14 Settlement Transfers

14.1 Purpose

This module allows investors to transfer securities to their respective broker or the brokers to transfer securities to their investors, to meet the dues arising out of on-market settlement transactions. The module provides facility for transfers in two ways: Pay In Transfers and Pay Out Transfers.

Pay In Transfer: Queued up by an investor to transfer his dues arising out of a settlement cycle to his broker's clearing account.

Pay Out Transfers: Queued up by a broker to transfer the securities from the broker's clearing account to the investors who have bought those securities.

14.2 Modes of Operation

Settlement Transfers can be set up and modified in online and offline modes.

14.3 Access Restrictions

DP can setup and approve a Settlement Transfer Request.

14.4 Screen Layout
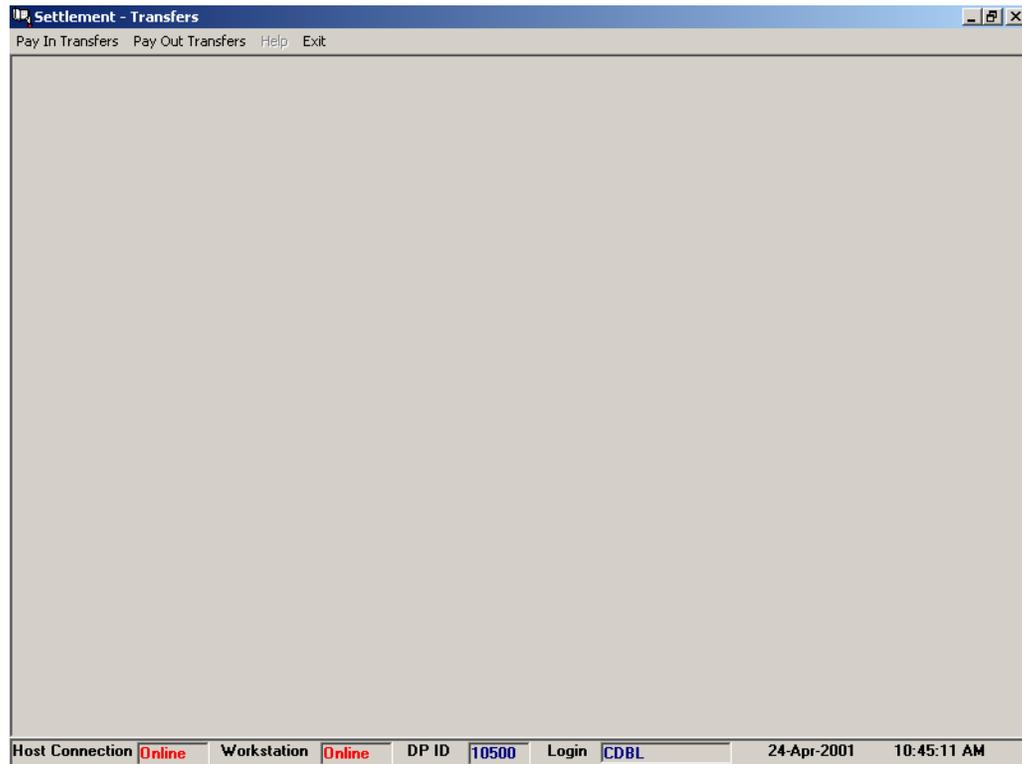
