Common Reference Data Management for TIPS

User Handbook

V0.2.0

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Terms and Abbreviations

The terms and abbreviations are shown in the table below. You find terms with their description and the abbreviations, both in an alphabetical order.

Letter	Description
A	
Alert icon	An *alert* icon is an icon that is shown on an active CRDM screen for those users with appropriate rights to approve a pending action.
A2A	Application-to-application
B	
BIC	Business identifier code
C	
Check box	Square box which can be filled with a checkmark by clicking on it with the mouse. In contrast to the radio button, you can select more than one option with a check box.
D	
DD	Day (e.g. used within the timestamp, every letter stands for one digit)
d	Decimal number
E	
e.g.	For example (Latin: 'exempli gratia')
G	
GUI	Graphical user interface which is a type of user interface which allows users to interact with electronic devices.
H	
hh	Hour (e.g. used within the timestamp, every letter stands for one digit)
I	
i.e.	That is (Latin: 'id est')
IP port	Internet Protocol address port, is the port which connects a numerical label assigned to each device

Letter	Description
	(e.g., computer, printer) participating in a computer network that uses the Internet Protocol for communication.
Incl.	Including
M	
Mouse-over	Additional information for some elements of the GUI is only shown when you move the mouse-pointer to these elements.
MM	Month (e.g. used within the timestamp, every letter stands for one digit)
mm	Minute (e.g. used within the timestamp, every letter stands for one digit)
μsμsμsμsμs	Microsecond (e.g. used within the timestamp, every 'μs' stands for one digit)
min.	Minimum
max.	Maximum
10m	10 million
N	
NRO	Non-repudiation of origin (NRO) provides the recipient (CRDM) with the evidence NRO which ensures that the originator (CRDM actor) will not be able to deny having sent the U2A instruction. The evidence of origin is generated by the originator and held by the recipient.
Q	
QQ	Quarter, indicates a time span of three months, e.g. Q2 stands for the second quarter of the year.
R	
Radio button	A type of GUI element which allows the user to choose only one of a predefined set of options.
S	

Letter	Description
Select box Units ▼ All Units Nominal	A select field in the GUI with an arrow on the right side. By clicking on the arrow, all possible input values are shown and can be selected with a mouse-click.
SS	Semester, indicates a time span of six months, e.g. S1 stands for the first semester.
ss	Second (e.g. used within the timestamp, every letter stands for one digit)
T	
10t	10 thousand
Timestamp	A sequence of characters, denoting the date and the time in CRDM.
U	
UHB	User Handbook
U2A	User-to-application
Y	
YYYY	Year (e.g. used within the timestamp, every letter stands for one digit)

1 Introduction

1.1 Overview of the User Handbook

The CRDM User Handbook, hereinafter called UHB, aims at facilitating the use of the Graphical User Interface of the Common Reference Data Management (CRDM GUI). It is intended for any CRDM user regardless of the focus of activities and describes the full range of functionalities available in user-to-application (U2A) mode. The UHB provides detailed reference information on all GUI screens and step-by-step instructions for typical workflows.

Target Audience

There is only one handbook addressing all actors: central banks (CBs) and payment banks/settlement banks. By referring to the table of contents as well as to the usage indication list, each reader can easily identify the relevant parts.

Related Documentation

The UHB is part of the functional documentation and complements the UDFS. In particular, chapter one of the UDFS contains a detailed description of the business concepts used in CRDM, which are also relevant when using the GUI.

Updates

Updated versions of the UHB will be provided on a regular basis.

1.1.1 UHB Methodology

Several symbols and methodological elements are used throughout the CRDM UHB to ease orientation and help you to find your desired information quickly.

Page Layout

Every page of the main UHB parts has a similar page layout. You can find four different elements:

- the header, which shows the chapter and sub-chapter title
- the margin column on the left side of each page, which is used for subheadings and information signs
- the text column, which contains the main information, tables and screenshots
- the footer, which shows the name and the release of the document as well as the page number

Information Signs	

Name	Icon	Description
Notice sign		Notice signs are used to highlight useful information. Read its content to find out about hints, action alternatives or other details helping you to improve your usage of the CRDM GUI.
Example sign		Example signs are used to highlight examples, which illustrate the corresponding text, especially when a verbal description is difficult or too extensive.

Links Links are illustrated throughout the UHB with a little triangle followed by a page number within squared brackets. These links help you to jump to related sections by clicking on them or turning to the relevant page.

Please find the information on page 6. [▷ 6]
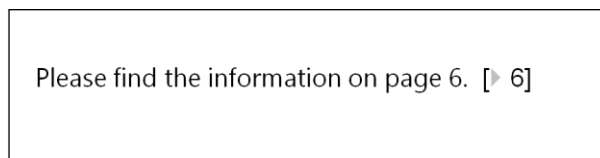
Illustration 1: Link illustration

Tables Tables are used to present information in a clearly arranged format. They consist of a table head and a table body. The body is divided into a left and a right column. The left column contains keywords, for example field names, which are explained in the right column. Subsections within a table are preceded by a heading. The order of the description follows the appearance on the screen from left to right and from top to bottom.

Type Set Regular text in the UHB is written in Arial Unicode MS font with a size of 11pt. Screen and button names are written in italic letters, GUI paths use the Courier New font. Field names and field values are put in quotation marks if they appear in a context other than their dedicated description.

Element	Format	Example
Screen name	Italic letters	*Data changes – search/list* screen
Button name	Italic letters	*New* button
GUI path	PC code	`COMMON >> Parties >> Parties`
Field name or value quotation	'...'	'Opening Date' ; 'Active'

Action Steps Business scenarios are divided into single action steps. These action steps are numbered sequentially. Intermediate results are described where appropriate and marked with an indented arrow. Each business scenario ends with a final result, indicated by an arrow.

> **!** **Example**
>
> 1. Action step 1
> 2. Action step 2
>
>   ➡ Intermediate result
>
> 3. Action step 3
>
> ➡ Result

Screenshots Screenshots are used to illustrate the corresponding text. Note that there might be minor deviations between the screenshot and your screen appearance, according to your access rights or a specific selection you have made. Also, some functions are mutually exclusive and cannot be represented in a single screenshot. In these cases, the screenshot illustrates the more prevalent use of the screen.

Values shown on a screenshot might also deviate from the default values indicated in the description. In these cases, the description is valid rather than the screenshot.

Wherever relevant, specific parts of a screenshot are highlighted with a red box. If there is more than one box, position numbers point out the relation to the corresponding description.
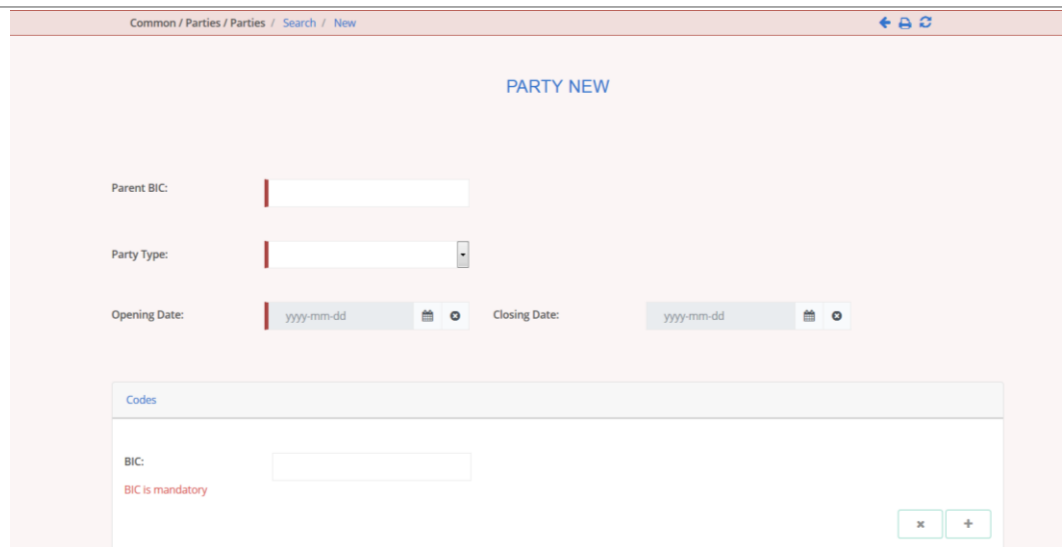
Illustration 2: Screenshot of Party New/Edit screen

1.1.2 UHB Structure

The UHB is structured in three parts and is complemented by an annex.

Part 1

The **introduction** explains the aim, the content and the approach of both the UHB and the GUI. While the first section explains how to use the UHB, the second section focuses on the design and common functionalities of the GUI.

The overview of the UHB includes information about:

▌ The UHB structure [▶ 11]

▌ The UHB methodology

The overview of the GUI consists of information about:

▌ Setup and login procedures

▌ GUI structure, including information about the menu structure, screen structure, screen types, field types and properties, and common buttons and icons

▌ Validation

▌ Communication network and services

▌ User administration

▌ Security and certification services

▌ Online help

Refer to this part if you need information on how to use the UHB or on common functionalities of the GUI.

Part 2

The **screen reference part** starts with a general section serving as a reader's guide for this part. It is followed by the screen descriptions of all screens contained in the GUI. Each description follows an identical structure which comprises detailed information on all screen fields.

The screen reference part is structured along the first and second GUI menu level, followed by the screens in alphabetical order. Within this alphabetical order, all screen types belonging to the same business function are grouped together to follow the business logic (*search/list* screen, *details* screen, *new/edit* screen).

Refer to this part if you need detailed and precise information on a screen, field or button.

Part 3   The **user instructions part** starts with a general section serving as a reader's guide for this part. It is followed by step-by-step instructions for typical GUI workflows, called business scenarios. Each description follows an identical structure.

Related business scenarios are grouped into comprehensive business packages, which are further grouped into categories.

Refer to this part if you need to know how to carry out an action using the GUI.

Annex   The **annex** supplies detailed information complementing the UHB:

▌ Annex A - Indication of usage [▷ (To be provided in a later version)]: List of primary users (CB) for each screen and business scenario

▌ Annex B - Sitemap [▷ (To be provided in a later version)]: Hierarchical, structured illustration of all screens and their interrelations

▌ Annex C - List of privileges [▷ (To be provided in a later version)]: For each screen, all privileges and their corresponding description are listed

▌ Annex D - List of references for error messages [▷ (To be provided in a later version)]: For each screen, all references for error messages, the error text and the corresponding description are listed

1.2 Overview of the Graphical User Interface

The GUI is a browser-based application for communication with CRDM in U2A mode. It is based on the ISO norm 9241 'Ergonomics of human system interaction'.

1.2.1 Setup and Login Procedures

1.2.2 GUI Structure

This chapter explains the basic elements of the CRDM GUI structure (i.e. structure of the menu and the screens) helping you to navigate through the system and to use it quickly and efficiently.

The first subsection describes the menu structure where screens are grouped hierarchically. Afterwards, the second subsection explains the layout structure common to each screen. The following subsections provide details on the different screen types [▸] and on recurring elements, such as common field types [▸] or buttons and icons.

1.2.2.1 Menu Structure

The GUI menu is structured into four hierarchical menu levels. The first level is

presented as a menu bar which leads to the second menu level, where it is possible to choose the functionalities that are common to the shared services and those that are specific for TIPS.

Hint

Depending on your access rights, it is possible that not all menu entries are visible for you. Contact your system administrator to verify that you have the necessary privileges to access all screens relevant to you. The privileges are listed in each screen and business scenario description.

The second, third and fourth menu levels are accessible via mouse-over on the first-level menu item.
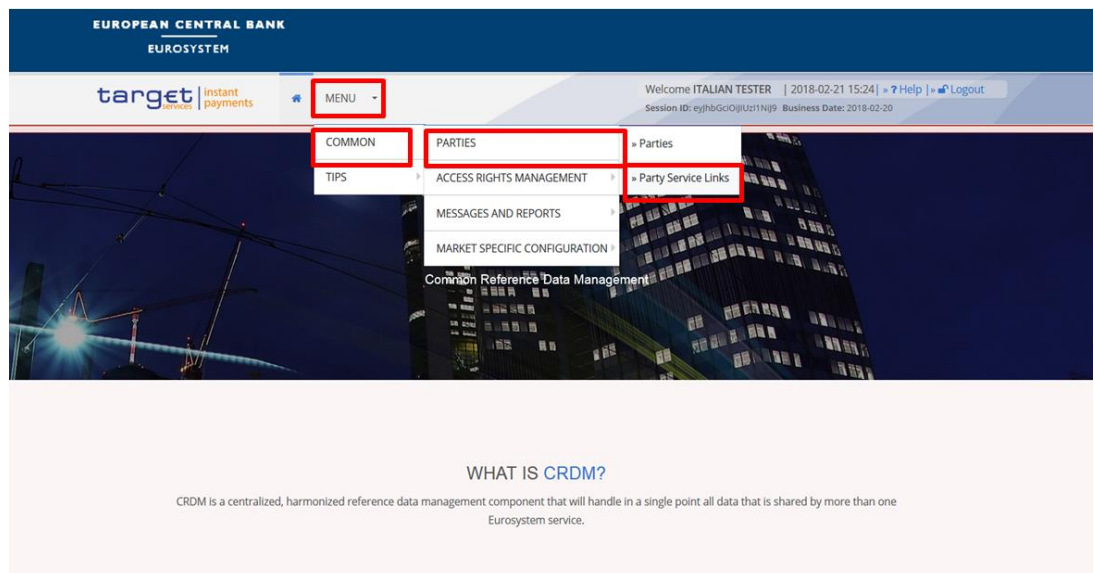
Illustration 3: CRDM menu levels

Position No.	Description
1	Menu level 1
2	Menu level 2
3	Menu level 3
4	Menu level 4

All entries on the third menu level are structural subcategories. To access a screen you have to click on the fourth menu level.

1.2.2.2 Screen Structure

In general, each screen of the CRDM GUI follows the same layout containing a header and a content area.

Header
The header appears at the top of every screen. It contains four main elements providing useful information and helping you to navigate between the different screens as shown in the illustration below.
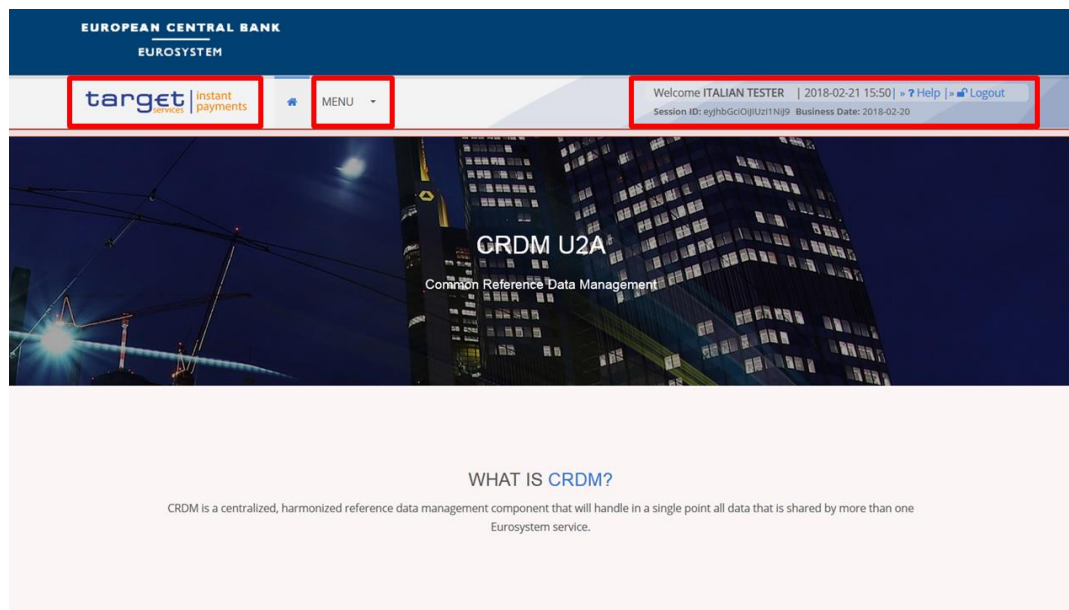
Illustration 4: Header elements

Position No.	Element	Description
1	*CRDM logo* button	... links to the welcome screen.
2	Information panel	... displays your login name, the *logout* and *help* buttons as well as date and time of last data access.
3	Menu bar	... presents the main menu item and allows you to navigate to the screens.

Content Area

The content area is the part of the GUI where you can trigger all business actions. It is organised by five main elements which help you to interact properly with the GUI as shown in the illustration below.

To structure large amounts of data, the content area is further separated into frames and sub-frames.
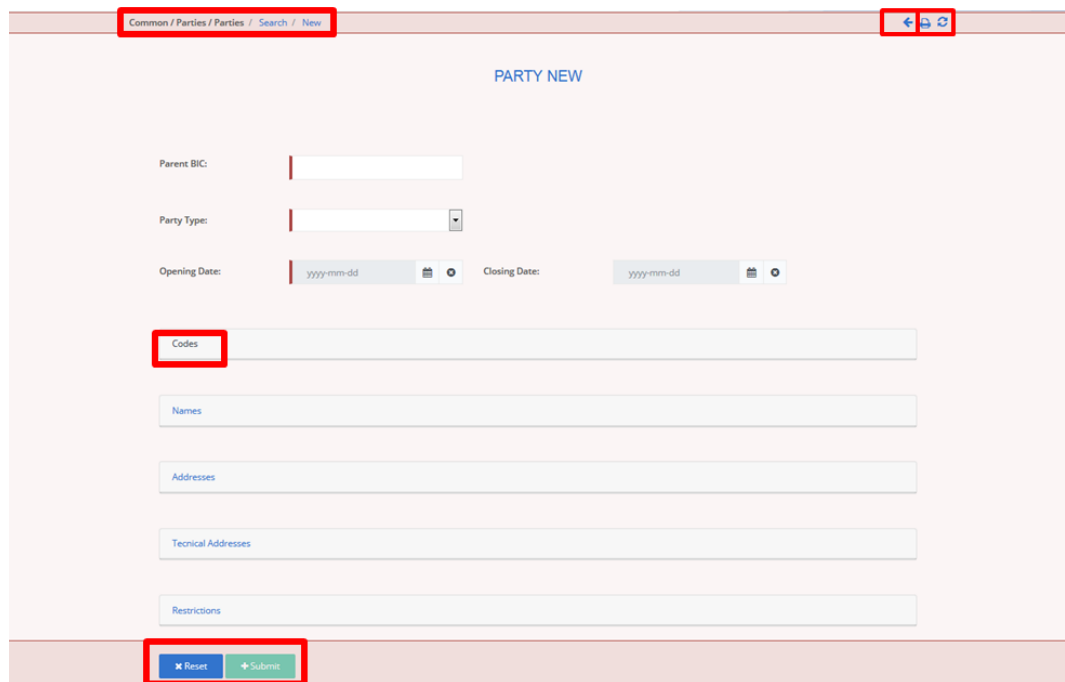
Illustration 5: Content area elements

Position No.	Element	Description
1	*Back* icon	... leads to the previous screen.
2	Breadcrumb	... shows the main path to the current screen.
3	*Print* icon	... prints the screen content.
	Refresh icon	... reloads the screen.

Position No.	Element	Description
4	Frame and sub-frame title	... groups related information as a structural function.
5	Button bar	... shows all available buttons for the current screen.

Further information about the icons can be found in the common buttons and icons section.

1.2.2.3 Screen Types

The CRDM GUI consists of the following types of screens, each with a different function:

▌ *Welcome* screen

▌ *Search/List* screen

▌ *Details* screen

▌ *Enter* screen (usually *new* or *edit* screen)

Welcome Screen

The *welcome* screen is the entrance into the CRDM GUI.

Search/List Screen

You can access all *search/list* screens on menu level four.

The *search/list* screen allows you to query the CRDM database using a predefined set of search criteria. After executing a search, a list of data records matching your search criteria is displayed in a table. To select an entry from a list displayed on a *search/list* or *list* screen, click on the desired entry. The background colour of the table line changes to indicate the selected entry. If the search retrieves only one record, the *details* screen is displayed directly, if you are authorised to access the details screen, else the record is displayed in the table in the list screen. You can browse through the list using the table buttons. Furthermore, it is possible to arrange your search results in ascending or descending order by the columns shown. This does not trigger a refreshed query.

Details Screen

In contrast to the *search/list* screen, you can only access the *details* screens via other screens.

All *details* screens provide you with in-depth information of a previously selected data record.

Before showing the *details* screen, a new query is forwarded to the system to ensure most up-to-date data.

Enter Screen Similar to the *details* screens, you can only access the *enter* screens through other screens.

Enter screens allow you to enter data, which can be done in two enter modes:

❚ New mode, represented by the *new* screens

❚ Edit mode, represented by the *edit* screens

In general, both modes contain the same fields. In the case of the *new* mode, all fields are blank. In the case of the *edit* mode, existing data are prefilled in the fields. In addition, one past value is reported (if available) which cannot be edited. You can edit the existing currently valid value by changing the content of the field. You can also enter a new future value by clicking on the *pencil* icon. You can only edit an existing currently valid value if there is no future value stored.

1.2.2.4 Field Types and Properties

On *search/list* and *enter* screens, you can enter information via input fields and select fields. Information is displayed in read-only fields.
Field Types

Input Fields In input fields you can enter text and/or numeric content. Make sure to comply with the format requirements, which are part of each field/screen description.

Input-sensitive fields are input fields with an auto-complete mode that helps you to input data. As soon as you start typing the first characters of the respective data into an input-sensitive field, CRDM automatically proposes possible matching entries from which you can select the desired one.
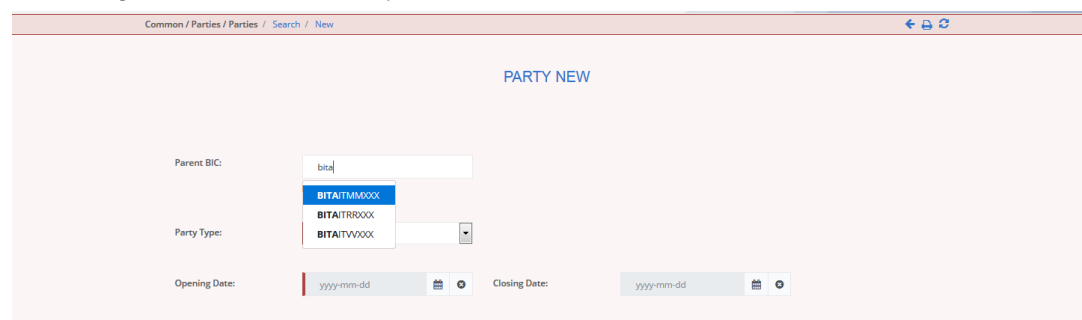
Illustration 6: Input-sensitive field

> (!) **Hint**
>
> You can use the tab key on your keyboard to navigate through the GUI fields.

BIC8 that are entered via GUI are automatically supplemented to BIC11 by adding 'XXX' in order to unambiguously identify a party.

Select Fields   Select fields are either select boxes, radio buttons or check boxes.

▌ **Select boxes**: Functionally a select box is a way to enter data from a limited list of possible values. In CRDM you can find different types of select boxes, standard select box and auto-complete select box.

  ▌ The **standard select box** enables you to choose one entry from a predefined set of values. To select an entry, click on the little box with the arrow to open the menu. Then select the desired value by clicking on it.
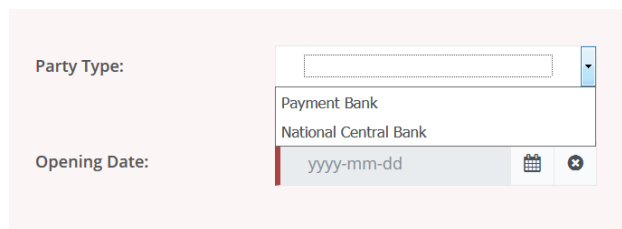
Illustration 7: Standard select box

The **auto-complete select box** enables you to either enter your desired value manually which will be used to reduce the possible set of values in the auto-complete select box to be chosen from or to click on the *auto-complete select box* icon, which provides you with a drop-down menu that shows the 10 first entries of the set of values irrespective of what you might have entered in the text field. In either way (meaning clicking on the icon or start typing an entry with the automatically shown list) up to 10 entries will be shown in the drop-down menu.
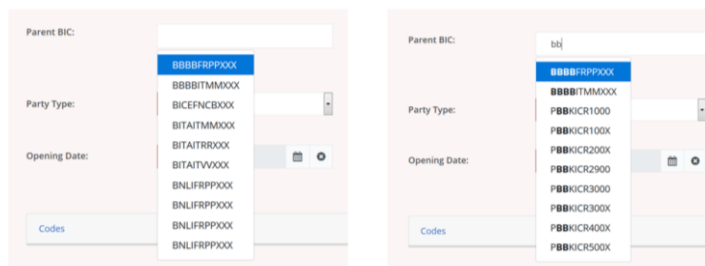
Illustration 8: Auto-complete select box using the *auto-complete select box* icon and auto-complete select box with manually entered values

The **google-style select box** enables you, on difference to the auto-complete select box, to make entries and choose values outside the standard set of values to be sent to the back-end for further validation (extended data scope). Due to that possibility of transporting unqualified data the validation of the values is restricted to basic checks and will be carried out mainly in the backend. Apart from that, the google-style select box functions similar to the auto-complete select box.

Illustration 9: Google-style select box

▌ **Radio buttons**: Enable you to make exact selections using one value from a set of options. You can select only one value at the same time. Click on the icon corresponding to the option you would like to select.
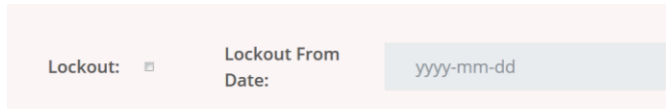
Illustration 10: Radio buttons

▌ **Check boxes**: Enable you to select more than one value at the same time. Click on the boxes corresponding to the options you would like to select. Selected check boxes contain a check mark.
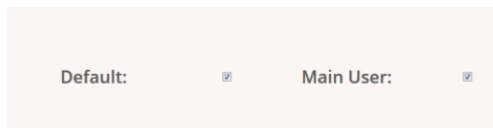
Illustration 11: Check boxes

Read-only Fields

In addition to enter and select fields, the CRDM GUI has also read-only fields, which are pre-filled and do not allow data changes.

Field Properties

All field types have specific properties with respect to possible character sets, and mandatory content.

Characters

CRDM operates in British English and uses the SWIFT-x character set to enter data. After the coexistence, CRDM will be using the UTF-8 character set with the exception of '<', '>' and '&'. Amounts are automatically displayed with decimal points. While negative amounts are displayed in red and marked with a '-', you can only type amounts that are greater than or equal to 0 into input fields.

The GUI does not differentiate between upper and lower case in terms of data input for input fields.

The SWIFT-x character set is used in the text fields during the period of coexistence and corresponds with the following content:

Character	Description
a - z	26 small characters of the Latin alphabet
A - Z	26 capital characters of the Latin alphabet

Character	Description
0 - 9	10 numeric characters
/	Solidus (slash)
-	Hyphen
?	Question mark
;	Semicolon
(	Opening parenthesis
)	Closing parenthesis
.	Full stop
,	Comma
´	Apostrophe
+	Plus
	Space (blank)
{	Opening curly bracket
}	Closing curly bracket
CR	Carriage return
LF	Line feed
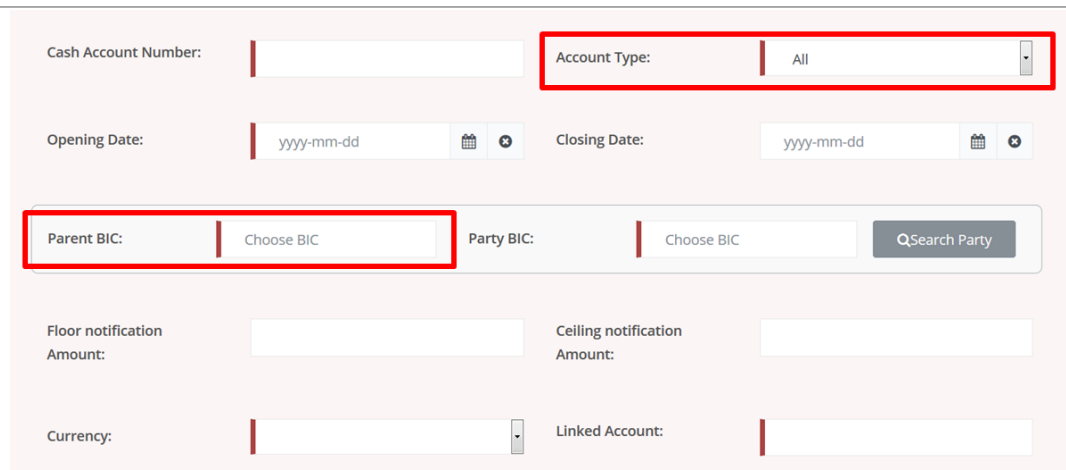
Hint

CRDM does not process fields (mandatory or optional), that are only filled with blanks. Blanks appearing at the beginning or at the end of a field entry are deleted automatically without any notification.

