



SPECIAL FUNCTION KEYS:

- F6 Manual mode to access BankSearch.
- F8 Automatic access to the CIF on BankSearch (To look up DDA numbers)
- F9 Within BankSearch, to look up CHIPS Participant and UID numbers.
- F10 Within BankSearch, provides automatic access to FED Routing File.
- F11 To store DDA numbers and CHIPS participant when working in manual mode.
- F12 Store CHIPS UID numbers in manual mode.
- F13 Toggle between Insert and Overstrike modes.
- F14 Scroll message from 1st to last line and vice versa.
- F15 Scroll message up line by line.
- F16 Scroll message down. This key also serves as a switch from manual BankSearch to CONY.

- TAB KEY Move cursor one line forward.
- BACK SPACE Move cursor one line backward.
- DELETE KEY Delete one character at a time, to the left of cursor.
- LINE FEED Delete one line at a time, to the right of the cursor.
- ENTER KEY Move cursor to the action field from any position on the screen.
- <CTRL> & <P> This key combination will send a copy of the data displayed on screen to the department printer.
- <CTRL> & <W> This key combination will "repaint" the screen after an interruption.

ACTION: _____ IRN A PAYMENT REPAIR PG 1 23-MAR-91 15:34:52
 ECN: 0 TRR _____ MEMO _____

It is possible for any of three special characters to appear in these areas. The possible values are:

- * - Indicates VIP Customers
- \$ - Indicates OARS Transaction
- ! - Indicates both VIP and OARS Customers

DBT / _____ * VAL _____ *
 _____ COR _____

 RFS _____ * CHG A _____
 SND / _____
 OBI _____
 BBI _____
 Select IRN, ECN, or ACTION

CONY PAYMENT REPAIR SCREEN - PAGE 1

ON-SCREEN FIELDS AND THEIR MEANINGS

ACTION: Where you enter actions (commands), i.e. PAYR, PAYV, etc.

(-cont'd-)

Possible values are: OUR, BEN or Blank.

IRN: Internal Record Number. This is a system generated field.

PAYBNF:

Beneficiary's Method of Payment. How the Beneficiary is to be paid in a three or four parties transfer. **As a procedural matter, we leave this field blank, the receiver can effect the payment at their convenience.**

ECN: Entry Control Number. This field is required when processing manual entry payments. This number is assigned to all manual entries.

TRR: BINY Transaction Reference. This is a system generated, unique number for every message.

VAL :

Stands for value date. This field determines when is the executable date for the transfer. CONY automatically changes the value date forward to the next business day for transactions having Saturday, Sunday or holiday as the executable date. The Value date can't be greater than 28 days, whether futures or back-value.

MEMO: The memo field is used to pass information between terminal operators.

DBT : Debit: The party identified here will provide cover for the payment being processed.

RFS : Sender Reference, also known as "Our Ref."

AMT :

The amount field is located to right of the value date. This field is unlabeled and unavailable for the payment repair operators except during manual entries.

SND : Sender: The sender is the party who transmits the instruction for the originator.

OBI : Stands for Originator to Beneficiary Information. Under no circumstances are you allowed to delete this information. Comprehensive abbreviation is permissible.

CDT :

Stands for Credit Party. Depending on the number of parties involved this field takes different roles. The CDT field could be:

BBI : Stands for Bank to Bank Information. This information is exchanged between BINY and the Receiving Bank only.

BNF

When there is only one party involved. This is always a Book Transfer or Cashier Check.

PAY : This field determines the "Method of Payment". Appropriate entries are:

BBK

In a two party transfer.

- CHP for Chips payments.
- FRB for Fed payments.
- BKT for Book Transfer.
- CEK for Checks.

IBK

When there is at least three parties involved.

CLASS : This field is used exclusively by Check Processing, not by Money Transfer. When entering manual payments for Check Processing be aware of the Class. In all other manually entered payments the class will always be "INT", internal transaction. Other values are:

PAY Thru

When there is more than three parties.

- CHK for Check Debit.
- CLR for Cash Letter.
- COL for Collections.
- RLI for Returned Item.
- 815 for Inclearing.

The credit field is divided into 3 parts. The 1st part is the Key identifier. This Key will tell CONY what part of a Customer Information File to access. The following are the different identifiers available:

A For Fed routing numbers. Fed routing numbers retrieved from BankSearch will be preceded by a pound sign (#.)

C Is used for UID numbers.