Figure 14.1 Initial Screen for Settlement Transfers

14.4.1 Pay In Transfer Setup

Activation Options

| Menu Name	Purpose	Hot Key
Pay In Transfer > Setup > Online	To set up Pay In Transfer Request in Online mode	Alt + I > S > O
Pay In Transfer > Setup > Offline	To set up Pay In Transfer Request in Offline mode	Alt + I > S > F
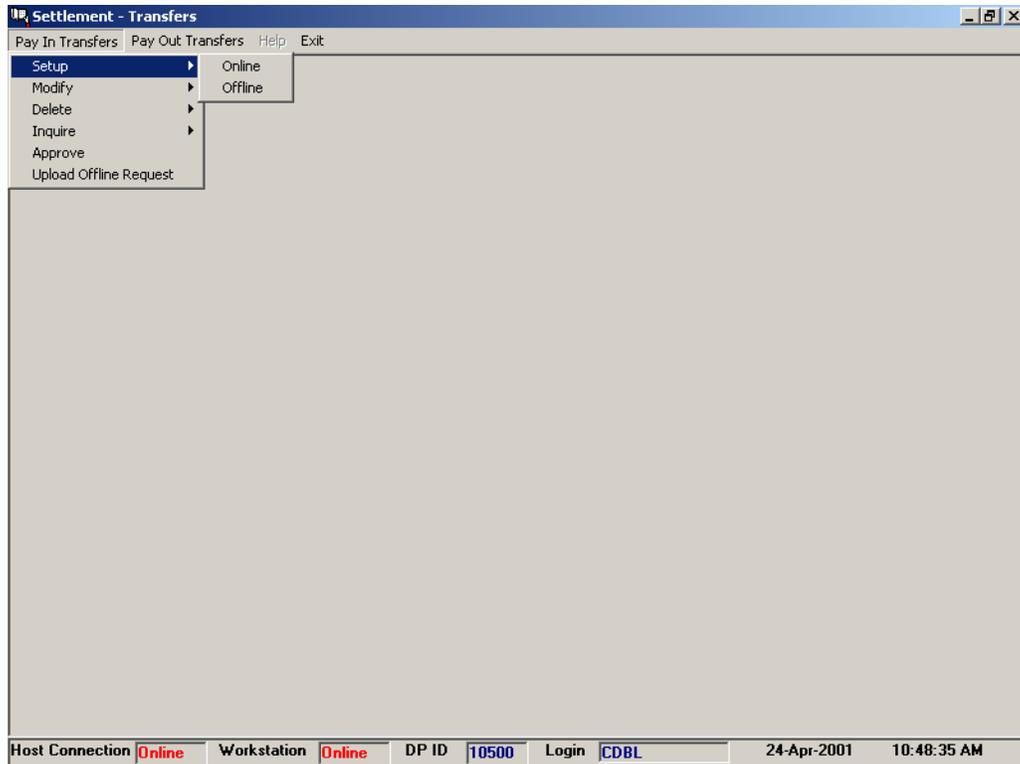
Figure 14.2 First Screen for Pay In Transfer Request Setup
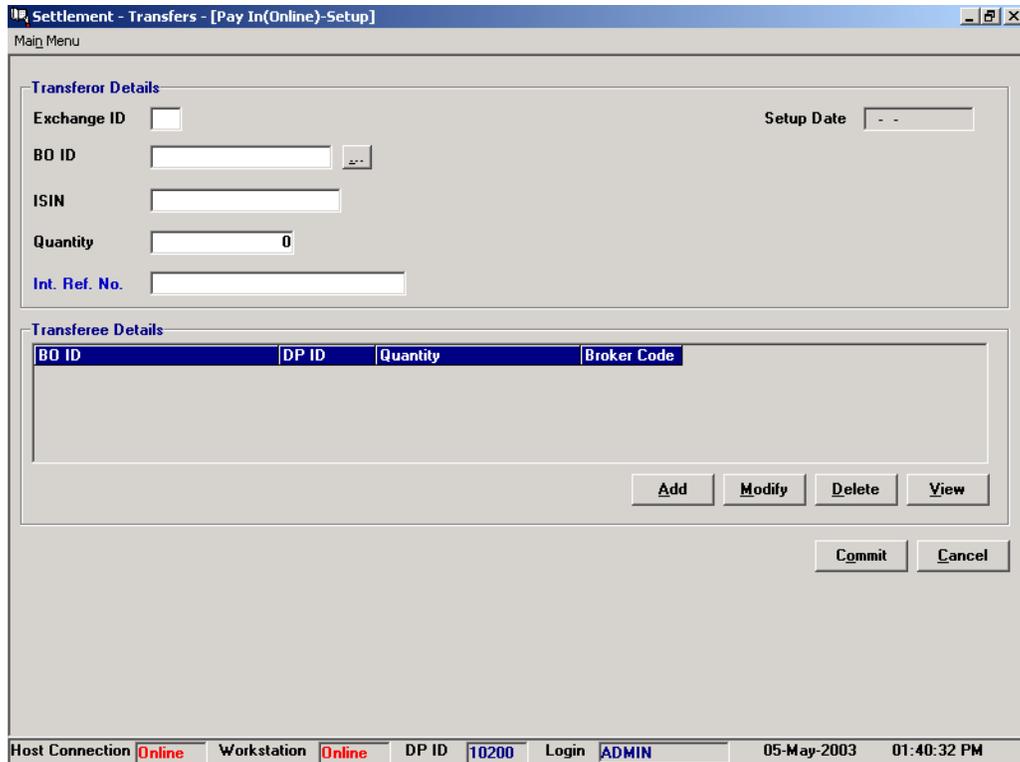
Figure 14.3 Pay In Transfer Request Setup

Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Exchange Id	Exchange ID	M	The Exchange on which on-market trade was executed
Setup Date	Transaction Setup Date	R	
Int. Ref. No.	Internal Reference Number	Mo	
Transferor BO ID	BO ID of the transferor	M, Mo	
ISIN	ISIN	M, Mo	
Quantity	Quantity to be transferred	M, Mo	