Fields in a *list* or *details* screen, where the dataset was saved without an entry, are filled with '---'.

Mandatory Content

In the GUI all mandatory fields are marked with an asterisk in the label. All marked fields have to be filled in before you are allowed to proceed.

Illustration 12: Mandatory fields

Position No.	Description
1	Mandatory select field
2	Mandatory input field

1.2.2.5 Common Buttons and Icons

While working with the CRDM GUI you will find that some buttons and icons appear regularly. There are three types of common elements:

▌ Basic icons, which you can find on every screen

▌ Utility elements, which represent functions within the content area

▌ Table elements, which you can find below data record lists on *search/list*

The buttons contained in the button bar are variable and therefore explained in the screen descriptions.

Basic Icons
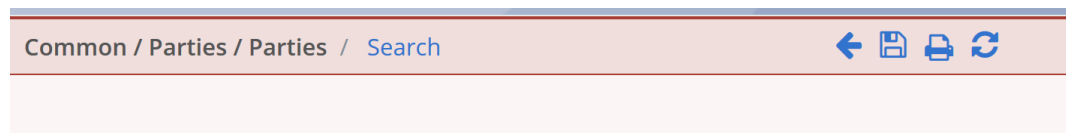
Illustration 13: Basic buttons

Position No.	Element	Description
1	*Back*	... always leads to the previous functional screen.
		The usage of the *back* icon does not lead to an update or a refresh of the query of the screen.
		Do not use the *back* button of your web-browser to return to the previous screen, to avoid data loss.
		The *back* icon is common to all CRDM screens except for the *welcome* and *search* screens.
2	*Print* icon	... prints the data of the current screen.
		It is strongly recommended to use this button for generating a clearly arranged overview of data on the printout.
		The *print* icon is common to all CRDM screens except for the *welcome* screen.
	Export icon	... exports the data of the executed query from the current screen into a csv-file.
		If exporting a list, the related search criteria are exported as well whereas detailed data are only exported, if the respective *list* and the *details* screen are covered by the same query. Otherwise just the list entry will be exported.
		The *export* icon is common to all CRDM screens except for the *welcome* and the *new* screens.
		In addition to the exported data from the screen the following information is exported at the start of the file: name of the exported screen (including menu path), current date, name of the user who triggered the exporting, classification label 'RESTRICTED', defined search criteria (query parameters, if applicable), 'CHANGED DATA' when exporting an *edit* screen which contains amended data that has not been submitted yet.
	Refresh icon	... reloads the screen.
		In new and edit modes the screen is locked, so it is not possible to refresh.
		The refresh function takes into account the search criteria that were chosen the last time the *search* button was clicked. Those search criteria will be displayed again.
		Changes that have not yet been saved are lost after using

Positio n No.	Element	Description
		the *refresh* icon.
		The *refresh* icon is common to all CRDM screens except for the *welcome* screen.

Utility Elements

Illustration 14: Utility elements

Positio n No.	Element	Description
1	*Calendar* icon	... opens a calendar where you can select a day. If applicable, you can also select the time via the *calendar* icon.
2	*Pencil* icon	... enables you to enter a new future value into an input field. In edit mode, you can either change an existing data

Positio n No.	Element	Description
		record or enter a new future one. If you have changed the existing current value before entering a future one, the data are restored. The *pencil* icon is only available on *edit* screens.
3	*Copy row* icon	... adds a row to the corresponding list using the values inserted in the related fields. The *add row* icon is only available on *new* and *edit* screens. It is possible to clone a previously edited row by selecting the respective row and clicking on the *copy row* icon. The *copy row* icon is only available on *new* and *edit* screens. You can insert a maximum of 10 rows at a time.
4	*Delete row* icon	... removes the selected row in the corresponding list as well as fields or sub-frames. The *delete row* icon is only available on *new* and *edit* screens.
5	*Submit changes* icon	... updates the selected row in the corresponding list using the values inserted in the related fields. The *submit changes* icon is only available on *new* and *edit* screens.
6	*Cancel changes* icon	... enables you to leave the selected and edited row without causing any changes. The *cancel changes* icon is only available on *new* and *edit* screens.

Positio n No.	Element	Description
7	*Add row* icon	... adds an empty row to the corresponding list. The *add row* icon is only available on *new* and *edit* screens. You can insert a maximum of 10 rows at a time.
8	*Magnifier* icon	... provides the possibility to search for data on other screens. If you are not aware of the exact/correct value, but you know other related data, click on the *magnifier* icon to enter the *search* screen. There you can enter all information known to you and execute a search. By clicking on the *select* button, you are redirected to the initial screen with the desired data entered in the respective fields. The attribute equipped with magnifier icon works otherwise like an auto-complete select box.
9	*Auto-complete select box* icon	...provides you the possibility to use the auto-complete functionality, while the drop-down menu opens when clicking on it. You can select one of the provided entries, when clicking on an entry in the list.

Table Elements

Illustration 15: Table elements

Positio n No.	Element	Description
1	*Sort* icon	... sorts the list in ascending or descending order by clicking on the up or down arrow.

1.2.3 Validation

In CRDM, all submission processes undergo various validations, which take place in the front-end and/or in the back-end. Only correct entries, fulfilling all predefined criteria, can be further processed. To indicate the status of the recently performed action, CRDM uses two different types of messages to indicate a successful or failed validation as described below.

In addition to the automatic validation carried out by CRDM, human validation can be imposed by using the 4-eyes mode.

Furthermore, non-repudiation of origin (NRO) is implemented for a specified number of screens.

Front-End Validation

As first part of the validation process, the front-end validation takes place without communication to the back-end. The front-end validation includes both the field validation and the cross-field validation. It is carried out after clicking on a button.

The field validation verifies that all entries comply with the required format.

The cross-field validation checks the data consistency between two or more fields/buttons in relation to each other.

Back-End Validation

The back-end validation is the second part of the validation process. After successful front-end validation, your request is submitted to the back-end and checked for compliance with the business validation rules. In case of failure an error message is displayed. You can find a detailed list of all error messages and their description in the annex of the UHB (list of references for error messages [▶]).

Result

After each validation, the CRDM GUI informs you about the result. There are two different message types available, the **error message** and the **success message.**
Error Message

Each error message appears as a pop-up on the upper right corner of the screen. In the case of a failed front-end or back-end validation, it indicates the source of the failure, the type of error and a short hint.
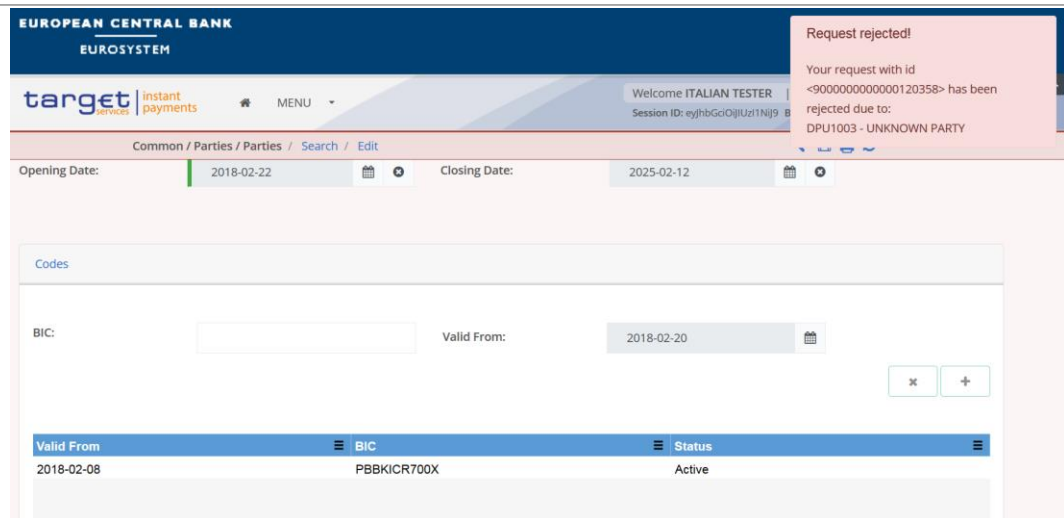
Illustration 16: Error message

Success Message

The success message appears as a pop-up on the upper right corner of the screen. It confirms that your data have been submitted successfully.

If you are working in 4-eyes mode, the success message also provides you with the 4-eyes principle ID.
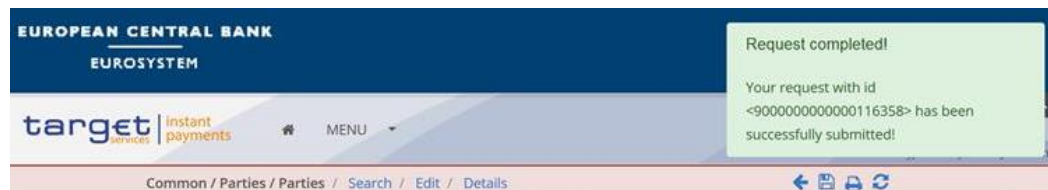
Illustration 17: Success message

4-Eyes Mode
Depending on the access rights setup, you can use CRDM in 2-eyes or in 4-eyes mode. The 2-eyes mode and the 4-eyes mode apply for *enter* screens (new and edit mode) and for any kind of deletion processes. If you are a 4-eyes mode user, your actions have to be confirmed by a second user in order to be processed.

First User

In 4-eyes mode the first user enters, changes or deletes the data on a screen and afterwards submits the action by clicking on the *submit* button in the button bar. The success message appearing after successful validation includes a 4-eyes principle ID. For the final execution a second user is needed to confirm the action.
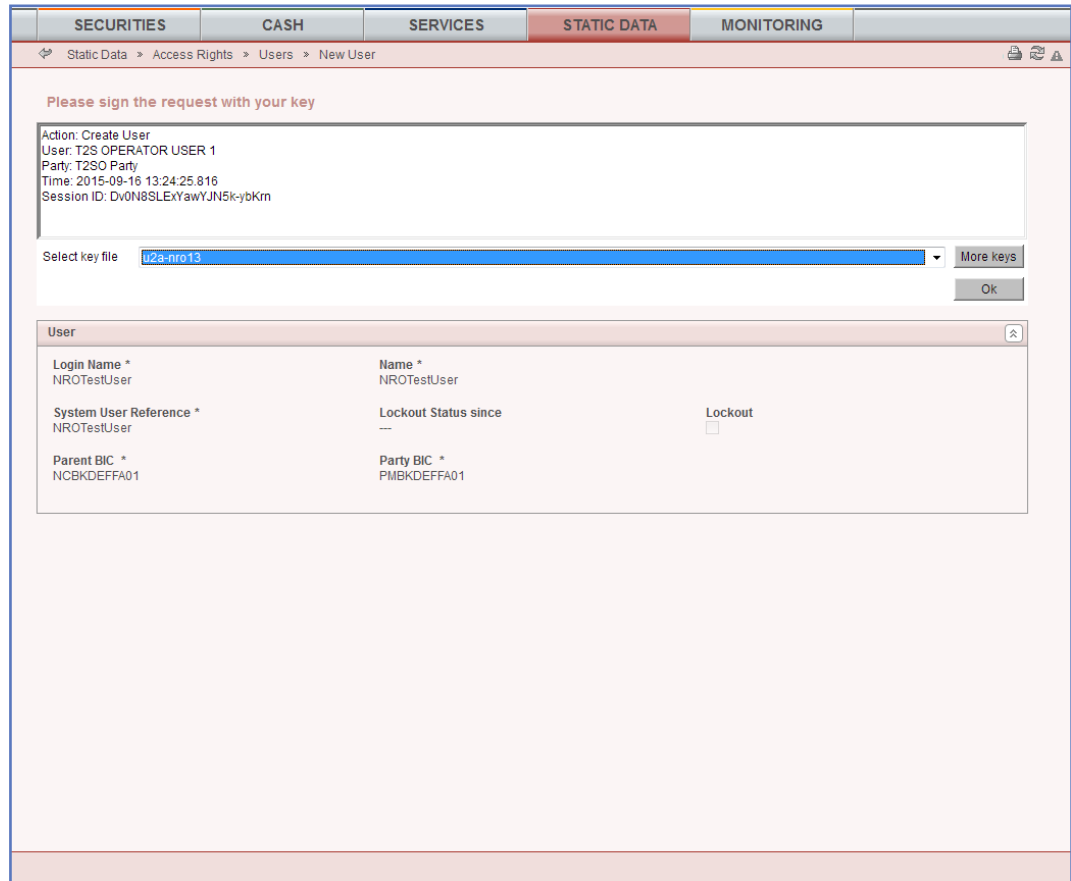
Second User

After the first user has entered, changed or deleted the data, a second user (with the required privilege) has to approve or revoke this action via the *data changes* screen [▷] either using the 4-eyes mode ID or the search functionality.

As soon as the data changes are positively approved, CRDM marks these data as approved and they are forwarded to further processing.

Digital Signature – NRO

In order to ensure non-repudiation of origin (NRO) for critical transactions, the use of a digital signature has been implemented for specified screens. This means that the user will be asked to enter a PIN code for signature purposes whenever an instruction is initiated. With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.

Illustration 18: Digital signature

1.2.4 Communication Network and Services

Refer to the CRDM Connectivity Guide document for details on the communication network and services.

1.2.5 User Administration

1.2.6 Security and Certification Service

1.2.7 Online Help

The content of the UHB can be accessed from the CRDM GUI by clicking on the *help* button. The online help is context sensitive, which means that the screen description corresponding to the current screen is displayed. Other parts of the online help can be reached using the table of contents on the left side of the help window.

2 Screen Reference Part

2.1 General

The screen reference part offers a complete overview of all CRDM GUI screens that are available in U2A mode. Each screen description focuses on a single screen and explains all fields contained therein. An exception is made for the *new* and *edit* screens, which are largely similar and therefore included in a single screen description. The description is always based on and contains only the screenshot of the *edit* screen, but describes deviations for the *new* screen in a separate row for each field or button description.
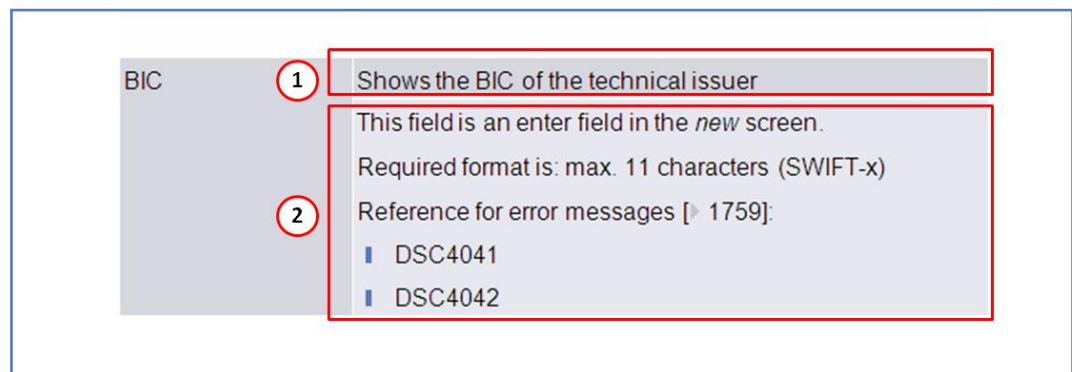
Illustration 19: Example of a *new* and *edit* screen description

Position No.	Element
1	Description relevant for *edit* mode.
2	Description relevant for *new* mode.

In detail, every screen description has the same structure and contains the following elements.

Context of Usage

The context of usage explains what a screen displays, what you can do with the screen and which special features are available for the screen, for example the need for confirmation in 4-eyes mode or usage restrictions. If the export functionality produces more data than shown on the screen (if a *list* screen is based on a detailed query), this is also indicated in the context of usage.

Screen Access

The screen access lists all possible ways to access the screen. This includes navigation via the menu and navigation via other screens.

Examples

Navigation via the menu:

`TIPS >> Cash Accounts >> Cash Account >>` *cash accounts – search/list* screen

Navigation via other screens:

`COMMON >> Parties >> Parties >>` *Technical Address Network Service Link* >> Click on the *new* or *edit* button

When navigating via a *search/list* or *list* screens, a data record has to be selected by clicking on a table row. Afterwards, you can click on specific buttons in the button bar, e.g. the *edit* or *details* button.

Privileges

The privileges segment lists all necessary privileges to access the screens and to use its functions*.* First, the privileges to access a screen are mentioned, followed by the privileges that are necessary to use all functions on the screen.
For further information, refer to the list of privileges [▶To be provided in a later draft, under the Annex chapter].

Reference

The reference lists all business scenarios containing the respective screen (reference to the user instructions part).

Screenshot

You can use the screenshot as orientation for your work with the UHB. All screenshots are based on the maximum of access rights, so deviations are possible if you do not own all privileges which are necessary to use the screen in its full extent. In addition, deviations between the screenshot and the field/button description are possible in the case of mutually exclusive functions and based on a specific selection you have made. Values shown on the screenshot might also deviate from the default values indicated in the description.

In the case of the *new/edit* screen description, the screenshot of the *edit* screen is used. Differences appearing in the *new* screen are explained in the field description.

The field description provides all the relevant information related to the respective field name. It is structured in table format with a separate table for each frame.

Field Description

Sub-frames are indicated by subsection headings in the table. The following illustration explains the structure of a field description.

Party
Party
Opening Date*   Enter the date from which the party is open or use the *calendar* icon. Required format is: YYYY-MM-DD References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▍ DPC1205 ▍ DPU1206 ▍ DPU1208 The opening date must be equal to or later than the current date. If the current date is later than the opening date, this field is read-only.

Illustration 20: Example of a screen description

Position No.	Element	Description
1	Field name	... indicates the respective name of each screen field. Mandatory fields are marked with an asterisk after the field name. In the case of the *new/edit* screen description, the mandatory field is marked with an asterisk in brackets, which indicates that the respective field is either mandatory in the edit or in the new mode. Input and select fields without an asterisk are always optional.
2	Frame name	... indicates the respective name of each screen frame.
3	Sub-frame name	... indicates the respective name of each screen sub-frame.
4	Field description	... indicates the field type and required content. Each field description starts with a
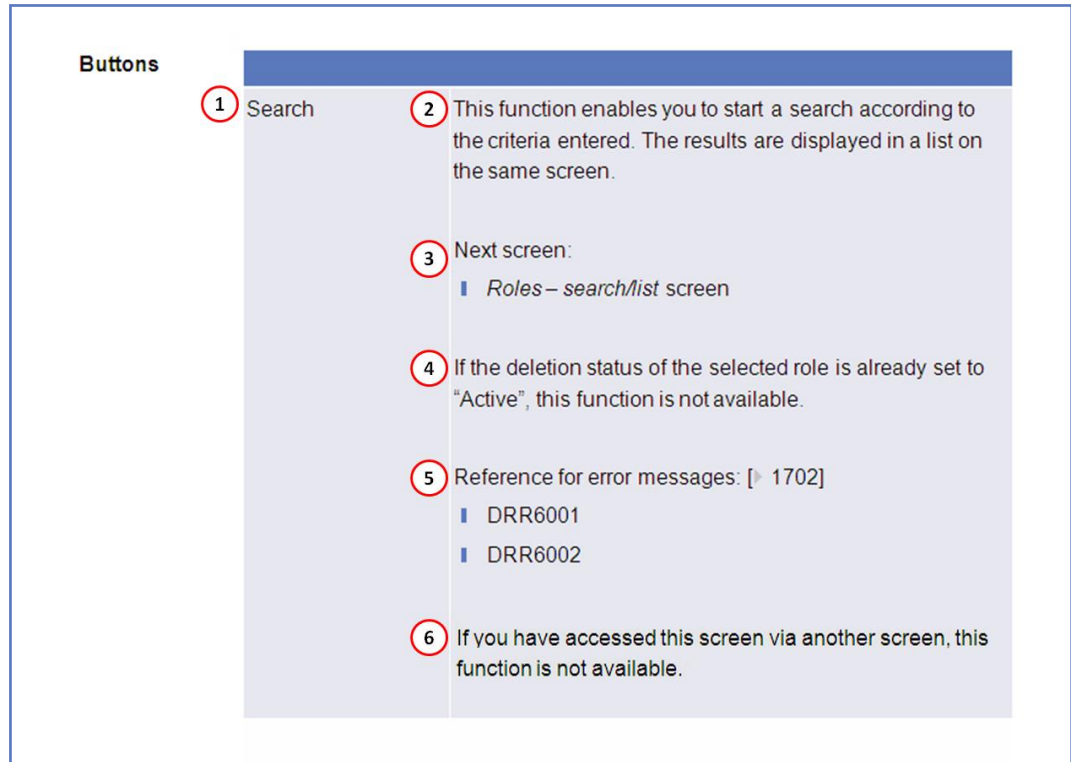
Position No.	Element	Description
		keyword, which illustrates your required activity:
		▌ 'Shows...' indicates a read-only field [▶ 17]
		▌ 'Select...' indicates a select field [▶ 17]
		▌ 'Enter...' indicates an input field [▶ 17]
		If there is an exhaustive list of possible values, these are listed.
5	Required/Displayed format	... indicates all field format requirements related to the fields. If there is more than 1 format requirement, they are separated with a comma.
		In read-only fields the displayed format is only mentioned, if the field content is ambiguous. This applies especially to date fields.
		The following keywords are used for the format requirements:
		▌ 'Digit' indicates numbers
		▌ 'Character' indicates a character from the SWIFT-x character set [▶ 17]
		▌ 'Letter' indicates upper and lower case letters of the Latin alphabet
6	Cross-field validations	... indicate interdependencies between fields relevant for the validation of your input.
		For further details on the validation process, refer to validation [▶ 26].
7	References for error messages	... indicates the code of all possible errors applying to the field during the back-end validation. The corresponding error text and error description is listed in the annex (list of references for error messages [▶ To be provided in a later draft, under the Annex chapter]).
		For further details on the validation process, refer to validation [▶ 26].
8	Additional information	... section indicates the useful information that is for filling in the field.

Buttons

All buttons specific to the screen are listed and described in a table at the end of the screen description. The following illustration explains the structure of a button description.

Illustration 21: Example of a button description

Position No.	Element	Description
1	Button name	... indicates the respective name of each button.
2	Button description	... indicates the action that is triggered when clicking on the button. Each button description starts with 'This function enables you...'
3	Next screen	... element lists the screen which is displayed after clicking on a button. If there are various possible next screens depending on your previous actions, all of them are listed.

Position No.	Element	Description
4	Cross-field validations	... indicate interdependencies between a field and the button relevant for the validation of your input. For further details on the validation process, refer to validation [▶ 26].
5	References for error messages	... indicates the code of all possible errors applying to the button during the back-end validation. The corresponding error text and error description is listed in the annex (list of references for error messages [▶To be provided in a later draft, under the Annex chapter]). For further details on the validation process, refer to validation [▶ 26].
6	Additional information	... section indicates useful information regarding the button and/or its function.

For further information on common buttons, refer to Common Buttons and Icons.

2.2 Services

2.2.1 Additional Services

2.2.1.1 Data Changes – Search/List Screen

2.2.1.2 Data Change – Details Screen

2.3 Reference Data

2.3.1 Parties

2.3.1.1 Parties - Search/List Screen

Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search for parties. The search results will be displayed in a list, which is sorted by the values of the 'Short Name' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

Party reference data can only be created and edited by users belonging to the responsible CB or by the Service operator (for 'NCB' party type). Party reference data can only be viewed by users belonging to the responsible CB or to the party itself, while the Service operator can view all party data.

Screen Access

▌ `COMMON >> Parties >> Parties`

Privileges

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

▌ Party list query

▌ Delete party

References

User Instructions Part

This screen is part of the following business scenarios:

▌ Add a new technical address to a party [▶190]

▌ Create a new participant [▶ 189]

▌ Edit an existing participant [▶ 184]

▌ Delete an existing participant [▶187]

▌ Create a new technical address service link [▶191]

Screenshot
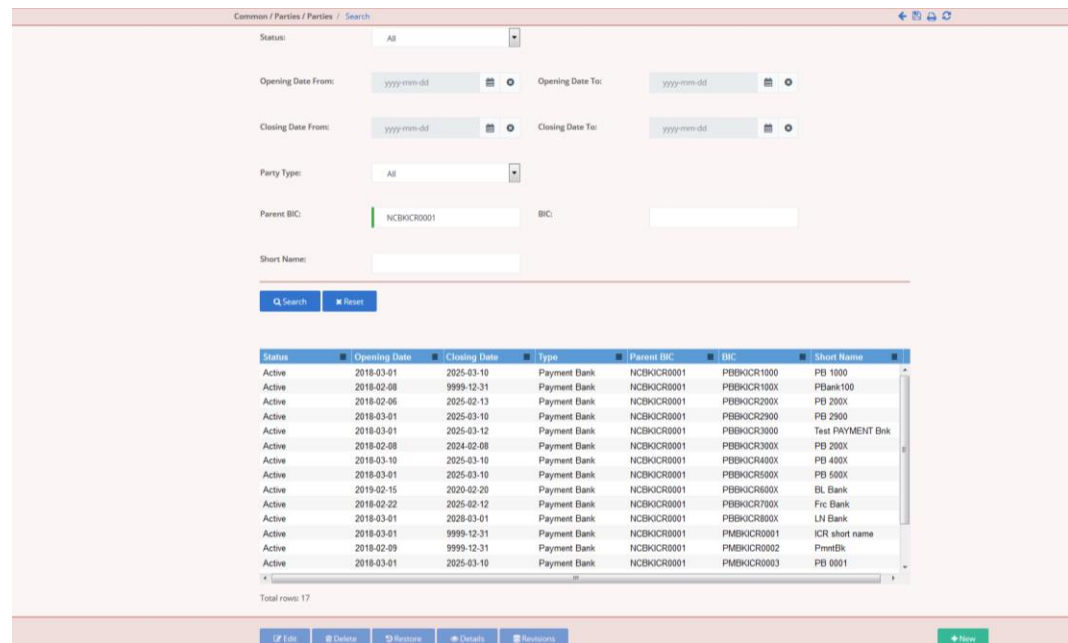
Illustration 22: Parties – search/list screen

Field Description

Party - Search Criteria	
Status	Select the status of the party from the possible values: ▌ All ▌ Active (default value) ▌ Deleted References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DPD1003 ▌ DPD1004
Opening Date - From	Enter the lower bound of the date from which the party is open or use the *calendar* icon. Required format is: YYYY-MM-DD The lower bound of the opening date must be earlier than or equal to the upper bound. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DPD1003 ▌ DPD1004
Opening Date - To	Enter the upper bound of the date from which the party is open or use the *calendar* icon. Required format is: YYYY-MM-DD The upper bound of the opening date must be later than or equal to the lower bound. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DPD1003 ▌ DPD1004
Closing Date - From	Enter the lower bound of the date from which the party is closed or use the *calendar* icon. Required format is: YYYY-MM-DD The lower bound of the closing date must be earlier than or equal to the upper bound and later than the lower bound of the opening date. References for error messages [▶To be provided in a later draft, under the Annex chapter]:

Party - Search Criteria	
	▌ DPD1003
	▌ DPD1004
Closing Date - To	Enter the upper bound of the date from which the party is closed or use the *calendar* icon.
	Required format is: YYYY-MM-DD
	The upper bound of the closing date must be later than or equal to the lower bound and later than the lower bound of the opening date.
	References for error messages [▸To be provided in a later draft, under the Annex chapter]:
	▌ DPD1003
	▌ DPD1004
Party Type	Select the type of party from the possible values:
	▌ All (default value)
	▌ Service Operator
	▌ Payment bank
	▌ National Central Bank (NCB)
	Reference for error message [▸To be provided in a later draft, under the Annex chapter]:
	▌ DPD1005
	This field can be already filled in or have fewer values depending on your screen access.
Parent BIC*	Enter the parent BIC of the party.
	Required format is: max. 11 characters (SWIFT-x)
	References for error messages [▸To be provided in a later draft, under the Annex chapter]:
	▌ DPD1001
	▌ DPD1013
	▌ DPD1180

Party - Search Criteria	
Party BIC	Enter the BIC of the party. Required format is: max. 11 characters (SWIFT-x) References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1013 ▮ DPD1180
Short Name	Enter the short name of the party. Required format is: max. 35 characters (SWIFT-x)

Parties - List	
Status	Shows the status of the party from the possible values: ▮ Active ▮ Deleted References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1003 ▮ DPD1004
Opening Date	Shows the date from which the party is open. Displayed format is: YYYY-MM-DD References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1003 ▮ DPD1004
Closing Date	Shows the date from which the party is closed. Displayed format is: YYYY-MM-DD References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1003 ▮ DPD1004
Type	Shows the type of party from the possible values: ▮ Service Operator ▮ Payment bank ▮ National Central Bank (NCB)

Parties - List	
	Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1005
Parent BIC	Shows the parent BIC of the party. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1001 ▮ DPD1013 ▮ DPD1180
Party BIC	Shows the BIC of the party. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▮ DPD1013 ▮ DPD1180
Short Name	Shows the short name of the party.

