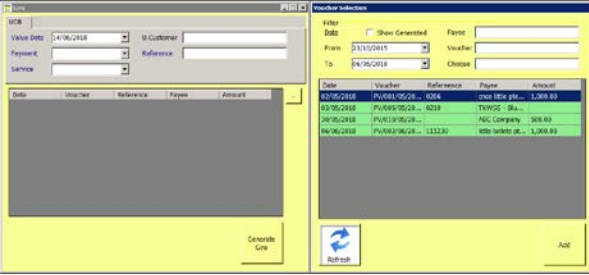
- To send an email notification to the payee
- Click on **PRINT/ EMAIL**

Buttons: Delete, Print/Email

Sub-menu: Print, Email

- Select **EMAIL** and an email will be sent

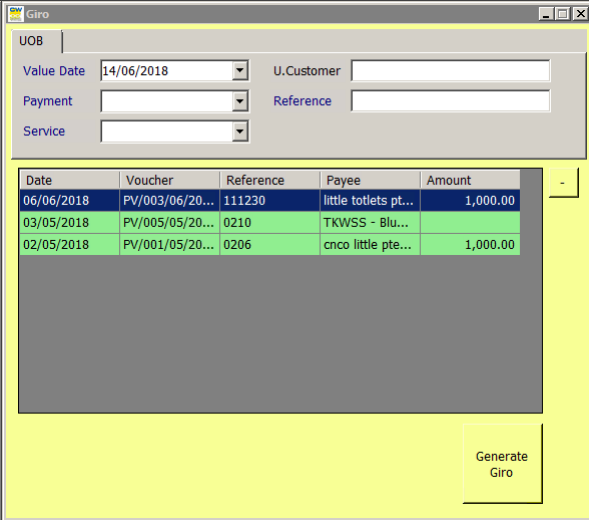
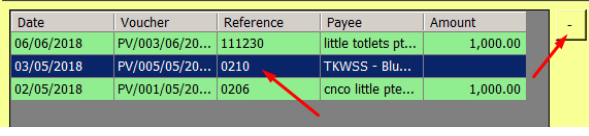
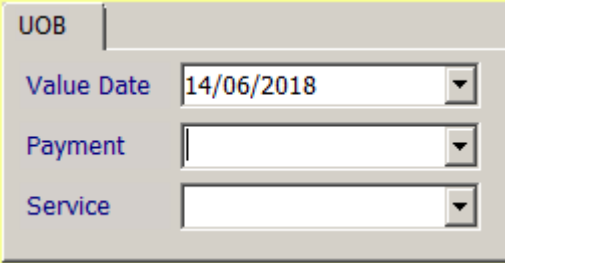
[\[Click here to Return to Content Page\]](#)

<p>PROCESSING GIRO PAYMENTS</p>	
	<ul style="list-style-type: none"> • Navigate to PROCESS
	<ul style="list-style-type: none"> • Click GIRO
	<ul style="list-style-type: none"> • You will notice there are 2 dialogue boxes pop up • Right dialogue box <ul style="list-style-type: none"> ○ Voucher Selection Box • Left dialogue box <ul style="list-style-type: none"> ○ GIRO Box

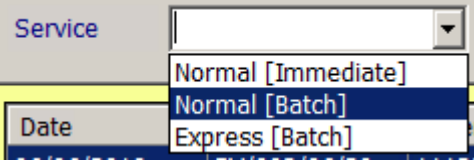

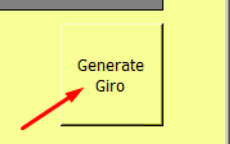
[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none"> • Right box, VOUCHER SELECTION <ul style="list-style-type: none"> ○ This list out the outstanding GIRO payments yet process
	<ul style="list-style-type: none"> • VOUCHER SELECTION <ul style="list-style-type: none"> ○ You may filter for certain payments that you may like to process first ○ Note that once you have process their payments, they will be marked GENERATED and will not be listed in future ○ Hence to call them out in future, you have to Check – SHOW GENERATED
	<ul style="list-style-type: none"> • To select the voucher to process, you can select: <ul style="list-style-type: none"> • One-by-One <ul style="list-style-type: none"> ○ Click one-by-one and click ADD • Multi-Select <ul style="list-style-type: none"> ○ Press CTRL & CLICK the respective voucher and click ADD • Range Select <ul style="list-style-type: none"> ○ Press SHIFT & CLICK the beginning and end of the voucher list