Buttons Available

Name	Purpose	Hot Key
Commit	To commit the transaction details	Alt + O
Cancel	To cancel Setup operation and return to the previous screen	Alt + C
Add	To add Transferee Details	Alt + A
Modify	To Modify Transferee Details	Alt + M
Delete	To Delete Transferee Details	Alt + D
View	To View Transferee Details	Alt + V

Figure 14.4 Screen for Entering Transferee Details

Field List

Field Name	Description	Field Type	Remarks
Trading ID/Broker Code	Broker Code of the Broker to which the Pay In is being made	M, Mo	
BO ID	Transferee BO ID (Broker's clearing account by default)	R	
DP ID	DP ID of transferee	R	
Quantity	Transferee Quantity	M, Mo	
Pending Qty.	Pending Qty	R	Transferor Qty – total Transferee Qty.

Buttons Available

Name	Purpose	Hot Key
Ok	To add the transferee details	Alt + O
Cancel	To cancel transferee details entering operation and return to the previous screen	Alt + C

On successful Pay In Transfer Request set up, the setup date field is populated.

14.4.2 Pay In Transfer Inquiry

Pay In Transfer Inquiry is available from two ends: Transferor DP and Transferee DP.

Transferor DP: can view all the records where the request has been setup by itself.

Transferee DP: can view all the records where the transferee BO ID belongs to the inquiring DP.

Activation Options

Menu Name	Purpose	Hot Key
Pay In Transfer > Inquiry > Online	To inquire details for Pay In Transfer Requests that were set up in Online mode or have been successfully uploaded.	Alt + I > I > O
Pay In Transfer > Inquiry > Offline	To inquire details for Pay In Transfer Requests which were set up in Offline mode and have not been uploaded.	Alt + I > I > F
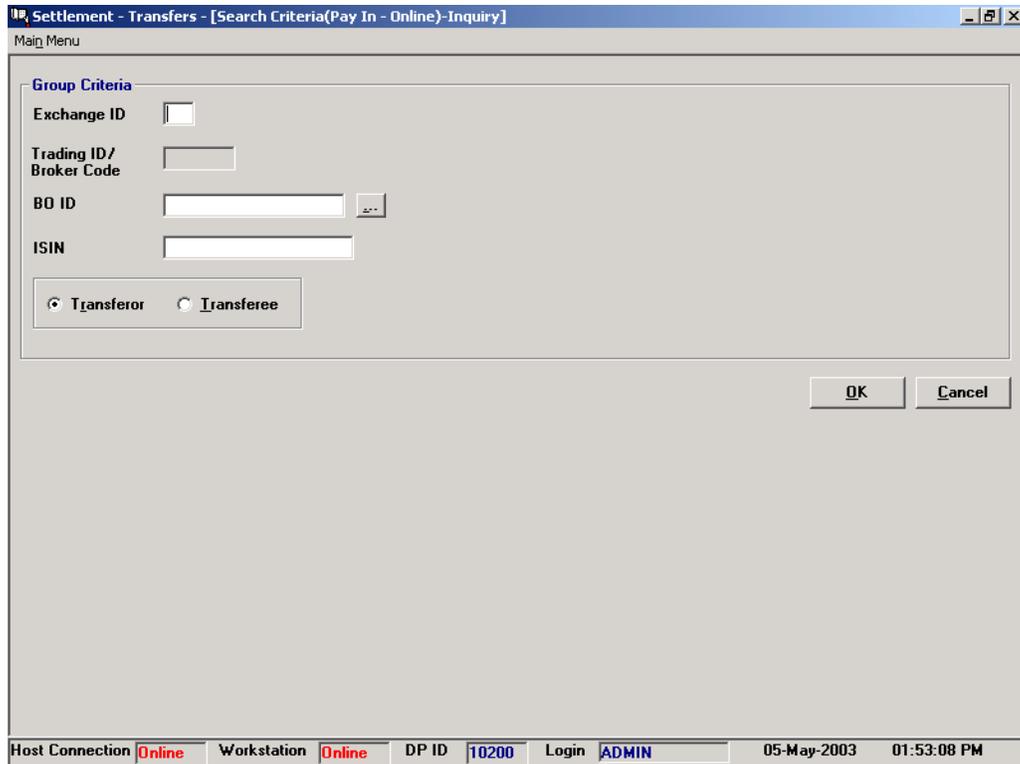
Figure 14.5 Screen for Online Pay In Transfer Request Inquiry

Inquiry Selection Criteria

Selection Option	Fields	Selection Type
Exchange ID	Exchange ID	
Trading ID / Broker Code	Broker Code	Is disabled for Pay In Inquiry
BO ID	BO ID	
ISIN	ISIN	
Transferor / Transferee	Transferor / Transferee Identifier.	Depending on the value of this radio button, the inquiry results will be filtered. If a BO ID is mentioned, and the radio button has value of Transferee, then all those records will be displayed where the given BO ID is the transferee.

