In this page, user will find more information about the Admin module and more specifically on

Tools set-up

- Address book List
- Communication Channel
- Activity Log
- Inbox Message Log
- Clause List
- Invoice List

Address Book-System Admin

This functionality allows you to add, edit, search and view business partner information (e.g. Bank, Importer, Exporter, etc).

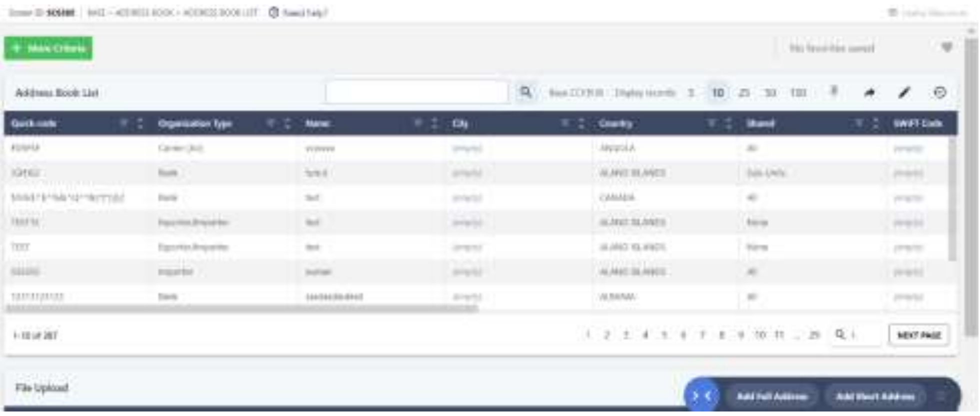
User Profile/Access Right: System Admin

User Role: Address book Admin/ Address Book Admin (Bank)/ Address Book Viewer

Click MENU->Tools->Address Book List

In Address Book, you can setup the Address in Full or Short format.

Click Add Full Address or Add Short Address

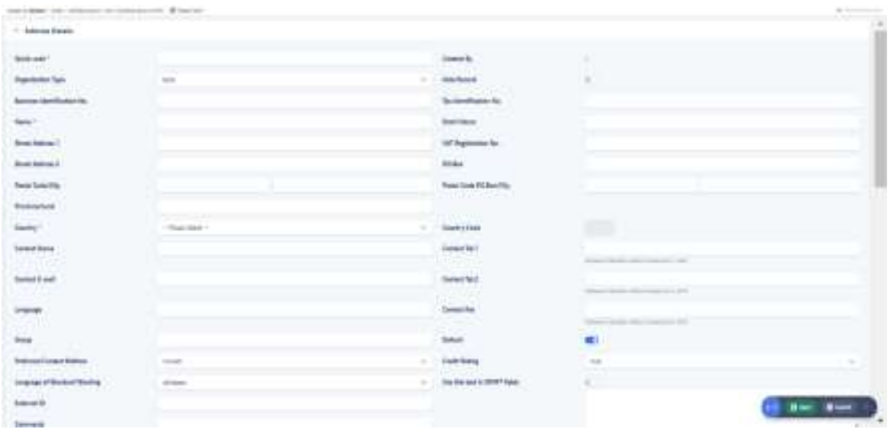


FULL ADRESS (COVERS MORE EXTENDED FIELDS)

Complete the Mandatory field marked with red asterisk* and other optional fields as required.
Click Save to complete Address setup

Take note of the characters used for [Quick Code*]

-Allowed characters: a-z A-Z 0-9 - + . , / : ( ) ? Space CrLf
-Not Allowed: Special characters (! @ # $ % & *) and Interval (space gap)



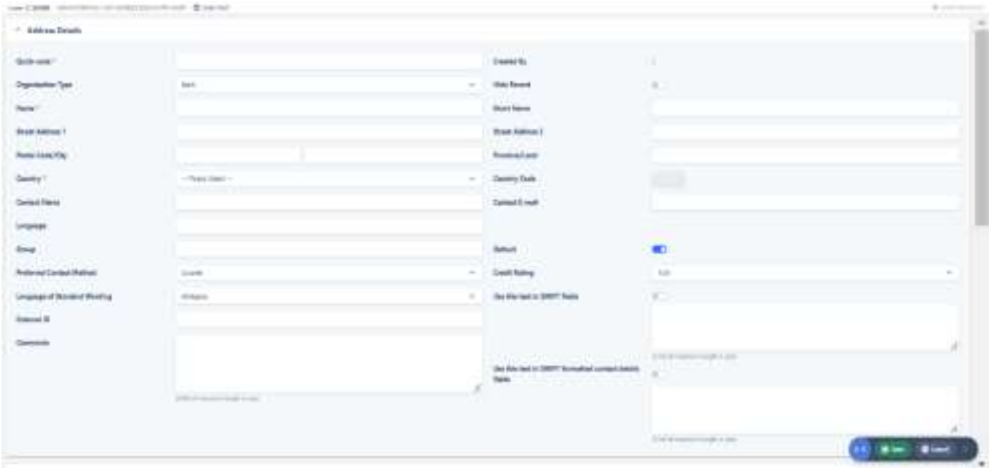
Once all the fields (At minima the mandatory have been filled out), click on “save”.