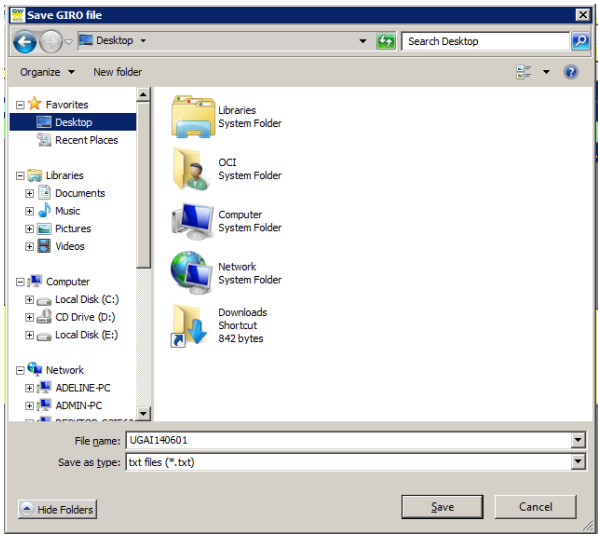
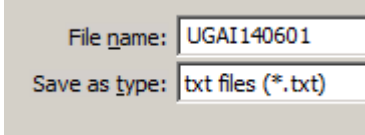
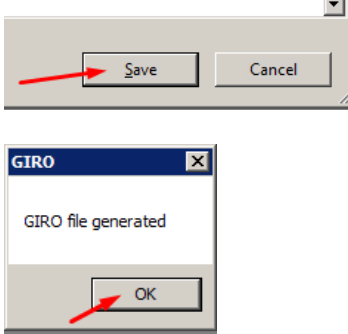
[\[Click here to Return to Content Page\]](#)

 <p>The screenshot shows the 'GIRO' dialog box with the following fields: UOB, Value Date (14/06/2018), U.Customer, Payment, Reference, and Service. Below these is a table of vouchers:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Voucher</th> <th>Reference</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>06/06/2018</td> <td>PV/003/06/20...</td> <td>111230</td> <td>little totiets pt...</td> <td>1,000.00</td> </tr> <tr> <td>03/05/2018</td> <td>PV/005/05/20...</td> <td>0210</td> <td>TKWSS - Blu...</td> <td></td> </tr> <tr> <td>02/05/2018</td> <td>PV/001/05/20...</td> <td>0206</td> <td>cnco little pte...</td> <td>1,000.00</td> </tr> </tbody> </table> <p>A 'Generate Giro' button is located at the bottom right of the dialog box.</p>	Date	Voucher	Reference	Payee	Amount	06/06/2018	PV/003/06/20...	111230	little totiets pt...	1,000.00	03/05/2018	PV/005/05/20...	0210	TKWSS - Blu...		02/05/2018	PV/001/05/20...	0206	cnco little pte...	1,000.00	<ul style="list-style-type: none"> • Once you have click ADD, • You notice the selections will populate on the Left GIRO dialogue box
Date	Voucher	Reference	Payee	Amount																	
06/06/2018	PV/003/06/20...	111230	little totiets pt...	1,000.00																	
03/05/2018	PV/005/05/20...	0210	TKWSS - Blu...																		
02/05/2018	PV/001/05/20...	0206	cnco little pte...	1,000.00																	
 <p>This close-up shows the voucher table with red arrows pointing to the minus sign in the top right corner of the table, indicating how to unselect a voucher.</p>	<ul style="list-style-type: none"> • Should you have accidentally select certain voucher, • You may unselect it by <ul style="list-style-type: none"> ○ CLICK on the voucher, and ○ CLICK [-] 																				
 <p>The screenshot shows the 'GIRO' dialog box with the following fields: UOB, Value Date (14/06/2018), Payment, and Service.</p>	<ul style="list-style-type: none"> • Next at the GIRO box, • You have to enter • VALUE DATE <ul style="list-style-type: none"> ○ This is a bank mandatory field ○ This is the date when the payments are effected. ○ E.g. When salaries are to be made available for withdrawal by staff on 15 Jan 2018, the value date is 14 Jan 2018. On 14 Jan 2018, the staff accounts are credited by the receiving banks during their end-of-day processing (which is typically around midnight). ○ Please avoid submitting files too close to the cut-off times to avoid missing the submission deadline and incurring delay. • PAYMENT <ul style="list-style-type: none"> ○ This is a bank mandatory field ○ Select between PAYMENT or PAYROLL 																				