The rules for selecting the criteria are as follows:

1. At least one of these criteria has to be chosen.
2. If Exchange ID is chosen, then at least one more criterion has to be chosen.
3. If ISIN is chosen, then all the transfer records of that ISINS for that DP are shown.

Buttons Available

Name	Purpose	Hot Key
Ok	To fire the Inquiry with the selected criteria	Alt + O
Cancel	To cancel the Inquiry operation and return to the previous screen	Alt + C

On clicking OK Button, list of records that fulfil the given criteria are displayed. Selecting the same can make detailed inquiry on a specific request.

Figure 14.6 Screen for Online Pay In Transfer Group Inquiry

Buttons Available

Name	Purpose	Hot Key
Select	To fire the detailed Inquiry with the selected record	Alt + S
Cancel	To cancel the Inquiry operation.	Alt + C

Figure 14.7 Screen for Online Pay In Transfer Details Inquiry

Buttons Available

Name	Purpose	Hot Key
View	To View Transferee Details	Alt + V
Close	To return to the previous screen	Alt + C

14.4.3 Pay In Transfer Modify

Activation Options

Menu Name	Purpose	Hot Key
Pay In Transfer > Modify > Online	To modify details for Pay In Transfer Requests which were set up in Online mode or have been successfully uploaded	Alt + I > M > O
Pay In Transfer > Modify > Offline	To modify details for Pay In Transfer Requests which were set up in Offline mode and have not been uploaded as yet.	Alt + I > M > F

Modify Selection Criteria

Selection Option	Fields	Selection Type
Exchange ID	Exchange ID	
Trading ID / Broker Code	Broker Code	Will be enabled only if the request is from transferee DP side.
BO ID	BO ID	
ISIN	ISIN	

The rules for selecting the criteria are as follows:

1. At least one of these criteria has to be chosen.
2. If Exchange ID is chosen, then at least one more criterion has to be chosen.
3. If ISIN is chosen, then all the transfer records of that ISINS for that DP are shown.

Only those pay in transfer requests that have not been approved (i.e. Requests with Status as Setup) are available for modification.

Buttons Available

Name	Purpose	Hot Key
Ok	To fire the Inquiry for modify with the selected criteria	Alt + O
Cancel	To cancel the Modify operation and return to the previous screen	Alt + C

Figure 14.8 Screen for Online Pay In Transfer Request Modify

Buttons Available

Name	Purpose	Hot Key
Commit	To commit the changes made.	Alt + O
Cancel	To cancel Modify operation and return to the previous screen	Alt + C
Add	To Add Transferee Details	Alt + A
Modify	To Modify Transferee Details	Alt + M
Delete	To Delete Transferee Details	Alt + D
View	To View Transferee Details	Alt + V

14.4.4 Pay In Transfer Delete

Activation Options

Menu Name	Purpose	Hot Key
Pay In Transfer > Delete > Online	To delete details for Pay In Transfer Requests which were set up in Online mode or have been successfully uploaded	Alt + I > D > O
Pay In Transfer > Delete > Offline	To delete details for Pay In Transfer Requests which were set up in Offline mode and have not been uploaded	Alt + I > D > F

Delete Selection Criteria

Refer to Modify Selection Criteria

Only those transfer requests that have not been approved (i.e. Requests with Status as *Setup*) are available for deletion.

Figure 14.9 Screen for Online Transfer Request Delete

Buttons Available

Name	Purpose	Hot Key
View	To view transferee details.	Alt + V
Cancel	To cancel the Delete operation and return to the previous screen	Alt + C
Delete	To successfully delete the Transfer Request	Alt + O

