GIRO Payment & Email notification

OCi ChequeWriter System Addon

for

Singapore Soka Association

User Guide version 1.80.618

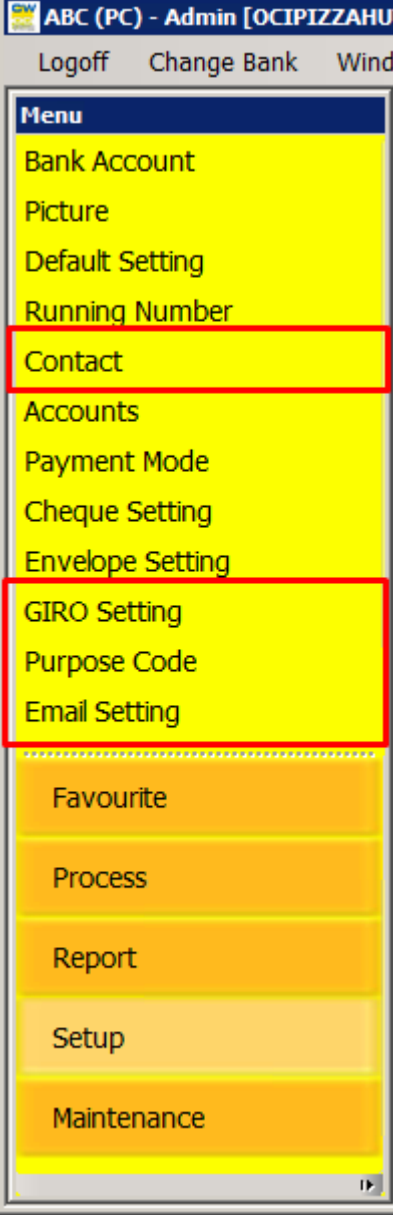## TABLE OF CONTENT

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NAVIGATION
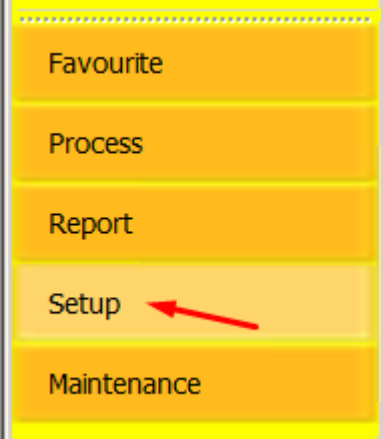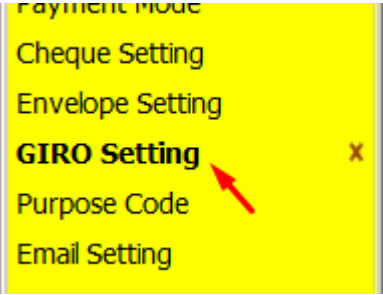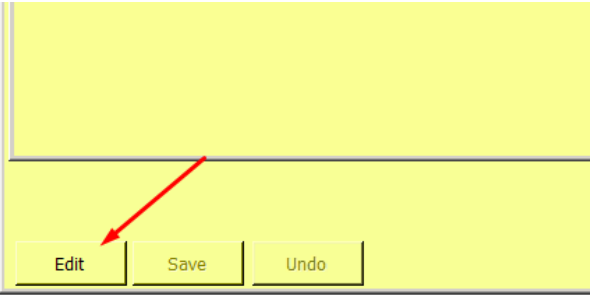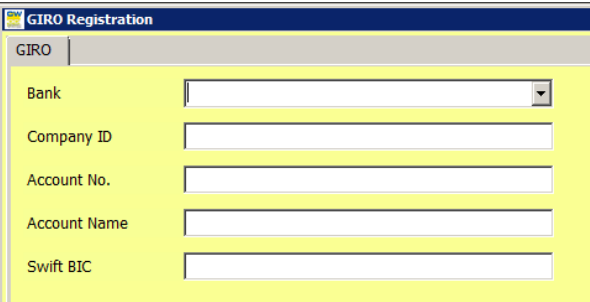
EMAIL SETTINGS	