D Is used for Demand Deposit, Due To or Due From account. CONY requires the last five digits of the DDA number.

SRC : Source of payment order. This field is system generated, except for manually entered transactions.

G Is used to identify a General Ledger number.

I Is used to identify Intrabank account numbers. These account are used for cost allocation.

CHG : Stands for Charges. This field is used for Beneficiary's Deduction. Beneficiary deduction is USD \$12.00 standard, but can be changed in a customers basis by special instructions.

ACTION: NEXT IRN A PAYMENT REPAIR PG 2 23-MAR-91 15:34:52
 ECN: 0 TRR _____ MEMO _____

DBT / _____ PAY VAL _____
 _____ CDT / _____ COR _____
 RFS _____ CLASS _____
 SND _____ SRC _____
 _____ CHG _____
 _____ A _____
 _____ PAYBNF _____

Select IRN, ECN, or ACTION

CONY PAYMENT REPAIR SCREEN - PAGE 2

ACTION: NEXT IRN A PAYMENT REPAIR PG 3 23-MAR-91 15:34:52
 ECN: 0 TRR _____ MEMO _____

DBT / _____ PAY VAL _____
 INS / _____ BBK / _____
 _____ CLASS _____
 _____ SRC _____
 OGB / _____ CHG A _____
 _____ RFB _____
 _____ PAYBNF BNF / _____ COR _____

Select IRN, ECN, or ACTION

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(-cont'd-)

- X Is used to identify BINY Shortname. This is an English-like abbreviation of a correspondent's proper name. The Shortname is composed of the first two letters of the customer name and the first three letters of the city. In some cases the shortname takes a special form, i.e. for all Bank of America Branches the short name is "BOFA" plus the first three letters of the city where it located.
- P Is for the CHIPS Participant number.
- T Is used for Telegraphic Addresses. This could be up to 20 characters in length. i.e. T/BANKAMER SFO.
- N Is used to identify customer that subscribe to the BofA Private Network. i.e. N/NYKO.
- S The S, tells CONY that you will be using a SWIFT/BIC code. This code could be either 8 or 11 characters.
- W The W is used in conjunction with the Primary Telex answerback.

Please note that the method of payment will not be affected by the identifier used.

Remember, the method of payment is determined by the PAY field.

COR: Correspondence type. This field defines whether the customer is a financial institution or not. The values for this field are mapped directly from the CIF. These values are:

- A For all BofA Branches.
- B For all Financial Institutions.
- C For Corporations.
- P For Individuals (Persons.)

A: Advice Field. Following the Credit field, is the Advice Field.

Standard operating procedure is to enter the code "WRE". This triggers CONY to select the preferred method of advice from the Customer Information File.

On page two, the Originator (ORG), Reference for the Beneficiary (Swift field 21) (RFB), and the Beneficiary (BNF) fields are displayed. Next to the first line of the beneficiary you find another "COR" type field. This field is extremely important, since it will determine what type of message Cony will generate. The following are the applicable values, and the message types generated:

Code	Used For	SWF/BOA	FED	CHP
C	Non-Financial Inst.	MT100	CTR	N
P	Persons	MT100	CTR	N
B	Financial Inst.	MT202	BTR	B
A	BofA Branches only	MT202	BTR	B

On the left side of page three, you will find two new fields, The Originator's Bank (OGB), The Instructing party field (INS), and on the right hand side the Beneficiary's Bank field (BBK).

**ACTIONS AVAILABLE TO
PAYE, PAYR AND PAYV OPERATORS**

<u>ACTION</u>	<u>EXPLANATION</u>
REDO	This will restore the current message to the state it was in when it was originally displayed.
+DBT	Insert a reimbursement party.
-DBT	Remove a reimbursement party.
+CDT	Insert a credit party.
-CDT	Remove a credit party.
MOVE	Move the information from BBI to OBI.
RELS	Release the message to the next logical step.
SUPV	Route message to payment supervisor (PSUP.)
REPR	Return the message to payment repair for correction.