14.4.5 Upload Pay In Offline Approve Request

Activation Options

Menu Name	Purpose	Hot Key
Pay In Transfer > Upload Pay In Offline Approve Request	To upload Pay In Transfer Requests which were set up and approved in Offline mode	Alt + I > U
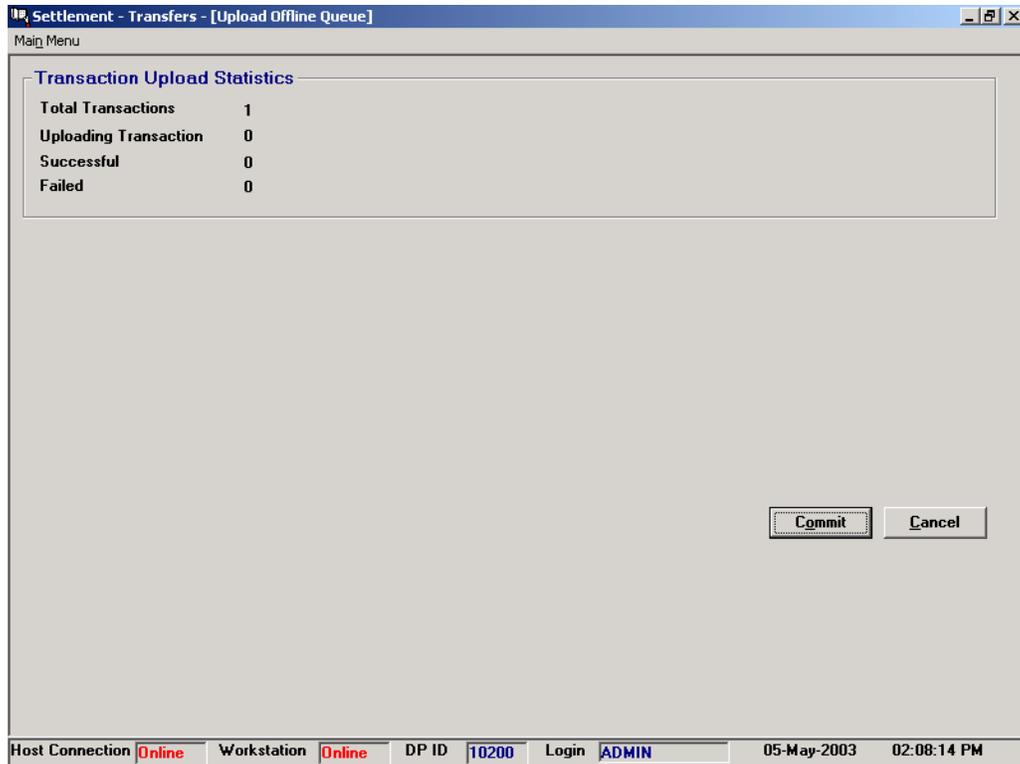
Figure 14.10   Screen for Offline Pay In Transfer Request Upload

Field List

Field Name	Description
Total Transactions	The total number of offline Transfer requests that have not been successfully uploaded
Uploading transaction	The transaction number being uploaded
Successful	The total number of offline Transfer requests that have been successfully uploaded after Commit button is clicked
Failed	The total number of offline Transfer requests that have not been successfully uploaded after Commit button is clicked.

Buttons Available

Name	Purpose	Hot Key
Commit	To upload the offline transactions.	Alt + O
Cancel	To cancel the upload operation and return to the previous screen	Alt + C

14.4.6 Pay In Transfer Approve

Activation Options

Menu Name	Purpose	Hot Key
Pay In Transfer > Approve > Online	To Approve Pay In Transfer Requests setup in Online Mode.	Alt + I > A > O
Pay In Transfer > Approve > Offline	To Approve Pay In Transfer Requests setup in Offline Mode.	Alt + I > A > F

Approve Selection Criteria

Refer to Modify Selection Criteria

Only those pay in transfer requests that have not been approved (i.e. Requests with Status as Setup) are available for approval.

On selecting the criteria for inquiry, a list of records that fulfil the given criteria are displayed. Selecting the same can make detailed inquiry on a specific request.

Figure 14.11   Screen for Online Pay In Transfer Request Approve

Buttons Available

Name	Purpose	Hot Key
View	To View Transferee Details	Alt + V
Accept	To Approve the transaction	Alt + A
Cancel	To cancel the Approve operation and return to the previous screen	Alt + C