	• For this add-on, you will see the following additions on the menu.
	    ○ In SETUP>
	        ▪ Contact
	        ▪ GIRO Setting
	        ▪ Purpose Code
	        ▪ Email Setting
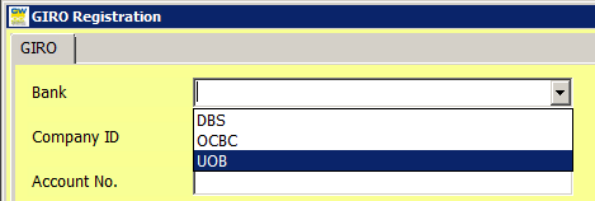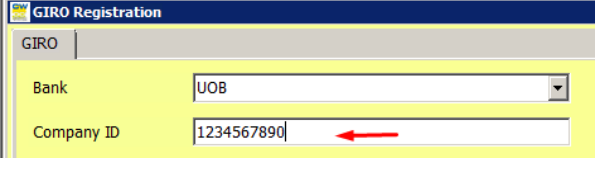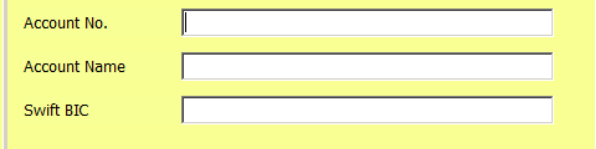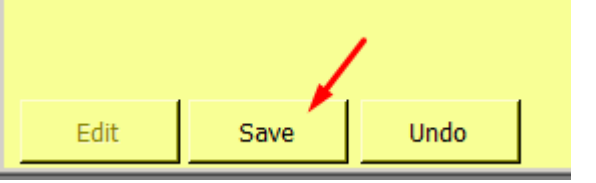
	• At PROCESS, you will also see
	    o In PROCESS>
	        ▪ GIRO
	        ▪ EMAIL
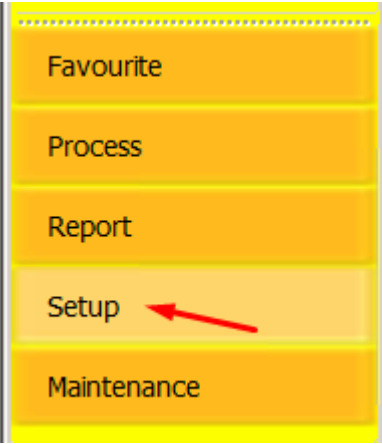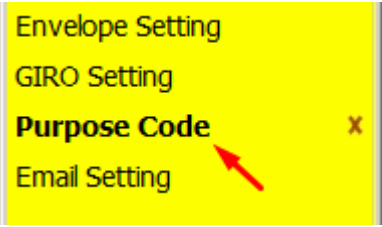
SETTING UP

GIRO SETTINGS	
	• Go to SETUP
	• Click on GIRO SETTING
	• Click EDIT
	• Since you have upgraded the system, you first need to fill this page up before you can use
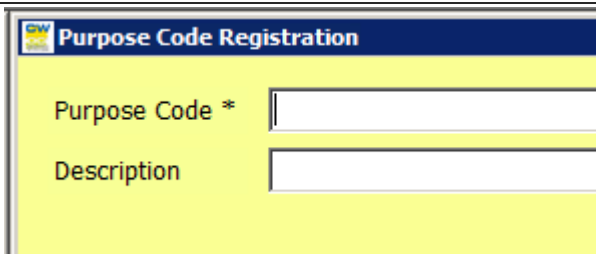
GIRO Registration GIRO Bank [▼] DBS OCBC UOB Company ID Account No.	• BANK o **Select a Bank**
GIRO Registration GIRO Bank [UOB ▼] Company ID [1234567890] ←	• COMPANY ID o Enter your login ID similar to the one you enter to the bank's website
Account No. [	] Account Name [ ] Swift BIC [ ]	• ACCOUNT NO o Enter you Organisation Bank account number • SWIFT BIC o Enter your Bank Swift Code
Edit Save Undo	• Click SAVE
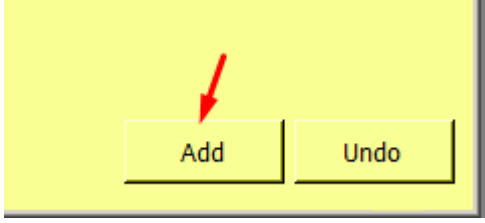
PURPOSE CODE	
	• Go to SETUP
	• Click on PURPOSE CODE