QUEUE MODES

<u>NAME</u>	<u>DESCRIPTION</u>
QCOM	Repair/verify messages received from the LINK subsystem. All these messages are considered outbound payments.
QKEY	This queue contains manual entry payments only.
QCHP	This queue contains only inbound CHIPS receipts.
QFED	This queue contains only inbound Fedwire receipts.
QRCV	Request inbound items only. When in this mode you will only get receipts (both CHIPS and Fedwire.)
QCPO	This queue is only available in the verification mode. You will only get CHIPS payments to be verified in this mode.
QFPO	The same as QCPO, but this will bring you Fedwire payments only.
QHI	Allows access to payments valued today over \$1 million.
QIN	Allows access to payments valued today less than \$1 million.
QLO	Allows access to future valued payments.
QALL	When in QALL mode, the system will present you with whatever item is on top of the queue, whether it is a payment or a receipt. You should be in this mode at all times, unless otherwise instructed by a supervisor.

LIST OF AVAILABLE ACTIONS*

<u>ACTION</u>	<u>EXPLANATION</u>
DISP	This allows you to display a record. The inquiry functions such as CIFQ and UIDQ are automatically in this mode, You must DISPlay a record before changing, deleting or verifying it.
REPR	Schedules the message for PAYR.
ADD	This option allows you to add a record to the Customer Information File.
CHNG	After DISPing a record, this option allows you to change it.
REDO	This allows you to "start all over again" in your processing of a message or of a database record. This will restore the current message to the state it was in when it was originally displayed. For those authorized to update CONY's database, REDO restores the record in a file to its original state. No record is successfully changed until you get an "OK" message from CONY. NOTE: If the ICMR operator uses REDO on a multiple transaction message already scissored (or one with cut marks,) REDO reverses the scissor ACTION.
BLNK	This ACTION removes whatever is on your screen. In the case of an inquiry function when you have a record displayed, it simply removes the record. Any changes you had made on the screen to the record or transaction are lost.
CANC	This ACTION is available to those authorized to perform OCMR, PSUP and RPYU functions. Enter this ACTION to wipe out a message or record already recognized by the system. CANC causes a message to be delivered to the exception printer.
RELS	This ACTION is available to all operators. When a screen is complete, enter RELS and press <RETURN>. RELS releases the message to the next CONY function. If error messages appear on your screen when you press <RETURN>, CONY does not allow the RELS until you correct the errors. When all errors have been corrected, CONY allows the RELS. For P&R operators, CONY automatically displays the next Message in queue, assuming that there is a next message, The same is true for Telecom operators, assuming they are operating in queue mode.
QOFF	This is short for Queue OFF. (A queue is a place for messages to wait pending display to a particular function.) Available only to repair and verify operators in P&R. If you don't want to take the next message off your queue, enter QOFF in the ACTION field. When you press <RETURN>, you leave Queue Mode and enter Request Mode. Any currently displayed transaction is returned unchanged to its original queue. In Request Mode, you may request a particular message to repair or verify by entering either its IRN or ECN. CSUP and PSUP (CRT functions) always operate in Request Mode. Those authorized to perform these functions can only request particular messages by either their IRN of ECN. CSUP and PSUP obtain IRNs and ECNs from messages that printed in the service area and on the cancellation printer.
QCOM QKEY QALL QHI QIN QLO QCHP QFED	If you are in Request Mode, and want to return to Queue Mode, enter one of these ACTIONS and press <RETURN>. Any message currently displayed is returned unchanged to its queue. If you want CONY to only queue messages from the communications subsystem, enter QCOM in the ACTION field. If you only want to receive key-entered dollar transactions, enter QKEY. If you want QCOM and CHIPS/Fed receipts and payments (outbound CHIPS and FED,) enter QALL. Enter QHI for payments valued today for over \$1 million, and QIN for payments valued today for less than \$1 million. Enter QLO for future, the next day's work first. Enter QCHP to get CHIPS receipts, and QFED to get receipts from Fedwire.
NEXT	Enter this ACTION (only when in PAYV) to remove the message currently displayed on your screen, The message is requeued according to its priority, You would normally use NEXT to requeue a message while awaiting information (possibly from the service desk) about how to process it. Also use NEXT to check what's in your queue.
SUPV	Enter this ACTION to refer a problem message to PSUP. This is a message that you can't determine what to do with. You're not quite sure about it, and it's better to be safe than sorry. The problem may be that you lack the authorization to perform the function required to resolve the problem. SUPV first routes the message to the service printer requesting supervisor attention, then queues it to the PSUP terminal. It is always helpful to PSUP if you enter data in the MEMO field explaining your problem with the message.

*This is only a partial list of all of the actions available. A more complete list can be found starting on page 2-10 of the CONY P&R User Guide.

These actions are entered by typing the action command into the ACTION field and then pressing the <RETURN> key.