If the Name, Address, City, Postal Code and Country Information is beyond 140 characters or could be over 4 rows, adjust the bank information in the ‘Use this text in SWIFT fields’ and enable the field.

Short Address

Add Short Address has fewer fields

Complete the Mandatory field marked with red asterisk* and other optional fields as required.
Click Save to complete Address setup

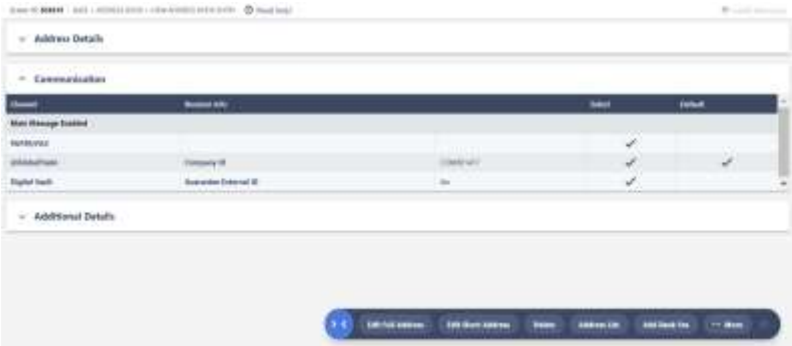


How to Edit/Delete Address List

Select the Address line that you want to Edit from the Address Book List. Click the Quick-code to enter the Address line

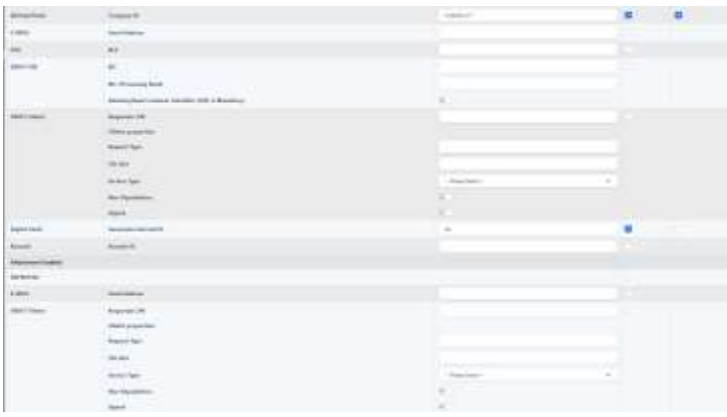
Click the button to Edit/Delete the Full or Short Address

Communication Channels can also be updated.



Communication Channels

Complete the communication channels setup in Full Address or Short Address. In the Address Book, you can set up the default Communication channel for a bank and enable one or more channels (for example to add Konsole).



Update the Communication Channels and Click Save

Summary of Message channels & formats:

Message Channels	Message Formats	Descriptions
@GlobalTrade	PDF/RTF	If the bank is registered with selected system, the corporate and a bank can use this channel through a web browser
SWIFT FIN	SWIFT	To use the SWIFT FIN channel, the corporate needs to have its own BIC and access to the SWIFT network. Banks can achieve straight through processing and avoid exception processing when using the SWIFT FIN channel. MT 798 messages are used for communication between corporate and bank
SWIFT FileAct	SWIFT	To use the SWIFT FileAct channel, the corporate needs to have its own FileAct code (Responder DN) and access to the SWIFT network. The channel can only be used if Message channel is SWIFT FIN.
Email	PDF/RTF	You can send message in selected format via E-Mail
Paper/Fax	PDF/RTF	You can save/print message in selected format and send it via fax, mail or courier.
DTA		Data medium exchange process (DTA or DTAUS) is a uniform standard that permits electronic processing of payment orders (credit transfers and direct debits) in the German domestic payments
Konsole		To send a message using the connectivity with Konsole product.

Note:

Message and supporting documents can be sent via different channels, for example, the MT798 message can be sent via SWIFT FIN Message channel but supporting documents can be sent via SWIFT FileAct, E-mail File Attachment or Paper/Fax.

