# USER MANUAL

# Member Process Flow For Early Pay-In

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# Early Pay-In Process Flow for Member

- ➢ Early pay-in of funds will be done by Clearing members.
- ➢ Early pay-in instruction for securities (BDR) will be provided by CM/TM/Client to depository.

## A. Early Pay-In of Fund (EPF)

When a trading member/client enters a "Buy" order in the trading system for T+0 settlement, Member is required to give early pay-in of fund (EPF) for buy order T+0 settlement.

- The request once entered by the Clearing Member (CM) will be routed to Bank.
- Member will notify the bank about the transaction.
- The path for executing funds early pay-in instruction from Clearing Member's Collateral login is given below:

Menu: Transaction → Deposits / Withdrawals → Cash → Cash Deposit

| Bank Cash Collateral Entry | | | | | |
|---|---|---|---|---|---|
| Amount Type* | EARLY PAYIN OF FUND | Segment* | IIBX | Settlement Type | T0 |
| Sett No | 2324020 | Member Code(F2)* | 7043 | Member Name | TEST MEMBER 43 |
| Bank Name* | Bank IIBX | Bank Account | 987456321 | | |
| Coll Type | CASH | Coll Sub Type | CASH BASE CAPITAL | Amount* | |
| Amount(In Words): | | | | | |

Save    Clear

o **Screen as shown above appears. Enter details as below:**

| Field | Value |
|---|---|
| Amount type | Select Early Pay-in of Fund |
| Segment | Select Segment IIBX |
| Settlement Type | Select settlement type T0 |
| Sett No | Select settlement number for which early Pay-In is done |
| Member Code | CM's Member Code |
| Member Name | Name of Member (Auto populated when entering Member Code) |
| Bank Name | Select Bank where transaction is to be done |
| Bank Account | Select Account number with the selected bank |
| Coll. Type | Cash |
| Coll. Sub Type. | CASH Base Capital |
| Amount | Amount value to be transacted |
| Amount (in Word) | Amount displayed in word automatically along with entering digits in Amount field |

- After entering above details click "Save" button and provide confirmation on popup.
- Once entry is done the transaction will be visible to bank's login for their approval.
- For Checking early pay-in entry status, Clearing Member can go to below path in Collateral login and click on view button entry will show in Pending:

Menu: Transaction → Deposits / Withdrawals → Cash → Cash Deposit Status

| Bank Cash Receipt Status | | | | | |
|---|---|---|---|---|---|
| From Date | 04/05/2023 | To Date | 04/05/2023 | Status | ALL |
| Amount Type | ALL | Segment | ALL | Sett No | ALL |
| Member Code(F2) | 7043 | Member Name | TEST MEMBER 43 | | |
| | | View | Clear | | |

- After the bank's approval, the Early Pay-in will be reflected in members collateral in Early pay-in Menu.

Menu: Transaction → Early PayIn →Report→ Early PayIn of Funds Details New

| Early PayIn of Funds Details New | | | |
|---|---|---|---|
| From Date* | 04/05/2023 | To Date* | 04/05/2023 |
| From Sett. No. | | To Sett. No. | |
| Segment | IIBX | | |
| View | Cancel | Export(Excel) | |

- After entry reflect, Member can upload EPF file in Extranet Application.

➢ **Member EPF file upload in Extranet**

- Clearing members have a provision to allocate the funds early pay-in instruction at a trading member level, trading member-client level and security-wise.
- To allocate funds early pay-in instruction, Clearing Member will need to upload an EPF file giving further details as per **Annexure A.**

**The path to upload the EPF file is given below:**
- o Menu: Uploads
- o Select Segment Type "IIBX"
- o File Type "EPF"
- o Browse and Select EPF File and click "Upload"

| Upload Section | | |
|---|---|---|
| Segment Type | IIBX | |
| File Type | EPF | |
| File Path | | Browse... |
| | | Upload |

- On successful upload, the early Pay-In data mentioned in EPF file will reflect in Collateral Application EPF Fund Member File Approve/Reject page as given below:

  Menu: Early PayIn → Transaction → EPF Fund Member File Approve Reject

Close Dat

| Master ▼ | Transaction ▼ | Reports ▼ | Utilities ▼ | Administrator ▼ | Early Payin ▼ | Log Out |

**EPF Fund Member File Approve Reject**

Trans Date* 24/04/2023    Member Code 7041    Status ---Select---  ▼

View

| Sr No | Fin Year | Member Code | TMID | Client Code | Settlement Type | Settlement No | Scrip Code | Amount | File Name | Batch No | App | Rej | Remarks | Checker Nan |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2324 | 7041 | 7041 | 7041NIDCQJNM1000001 | T0 | 2324013 | 1200001 | 600000000 | F704101399.EPF | 99 | ☐ | ☐ | Approved | DEV1 |
| 2 | 2324 | 7041 | 7041 | 7041NIDCQJNM1000001 | T0 | 2324013 | 1200001 | 600000000 | F7041232401389.EPF | 89 | ☑ | ☐ | Approved | |
| 3 | 2324 | 7041 | 7041 | 7041NIDCQJNM1000001 | T0 | 2324013 | 1200001 | 600000000 | F7041232401388.EPF | 88 | ☐ | ☐ | Approved | DEV1 |

Save

- Check Detail of EPF and click approve/reject checkbox and click save.
- After save go to Early PayIn of Funds Details page to check status of processing of fund allocation.
- After processing the early Pay-In data mentioned in EPF file will reflect in RTRMS module.

With this the Early Pay-In of Funds process gets completed at Trading member / client level.

## B. Early Pay-In of Securities (BDR)

When a trading member/client enters a "Sell" order in the trading system for T+0 settlement, Member is required to give early pay-in instruction quantity in the members/client's account.

**The process to give securities early pay-in instruction is given below:**

- When member has "Sell" trades placed in T+0, CM/TM/Client is required to process early pay-in of securities (BDR), wherein they'll instruct to the depository for Pay-in, in turn depository will provide Security Pay-in file containing the details of early Pay-In of securities (BDR) to CC.
- Security Pay-in file will be uploaded by CC.
- After pay-in file upload it will reflect in Member RTRMS module.

# Annexure A

**A. Early Pay-In of funds file format**

| File Name | FCCCCSSSSSSSNN.EPF (pipe separated) |
|---|---|
| | |
| F | Early Pay-In file identification |
| CCCC | Clearing Member code |
| SSSSSSS | Settlement number. |
| NN | Incremental Batch Number starting with 01 for each settlement no. |

| Sr No. | Field Name | Data Type | Description |
|---|---|---|---|
| 1 | Member Code | Numeric (4) | TM/LPTM Code |
| 2 | Financial Year | Numeric (4) | Settlement Financial Year i.e., for 2022-2023 it will be presented as 2223 |
| 3 | Settlement Number | Numeric (4) | 0 followed by Last three characters of the settlement number. i.e., Settlement number is 2223001 it will be presented as 0001 |
| 4 | Security Code | Long (7) | Scrip Code for which the early pay-in of funds. E.g., if security code for gold 995 is 1200001 then use 1200001 for early pay-in allocation. |
| 5 | Client ID | Char (25) | Client UCC ID |
| 6 | Amount | Numeric (14) | Amount should be in cents |