

# Bankline SEPA Money Transfer Guide

V7.0 February 2019

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# Bankline SEPA Money Transfer Guide

## Important to note:

The Message ID tag (<MsgId>) must be unique for every file submitted into Ulster Bank. If a file is submitted where the message id is NOT unique it will not straight through process, which may result in payments being delayed

## 1. Initial setup by the Bank

On receipt by Ulster Bank of your SEPA Money Transfer application form, and subsequent completion of set up, you will be advised of your Originator Identification Number (OIN) by email.

## 2. Processing Timelines for SEPA Money Transfer

Please refer to the table below outlining the different processing timelines for SEPA Money Transfer:

Payment Type	When will beneficiary receive availability		Requested Execution Date of batch	Time file is fully authorised	Debit*/credit date
Same Day Payments	Ulster Bank Republic of Ireland Beneficiary	Immediately today	Today	Between 00.00 and 14.00 today	Today
	Other Beneficiary:	By close of business today			
Next day & Future Dated Payments	Ulster Bank Republic of Ireland Beneficiary:	From 16.20 <b>the day before</b> the Requested Execution date	Any future working day	Up to 19:00 <b>the day before</b> the Requested Execution Date	Requested Execution Date
	Other Republic of Ireland Beneficiary:	From 21.00 <b>the day before</b> the Requested Execution date			
	Beneficiary outside Republic of Ireland:	From 09:00 on Requested Execution Date.			

\* The value date of the debit, however see section 3 for details on the Visibility of Debit

The timeframe above refers to working days only. Files dated for non-working day will be re-dated and executed in line with other payments.

If you submit your file after the 19:00 cut off then it will be sent for processing in the next available cycle. Resulting in credits being achieved the next working day.

Same day Payments can only be processed if fully authorised by the same day cut off 14.00 on that day.

For details on upcoming non processing dates (Bankline holidays) please refer to your Bankline broadcast message facility on Bankline.

Ulster Bank cannot guarantee when the beneficiary Bank will make funds available and the above is a guide only.

Requested Execution Date is the value date as requested by you in the batch.

SEPA Money Transfer allows you to submit euro payments to cross-border accounts as well as to domestic accounts.

### 3. Visibility of Debit

You will have intraday visibility of the debit transaction of your payment file on the same day the file processes. You will notice that your available funds and intra day balances will reduce on that same day. These balances are called Today's ledger and Today's cleared balances and can be seen on the top right hand corner of your Bankline Account Statement screen. The debit posting will be applied on the next day after the payment files process. For example, if the value date on your payment file is Wed 8 Jan 2019, then the debit for this payment will be posted to your account on Wednesday night, with value date of Wednesday and this will be visible to you the next day, Thursday.

There will be no forward posting of the entry on the value date. You will need to ensure you have sufficient cleared funds by close of business on value date i.e. Wednesday to meet debit entries otherwise you may incur penalty or interest charges for exceeding any agreed overdraft limit.

### 4. Credit Limits

The limit represents the maximum value of credits you may input for a designated day. This will have been agreed when you applied for the SEPA Money Transfer service. The limit is checked against all batches submitted with the same requested execution date. Where a limit is exceeded, the relevant batch in your file may be rejected. You should always contact your Relationship Manager prior to the submission of a file containing a batch that may result in the limit being exceeded for the required execution date.

### 5. Debit Accounts

Upon the setup of SEPA Money Transfer your OIN must have at least one debit account linked to it for the processing of payments. This is the debit account that you must quote in the batch in your XML file. It must be a valid open account.

If the account is invalid or non operational, or if the account has not been linked to your OIN, then the batch may be rejected.

If you have to amend your debit account, in addition to amending it in your XML file, you should contact your Relationship Manager to link it to your OIN prior to the submission of files.

### 6. Returns and Rejections

All returns and rejections will be directed back to the originating account. Such entries will appear as credit items on your originating account.

### 7. XML Specifications/Format

The XML Guide is available from your Relationship Manager or visit [www.ulsterbank.ie/bankline](http://www.ulsterbank.ie/bankline)

### 8. Bankline Billing

We will calculate our charges for your usage of SEPA Money Transfer each month, through Bankline billing. You can access your billing detail on the 1st of the month on Bankline for the previous month's usage, under the 'View Notifications' screen. We will then apply the charge to your account on day 15 of each month, or the next working day.

For the details of the current charging for SEPA Money Transfer please visit [www.ulsterbank.ie/banklinepricing](http://www.ulsterbank.ie/banklinepricing)

### 9. Managing the SEPA Money Transfer Service

To begin using SEPA Money Transfer Service you must first assign Money Transfer roles to users, by either using the Master Roles already setup (section 9.1) or creating customer roles of your own and assign OINs to those specific users (section 9.2).

Please follow the steps in this guide to ensure correct set up of the system. These steps must be completed by a System Administrator.

**Note: We recommend if you are already using dual administration that you also ensure the new Money Transfer administration privileges, Manage User OINs and Manage Money Transfer preferences are also set, see section 17 for details.**

## 9.1. Assign Money Transfer Roles to Users

### Step 1 – Select the user

**Note:** The System Administrator must give themselves the Money Transfer administration roles before they can complete any Money Transfer administration for other users.

- Select **Administration** from the left hand menu
- Select **Manage Users**, the following screen is displayed listing all users in your company

**Ulster Bank** Bankline

Logged in as: USER3 UBR28USER3 of UBR28 You last logged in on: 16th December 2008 at 12:50

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Manage Users** [Help](#)

Display **10** Users per page [Go](#)

User ID	Forename	Surname	Status	Last log on date	Last log on time
UBR28USER1	USER1	UBR28USER1	Activation Code requested	n/a	n/a
UBR28USER2	USER2	UBR28USER2	Activation Code requested	n/a	n/a
UBR28USER3	USER3	UBR28USER3	Active	16/ 2/2008	14:15:32
UBR28USER4	USER4	UBR28USER4	Active	05/ 2/2008	11:57:52
UBR28USER5	USER5	UBR28USER5	Active	09/ 2/2008	09:49:47
ubr28user6	utr28	user6	Active	27/ 0/2008	10:34:05
UBRnolimit	Test	NoLimit	Active	26/06/2008	11:26:16

[Export all Users](#) [View all Users](#) [Create User](#) [Request Smartcard reader](#) [Search](#)

- Identify the specific user to give Money Transfer roles to, click on the underlined hyperlink

### Step 2 – Assign the role to the user

- The Edit user screen is displayed

**Edit User** [Help](#)

\* Indicates a required field

**User details**

User ID	Status	Active
UBR28USER3		

**User name**

Title

\* Forename

\* Surname

**Email address**

\* Email address

\* Confirm email address

**Login details**

User ID

**Postal address** [Use Customer address](#)

\* First line

\* Second line

Third line

Fourth line

\* Country

**Contact numbers**

Telephone

Mobile

Fax

**Attributes - confidentiality**

☐ User can access confidential accounts

**Payment limits**

Payment authorisation limit ☒ EUR

[Edit roles / smartcard](#) [Order new Activation Code](#)

[Back](#) [Continue](#)

- Scroll to bottom of page and select **Edit roles/smartcard**
- The following screen is displayed

**Ulster Bank** Bankline

Logged in as: **USER3 UBR28USER3** of **UBR28** You last logged in on: **16th December 2008 at 12:50**

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Edit User's roles** [Help](#)

Please select the Roles that you wish to assign to this User. You may only change 25 Roles at a time.

User details		
<b>User name</b>		
Title		
Forename	USER3	
Surname	UBR28USER3	
<b>Smartcard information</b>		
Order status	In progress (23/04/2009)	
Smartcard number	154655875890856	
Smartcard status	Active	

Display **5** Roles per page [Go](#)

<input type="checkbox"/>	Role Name	Role Type
<input type="checkbox"/>	1 Superuser MT	Master Role
<input type="checkbox"/>	1 Superuser SD	Master Role
<input checked="" type="checkbox"/>	2 Admin MT	Master Role
<input checked="" type="checkbox"/>	2 Admin SD	Master Role
<input checked="" type="checkbox"/>	3 Download SD	Master Role

[Reset tick boxes](#) [Order replacement Smartcard](#) [Order new Smartcard Reader](#)

! Actions can only be performed one page at a time. Please complete all actions on this page before selecting the next page.

[Back](#) [Continue](#)

- Master roles have already been setup for SEPA Money Transfer for ease of use, these are
    - **Superuser MT** – allows full SEPA Money Transfer administration functionality, submit, authorise, remove, download and file enquiry permissions for assigned OINs
    - **Admin MT** – allows full SEPA Money Transfer administration functionality only
    - **Submitter MT** – allows file submit, remove, download and file enquiry permissions for assigned OINs
    - **Authoriser MT** – allows file authorise, remove, download and file enquiry permissions for assigned OINs
    - **Submit & Auth MT** – allows file submit, authorise, remove, download and file enquiry permissions for assigned OINs
  - Select the required roles by clicking in the box to add or remove a tick, by adding a tick to the box the role will be assigned, removing a tick will remove that role
  - Select Continue when role selection is complete, then select Confirm changes on the Edit user confirmation screen
- Note: When you assign the role to a user, that user will be able to perform that role for all OINs allocated to that user.**
- If you have added a role which requires smartcard authorisation (identified by a padlock displayed beside the role name) then the screen below will be displayed. If you added a role which does not require smartcard authorisation the Manage Users screen will be displayed and the change is available to the user, proceed to section 9.2.

Bankline

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  - Manage Account Sets
  - Manage Users
  - Register accounts
  - Authorise change
  - Abandon changes
  - Manage User ONs
  - Manage money transfer preferences
  - Manage User Creditor IDs
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- Money transfer
- SEPA Money transfer
- Statement download
- SEPA DD Origination
- Trade

Logged in as: USER3 UBR20USER3 of UBR20

You last logged in on: 16th December 2008 at 12:50

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Edit User**

To complete this action you need to confirm the change by authenticating the action with your Smartcard and Smartcard reader. To do this now click here.