	• 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.
	• To create a new Purpose Code
	• Click on NEW
	• Simply fill the form up accordingly
	• PURPOSE CODE
	o This is a 4 alpha-character code

Code table:
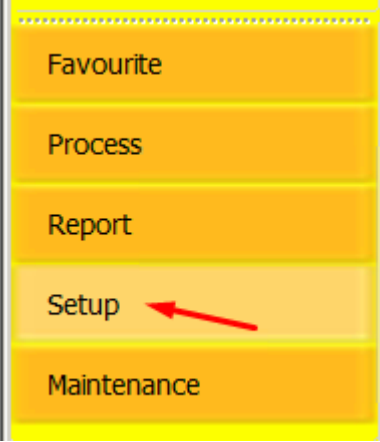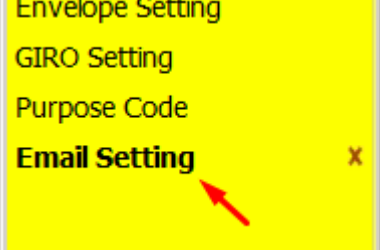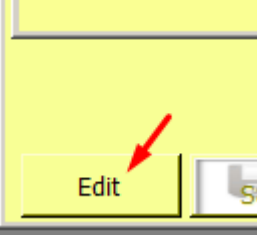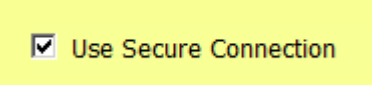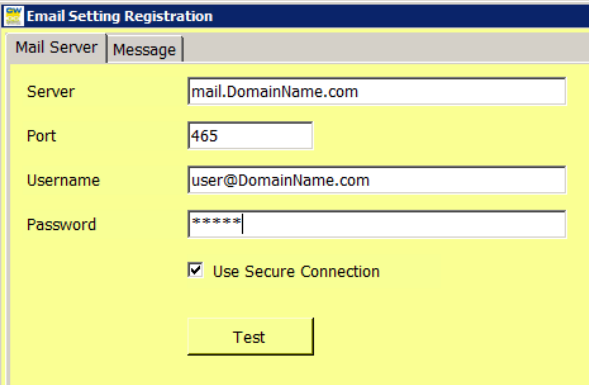
Code	Description
BEXP	Business Expenses
BONU	Bonus Payment
CBTV	Cable TV Bill
CCRD	Credit Card Payment
CHAR	Charity Payment
COLL	Collection Payment
COMM	Commission
CPKC	Carpark Charges
CSDB	Cash Disbursement
DCRD	Debit Card Payment
DIVD	Dividend
DNTS	Dental Services
EDUC	Education
FCPM	Payment of Fees & 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

