

AFON Systems Pte Ltd

User Guide

Bank E-Payment

DBS IDEAL UFF 3.0
HSBC iFile(ACH)
OCBC SWIFTVelocity
UOB BIB-Plus
SMBC-GIRO/TT

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Section A: Company Information

Enable Bank E-Payment files

1. On the Home Page, search Company Information
2. Go to Enable Bank E-Payment files Tabs
3. Tick to activate Bank E-Payment

Enable BANK E-Payment files

SINGAPORE BANKS

DBS Bank E-Payment file (IDEAL UFF 3.0)	<input checked="" type="checkbox"/>
UOB Bank E-Payment file (BIB Plus)	<input checked="" type="checkbox"/>
HSBC Bank E-Payment file (ACH-CR)	<input checked="" type="checkbox"/>
OCBC Bank E-Payment file (SWIFT-Velocity)	<input checked="" type="checkbox"/>
SMBC Bank E-Payment file (GIRO & TT)	<input checked="" type="checkbox"/>

Bank Specific Requirements

After activate Bank E-Payment, new tab will be show for each Bank Specific Requirement. (Except SMBC Bank)

DBS Bank Payment

DBS Organization ID

OCBC Bank Payment

OCBC Bank Account

UOB Bank Payment

UOB Bank Account UOB Organization ID
 UOB Bank BIC Code

HSBC Bank Payment

HSBC Connect Cust. ID HSBCnet Connect Cust. ID

1. DBS Bank Payment
 - DBS Organization ID: Specifies Organization ID provided by DBS
2. OCBC Bank Payment
 - OCBC Bank Account: Specifies OCBC Bank Account
3. UOB Bank Payment
 - UOB Bank Account: Specifies UOB Bank Account
 - UOB Bank BIC Code: Specifies UOB Bank BIC Code
 - UOB Organization ID: Specifies UOB Organization ID
4. HSBC Bank Payment
 - HSBC Connect Cust. ID: Specifies HSBC Connect Cust. ID
 - HSBCnet Connect Cust. ID: Specifies HSBCnet Connect Cust. ID

Section B: Bank Account and Vendor Bank Account Setup

Bank Account

For HSBC and OCBC Bank, need to setup mandatory field in Bank Account Card

1. On the Home Page, search Bank Accounts
2. Click Manage > Edit to Open Bank Account Card
 - a. For HSBC Bank need to specify HSBC First Party Name.

HSBC

Mandatory Field: HSBC First Party Name

The screenshot shows the 'BANK ACCOUNT CARD' form for 'HITAMOTO · Hitamoto Bank'. The 'General' section contains the following fields:

- No.: HITAMOTO
- Bank Branch No.: 888
- Name: Hitamoto Bank
- Bank Account No.: 8889999990
- HSBC First Party Name**: (highlighted with a red box)
- Balance: -1,000.00
- OCBC Bank Code: (empty)
- Blocked: (toggle switch)

- b. For OCBC Bank need to specify OCBC Bank Code.

OCBC

Mandatory Field: OCBC Bank Code

The screenshot shows the 'BANK ACCOUNT CARD' form for 'HITAMOTO · Hitamoto Bank'. The 'General' section contains the following fields:

- No.: HITAMOTO
- Bank Branch No.: 888
- Name: Hitamoto Bank
- Bank Account No.: 8889999990
- HSBC First Party Name: (empty)
- Balance: -1,000.00
- OCBC Bank Code**: (highlighted with a red box)
- Blocked: (toggle switch)

Vendor Bank Account

For each Bank, need to setup mandatory field in Vendor Bank Account Card

1. On the Home Page, search Vendors.
2. Go to Navigate > Vendor > Bank Accounts
 - a. For DBS Bank

DBS

Enter the Vendor Bank Details.

*Mandatory field :

- Bank Account No.
- Beneficiary Name
- Swift Code

- b. For HSBC Bank

HSBC

Enter the Vendor Bank Details.

*Mandatory field :

- Bank Account No.
- Beneficiary Name
- Swift Code

c. For SMBC Bank

SMBC

Enter the Vendor Bank Details.

*Mandatory field :

- Bank Account No.
- Beneficiary Name
- Swift Code

VENDOR BANK ACCOUNT CARD

V001 · ECA · ECA Bank

General

Code ECA

Name ECA Bank

Address Anchor House 43

Address 2

Bank Branch No. 1200

Bank Account No. 1200 100002

Beneficiary Name CANBERRA POSTMASTER

Intermediary Bank N... ..