To do this later click on the Smartcard authorisation menu option on the left hand side.

[Continue](#)

[Help](#)

Click on **To do this now click here**

- The Smartcard authorisation screen is displayed

Bankline

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Logged in as: USER3 UBR20USER3 of UBR20

You last logged in on: 16th December 2008 at 12:50

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Smartcard authorisation**

	Change description	Details	Change date	Change time
<input checked="" type="checkbox"/>	Amend user - token required	UBR20USER3	16/12/2008	14:32:28

[Cancel selected](#) [Authorise selected](#)

[Cancel outstanding changes from all Users](#)

[Help](#)

- Select your change by ticking the relevant box on screen then click **Authorise selected**
- The Smartcard authorisation screen is displayed for entering response code

Bankline

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- Trade

Logged in as: USER3 UBR20USER3 of UBR20

You last logged in on: 16th December 2008 at 12:50

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Smartcard authorisation**

To complete this action you need to authorise the change with your Smartcard and reader.

Please enter the following challenge code into your Smartcard reader:

123456789

Once validated, please enter your signature response code here before pressing Go:

[Go](#)

[Cancel](#)

[Help](#)

- You are required to authorise your action using your smartcard and reader.
- To do this insert your smartcard into your reader, chip facing forward.
- Switch the reader on and press **sign**
- Enter the challenge code into the smartcard reader, press **ok**
- Enter your 4 digit PIN, press **ok**
- You will be presented with a signature response code that should be entered into the blank box on this screen, click **Go**

**Ulster Bank** Bankline

Logged in as: USER3 UBR28USER3 of UBR28 You last logged in on: 16th December 2008 at 12:58

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Smartcard authorisation**

✓ Selected changes authorised

	Change description	Details	Change date	Change time
<input checked="" type="checkbox"/>	Amend user - token required	UBR28USER3	16/12/2008	14:32:28

[Help](#) [Continue](#)

Depending on your Dual Administration settings (see section 17), this action may need to be authorised by a second user.

## 9.2. Assign OIN to Users

Now the new SEPA Money Transfer roles have been assigned to your users, the next step is to assign OINs.

### Step 1 – Select the user

- Select **Administration** from the left hand menu

**Ulster Bank** Bankline

Logged in as: user4 UBR20USER4 of UBR20 You last logged in on: 19th November 2008 at 12:23

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Manage User OINs**

Assign or remove Originator Identification Numbers (OINs) by clicking on the required User ID.

Display 10 Users per page [Go](#)

User ID	Forename	Surname	Status	Last log on date	Last log on time
UBR20USER1	USER1	UBR20USER1	Activation Code requested	n/a	n/a
UBR20USER2	USER2	UBR20USER2	Activation Code requested	n/a	n/a
UBR20USER3	USER3	UBR20USER3	Activation Code requested	n/a	n/a
UBR20USER4	user4	UBR20USER4	Active	18/12/2008	11:47:43
UBR20USER5	USER5	UBR20USER5	Active	10/12/2008	11:10:34
UBR20USER6	Eric	Cantona	Active	30/06/2008	11:55:42
UBR20USER7	Ryan	Giggs	Active	19/11/2008	11:58:35

[View all Users](#)

- Select **Manage User OINs**, the following screen is displayed listing all users in your company
- Identify the specific user to assign OINs to, click on the underlined hyperlink

## Step 2 – Assign/remove OIN

- The Assign or remove Originator Identification Numbers (OINs) screen is displayed

Ulster Bank Bankline

Administration Customer details Manage accounts Manage Account Sets Manage Users Register accounts Authorise change Abandon changes Manage User OINs Manage money transfer preferences Manage User Creditor IDs Set your preferences Account information Bank messages Audit Payments Money transfer SEFA Money transfer SEFA DD Origination Trade

logged in as: user 4 UBR20USER4 of UBR20 You last logged in on: 19th November 2006 at 12:23

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Assign or remove Originator Identification Numbers (OINs) Help

User details  
User ID: UBR20USER4  
Title: MSS  
Forename: user 4  
Surname: UBR20USER4

	OIN(s)
<input type="checkbox"/>	222314
<input type="checkbox"/>	30C304
<input checked="" type="checkbox"/>	006544

Back Continue

- Select the required OINs by clicking in the box to add or remove a tick, by adding a tick to the box the OIN will be assigned, removing a tick will remove that OIN from the User.
- When selection is complete click Continue.

## Step 3 – Confirm changes

- The Confirm OIN(s) screen is displayed

Ulster Bank Bankline

Administration Customer details Manage accounts Manage Account Sets Manage Users Register accounts Authorise change Abandon changes Manage User OINs Manage money transfer preferences Manage User Creditor IDs Set your preferences Account information Bank messages Audit Payments Money transfer SEFA Money transfer SEFA DD Origination Trade

logged in as: user 4 UBR20USER4 of UBR20 You last logged in on: 19th November 2006 at 12:23

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Confirm OIN(s) Help

You are about to amend the user's OINs, the list below contains the OINs that will be assigned to the User.

User details  
User ID: UBR20USER4  
Title: MSS  
Forename: user 4  
Surname: UBR20USER4

OIN(s)
006544

Back Cancel Confirm

- Click **Confirm** to proceed with the changes
- The Manage User OINs screen is redisplayed
- Depending on your Dual Administration settings (see section 11), this action may need to be authorised by a second user.

### 9.3. Setting Dual file authorisation

The SEPA Money Transfer service requires any submitted file to be authorised. If a user has both submit and authorise privileges this can be done by one user in a single step, otherwise it will require 2 users, one who has submit privilege and a 2nd user who had an authorise privilege for that same OIN.

If your company requires a further level of authorisation this is achieved via Manage Money Transfer preferences. If Dual file authorisation is set to yes the file must be authorised by 2 users.

By default when you are initially setup with the SEPA Money Transfer service, dual file authorisation is set to “No”, if you wish to change this setting at this point or any time in the future the following steps explain how to do this.

**Note: We recommend if you are planning on setting “Manage money transfer preferences” to Yes, that you also ensure this privilege is subject to dual administration, see section 17.**

#### Step 1 – Check your current settings

- Click on **Manage money transfer preferences** on the left hand menu
- The Manage money transfer preferences screen is displayed

Ulster Bank Bankline

Logged in as: user4UBR20USER4 of UBR20 You last logged in on: 7th January 2014 at 10:46

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Manage money transfer preferences

Dual file authorisation	Yes
SEPA Money transfer available	Yes
Dual running of Money transfer services	Yes

Edit

#### Step 2 – Change your current settings

- To change your settings click Edit
- The Edit money transfer preferences screen is displayed

Ulster Bank Bankline

Logged in as: user4UBR20USER4 of UBR20 You last logged in on: 7th January 2014 at 11:44

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Edit money transfer preferences

Dual file authorisation	<input checked="" type="radio"/> Yes - if 2 authorisers are required <input type="radio"/> No - if only 1 authoriser is required
SEPA Money transfer available	Yes
Dual running of Money transfer services	Yes

Back Continue

- Change the setting by ticking the relevant option, Yes if 2 authorisers are required, No if only 1 authoriser is required, click **Continue**
- The Confirm money transfer preferences screen is displayed

**Ulster Bank** Bankline

Logged in as: user4UBR20USER4 of UBR20 You last logged in on: 7th January 2014 at 10:46

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Confirm money transfer preferences**

**You are about to amend your preferences**

Dual file authorisation	No - if only 1 authoriser is required
SEPA money transfer available	Yes
Dual running of Money transfer services	Yes

[Back](#) [Cancel](#) [Confirm](#)

### Step 3 – Confirm your changes

- Click **Confirm** to make your changes

**Ulster Bank** Bankline

Logged in as: user4UBR20USER4 of UBR20 You last logged in on: 6th January 2014 at 16:36

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Manage money transfer preferences**

Dual file authorisation	No
SEPA money transfer available	Yes
Dual running of Money transfer services	Yes

[Edit](#)

## Step 4 – Authorise your changes

- Select **Administration** from the left hand menu
- Select **Authorise changes**, the following screen is displayed listing all changes to be authorised

The screenshot shows the Ulster Bank Bankline interface. The top header includes the Ulster Bank logo and 'Bankline'. A navigation bar contains links for 'Terms & Conditions', 'Accessibility', and 'Log Out'. The left sidebar lists various menu items under 'Administration', including 'Customer details', 'Manage accounts', 'Manage Account Sets', 'Manage roles', 'Manage Users', 'Register accounts', 'Authorise change', 'Abandon changes', 'Smartcard authorisation', 'Manage User O/Ns', 'Manage money transfer preferences', and 'Manage User statement download'. The main content area shows the user is logged in as 'user4UBR20USER4 of UBR20' and was last logged in on 6th January 2014 at 16:36. A red-bordered broadcast message states: 'Broadcast: You have received new urgent message(s). Select [Read Urgent Messages](#) to view these. NB: The current page and any data selected/input will not be affected when viewing the message.' Below this is a 'Help' link. The title 'Authorise change' is displayed. A table lists changes to be authorised:

Change description	Status	Details	User ID	Inputter	Change date	Change time
Manage money transfer preferences	Pending	00000233219	ubri3DK	DK ubri3DK	13/01/2014	13:02:58

- Click on the hyperlink of the required change to be authorised
- The Authorise money transfer preferences screen is displayed

The screenshot shows the Ulster Bank Bankline interface for the 'Authorise money transfer preferences' screen. The top header and navigation bar are identical to the previous screen. The left sidebar is also identical. The main content area shows the user is logged in as 'user4UBR20USER4 of UBR20' and was last logged in on 6th January 2014 at 16:36. A red-bordered broadcast message is the same as in the previous screen. Below this is a 'Help' link. The title 'Authorise money transfer preferences' is displayed. A table shows the current status and details of the change:

Status	Details
Pending	233219
Customer ID	UBR20
Customer name	UBR20

Below the table, there is a section for 'Preference details' with two columns: 'Current Data' and 'Changed Data'.