Purpose Code Registration

Purpose Code *

Description

	• Click ADD to save

EMAIL SETTINGS		
		• Go to SETUP
		• Navigate to EMAIL SETTING
		• Click EDIT
		• By default, select USE SECURE CONNECTION
		• Check your mail server with your IT personnel and fill up accordingly
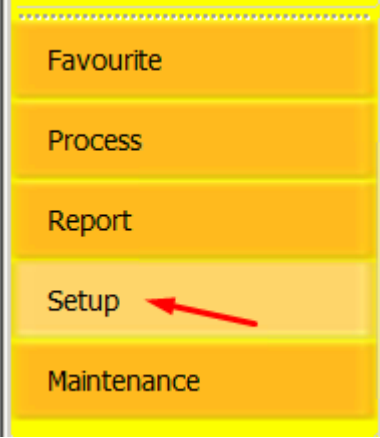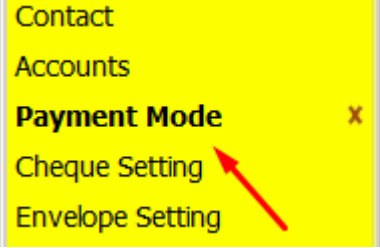
Email Setting Registration Mail Server | Message Server — mail.DomainName.com Port — 465 Username — user@DomainName.com Password — ***** ☑ Use Secure Connection	• Click on **MESSAGE** tab to complete the form
Email Setting Registration Mail Server | Message Subject Message [Name] = Contact Name [Attn] = Attention [VoucherNum] = Voucher Number [VoucherRef] = Voucher Reference [VoucherRemark] = Voucher Remark	• You may edit the message to be sent our here

[Name] = Contact Name
[Attn] = Attention
[VoucherNum] = Voucher Number
[VoucherRef] = Voucher Reference
[VoucherRemark] = Voucher Remark
	• In the content of your SUBJECT and MESSAGE, you may add these **fields** to personalise your message.
	• Note
	   o These fields are **case-sensitive**.
	   o [VoucherRemark] field do not work on SUBJECT due to the lengthy nature of remark

Subject — Your Claims for [VoucherNum] has been paid Message — Hi [Attn], We are pleased to inform you that payment to [Name] for [VoucherNum] has been made. You may make reference to [VoucherRef]. Remark: [VoucherRemark]	• Here is an example
Email Setting Registration Mail Server | Message	• Return to **MAIL SERVER** tab
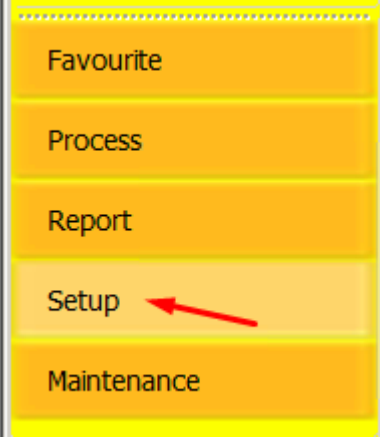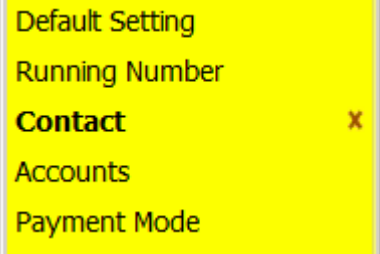
Test	• Click on TEST o To send a test mail to yourself/ username
Edit Save Undo	• Remember to click on SAVE

PAYMENT MODE SETTINGS		
		• Go to SETUP
		• Click PAYMENT MODE • Click NEW or EDIT