14.4.7 Pay Out Transfer Setup

Activation Options

| Menu Name	Purpose	Hot Key
Pay Out Transfer > Setup > Online	To set up Pay Out Transfer Request in Online mode	Alt + O > S > O
Pay Out Transfer > Setup > Offline	To set up Pay Out Transfer Request in Offline mode	Alt + O > S > F
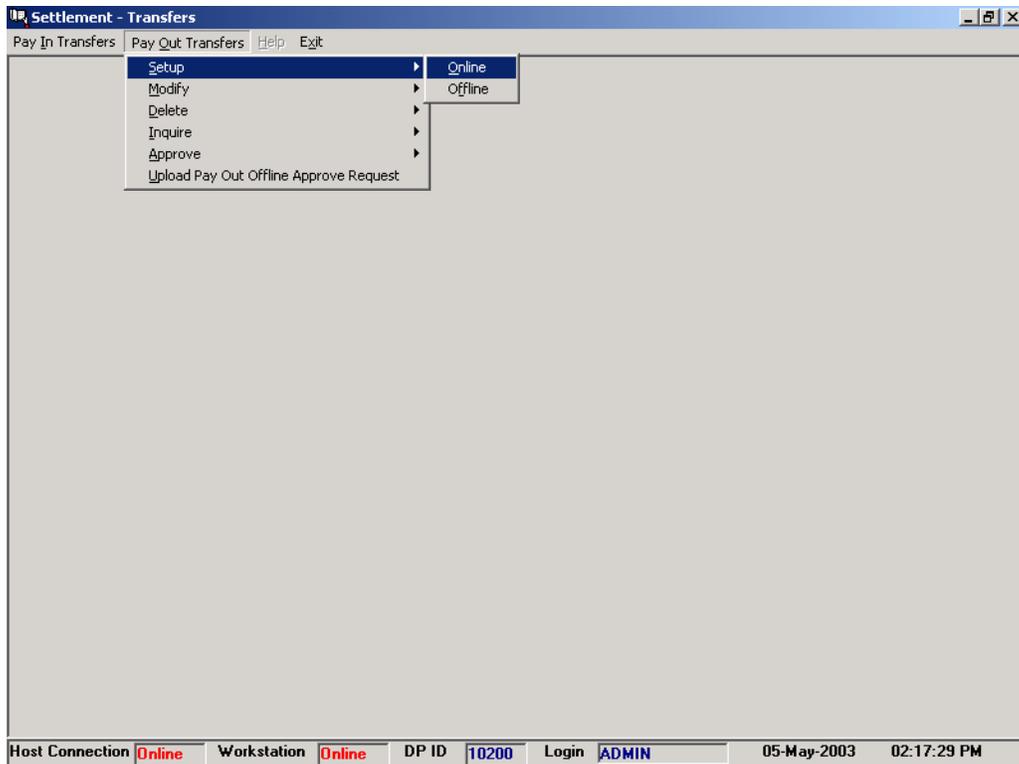
Figure 14.12 First Screen for Pay Out Transfer Request Setup