Preference details	Current Data	Changed Data
Dual file authorisation	Yes - if 2 authorisers are required	No - if only 1 authoriser is required
SEPA Money transfer available	Yes	
Dual running of Money transfer services	Yes	

At the bottom of the screen, there are three buttons: 'Back', 'Abandon changes', and 'Accept changes'.

- Select **Accept changes**
- The Authorise change is displayed, highlighting that the item no longer requires authorisation

Bankline

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Administration
 

- Customer details
- Manage accounts
- Manage Account Sets
- Manage roles
- Manage Users
- Register accounts
- Authorise change
- Abandon changes
- Smartcard authorisation
- Manage User OINs
- Manage money transfer preferences
- Manage User statement download

Set your preferences
 

- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
- SEPA Money transfer
- Statement download
- SEPA DD Origination
- Trade

Logged in as: user4 UBR20USER4 of UBR20
 You last logged in on: 6th January 2014 at 16:36

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

### Authorise change

Change description	Status	Details	User ID	Inputter	Change date	Change time
No data found						

## 9.4. Check your user setup

Once you have assigned roles and OINs to your users you can check the setup using the View all Users report.

### Step 1 - View all users

- To check the setup of your customers for the SEPA Money Transfer service, a report can be produced detailing each user along with the roles and OINs relating to SEPA Money Transfer
- Select **Administration** from the left hand menu
- Select **Manage User OINs**, the following screen is displayed listing all users in your company

Bankline

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Administration
 

- Customer details
- Manage accounts
- Manage Account Sets
- Manage Users
- Register accounts
- Authorise change
- Abandon changes
- Manage User OINs
- Manage money transfer preferences
- Manage User Credit IDs

Set your preferences
 

- Account information
- Bank messages
- Audit
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Logged in as: user4 UBR20USER4 of UBR20
 You last logged in on: 6th December 2008 at 16:48

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

### Manage User OINs

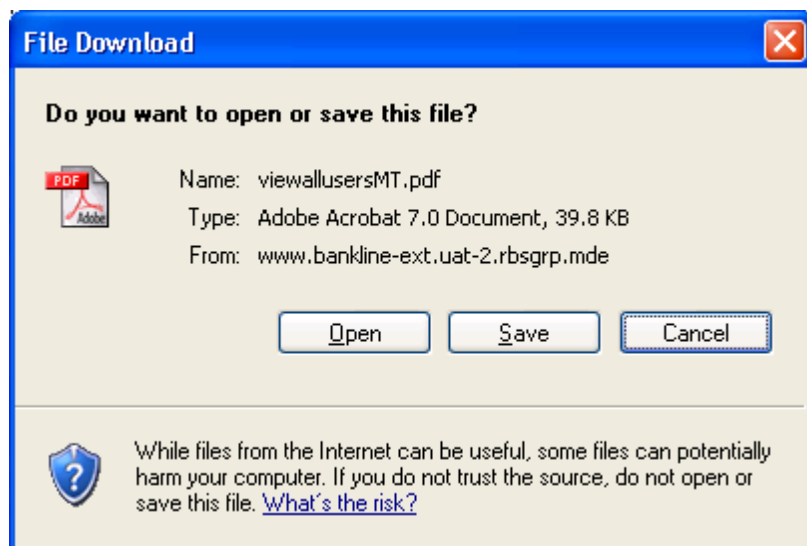
Assign or remove Originator Identification Numbers (OINs) by clicking on the required User ID.

Display  Users per page [Go](#)

User ID	Username	Surname	Status	Last log on date	Last log on time
UBR20USER1	USER1	UBR20USER1	Activation Code requested	n/a	n/a
UBR20USER2	USER2	UBR20USER2	Activation Code requested	n/a	n/a
UBR20USER3	USER3	UBR20USER3	Activation Code requested	n/a	n/a
UBR20USER4	user4	UBR20USER4	Active	16/12/2008	11:26:13
UBR20USER5	USER5	UBR20USER5	Active	10/12/2008	11:10:34
UBR20USER6	Eric	Cartone	Active	30/06/2008	11:55:42
UBR20USER7	Ryan	Giggs	Active	19/11/2008	11:58:35

[View all Users](#)

- Click **View all Users** to access the report



- You can choose to **Open** the report as a PDF, or to **Save** to your PC or network drive.
- Here is an example of the PDF that is produced



Bankline

#### Customer information

Customer ID	1000671	
Customer name	UBR20	
Dual file authorisation	No	
OINs registered to customer		
222314	300304	886644

#### User information

User ID	UBR20USER4	
Money transfer privileges	Authorise file, Download file, File enquiry, Manage money transfer preferences, Manage money transfer Users, Remove file, Submit file, View User OINs report	
OINs assigned to user		
886644		

---

User ID	UBR20USER5	
Money transfer privileges	Download file, File enquiry, Manage money transfer preferences, Manage money transfer Users, Remove file, Submit file, View User OINs report	
OINs assigned to user		
222314	300304	886644

---

User ID	UBR20USER7	
Money transfer privileges	Authorise file, Download file, File enquiry, Manage money transfer preferences, Manage money transfer Users, Remove file, View User OINs report	
OINs assigned to user	No OINs assigned.	

## 10. Test Files

You have the option to submit a test file at any time, for example if you have made changes to your own systems generating the file, you may want to confirm that your file will still be accepted.

This gives both you and the Bank the opportunity to confirm that your file structure is correct **before** you submit your first “live” file.

Once submitted, a test file will be sent for verification, it does not require authorisation.

You will then get the result of the test immediately – the following report will be displayed on screen.

The screenshot shows the Ulster Bank Bankline interface. The top header includes the Ulster Bank logo and the word 'Bankline'. Below the header, there are links for 'Terms & Conditions', 'Accessibility', and 'Log-Out'. The left sidebar contains a navigation menu with options: Administration, Set your preferences, Account information, Bank messages, Audit, Money transfer, and SEPA Money transfer (which is expanded to show 'Submit file', 'Remove file', and 'File enquiry'). The main content area shows the user is logged in as 'user4UBR20USER4 of UBR20' and was last logged in on '18th December 2008 at 10:48'. A red-bordered box highlights a 'Broadcast' message: 'You have received new urgent message(s). Select [Read Urgent Messages](#) to view these. NB: The current page and any data selected/input will not be affected when viewing the message.' Below this, the 'File details for submission' section shows a success message: 'Your test file has been validated successfully.' A 'File summary' table follows, listing details such as File ID (1000006512), OIN (450000), Number of batches (1), Number of transactions (1), Total amount (EUR 20000.00), Earliest requested execution date (06/01/2014), File name (0065 ub org.xml), File location (Your selected file location), and Submission type (Test). A 'Back' button is located at the bottom left of the summary table.

**Ulster Bank** Bankline

Logged in as: user4UBR20USER4 of UBR20 You last logged in on: 18th December 2008 at 10:48

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**File details for submission**

✓ Your test file has been validated successfully.

File summary	
File ID	1000006512
OIN	450000
Number of batches	1
Number of transactions	1
Total amount	EUR 20000.00
Earliest requested execution date	06/01/2014
File name	0065 ub org.xml
File location	Your selected file location
Submission type	Test

[Back](#)

Please note that a test file is purely to check that your file’s XML structure is valid for SEPA Money Transfer. Checks on actual content, such as BIC or IBAN validation, is not carried out in a test file.

Follow section 11 on details of how to submit your “test” file.

## 11. Submitting a file

Please ensure that sections 9.1 and 9.2 have been completed to add necessary roles and OINs to the user before attempting to submit a file.

Depending on your privilege setup the process of submitting and authorising a file can be completed by:-

### One user:

- Dual file authorisation is set to **No**, all files therefore require to be authorised by only 1 user
- **User 1** has submit **and** authorise privileges

### Two users:

- Option 1
  - Dual file authorisation is set to **No**, all files therefore require to be authorised by only 1 user
  - **User 1** has submit privilege
  - **User 2** has authorise privilege
- Option 2
  - Dual file authorisation is set to **Yes**, all files therefore require to be authorised by 2 users
  - **User 1** has submit and authorisation privileges
  - **User 2** has authorise privilege

### Three users:

- Dual file authorisation is set to **Yes**, all files therefore require to be authorised by 2 users
- **User 1** has submit privilege
- **User 2** has authorise privilege
- **User 3** has authorise privilege

**Note:** Files can be given **any name** but must end in extension **.xml** or **.XML**. The file name to be imported (including file extension) must not be greater than 50 characters.

Bankline SEPA Money Transfer can support xml files up to a file size of 20 megabytes. Files greater than 20 megabytes will be rejected when importing.