Transfer

SWIFT Code DBSSSG

IBAN

EFT BSB No.

Bank Clearing Standa... ..

Bank Clearing Code

d. For OCBC Bank

OCBC

Enter the Bank Details.

*Mandatory field :

- Bank Account No.
- Beneficiary Name
- Swift Code
- Bank Code
- Notify By

VENDOR BANK ACCOUNT CARD

V001 · ECA · ECA Bank

General

Code ECA

Name ECA Bank

Address Anchor House 43

Address 2

Postcode 149544

State

Phone No. +65 8333 3333

City Singapore

Country/Region Code .. SG

Contact

Currency Code

Bank Branch No. 1200

Bank Account No. 1200 100002

Beneficiary Name CANBERRA POSTMASTER

Intermediary Bank N... ..

Intermediary Bank S... ..

Intermediary Bank Co... ..

Intermediary Bank Br... ..

Bank Code 001

Notify By Email

Transit No.

Transfer

SWIFT Code DBSSSG

IBAN

EFT BSB No.

Bank Clearing Standa... ..

Bank Clearing Code

e. For UOB Bank

UOB

Enter the Bank Details.

*Mandatory field :

- Bank Account No.
- Beneficiary Name
- Swift Code
- Bank Code

← VENDOR BANK ACCOUNT CARD + ✓ SAVED

V001 · ECA · ECA Bank

General

Code	<input type="text" value="ECA"/>	Bank Branch No.	<input type="text" value="1200"/>
Name	<input type="text" value="ECA Bank"/>	Bank Account No.	<input type="text" value="1200 100002"/>
Address	<input type="text" value="Anchor House 43"/>	Beneficiary Name	<input type="text" value="CANBERRA POSTMASTER"/>
Address 2	<input type="text"/>	Intermediary Bank N...	<input type="text"/>
Postcode	<input type="text" value="149544"/>	Intermediary Bank S...	<input type="text"/>
State	<input type="text"/>	Intermediary Bank Co...	<input type="text"/>
Phone No.	<input type="text" value="+65 8333 3333"/>	Intermediary Bank Br...	<input type="text"/>
City	<input type="text" value="Singapore"/>	Bank Code	<input type="text" value="001"/>
Country/Region Code ..	<input type="text" value="SG"/>	Notify By	<input type="text" value="Email"/>

Transfer

SWIFT Code	<input type="text" value="DB55SG"/>	Bank Clearing Standa...	<input type="text"/>
IBAN	<input type="text"/>	Bank Clearing Code ...	<input type="text"/>
EFT BSB No.	<input type="text"/>		

Section C: Bank Payment Transaction

Payment Journal

- 1) Navigate to **Payment Journal** Page.

PAYMENT JOURNALS ↗

Batch Name BANK ...

Manage Process Report Bank Prepare Posting Check History | Actions Navigate Less options 🔍 ⓘ

POSTING DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUMENT NO.	ACCOUNT TYPE	ACCOUNT NO.	RECIPIENT BANK ACCOUNT	MESSAGE TO RECIPIENT	DESCRIPTION
17-06-19	Payment	PV0001		Vendor	*			

- 2) In the **Details Lines**, fill in the following details:

<i>Posting date</i>	This field will display the current date. This is an editable field
<i>Document type</i>	Choose Payment for vendor payment
<i>Document No.</i>	Enter Internal reference PV No. for this transaction
<i>External Document No.</i>	Enter Cheque no.
<i>Account Type</i>	Choose Vendor to update vendor account
<i>Account No.</i>	Indicate from the drop-down list based on the account type selected.
<i>Description</i>	This field is automatically populated based on the no. / code selected. This field can be overwritten with description that you wish to appear on the Payment Voucher
<i>Currency Code</i>	Choose currency Code from the list, Leave blank if using Local Currency
<i>Amount</i>	Enter Amount of the transaction
<i>Amount LCY</i>	The system will convert the amount in LCY if there is a currency that is chosen. It will be based on the currency rate. This field can be overwritten.

- 3) To apply transaction, click **Process > Apply Entries** and it will open up **Apply Vendor Entries** Page.