Buttons

Search	This function enables you to start a search according to the filled in criteria. The results are displayed in a list on the same screen. If the search retrieves a single record, the *details* screen is displayed directly. Next screens: ▮ *Parties – search/list* screen [▶ 34] ▮ *Party – details* screen [▶ 41]
Reset	This function enables you to set default search criteria and blanks out all other criteria. Next screen: ▮ *Parties – search/list* screen
Edit	This function enables you to edit the details of the selected party. Next screen: ▮ *Party – edit* screen [▶ 48]

	If the status of the selected party is set to 'Deleted', this function is not available. If you have accessed this screen via another screen, this function is not available.
Delete	This function enables you to delete the selected party, after confirmation. Next screen: ▌ *Parties – search/list* screen If the status of the selected party is already set to 'Deleted', this function is not available. References for error messages [To be provided in a later draft, under the Annex chapter]: ▌ DPD1001 ▌ DPD1003 ▌ DPD1030 If you have accessed this screen via another screen, this function is not available.
Restore	This function enables you to restore a previously deleted party. Next screen: ▌ *Parties – search/list* screen If the status of the selected party is already set to 'Active', this function is not available. References for error messages [To be provided in a later draft, under the Annex chapter]: ▌ DPD1001 ▌ DPD1004 ▌ DPD1005 ▌ DPD1013 ▌ DPD1021 ▌ DPD1024 ▌ DPD1040 ▌ DPD1180 ▌ DPD1207

	▌ DPD1208 ▌ DPD1252 ▌ DPD1254 ▌ DPD1256 ▌ DPD1257 If you have accessed this screen via another screen, this function is not available.
Details	This function enables you to display the details of the selected party. Next screen: ▌ *Party – details* screen [▸ 41] If you have accessed this screen via another screen, this function is not available.
Revisions	This function enables you to display the revisions of the selected party. Next screen: ▌ *Revisions/audit trail – list* screen [▸ 170] . If you have accessed this screen via another screen, this function is not available.
New	This function enables you to create a new party. Next screen: ▌ *Party – new* screen [▸ 48] If you have accessed this screen via another screen, this function is not available.

2.3.1.2 Party - Details Screen

Context of Usage

This screen displays detailed information on the selected party. You can check the data and proceed further by clicking on the buttons below.

Party reference data can only be viewed and edited by users belonging to the responsible CB, or by the Service operator (for 'NCB' party type). Users belonging to the party itself can only view their data.

Screen Access

▌ COMMON >> `Parties` >> `Parties` >> *Parties – search/list* screen >> Click on the *search* and/or *details* button

Privileges   To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

❚ Party reference data query

❚ Delete party

❚ Technical address network service link details query

References   **User Instructions Part**

This screen is part of the following business scenarios:

❚ Add a new technical address to a party [▶ 190]

❚ Create a new technical address service link [▶ 191]

❚ Delete an existing participant [▶ 187]

❚ Edit an existing participant [▶ 184]

Screenshot

SECURITIES	CASH	SERVICES	STATIC DATA	MONITORING

Static Data » Parties » Parties » Party Details

Party

Status
Active

Party

Parent BIC	Party Type		Opening Date	Closing Date
TCSOTCS0XXX	Central Securities Depository (CSD)		2013-07-08	9999-12-31

Party Code

Valid from	BIC	Status
2013-07-08	CSDYDEFF001	ACTV

Party Name

Valid from	Long Name	Party Short Name
2013-07-08	CSDYDEFF001 Long Name 1- neu neu	CSDYDEFF001 Short Name

Address

Actual Address

Valid from	Street	House Number	
2013-07-08	CSDYDEFF001 Strasse	1	

Postal Code	City	State or Province	Country Code
12345	Berlin Neu	---	DE

Technical Addresses

Technical Address
CSDYDEFF001PTA
T2SDEFAULTPTA
TESTÖTESTÖTESTÖ

Market-Specific Attributes

Attribute Name	Attribute Value
No records found.	

Restrictions

Restriction	Valid from	Valid to
No records found.		

Edit	Revisions	T2S Dedicated Cash Account	Securities Account	Technical Addresses Network Services Links		Delete

Illustration 23: Party – details screen

Field Description

Party	
Status	Shows the status of the party from the possible values:
	▮ Active
	▮ Deleted
	If the status is set to 'Active', the selected party cannot be restored. If the status is set to 'Deleted' the selected party cannot be edited or deleted.
	References for error messages [▷To be provided in a later draft, under the Annex chapter]:
	▮ DPD1003
	▮ DPD1004
Party	
Parent BIC	Shows the parent BIC of the party.
	References for error messages [▷To be provided in a later draft, under the Annex chapter]:
	▮ DPD1001
	▮ DPD1013
	▮ DPD1180
Party Type	Shows the type of party from the possible values:
	▮ Service Operator
	▮ Payment bank
	▮ National Central Bank (NCB)
	Reference for error message [▷To be provided in a later draft, under the Annex chapter]:
	▮ DPD1005
Opening Date	Shows the date from which the party is open.
	Displayed format is: YYYY-MM-DD
	References for error messages [▷To be provided in a later draft, under the Annex chapter]:
	▮ DPD1003
	▮ DPD1004
Closing Date	Shows the date from which the party is closed.
	Displayed format is: YYYY-MM-DD

Party
References for error messages [To be provided in a later draft, under the Annex chapter]: ❚ DPD1003 ❚ DPD1004

Party Code	
Valid from	Shows the date from which the BIC is valid for the displayed Party. Displayed format is: YYYY-MM-DD
BIC	Shows the BIC of the party. References for error messages [To be provided in a later draft, under the Annex chapter]: ❚ DPD1013 ❚ DPD1180

Party Name	
Valid from	Shows the date from which the name of the party is valid. Displayed format is: YYYY-MM-DD
Long Name	Shows the full name of the party.
Party Short Name	Shows the short name of the party.

Address

Actual Address	
Valid from	Shows the date from which the address of the party is valid. Displayed format is: YYYY-MM-DD
Street	Shows the street name of the address of the party.
House Number	Shows the house number of the address of the party.
Postal Code	Shows the postal code of the address of the party.
City	Shows the city of the address of the party.
State or Province	Shows the state or province of the address of the party.
Country Code	Shows the country code of the address of the party. Reference for error message [To be provided in a later draft, under the Annex chapter]:

Address
▌ DPD1021

Technical Addresses
Technical Address

Technical Address	Shows the unique technical address of the party.
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DPD1040
	There can be more than 1 technical address, but each one must be unique.

Buttons

Edit	This function enables you to edit the details of the selected party.
	Next screen:
	▌ *Party – new/edit* screen [▶ 482]
	If the status of the selected party is set to 'Deleted', this function is not available.
Revisions	This function enables you to display the revisions of the selected party.
	Next screen:
	▌ *Revisions/audit trail – list* screen [▶ 86]
Cash Accounts	This function enables you to display the cash accounts related to the selected party.
	Next screen:
	▌ *Cash accounts – search/list* screen [▶ 47]

Technical Addresses Network Links	This function enables you to display the network services linked to the party's technical addresses. Next screen: ❙ *Technical addresses network services links – details* screen [▶ 58]
Restore	This function enables you to restore the displayed party Next screen: ❙ *Parties – search/list* screen [▶ 34] If the status of the selected party is already set to 'Active', this function is not available. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❙ DPD1001 ❙ DPD1004 ❙ DPD1005 ❙ DPD1013 ❙ DPD1021 ❙ DPD1024 ❙ DPD1040 ❙ DPD1180 ❙ DPD1207 ❙ DPD1208 ❙ DPD1252 ❙ DPD1254 ❙ DPD1256 ❙ DPD1257
Delete	This function enables you to delete the selected party, after confirmation. Next screen: ❙ *Parties – search/list* screen [▶ 34] If the status of the selected party is already set to 'Deleted', this function is not available. References for error messages [▶ To be provided in a later draft, under the Annex chapter]:

▌ DPD1001
▌ DPD1003
▌ DPD1030

2.3.1.3 Party - New/Edit Screen

Context of Usage

This screen contains a number of fields regarding parties. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

If there are old, current and future data available in the *edit* screen, the old and the current data are displayed above the entry fields, which contain the future values. Only one future value is possible at a time. If there is no future value, the current values can be edited. If you edit a future value, the current value remains valid until the validity date of the future record is reached.

You can use this screen either in 2-eyes or in 4-eyes mode.

Screen Access

▌ COMMON >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *new* or *edit* button

▌ COMMON >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *search* and/or *details* button >> *Party – details* screen >> Click on the *edit* button

Privileges

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

▌ Create party

▌ Update party

▌ Create technical address network service link

References

User Instructions Part

This screen is part of the following business scenarios:

▌ Add a new technical address to a party [▶ 190]

▌ Create a new participant [▶ 189]

▌ Edit an existing participant [▶ 184]

▌ Create a new technical address service link [▶ 191]

Screenshot

Illustration 24: Party – edit screen

Field Description

Party
Party

Parent BIC(*)	Shows the parent BIC of the party.
	This is a mandatory enter field in the *new* screen.
	Required format is: max. 11 characters (SWIFT-x)
	References for error messages [⯈ To be provided in a later

Party

	draft, under the Annex chapter]:
	▮ DPC1001
	▮ DPU1001
	▮ DPU1013
Party Type*	Select the type of the party from the possible values:
	▮ Payment bank
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▮ DPC1002
	▮ DPC1005
	▮ DPC1303
	▮ DPC1304
	▮ DPC1306
	▮ DPU1303
	▮ DPU1304
	▮ DPU1305
	▮ DPU1306
Opening Date*	Enter the date from which the party is open or use the *calendar* icon.
	Required format is: YYYY-MM-DD
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▮ DPC1205
	▮ DPU1206
	▮ DPU1208
	The opening date must be equal to or later than the current date.
	If the current date is later than the opening date, this field is read-only.
Closing Date	Enter the date from which the party is closed or use the *calendar* icon.
	Required format is: YYYY-MM-DD
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:

Party
❚ DPC1206
❚ DPU1003
❚ DPU1205
❚ DPU1207
❚ DPU1208
The closing date must be equal to or later than the current date and later than the opening date.

Party Code	
Status	Shows the status of the corresponding party code. Possible values are: ❚ Active ❚ Deleted
Options	Information on functions (icons) can be found in Common Buttons and Icons. Deletion is possible for all items but the current party code. In case a future value exists the update is possible for future record only.
Valid from(*)	Shows the date from which the BIC of the party is valid. Displayed format is: YYYY-MM-DD References for error messages [❭ To be provided in a later draft, under the Annex chapter]: ❚ DPC1300 ❚ DPU1009 ❚ DPU1500 ❚ DPU1501 If you want to add a future value in the *edit* screen, this field is a mandatory enter field. This field is not available in the *new* screen.
BIC*	Enter the BIC of the party. Required format is: max. 11 characters (SWIFT-x) References for error messages [❭ To be provided in a later draft, under the Annex chapter]: ❚ DPC1013 ❚ DPC1180

Party
▌ DPU1001
▌ DPU1005
▌ DPU1013
▌ DPU1180
If you leave this field blank in the *edit* screen, the existing future value is cancelled.

Party Name	
Valid from(*)	Shows the date from which the party name is valid.
	Displayed format is: YYYY-MM-DD
	References for error messages [▸ To be provided in a later draft, under the Annex chapter]:
	▌ DPC1302
	▌ DPU1009
	▌ DPU1500
	If you want to add a future value in the *edit* screen, this field is a mandatory enter field. This field is not available in the *new* screen.
Party Long Name*	Enter the full name of the party.
	Required format is: max. 350 characters (SWIFT-x)
	Reference for error message: [▸To be provided in a later draft, under the Annex chapter]
	▌ DPU1005
Party Short Name*	Enter the short name of the party.
	Required format is: max. 35 characters (SWIFT-x)
	Reference for error message: [▸To be provided in a later draft, under the Annex chapter]
	▌ DPU1005
Options	Information on functions (icons) can be found in Common Buttons and Icons. In case a future value exists the update is possible for future record only.

Address
Actual Address

Valid from(*)	Shows the date from which the address of the party is valid.
	Displayed format is: YYYY-MM-DD
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	❚ DPC1301
	❚ DPU1009
	❚ DPU1010
	❚ DPU1500
	If you want to add a future value in the *edit* screen, this field is a mandatory enter field.
Street*	Enter the street name of the address of the party.
	Required format is: max. 70 characters (SWIFT-x)
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	❚ DPC1305
	❚ DPU1005
	❚ DPU1305
House Number*	Enter the house number of the address of the party.
	Required format is: max. 16 characters (SWIFT-x)
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	❚ DPC1305
	❚ DPU1005
	❚ DPU1305
Postal Code*	Enter the postal code of the address of the party.
	Required format is: max. 16 characters (SWIFT-x)
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	❚ DPC1305
	❚ DPU1005
	❚ DPU1305

Address	
City*	Enter the city of the address of the party.
	Required format is: max. 35 characters (SWIFT-x)
	References for error messages [▸To be provided in a later draft, under the Annex chapter]:
	▮ DPC1305
	▮ DPU1005
	▮ DPU1305
State or Province	Enter the state or the province of the address of the party.
	Required format is: max. 35 characters (SWIFT-x)
	References for error messages [▸To be provided in a later draft, under the Annex chapter]:
	▮ DPC1305
	▮ DPU1005
	▮ DPU1305
Country Code*	Select the country code of the address of the party from the drop-down menu.
	References for error messages [▸To be provided in a later draft, under the Annex chapter]:
	▮ DPC1021
	▮ DPC1305
	▮ DPU1005
	▮ DPU1021
	▮ DPU1305
Options	Information on functions (icons) can be found in Common Buttons and Icons. In case a future value exists the update is possible for future record only.

Technical Addresses	
Address Value(*)	Enter the technical address of the party.
	Required format is: max. 256 characters (UTF-8 except '>','<', '&')
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DPU1005
	▌ DPU1006
	At least 1 technical address has to be defined.
	There can be more than 1 technical address, but each one must be unique.
	You can add, edit or remove only 10 rows at a maximum.
	This field is also available as a show field for existing records.
Options	Information on functions (icons) can be found in Common Buttons and Icons.

Buttons

Submit	This function enables you to create or edit a party.
	Next screen:
	❙ *Party – details* screen [▶ 41]
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	❙ DPC1001
	❙ DPC1002
	❙ DPC1005
	❙ DPC1013
	❙ DPC1021
	❙ DPC1024
	❙ DPC1025
	❙ DPC1180
	❙ DPC1205
	❙ DPC1206
	❙ DPC1207
	❙ DPC1208
	❙ DPC1252
	❙ DPC1254
	❙ DPC1256
	❙ DPC1257
	❙ DPC1300
	❙ DPC1301
	❙ DPC1302
	❙ DPC1303
	❙ DPC1304
	❙ DPC1305
	❙ DPC1306
	❙ DPU1001
	❙ DPU1003
	❙ DPU1005

	▌ DPU1006
	▌ DPU1009
	▌ DPU1010
	▌ DPU1013
	▌ DPU1021
	▌ DPU1024
	▌ DPU1025
	▌ DPU1030
	▌ DPU1180
	▌ DPU1205
	▌ DPU1206
	▌ DPU1207
	▌ DPU1208
	▌ DPU1252
	▌ DPU1254
	▌ DPU1255
	▌ DPU1256
	▌ DPU1257
	▌ DPU1258
	▌ DPU1300
	▌ DPU1303
	▌ DPU1304
	▌ DPU1305
	▌ DPU1306
	▌ DPU1308
	▌ DPU1500
	▌ DPU1501
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ▌ *Parties – search/list* screen [▷ 34]
Reset	This function enables you to set all fields to default value and blanks out all optional fields.

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User Handbook

target | instant
services | TIPS

	Next screen: ❙ *Party – new/edit* screen
Technical Addresses Network Links	This function enables you to associate the technical addresses, already defined to the party, to a network service. This button is not available in the new screen. The button is enabled when you enter the edit screen. As soon as an item is added to the 'Technical addresses' sub-table, the button is disabled until you submit all the changes. Next screen: ❙ *Technical addresses network services links – new/edit* screen [▸ 59]

2.3.1.4 Technical Addresses Network Services Link – Details Screen

Context of Usage

This screen displays detailed information on the selected technical addresses network services link. You can check the data and proceed further by clicking on the buttons below.

This function is only available in U2A mode.

Screen Access

❙ `Reference Data >> Parties >>` Parties *search/list* screen >> Click on the *search* and/or *details* button >> *Party – details* screen >> Click on the *technical address network services links* button

Privileges

To use this screen, you need the following privilege [▸(To be provided in a later draft, under the Annex chapter)]:

❙ Technical address network service link details query

References

User Instructions Part

This screen is not part of a business scenario.

Screenshot

Illustration 9 Technical addresses network services link – details screen

| **Field** | **Technical Address Network Services Links** | |
Description		
	Status	Shows the status of the corresponding technical address network service link.
	Technical Address	Shows the unique technical address of the party.
	Network Service	Shows the name of the network service.

Buttons		
	Revisions	This function enables you to display the revisions of the selected technical addresses network services link.
		Next screen:
		▌ *Revisions/audit trail – list* screen [▷ 170]

2.3.1.5 Technical Addresses Network Services Link - New/Edit Screen

Context of Usage
This screen contains a number of fields regarding technical addresses network services links. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.
You can use this screen either in 2-eyes or in 4-eyes mode.

This function is only available in U2A mode.

This screen is not relevant for payment bank users.

Screen Access
▌ COMMON >> Parties >> *Parties – search/list* screen >> Click on the *new* or *edit* button >> *Parties – new/edit* screen >> Click on the *technical addresses network services links* button

▌ COMMON >> Parties >> *Parties – search/list* screen >> Click on the *search* and/or *details* button >> *Party – details* screen >> Click on the *edit* button >> *Party – edit* screen >> Click on the *technical addresses network services links* button

Privileges
To use this screen, you need the following privileges [▷ To be provided in a later draft, under the Annex chapter]:

▌ Create technical address network service link

▌ Delete technical address network service link

References
User Instructions Part

This screen is part of the following business scenario:

▌ Create a new technical address service link [▷ 191]

Screenshot

Illustration 10: Technical addresses network services link – edit screen

Field Description

Technical Address Network Services Links	
Status	Shows the status of the corresponding technical address network service link.
Technical Address	Shows the unique technical address of the party.
Network Service	Shows the name of the network service.
Add/Delete Tech. Address Network Service Link	
Technical Address*	Select the unique technical address of the party from the drop-down menu.
	References for error messages [▸ To be provided in a later draft, under the Annex chapter]:
	❚ DPC3003
	❚ DPC3005
Network Service*	Select the name of the network service from the drop-down menu.
	Reference for error message [▸ To be provided in a later draft, under the Annex chapter]:
	❚ DPC3004

Buttons

Submit Row	This function enables you to create a new technical address network service link according to the information entered. Next screen: ❚ *Technical addresses network services link – new/edit* screen References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DPC3001 ❚ DPC3002 ❚ DPC3003 ❚ DPC3004 ❚ DPC3005
Delete Row	This function enables you to the delete the selected technical address network service link from the list. Next screen: ❚ *Technical addresses network services link – new/edit* screen If the status of the selected technical address network service link is already set to 'Deleted', this function is not available. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DPD3001 ❚ DPD3003

Restore Row	This function enables you to restore a previously deleted technical address network service link. Next screen:	
	❚ *Technical addresses network services link – new/edit* screen	
	If the status of the selected technical address network service link is already set to 'Active, this function is not available.	
Back to Party	This function enables you to cancel the process and return to the previous screen. Next screen:	
	❚ *Party – new/edit* screen [▶ 48]	
Revisions	This function enables you to display the revisions of the selected technical addresses network services link. Next screen:	
	❚ *Revisions/audit trail – list* screen [▶ 170]	

2.3.1.6 Party service link – Search/List Screen

Context of Usage This screen contains a number of search fields. By inputting the relevant data, you can search the Service to which a Party is linked. The search results are displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.

Screen Access ❚ COMMON >> Party >> Party service *links* >> *Party Service Links – search/list* screen

Privileges To use this screen, you need the following privilege [▶]:

❚ Create Party Service Link

Screenshot

Illustration: Party Service Link List – Search/details screen

**Field
Description**

Party Service Link - Search Criteria	
Parent BIC	Enter the Parent BIC of the party. Required format is: max. 11 characters (SWIFT-x) References for error messages [▶To be provided in a later draft, under the Annex chapter]:
Party BIC	Enter the Party BIC of the party. Required format is: max. 11 characters (SWIFT-x) References for error messages [▶To be provided in a later draft, under the Annex chapter]:
Status	Shows the status of the Party Service Link from the possible values: ❚ Active ❚ Deleted If the status is set to 'Deleted', the selected Party Service Link cannot be deleted or edited. If the status is set to 'Active', the selected Party Service Link cannot be restored. References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
Opening Date From	Enter the lower bound for the opening date of the Party Service Link or use the calendar icon. Required format is: YYYY-MM-DD
Opening Date To	Enter the upper bound for the opening date of the Party Service Link or use the calendar icon. Required format is: YYYY-MM-DD The 'Opening Date - to' must be greater than the 'Opening Date – from'.
Closing Date From	Enter the lower bound of the search range for the Party Service Link or use the calendar icon. Required format is: YYYY-MM-DD Reference for error messages: : [▶ To be provided in a later draft, under the Annex chapter]

Party Service Link - Search Criteria	
Closing Date To	Enter the upper bound of the search range for the Party Service Link or use the calendar icon. Required format is: YYYY-MM-DD Reference for error messages: [▸ To be provided in a later draft, under the Annex chapter]
Service	Select the Service from the possible values: ❚ All (default value) ❚ TIPS ❚ NO TIPS References for error messages [▸ To be provided in a later draft, under the Annex chapter]
Party Type for Service	Select the Party Type the Party can have for the Service from the possible values: ❚ All (default value) ❚ TIPS Operator ❚ TIPS Central Bank ❚ TIPS Participant ❚ TIPS Reachable Party References for error messages [▸ To be provided in a later draft, under the Annex chapter]

Party Service Link – List	
Status*	Shows the status of the Party Service Link from the possible values: ❚ Active ❚ Deleted If the status is set to 'Deleted', the selected Party Service Link cannot be deleted or edited. If the status is set to 'Active', the selected Party Service Link cannot be restored. References for error messages: [▷ To be provided in a later draft, under the Annex chapter]
Parent BIC	Shows the parent BIC of the Party related to the Party Service Link. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
Party BIC	Shows the party BIC of the Party related to the Party Service Link. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
Service	Shows the Service which is associated to the Party. Possible values are: ❚ TIPS ❚ NO TIPS
Party Type for Service	Shows the Service Party type associated to the Party. Possible values are: ❚ TIPS Operator ❚ TIPS Central Bank ❚ TIPS Participant ❚ TIPS Reachable Party
Valid from	Shows the opening date of the Party Service Link. Displayed format is: YYYY-MM-DD

Party Service Link – List	
Valid To	Shows the closing date of the Party Service Link. Displayed format is: YYYY-MM-DD

Buttons

Search Party	This function enables the user to visualize the Search Parties screen in order to find the Parent/Party BIC of the Searched Party
Search	This function enables you to start a search according to the criteria entered. The results are displayed on the same screen. Next screens: ❚ Limit – search/list screen References for error messages: [▶]
Reset	This function enables you to set default search criteria and blanks out all optional criteria. Next screen: ❚ Limit – search/list screen
Edit	This function enables you to edit the details of the selected Party Service Link. Next screen: ❚ Party Service Link – edit screen [▶ 68] If the status of the selected Party Service Link is already set to 'Deleted' this function is not available.
Delete	This function enables you to delete the selected Party Service Link, after confirmation. Next screen: ❚ Party Service Link – search/list screen If the status of the selected Party Service Link is already set to 'Deleted', this function is not available.

		References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	Restore	This function enables you to restore a previously deleted Party Service Link. Next screen: ▮ Party Service Link – search/list screen If the status of the selected Party Service Link is already set to 'Active' this function is not available. References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	New	This function enables you to create a new Party Service Link. Next screen: ▮ Party Service Link – new screen [▶68]

2.3.1.7 Party Service Link – New/Edit Screen

Context of Usage

This screen contains a number of fields regarding The Party Service Links that can be assigned to an Actor. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

Screen Access

▮ COMMON >> Parties >> Party Service Links >> *Party Service Links - Search/List* screen >> Click on the New or Edit Button

Privileges

To use this screen you need the following privileges [▶]:

▮ Create Party Service Links

Screenshot

Illustration : Party Service Link – new/edit screen

Field Description

Party Service Link	
Parent BIC	Enter the Parent BIC of the party. Required format is: 11 characters (SWIFT-x) Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
Party BIC	Enter the Party BIC of the party. Required format is: 11 characters (SWIFT-x) Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
Opening Date	Enter the opening date of the Party Service Link or use the calendar icon. Required format is: YYYY-MM-DD The 'Opening Date' must be equal to or later than the current business date. References for error messages [▷ To be provided in a later draft, under the Annex chapter]:
Closing Date	Enter the closing date of the Party Service Link or use the calendar icon. Required format is: YYYY-MM-DD The 'Closing Date' must be equal to or later than the 'Opening Date' and the current business date. References for error messages [▷ To be provided in a later draft, under the Annex chapter]:
Service	Select the Service for which the Party should be enabled from the drop down menu. Possible values are: ❙ TIPS ❙ NO TIPS
Party Type for	Select the Type of Party the Party will be for the Service

Party Service Link
Service   Possible values are: ❙ TIPS Operator ❙ TIPS Central Bank ❙ TIPS Participant ❙ TIPS Reachable Party

Buttons

Search Party	This function enables the user to visualize the Search Parties screen in order to find the Parent/Party BIC of the Party
Submit	This function enables you to create or edit a Party Service Link. Next screen: ❚ *Party Service Links – details* screen [▸ 62] References for error messages [▸To be provided in a later draft, under the Annex chapter]:
Reset	This function enables you to set all fields to default value and blanks out all optional fields. Next screen: ❚ *Party Service Links – new/edit* screen
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ❚ *Party Service Links – search/list* screen [▸ 62]

2.3.2 Cash Account

2.3.2.1 Limits – Search/List Screen

Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search to limits applicable to your TIPS Credit Memorandum Balances. The search results are displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.

Screen Access

❚ ``TIPS >> Cash >> Limits >>`` *Limits – search/list* screen

Privileges

To use this screen, you need the following privilege [▶]:

▌ Create close link

Screenshot
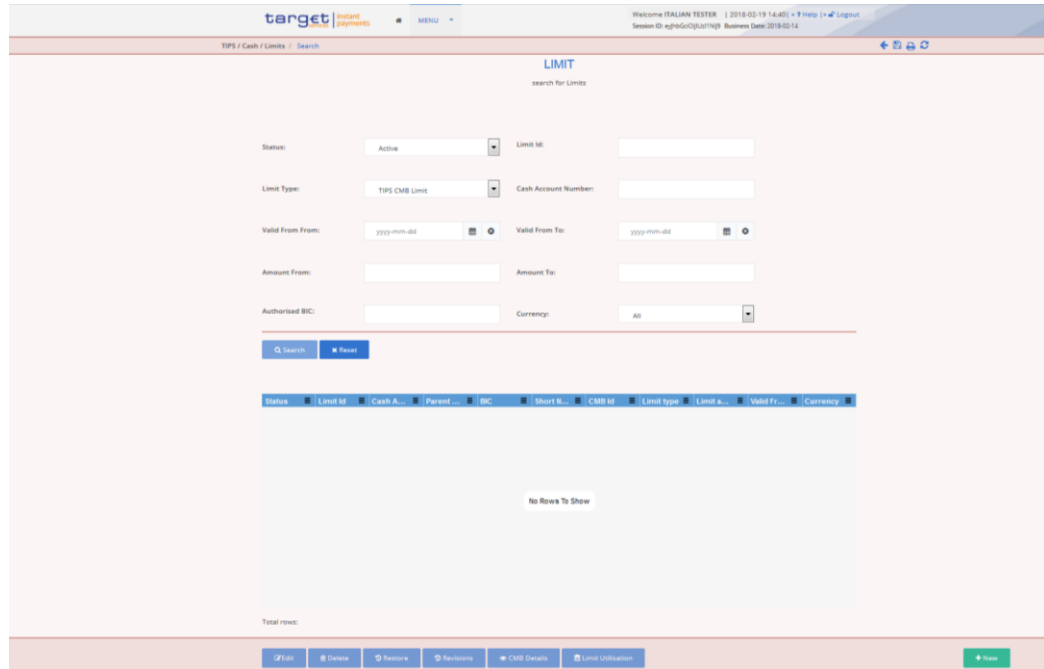
Illustration: Limit – Search/details screen

Field Description

Limit - Search Criteria	
Status*	Select the status of the limit from the possible values: ❚ All ❚ Active (default value) ❚ Deleted References for error messages [▸ To be provided in a later draft, under the Annex chapter] ❚ DRD9003 ❚ DRD9004
Limit id	Enter the technical ID of the limit Required format is: Integer, no wildcard possible Reference for error message [▸ To be provided in a later draft, under the Annex chapter] ❚ QMPC036
Limit type	Select the type of the limit from the possible values: ❚ TIPS CMB Limit
Cash Account Number	Enter the TIPS Credit memorandum Balance number the limit is linked to Reference for error message [▸ To be provided in a later draft, under the Annex chapter] ❚ QMPC031
Valid From From	Enter the lower bound for the opening date of the Limit or use the calendar icon. Required format is: YYYY-MM-DD
Valid From To	Enter the upper bound for the opening date of the Limit or use the calendar icon. Required format is: YYYY-MM-DD The 'Opening Date - to' must be greater than the 'Opening Date – from'.
Amount From	Enter the lower amount of the limit. Required format is: max. 18 digits followed by up to 5 decimals
Amount To	Enter the upper amount of the limit. Required format is: max. 18 digits followed by up to 5 decimals

Limit - Search Criteria	
	Reference for error message [▷ To be provided in a later draft, under the Annex chapter] ❙ QMPC083
Authorised BIC	Enter the BIC authorised on the Cash account for whom the limit is inserted Required format is: max. 11 characters (SWIFT-x)
Currency	Select the currency of the account from the drop-down menu. The default value is 'all'.