### Step 1 – Select Submit file menu option

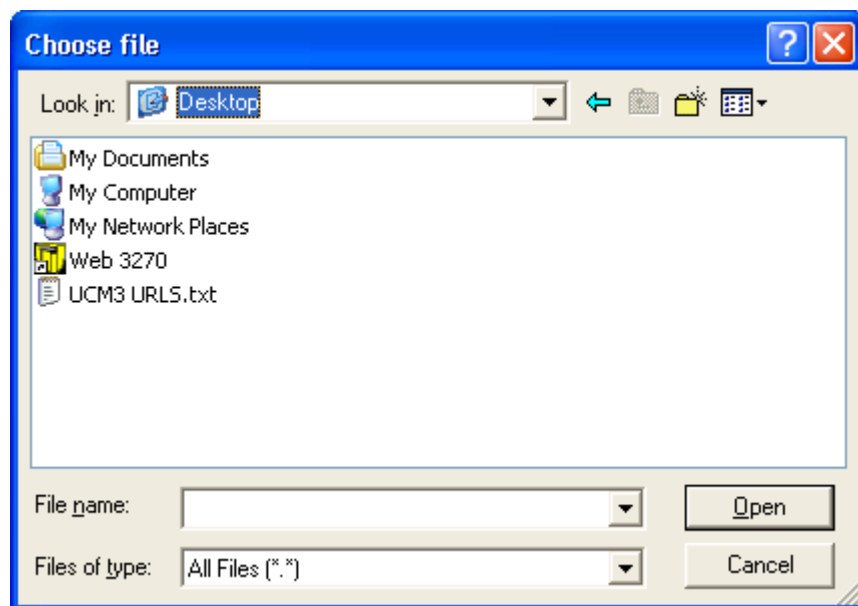
- Select **SEPA Money transfer** from the left hand menu
- The SEPA Money transfer screen is displayed




- The menu items displayed are dependant on privileges assigned to the user
- Click on **Submit file**
- The Submit file screen is displayed

## Step 2 – Choose the file to be submitted

- Click **Browse** to find the location of your file



- Navigate to the location of your file, click on the file then click **Open**
- The Submit file screen is populated with details of your file

 **Ulster Bank**

Bankline

Terms & Conditions Accessibility Log-Out

Logged in as: 0608R1 0608R1U1 of 0608R1 You last logged in on: 21st August 2013 at 09:28

- Administration
  - Set your preferences
  - Account information
  - Bank messages
  - Audit
  - Payments
  - View Notification
  - Money transfer
  - SEPA Money transfer
    - Submit file
    - Authorise file
    - Remove file
    - File enquiry
    - Download file
  - Trade

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

**Submit file**  
Please wait while your file is uploaded. Once your file has been successfully uploaded it will appear in the File Summary.

Locate file

File location and name:  [Browse...](#)

Submission type: ☒ Live ☐ Test

[Back](#) [Upload file](#)

- The submission type is defaulted to “Live”, if you wish to submit a “Test” file click the relevant radio button.
- Click on **Upload file**

### Step 3 – Confirm file details

- The File details for submission screen is displayed detailing the file summary

**Ulster Bank** Bankline

Administration | Set your preferences | Account information | Bank messages | Audit | Payments | View Notification | Money transfer | SEPA Money transfer | Submit file | Authorise file | Remove file | File enquiry | Trade

Logged in as: 0608R1 0608R1U1 of 0608R1 | You last logged in on: 1st December 2013 at 07:44

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**File details for submission** ? Help

File summary	
File ID	S18.2-1-886646-20131202
OIN	886646
Number of batches	1
Number of transactions	1
Total amount	EUR 0.01
Earliest requested execution date	23/12/2013
File name	s18.2-1-886646-20131202.xml
File location	Your selected file location
Submission type	Live

Back | Cancel file | Submit file

- Click on **Submit file**
- The smartcard authorisation screen is displayed for entering the response code

**Ulster Bank** Bankline

Administration | Set your preferences | Account information | Bank messages | Audit | Payments | View Notification | Money transfer | SEPA Money transfer | Submit file | Authorise file | Remove file | File enquiry | Download file | Trade

Logged in as: 0608R1 0608R1U1 of 0608R1 | You last logged in on: 23rd August 2012 at 15:0

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Smartcard authorisation** ? Help

To complete this action you need to authorise the change with your Smartcard and reader.

Please enter the following challenge code into your Smartcard reader:  
123456789

Once validated, please enter your signature response code here before pressing Go:  
 Go

Cancel

- You are required to authorise your action using your smartcard and reader.
- To do this insert your smartcard into your reader, chip facing forward.
- Switch the reader on and press **sign**
- Enter the challenge code into the smartcard reader, press **ok**
- Enter your 4 digit PIN, press **ok**
- You will be presented with a signature response code that should be entered into the blank box on this screen, click **Go**

Bankline

[Terms & Conditions](#)
[Accessibility](#)
[Log-Out](#)

- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
  - SEPA Money transfer
    - Submit file
    - Authorise file
    - Remove file
    - File enquiry
- Trade

Logged in as: 0608R1 0608R1U1 of 0608R1

You last logged in on: 1st December 2013 at 07:44

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

File submitted - Awaiting 2nd authorisation

**File summary**

File ID	518.2-1-886646-20131202
CIN	886646
Number of batches	1
Number of transactions	1
Total amount	EUR 0.01
Earliest requested execution date	23/12/2013
File name	s18.2-1-886646-20131202.xml
File location	Your selected file location

**File history**

File status	Awaiting 2nd authorisation
Date & time of submission	12:03 on 02/12/2013
Submitted by	0608R1U1

[Submit another file](#)

- The file summary is updated, file history is now also included showing file status, and details of who submitted the file and the date and time. The file is now awaiting authorisation.

## Step 4 – Error Handling

- If a file is submitted that contains syntax errors i.e. errors in the way that the file is constructed, the file will be rejected in Bankline and error messages will be displayed on screen

Bankline

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- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
  - SEPA Money transfer
    - Submit file
    - Authorise file
    - Remove file
    - File enquiry
    - Download file
- Trade

Logged in as: 0608R1 0608R1U1 of 0608R1

You last logged in on: 16th September 2013 at 15:51

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

Submit file

**File failed validation. Please correct the file and resubmit.**

**Locate file**

File location and name:  [Browse...](#)

Submission type: ☒ Live ☐ Test

File Error: Not enough elements to match content model : '((MsgId,CredtTm,BtchBookg,NbOfTxs,CtrlSum,Grpg),InitgPty)' (line 11, column 10)

[Back](#)
[Upload file](#)

For Example the screen above shows that the file submitted has failed validation. The error message is as follows:

**Not enough elements to match content model :**  
**'((MsgId,CredtTm,BtchBookg,NbOfTxs,CtrlSum,Grpg),InitgPty)' (line 11, column 10)**

This shows that the file was submitted with the InitgPty element missing.

- In order to help Ulster Bank to assist with any trouble shooting or analysis of the errors reported please note the error message that appears on screen or capture a screen shot showing the error message.

## 12. Authorising a file

In our example we require 2 users to complete the submission and authorisation process to submit a file for processing. These steps through the authorisation process must be completed by User 2. This will be repeated by User 3 if Dual Authorisation is enabled.

### Step 1 – Select authorise file menu option

- Select **SEPA Money transfer** from the left hand menu
- The SEPA Money transfer screen is displayed

The screenshot shows the Ulster Bank Bankline interface. The top navigation bar includes the Ulster Bank logo, the word 'Bankline', and links for 'Terms & Conditions', 'Accessibility', and 'Log Out'. The left sidebar menu lists various options: Administration, Set your preferences, Account information, Bank messages, Audit, Payments, View Notification, Money transfer, SEPA Money transfer (highlighted), Submit file, Authorise file, Remove file, File enquiry, and Trade. The main content area displays a 'Broadcast' message about urgent messages and a 'SEPA Money transfer' section with the text 'With SEPA Money transfer you can do the following:'. Below this, a list of actions is shown: Submit file, Authorise file, Remove file, and File enquiry. The 'Authorise file' option is highlighted.

- The menu items displayed are based on privileges assigned to the user
- Click on **Authorise file**
- The Authorise file screen is displayed

### Step 2 – Select file to be authorised

The screenshot shows the Ulster Bank Bankline interface at the 'Authorise file' screen. The top navigation bar is the same as the previous screenshot. The left sidebar menu is also the same, with 'SEPA Money transfer' highlighted. The main content area displays a 'Broadcast' message and the 'Authorise file' section with the text 'Click on the File ID of the file you wish to authorise'. Below this, a table lists files for authorisation:

File ID	OIN	File status	Submitted by	Submitted date & time	Total amount
S:8.2.1-886648-20131202	886648	Awaiting 2nd authorisation	0608R1U1	02/12/2013 12:03	EUR 0.01

Below the table, there is a 'Back' button.

- Select hyperlink of file to be authorised

The Confirm file authorisation screen is displayed

Ulster Bank Bankline

Terms & Conditions Accessibility Log-Out

Logged in as: 0608R1 0608R1U2 of 0608R1 You last logged in on: 1st December 2013 at 07:44

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Confirm file authorisation** Help

File summary	
File ID	518.2-1-486646-20131202
ON	886646
Number of batches	1
Number of transactions	1
Total amount	EUR 0.01
Earliest requested execution date	23/12/2013
File name	518.2-1-486646-20131202.xml
File location	Your selected file location

File history	
File status	Awaiting 2nd authorisation
Date & time of submission	12:03 on 02/12/2013
Submitted by	0608R1U1
Date & time of 1st authorisation	12:03 on 02/12/2013
1st authorised by	0608R1U1

Back Confirm authorisation

- Click on **Confirm authorisation**
- The smartcard authorisation screen is displayed for entering the response code

Ulster Bank Bankline

Terms & Conditions Accessibility Log-Out

Logged in as: 0608R1 0608R1U1 of 0608R1 You last logged in on: 23rd August 2012 at 15:0

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Smartcard authorisation** Help

To complete this action you need to authorise the change with your Smartcard and reader.

Please enter the following challenge code into your Smartcard reader:

123456789

Once validated, please enter your signature response code here before pressing Go:

Go

Cancel

- You are required to authorise your action using your smartcard and reader
- To do this insert your smartcard into your reader, chip facing forward
- Switch the reader on and press **sign**
- Enter the challenge code into the smartcard reader, press **ok**
- Enter your 4 digit PIN, press **ok**
- You will be presented with a signature response code that should be entered into the blank box on this screen, click **Go**

- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- View Notification
- Money transfer
- SEPA Money transfer
  - Submit file
  - Authorise file
  - Remove file
  - File enquiry
- Trade

Logged in as: 0608R1 0608R1U2 of 0608R1

You last logged in on 1st December 2013 at 07:44

### Broadcast:

You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

## File authorised - awaiting validation

File summary	
File ID	S18.2-1-886646-20131202
QIN	886646
Number of batches	1
Number of transactions	1
Total amount	EUR 0.01
Earliest requested execution date	23/12/2013
File name	s18.2-1-886646-20131202.xml
File location	Your selected file location

File history	
File status	Awaiting validation
Date & time of submission	12:03 on 02/12/2013
Submitted by	0608R1U1
Date & time of 1st authorisation	12:03 on 02/12/2013
1st authorised by	0608R1U1
Date & time of 2nd authorisation	12:06 on 02/12/2013
2nd authorised by	0608R1U2

[Continue](#)

- The file history has been updated, the file is now awaiting validation
- The file will now be passed to the Bank for processing
- The status of your file can be checked using the File Enquiry option see Section 15

**Note: Authorised files will be at “awaiting validation” status until the file is fully validated. Once the validation has been completed successfully the file will go to “accepted” status. The time required for this processing will vary depending on file size etc.**

Once the file has passed file validation, the batches and transactions then have to be validated.