Actions Navigate

Application

Set Applies-to ID

Post Application... 7-06-19 Currency Code

Preview Posting Payment Amount 0.00

Show Only Selected Entries to Be Applied PV0001 Remaining Amount 0.00

APPLIES-TO ID	POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	EXTERNAL DOCUMENT NO.	VENDOR NO.	DESCRIPTION	CURRENCY CODE	REMAINING AMOUNT	APPLN. REMAINING AMOUNT	AMOUNT TO APPLY	AMOU /
PV0001	6/17/2019	Invoice	108045	YIN002	10000	Invoice 1008		-14,831.13	-14,831.13	-14,831.13	-1
	17-06-19	Invoice	108046	YIN003	10000	Invoice 1009		-1,483.11	-1,483.11	0.00	
	31-12-19	Invoice	5578	5578	10000	Opening Entries, Vendors		-24,156.97	-24,156.97	0.00	
	31-12-19	Invoice	5672	5672	10000	Opening Entries, Vendors		-57,976.72	-57,976.72	0.00	

APPLN. CURRENCY	AMOUNT TO APPLY	PMT. DISC. AMOUNT	ROUNDING	APPLIED AMOUNT	AVAILABLE AMOUNT	BALANCE
	-14,831.13	0.00	0.00	-14,831.13	0.00	-14,831.13

OK Cancel

- Highlight the invoice that you want to apply the payment and then click the **Set Applies-to ID** and it will update the *Applies to ID* field with the PV no indicated.
- Click **OK** Button to close page and go back to payment journal.
- Put Bank Account on the Bal. Account Type field and choose Bank Account you are paying from on Bal. Account No field.

← PAYMENT JOURNALS

Batch Name CASH

Manage Process Bank Prepare Page Post/Print Line Account Check More options

Posting Date	Amount (LCY)	Vendor Exchange Rate (ACY)	Bal. Account Type	Bal. Account No.	App... (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type
→ 20/8/2020	0.00	0	Bank Account	DBS	<input type="checkbox"/>				

- If you choose UOB or DBS Bank as Balancing Bank Account, field Purpose Code is Mandatory.

← PAYMENT JOURNALS

Batch Name CASH

Manage Process Bank Prepare Page Post/Print Line Account Check More options

Posting Date	Description	UOB Purpose Code	DBS Purpose Code	Currency Code	Payment Method Code	Payment Reference	Creditor No.
→ 18/2020					*		

- Click **Post/Print > Post** to Post Transaction.

Bank Payment

Payment Journal that already posted will be registered at Bank Payments page.

1. Navigate to **Bank Payments Page**.
2. Click **Manage > View** to open Bank Payment Card.

BANK PAYMENTS | WORK DATE: 1/28/2022

Search Manage Open in Excel

Transaction No.	Journal Template Name	Journal Batch Name	Posted By	Posted On	Bank File Exported By	Bank File Exported On
1	PAYMENT	BANK	AFON\RAJAN.M	5/18/2020 5:46 PM		
2	PAYMENT	BANK	AFON\RAJAN.M	5/18/2020 5:48 PM	AFON\RAJAN.M	7/9/2020 5:46 PM
3	PAYMENT	BANK	AFON\RAJAN.M	6/15/2020 10:14 AM		
4	PAYMENT	BANK	AFON\RAJAN.M	6/15/2020 4:04 PM		
5	PAYMENT	BANK	AFON\RAJAN.M	6/15/2020 4:29 PM		
6	PAYMENT	BANK	AFON\RAJAN.M	6/15/2020 4:45 PM	AFON\RAJAN.M	6/15/2020 4:58 PM
7	PAYMENT	BANK	AFON\RAJAN.M	6/15/2020 5:07 PM	AFON\RAJAN.M	6/24/2020 3:22 PM
8	PAYMENT	BANK	AFON\RAJAN.M	6/15/2020 5:23 PM		
9	PAYMENT	BANK	AFON\RAJAN.M	6/24/2020 10:26 AM		

3. To print Payment Voucher click **Report > Print Payment Voucher**

BANK PAYMENT | WORK DATE: 1/28/2022

10 · PAYMENT · BANK

Process Report Actions Fewer options

Print Payment Voucher... Purpose Code

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Currency Code	Amount	Amount (LCY)	Bal. Account Type	Bal. Acc
1/28/2022	Payment	G04015	Vendor	10000	Canberra Postmaster		69,000.00	69,000.00	Bank Accou...	WWB-
→ 1/28/2022	Payment	G04016	Vendor	20000	AR Day Property Management		13,744.72	13,744.72	Bank Accou...	WWB-

Posted Payments Jnl Applied Entries Manage

Gen. Journal Document No.	Source Type	Source No.	Source Name	Document Type	Document No.	Description	Currency Code	Amount	Amount
G04016	Vendor	20000	AR Day Property Management	Invoice	108025	Order 106001		-4,115.16	-4,115.16
→ G04016	Vendor	20000	AR Day Property Management	Invoice	108026	Order 106024		-12,229.56	-12,229.56

Notes : In case the Purpose Code is blank, due to miss out keying in before posting. Click on the Report > Purpose Code to amend the "Purpose Code" before exporting the Bank file.