		• Ensure that you have a mode for Giro
		• CODE
		   o You must have a code for "GIRO"
		   o The system will reference to this code for Giro processes
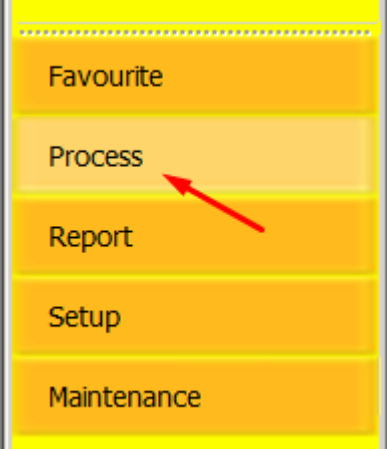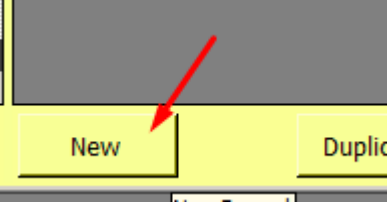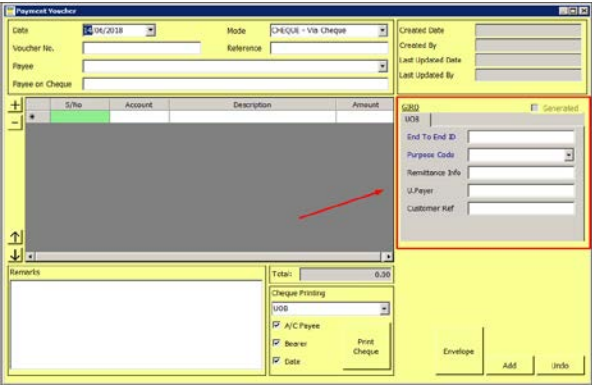
CONTACTS	
	• Go to SETUP
	• Click on CONTACT • Select your existing Supplier or Payee names and, • Click on EDIT
	• These are the details of your existing payees

- You will notice that there are additional fields to fill
- You will need to get your payee details for the following

- BIC
    - o Payee Bank's SWIFT CODE

- ACCOUNT NO
    - o Payee's Bank Account Number

- ACCOUNT NAME
    - o Payee's Name registered with the bank

PROCESS

PAYMENTS VIA GIRO	
	• Navigate to PROCESS
	• Click NEW
	• 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.

E.g.

- 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 `~@#$%^&*_=<>[]{}\|

	- For the system to process this payment under GIRO, for - MODE o Select GIRO - Click ADD or UPDATE to save the voucher
	- To send an email notification to the payee - Click on PRINT/ EMAIL
	- Select EMAIL and an email will be sent
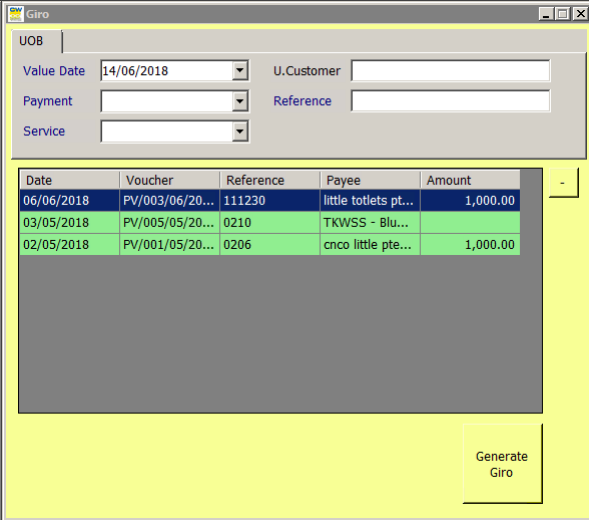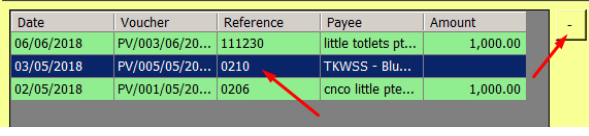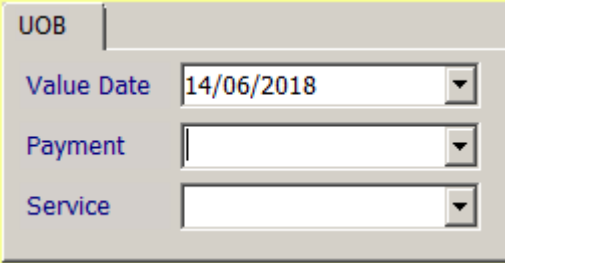
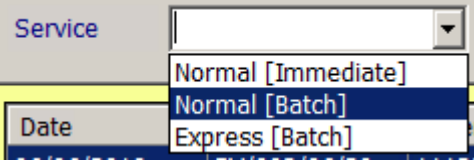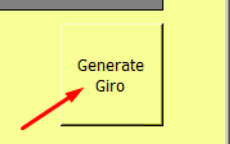|	
PROCESSING GIRO PAYMENTS	
	• Navigate to PROCESS
	• Click GIRO