Limit – List	
Status*	Shows the status of the limit from the possible values: ❙ Active ❙ Deleted If the status is set to 'Deleted', the selected limit cannot be deleted or edited. If the status is set to 'Active', the selected limit cannot be restored. References for error messages: [▷ To be provided in a later draft, under the Annex chapter] ❙ DRD9003 ❙ DRD9004
Limit id	Shows the technical ID of the limit. Reference for error message [▷ To be provided in a later draft, under the Annex chapter]: ❙ QMPC036
Cash Account	Shows the Cash Account number of the CMB the limit is linked to. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter] ❙ QMPC031

Limit – List	
Parent BIC	Shows the parent BIC of the holder of the TIPS Account related to the relevant TIPS Credit Memorandum Balance. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
BIC	Shows the party BIC of the holder of the TIPS Account related to the relevant TIPS Credit Memorandum Balance. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
Short Name	Shows the Short name of the holder of the TIPS Account related to the relevant TIPS Credit Memorandum Balance. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]
CMB id	Shows the number of the TIPS Credit Memorandum Balance the limit is related to
Limit type	Shows the type of Limit from the possible values: ❙ TIPS CMB Limit
Limit amount	Shows the amount of the limit. Format is : max. 18 digits followed by up to 5 decimals. Reference for error message [▷ To be provided in a later draft, under the Annex chapter]: ❙ DRD9003
Valid from	Shows the opening date of the Limit. Displayed format is: YYYY-MM-DD
Currency	Shows the currency of the TIPS Credit Memorandum Balance account linked to the limit.

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed on the same screen. Next screens: ❚ Limit – search/list screen References for error messages: [▸] ❚ QMPC031 ❚ QMPC083
Reset	This function enables you to set default search criteria and blanks out all optional criteria. Next screen: ❚ Limit – search/list screen
Edit	This function enables you to edit the details of the selected limit. Next screen: ❚ Limit – edit screen [▸ 78] If the status of the selected limit is already set to 'Deleted' this function is not available.
Delete	This function enables you to delete the selected limit, after confirmation. Next screen: ❚ Limit – search/list screen If the status of the selected limit is already set to 'Deleted', this function is not available. References for error messages: [▸ To be provided in a later draft, under the Annex chapter] ❚ DRD9001 ❚ DRD9003
Restore	This function enables you to restore a previously deleted limit. Next screen: ❚ Limit – search/list screen

	If the status of the selected limit is already set to 'Active' this function is not available. References for error messages: [▶ To be provided in a later draft, under the Annex chapter] ❚ DRD9004 ❚ DRD9064
Revisions	This function enables you to display the revisions of the selected limit. Next screen: ❚ Revisions/audit trail – list screen [▶ 170] If the status of the selected limit is set to 'Deleted', this function is not available.
CMB Details	This function enables the user to enter the CMB related to the selected limit NOT RELEVANT FOR TIPS
Limit Utilisation	This function enables the user to display the "Limit utilisation" screen. NOT RELEVANT FOR TIPS
New	This function enables you to create a new limit. Next screen: ❚ Limit – new screen [▶ 78]

2.3.2.2 Limit – New/Edit Screen

Context of Usage   This screen contains a number of fields regarding limits applicable to your TIPS Credit Memorandum Balance. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

Screen Access   ❚ TIPS >> Cash >> Limit >> *Limit - Search/List* screen >> Click on the *New* or *Edit* Button

Privileges   To use this screen you need the following privileges [▶]:

❚ Add limit

Ι Amend limit details

Screenshot

Illustration : Limit – new/edit screen

**Field
Description**

Limit	
Cash Account number	Enter the unique number identifying the TIPS Credit Memorandum Balance the limit is related to.
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	❚ DCC1103
	This field is a mandatory enter field in the new screen.
	Required format is: max. 34 characters (SWIFT-x)
Authorised BIC	Shows the BIC authorised on the cash account for whom the limit is inserted. This field is visible and editable only if the field Limit Type is different from "TIPS CMB".
	Required format is: max. 11 characters (SWIFT-x)
	NOT RELEVANT FOR TIPS
Limit type	Select the limit type from the possible values:
	❚ TIPS CMB Limit
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	❚
Limit amount	Enter the amount of the limit.
	Required format is: max. 18 digits followed by up to 5 decimals
Valid from	Enter the date from which the limit is valid or use the calendar icon.
	Required format is: YYYY-MM-DD
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	❚
Time	Select the time of the date from which the limit is valid. Format is hh:mm

Buttons

Submit	This function enables you to create or edit a Limit. Next screen: ❚ *Limit – details* screen [▶ 78] References for error messages [▶To be provided in a later draft, under the Annex chapter]:
Reset	This function enables you to set all fields to default value and blanks out all optional fields. Next screen: ❚ *Limit – new/edit* screen
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ❚ *Limit – search/list* screen [▶ 72]

2.3.2.3 Cash Accounts – Search/List Screen

Context of Usage This screen contains a number of search fields. By inputting the relevant data you can search for Cash accounts. The search results will be displayed in a list, which is sorted by the values of the 'Party BIC' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

Screen Access ❚ TIPS >> Cash >> Cash Accounts >> *Cash Accounts Search/List screen*

Privileges To use this screen, you need the following Privileges:
❚ Cash account list query
❚ Delete Cash account list query
❚ Cash account reference data query

Screenshot

Field Description

Cash Accounts - Search Criteria	
Status*	Select the status of the cash account from the possible values:
	▌ All (default value)
	▌ Active
	▌ Deleted
	References for error messages: [▷ To be provided in a later draft, under the Annex chapter]
	▌ DCD1003
	▌ DCD1012
Cash Account Number	Enter the number of the Cash Account. Required format is: max. 34 characters (SWIFT-x)
	Reference for error message: [▷ To be provided in a later draft, under the Annex chapter]

Cash Accounts - Search Criteria	
Account Type*	Select the type of the cash account from the possible values: ❚ All (default value) ❚ TIPS account ❚ TIPS transit account ❚ TIPS credit memorandum balance References for error messages: [▶ To be provided in a later draft, under the Annex chapter] ❚ DCD1013 ❚ DCD1014 ❚ DCD1555
Linked Account	Enter the number of the cash account to which the TIPS Credit Memorandum Balance can be linked

Cash Accounts - Search Criteria	
Opening Date - from	Enter the lower bound for the opening date of the account or use the calendar icon.
	Required format is: YYYY-MM-DD
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	❚ QMPC021
	❚ QMPC022
Opening Date - to	Enter the upper bound for the opening date of the account or use the calendar icon.
	Required format is: YYYY-MM-DD
	The 'Opening Date - to' must be greater than the 'Opening Date – from'.
	Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]
	❚ QMPC021
Closing Date - from	Enter the lower bound for the closing date of the account or use the calendar icon.
	Required format is: YYYY-MM-DD
	The 'Closing Date - from' must be later than the 'Opening Date – from'.
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
Closing Date - to	Enter the upper bound for the closing date of the account or use the calendar icon.
	Required format is: YYYY-MM-DD
	The 'Closing Date - to' must be later than the 'Closing Date – from'.
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	❚ QMPC021
	❚ QMPC022
	❚ QMPC023
Party type	Select the type of party from the possible values:

Cash Accounts - Search Criteria	
	❚ All (default value)
	❚ Payment bank
	❚ National Central Bank
	Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]
	❚ DCD1555
Currency	Select the currency of the account from the drop-down menu. The default value is 'all'.
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	❚ DCD1082
	❚ DCD1207
	❚ QMPC054
Parent BIC	Enter the parent BIC of the party.
	Required format is: min. 2 characters, max. 11 characters (SWIFT-x)
	Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]
	❚ DCD1083
BIC	Enter the BIC of the party.
	Required format is: min. 2 characters, max. 11 characters (SWIFT-x)
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]

Cash Accounts – List
Status* — Shows the status of the cash account from the possible values: ❙ Active ❙ Deleted If the status is set to 'Deleted', the selected cash account cannot be deleted or edited. If the status is set to 'Active', the selected cash account cannot be restored. References for error messages: [▶ To be provided in a later draft, under the Annex chapter] ❙ DCD1003 ❙ DCD1012
Cash Account Number — Shows the identification of the cash account. Reference for error message: [▶ To be provided in a later draft, under the Annex chapter] ❙ QMPC031
Account Type* — Shows the type of cash account from the possible values: ❙ TIPS Account ❙ TIPS Transit Account ❙ TIPS Credit Memorandum Balance
Linked Account — Shows the Cash Account to which the TIPS Credit Memorandum Balance is linked when the Account type is TIPS Credit Memorandum Balance. Shows an External RTGS Account identifier when the Account type is TIPS Account or TIPS Transit Account.

Cash Accounts – List	
Parent BIC	Shows the parent BIC of the account. Reference for error message: [▷ To be provided in a later draft, under the Annex chapter] ❙ DCD1083
BIC	Shows the party BIC of the account. References for error messages: [▷ To be provided in a later draft, under the Annex chapter] ❙ DCD1083 ❙ QMPC084
Short Name	Shows the party short name of the account.
Party type	Shows the type of party from the possible values: ❙ Payment bank ❙ National Central Bank Reference for error message: [▷ To be provided in a later draft, under the Annex chapter] ❙ DCD1555
Currency	Shows the currency of the cash account. References for error messages: [▷ To be provided in a later draft, under the Annex chapter] ❙ DCD1082 ❙ DCD1207 ❙ QMPC054
Opening Date	Shows the opening date of the cash account. Displayed format is: YYYY-MM-DD References for error messages: [▷ To be provided in a later draft, under the Annex chapter] ❙ DCD1003 ❙ DCD1012
Closing date	Shows the closing date of the cash account. Displayed format is: YYYY-MM-DD References for error messages: [▷ To be provided in a later draft, under the Annex chapter] ❙ DCD1003

Cash Accounts – List
❙ DCD1012

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed on the same screen.
	If the search retrieves a single record, the details screen is displayed directly.
	Next screens:
	❙ Cash accounts – search/list screen [▶ 81]
	❙ Cash account – details screen [▶ 90]
	References for error messages: [▶]
	❙ DCD1001
	❙ QMPC021
	❙ QMPC022
	❙ QMPC023
	❙ QMPC031
	❙ QMPC052
	❙ QMPC054
	❙ QMPC084
Reset	This function enables you to set default search criteria and blanks out all optional criteria.
	Next screen:
	❙ Cash accounts – search/list screen
Edit	This function enables you to edit the details of the selected cash account.
	Next screen:
	❙ Cash account – edit screen [▶ 94]
	If the status of the selected cash account is already set to 'Deleted' this function is not available.
Delete	This function enables you to delete the selected cash

		account, after confirmation.
		Next screen:
		❚ Cash accounts – search/list screen
		If the status of the selected cash account is
		already set to 'Deleted', this function is not available.
		References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
		❚ DCD1003
		❚ DCD1012
		❚ DCD1014
		❚ DCD1030
	Restore	This function enables you to restore a previously deleted cash account.
		Next screen:
		❚ Cash accounts – search/list screen
		If the status of the selected cash account is
		already set to 'Active' this function is not available.
		References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
		❚ DCD1001
		❚ DCD1012
		❚ DCD1013
		❚ DCD1082
	Details	This function enables you to display the details of the selected cash account.
		Next screen:
		❚ Cash account – details screen [▶ 90]
	Revisions	This function enables you to display the revisions of the selected cash account.
		Next screen:
		❚ Revisions/audit trail – list screen [▶ 170]
	New	This function enables you to create a new cash account.
		Next screen:

❙ Cash account – new screen [▸ 94]
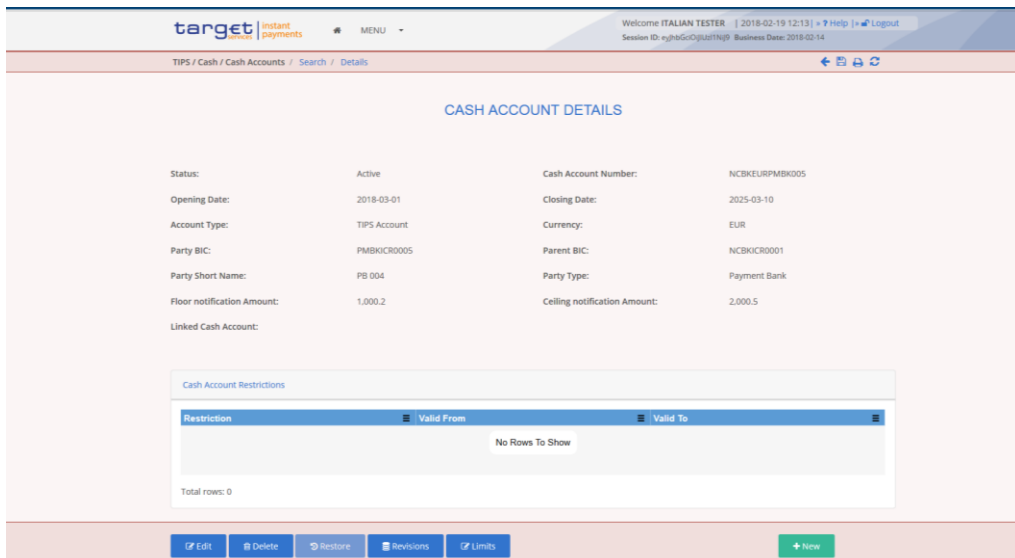
2.3.2.4 Cash Account – Details Screen

Context of Usage
This screen displays detailed information on the selected cash account. You can check the data and proceed further by clicking on the buttons below.

Screen Access
❙ TIPS >> Cash >> Cash Accounts >> *Cash Accounts - Details* screen >> Click on the *search* and/or *details* button

Privileges
To use this screen, you need the following Privileges:
❙ Cash account reference data query
❙ Delete Cash account list query

Screenshot

Illustration: Cash Account – details screen

Field Description

Cash Account	
Status	Shows the status of the cash account from the possible values: ❙ Active ❙ Deleted If the status is set to 'Deleted', the selected cash account cannot be deleted or edited. If the status is set to 'Active', the selected cash account cannot be restored.
Cash Account Number	Shows the unique number of the cash account.
Opening date	Shows the opening date of the cash account. Displayed format is: YYYY-MM-DD References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1003 ❙ DCD1012
Closing date	Shows the closing date of the cash account. Displayed format is: YYYY-MM-DD References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1003 ❙ DCD1012
Account type	Shows the type of cash account from the possible values: ❙ TIPS Account ❙ TIPS Transit Account ❙ TIPS Credit Memorandum Balance References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1013 ❙ DCD1014 ❙ DCD1555
Currency	Shows the currency of the cash account. References for error messages [▶ To be provided in a later

Cash Account	
	draft, under the Annex chapter]: ❙ DCD1207 ❙ DCD1082
Party BIC	Shows the BIC of the party. Reference for error message [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1083
Parent BIC	Shows the parent BIC of the party. Reference for error message [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1083
Party Short Name	Shows the short name of the party.
Party Type	Shows the type of party that owns the account. Reference for error message [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1555
Floor notification Amount	Shows the lower threshold for notifying the cash manager.
Ceiling notification Amount	Shows the upper threshold for notifying the cash manager.
Linked Cash Account	Shows the number of the cash Account to which the TIPS Credit Memorandum Balance is linked in case the Account type is TIPS Credit Memorandum Balance. Shows the number of the External RTGS Account within the relevant RTGS system to which the cash account is linked in case the Account type is TIPS Account or TIPS Transit Account.

Restrictions	
Type	Shows the type of restriction related to the cash account. Reference for error message [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCD1084

Restrictions	
Valid from	Shows the date and time from which the cash account restriction is valid. Displayed format is: YYYY-MM-DD hh:mm
Valid to	Shows the date and time until which the cash account restriction is valid. Displayed format is: YYYY-MM-DD hh:mm

Buttons

Edit	This function enables you to edit the details of the selected cash account. Next screen: ❙ Cash account – edit screen [▷ 94] If the status of the selected cash account is already set to 'Deleted' this function is not available.
Delete	This function enables you to delete the selected cash account, after confirmation. Next screen: ❙ Cash accounts – search/list screen [▷ 81] If the status of the selected cash account is already set to 'Deleted', this function is not available. References for error messages [▷]: ❙ DCD1001 ❙ DCD1003 ❙ DCD1014 ❙ DCD1030
Restore	This function enables you to restore a previously deleted cash account. Next screen: ❙ Cash accounts – search/list screen [▷ 81] If the status of the selected cash account is already set to 'Active', this function is not available. References for error messages [▷]:

	▮ DCD1012
	▮ DCD1013
	▮ DCD1082
	▮ DCD1083
	▮ DCD1084
	▮ DCD1085
	▮ DCD1207
	▮ DCD1555
Revisions	This function enables you to display the revisions of the selected cash account. Next screen: ▮ Revisions/audit trail - list screen [▶170]
Limits	This function enables you to display the limits related to the selected cash accounts. Next screen: ▮ Limits – search/list screen [▶72] If the status of the selected cash account is already set to 'Deleted', this function is not available.
New	This function enables you to create a new cash account. Next screen: ▮ Cash account – new screen [▮94]

2.3.2.5 Cash Account – New/Edit Screen

Context of Usage   This screen contains a number of fields regarding cash accounts. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

Screen Access   ▮ TIPS >> Cash >> Cash Accounts >> *Cash Accounts - Search/List* screen >> Click on the *New* or *Edit* Button

Privileges   To use this screen you need the following privileges [▶]:

▌ Create cash account

▌ Update cash account

Screenshot

Illustration : Cash Account – new/edit screen

Field Description

Cash Account	
Cash Account number	Shows the unique number identifying the account. Reference for error message [▷ To be provided in a later draft, under the Annex chapter]: ❙ DCC1103 This field is a mandatory enter field in the new screen. Required format is: max. 34 characters (SWIFT-x)
Account type	Shows the type of the cash account from one of the possible values: ❙ TIPS account ❙ TIPS Transit account ❙ TIPS Credit Memorandum Balance
Opening date	Enter the opening date of the cash account or use the calendar icon. Required format is: YYYY-MM-DD The 'Opening Date' must be equal to or later than the current business date. References for error messages [▷ To be provided in a later draft, under the Annex chapter]: ❙ DCC1205 ❙ DCU1213 The field is read-only if the opening date is in the past.
Closing date	Enter the closing date of cash account or use the calendar icon. Required format is: YYYY-MM-DD The 'Closing Date' must be equal to or later than the 'Opening Date' and the current business date. References for error messages [▷ To be provided in a later draft, under the Annex chapter]: ❙ DCC1210 ❙ DCC1532 ❙ DCU1210 ❙ DCU1313

Cash Account	
Parent BIC	Shows the parent BIC of the party holding the account. This field is mandatory in the new screen. You can choose to either enter the parent BIC of the party holding the account or to select it from the suggested items in the drop-down menu. Required format is: max. 11 characters (SWIFT-x) References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCC1524 ❙ DCU1001
Party BIC	Shows the BIC of the party holding the account. This field is mandatory in the new screen. You can choose to either enter the BIC of the party holding the account or to select it from the suggested items in the drop-down menu. Required format is: max. 11 characters (SWIFT-x) References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❙ DCC1001 ❙ DCC1524 ❙ DCU1001
Party Short name	Shows the Party short name of the owner of the account. The field is visible only in Edit function and is read-only.
Party type	Shows the Party type of the owner of the account. The field is visible only in Edit function and is read-only.

Cash Account	
Floor notification Amount	Enter the lower threshold for notifying the cash manager. Required format is: max. 15 digits incl. decimal point (thereof max. 5 decimal places and decimal point) In case this amount is not specified or it is set to zero, T will not trigger any floor notification. In order to configure a floor threshold that triggers a notification when a balance becomes negative, the threshold value should be set to 0.01. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DCC1101 ❚ DCC1800 ❚ DCU1101 ❚ DCU1313 ❚ DCU1800
Ceiling notification Amount	Enter the upper threshold for notifying the cash manager. Required format is: max. 15 digits incl. decimal point (thereof max. 5 decimal places and decimal point) In case this amount is not specified or it is set to zero, TIPS will not trigger any ceiling notification. In order to configure a ceiling threshold that triggers a notification when a balance becomes positive, the threshold value should be set to 0.01. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DCC1101 ❚ DCC1800 ❚ DCU1101 ❚ DCU1800
Currency	Select the currency of the cash account from the drop-down menu. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DCC1100 ❚ DCC1207

Cash Account	
	▮ DCC1530
	▮ DCC1531
	▮ DCU1218
Linked Account	Shows the number of the cash account to which the cash account can be linked.

Restrictions	
Type (*)	You can choose to either enter the restriction type or to select it from the suggested items in the drop-down menu.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▮ DCC1024
	▮ DCC1300
	▮ DCU1024
	▮ DCU1217
	▮ DCU1300
	This field is also available as a show field for existing records. Duplicate Restriction Type-Valid From combinations are not allowed and you will be shown an error message to indicate 'Duplicate key fields'. There are two possible cases when this error message is shown:
	▮ New entry in sub-table with a duplicate key
	▮ When in one session (prior submitting) a row is deleted and a new row with the same values (from the deleted entry) in key fields is entered
Valid from (*)	Enter the date and time from which the cash account restriction is valid or use the calendar icon.
	Required format is: YYYY-MM-DD hh:mm
	To set an immediate restriction, input the timestamp '1000-01-01- 00.:01'.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▮ DCC1025

Restrictions
❚ DCC1208
❚ DCC1209
❚ DCC1300
❚ DCU1211
❚ DCU1214
❚ DCU1215
❚ DCU1216
❚ DCU1219
❚ DCU1300

This field is also available as a show field for existing records.

Duplicate Restriction Type-Valid From combinations are

not allowed and you will be shown an error message to indicate

'Duplicate key fields'. There are 2 possible cases

when this error message is shown:

❚ New entry in sub-table with a duplicate key

❚ When in one session (prior submitting) a row is deleted

and a new row with the same values (from the deleted

entry) in key fields is entered

Valid to	Enter the date and time until which the cash account restriction is valid or use the calendar icon.

Required format is: YYYY-MM-DD hh:mm

To instantly remove a restriction, input the timestamp

'9999-12-31- 23:59'.

References for error messages [▶ To be provided in a later draft, under the Annex chapter]:

❚ DCC1212

❚ DCC1300

❚ DCU1212

❚ DCU1220

❚ DCU1300

This field is also available as a show field for existing

Restrictions
records.

Buttons

Search Party	This function enables the user to activate "Parties". It is visible only in creation mode.
Submit	This function enables you to create or edit a cash account.
	Next screens:
	❚ Cash account - details screen [▸90]
	References for error messages [▸ To be provided in a later draft, under the Annex chapter]:
	❚ DCC1001
	❚ DCC1024
	❚ DCC1025
	❚ DCC1100
	❚ DCC1101
	❚ DCC1103
	❚ DCC1205
	❚ DCC1206
	❚ DCC1207
	❚ DCC1208
	❚ DCC1209
	❚ DCC1210
	❚ DCC1212
	❚ DCC1300
	❚ DCC1530
	❚ DCC1531
	❚ DCC1532
	❚ DCC1555
	❚ DCC1800
	❚ DCU1001
	❚ DCU1003
	❚ DCU1024

▌ DCU1030
▌ DCU1101
▌ DCU1206
▌ DCU1207
▌ DCU1210
▌ DCU1211
▌ DCU1212
▌ DCU1213
▌ DCU1215
▌ DCU1216
▌ DCU1217
▌ DCU1218
▌ DCU1219
▌ DCU1220
▌ DCU1300
▌ DCU1313
▌ DCU1800

Reset	This function enables you to set all fields to default value and blanks out all optional fields. Next screen: ▌ Cash account - edit screen
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ▌ Cash accounts - search/list screen [▶81]

2.3.3 Access Rights

2.3.3.1 Certificate Distinguished Names – Search/List Screen

This screen contains a number of search fields. By inputting the relevant data, you can search for certificate distinguished names. The search results will be

Context of Usage	displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.
	This function is only available in U2A mode.
	There is no usage restriction for this screen.
Screen Access	▌ COMMON >> Access Rights >> Certificate Distinguished Names
Privileges	To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:
	▌ Certificate query
	▌ Delete certificate distinguish name
References	**User Instructions Part**
	This screen is part of the following business scenario:
	▌ Create a new user certificate distinguished name [▶ 176]
Screenshot	

Certificate distinguished name – search/list screen

Field Description

Certificate Distinguished Names – Search Criteria	
Status*	Select the status of the certificate distinguished name from the possible values: ▌ All ▌ Active (default value) ▌ Deleted References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DRDA003 ▌ DRDA004
Certificate Distinguished Name	Enter the distinguished name of the certificate. Required format is: max. 256 characters (UTF-8 except '>', '<', '&') Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ▌ DRDA002

Certificate Distinguished Names - List	
Status	Shows the status of the certificate distinguished name from the possible values: ▌ Active ▌ Deleted If the status is set to 'Deleted', the selected certificate distinguished name cannot be deleted. If the status is set to 'Active', the selected certificate distinguished name cannot be restored. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DRDA003 ▌ DRDA004
Certificate Distinguished Name	Shows the distinguished name of the certificate. Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ▌ DRDA002

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen. Next screen: ▌ *Certificate distinguished names – search/list* screen
Reset	This function enables you to set default search criteria and blanks out all optional criteria. Next screen: ▌ *Certificate distinguished names – search/list* screen
New	This function enables you to create a new user certificate distinguished name. Next screen: ▌ *Certificate distinguished name – new* screen [▶ 106]
Delete	This function enables you to delete the selected certificate distinguished name, after confirmation. Next screen: ▌ *Certificate distinguished names – search/list* screen If the status of the selected certificate distinguished name is already set to 'Deleted', this function is not available. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ▌ DRDA001 ▌ DRDA003 ▌ DRDA010

Restore	This function enables you to restore a previously deleted certificate distinguished name.
	Next screen:
	❚ *Certificate distinguished names – search/list* screen
	If the status of the selected certificate distinguished name is already set to 'Active', this function is not available.
	References for error messages [▶To be provided in a later draft, under the Annex chapter]:
	❚ DRDA001
	❚ DRDA002
	❚ DRDA004
Revisions	This function enables you to display the revisions of the selected certificate distinguished name.
	Next screen:
	❚ *Revisions/audit trail – list* screen [▶ 170]
User certificate Distinguished Name Links	This function enables you to display the user certificate distinguished name links.
	Next screen:
	❚ *User certificate distinguished name links – search/list* screen [▶ 132]

2.3.3.2 Certificate Distinguished Names – New Screen

Context of Usage
This screen contains a number of fields regarding certificate distinguished names. You can enter new data. Afterwards you can proceed by clicking on the buttons below.
You can use this screen in 2-eyes or in 4-eyes mode.

This function is only available in U2A mode.

There is no usage restriction for this screen.