Figure 14.13 Pay Out Transfer Request Setup

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Field List
Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-
Non Modifiable, R-Retrieved, C-Calculated
```

Field Name	Description	Field Type	Remarks
Exchange Id	Exchange ID	M	
Setup Date	Transaction Setup Date	R	
Int. Ref. No.	Internal Reference Number	Mo	
Trading ID / Broker Code	Broker Code of the Broker	M, Mo	
Transferor BO ID	Clearing Account of the Broker	R	
ISIN	ISIN	M, Mo	
Quantity	Quantity to be transferred	M, Mo	

Buttons Available

Name	Purpose	Hot Key
Commit	To commit the transaction details	Alt + O
Cancel	To cancel Setup operation and return to the previous screen	Alt + C
Add	To add Transferee Details	Alt + A
Modify	To Modify Transferee Details	Alt + M
Delete	To Delete Transferee Details	Alt + D
View	To View Transferee Details	Alt + V

Figure 14.14   Screen for entering transferee details

Field List

Field Name	Description	Field Type	Remarks
BO ID	Transferee BO ID	M, Mo	
DP ID	DP ID of transferee	R	
Quantity	Transferee Quantity	M, Mo	
Pending Qty.	Pending Qty	R	Transferor Qty – total Transferee Qty.

Buttons Available

Name	Purpose	Hot Key
Ok	To add the transferee details	Alt + O
Cancel	To cancel transferee details entering operation and return to the previous screen	Alt + C

On successful Pay Out Transfer Request set up, the setup date field is populated.

14.4.8 Pay Out Transfer Inquiry

Pay Out Transfer Inquiry is available from two ends: Transferor DP and Transferee DP.

Transferor DP: can view all the records where the request has been setup by itself.

Transferee DP: can view all the records where the transferee BO ID belongs to the inquiring DP.

Activation Options

Menu Name	Purpose	Hot Key

Pay Out Transfer
> Inquiry
   > Online
	To inquire details for Pay Out Transfer Requests that were set up in Online mode or have been successfully uploaded.	Alt + O
		> I
		   > O

Pay Out Transfer
> Inquiry
   > Offline
	To inquire details for Pay Out Transfer Requests which were set up in Offline mode and have not been uploaded.	Alt + O
		> I
		   > F

Figure 14.15 Screen for Online Pay Out Transfer Request Inquiry

Inquiry Selection Criteria

Selection Option	Fields	Selection Type
Exchange ID	Exchange ID	
BO ID	BO ID	
ISIN	ISIN	
Transferor / Transferee	Transferor / Transferee Identifier.	Depending on the value of this radio button, the inquiry results will be filtered. If a BO ID is mentioned, and the radio button has value of Transferee, then all those records will be displayed where the given BO ID is the transferee.

The rules for selecting the criteria are as follows:

1. At least one of these criteria has to be chosen.
2. If Exchange ID is chosen, then at least one more criterion has to be chosen.
3. If ISIN is chosen, then all the transfer records of that ISINS for that DP are shown.

Buttons Available

Name	Purpose	Hot Key
Ok	To fire the Inquiry with the selected criteria	Alt + O
Cancel	To cancel the Inquiry operation and return to the previous screen	Alt + C

On clicking OK Button, list of records that fulfil the given criteria are displayed. Detailed inquiry on a particular request can be made by selecting the same.

Figure 14.16   Screen for Online Pay Out Transfer Group Inquiry

Buttons Available

Name	Purpose	Hot Key
Select	To fire the detailed Inquiry with the selected record	Alt + S
Cancel	To cancel the Inquiry operation.	Alt + C

Figure 14.17   Screen for Online Pay Out Transfer Details Inquiry

Buttons Available

Name	Purpose	Hot Key
View	To View Transferee Details	Alt + V
Close	To return to the previous screen	Alt + C

14.4.9 Pay Out Transfer Modify

Activation Options

Menu Name	Purpose	Hot Key
Pay Out Transfer > Modify > Online	To modify details for Pay Out Transfer Requests which were set up in Online mode or have been successfully uploaded	Alt + O > M > O
Pay Out Transfer > Modify > Offline	To modify details for Pay Out Transfer Requests which were set up in Offline mode and have not been uploaded as yet.	Alt + O > M > F

Modify Selection Criteria

Selection Option	Fields	Selection Type
Exchange ID	Exchange ID	
Trading ID	Broker Code	
BO ID	BO ID	
ISIN	ISIN	

The rules for selecting the criteria are as follows:

1. At least one of these criteria has to be chosen.
2. If Exchange ID is chosen, then at least one more criterion has to be chosen.