Bank Payment

Process Report Actions Fewer options

Print Payment Voucher... Purpose Code

To edit Purpose Code

Section D: Exporting Bank File

1. Navigate to **Bank Payments** Page.
2. Click **Manage > View** to open Bank Payment Card.
3. To export the Bank File, click on the **Process** and choose the Bank File that want to export

BANK PAYMENT | WORK DATE: 1/28/2022

10 · PAYMENT · BANK

Process Report Actions Fewer options

DBS IDEAL 3.0 (UFF)... UOB GIRO FILE... HSBC (ACH)... SMBC GIRO Payment File... SMBC TT & IT Payment File... OCBC SWIFT Velocity...

General

Transaction No. 10 Posted On 7/9/2020 7:34 PM

Journal Template Name PAYMENT Bank File Exported

Journal Batch Name BANK Bank File Exported By

Posted By AFON\RAJAN.M Bank File Exported On

Posted Payments Jnl Lines

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Currency Code	Amount	Amount (LCY)	Bal. Account Type	Bal. Acc
1/28/2022	Payment	G04015	Vendor	10000	Canberra Postmaster		69,000.00	69,000.00	Bank Accou...	WWB-
→ 1/28/2022	Payment	G04016	Vendor	20000	AR Day Property Management		13,744.72	13,744.72	Bank Accou...	WWB-

a. Export DBS Bank File

DBS

- Specifies Filename Batch ID
- Specifies Value Date

DBS BANK E-PAYMENT FILE (IDEAL UFF 3.0)

The Program to generate DBS IDEAL UFF 3.0 payment file

Filename Batch ID 2008

Value Date 31/8/2020

Filter: Bank Payment Lines

× Posted Payments/Receipts... 1

× Account No.

× Document No.

× Posting Date

+ Filter...

OK Cancel

b. Export UOB Bank File

UOB

- Specifies Value Date
- Specifies Payment Type
- Specifies Bulk Customer Reference
- Specifies Progressing Mode

UOB GIRO BIB PLUS

Options

Value Date 31/8/2020

Payment Type Payment

Bulk Customer Reference 280820203

Progressing Mode I - Immediate for FAST

Filter: Bank Payment Lines

× Posted Payments/Receipt... 1

× Posting Date

× Account No.

× Document No.

+ Filter...

OK **Cancel**

c. Export HSBC Bank File

HSBC

- Specifies File Reference
- Specifies Value Date

HSBC IFILE ACH-CR

Options

File Reference (must be uniq... 31-08-2020-11-10AM-BACKUP--ACH

Value Date 31/8/2020

Filter: Bank Payment Lines

× Posted Payments/Receipts... 1

× Document No.

× Posting Date


+ Filter...

OK **Cancel**


d. Export OCBC Bank File

OCBC

- Specifies Value Date


OCBC GIRO PAYMENT 

Options

Value Date 31/8/2020 

Filter: Bank Payment Lines

× Posted Payments/Receipts... 1

× Account No. 

× Posting Date

× Document No.

× External Document No.

[+ Filter...](#)


OK Cancel

e. Export SMBC Bank File


SMBC


Giro Integration

- Specifies Value Date
- Specifies Bank Code

SMBC GIRO INTEGRATION 

Options

Value Date 31/8/2020 

Bank Code HITAMOTO 

Filter: Bank Payment Lines

× Posted Payments/Receipts... 1


× Posting Date

[+ Filter...](#)


OK Cancel


TT Payment


- Specifies Value Date
- Specifies Bank Account
- Specifies Bank Charge Type

SMBC TT PAYMENT 

Options

Value Date 31/8/2020 

Bank Account HITAMOTO 

Bank Charge Type A 

Filter: Bank Payment Lines

× Posted Payments/Receipts... 1

× Posting Date

[+ Filter...](#)