	• You will notice there are 2 dialogue boxes pop up
	• Right dialogue box
	    ○ Voucher Selection Box
	• Left dialogue box
	    ○ GIRO Box

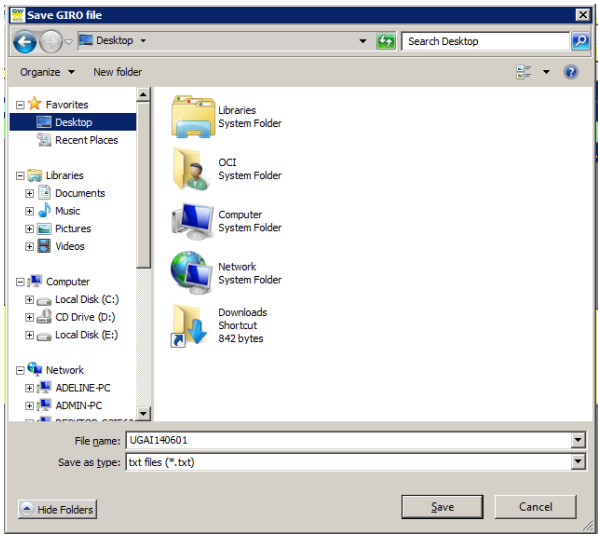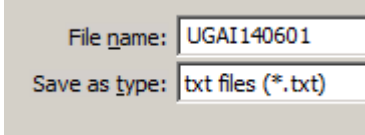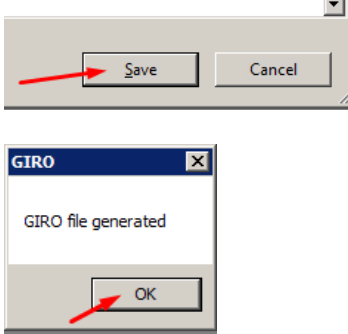|	
Voucher Selection Filter Date ☐ Show Generated Payee [ ] From 23/10/2015 ▾ Voucher [ ] To 06/06/2018 ▾ Cheque [ ] 	Date	Voucher	Refereence	Payee	Amount
---	---	---	---	---
02/05/2018	PV/001/05/20...	0206	cnco little pte...	1,000.00
03/05/2018	PV/005/05/20...	0210	TKWSS - Blu...	
30/05/2018	PV/010/05/20...		ABC Company	500.00
06/06/2018	PV/003/06/20...	111230	little totlets pt...	1,000.00	 🔄 Refresh Add	• Right box, VOUCHER SELECTION o This list out the outstanding GIRO payments yet process
Voucher Selection Filter Date ☐ Show Generated Payee [ ] From 23/10/2015 ▾ Voucher [ ] To 06/06/2018 ▾ Cheque [ ] 	Date	Voucher	Refereence	Payee	Amount
---	---	---	---	---

02/05/2018	PV/001/05/20	0206	cnco little pte	1,000.00		• VOUCHER SELECTION
						  o You may filter for certain payments that you may like to process first
						  o Note that once you have process their payments, they will be marked GENERATED and will not be listed in future
						  o Hence to call them out in future, you have to Check – SHOW GENERATED