Screen Access
❚ COMMON >> Access Rights >> Certificate Distinguished Names >> *Certificate distinguished names – search/list* screen >> Click on the *new* button

Privileges
To use this screen, you need the following privilege [▶To be provided in a later draft, under the Annex chapter]:
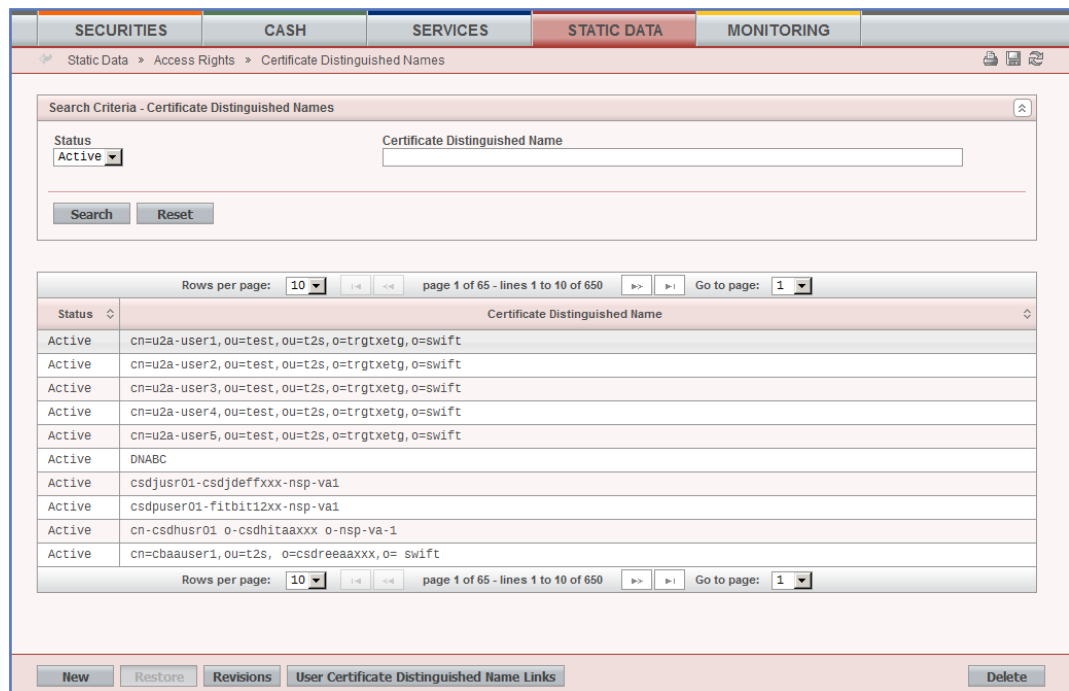
❚ Create certificate distinguished name

References

User Instructions Part

This screen is part of the following business scenario:

❚ Create a new user certificate distinguished name [▶ 176]

Screenshot
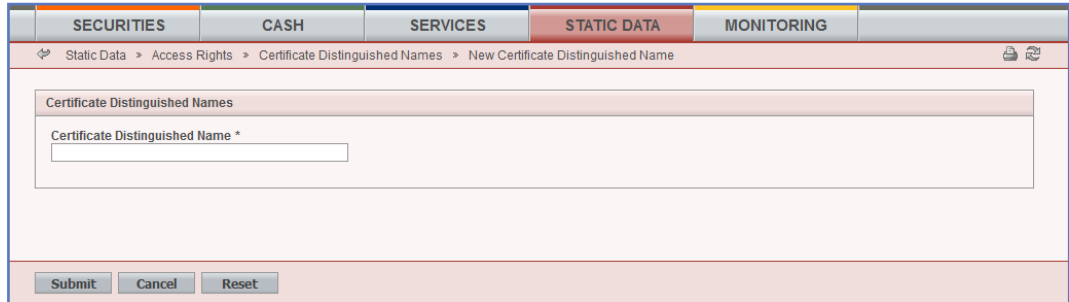
Illustration 25: Certificate distinguished name - new screen

Field Description

Certificate Distinguished Name	
Certificate Distinguished Name*	Enter the distinguished name of the certificate.
	Required format is: max. 256 characters (UTF-8 except '>', '<', '&')
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	❚ DRCA002

Buttons

Submit	This function enables you to create a new certificate distinguished name according to the information entered in the fields.
	Next screen:
	❚ *Certificate distinguished name – new* screen
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	❚ DRCA001
	❚ DRCA002
Reset	This function enables you to set all fields to default value and blanks out all optional fields.
	Next screen:
	❚ *Certificate distinguished name – new* screen
Cancel	This function enables you to cancel the process and return to the previous screen.

Next screen:
❚ *Certificate distinguished names – search/list* screen [▸ 102]

2.3.3.3 Grant/Revoke Privileges – Search Screen

2.3.3.4 Granted Roles - Search/List Screen

2.3.3.5 Grant/Revoke Role - New/Edit Screen

Context of Usage

This screen contains a number of fields regarding roles. You can grant new roles to users or parties or revoke those that have been previously granted.

You can use this screen either in 2-eyes or in 4-eyes mode.

This function is only available in U2A mode.

Screen Access

❚ COMMON >> Access Rights >> Grant/Revoke Roles >> *Granted roles - search* screen >> Click on the *search* button

❚ COMMON >> Access Rights >> Roles >> *Roles - search/list* screen >> Click on the grant/revoke role button

Privileges

To use this screen you need the following privilege [▸To be provided in a later draft, under the Annex chapter]:

❚ Grant/revoke role

References

User Instructions Part

This screen is part of the following business scenarios:

❚ Assign a role to a user [▸ 175]

❚ Assign a role to a party [▸ 173]

BANCA D'ITALIA   BANCO DE ESPAÑA
EUROSISTEMA   Eurosistema
BANQUE DE FRANCE   DEUTSCHE
EUROSYSTÈME   BUNDESBANK
                   EUROSYSTEM

Common Reference Data Management
User Handbook

target | instant
services | TIPS

Screenshot

| SECURITIES | CASH | SERVICES | STATIC DATA | MONITORING |

Static Data » Access Rights » Grant/Revoke Roles » Edit Grant/Revoke Roles

Role FDECSDPUSER

Filter Parent BIC   Filter BIC

[Filter]

Parties			Current Granted Parties	
Parent BIC	Party BIC		Parent BIC	Party BIC
FITBITX1XXX	ZZZZITRRXXX		TCSOTCS0XXX	CSDSESPSXXX
ZYITMMM1000	ZYITMMM4000			
ZYITMMM1000	ZYITMMM3000			
ZYITMMM1000	ZYITMMM2000			
TCSOTCS0XXX	ZYITMMM1000			
ZYBNDEF0NCB	ZYBNDEF0ND6			
ZYBNDEF0NCB	ZYBNDEF0ND4			
ZYBNDEF0NCB	ZYBNDEF0ND3			
ZYBNDEF0NCB	ZYBNDEF0ND1			
TCSOTCS0XXX	ZYBNDEF0NCB			
NCBKDEFF901	ZYBMDEF0MD3			
ZYBLDEF0LCB	ZYBLDEF0LD1			
TCSOTCS0XXX	ZYBLDEF0LCB			

Filter User

[Filter]

Users		Current Granted Users
NODE09117-2		No records found.
0012USER1		
0022USER1		
0022USER2		
0022USER3		
0022USERREDU1		
0023USER1		
0024USER1		
0031USER1		
0032USER1		
0033USER1		
0610user		
1201NP0		

[Reset]

Illustration 12 Grant/revoke role - edit screen

Field Description

Role <Role Name> OR Party <Parent BIC + BIC> OR User <User Login Name>	
Filter Parent BIC	Enter the parent BIC of the party to filter the 'Parties' and the 'Current Granted Parties' lists. Required format is: max. 11 characters (SWIFT-x) This field is only available in the 'Role' mode.
Filter BIC	Enter the BIC of the party to filter the 'Parties' and the 'Current Granted Parties' lists. Required format is: max. 11 characters (SWIFT-x) This field is only available in the 'Role' mode.
Parties	
Parent BIC	Shows the parent BIC of the party. References for error messages [To be provided in a later draft, under the Annex chapter]: ▌ DRGR002 ▌ DRGR005 This field is only available in the 'Role' mode.
Party BIC	Shows the BIC of the party. References for error messages [To be provided in a later draft, under the Annex chapter]: ▌ DRGR002 ▌ DRGR005 This field is only available in the 'Role' mode.
Current Granted Parties	
Parent BIC	Shows the parent BICs of the parties which are currently granted the role. This field is only available in the 'Role' mode.
Party BIC	Shows the BICs of the parties which are currently granted the role. This field is only available in the 'Role' mode.

	Role <Role Name> OR Party <Parent BIC + BIC> OR User <User Login Name>
Filter User	Enter the login name of the user to filter the 'Users' and 'Current Granted Users' lists. Required format is: max. 35 characters (SWIFT-x) This field is only available in the 'Role' mode.
Users	Shows the login name of the user. References for error messages [To be provided in a later draft, under the Annex chapter]: ❚ DRGR002 ❚ DRGR005 This field is only available in the 'Role' mode.
Current Granted Users	Shows the names of the users which are currently granted the role. This field is only available in the 'Role' mode.
Filter Role	Enter the name of the role to filter the 'Roles' and 'Current Granted Roles' lists. Required format is: max. 35 characters (SWIFT-x) This field is only available in the 'Party Roles' and 'User Roles' mode.
Roles	Shows the name of the role. References for error messages [To be provided in a later draft, under the Annex chapter]: ❚ DRGR001 ❚ DRGR003 ❚ DRGR007 This field is only available in the 'Party Roles' and 'User Roles' mode.
Current Granted Roles	Shows the name of the roles which are currently granted to the user or party.

Role <Role Name> OR Party <Parent BIC + BIC> OR User <User Login Name>	
	Reference for error message [▶To be provided in a later draft, under the Annex chapter]:
	▌ DRGR004
	This field is only available in the 'Party Roles' and 'User Roles' mode.

Buttons

Grant →	This function enables you to grant the selected role to the party or the user by moving the selected items from the 'Not Granted' list to the 'Granted' list. Upon clicking on the *grant* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.
	Next screen:
	▌ *Grant/revoke role – new/edit* screen
	References for error messages [▶To be provided in a later draft, under the Annex chapter]:
	▌ DRGR001
	▌ DRGR002
	▌ DRGR003
	▌ DRGR005
	▌ DRGR007
Revoke ←	This function enables you to revoke the selected role from the party or the user by moving the selected items from the 'Granted' list to the 'Not Granted' list. Upon clicking on the *revoke* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.
	Next screen:

	▌ *Grant/revoke role – new/edit* screen
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRGR001
	▌ DRGR002
	▌ DRGR004
	▌ DRGR005

2.3.3.6 Grant/Revoke System Privilege - Details Screen

2.3.3.7 Grant/Revoke System Privilege - New/Edit Screen

2.3.3.8 Roles - Search/List Screen

Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search for roles. The search results will be displayed in a list, which is sorted by the values of the 'Role Name' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

This function is only available in U2A mode.

Screen Access

▌ COMMON >> Access Rights >> Roles

Privileges

To use this screen, you need the following privileges [▶ To be provided in a later draft, under the Annex chapter]:

▌ Role list query

▌ Delete role

References

User Instructions Part

This screen is part of the following business scenario:

▌ Create a new role [▶ 172]

BANCA D'ITALIA   BANCO DE ESPAÑA
EUROSISTEMA   Eurosistema

BANQUE DE FRANCE
EUROSYSTÈME   DEUTSCHE
BUNDESBANK
EUROSYSTEM

Common Reference Data Management
User Handbook

target | instant
services | TIPS

Screenshot
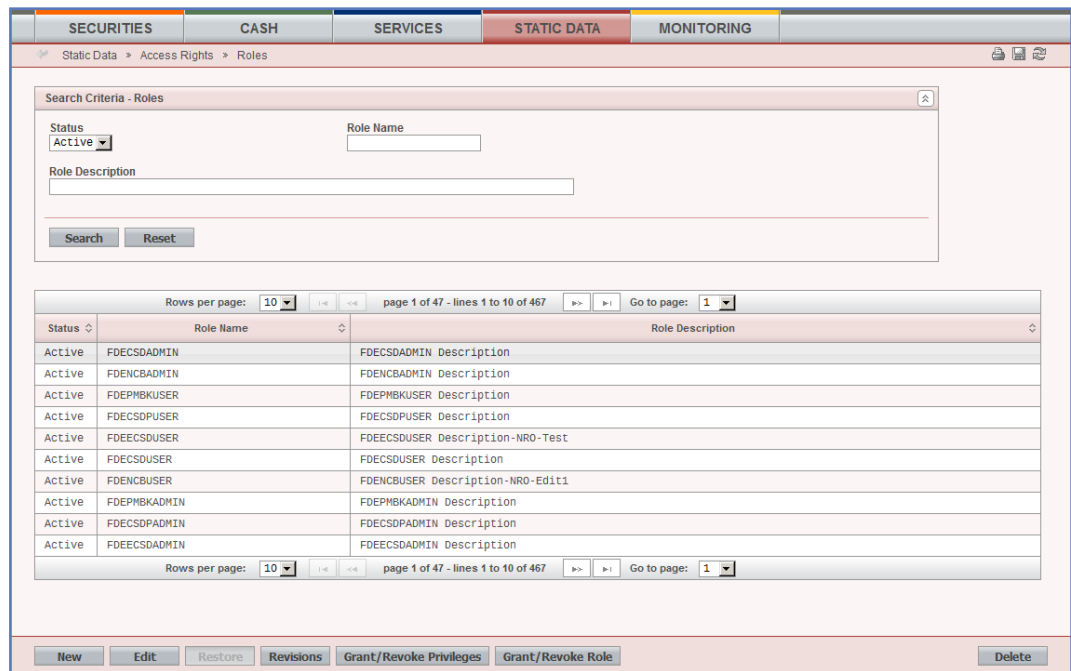
Illustration 26: Roles - search/list screen

**Field
Description**

Roles - Search Criteria	
Status	Select the status of the role from the possible values:
	▌ All
	▌ Active (default value)
	▌ Deleted
	References for error messages [▸ To be provided in a later draft, under the Annex chapter]:
	▌ DRD6003
	▌ DRD6044
Role Name	Enter the name of the role.
	Required format is: max. 35 characters (SWIFT-x)
	Reference for error message [▸ To be provided in a later draft, under the Annex chapter]:
	▌ DRD6002
Role Description	Enter the description of the role.
	Required format is: max. 127 characters (SWIFT-x)

Roles - List	
Status	Shows the status of the role from the possible values:
	▮ Active
	▮ Deleted
	If the status is set to 'Deleted', the selected role cannot be edited. If the status is set to 'Active', the selected role cannot be restored.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▮ DRD6003
	▮ DRD6044
Role Name	Shows the name of the role.
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	▮ DRD6002
Role Description	Shows the description of the role.

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.
	Next screen:
	▮ *Roles – search/list* screen
Reset	This function enables you to set default search criteria and blanks out all optional criteria.
	Next screen:
	▮ *Roles – search/list* screen
New	This function enables you to create a new role.
	Next screen:
	▮ *Role – new* screen [▶ 118]
Edit	This function enables you to edit the details of the selected role.
	Next screen:
	▮ *Role – edit* screen [▶ 118]

	If the status of the selected role is already set to 'Deleted', this function is not available.
Restore	This function enables you to restore a previously deleted role. Upon clicking on the *restore* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen:
	❙ *Roles – search/list* screen
	If the status of the selected role is already set to 'Active', this function is not available.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	❙ DRD6001
	❙ DRD6002
	❙ DRD6044
Revisions	This function enables you to display the revisions of the selected role. Next screen:
	❙ *Revisions/audit trail – list* screen [▶ 170]

Delete	This function enables you to delete the selected role, after confirmation. Upon clicking on the *delete* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen: ▌ *Roles – search/list* screen If the status of the selected role is already set to 'Deleted', this function is not available. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DRD6001 ▌ DRD6003 ▌ DRD6050
Grant/Revoke Privileges	This function enables you to grant and/or revoke privileges for the selected role, depending on your access rights. Next screens: ▌ *Grant/revoke system privileges – new/edit* screen [▶ 113] ▌ *Grant/revoke system privileges – details* screen [▶ 113] If you have the 'Grant privileges' or 'Revoke privileges' privilege assigned, the *grant/revoke system privileges – new/edit* screen [▶ 57] is displayed. If you have the 'Privileges Query' privilege assigned, the *grant/revoke system privileges – details* screen [▶ 113] is displayed.
Grant/Revoke Role	This function enables you to grant and/or revoke the selected role, depending on your access rights. Next screens: ▌ *Grant/revoke roles – new/edit* screen [▶ 113] If you have a 'Grant role' or 'Revoke role' privilege assigned, the *grant/revoke role – new/edit* screen [▶ 113] is displayed.

2.3.3.9 Role - New/Edit Screen

Context of Usage

This screen contains a number of fields regarding roles. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below. You can use this screen either in 2-eyes or in 4-eyes mode.This function is only available in U2A mode.

This screen is not relevant for payment bank users.

Screen Access

▐ COMMON >> `Access Rights` >> `Roles` >> *Roles - search/list* screen >> Click on the *new* or *edit* button

Privileges

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

▐ Create role

▐ Update role

References

User Instructions Part

This screen is part of the following business scenario:

▐ Create a new role [▶ 172]

Screenshot
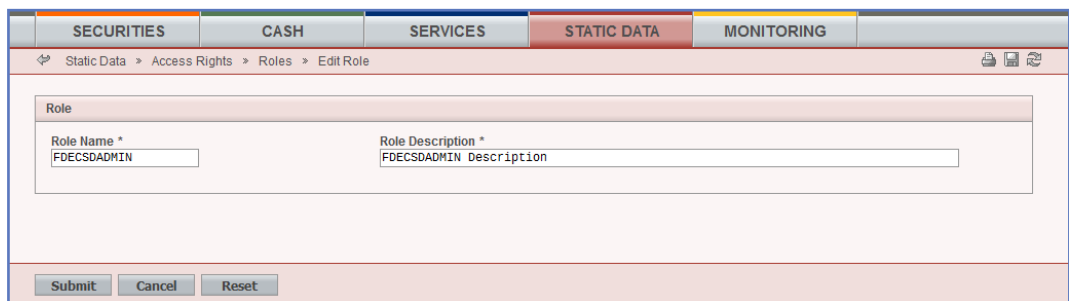
Illustration 27: Role - edit screen

Field Description

Role
Role Name*	Enter the name of the role.
	Required format is: max. 35 characters (SWIFT-x)
	References for error messages [▶To be provided in a later draft, under the Annex chapter]:
	▐ DRC6006
	▐ DRU6006
Role Description*	Enter the description of the role.
	Required format is: max. 127 characters (SWIFT-x)

Buttons

Submit	This function enables you to create or edit a role. Upon clicking on the *submit* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen: ❚ *Role – new/edit* screen References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DRC6001 ❚ DRC6006 ❚ DRU6001 ❚ DRU6003 ❚ DRU6006
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ❚ *Roles – search/list* screen [▶ 113]
Reset	This function enables you to set all fields to default value and blanks out all optional fields. Next screen: ❚ *Role – new/edit* screen

2.3.3.10 Users - Search/List Screen

Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search for users. The search results will be displayed in a list, which is sorted by the values of the 'Login Name' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

This function is only available in U2A mode.

When exporting the content of this screen, you receive the list and the corresponding details for each data record.

|	
Screen Access	▌ `COMMON >> Access Rights >> Users`
Privileges	To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]: ▌ system user query ▌ Delete user
References	**User Instructions Part** This screen is part of the following business scenario: ▌ Create a new user [▷ 175]
Screenshot	 *Illustration 28: Users - search/list screen*
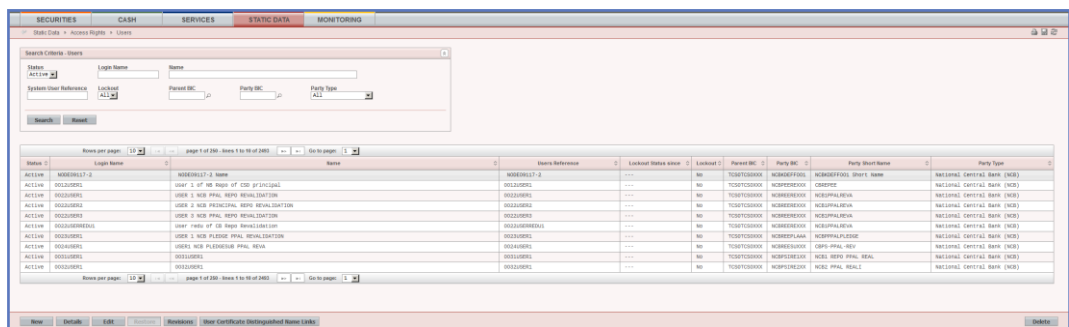
Field Description

Users – Search Criteria	
Status*	Select the status of the user from the possible values: ▌ All ▌ Active (default value) ▌ Deleted References for error messages [▶To be provided in a later draft, under the Annex chapter]: ▌ DRD7003 ▌ DRD7004
Login Name	Enter the login name of the user. Required format is: max. 35 characters (SWIFT-x) Reference for error message [▶ To be provided in a later draft, under the Annex chapter]: ▌ DRD7002
Name	Enter the name of the user. Required format is: max. 127 characters (SWIFT-x)
System User	Enter the system user reference associated to the user.

Users – Search Criteria	
Reference	Required format is: max. 35 characters (SWIFT-x)
	Reference for error message [To be provided in a later draft, under the Annex chapter]:
	▌ DRD7005
Lockout Status*	Select the lockout status of the user from the possible values:
	▌ All (default value)
	▌ Yes
	▌ No
Parent BIC	Select the parent BIC of the party related to the user from the drop-down menu or search via the *magnifier* icon.
	Required format is: max. 11 characters (SWIFT-x)
	References for error messages [To be provided in a later draft, under the Annex chapter]:
	▌ DRD7007
	▌ QMPC084
Party BIC	Select the BIC of the party related to the user from the drop-down menu or search via the *magnifier* icon.
	Required format is: max. 11 characters (SWIFT-x)
	References for error messages [To be provided in a later draft, under the Annex chapter]:
	▌ DRD7007
	▌ QMPC032
	▌ QMPC084
Party Type*	Select the type of party related to the user from the possible values:
	▌ All (Default value)
	▌ Service operator
	▌ Payment bank
	▌ National Central Bank (NCB)

Users - List	
Status	Shows the status of the user from the possible values:
	▌ Active
	▌ Deleted
	If the status is set to 'Deleted', the selected user cannot be edited or deleted. If the status is set to 'Active', the selected user cannot be restored.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7003
	▌ DRD7004
Login Name	Shows the login name of the user.
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7002
Name	Shows the name of the user.
System User Reference	Shows the system user reference associated to the user.
	Required format is: max. 35 characters (SWIFT-x)
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7005
Lockout Status since	Shows the date and time from which the user is locked out of the system or the date and time from which the user is locked in again.
	Displayed format is: YYYY-MM-DD hh:mm
Lockout Status	Shows the lockout status of the user from the possible values:
	▌ Yes
	▌ No
Parent BIC	Shows the parent BIC of the party related to the user.
	Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7007

Users - List	
Party BIC	Shows the BIC of the party related to the user.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7007
	▌ QMPC032
	▌ QMPC084
Party Short Name	Shows the short name of the party related to the user.
Party Type	Shows the party type of the party related to the user.

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.
	If the search retrieves a single record, the *details* screen is displayed directly.
	Next screen:
	▌ *Users – search/list* screen
	▌ *User – details* screen [▶ 125]
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
	▌ QMPC032
	▌ QMPC084
Reset	This function enables you to set default search criteria and blanks out all optional criteria.
	Next screen:
	▌ *Users – search/list* screen
New	This function enables you to create a new system user.
	Next screen:
	▌ *User – new* screen [▶ 129]
Edit	This function enables you to edit the details of the selected system user.
	Next screen:
	▌ *User – edit* screen [▶ 129]

	If the status of the selected user is already set to 'Deleted', this function is not available.
Delete	This function enables you to delete the selected system user, after confirmation. Upon clicking on the *delete* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.
	Next screen:
	▌ *Users – search/list* screen
	If the status of the selected user is already set to 'Deleted', this function is not available.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7001
	▌ DRD7003
	▌ DRD7008

Details	This function enables you to display the details of the selected system user. Next screen: ❚ *User – details* screen [▶ 125]
Restore	This function enables you to restore a previously deleted system user. Upon clicking on the *restore* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen: ❚ *Users – search/list* screen If the status of the selected user is already set to 'Active', this function is not available. References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DRD7001 ❚ DRD7002 ❚ DRD7004 ❚ DRD7005 ❚ DRD7007
User Certificate Distinguished Name Links	This function enables you to access the *User certificate distinguished name links* screen for the selected user. Next screen: ❚ *User certificate distinguished name links – search/list* screen [▶ 132]

2.3.3.11 User - Details Screen

Context of Usage This screen displays detailed information on the selected user. You can check the data and proceed further by clicking on the buttons below.

This function is only available in U2A mode.

Screen Access ❚ COMMON >> Access Rights >> Users >> *Users – search/list* screen >> Click on the *search* and/or *details* button >> *User – details* screen

Privileges

To use this screen you, need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

❚ System user query

❚ Delete user

References

User Instructions Part

This screen is not part of a business scenario.

Screenshot
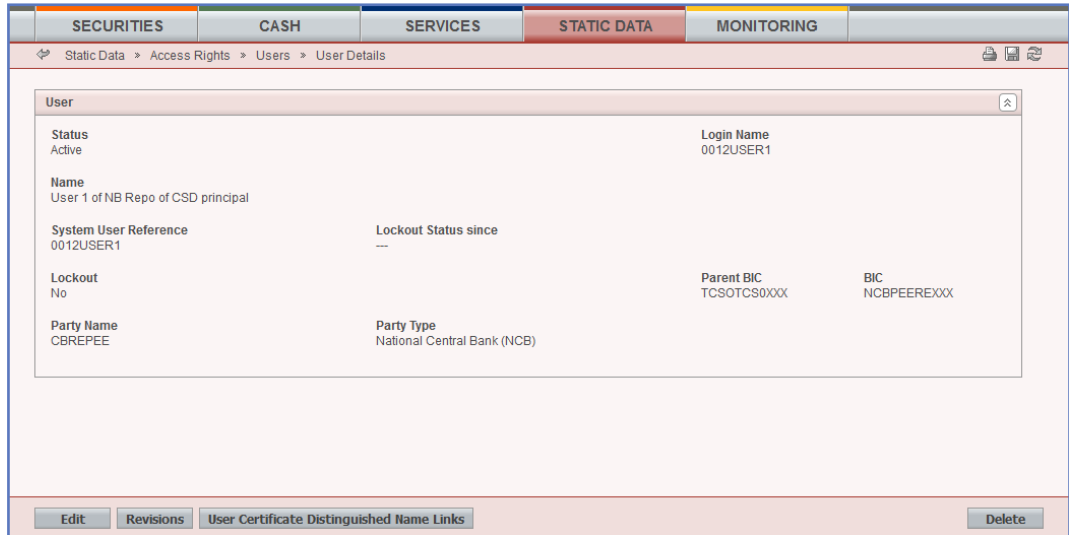
Illustration 29: User - details screen

Field Description

User	
Status	Shows the status of the user from the possible values: ❚ Active ❚ Deleted If the status is set to 'Deleted', the selected user cannot be edited or deleted. If the status is set to 'Active', the selected user cannot be restored. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DRD7003 ❚ DRD7004
Login Name	Shows the login name of the user. Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ❚ DRD7002
User Name	Shows the name of the user.