See note under File Enquiry as the batch and transaction status need to be checked to confirm the status of payments. The status of the file will not change even if all the batches within the file have been rejected.

## 13. Remove a file

A SEPA Money Transfer file that has been submitted on Bankline can only be removed by the user when it is in either **Awaiting authorisation** or **Awaiting 2nd authorisation** state

**Note:** File removal is not subject to Dual File Authorisation

**Note:** Removal of batches and transactions can also be completed – see section 14

### Step 1 – Select remove file menu option

- Select **SEPA Money transfer** from the left hand menu
- The SEPA Money transfer screen is displayed

The screenshot shows the Ulster Bank Bankline interface. The left-hand menu is expanded to show the 'SEPA Money transfer' option. The main content area displays the 'SEPA Money transfer' screen, which includes a 'Broadcast' message and a list of actions: Submit file, Authorise file, Remove file, and File enquiry. The 'Remove file' option is highlighted.

**Ulster Bank** Bankline

Logged in as: 0608R1 0608R1U1 of 0608R1 You last logged in on: 11th January 2014 at 00:49

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**SEPA Money transfer**

With SEPA Money transfer you can do the following:

- Submit file
- Authorise file
- Remove file
- File enquiry

- The menu items displayed are based on privileges assigned to the user
- Click on **Remove file**
- The Remove file screen is displayed

### Step 2 – Select file to be removed

The screenshot shows the Ulster Bank Bankline interface. The left-hand menu is expanded to show the 'Remove file' option. The main content area displays the 'Remove file' screen, which includes a 'Broadcast' message and a table of files to be removed. The 'Remove file' option is highlighted.

**Ulster Bank** Bankline

Logged in as: 0608R1 0608R1U1 of 0608R1 You last logged in on: 11th January 2014 at 00:49

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Remove file**

Click on File ID to remove file.

File ID	OIN	File status	Submitted by	Submitted date & time	Total amount
<a href="#">DK-886646-20140106</a>	886646	Awaiting 2nd authorisation	0608R1U1	06/01/2014 11:22	EUR 0.01
<a href="#">SEPAMTSKD-886646-20140113</a>	886646	Awaiting 2nd authorisation	0608R1U1	13/01/2014 13:16	EUR 0.01

[Back](#)

- File status can only be “Awaiting authorisation” or “Awaiting 2nd authorisation”
  - Select hyperlink of file to be removed
  - The Confirm file removal screen is displayed

Bankline

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- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
  - SEPA Money transfer
    - Submit file
    - Authorise file
    - Remove file
    - File enquiry
- Trade

Logged in as: 0608R1 0608R1U1 of 0608R1

You last logged in on: 11th January 2014 at 00:49

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

### Confirm file removal

File summary	
File ID	DK-886646-20140106
OIN	886646
Number of batches	1
Number of transactions	1
Total amount	EUR 0.01
Earliest requested execution date	06/01/2014
File name	dk-886646-20140106.xml
File location	Your selected file location

File history	
File status	Awaiting 2nd authorisation
Date & time of submission	11:22 on 06/01/2014
Submitted by	0608R1U1
Date & time of 1st authorisation	11:22 on 06/01/2014
1st authorised by	0608R1U1

[Back](#)
[Confirm removal](#)

### Step 3 – Confirm removal

- Click on **Confirm removal**
- The smartcard authorisation screen is displayed for entering the response code

Bankline

[Terms & Conditions](#)
[Accessibility](#)
[Log-Out](#)

- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
  - SEPA Money transfer
    - Submit file
    - Authorise file
    - Remove file
    - File enquiry
- Trade

Logged in as: 0608R1 0608R1U1 of 0608R1

You last logged in on: 11th January 2014 at 00:49

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

### Smartcard authorisation

To complete this action you need to authorise the change with your Smartcard and reader.

Please enter the following challenge code into your Smartcard reader:

583591474

Once validated, please enter your signature response code here before pressing Go:

[Go](#)

[Cancel](#)

- You are required to authorise your action using your smartcard and reader.
- To do this insert your smartcard into your reader, chip facing forward.
- Switch the reader on and press **sign**
- Enter the challenge code into the smartcard reader, press **ok**
- Enter your 4 digit PIN, press **ok**
- You will be presented with a signature response code that should be entered into the blank box on this screen, click **Go**

- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
- SEPA Money transfer
  - Submit file
  - Authorise file
  - Remove file
  - File enquiry
- Trade

Logged in as: 0608R1 0608R1U1 of 0608R1

You last logged in on: 11th January 2014 at 00:49

### Broadcast:

You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

### File removed

#### File summary

File ID	DK-886646-20140106
OIN	886646
Number of batches	1
Number of transactions	1
Total amount	EUR 0.01
Earliest requested execution date	06/01/2014
File name	dk-886646-20140106.xml
File location	Your selected file location

#### File history

File status	Removed
Date & time of submission	11:22 on 06/01/2014
Submitted by	0608R1U1
Date & time of 1st authorisation	11:22 on 06/01/2014
1st authorised by	0608R1U1
Date & time of removal	13:17 on 13/01/2014
Removed by	0608R1U1

[Continue](#)

- The file removal request has now been submitted to the Bank, the status is updated to Removed – this can be confirmed using the File Enquiry option – see section 15.

- Administration
- Set your preferences
- Account information
- Bank messages
- Audit
- Payments
- View Notification
- Money transfer
- SEPA Money transfer
  - Submit file
  - Authorise file
  - Remove file
  - File enquiry
- Trade

Logged in as: 0608R1 0608R1U1 of 0608R1

You last logged in on: 11th January 2014 at 00:49

### Broadcast:

You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

[Help](#)

### File enquiry search results

Click on the File ID to view file details

File ID	OIN	File status	Submitted date & time	Total amount
<a href="#">DK-886646-20140106</a>	886646	Removed	06/01/2014 11:22	EUR 0.01

[Back](#)

## 14. Remove a Batch or Transaction

For accepted files you can remove batches and remove transactions via the File enquiry menu option

The user will need to have the Remove File/Batch/Transaction privilege in order to remove batches and transactions.

**Note: Removal of batches or transactions is not subject to Dual File Authorisation.**

### A. Remove a Batch

Note: Only Batches in Future dated status can be removed

#### Step 1 – Select File enquiry menu option

- Select **SEPA Money transfer** from the left hand menu
- The SEPA Money transfer screen is displayed

Note: The menu items displayed are based on privileges assigned to the user

The screenshot shows the Ulster Bank Bankline interface. The top navigation bar includes the Ulster Bank logo, the word 'Bankline', and links for 'Terms & Conditions', 'Accessibility', and 'Log-Out'. The left sidebar contains a menu with categories: Administration, Set your preferences, Account information, Bank messages, Audit, Payments, View Notification, Money transfer, SEPA Money transfer, and Trade. The 'SEPA Money transfer' category is expanded, showing options: Submit file, Authorise file, Remove file, File enquiry, and Download file. The main content area is titled 'SEPA Money transfer' and includes a sub-header 'With SEPA Money transfer you can do the following:'. Below this, the same five options are listed as links.

#### Step 2 – Enter search criteria

- Enter the search criteria

The screenshot shows the Ulster Bank Bankline interface with the 'File enquiry' screen. The top navigation bar is the same as the previous screenshot. The left sidebar shows the 'File enquiry' option selected under the 'SEPA Money transfer' category. The main content area is titled 'File enquiry' and includes a sub-header '\* indicates a mandatory field'. It contains two search options: 'Option 1: Search by file submission date' and 'Option 2: Search by file ID'. 'Option 1' has fields for 'File submission date (DD/MM/YYYY) \*' with 'From' and 'To' date pickers set to '25/11/2013'. 'Option 2' has a field for 'File ID (case sensitive) \*'. A dropdown menu for 'File status \*' is open, showing options: Accepted, All post-authorisation, All pre-authorisation, Awaiting 2nd authorisation, Awaiting authorisation, Awaiting validation, Expired, Rejected, and Removed. The 'Back' and 'Search' buttons are at the bottom of the form.

- The File enquiry search results screen is displayed

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You last logged in on: 10th January 2014 at 11:24

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

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### File enquiry search results

Click on the File ID to view file details

File ID	OIN	File status	Validated date & time	Total amount
<a href="#">SEPAMTS01-886646-20140110</a>	886646	Accepted	11/01/2014 00:27	EUR 0.10

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### Step 3 – Select File

- Click on the **File ID** hyperlink of the required file
- The Batch details screen is displayed

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**Broadcast:**  
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NB: The current page and any data selected/input will not be affected when viewing the message.

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### Batch details for Batch ID Batch1 886646-20140110

Select Transaction reference to view details of the transaction

Your payment had the following warnings :-

- One or more of your transactions have been rejected as highlighted below. You can review these by selecting the Transaction reference hyperlink.

File summary			
File ID	SEPAMTS01-886646-20140110	Number of batches	2
OIN	886646	Number of transactions	4
File status	Accepted	Total amount	EUR 0.10

Batch summary			
Batch ID	Batch1 886646-20140110	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	13/01/2014		
Batch status	Future dated		

Transaction reference	Creditor name	Creditor BIC	Creditor IBAN	Due date	Amount (EUR)	Transaction status
<a href="#">BAD 886646-20140110 Trans2</a>	Mr B1T2	ULSBIE2D	IE64ULSB98501023206063	13/01/2014	0.02	Rejected !
<a href="#">OK 886646-20140110 Trans1</a>	Mr B1T1	ULSBIE2DXXX	IE26ULSB98501023206147	13/01/2014	0.01	Due

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## Step 4 - Remove Batch

- Select **Remove batch**
- The Confirm remove batch details screen is displayed

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**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

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Confirm remove batch Batch1 886646-20140110

Are you sure you want to remove the batch?