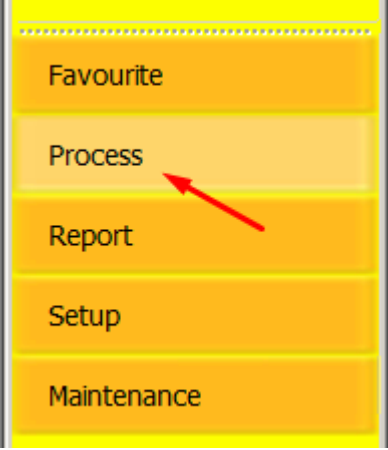
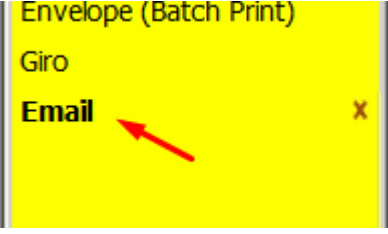
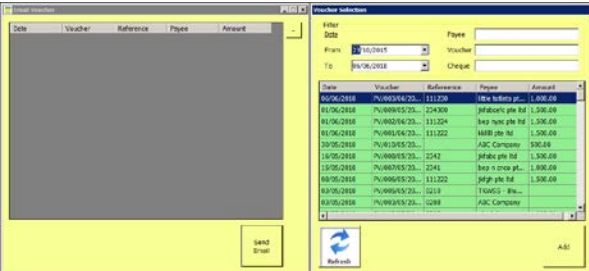
[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none"> • SERVICE <ul style="list-style-type: none"> ○ This is a bank mandatory field • Normal [Immediate] <ul style="list-style-type: none"> ○ Immediate payment via FAST platform ○ All receiving bank can be UOB and other bank accounts • Normal [Batch] <ul style="list-style-type: none"> ○ Normal GIRO payments ○ All receiving bank can be UOB and other bank accounts • Express [Batch] <ul style="list-style-type: none"> ○ Express GIRO payments ○ All receiving bank must be UOB Bank Group • Note that for <ul style="list-style-type: none"> ○ Normal Service, value date cannot fall on Saturday, Sunday or Public Holiday, while for ○ Express Service, value date cannot fall on Sunday and Public Holiday.
	<ul style="list-style-type: none"> • ULTIMATE ORIGINATING CUSTOMER <ul style="list-style-type: none"> ○ Name or/and reference of the party where transaction is made on their behalf ○ Must be different from Originating A/C name ○ Leave blank if you are making the payment directly to the beneficiary • BULK CUSTOMER REFERENCE <ul style="list-style-type: none"> ○ Will be printed on Originating Bank A/C statement internal reference ○ Disallowed characters are <code>`~@#\$\$%^&* _=<>[]{} </code>
	<ul style="list-style-type: none"> • Click GENERATE GIRO

[\[Click here to Return to Content Page\]](#)