3. If ISIN is chosen, then all the transfer records of that ISINS for that DP are shown.

Only those Pay Out transfer requests that have not been approved (i.e. Requests with Status as Setup) are available for modification.

Buttons Available

Name	Purpose	Hot Key
Ok	To fire the Inquiry for modify with the selected criteria	Alt + O
Cancel	To cancel the Modify operation and return to the previous screen	Alt + C

Figure 14.18   Screen for Online Pay Out Transfer Request Modify

Buttons Available

Name	Purpose	Hot Key
Commit	To commit the changes made.	Alt + O
Cancel	To cancel Modify operation and return to the previous screen	Alt + C
Add	To Add Transferee Details	Alt + A
Modify	To Modify Transferee Details	Alt + M
Delete	To Delete Transferee Details	Alt + D
View	To View Transferee Details	Alt + V

14.4.10 Pay Out Transfer Delete

Activation Options

Menu Name	Purpose	Hot Key
Pay Out Transfer > Delete > Online	To delete details for Pay Out Transfer Requests which were set up in Online mode or have been successfully uploaded	Alt + O > D > O
Pay Out Transfer > Delete > Offline	To delete details for Pay Out Transfer Requests which were set up in Offline mode and have not been uploaded	Alt + O > D > F

Delete Selection Criteria

Refer to Modify Selection Criteria

Only those transfer requests that have not been approved (i.e. Requests with Status as *Setup*) are available for deletion.

Figure 14.19 Screen for Online Pay Out Transfer Request Delete

Buttons Available

Name	Purpose	Hot Key
View	To view transferee details.	Alt + V
Cancel	To cancel the Delete operation and return to the previous screen	Alt + C
Delete	To successfully delete the Pay Out Transfer Request	Alt + O

14.4.11 Upload Pay Out Offline Approve Request

Activation Options

Menu Name	Purpose	Hot Key
Pay Out Transfer > Upload Pay Out Offline Approve Request	To upload Pay Out Transfer Requests which were set up and approved in Offline mode	Alt + O > U
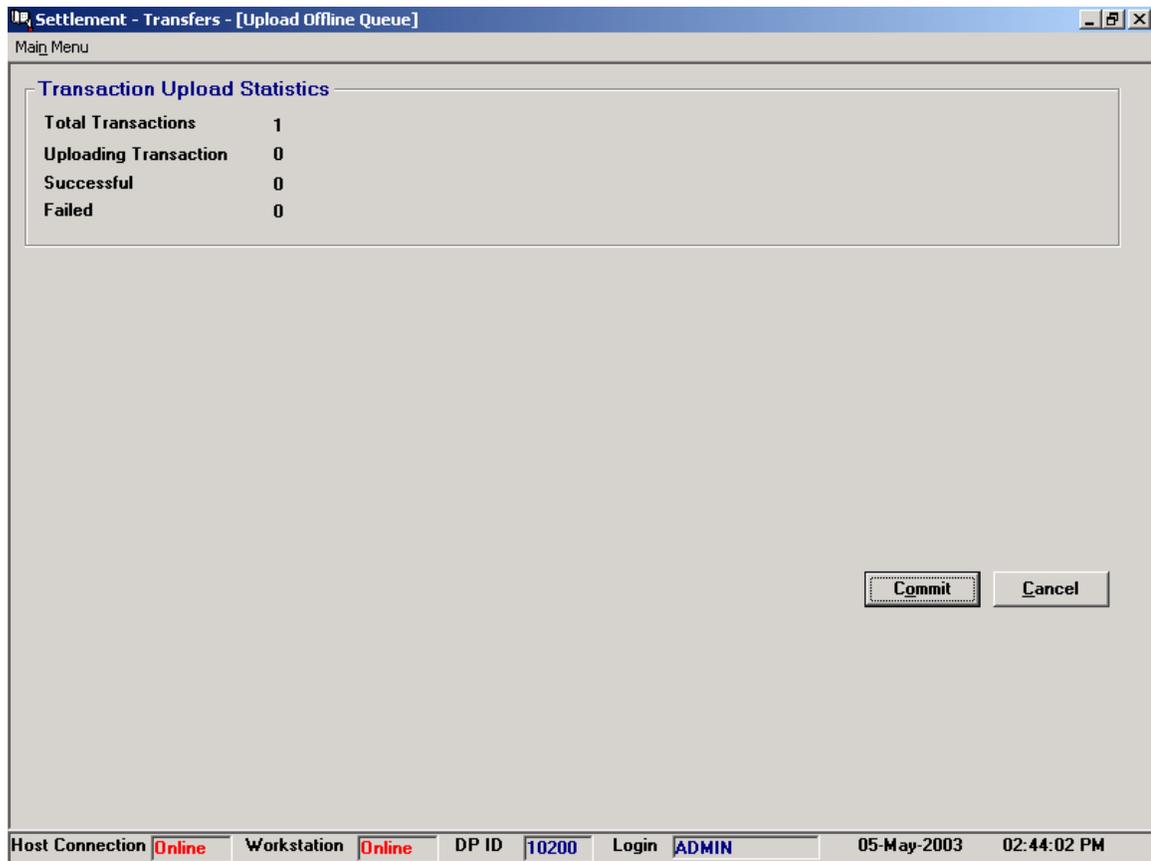
Figure 14.20   Screen for Offline Pay Out Transfer Request Upload

Field List

Field Name	Description
Total Transactions	The total number of offline Transfer requests that have not been successfully uploaded
Uploading transaction	The transaction number being uploaded
Successful	The total number of offline Transfer requests that have been successfully uploaded after Commit button is clicked
Failed	The total number of offline Transfer requests that have not been successfully uploaded after Commit button is clicked.

Buttons Available

Name	Purpose	Hot Key
Commit	To upload the offline transactions.	Alt + O
Cancel	To cancel the upload operation and return to the previous screen	Alt + C

14.4.12 Pay Out Transfer Approve

Activation Options

Menu Name	Purpose	Hot Key
Pay Out Transfer > Approve > Online	To Approve Pay Out Transfer Requests which were setup in Online Mode.	Alt + O > A > O
Pay Out Transfer > Approve > Online	To Approve Pay Out Transfer Requests which were setup in Offline Mode.	Alt + O > A > F

Approve Selection Criteria

Refer to Modify Selection Criteria

Only those Pay Out transfer requests that have not been approved (i.e. Requests with Status as Setup) are available for approval.

On selecting the criteria for inquiry, a list of records that fulfil the given criteria are displayed. Selecting the same can make detailed inquiry on a specific request.

Figure 14.21 Screen for Online Pay Out Transfer Request Approve

Buttons Available

Name	Purpose	Hot Key
View	To View Transferee Details	Alt + V
Accept	To Approve the transaction	Alt + A
Cancel	To cancel the Approve operation and return to the previous screen	Alt + C

14.5 Acknowledgements/Reports Available

List of Reports

File Name	Type	Availability
Transfer of Securities (Pay In) for Transferor DP	Default	EOD of Pay In Transfer Approval date
Transfer of Securities (Pay In) for Transferee DP	Default	EOD of Pay In Transfer Approval date
Transfer of Securities (Pay Out) for Transferor DP	Default	EOD of Pay Out Transfer Approval date
Transfer of Securities (Pay Out) for Transferee DP	Default	EOD of Pay Out Transfer Approval date
Transfer of Securities (Pay In) – CDBL	Default	EOD of Pay In Transfer Approval date
Transfer of Securities (Pay Out) – CDBL	Default	EOD of Pay Out Transfer Approval date
Settlement Maintenance Log	Default	After EOD