**File summary**

File ID	SEPAMTS01-886646-20140110	Number of batches	2
OIN	886646	Number of transactions	4
File status	Accepted	Total amount	EUR 0.10

**Batch summary**

Batch ID	Batch1 886646-20140110	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	13/01/2014		
Batch status	Future dated		

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## Step 5 - Confirm removal

- Click on **Confirm**
- The smartcard authorisation screen is displayed for entering the response code

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**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Help

Smartcard authorisation

To complete this action you need to authorise the change with your Smartcard and reader.

Please enter the following challenge code into your Smartcard reader:

936950567

Once validated, please enter your signature response code here before pressing Go:

1790502379

Go

Cancel

- You are required to authorise your action using your smartcard and reader.
- To do this insert your smartcard into your reader, chip facing forward.
- Switch the reader on and press **sign**
- Enter the challenge code into the smartcard reader, press **ok**
- Enter your 4 digit PIN, press **ok**
- You will be presented with a signature response code that should be entered into the blank box on this screen, click **Go**

- The Batch removal requested screen is displayed

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**Broadcast:**

You have received new urgent message(s). Select **Read Urgent Messages** to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

Batch removal requested for Batch ID Batch1 886646-20140110

We are processing the removal request, please check back in 10 minutes to find out if removal has been successful.

**File summary**

File ID	SEPAMTS01-886646-20140110	Number of batches	2
OIN	886646	Number of transactions	4
File status	Accepted	Total amount	EUR 0.10

**Batch summary**

Batch ID	Batch1 886646-20140110	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	13/01/2014		
Batch status	Removed		

Continue

- Select **Continue** to view the Batch details

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**Broadcast:**

You have received new urgent message(s). Select **Read Urgent Messages** to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

Batch details for Batch ID Batch1 886646-20140110

Select Transaction reference to view details of the transaction

Your payment had the following warnings :-

- One or more of your transactions have been rejected as highlighted below. You can review these by selecting the Transaction reference hyperlink.

**File summary**

File ID	SEPAMTS01-886646-20140110	Number of batches	2
OIN	886646	Number of transactions	4
File status	Accepted	Total amount	EUR 0.10

**Batch summary**

Batch ID	Batch1 886646-20140110	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	13/01/2014		
Batch status	Removed		

Transaction reference	Creditor name	Creditor BIC	Creditor IBAN	Due date	Amount (EUR)	Transaction status
OK 886646-20140110 Trans1	Mr B1T1	ULSBIE2DXXX	IE26ULSB98501023206147	13/01/2014	0.01	Removed
BAD 886646-20140110 Trans2	Mr B1T2	ULSBIE2D	IE64ULSB98501023206063	13/01/2014	0.02	Removed

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- The Transaction status will also be updated to Removed

- Select the Transaction reference hyperlink to view the details of the removed transaction

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**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

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### Transaction details for transaction reference OK 886646-20140110 Trans1

File summary			
File ID	SEPAMTS01-886646-20140110	Number of batches	2
OIN	886646	Number of transactions	4
File status	Accepted	Total amount	EUR 0.10

Batch summary			
Batch ID	Batch1 886646-20140110	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	13/01/2014		
Batch status	Removed		

Transaction summary			
Transaction reference	OK 886646-20140110 Trans1	Creditor name	Mr B1T1
Amount	EUR 0.01	Creditor BIC	ULSBIE2DXXX
Due date	13/01/2014	Creditor IBAN	IE26ULSB98501023206147
Transaction status	Removed	Remittance information	Remit 886646-20140110 BAT1 TRAIS1

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## B. Remove a Transaction

**Note:** Only transactions in "Due" status where the batch is in Future dated status can be removed

### Step 1 – Select File enquiry menu option

- Select **SEPA Money transfer** from the left hand menu
- The SEPA Money transfer screen is displayed

**Note:** The menu items displayed are based on privileges assigned to the user

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Logged in as: ubr7user1 ubr7user1 of ubr 1002 7
 You last logged in on: 23rd August 2012 at 15:

### SEPA Money transfer

With SEPA Money transfer you can do the following:

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## Step 2 – Enter search criteria

- Enter the search criteria

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Logged in as: Test User of Test Company You last logged in on: 27th September 2012 at 13:20

File enquiry

Step 1: Select an OIN. \* indicates a mandatory field

Originator Identification Number (OIN) \* 450000

Step 2: Search using only one of the options below.

Option 1: Search by file submission date

File submission date (DD/MM/YYYY) \* From 25/11/2013 To 25/11/2013

File status \* Please select

Option 2: Search by file ID

File ID (case sensitive) \*

Accepted  
All post-authorisation  
All pre-authorisation  
Awaiting 2nd authorisation  
Awaiting authorisation  
Awaiting validation  
Expired  
Rejected  
Removed

Back Search

- The File enquiry search results screen is displayed

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Logged in as: 0608R1 0608R1U1 of 0608R1 You last logged in on: 11th January 2014 at 00:24

**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

File enquiry search results

Click on the File ID to view file details

File ID	OIN	File status	Validated date & time	Total amount
<a href="#">SEPAMTS01-886646-20140110</a>	886646	Accepted	11/01/2014 00:27	EUR 0.10
<a href="#">TR25956-886646-20140103</a>	886646	Accepted	03/01/2014 16:09	EUR 0.03
<a href="#">SEPAMTS01-886646-20140103</a>	886646	Accepted	03/01/2014 14:50	EUR 0.10

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## Step 3 – Select File

- Click on the **File ID** hyperlink of the required file
- The File details screen is displayed

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**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

File details for File ID TR25956-886646-20140103

Select Batch ID to view details of transactions in that batch

File ID	OIN	File status	Total amount
TR25956-886646-20140103	886646	Accepted	EUR 0.03

Batch ID	Debit IBAN	Requested execution date	Number of transactions	Total amount (EUR)	Batch status
Batch1 886646-20140103TR25956	IE63ULSB98501023206063	14/01/2014	2	0.03	Future dated

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## Step 4 – Select Batch

- Click on the **Batch ID** hyperlink of the required file
- The Batch details screen is displayed

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**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Batch details for Batch ID Batch1 886646-20140103TR25956

Select Transaction reference to view details of the transaction

File summary

File ID	TR25956-886646-20140103	Number of batches	1
OIN	886646	Number of transactions	2
File status	Accepted	Total amount	EUR 0.03

Batch summary

Batch ID	Batch1 886646-20140103TR25956	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	14/01/2014		
Batch status	Future dated		

Transaction reference	Creditor name	Creditor BIC	Creditor IBAN	Due date	Amount (EUR)	Transaction status
TR25956 886646-20140103 Trans1	Mr B1T1	ULSBIE2DXXX	IE26ULSB98501023206147	14/01/2014	0.01	Due
TR25956 886646-20140103 Trans2	Mr B1Tv	ULSBIE2DXXX	IE26ULSB98501023206147	14/01/2014	0.02	Due

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Remove batch

## Step 5 – Select Transaction

- Click on the **Transaction reference** hyperlink of the required file

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**Broadcast:**  
You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

Transaction removal requested for transaction reference TR25956 886646-20140103 Trans1

We are processing the removal request, please check back in 10 minutes to find out if removal has been successful.

File summary

File ID	TR25956-886646-20140103	Number of batches	1
OIN	886646	Number of transactions	2
File status	Accepted	Total amount	EUR 0.03

Batch summary

Batch ID	Batch1 886646-20140103TR25956	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	14/01/2014		
Batch status	Future dated		

Transaction summary

Transaction reference	TR25956 886646-20140103 Trans1	Creditor name	Mr B1T1
Amount	EUR 0.01	Creditor BIC	ULSBIE2DXXX
Due date	14/01/2014	Creditor IBAN	IE26ULSB98501023206147
Transaction status	Removed	Remittance information	Remit 886646-20140103 BAT1 TRANS1 TR25956

Continue

- The Transaction details screen is displayed

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## Step 6 – Remove Transaction

- Select **Remove transaction**
- The Confirm removal of transaction reference details screen is displayed

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**Broadcast:**

You have received new urgent message(s). Select **Read Urgent Messages** to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

Confirm removal of transaction reference TR25956 886646-20140103 Trans1

Are you sure you want to remove the transaction?

File summary

File ID	TR25956-886646-20140103	Number of batches	1
OIN	886646	Number of transactions	2
File status	Accepted	Total amount	EUR 0.03

Batch summary

Batch ID	Batch1 886646-20140103TR25956	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	14/01/2014		
Batch status	Future dated		

Transaction summary

Transaction reference	TR25956 886646-20140103 Trans1	Creditor name	Mr B1T1
Amount	EUR 0.01	Creditor BIC	ULSBIE2DXXX
Due date	14/01/2014	Creditor IBAN	IE26ULSB98501023206147
Transaction status	Due	Remittance information	Remit 886646-20140103 BAT1 TRAIS1 TR25956

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## Step 7 – Confirm removal

- Click on **Confirm**
- The smartcard authorisation screen is displayed for entering the response code

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You last logged in on: 11th January 2014 at 00:24

**Broadcast:**

You have received new urgent message(s). Select **Read Urgent Messages** to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

Smartcard authorisation

To complete this action you need to authorise the change with your Smartcard and reader.

Please enter the following challenge code into your Smartcard reader:

882866148

Once validated, please enter your signature response code here before pressing Go:

1636556290

Go

Cancel

- You are required to authorise your action using your smartcard and reader.
- To do this insert your smartcard into your reader, chip facing forward.
- Switch the reader on and press **sign**
- Enter the challenge code into the smartcard reader, press **ok**
- Enter your 4 digit PIN, press **ok**
- You will be presented with a signature response code that should be entered into the blank box on this screen, click **Go**

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- The Transaction removal requested screen is displayed

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**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

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### Transaction removal requested for transaction reference TR25956 886646-20140103 Trans1

We are processing the removal request, please check back in 10 minutes to find out if removal has been successful.