	<ul style="list-style-type: none"> • Browse to the location you would like to save the file
	<ul style="list-style-type: none"> • Note that the file has a certain naming format • DO NOT rename the filename • In this e.g. UGAI140601 <ul style="list-style-type: none"> ○ UGAI dd mm bb ○ UGAI = Bank's dictated file prefix ○ 14 =dd, date of file created ○ 06 = mm, month of file created ○ 01 = bb, batch number default to 01 • IMPORTANT <ul style="list-style-type: none"> ○ Should you generate more than 1 GIRO file in the same day, you need to rename the filename's bb accordingly. ○ E.g. UGAI140602 for the second of UGAI140603 for the third
	<ul style="list-style-type: none"> • Click SAVE • Click OK • Proceed to your bank website to import this file.

[\[Click here to Return to Content Page\]](#)

<p>BATCH EMAIL NOTIFICATIONS</p>	
	<ul style="list-style-type: none"> • Navigate to PROCESS
	<ul style="list-style-type: none"> • Click EMAIL
	<ul style="list-style-type: none"> • You will notice there are 2 dialogue boxes pop up • Right dialogue box <ul style="list-style-type: none"> ○ Voucher Selection Box • Left dialogue box <ul style="list-style-type: none"> ○ Email Voucher Box

[\[Click here to Return to Content Page\]](#)

Voucher Selection


Filter

Date Payee

From Voucher

To Cheque

Date	Voucher	Reference	Payee	Amount
06/06/2018	PV/003/06/20...	111230	little totlets pt...	1,000.00
01/06/2018	PV/009/05/20...	234300	jkfabcefc pte ltd	1,500.00
01/06/2018	PV/002/06/20...	111224	bep nysc pte ltd	1,500.00
01/06/2018	PV/001/06/20...	111222	klklilll pte ltd	1,500.00
30/05/2018	PV/010/05/20...		ABC Company	500.00
16/05/2018	PV/008/05/20...	2342	jkfabc pte ltd	1,500.00
15/05/2018	PV/007/05/20...	2341	bep n cnco pt...	1,000.00
08/05/2018	PV/006/05/20...	111222	jkfgh pte ltd	1,500.00
03/05/2018	PV/005/05/20...	0210	TKWSS - Blu...	
03/05/2018	PV/003/05/20...	0208	ABC Company	

 Refresh Add

- Right box, VOUCHER SELECTION
 - This list out all the vouchers

Voucher Selection

Filter

Date Payee

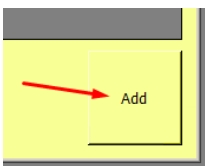
From Voucher

To Cheque

Date	Voucher	Reference	Payee	Amount
06/06/2018	PV/003/06/20...	111230	little totlets pt...	1,000.00

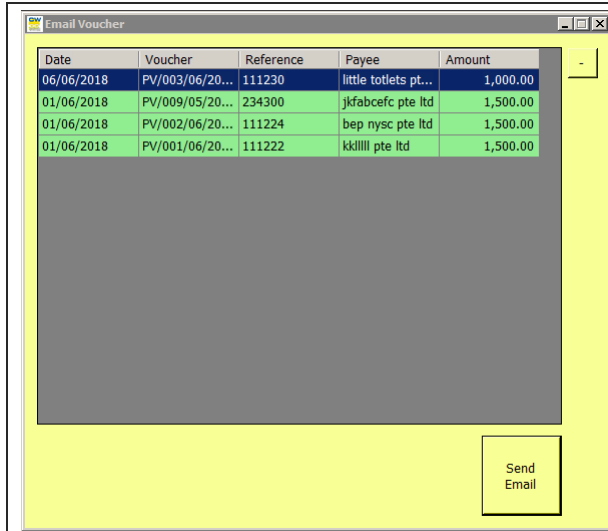
- VOUCHER SELECTION
 - You may filter for certain vouchers that you would like to process first