User	
System User Reference	Shows the system user reference associated to the user. Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ▌ DRD7005
Lockout Status since	Shows the date and time from which the user is locked out from the system or the date and time from which the user is locked in again according to the lockout status shown in the 'Lockout Status' field. Displayed format is: YYYY-MM-DD hh:mm
Lockout Status	Shows the lockout status of the user from the possible values: ▌ Yes ▌ No
Parent BIC	Shows the parent BIC of the party related to the user. Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ▌ DRD7007
Party BIC	Shows the BIC of the party related to the user. Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ▌ DRD7007
Party Short Name	Shows the short name of the party related to the user.
Party Type	Shows the party type of the party related to the user from the possible values: ▌ Service operator ▌ Payment bank ▌ National Central Bank (NCB)

Buttons

Edit	This function enables you to edit the details of the selected system user. Next screen: ❚ *User – edit* screen [▷ 129] If the status of the selected user is already set to 'Deleted', this function is not available.
Delete	This function enables you to delete the selected system user, after confirmation. Upon clicking on the *delete* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen: ❚ *Users – search/list* screen [▷ 119] If the status of the selected user is already set to 'Deleted', this function is not available. References for error messages [▷ To be provided in a later draft, under the Annex chapter]: ❚ DRD7001 ❚ DRU7003

Revisions	This function enables you to display the revisions of the selected CRDM user. Next screen:
	▌ *Revisions/audit trail - list* screen [▶ 170]
Restore	This function enables you to restore a previously deleted user. Upon clicking on the *restore* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen:
	▌ *Users – search/list* screen [▶ 119]
	If the status of the selected user is already set to 'Active', this function is not available.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRD7001
	▌ DRD7002
	▌ DRD7004
	▌ DRD7005
	▌ DRD7007
	▌ DRD7008
User Certificate Distinguished Name Links	This function enables you to access the *User certificate distinguished name links* screen for the selected CRDM user. Next screen:
	▌ *User certificate distinguished name links – search/list* screen [▶ 132]

2.3.3.12 User - New/Edit Screen

This screen contains a number of fields regarding users. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

Context of Usage	This screen enables lockouts to be applied to and removed from users in order to prevent or allow them to enter the system.
	You can use this screen either in 2-eyes or in 4-eyes mode. This function is only available in U2A mode.
Screen Access	▌ `COMMON >> Access Rights >> Users >>` *Users – search/list* screen >> Click on the *new* or *edit* button
	▌ `COMMON >> Access Rights >> Users >>` *Users – search/list* screen >> Click on the *search and/or details* button >> *User - details* screen >> Click on the *edit* button
Privileges	To use this screen, you need the following privileges [▶ To be provided in a later draft, under the Annex chapter]:
	▌ Create user
	▌ Update user
References	**User Instructions Part**
	This screen is part of the following business scenario:
	▌ Create a new user [▶ 175]
Screenshot	
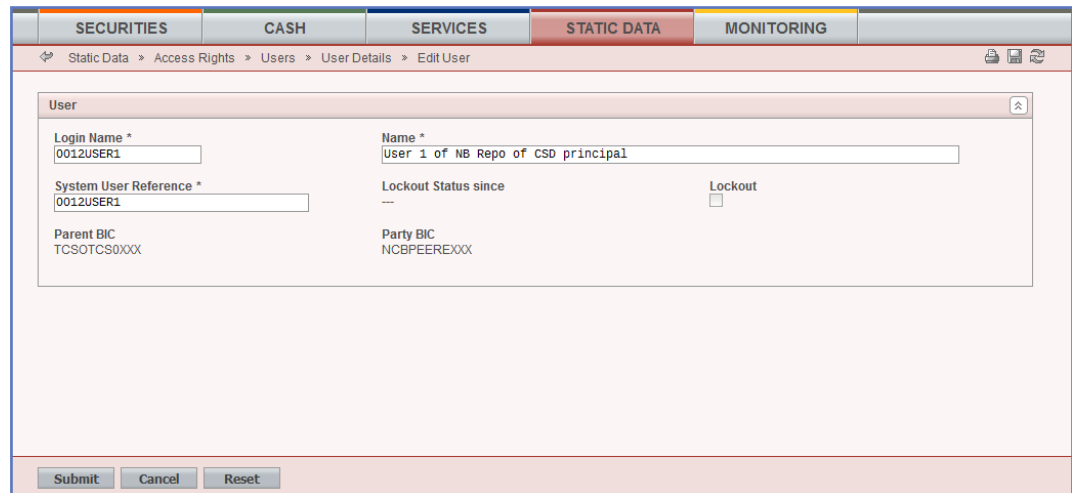
Illustration 30: User - edit screen

Field Description

User	
Login Name*	Enter the login name of the user.
	Required format is: max. 35 characters (SWIFT-x)
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
	▌ DRC7006
	▌ DRU7008
Name*	Enter the name of the user.

User
Required format is: max. 127 characters (SWIFT-x)

System User Reference*	Enter the unique system user reference associated to the user.
	Required format is: max. 35 characters (SWIFT-x).
	References for error messages [▶To be provided in a later draft, under the Annex chapter]:
	▌ DRC7007
	▌ DRU7005
Lockout Status since (*)	Shows the date and time from which the user is locked out of the system.
	Displayed format is: YYYY-MM-DD hh:mm
	If the 'Lockout Status Since' field is selected, this field is a mandatory enter field in the *new* screen. You can enter or edit the lockout date and time.
	Required format is: YYYY-MM-DD hh:mm
	The default value is the current date. If the 'Lockout Status' field is deselected this field is read-only and empty.
Lockout Status	Select the lockout status. When the select field is selected the user cannot log into the system as from the date specified in the 'Lockout Status since' field.
Parent BIC*	Shows the parent BIC of the party related to the user.
	This field is a mandatory enter field in the *new* screen.
	Required format is: max. 11 characters (SWIFT-x)
	Reference for error message [▶To be provided in a later draft, under the Annex chapter]:
	▌ DRC7005
Party BIC*	Shows the BIC of the party related to the user.
	This field is a mandatory enter field in the *new* screen.
	Required format is: max. 11 characters (SWIFT-x)
	Reference for error message [▶To be provided in a later draft, under the Annex chapter]:
	▌ DRC7005

Buttons

Submit	This function enables you to create or edit a system user according to the information entered in the fields. Upon clicking on the *submit* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.
	Next screen:
	❚ *User – details* screen [▷ 125]
	References for error messages [▷ To be provided in a later draft, under the Annex chapter]:
	❚ DRC7001
	❚ DRC7005
	❚ DRC7006
	❚ DRC7007
	❚ DRU7001
	❚ DRU7003
	❚ DRU7005
	❚ DRU7008
Cancel	This function enables you to cancel the process and return to the previous screen.
	Next screen:
	❚ *Users – search/list* screen [▷ 119]
Reset	This function enables you to set all fields to default value and blanks out all optional fields.
	Next screen:
	❚ *User – new/edit* screen

2.3.3.13 User Certificate Distinguished Name Links - Search/List Screen

This screen contains a number of search fields. By inputting the relevant data, you can search for user certificate distinguished name links. The search results

Context of Usage

will be displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.

There is no usage restriction for this screen.

This function is only available in U2A mode.

Screen Access

▐ `COMMON >> Access Rights >> User Certificate Distinguished Name Links`

▐ `COMMON >> Access Rights >> Users >>` *Users – search/list* screen >> Click on the *user certificate distinguished name links* button

▐ `COMMON >> Access Rights >> Users >>` *Users – search/list* screen >> Click on the *search* and/or the *details* button >> *User – details* screen >> Click on the *user certificate distinguished name links* button

▐ `COMMON >> Access Rights >> Certificate Distinguished Names >>` *Certificate distinguished names – search/list* screen >> Click on the *user certificate distinguished name links* button

Privileges

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

▐ Delete user certificate distinguish name link

▐ System user link query

References

User Instructions Part

This screen is part of the following business scenario:

▐ Create a new user certificate distinguished name link [▶ 177]

Screenshot

Illustration 31: User certificate distinguished name links - search/list screen

**Field
Description**

User Certificate Distinguished Name Links – Search Criteria	
Status*	Select the status of the user certificate distinguished name link from the possible values: ❚ All ❚ Active (default value) ❚ Deleted References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DRD0002 ❚ DRD0007
Login Name	Enter the login name of the user. Required format is: max. 35 characters (SWIFT-x) If you have accessed this screen via the *users - search/list* or *user - details* screen, this field is already filled in. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DRD0003 ❚ DRD0005
Certificate Distinguished Name	Enter the distinguished name of the certificate. Required format is: max. 256 characters (UTF-8 except '>', '<', '&') If you have accessed this screen via the *certificate distinguished names – search/list* screen, this field is already filled in. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DRD0004 ❚ DRD0005

User Certificate Distinguished Name Links - List	
Status	Shows the status of the user certificate distinguished name link from the possible values: ❚ Active ❚ Deleted If the status is set to 'Deleted', the selected user certificate distinguished name link cannot be deleted. If the status is set to 'Active', the selected user certificate distinguished name link cannot be restored. References for error messages [▸ To be provided in a later draft, under the Annex chapter]: ❚ DRD0002 ❚ DRD0007
Login Name	Shows the login name of the user. References for error messages [▸ To be provided in a later draft, under the Annex chapter]: ❚ DRD0003 ❚ DRD0005
Certificate Distinguished Name	Shows the distinguished name of the certificate linked to the user. References for error messages [▸ To be provided in a later draft, under the Annex chapter]: ❚ DRD0004 ❚ DRD0005
Default	Shows whether the displayed certificate is the default certificate for the user. Reference for error message [▸ To be provided in a later draft, under the Annex chapter]: ❚ DRD0006
Main User	❚ Shows the main certificate for the TIPS User Reference for error message [▸ To be provided in a later draft, under the Annex chapter]: ❚ (to be defined)

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen. Next screen: ▎ *User certificate distinguished name links – search/list* screen
Reset	This function enables you to set default search criteria and blanks out all optional criteria. Next screen: ▎ *User certificate distinguished name links – search/list* screen
New	This function enables you to create a new link between an existing user and an existing certificate distinguished name. Next screen: ▎ *User certificate distinguished name link – new* screen [▷ 138]

Restore	This function enables you to restore a previously deleted user certificate distinguished name link. Upon clicking on the *restore* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.
	Next screen:
	❙ *User certificate distinguished name links – search/list* screen
	If the status of the selected user certificate distinguished name link is already set to 'Active', this function is not available.
	References for error messages [▷ To be provided in a later draft, under the Annex chapter]:
	❙ DRD0001
	❙ DRD0003
	❙ DRD0004
	❙ DRD0005
	❙ DRD0006
	❙ DRD0007
Revisions	This function enables you to display the revisions of the selected user certificate distinguished name link.
	Next screen:
	❙ *Revisions/audit trail – list* screen [▷ 170]
Delete	This function enables you to delete the selected user certificate distinguished name link, after confirmation. Upon clicking on the *delete* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.
	Next screen:
	❙ *User certificate distinguished name links – search/list* screen
	If the status of the selected user certificate distinguished name link is already set to 'Active', this function is not available.

References for error messages [▶ To be provided in a later draft, under the Annex chapter]:

▌ DRD0001

▌ DRD0002

2.3.3.14 User Certificate Distinguished Name Link - New Screen

Context of Usage

This screen contains a number of fields regarding user certificate distinguished name links. You can enter new data. Afterwards you can proceed further by clicking on the buttons below. You can use this screen either in 2-eyes or in 4-eyes mode.

There is no usage restriction for this screen.

This function is only available in U2A mode.

Screen Access

▌ COMMON >> Access Rights >> User Certificate Distinguished Name Links >> *User certificate distinguished name links search/list* screen >> Click on the *new* button

▌ COMMON >> Access Rights >> Users >> *Users – search/list* screen >> Click on the *user certificate distinguished name links* button >> *User certificate distinguished name links – search/list* screen >> Click on the *new* button

▌ COMMON >> Access Rights >> Users >> *Users – search/list* screen >> Click on the *search* and/or the *details* button >> *User – details* screen >> Click on the *user certificate distinguished name links* button >> *User certificate distinguished name links – search/list* screen >> Click on the *new* button

▌ COMMON >> Access Rights >> Certificate Distinguished Names >> *Certificate distinguished names – search/list* screen >> Click on the *user certificate distinguished name links* button >> *User certificate distinguished name links – search/list* screen >> Click on the *new* button

Privileges

To use this screen, you need the following privilege [▶ To be provided in a later draft, under the Annex chapter]:

▌ Create user certificate distinguish name link

References

User Instructions Part

This screen is part of the following business scenario:

▌ Create a new user certificate distinguished name link [▶ 177]

Screenshot
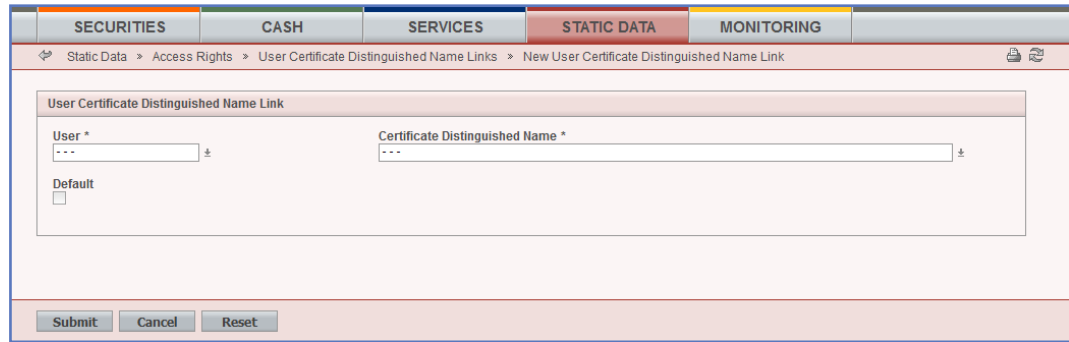
Illustration 32: User certificate distinguished name link - new screen

Field Description

User Certificate Distinguished Name Links	
Login Name*	Select the login name of the user that you want to link to the certificate from the drop-down menu. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DRC0002 ❚ DRC0003 ❚ DRC0005
Certificate Distinguished Name*	Select the distinguished name of the certificate that you want to link to the user from the drop-down menu. References for error messages [▶To be provided in a later draft, under the Annex chapter]: ❚ DRC0004 ❚ DRC0005
Default	Select whether this should be the default certificate for the selected user. Reference for error message [▶To be provided in a later draft, under the Annex chapter]: ❚ DRC0006

Buttons

Submit	This function enables you to create a new user certificate distinguished name link. Upon clicking on the *submit* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor. Next screen: ❚ *User certificate distinguished name link – new* screen References for error messages [▶ To be provided in a later draft, under the Annex chapter]: ❚ DRC0001 ❚ DRC0002 ❚ DRC0003 ❚ DRC0004 ❚ DRC0005 ❚ DRC0006
Reset	This function enables you to set all fields to default value and it blanks out all optional fields. Next screen: ❚ *User certificate distinguished name link – new* screen
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ❚ *User certificate distinguished name links – search/list* screen [▶ 177]

2.3.3.15 Distinguished Name-BIC Routing– Search/list Screen

2.3.3.16 Distinguished Name-BIC Routing - New/Edit Screen

2.3.3.17 Authorised Account User – Search/list Screen

Context of Usage	This screen contains a number of fields regarding Authorised Account Users. By inputting the relevant data, you can search for Authorised Account Users. The search results will be displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.
Screen Access	❚ TIPS >> Cash >> Authorised Account Users >> S*earch* screen >> Click on the *search* button
Privileges	To use this screen you need the following privilege [▶To be provided in a later draft, under the Annex chapter]: ❚ Add privilege
References	**User Instructions Part** This screen is part of the following business scenarios: ❚ Create an Authorised Account User [▶ 189]
Screenshot	
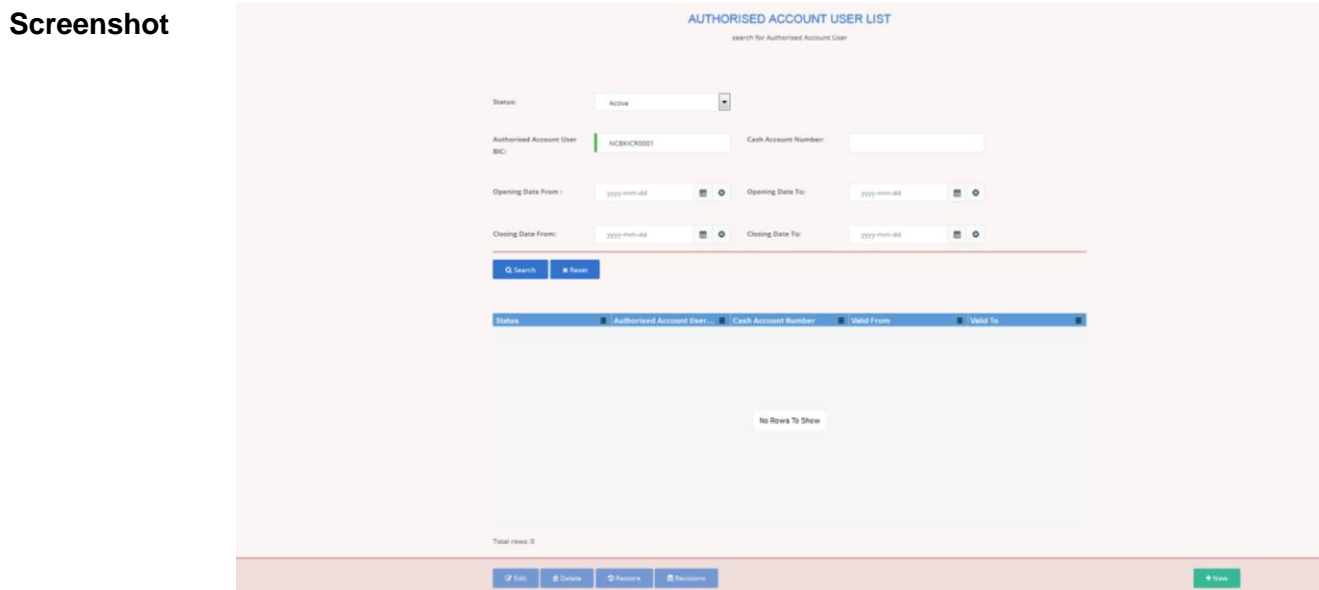
Illustration – Authorised Account User List - search screen

Field Description

Authorised Account User – Search criteria	
Status	Select the status of the Authorised Account User from the possible values: ❙ All ❙ Active (default value) ❙ Deleted References for error messages [▷To be provided in a later draft, under the Annex chapter]:
Authorised Account User BIC	Enter the BIC od the Authorised Account User. Required format is: max. 11 characters (SWIFT-x) References for error messages [▷To be provided in a later draft, under the Annex chapter]:
Cash Account Number	Enter the TIPS Cash Account the BIC is authorised to use. Required format is: max. 34 characters (SWIFT-x) Reference for error message [▷ To be provided in a later draft, under the Annex chapter]
Opening Date From	Enter the lower bound for the opening date of the Authorised Account User or use the calendar icon. Required format is: YYYY-MM-DD
Opening Date To	Enter the upper bound for the opening date of the Authorised Account User or use the calendar icon. Required format is: YYYY-MM-DD The 'Opening Date - to' must be greater than the 'Opening Date – from'.
Closing Date From	Enter the lower bound of the search range for the Authorised Account User or use the calendar icon. Required format is: YYYY-MM-DD Reference for error messages: : [▷ To be provided in a later draft, under the Annex chapter]
Closing Date To	Enter the upper bound of the search range for the Authorised Account User or use the calendar icon.

Authorised Account User – Search criteria
Required format is: YYYY-MM-DD
Reference for error messages: : [▶ To be provided in a later draft, under the Annex chapter]

Authorised Account User - List	
Status*	Shows the status of the Authorised Account User from the possible values:
	❙ Active
	❙ Deleted
	If the status is set to 'Deleted', the selected Authorised Account User cannot be deleted or edited.
	If the status is set to 'Active', the selected Authorised Account User cannot be restored.
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
Authorised Account User BIC	Shows the BIC of the Authorised Account User.
	Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]
Cash Account Number	Shows the TIPS Cash Account the BIC is authorised to use.
	Required format is: max. 34 characters (SWIFT-x)
	Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]
Valid from	Enter the opening date of the Authorised Account User or use the calendar icon.
	Required format is: YYYY-MM-DD
	The 'Opening Date' must be equal to or later than the current business date.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:

Authorised Account User - List	
Valid to	Enter the closing date of Authorised Account User or use the calendar icon.
	Required format is: YYYY-MM-DD
	The 'Closing Date' must be equal to or later than the 'Opening Date' and the current business date.
	References for error messages [▶ To be provided in a later draft, under the Annex chapter]:

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed on the same screen.
	Next screens:
	❙ Authorised Account User – search/list screen
	References for error messages: [▶ To be provided in a later draft, under the Annex chapter]:
Reset	This function enables you to set default search criteria and blanks out all optional criteria.
	Next screen:
	❙ Authorised Account User – search/list screen

Buttons

Edit	This function enables you to edit the details of the selected Authorised Account User. Next screen: ❚ Authorised Account User – edit screen [▶146] If the status of the selected Authorised Account User is already set to 'Deleted' this function is not available.
Delete	This function enables you to delete the selected Authorised Account User, after confirmation. Next screen: ❚ Authorised Account User – search/list screen If the status of the selected Authorised Account User is already set to 'Deleted', this function is not available.
Restore	This function enables you to restore a previously deleted Authorised Account User. Next screen: ❚ Authorised Account User – search/list screen If the status of the selected Authorised Account User is already set to 'Active' this function is not available. References for error messages: [▶ To be provided in a later draft, under the Annex chapter]
Revisions	This function enables you to display the revisions of the selected Authorised Account User. Next screen: ❚ Revisions/audit trail – Authorised Account User screen [▶170]
New	This function enables you to create a new Authorised Account User. Next screen: ❚ Authorised Account User – new screen [▶146]

2.3.3.18 Authorised Account User - New/Edit Screen
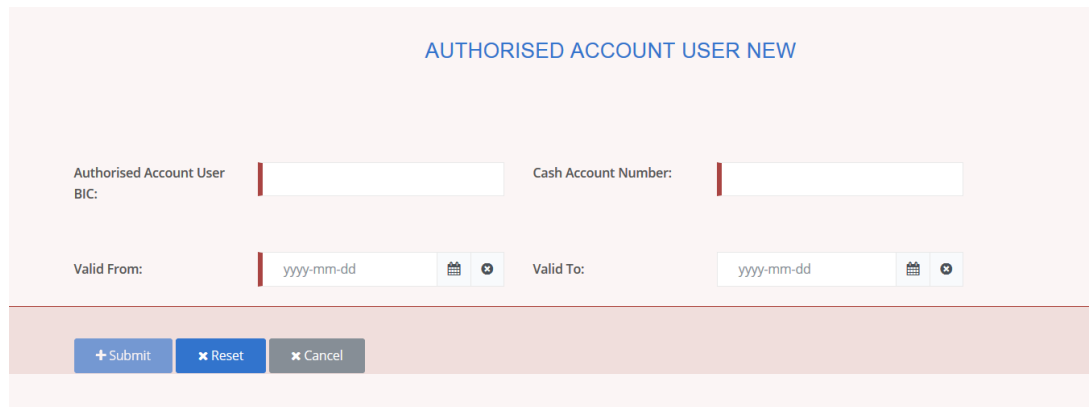
Context of Usage
This screen contains a number of fields regarding Authorised Account User. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

Screen Access
▌ TIPS >> Cash >> Authorised Account User >> *Authorised Account User - Search/List* screen >> Click on the *New* or *Edit* Button

Privileges
To use this screen you need the following privileges [▶]:

▌ Add privilege

Screenshot

AUTHORISED ACCOUNT USER NEW

Authorised Account User BIC:	Cash Account Number:
Valid From:	yyyy-mm-dd	Valid To:	yyyy-mm-dd

+ Submit   ✕ Reset   ✕ Cancel

Illustration : Authorised Account User – new/edit screen

**Field
Description**

Authorised Account User	
Authorised Account User BIC	Enter the BIC of the Authorised Account User. Required format is: max. 11 characters (SWIFT-x)
Cash Account Number	Enter the TIPS Cash Account Required forma is: max. 34 characters (SWIFT-x)
Valid From	Enter the date from which the li Authorised Account User is valid or use the calendar icon. Required format is: YYYY-MM-DD References for error messages: [▶ To be provided in a later draft, under the Annex chapter] ∎
Valid To	Enter the date and time until which the Authorised Account User is valid or use the calendar icon. Required format is: YYYY-MM-DD References for error messages: [▶ To be provided in a later draft, under the Annex chapter] ∎

Buttons

Submit	This function enables you to create or edit an Authorised Account User.
	Next screen:
	▌ Authorised Account User – *Search/list* screen [▷ 141]
	References for error messages [▷ To be provided in a later draft, under the Annex chapter]:
Reset	This function enables you to set all fields to default value and blanks out all optional fields.
	Next screen:
	▌ Authorised Account User – *new/edit* screen
Cancel	This function enables you to cancel the process and return to the previous screen.
	Next screen:
	▌ Authorised Account User – *search/list* screen [▷ 141]

2.3.4 Message and Reports

2.3.4.1 Message Subscription Rules - List Screen

2.3.4.2 Message Subscription Rule - New/Edit Screen

2.3.4.3 Message Subscription Rule Sets - Search/List Screen

Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search for message subscription rule sets. The search results will be displayed in a list, which is sorted by the values of the 'Rule Set Identification' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

This function is only available in U2A mode.

There is no usage restriction for this screen.

Screen Access	▌ `COMMON >> Messages and reports >> Message Subscription Rule Sets`
Privileges	To use this screen, you need the following privileges [▶]:
	▌ Message subscription rule set list query
	▌ Message subscription rule set details query
	▌ Delete message subscription rule set
References	**User Instructions Part**
	This screen is part of the following business scenario:
	▌ Create a new message subscription rule set [▶ 179]
	Business Functionality Document
	This screen corresponds to the following business functions:
	▌ Query message subscriptions (T2S.GUI.INSE.MSB.0010)
	▌ Display message subscription list (T2S.GUI.INSE.MSB.0020)
	▌ Delete message subscription (T2S.GUI.INSE.MSB.0050)
	▌ Query logically deleted objects (T2S.GUI.OSSE.DLT.0010)
Screenshot	

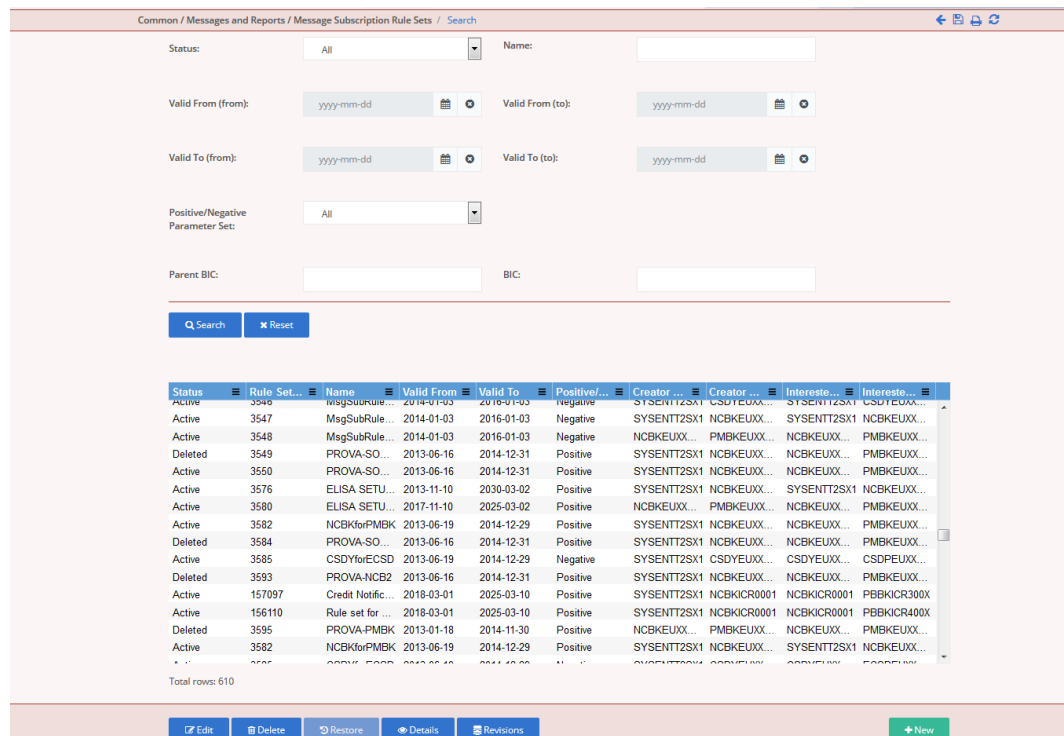*Illustration: Message subscription rule sets - search/list* screen

Field Description

Message Subscription Rule Sets – Search Criteria	
Status	Select the status of the message subscription rule set from the possible values: ❙ All ❙ Active (default value) ❙ Deleted References for error messages [▶]: ❙ DRDE003 ❙ DRDE044
Name	Enter the name of the rule set. Required format is: max. 35 characters (SWIFT-x) Reference for error message [▶]: ❙ DRDE200
Valid From – (from)	Enter the lower bound of the search range for the date from which the message subscription rule set is valid or use the *calendar* icon. Required format is: YYYY-MM-DD References for error messages [▶]: ❙ QMCP021 ❙ QMCP022
Valid From – (to)	Enter the upper bound of the search range for the date from which the message subscription rule set is valid or use the *calendar* icon. Required format is: YYYY-MM-DD Reference for error message [▶]: ❙ QMPC021
Valid To – (from)	Enter the lower bound of the search range for the date until which the message subscription rule set is valid or use the *calendar* icon. Required format is: YYYY-MM-DD References for error messages [▶]: ❙ QMPC022 ❙ QMPC023
Valid To – (to)	Enter the upper bound of the search range for the date

Message Subscription Rule Sets – Search Criteria	
	until which the message subscription rule set is valid or use the *calendar* icon. Required format is: YYYY-MM-DD Reference for error message [▶]: ▌ QMPC023
Positive/Negative Parameter Set	Select in which way the message subscription rule set must be used from the possible values: ▌ All (default value) ▌ Positive ▌ Negative
Parent BIC	Enter the parent BIC of the interested party. Required format is: max. 11 characters (SWIFT-x) Reference for error message [▶]: ▌ DRDE002
Party BIC	Enter the BIC of the interested party. Required format is: max. 11 characters (SWIFT-x) Reference for error message [▶]: ▌ DRDE002

Message Subscription Rule Sets - List	
Status	Shows the status of the message subscription rule set from the possible values: ▌ Active ▌ Deleted If the status is set to 'Deleted', the selected message subscription rule set cannot be edited or deleted and the related message subscription rules cannot be shown. If the status is set to 'Active', the selected message subscription rule set cannot be restored. References for error messages [▶]: ▌ DRDE003 ▌ DRDE044
Rule Set Identification	Shows the technical identification of the message subscription rule set.