File summary			
File ID	TR25956-886646-20140103	Number of batches	1
OIN	886646	Number of transactions	2
File status	Accepted	Total amount	EUR 0.03

Batch summary			
Batch ID	Batch1 886646-20140103TR25956	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	14/01/2014		
Batch status	Future dated		

Transaction summary			
Transaction reference	TR25956 886646-20140103 Trans1	Creditor name	Mr B1T1
Amount	EUR 0.01	Creditor BIC	ULSBIE2DXXX
Due date	14/01/2014	Creditor IBAN	IE26ULSB98501023206147
Transaction status	Removed	Remittance information	Remit 886646-20140103 BAT1 TRAHS1 TR25956

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- Select **Continue** to view the Transaction details

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Logged in as: 0608R1 0608R1U1 of 0608R1  
 You last logged in on: 11th January 2014 at 00:24

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

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### Transaction details for transaction reference TR25956 886646-20140103 Trans1

File summary			
File ID	TR25956-886646-20140103	Number of batches	1
OIN	886646	Number of transactions	2
File status	Accepted	Total amount	EUR 0.03

Batch summary			
Batch ID	Batch1 886646-20140103TR25956	Number of transactions	2
Debit IBAN	IE63ULSB98501023206063	Total amount	EUR 0.03
Requested execution date	14/01/2014		
Batch status	Future dated		

Transaction summary			
Transaction reference	TR25956 886646-20140103 Trans1	Creditor name	Mr B1T1
Amount	EUR 0.01	Creditor BIC	ULSBIE2DXXX
Due date	14/01/2014	Creditor IBAN	IE26ULSB98501023206147
Transaction status	Removed	Remittance information	Remit 886646-20140103 BAT1 TRAHS1 TR25956

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- The Transaction status will also be updated to Removed

## 15. File enquiry

The File enquiry option allows you to enquire upon any file submitted during the last calendar year. For “accepted” status files you can also view the batches and transactions within the file.

### Step 1 – Select File enquiry menu option

- Select **SEPA Money transfer** from the left hand menu
- The SEPA Money transfer screen is displayed

**Note:** The menu items displayed are based on privileges assigned to the user

The screenshot shows the Ulster Bank Bankline interface. The top navigation bar includes the Ulster Bank logo, the word 'Bankline', and links for 'Terms & Conditions', 'Accessibility', and 'Log-Out'. The left sidebar contains a menu with categories: Administration, Set your preferences, Account information, Bank messages, Audit, Payments, View Notification, Money transfer, SEPA Money transfer, and Trade. The 'SEPA Money transfer' category is expanded, showing sub-items: Submit file, Authorise file, Remove file, File enquiry, and Download file. The main content area is titled 'SEPA Money transfer' and contains the text: 'With SEPA Money transfer you can do the following:'. Below this text are the same five sub-items listed in the sidebar.

### Step 2 – Enter search criteria

- There are 2 search options available:-
  - **Option 1** is a generic search using **File status** and **File submission date**. This will return a list of files matching the search criteria
  - **Option 2** allows enquiry on the **File ID** <MsgId> tag in your file header. This will return details of the file matching the search criteria
- For both options the **Originator Identification Number (OIN)** must first be specified

The screenshot shows the Ulster Bank Bankline 'File enquiry' screen. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area is titled 'File enquiry' and contains the following sections:  
1. **Step 1: Select an OIN.** This section has a dropdown menu for 'Originator Identification Number (OIN) \*' with the value '450000' selected. A note indicates that an asterisk (\*) denotes a mandatory field.  
2. **Step 2: Search using only one of the options below.** This section contains two options:  
 - **Option 1: Search by file submission date** This option includes fields for 'File submission date (YYYYMMDD) \*' with 'From' and 'To' date pickers (both set to 25/11/2013), and a dropdown for 'File status \*' with the value 'Please select' chosen.  
 - **Option 2: Search by file ID** This option includes a text input field for 'File ID (case sensitive) \*'.  
At the bottom of the form are 'Back' and 'Search' buttons.

- Step 1 – Choose the **OIN** you wish to enquire upon from the dropdown list. Only OINs assigned to the user performing the search will be visible
- Step 2 – Enter search criteria in either Option 1 or Option 2

- As an example, this guide will take you through Option 1. File status allows you to enquire on Pre- Authorised and Post-Authorised File Status

**Ulster Bank** Bankline

Logged in as: Test User of Test Company You last logged in on: 27th September 2012 at 13:20

**File enquiry**

Step 1: Select an OIN. \* indicates a mandatory field

Originator Identification Number (OIN) \* 450000

Step 2: Search using only one of the options below.

**Option 1: Search by file submission date**

File submission date (DD/MM/YYYY) \* From: 25/11/2013 To: 25/11/2013

File status \* Please select

**Option 2: Search by file ID**

File ID (case sensitive) \*

Back Search

## Pre-Authorisation

- Enter the **File submission date** period
- Select the **File status** from the dropdown list and select **Search**

The file status values available to search on are:

- All pre-authorisation
- Awaiting 2nd authorisation
- Awaiting authorisation
- Expired
- Removed

**Ulster Bank** Bankline

Logged in as: Test User of Test Company You last logged in on: 27th September 2012 at 13:20

**File enquiry**

Step 1: Select an OIN. \* indicates a mandatory field

Originator Identification Number (OIN) \* 450000

Step 2: Search using only one of the options below.

**Option 1: Search by file submission date**

File submission date (DD/MM/YYYY) \* From: 20/09/2012 To: 27/09/2012

File status \* All pre-authorisation

**Option 2: Search by file ID**

File ID (case sensitive) \*

Back Search

- The File enquiry search results screen is displayed
- Files are listed with the most recent first

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**File enquiry search results**

Click on the File ID to view file details

File ID	OIN	File status	Submitted date & time	Total amount
<a href="#">File-450000-201310-V1</a>	450000	Awaiting 2nd authorisation	26/09/2012 12:25	EUR 33.00

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- Click on the **File ID** hyperlink of the required file
- The File summary is displayed

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**File summary for File ID File-450000-201310-V1**

File summary	
File ID	File-450000-201310V1
OIN	450000
Number of batches	2
Number of transactions	33
Total amount	EUR 33.00
Earliest requested execution date	26/11/2013
File name	File-450000-201310V1.xml
File location	C:\Payment Files\Monthly

File history	
File status	Awaiting 2nd authorisation
Date & time of submission	12:25 on 26/09/2012
Submitted by	Test User
Date & time of 1st authorisation	12:28 on 26/09/2012
1st authorised by	Test User 2

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## Post-Authorisation

- Enter the **File submission date** period
- Select the **File status** from the dropdown list and select **Search**

The file status values available to search on are:-

- Accepted
- All post-authorisation
- Awaiting validation
- Rejected

- The File enquiry search results screen is displayed
- Files are listed with the most recent first
- **Note: The Validated date & time is the submitted date & time. To view the authorisation date & time can be completed using Bankline Audit – see section 16, or else click on the File summary link when viewing the File, Batch, or Transaction details in file enquiry.**

**Note: While the file status may be accepted, the Batches and Transactions within the file may not all be accepted. Therefore it is imperative that you also enquire on both the Batch and Transaction status.**

File ID	OIN	File status	Validated date & time	Total amount
File-450000-201310-V1	450000	Accepted	25/11/2013 11:45	EUR 33.00

- For fully authorised files, the file can be further examined by clicking on the File ID to see Batch details

### Step 3 – View Batch details on accepted file

- Click on the **File ID** hyperlink of the required file
- The file details screen is displayed

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File details for File ID File-450000-201310-V1

Select Batch ID to view details of transactions in that batch

File summary

File ID	File-450000-201310-V1	Number of batches	2
OIN	450000	Number of transactions	33
File status	Accepted	Total amount	EUR 33.00

Batch ID	Debit IBAN	Requested execution date	Number of transactions	Total amount (EUR)	Batch status
Batch-1	IE23ULSB98501012345678	27/11/2013	2	1.00	Future dated
Batch-2	IE23ULSB98501012345678	26/11/2013	31	32.00	Accepted

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- Click on the **Batch ID** hyperlink of the required batch
- The Batch details screen is displayed

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Batch details for Batch ID Batch-1

Select Transaction reference to view details of the transaction

File summary

File ID	File-450000-201310-V1	Number of batches	2
OIN	450000	Number of transactions	33
File status	Accepted	Total amount	EUR 33.00

Batch summary

Batch ID	Batch-1	Number of transactions	2
Debit IBAN	IE23ULSB98501012345678	Total amount	EUR 1.00
Requested execution date	27/11/2013		
Batch status	Future dated		

Transaction reference	Creditor name	Creditor BIC	Creditor IBAN	Due date	Amount (EUR)	Transaction status
<u>EMPLTRANS-2013-12-1.0</u>	Payee-1	ULSBIE20	IE23ULSB98501087654321	27/11/2013	0.50	Due
<u>EMPL2TRANS-2013-12-1.0</u>	Payee-2	ULSBIE20	IE23ULSB98501087654322	27/11/2013	0.50	Due

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Rejected

Remove batch

- The Transactions can be sorted into ascending or descending order by clicking on any underlined column title. This can be completed for up to a maximum of 200 transactions per batch.
- Any batch with more than 200 transactions cannot be sorted, and you will need to review each page individually.