Date	Voucher	Reference	Payee	Amount
02/05/2018	PV/001/05/20...	0206	cnco little pte...	1,000.00
03/05/2018	PV/005/05/20...	0210	TKWSS - Blu...	
30/05/2018	PV/010/05/20...		ABC Company	500.00
06/06/2018	PV/003/06/20...	111230	little totlets pt...	1,000.00

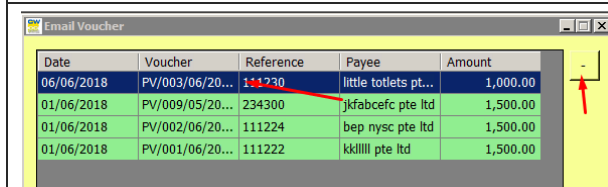


- To select the voucher to process, you can select:
 - One-by-One
 - Click one-by-one and click ADD
 - Multi-Select
 - Press CTRL & CLICK the respective voucher and click ADD
 - Range Select
 - Press SHIFT & CLICK the beginning and end of the voucher list

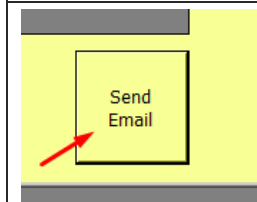
[\[Click here to Return to Content Page\]](#)



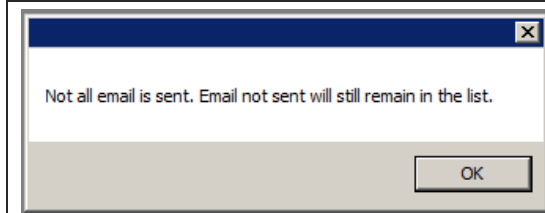
- Once you have click ADD,
- You notice the selections will populate on the Left GIRO dialogue box



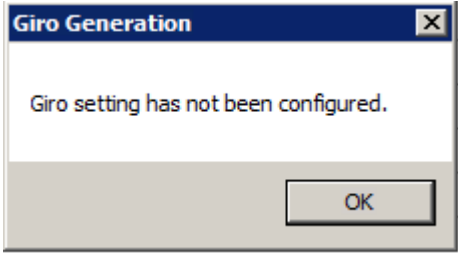
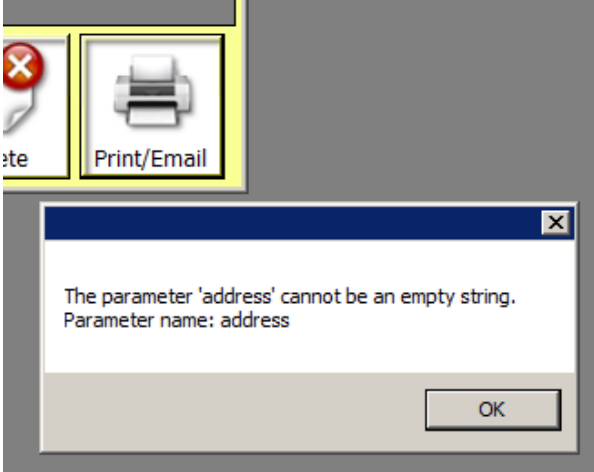
- Should you have accidentally select certain voucher,
- You may unselect it by
 - CLICK on the voucher, and
 - CLICK [-]



- Click SEND EMAIL to sent



- Note if there are **emails not sent**, e.g. without payee email address, it will **remain in the list**.

FAQ	
	<ul style="list-style-type: none"> • I keep getting this message, why is it so? <ul style="list-style-type: none"> ○ When your system is upgraded to the GIRO feature, you need to first setup the GIRO settings before the system can be operated normally.
	<ul style="list-style-type: none"> • I tried sending email notification from the voucher to the payee, but get this message? <ul style="list-style-type: none"> ○ This means that When your system is upgraded to the GIRO feature, you need to first setup the GIRO settings before the system can be operated normally.

✉ Support Email Address:
support@ocisg.com

[\[Click here to Return to Content Page\]](#)