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

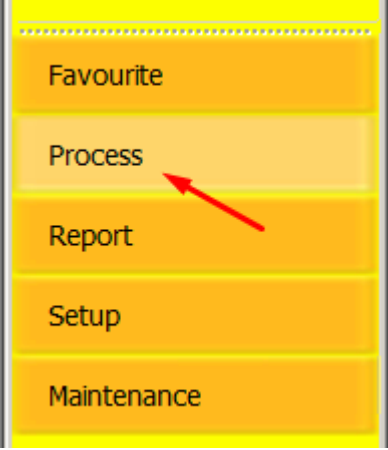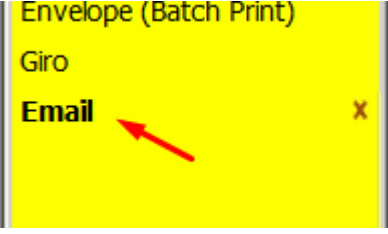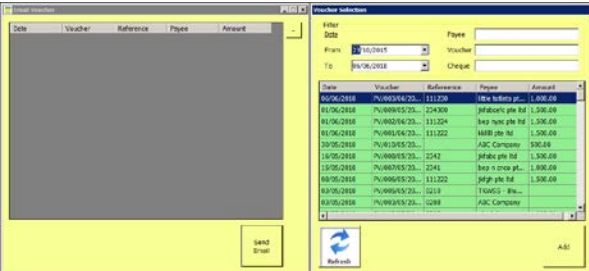|	
	• Once you have click ADD, • You notice the selections will populate on the Left GIRO dialogue box

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

	• Next at the GIRO box,
	• You have to enter
	• VALUE DATE
	  o This is a bank mandatory field
	  o This is the date when the payments are effected.
	  o 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).
	  o Please avoid submitting files too close to the cut-off times to avoid missing the submission deadline and incurring delay.
	
	• PAYMENT
	  o This is a bank mandatory field
	  o Select between PAYMENT or PAYROLL

	• SERVICE
	  o This is a bank mandatory field
	
	• Normal [Immediate]
	  o Immediate payment via FAST platform
	  o All receiving bank can be UOB and other bank accounts
	
	• Normal [Batch]
	  o Normal GIRO payments
	  o All receiving bank can be UOB and other bank accounts
	
	• Express [Batch]
	  o Express GIRO payments
	  o All receiving bank must be UOB Bank Group
	
	• Note that for
	  o Normal Service, value date cannot fall on Saturday, Sunday or Public Holiday, while for
	  o Express Service, value date cannot fall on Sunday and Public Holiday.

	• ULTIMATE ORIGINATING CUSTOMER
	  o Name or/and reference of the party where transaction is made on their behalf
	  o Must be different from Originating A/C name
	  o Leave blank if you are making the payment directly to the beneficiary
	
	• BULK CUSTOMER REFERENCE
	  o Will be printed on Originating Bank A/C statement internal reference
	  o Disallowed characters are `~@#$%^&*_=<>[]{}|

	• Click GENERATE GIRO

	• Browse to the location you would like to save the file

	• Note that the file has a certain naming format
	• DO NOT rename the filename
	• In this e.g. UGAI140601
	   ○ 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
	   ○ 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

	• Click SAVE • Click OK • Proceed to your bank website to import this file.

BATCH EMAIL NOTIFICATIONS		
		• Navigate to PROCESS
		• Click EMAIL

		• You will notice there are 2 dialogue boxes pop up
		• Right dialogue box
		  o Voucher Selection Box
		• Left dialogue box
		  o Email Voucher Box

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

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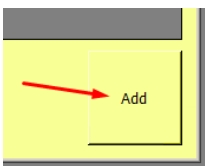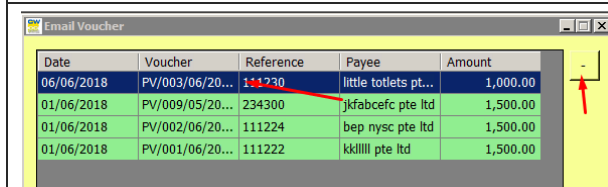

- To select the voucher to process, you can select:
- One-by-One
  - Click one-by-one and click ADD