Message Subscription Rule Sets - List	
Name	Shows the name of the rule set. Reference for error message [ ]: ❚ DRDE200
Valid from	Shows the date from which the message subscription rule set is valid. Displayed format is: YYYY-MM-DD References for error messages [ ]: ❚ DRDE003 ❚ DRDE006
Valid to	Shows the date until which the message subscription rule set is valid. Displayed format is: YYYY-MM-DD References for error messages [ ]: ❚ DRDE003 ❚ DRDE006
Positive/Negative	Shows in which way the message subscription rule set must be used from the possible values: ❚ Positive ❚ Negative
Creator Party Parent BIC	Shows the parent BIC of the creator party.
Creator Party Party BIC	Shows the BIC of the creator party.
Interested Party: Parent BIC	Shows the parent BIC of the interested party. Reference for error message [ ]: ❚ DRDE002
Interested Party: BIC	Shows the BIC of the interested party. Reference for error message [ ]: ❚ DRDE002

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.
	If the search retrieves a single record, the *details* screen is displayed directly.
	Next screens:
	▌ *Message subscription rule sets – search/list* screen [▶ 148]
	▌ *Message subscription rule set – details* screen [▶ 154]
	References for error messages [▶]:
	▌ QMPC021
	▌ QMPC022
	▌ QMPC023
Reset	This function enables you to set default search criteria and blanks out all optional criteria.
	Next screen:
	▌ *Message subscription rule sets – search/list* screen [▶ 148]
Edit	This function enables you to edit the details of the selected message subscription rule set.
	Next screen:
	▌ *Message subscription rule set – edit* screen [▶ 148]
	If the status of the selected message subscription rule set is already set to 'Deleted', this function is not available.
Delete	This function enables you to delete the selected message subscription rule set, after confirmation.
	Next screen:
	▌ *Message subscription rule sets – search/list* screen [▶ 148]
	If the status of the selected message subscription rule set is already set to 'Deleted', this function is not available.
	References for error messages [▶]:
	▌ DRDE001
	▌ DRDE003

▮ DRDE040

Restore	This function enables you to restore a previously deleted message subscription rule set.
	Next screen:
	▮ *Message subscription rule sets – search/list* screen
	If the status of the selected message subscription rule set is already set to 'Active', this function is not available.
	References for error messages [▸]:
	▮ DRDE001
	▮ DRDE002
	▮ DRDE006
	▮ DRDE044
	▮ DRDE200
Details	This function enables you to display the details of the selected message subscription rule set.
	Next screen:
	▮ *Message subscription rule set – details* screen [▸ 154]
Revisions	This function enables you to display the revisions of the selected message subscription rule set.
	Next screen:
	▮ *Revisions/audit trail – list* screen [▸ 170]
New	This function enables you to create a new message subscription rule set.
	Next screen:
	▮ *Message subscription rule set – new* screen [▸ 154]

2.3.4.4 Message Subscription Rule Set - Details Screen

2.3.4.5 Message Subscription Rule Set - New/Edit Screen

2.3.4.6 Report Configurations - Search/List Screen

Context of Usage This screen contains a number of search fields. By inputting the relevant data, you can search for report configurations. The search results will be displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below. There is no usage restriction for this screen.

This function is only available in U2A mode.

Screen Access ▌ COMMON >> Messages and reports >> Reports >> S*earch* screen >> Click on the *search* button

Privileges To use this screen you need the following privilege [▶To be provided in a later draft, under the Annex chapter]:

▌ Add privilege

References **User Instructions Part**

This screen is part of the following business scenarios:
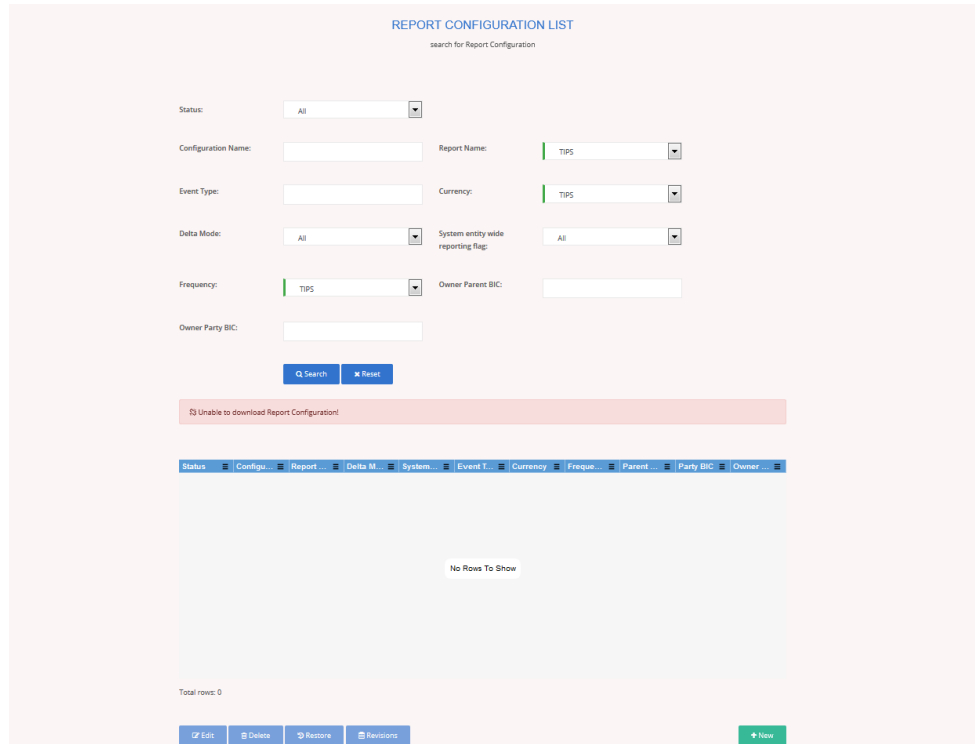
▌ Configure a Report [▶ 187]

Screenshot

Illustration – Report configuration List - search screen

Field Description

Report configuration – Search criteria	
Status	Select the status of the Report from the possible values: ❙ All (default value) ❙ Active ❙ Deleted References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
Configuration Name	Enter the name of the report configuration. Required format is: max. 35 characters (SWIFT-x) Reference for error message [ ]: ❙ DRDV008
Report Name	Select the name of the report type from the possible values: ❙ All (default value) ❙ TIPS
Event type	Enter the code of the event that triggers the report. Required format is: max.4 characters (SWIFT-x) References for error messages: [▶ To be provided in a

Report configuration – Search criteria	
	later draft, under the Annex chapter]
Currency	NOT RELEVANT FOR TIPS
Delta mode	Select whether the recipient receives the relevant report in delta mode or in full mode from the possible values: ❚ All (default value) ❚ Yes ❚ No
System entity wide reporting flag	Select whether the report should include information about the entire system entity from the possible values: ❚ All (default value)
Frequency	Select the frequency (expressed in hours) with which the report is generated. Possible values are: ❚ All (default value) ❚ 3 ❚ 6 ❚ 12
Owner Parent BIC	Enter the parent BIC of the party which owns the report configuration. Required format is: max. 11 characters (SWIFT-x) References for error messages [ ]: ❚ DRDV004 ❚ DRDV005
Owner Party BIC	Enter the BIC of the party which owns the report configuration. Required format is: max. 11 characters (SWIFT-x) References for error messages [ ]: ❚ DRDV004 ❚ DRDV005

Report configuration - List	
Status*	Shows the status of the Report configuration from the possible values: ❙ Active ❙ Deleted If the status is set to 'Deleted', the selected Report configuration cannot be deleted or edited. If the status is set to 'Active', the selected Report configuration cannot be restored. References for error messages: [▷ To be provided in a later draft, under the Annex chapter]
Configuration Name	Shows the name of the report configuration. Reference for error message [ ]: ❙ DRDV008
Report Name	Shows the name of the report type from the possible values: ❙ Statement of Account Turnover ❙ Statement of Accounts
Delta Mode	Shows whether the recipient gets the relevant report in delta mode or in full mode.
System entity wide reporting flag	Shows whether the report should include information about the entire system entity.
Event Type	Shows the code of the event type that triggers the report. References for error messages [ ]: ❙ DRDV006 ❙ QMPC101 ❙ QMPC102 NOT RELEVANT FOR TIPS
Currency	NOT RELEVANT FOR TIPS

Frequency	Shows the frequency with which the report is generated.	
Parent BIC	Shows the parent BIC of the party which owns the report configuration. References for error messages [ ]: ❙ DRDV004 ❙ DRDV005	
Party BIC	Shows the BIC of the party which owns the report configuration. References for error messages [ ]: ❙ DRDV004 ❙ DRDV005	
Owner Party Short Name	Shows the short name of the party which owns the report configuration.	

Buttons

Search	This function enables you to start a search according to the criteria entered. The results are displayed on the same screen. Next screens: ❙ Report Configurations – search/list screen [▶154] ❙ *Report configuration – details* screen [▶161] References for error messages: [▶] ❙ QMPC101 ❙ QMPC102
Reset	This function enables you to set default search criteria and blanks out all optional criteria. Next screen: ❙ Report Configurations – search/list screen [▶154]

Buttons		
	Edit	This function enables you to edit the details of the selected report configuration.
		Next screen:
		❙ Report configuration – edit screen [▶166]
		If the status is already set to 'Deleted', this function is not available.
	Delete	This function enables you to delete the selected report configuration, after confirmation.
		Next screen:
		❙ Report configurations – search/list screen
		If the status is already set to 'Deleted', this function is not available.
		References for error messages [▶]:
		❙ DRDV001
		❙ DRDV020
		❙ DRDV060
	Details	
	Restore	This function enables you to display the revisions of the selected report configuration.
		Next screen:
		❙ Revisions/audit trail – list screen [▶170]
	Revisions	This function enables you to restore a previously deleted report configuration.
		Next screen:
		❙ Report configurations – search/list screen
		If the status is already set to 'Active', this function is not available.
		References for error messages [▶]:
		❙ DRDV001
		❙ DRDV004
		❙ DRDV005
		❙ DRDV006

Buttons

	❙ DRDV007
	❙ DRDV008
	❙ DRDV030
	❙ DRDV050
	❙ DRDV100
New	This function enables you to create a new report configuration. Next screen: ❙ Report configuration – new screen [▶166]

2.3.4.7 Report Configuration - Details Screen

Context of Usage   This screen displays detailed information on the selected report configuration. You can check the data and proceed further by clicking on the buttons below. There is no usage restriction for this screen. This function is only available in U2A mode.

Screen Access   ❙ COMMON >> Messages and reports >> Reports >> *Reports - Search* screen >> Click on the *search* and/or *details* button >>

Privileges   To use this screen, you need the following Privileges: ❙ Add privilege

Screenshot

SECURITIES	CASH	SERVICES	STATIC DATA	MONITORING

Static Data » Messages and Reports » Report Configurations » Report Configuration Details

Report Configuration

Status	Parent BIC	Party BIC	Party Short Name
Active	TCSOTCS0XXX	NCBHITAAXXX	NCB HAL

Configuration Name	Configuration Description	
NCBHITAAXXXRCTEST01	NCBHITAAXXXRCTEST01	

Delta Mode	Report Name	System Entity Wide Report
No	Pending CI on Cash	No

Report Configuration Party Links

Parent BIC	Party BIC	Party Short Name	Push Mode	Scheduled Time	Event Type Code	Valid from	Valid to
TCSOTCS0XXX	NCBHITAAXXX	NCB HAL	No	17:00		2013-07-23	9999-12-31

Edit | Revisions | Display Generated Report | Delete

Illustration: Report Configuration – details screen

Field Description

Report configuration	
Report configuration	
Status	Shows the status from the possible values: ❚ Active ❚ Deleted If the status is set to 'Deleted', the selected report configuration cannot be deleted or edited. If the status is set to 'Active', the selected report configuration cannot be restored. References for error messages [▶]: ❚ DRDV020 ❚ DRDV030
Parent BIC	Shows the parent BIC of the party which owns the report configuration. Reference for error message [▶]: ❚ DRDV004
Party BIC	Shows the BIC of the party which owns the report configuration. Reference for error message [▶]: ❚ DRDV004
Party Short Name	Shows the short name of the party which owns the report configuration.
Configuration Name	Shows the name of the report configuration. Reference for error message [▶]: ❚ DRDV008
Configuration Description	Shows the description of the report configuration.
Delta Mode	Shows whether the recipient receives the relevant report in delta mode or in full mode.
Report name	Shows the name of the report from the possible values: ❚ Statement of Account Turnover

Report configuration	
	❙ Statement of Accounts
Frequency	Shows the frequency with which the recipient gets the report
System entity wide reporting flag	Shows whether the report should include information about the entire system entity.
Report Configuration Party Links	
Parent BIC	Shows the parent BIC of the party entitled to receive the report. Reference for error message [ ]: ❙ DRDV005
Party BIC	Shows the BIC of the party entitled to receive the report. Reference for error message [ ]: ❙ DRDV005
Party Short Name	Shows the short name of the party entitled to receive the report.
Push Mode	Shows whether the party will receive the report in push mode or not.
Execution Time	Shows the time of execution of the report. Displayed format is: hh:mm
Event Type Code	Shows the code of the event type that triggers the report. Reference for error message [ ]: ❙ DRDV006
Currency Code	Shows the currency code associated to the report configuration and to the event NOT RELEVANT FOR TIPS
Valid From	Shows the date from which the report configuration is valid. Displayed format is: YYYY-MM-DD References for error messages [ ]: ❙ DRDV050 ❙ DRDV060

Report configuration	
Valid To	Shows the date until which the report configuration is valid.
	Displayed format is: YYYY-MM-DD
	References for error messages [ ]:
	❙ DRDV050
	❙ DRDV060

Buttons

Edit	This function enables you to edit the details of the selected report configuration.
	Next screen:
	❙ Report configuration – edit screen [166]
	If the status is already set to 'Deleted', this function is not available.
Delete	This function enables you to delete the displayed report configuration.
	Next screen:
	❙ Report configurations – search/list screen [154]
	If the status is already set to 'Deleted', this function is not available.
	References for error messages [ ]:
	❙ DRDV001
	❙ DRDV020
	❙ DRDV060
Revisions	This function enables you to display the revisions of the selected report configuration.
	Next screen:
	❙ Revisions/audit trail – list screen [170]
Restore	This function enables you to restore a previously deleted report configuration.
	Next screen:
	❙ Report configurations – search/list screen [154]

	If the status is already set to 'Active', this function is not available. References for error messages [ ]: ▌ DRDV001 ▌ DRDV004 ▌ DRDV005 ▌ DRDV006 ▌ DRDV007 ▌ DRDV008 ▌ DRDV030 ▌ DRDV050
Display Generated Report	This function enables you to display the available reports related to the selected report configuration. Next screen: ▌ Available report – details screen [] This function is enabled only if one of the elements of the Report configurations party links is selected.

2.3.4.8 Report Configuration - New/Edit Screen

Context of Usage
This screen contains a number of fields regarding report configurations. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

A Level 2 user (CB user) can setup a report configuration for existing and active parties within its own system entity as report owning party and as report receiving parties.

A Level 3 user (payment bank user) can only setup a report configuration for its own party as report owning party and as report receiving party.

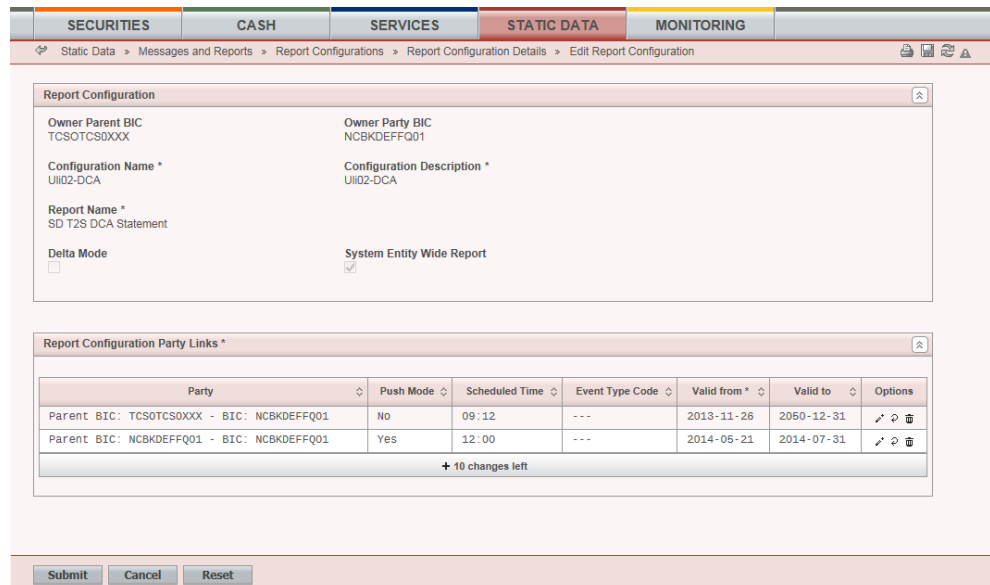You can use this screen either in 2-eyes or in 4-eyes mode.

This function is only available in U2A mode.

Screen Access	▮ `COMMON >> Messages and Reports >> Report Configurations` `>> `*Report Configurations - Search/List* screen >> Click on the *New* or *Edit* Button
Privileges	To use this screen you need the following privileges [▶]: ▮ Add privilege

Screenshot

Illustration : Report configuration – new/edit screen

**Field
Description**

Report configuration	
Owner Parent BIC	NOT RELEVANT FOR TIPS
Owner Party BIC	NOT RELEVANT FOR TIPS
Configuration Name	Shows the name of the report configuration. Reference for error message [ ]: ❙ DRCV008 This field is a mandatory enter field in the new screen. Required format is: max. 35 characters (SWIFT-x)
Configuration Description	Shows the description of the report configuration. This field is a mandatory enter field in the new screen. Required format is: max. 350 characters (SWIFT-x)
Report Name	Shows the name of the report type from the possible values: ❙ Statement of holdings
Service	Select the service the report is created for. Possible values are: ❙ TIPS
Delta Mode	Shows whether the recipient receives the relevant report in delta mode or in full mode. This field is a select field in the new screen. The option can be selected only in case the linked report name has the delta availability set to true.
Frequency	Select the time slots, from a predefined list, when the report is provided. Possible Values are: ❙ 3 ❙ 6 ❙ 12
System Entity Wide Reporting Flag	Shows whether the report should include information about the entire system entity. Reference for error message [ ]:

Report configuration	
	DRCV030 This field is select field in the new screen.
Opting Parent BIC	If the linked Report Name is a TIPS Report, the field is filled automatically with the Parent BIC of the Owner Party.
Opting Party BIC	If the linked Report Name is a TIPS Report, the field is filled automatically with the Party BIC of the Owner Party.
Push Mode	Select whether the party will receive the report in push mode or not. You can add, edit or remove only 10 rows at a maximum. This field is also available as show field for existing records.
Scheduled Time	Enter the time of execution of the report. Required format is: hh:mm
Event type	If the linked Report Name is a TIPS Report, the field is disabled. NOT RELEVANT FOR TIPS
Currency	It is enabled when an Event Type currency dependent is selected, otherwise is disabled. NOT RELEVANT FOR TIPS
Valid From	Enter the date from which the Report configuration is valid or use the calendar icon. Required format is: YYYY-MM-DD References for error messages [⌐]: ❙ DRCV040 ❙ DRUV020 ❙ DRUV030 ❙ DRUV040
Valid To	Enter the date until which the cash account restriction is valid or use the calendar icon. Required format is: YYYY-MM-DD References for error messages [⌐]:

Report configuration
❚ DRCV050 ❚ DRUV020 ❚ DRUV040

Buttons

Submit	This function enables you to create or edit a *Report Configuration*. Next screen: ❚ *Report Configuration – details* screen [▶ 161] References for error messages [▶ To be provided in a later draft, under the Annex chapter]:
Reset	This function enables you to set all fields to default value and blanks out all optional fields. Next screen: ❚ *Report Configuration – new/edit* screen
Cancel	This function enables you to cancel the process and return to the previous screen. Next screen: ❚ *Report Configuration – search/list* screen [▶ 154]

2.3.5 Revisions

2.3.5.1 Revisions/Audit Trail - List Screen

2.3.5.2 Revisions/Audit Trail - Details Screen

3 User Instructions Part

3.1 General

The user instructions part comprises scenarios adapted from typical user workflows. They are grouped into related activities, called business packages, which are further grouped into categories.

Furthermore, you can find business scenarios dedicated only to the Service operator are highlighted by the adding 'Service operator only' in the title.

Categories

The categories are a structural element and do not contain any information.

Business Packages

The business packages define an overall task. They include an overview and a list of the business scenarios. In detail, each business package description has the same structure and contains the following elements.

Overview	The overview describes the aim and the background of the business package. It also explains the interrelation of the business scenarios.
List of Business Scenarios	This section contains a list of all business scenarios belonging to the business package.
	The list is unordered if the business scenarios represent alternative ways to achieve the aim of the business package. It is ordered if the business scenarios have to be carried out sequentially. Sequential business scenarios do not necessarily have to be carried out directly after each other. The sequence only implies that one business scenario is a prerequisite for the following ones.

Business Scenarios

Each business scenario represents a single workflow and consists of single action steps, intermediate results and a final result. In detail, each business scenario description has the same structure and contains the following elements.

Context of Usage	The context of usage describes the aim of the business scenario and indicates whether this business scenario is mandatory or optional in order to fulfil the overall business package. It also contains the usage restrictions and the pre-requisites (excluding the privileges), if available.
Privileges	In this section, all the necessary privileges to access and use the involved screens are listed. First the privileges to access the first screen are mentioned, followed by the privileges necessary to proceed with the business scenario. Afterwards, the privileges for the following screens are mentioned in the same order.
Reference	This section lists all references to the screens involved, in order of their appearance in the business scenario.
Instructions	Each workflow is described from the start to the end, beginning with the access to the starting screen. The instructions involve a number of separate steps which lead you through a series of screens and actions. Each action step is focused on 1 single action. Intermediate results are included and the instructions end with a final result. Possible alternatives and repetitions are highlighted with a notice sign.

Example

1. Action step 1

2. Action step 2

➡ Intermediate result

3. Action step 3

➡ Result

3.2 Access Rights

3.2.1 Configuration of a Role

Overview

This business package describes the configuration of a role.

To configure a role, you first have to create a new role and then to assign privileges or other roles to the created role.

Afterwards you can assign the new role to a user or to a party.

To configure a role, carry out the business scenarios in the predefined order and choose the business scenario relevant to you whenever options are given.

Business Scenarios

1. Create a new role [▷ 172]
2. Grant System Privileges to a Role [▷ 174]

❚ Assign a role to a party [▷ 174]

❚ Assign a role to a user [▷ 176]

3.2.1.1 Create a New Role

Context of Usage

This business scenario describes how to create a new role.

A role is a set of privileges, which can be granted to users and parties. You can create a new role for your participant and for yourself.

Creating a new role is mandatory for configuration of a role.

This business scenario is not relevant for payment bank users.

Privileges

To carry out this business scenario, you need the following privileges:

❚ Role list query

❚ Create role

Reference

Further information on screens involved can be found in the screen reference part:

Instructions

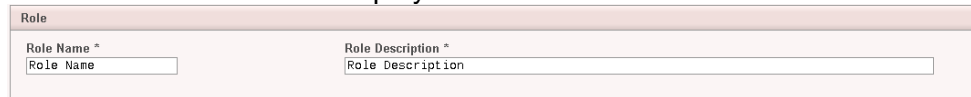1. Go to the *roles – search/list* screen:

   `Reference Data >> Access Rights >> Roles`

2. Click on the *new* button.

   ⇨ The *role – new* screen is displayed.

Role	
Role Name *	Role Description *
Role Name	Role Description

3. Enter all mandatory information about the role you want to create.

Alternatives

To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

---

4. Click on the *submit* button.

5. Enter your PIN for digital signature purposes (NRO).

➡ The new role has been created.

3.2.1.2 Grant System Privileges to a Role

3.2.1.3 Assign a Role to a Party

Context of Usage

This business scenario describes how to assign a role to a party.

A role is a homogenous group of privileges. To grant a role to a party, you must own that role.

You can grant a role to a party not belonging to your system entity only if you are the party administrator of the party that owns the role.

This business scenario is not relevant for payment bank users.

Privileges

To carry out this business scenario, you need the following privileges:

▮ Role list query

▮ Grant/revoke role

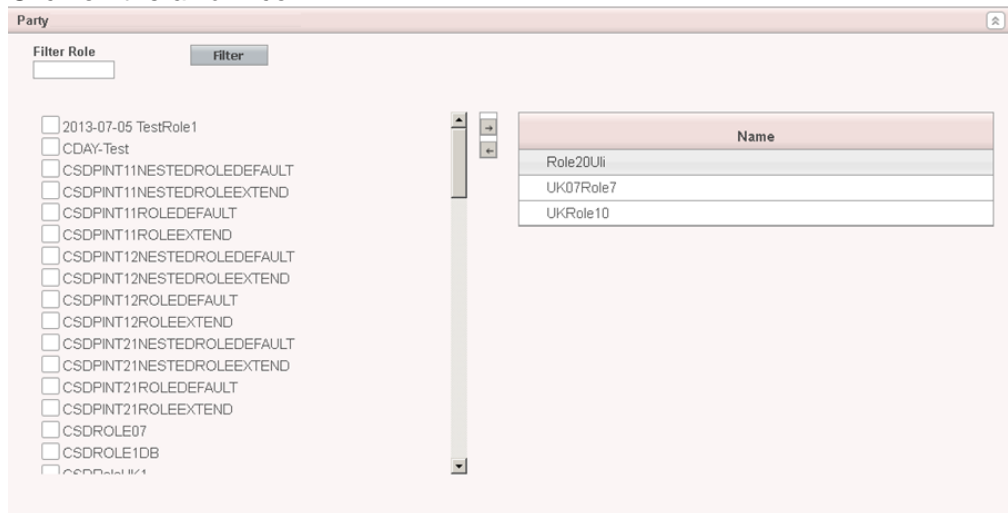**References**   Further information on screens involved can be found in the screen reference part:

▌ *Grant/revoke privileges – search* screen [▶ 108]

▌ *Grant/revoke role – new/edit* screen [▶ 108]

Instructions
1. Go to the *grant/revoke privileges – search* screen:

   ```
   Reference Data >> Access Rights >> Grant/Revoke Roles
   ```

2. Select the parent BIC and the BIC of the party you would like to assign the role to.

3. Click on the *search* button*.*

   ⇨ The *grant/revoke role – new/edit* screen is displayed.

4. Check if the party has been already granted to the relevant roles in the left column.

   ⇨ If the party has been already granted to the role, you can finish the business scenario with this step.

   ⇨ If the party has not been granted to the role, proceed with the next step.

5. Select the role(s) you want to grant to the party in the 'Roles' frame.

6. Click on the *arrow* icon.

7. Enter your PIN for digital signature purposes (NRO).

➡ The role has been granted to the party.

ⓘ **Repetition**

To grant more roles to the party, repeat step 4 and 5 or select all the roles you want to grant before clicking the *arrow* icon.

3.2.1.4 Assign a Role to a User

3.2.2 Configuration of a User

Overview   This business package describes the configuration of a user.

A user is a reference data object that allows an individual or an application to interact with the shared services. The functions that can be triggered depend on the privileges granted to the user.

It is possible to grant roles to the new user after its creation.

To configure a user, carry out the following business scenarios in the predefined order.

Business   1. Create a new user [▷ 175]
Scenarios
2. Create a new user certificate distinguished name link [▷ 177]

3. Assign a role to a user [▷ 175]

3.2.2.1 Create a New User

Context of   This business scenario describes how to create a new user.
Usage
A user is a reference data object that allows an individual or an application to interact with one or many Eurosystem Market Infrastructure services. The functions that can be triggered within each service depend on the privileges granted to the user.

The user is mainly defined by the 'Login Name' and 'System User Reference' that must be unique in the system. All the users are linked to a specific party and can be created by another authorised user.

There is no usage restriction for this business scenario.