To set up a Swift Channel:

If the bank is a facility holding bank and is connected via SWIFT FIN and FileAct then;

a.Against SWIFT FIN > BIC, enter the BIC ID to where the transaction should be routed i.e., for banks who have implemented the Lead Bank Model, the BIC ID field shall contain a HUB, Technical or a Real-Time BIC. This information shall be provided by the bank

b.If the bank is requesting the 29P Processing Bank information to be sent along with the application, then enter the Processing Bank BIC against the field BIC (Processing Bank). For the banks that do not require this information, leave the field blank

c.If the bank is requesting the 29S Customer Identifier as mandatory information along with the application, enable the checkbox against the field 'Advising Bank Customer Identifier (29S) is Mandatory'. For the banks that do not require this information or is not mandatory, do NOT enable the checkbox

d.If the bank is supporting FileAct services, enter the Responder DN, Request Type, and File Info details provided by the bank and enable the checkbox available against Non-Repudiation and Signed fields. If the bank is supporting FIN and not FileAct, only perform steps 1a, 1b and 1c

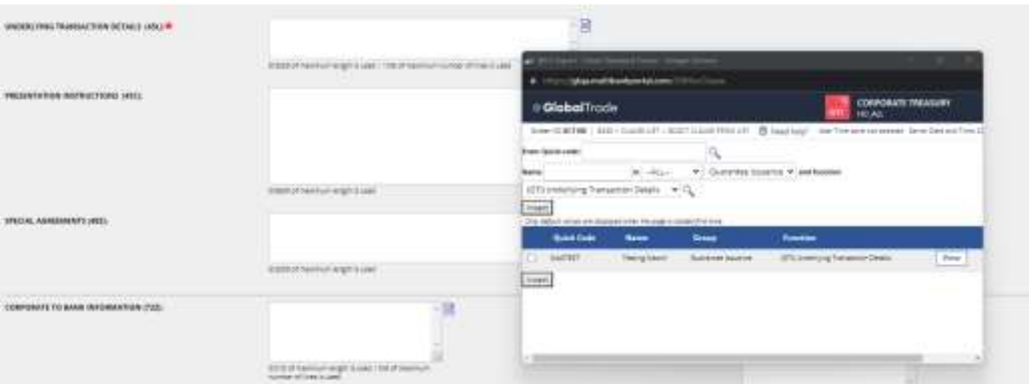
2.If the channel of communication defaults to SWIFT FIN and FileAct, select the checkbox under the 'Select' & 'Default' Columns available against SWIFT FIN > BIC and SWIFT FileAct > Responder DN fields

3.If the bank is a non-facility holding bank and is a record to support indirect bank guarantee issuances, or to store correspondent banks or bank records, it is highly advised to have the name and address information + SWIFT FIN > BIC Information

***Note: The address book entries can be imported and created in bulk using the Data Transfer file*

Clause List - System Admin

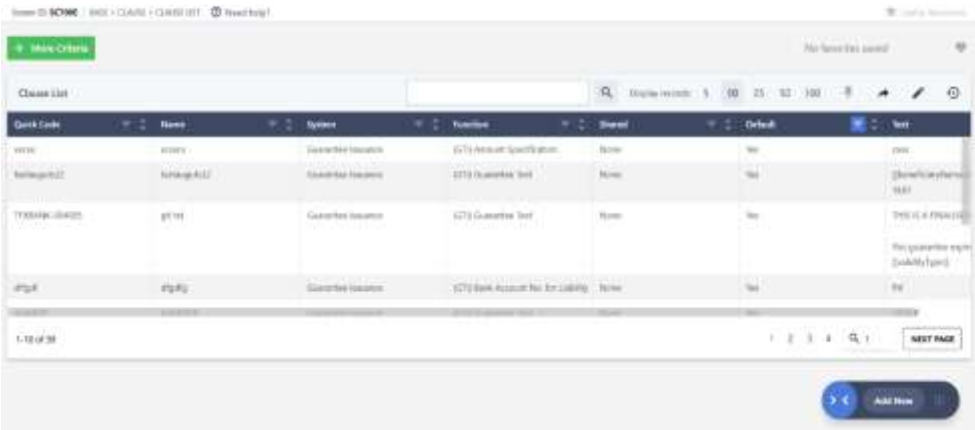
A clause is text or standard wording that is often used in the system. Pre-saving the text allows users to quickly add the text into a transaction without re-typing or copy & paste. Clause List function allows users to add, edit and view clauses for repeat use in the system.



Assign Roles: Clauses Admin, Clauses Viewer

Click MENU->Tool->Clause List

Add a new Clause, Click Add New



Complete the Mandatory field marked with red asterisk* and other optional fields as required. Click Save Tick the Default box, the clause will be displayed on the clause list for all organization to view.

How to Edit/Delete a Clause List

Click the Quick Code on the Clause List (Figure 40 SC700E), you will enter View Clause.

On the “VIEW CLAUSE ” page, Click “Edit” button or “Delete” button
On the “EDIT CLAUSE ” page, update data and click the “Save” button