- Multi-Select
  - Press CTRL & CLICK the respective voucher and click ADD

- Range Select
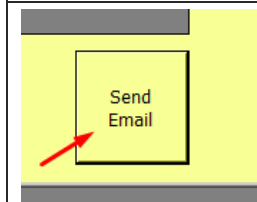 - Press SHIFT & CLICK the beginning and end of the voucher list

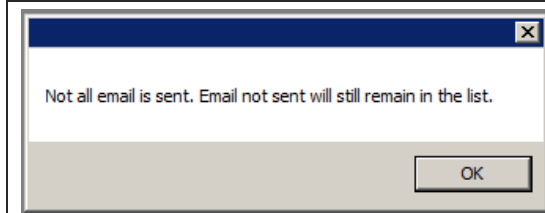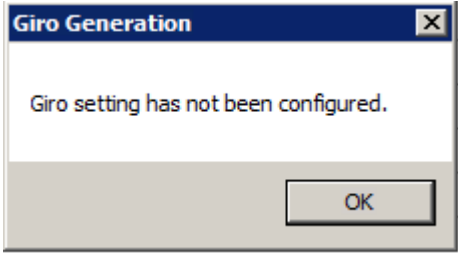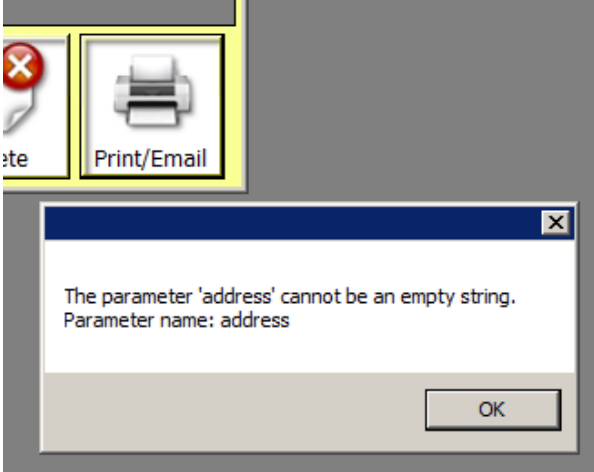|	
	• Once you have click ADD, • You notice the selections will populate on the Left GIRO dialogue box
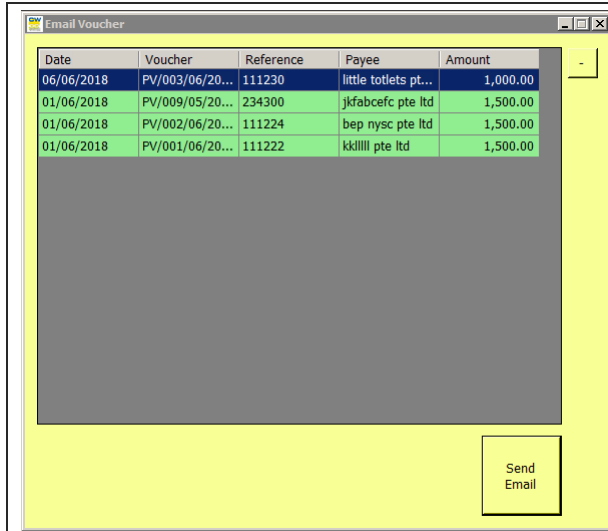
	• Should you have accidentally select certain voucher,
	• You may unselect it by
	    ○ CLICK on the voucher, and
	    ○ CLICK [-]

	• 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	
Giro Generation ☒ Giro setting has not been configured. OK	• I keep getting this message, why is it so? ○ When your system is upgraded to the GIRO feature, you need to first setup the GIRO settings before the system can be operated normally.
☒ Print/Email ☒ The parameter 'address' cannot be an empty string. Parameter name: address OK	• I tried sending email notification from the voucher to the payee, but get this message? ○ 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