Privileges   To carry out this business scenario, you need the following privileges:
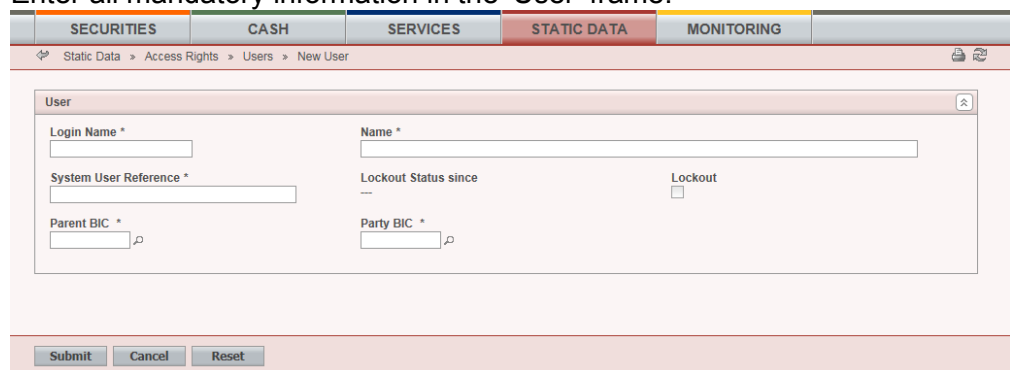
▎ System user query

▎ Create user

Reference

Further information on screens involved can be found in the screen reference part:

❙ *Users – search/list* screen [▷ 119]

❙ *User – new/edit* screen [▷ 129]

Instructions

1. Go to the *users – search/list* screen:

   `Reference Data >> Access Rights >> Users`

2. Click on the *new* button.

   ⇨ The *user – new* screen is displayed.

3. Enter all mandatory information in the 'User' frame.

SECURITIES	CASH	SERVICES	STATIC DATA	MONITORING

Static Data » Access Rights » Users » New User

User

Login Name *

Name *

System User Reference *

Lockout Status since

Lockout

Parent BIC *

Party BIC *

Submit   Cancel   Reset

🛈 **Alternatives**

To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

4. Click on the *submit* button.

5. Enter your PIN for digital signature purposes (NRO).

➡ The new user has been created.

3.2.2.2 Create a New User Certificate Distinguished Name

Context of Usage

This business scenario describes how to create a new user certificate distinguished name.

Privileges

To carry out this business scenario, you need the following privileges:

❙ Certificate query

❙ Create certificate distinguish name

Reference

Further information on screens involved can be found in the screen reference part:

❙ *Certificate distinguished names – search/list* screen [▶ 102]

❙ *Certificate distinguished name – new* screen [▶ 106]

Instructions

1. Go to the *certificate distinguished name – search/list* screen:
   ```
   Reference Data >> Access Rights >> Certificate
   Distinguished Name
   ```

2. Click on the *new* button.

   ⇨ The *certificate distinguished name– new* screen is displayed.

3. Enter all mandatory information in the 'Certificate Distinguished Name' field.

> **ℹ Alternative**
>
> To set default criteria and blank out all optional fields, click on the *reset* button. To cancel the process and return to the previous screen, click on the *cancel* button.

4. Click on the *submit* button.

➡ The new certificate distinguished name has been created.

3.2.2.3 Create a New User Certificate Distinguished Name Link

Context of Usage

This business scenario describes how to create a new user certificate distinguished name link.

You need to create a link between a certificate distinguished name and a user login name in order to allow your users or applications to access to the system via the interface.

Before you start please check if a certificate distinguished name has been available and if a link between the selected user and the certificate distinguished name has been already created.

You can link more than one certificate to a single login name and one certificate to more than one user.

Privileges　To carry out this business scenario, you need the following privileges:
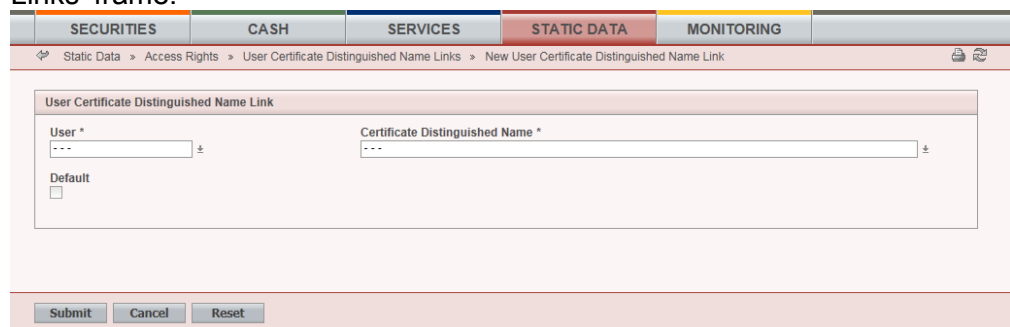
❚ Create user certificate distinguish name link

❚ Query user certificate distinguish name link

❚ System user link query

References　Further information on screens involved can be found in the screen reference part:

❚ *User certificate distinguished name links – search/list* screen [▷ 132]

❚ *User certificate distinguished name link – new* screen [▷ 138]

Instructions

1. Go to the *user certificate distinguished name links – search/list* screen:
   ```
   Reference Data >> Access Rights >> User Certificate
   Distinguished Name Links
   ```

2. Click on the *new* button.

   ⇨ The *user certificate distinguished name link – new* screen is displayed.

3. Enter all mandatory information in the 'User Certificate Distinguished Name Links' frame.

🛈　**Alternatives**

To set default criteria and blank out all optional fields, click on the *reset* button. To cancel the process and return to the previous screen, click on the *cancel* button.

4. Click on the *submit* button.

5. Enter your PIN for digital signature purposes (NRO).

➡ The new user certificate distinguished name link has been created.

3.2.2.4 Assign a Role to a User

3.2.3 Usage of the 4-Eyes Mode

3.2.3.1 Initiate an Action in 4-Eyes Mode

3.2.3.2 Approve an Action in 4-Eyes Mode

3.3 Rule Sets

3.3.1 Configuration of a New Message Subscription Rule Set

Overview

This business package describes how to configure a new message subscription rule set.

You can only create a new message subscription rule set, if you have the relevant privilege. You can configure the specific set of messages (or copies of messages) you want to receive from TIPS for yourself and for your directly connected parties based on a set of rules.

Each Actor can have many active rule sets at any given point in time. Each rule set can include many rules. Each rule can include many groups of parameters. The maximum overall number of groups of parameters for the active rule sets is 1,500. Each rule can include many parameters. Within each rule, each parameter can be linked to many distinct values. The maximum overall number of distinct values for the active rule sets is 50.

To configure a new message subscription rule set, carry out the following business scenario:
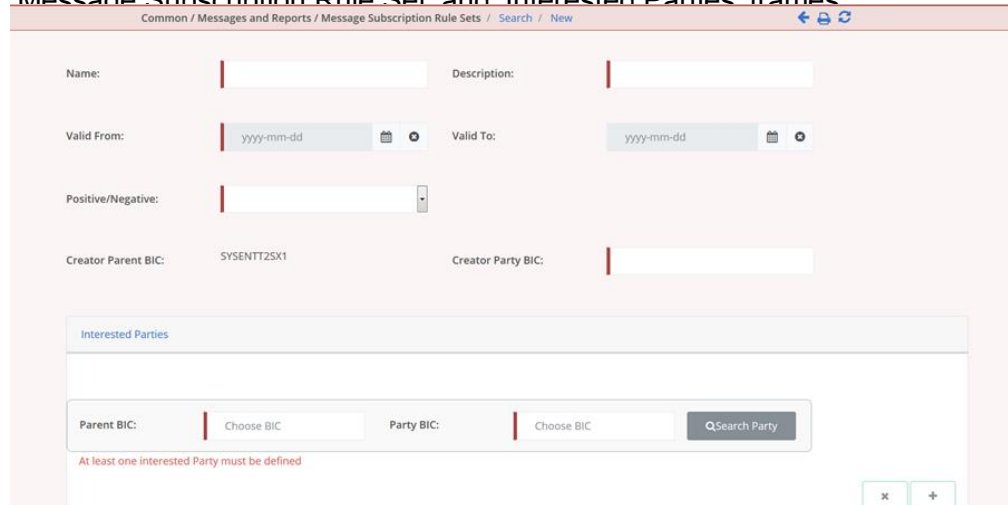
Business Scenario

❚ Create a new message subscription rule set [▶ 180]
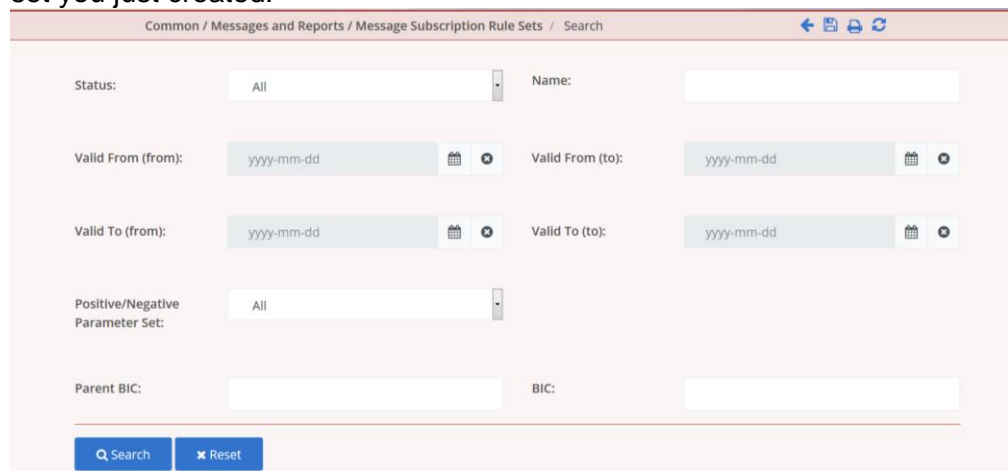
3.3.2 Create a New Message Subscription Rule Set

Context of Usage

This Business scenario describes how to create new message subscription rule sets, which are used by the CRDM application for each outgoing message. These rules determine to which interested party or parties the given message has to be sent or copied.

Creating a new message subscription rule set is mandatory for the creation of a new message subscription rule set.

The creation of a message subscription rule set can be performed by all parties owning the relevant privilege.

Privileges

To carry out this business scenario, you need the following privileges:

▌ Create message subscription rule set

▌ Message subscription rule set list query

▌ Message subscription rule list query

▌ Create message subscription rule

Reference

Further information on screens involved can be found in the screen reference part:

▌ *Message subscription rule sets – search/list* screen [▶ 148]

▌ *Message subscription rule set - new/edit* screen [▶ 154]

▌ *Message subscription rules – list* screen [▶ 148]

▌ *Message Subscription rule - new/edit* screen [▶ 148]

Instructions

1. Go to the *message subscription rule sets – search/list* screen:
   ```
   COMMON >> Messages and Reports >> Message Subscription
   Rule Set
   ```

2. Click on the *new* button.

   ⇨ The *message subscription rule set - new* screen is displayed.

3. Enter all mandatory information about the rule set you want to create in the 'Message Subscription Rule Set' and 'Interested Parties' frames.

4. Click on the *submit* button.

   ⇨ The new message subscription rule set has been created without any rule attached.

5. Go to the *message subscription rule sets – search/list* screen:
   ```
   COMMON >> Messages and Reports >> Message Subscription
   Rule Set
   ```

6. Enter all search criteria known to you about the message subscription rule set you just created.

7. Click on the *search* button.

   ⇨ A list containing the search results is displayed on the screen.

8. Select the message subscription rule set you just created by clicking on an entry in the list.

9. Click on the *details* button.

   ⇨ The *message subscription rule set – details* screen is displayed.

10. Click on the *Add Rule* button.

11. Enter all mandatory information about the rule you want to create in the 'Message Subscription Rules' frame.
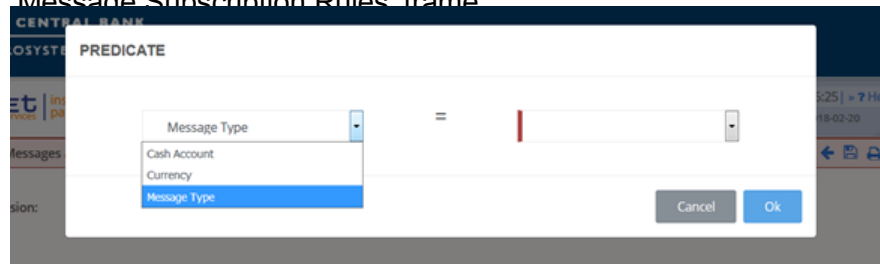
12. Click on the *Ok* icon.

13. Click on the submit button. At least one rule should be present in the rule set.

⇨ The new message subscription rule set has been created.

3.4 Party Management

3.4.1 Administration of Participants

Overview

This business package describes all activities a CB can perform for the administration of its participants during their lifecycle. The administration of participants

has the aim of making sure that all parties are registered in CRDM and that their reference data are always up to date.

After the initial creation of participants, a party administrator has to edit the previously entered reference data whenever a change takes place. The party administrator can also decide to close a party, imposing a new closing date. If a party ceases to exist, the party administrator has to delete it in CRDM.

To administer your participants, carry out the following business scenarios in the predefined order:

Business Scenario

▌ Create a new participant [▷ 183]

▌ Edit an existing participant [▷ 184]

▌ Delete an existing participant [▷ 187]

3.4.1.1 Create a New Participant

Context of Usage

This business scenario describes how to create a new participant. Each CB is responsible for the creation of the party reference data for their payment banks. Creating a new participant is mandatory for the administration of participants. It is optional for the configuration for a central bank.

Before you start, check whether the participant has not already been created by someone else. Also, make sure that the party BIC you want to use for the new participant has been created in the BIC directory.

Privileges

To carry out this business scenario, you need the following privileges:

❚ Party list query
❚ Create party

Reference

Further information on screens involved can be found in the screen reference part:

❚ *Parties – search/list* screen [▶ 34]
❚ *Parties - new/edit* screen [▶ 48]

Instructions

1. Go to the *Parties – search/list* screen:
   COMMON >> Parties >> Parties
2. Click on the *new* button.
   ⇨ The *parties - new* screen is displayed.
3. Enter all mandatory information in the 'Party' and 'Address' frames.
4. To add a technical address or restriction, enter all mandatory information in the 'Technical Addresses' and 'Restrictions' frames.

   At least one technical address has to be defined.

   ⇨ A new technical address or restriction has been added to the list.
8. Click on the submit button.

   ⇨ The new participant has been created.

3.4.1.2 Edit an Existing Participant

Context of Usage

This business scenario describes how to edit the reference data of an existing participant. Each national central bank is responsible for maintaining the reference data for their payment banks.

Editing an existing participant is optional for the administration of participants.

If you want to close a party, verify that all the reference data of all objects linked to that party have a closing date equal to or earlier than the party closing date or have been deleted.

Privileges

To carry out this business scenario, you need the following privileges:

❙ Party list query

❙ Party reference data query

❙ Update party

Reference

Further information on the involved screens can be found in the screen reference part:

❙ *Parties – search/list* screen [▸ 34]

❙ *Party – details* screen [▸ 41]

❙ *Party – new/edit* screen [▸ 48]

Instructions

1. Go to the *parties – search/list* screen:
   ```
   COMMON >> Parties >> Parties
   ```

2. Enter all search criteria known to you about the party you want to edit.

3. Click on the *search* button.

   ⇨ A list containing the search results is displayed on the screen.

   ⇨ If the search retrieves a single party, the *party – details* screen is displayed directly. Proceed with step 6.

4. Select the relevant party from the search results by clicking on an entry in the list.

5. Click on the *details* button.

   ⇨ The *party – details* screen is displayed.

6. Click on the *edit* button.

   ⇨ The *party - edit* screen is displayed

7. To add or change current values in the 'Party' or 'Address' frames, enter the new values in the respective fields.

8. To add future values in the 'Party' or 'Address' frames, click on the *pencil* icon in the lower left-hand corner of the frame.

   ⇨ Empty fields are displayed.

   ⇨ Changes in the current values are reset.
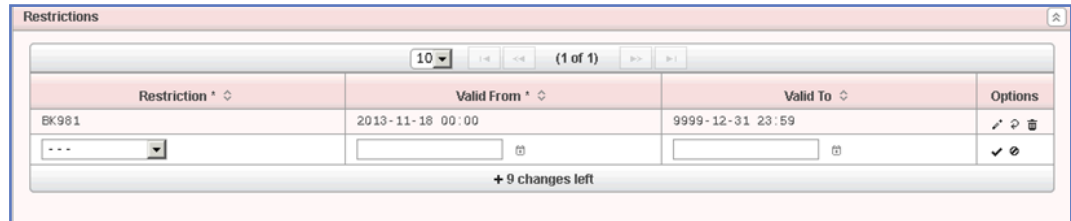
9. Enter all mandatory information in the newly displayed fields.
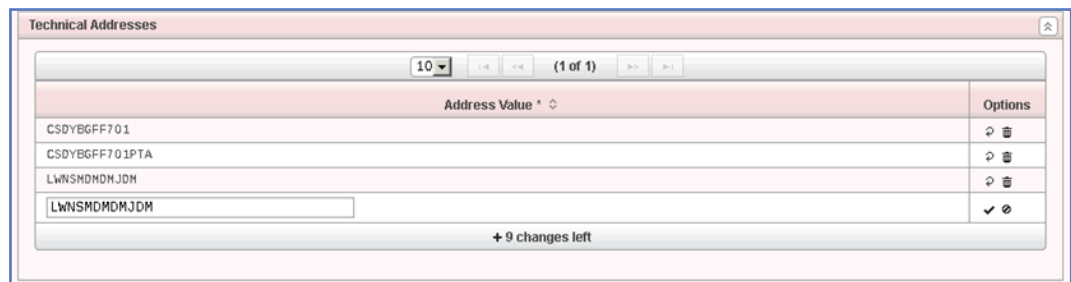   The 'Valid From' date must be later than today.

10. To delete existing values in the 'Party' or 'Address' frames, clear the content and leave the respective fields blank.

11. To add new technical addresses or restrictions, enter new data in the 'Add/Update Technical Address' or 'Restrictions' sub-frames.

12. Click on the *add row* icon.

   ⇨ A technical address or restriction has been added to the list.

13. To change technical addresses or restrictions, select the relevant entry from the list.

14. Enter the new data in the 'Add/Update Technical Address' or 'Restrictions' sub-frames.

15. Click on the *submit changes* icon.

   ⇨ The data of the technical address or restriction are changed in the list.

16. To delete a technical address or restriction, select the relevant line in the list.

17. Click on the *cancel changes* icon in the 'Options' column.

   ⇨ The technical address or restriction has been deleted from the list.

🛈 **Repetition**

Repeat steps 11 and 12 to add more technical addresses or restrictions.

Repeat steps 13 to 15 to edit more technical addresses or restrictions.

Repeat steps 16 and 17 to delete more technical addresses or restrictions.

You can add, edit or delete up to 10 technical addresses or restrictions.

🛈 **Alternatives**

To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

18. Click on the *submit* button.

➡ The edited party reference data are stored.

3.4.1.3 Delete an Existing Participant

3.5 Reports

3.5.1 Report Management

3.5.1.1 Create a New Report Configuration

3.6 Revisions

3.6.1 Monitoring of Revisions

3.6.1.1 View Revisions

3.7 Account Management

3.7.1 Administration of Cash Accounts

3.7.1.1 Create a New Cash Account

Context of Usage   This business scenario describes how to create a new cash account. Each central bank is responsible for opening cash accounts for itself and its payment banks, in order to settle Instant Payment transactions.

You have to link each of your cash accounts to a specific settlement currency.

This business scenario is mandatory for the administration of cash accounts, for the configuration for a central bank.

Privileges   To carry out this business scenario, you need the following privileges:
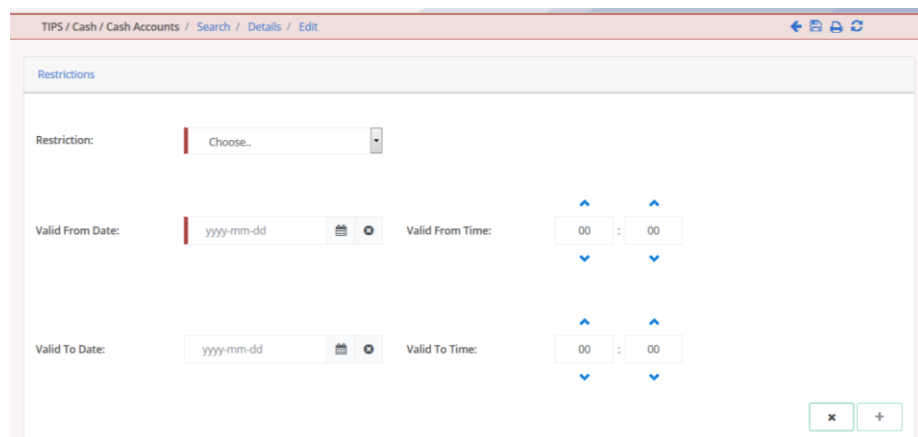
ⅼ Create cash account

ⅼ Cash account list query

References Further information on screens involved can be found in the screen reference part:

ⅼ *Cash Account – search/list* screen [▷ 81]

ⅼ *Cash Account – new/edit* screen [▷ 94]

Instructions
1. Go to the *cash accounts – search/list* screen:
   `TIPS >> Cash >> Cash Accounts`

2. Click on the *new* button.

   ⇨ The c*ash account – new* screen is displayed.

3. Enter all mandatory information in the 'Cash Account' frame.

4. To add a restriction, click on add row icon under the "restriction" frame.

5. Enter all mandatory information in the available fields of the "Restrictions" frame.

6. Click on the submit changes icon.

   ⇨   A new restriction has been added to the list.

7. Click on the *submit* button.

8. Click on the *submit* button.

➡ The new cash account has been created.

3.7.1.2 Edit an Existing Cash Account

3.7.1.3 Delete an Existing Cash Account

3.7.1.4 Create an Authorised Account User

3.7.1.5 Edit an Authorised Account User

3.7.1.6 Delete an Authorised Account User

3.7.2 Configuration for a Central Bank

3.7.2.1 Create a new Cash Account

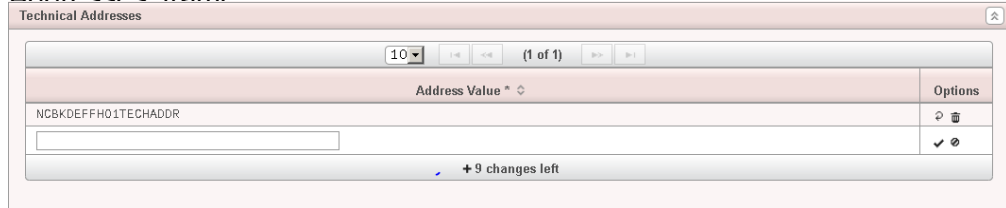## 3.7.2.2 Create a New Participant

3.8 Technical Addresses

3.8.1 Configuration of a Technical Address

Overview   This business package describes the configuration of a technical address.

The technical address is used by the shared services to exchange data with the party. A complete configuration foresees the specification of a technical address connected to a network service via a technical address service link.

To configure a technical address, carry out the following business scenarios in the predefined order:

Business Scenarios

1. Add a new technical address to a party [▶ 190]
2. Create a new technical address service link [▶ 191]

3.8.1.1 Add a new Technical Address to a Party

Context of Usage

This business scenario describes how to add a new technical address to a party. Each CB is responsible for defining all the required technical addresses for its parties as a first step to have a complete routing configuration.

Adding a new technical address to a party is mandatory for the configuration of a technical address.

Before you add a technical address to yourself or one of your participants, check whether the technical address exists in CRDM.

You have to add at least one technical address for each of your participants.

This business scenario is not relevant for payment bank users.

Privileges

To carry out this business scenario, you need the following privileges:

❚ Party list query

❚ Party reference data query

❚ Technical address network service link details query

❚ Update party

Reference

Further information on screens involved can be found in the screen reference part:

❚ *Parties – search/list* screen [▶ 34]

❚ *Party – details* screen [▶ 41]

❚ *Party – new/edit* screen [▶ 48]

Instructions

1. Go to the *parties – search/list* screen:
   COMMON >> Parties >> Parties

2. Enter all search criteria known to you about the party to which you want to add the technical address.

3. Click on the *search* button.

   ⇨ A list containing the search results is displayed on the screen.

   ⇨ If the search retrieves only one party, the *party – details* screen is displayed directly. Proceed with step 5.

4. Select the relevant party by clicking on an entry in the list.

5. Click on the *edit* button.
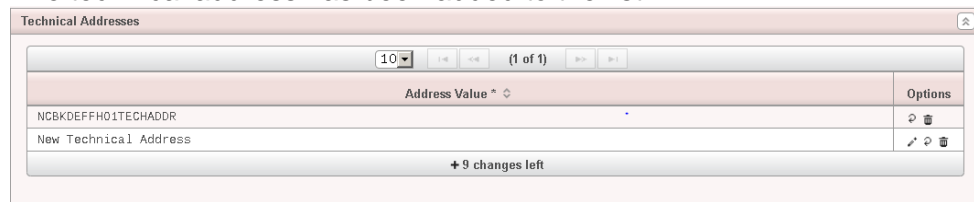
   ⇨ The *party – edit* screen is displayed.

6. To add a technical address, click on the *add row* icon in the 'Technical Addresses' frame.

Technical Addresses

10 ▾ ◄ ◄◄ (1 of 1) ►► ►►	
Address Value * ◇	**Options**
NCBKDEFFH01TECHADDR	⟳ 🗑
	✓ ⊘
＋ 9 changes left	

7. Enter the name of the technical address.

8. Click on the *submit changes* icon in the 'Options' column.

⇨ The technical address has been added to the list.

Technical Addresses

10 ▾ ◄ ◄◄ (1 of 1) ►► ►►	
Address Value * ◇	**Options**
NCBKDEFFH01TECHADDR	⟳ 🗑
New Technical Address	✎ ⟳ 🗑
＋ 9 changes left	

🛑 **Repetition**

To add more technical addresses, repeat steps from 6 to 8.

You can add up to 10 technical addresses.

🛑 **Alternatives**

To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

9. Click on the *submit* button.

➡ The new technical address has been created.

3.8.1.2 Create a New Technical Address Service Link

Context of Usage

This business scenario describes how to create a new technical address in order to connect a party technical address to a specific network service. This connection allows the shared services to route outbound communication.

You can assign the same network service to more than one technical address of the same party and you can also assign more than one network service to the same technical address.

Before you start, check whether the network service and the technical address exist in CRDM.

This business scenario is not relevant for payment bank users.

Privileges

To carry out this business scenario, you need the following privileges:

❚ Party list query

❚ Party reference data query

❚ Update party

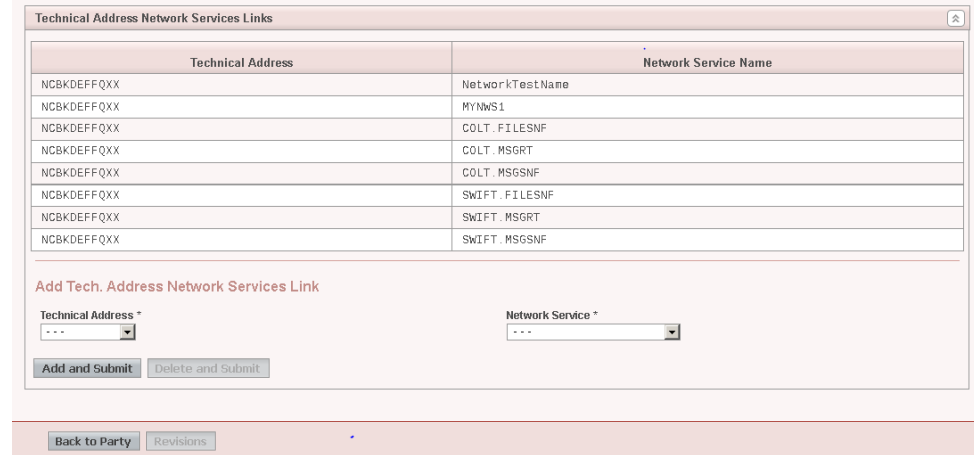❚ Create technical address network service link

Reference

Further information on screens involved can be found in the screen reference part:

❚ *Parties – search/list* screen [▶ 34]

❚ *Party – details* screen [▶ 41]

❚ *Party – new/edit* screen [▶ 48]

❚ *Technical addresses network services link – new/edit* screen [▶ 59]

Instructions

1. Go to the *parties – search/list* screen:

   COMMON >> Parties >> Parties

2. Enter all search criteria known to you about the party, for which you want to create a new technical address service link.

3. Click on the *search* button.

   ⇨ A list containing the search results is displayed on the screen.

   ⇨ If the search retrieves only one party, the *party - details* screen is displayed directly. Proceed with step 6.

4. Select the relevant party by clicking on an entry in the list.

5. Click on the *details* button.

   ⇨ The *party - details* screen is displayed.

6. Click on the *edit* button

   ⇨ The *party - edit* screen is displayed.

7. Click on the *technical addresses network services links* button.

⇨ The *technical addresses network services link - edit* screen is displayed.

8. Enter all mandatory information in the 'Add Tech. Address Network Service Link' frame.

9. Click on the *add and submit* button.

🛈 **Repetition**

To add more technical addresses network services links, repeat steps 8 and 9.

You can add up to 10 technical addresses network services links.

10. Click on the *back to party* button.

⇨ The *party - edit* screen is displayed.

11. Click on the *submit* button.

➡ A new technical address network service link has been created.

4 Annex