## Step 4 – View Transaction details on accepted file

- Click on the Transaction Reference hyperlink of the required transaction
- Transaction details are displayed

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Transaction details for transaction reference EMPLTRANS-2013-12-1.0Help

File summary

File ID	File-450000-201310-V1	Number of batches	2
ON	450000	Number of transactions	33
File status	Accepted	Total amount	EUR 33.00

Batch summary

Batch ID	Batch-1	Number of transactions	2
Debit IBAN	IE23ULSB98501012345678	Total amount	EUR 1.00
Requested execution date	27/11/2013		
Batch status	Future dated		

Transaction summary

Transaction reference	EMPLTRANS-2013-12-1.0	Creditor name	Payee-1
Amount	EUR 0.50	Creditor BIC	ULSBIE20
Due date	27/11/2013	Creditor IBAN	IE23ULSB98501087654321
Transaction status	Due	Remittance information	P1-RMT2013.2.1

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Sample rejected transaction – provides the rejection reason

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Transaction details for transaction reference EMPL33TRANS-2013-12-1.0Help

Transaction has been rejected. See Rejection reason below for details.

File summary

File ID	File-450000-201310-V1	Number of batches	2
ON	450000	Number of transactions	33
File status	Accepted	Total amount	EUR 33.00

Batch summary

Batch ID	Batch-2	Number of transactions	31
Debit IBAN	IE23ULSB98501012345678	Total amount	EUR 32.00
Requested execution date	26/11/2013		
Batch status	Accepted		

Transaction summary

Transaction reference	EMPL33TRANS-2013-12-1.0	Creditor name	Payee-33
Amount	EUR 0.50	Creditor BIC	ULSBIE20
Due date	26/11/2013	Creditor IBAN	IE99YYU9999999999999999
Transaction status	Rejected !	Remittance information	P33-RMT2013.2.1
Rejection reason	Invalid IBAN		

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## 16. Audit

An audit facility is available to enquire upon SEPA Money Transfer events.

### Step 1 – Enter search criteria

- Select **Audit** from the left hand menu
- The Search audit record screen is displayed

**Ulster Bank** Bankline

Logged in as: #608R1 #608R1U2 of 0608R1 You last logged in on: 30th January 2014 at 15:23

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Search audit record for 0608R1**

To find details of previous banking activity you can search the audit history.  
Step 1: Select an Event category from the menu and select Go.  
Step 2: Enter any specific criteria and select Search.

Event category: Money Transfer Go Remove File/Batch/Transaction

Date range (DD/MM/YYYY): From 03/01/2014 To 08/01/2014

User ID: [input] Select all Users

Target value: [input] (e.g. Account Set ID)

Search

- Select **Money Transfer** in the event category drop down, click Go
- The screen is refreshed with a new drop down field containing Money Transfer events

**Ulster Bank** Bankline

Logged in as: #608R1 #608R1U2 of 0608R1 You last logged in on: 24th December 2008 at 05:56

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Search audit record for 0608R1**

To find details of previous banking activity you can search the audit history.  
Step 1: Select an Event category from the menu and select Go.  
Step 2: Enter any specific criteria and select Search.

Event category: Money Transfer Go Select description

Date range (DD/MM/YYYY): From [input] To [input]

User ID: [input] Select all Users

Target value: [input] (e.g. Account Set ID)

Select description  
Authorise file  
Download file  
Manage money transfer Users  
Manage money transfer preferences  
Remove file  
Submit file  
View User OINs report

Search

- Select the event you wish to search on
- Complete any remaining search criteria you require, then click **Search**

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Logged in as: 0608R1 0608R1U2 of 0608R1
 You last logged in on: 8th January 2014 at 15:23

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

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Search audit record for 0608R1

To find details of previous banking activity you can search the audit history.  
 Step 1: Select an Event category from the menu and select Go.  
 Step 2: Enter any specific criteria and select Search.

Event category
 Money Transfer
 Go
 Remove File/Batch/Transaction

Date range (DD/MM/YYYY)
 From 03/01/2014
 To 08/01/2014

User ID
 Select all Users

Target value:
 (e.g. Account Set ID)

[Search](#)

- The Audit search results screen is displayed

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Logged in as: 0608R1 0608R1U2 of 0608R1
 You last logged in on: 8th January 2014 at 15:23

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

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Audit search results for 0608R1

The audit records below match your search criteria. For more information about a record select the underlined Details link.

Date	Time	User ID	Event description	Target value
2014-01-08	15:43:44	0608R1U2	Token challenge	<a href="#">111100677626154304</a>
2014-01-08	15:44:56	0608R1U2	Token challenge	<a href="#">111100677626154437</a>
2014-01-08	15:44:56	0608R1U2	SEPA MT Remove File	<a href="#">886646 SEPAMTS01-886646-hmg20140209</a>

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## Step 2 – Select the event

- Click on the hyperlink field under target value for which you wish to see more details on
- The Audit record details screen is displayed showing the selected event

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 You last logged in on: 8th January 2014 at 15:23

**Broadcast:**  
 You have received new urgent message(s). Select [Read Urgent Messages](#) to view these.  
 NB: The current page and any data selected/input will not be affected when viewing the message.

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Audit record details

Audit record	
Customer ID	0608R1
Date	2014-01-08
Time	15:44:56
User ID	0608R1U2
Event description	SEPA MT Remove File
Target value	886646 SEPAMTS01-886646-hmg20140209

Before transaction	After transaction
<b>Description</b> Before There are no Before change details for this audit record.	<b>Description</b> After There are no After change details for this audit record.

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## 17. Changing your Dual Administration settings

### Step 1 – Check your current settings

- Select **Administration** from the left hand menu
- Within the Customer Details box on the screen, the Dual Administration setting is shown as either On or Off.
- Click the **Dual Administration** hyperlink

**Ulster Bank** Bankline

Logged in as: You last logged in on: 20th September 2013 at 10:12

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Customer settings**

**Dual Administration**

Dual Administration setting

☒ On  
☐ Off

**Privileges subject to Dual Administration**

Amend account	Amend customer account set	Amend payment limits	Amend role	Amend user
Amend user - token required	Assign/Remove SEPA Creditor ID from User	Change payment preferences	Create customer account set	Create order for new card reader
Create order for new token	Create role	Create user	Create user - token required	De-register account
Delete customer account set	Delete role	Delete user	Edit preferences	Exclude account
Manage User OIN	Manage User statement download	Manage money transfer preferences	Order new user activation code	Re-activate user PIN & password
Re-activate user activation code	Register External Account	Register account	Update customer details	

[Edit privileges subject to Dual Administration](#)

[Back](#) [Confirm](#)

- The Customer settings screen is displayed showing the current dual admin setting and the privileges currently associated with this.

**Note:** If Dual Administration is currently Off this screen can be used to switch it On

### Step 2 – Change your current settings

- To edit the privileges subject to Dual Administration click **Edit privileges subject to Dual Administration**
- The Customer Details screen is displayed

- Select the required privileges by clicking in the box to add or remove a tick, by adding a tick to the box the privilege will be subject to Dual administration, removing a tick will remove that privilege

**Ulster Bank** Bankline

Logged in as: [Name] You last logged in on: 20th September 2013 at 10:12

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Customer details**

Display **10** Privileges per page **Go**

<input type="checkbox"/>	Privilege name
<input checked="" type="checkbox"/>	Amend account
<input checked="" type="checkbox"/>	Amend customer account set
<input checked="" type="checkbox"/>	Amend payment limits
<input checked="" type="checkbox"/>	Amend role
<input checked="" type="checkbox"/>	Amend user
<input checked="" type="checkbox"/>	Amend user - token required
<input checked="" type="checkbox"/>	Assign/Remove SEPA Creditor ID from User
<input checked="" type="checkbox"/>	Change payment preferences
<input checked="" type="checkbox"/>	Create customer account set
<input checked="" type="checkbox"/>	Create order for new card reader

**Reset all check boxes**

1 Actions can only be performed one page at a time. Please complete all actions on this page before selecting the next page. 1 2 3 Next

**Back** **Confirm changes to privileges**

- Click **Confirm changes to privileges**
- The customer settings screen is displayed.

**Ulster Bank** Bankline

Logged in as: [Name] You last logged in on: 20th September 2013 at 10:12

**Broadcast:**  
You have received new urgent message(s). Select **Read Urgent Messages** to view these.  
NB: The current page and any data selected/input will not be affected when viewing the message.

**Customer settings**

**Dual Administration**

**Dual Administration setting**

☒ On  
☐ Off

**Privileges subject to Dual Administration**

Amend account	Amend customer account set	Amend payment limits	Amend role	Amend user
Amend user - token required	Assign/Remove SEPA Creditor ID from User	Change payment preferences	Create customer account set	Create order for new card reader
Create order for new token	Create role	Create user	Create user - token required	De-register account
Delete customer account set	Delete role	Delete user	Edit preferences	Exclude account
Manage User OIN	Manage User statement download	Manage money transfer preferences	Order new user activation code	Re-activate user PIN & password
Re-activate user activation code	Register External Account	Register account	Update customer details	

**Edit privileges subject to Dual Administration**

**Back** **Confirm**

- Changes can still be made at this point to your Dual Administration setting, click **Confirm**
- Your settings are re-displayed

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## ▶ SEPA Money transfer

## ▶ Statement download

## ▶ SEPA DD Origination

## ▶ Trade

Logged in as:

You last logged in on: 20th September 2013 at 10:12

**Broadcast:**

You have received new urgent message(s). Select **Read Urgent Messages** to view these.

NB: The current page and any data selected/input will not be affected when viewing the message.

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## Customer settings

## Dual Administration

## Dual Administration setting

Dual Administration On

## Privileges subject to Dual Administration

Amend account	Amend customer account set	Amend payment limits	Amend role	Amend user
Amend user - token required	Assign/Remove SEPA Creditor ID from User	Change payment preferences	Create customer account set	Create order for new token
Create role	Create user	Create user - token required	De-register account	Delete customer account set
Delete role	Delete user	Edit preferences	Exclude account	Manage User OIN
Manage User statement download	Manage money transfer preferences	Order new user activation code	Re-activate user PIN & password	Re-activate user activation code
Register External Account	Register account	Update customer details		

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[Cancel changes](#) [Update](#)

- Click **Update**
- The Customer Details screen is displayed.
- The changes are now subject to dual authorisation by another system administrator, available to them under Authorise Change in the left hand menu under Administration

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