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T24 – Induction training "AC accounts"

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General remark

PLEASE NOTE:

- The screenshots in this manual have been taken from the T24 model bank. This is the initial set up of T24.
- ➤ If your T24 system is already customized than the screens and menus in T24 may look different.
- ➤ The basic functionality explained in the manual will be anyway the same as in your T24 system.
- ➤ The AC accounts module is used for **nostro-, vostro- and bank internal- accounts**. Customer accounts (i.e. current accounts) are handled in the AA
 accounts module



01	Learning objectives
02	Basics of AC account module
03	Process 1: Opening of AC accounts
04	Process 2: Amendments of AC accounts
05	Process 3: Closure of AC accounts
06	Process 4: Enquiries





Learning objectives

- To learn what T24 AC accounts module is used for
- Opening of nostro-, vostro- and internal-accounts
- Maintenance of nostro-, vostro- and internal-accounts
- Closure of nostro- and vostro-accounts
- Enquiries



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T24 AC accounts - basics

- The AC account module is used to open and maintain nostro-, vostro- and internal accounts
 - Movement of money through other applications
- Nostro and vostro accounts
 - Nostro accounts are accounts we have at another banks. They are the mirror accounts for the other bank our nostro accounts are vostro accounts.
 - Negative balance in our nostro account indicates that the balance at the other bank is positive



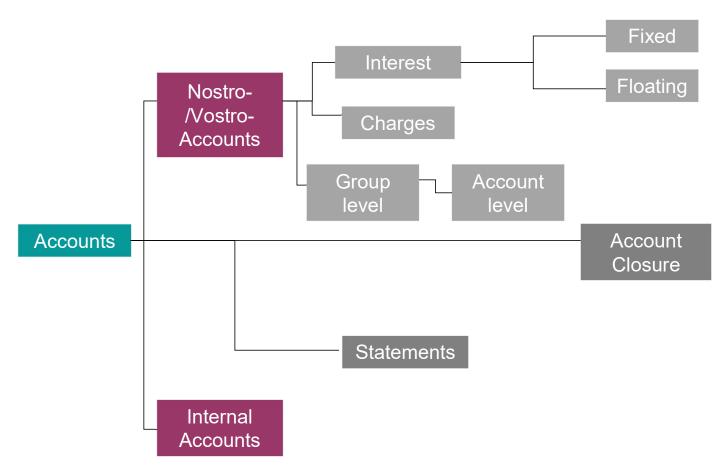
- Vostro accounts other banks have with us
- Interest and charges can be applied

Please note: For nostro accounts interest and charges are set to "0", because they are subject for the bank, at which we have the nostro account

- The counterparty is essential. It must be a bank
- Internal Accounts
 - For our own assets and liabilities
 - Has no counterparty
 - Not designed to calculate or apply interest and charges



T24 AC accounts - product overview





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Nostro and vostro accounts – mandatory fields

Id

- Unique and 2 to 16 numeric characters
- Is generated automatically

Customer

- Account holder
- Valid record in Customer. It must be a bank SECTOR in the range from 3000 to 3999

Currency

- Valid currency in CURRENCY Table. It must be an allowed currency for the respective product
- Cannot be amended after authorisation

Product code

- Category code used to indicate type of account
- > For nostro accounts a product code in the range from 5000 to 5999 must be chosen
- > For vostro accounts a product code in the range from 2000 to 2999 must be chosen



Nostro accounts – other important fields

- External account number
 - · Mandatory field. Here the Id of the nostro account in the books of the other bank must be specified
- Field "Reconcile Account"
 - This flag needs to be set, because by default nostro accounts are subject for the the nostro reconciliation
 - "Nostro reconciliation" is the comparism of the positions in our nostro accounts with the positions in those nostro accounts inside the other bank. To do so, we need to receive from the other banks the positions in their book via SWIFT message
 - Please note: T24 has also a "Nostro reconciliation" module
- Field "Recon Tolerance"
 - The maximum allowed tolerance amount, which is allowed to consider positions in the nostro reconciliation as "matched" (means: the position is okay)
 - If left blank, no tolerance is allowed. Otherwise specify the allowed tolerance amount.
 - Example:
 - The nostro account is lead in EUR and as tolerance amount has been specified the value "2.00"
 - We have a position of the nostro account in our books of 8.000 EUR
 - If the other bank has for the same position an amount between 7.998 EUR and 8.002 EUR, the positions are considered in the nostro reconciliation as "matched" (ok). In any other case the position is not considered as matched



Nostro and vostro accounts – other fields

Account Mnemonic

· A memory aid for account Id. Can be used in transactions instead of the account Id

Account Name

- Defaulted from the underlying CUSTOMER record: This is the name of the account as it is shown on advices and reports
- It is recommended to extend the name with at least the Currency of the account

Short name

- Defaulted from the underlying CUSTOMER record: Used as enrichment when the Account is used in a transaction.
- It is recommended to extend the short name with at least the Currency of the account

Account officer

• Defaulted from the underlying CUSTOMER record: Identifies the main Account officer responsible

HVT flag

- Via this field you can activate the account for the "High volume trading". This will trigger an internal process to improve the performance during the COB
- Please note: If you know already in advance that your account will have a lot of transactions passing, set the flag to "Yes"



Nostro and vostro accounts – general



Please note: When you open a nostro or vostro account, you will never see the interest and charge conditions automatically attached. You won't see too the rules for the generation of account statements. All those conditions and rules are applied in the background

You can check or amend the interest and charge conditions as well as the account statement generation rules at any time - but this must be done in other tables than the ACCOUNT table

Internal accounts

Internal accounts are very often opened automatically. Some have to be opened manually

The Id determines, if the account is an internal account

• First part is the Currency code, second part is the CATEGORY code, third part is a 4 digit serial number.

Please note: In a multi-company environment - additional 4 digits of the company sub-division code are automatically added

- Example for an internal account Id: EUR100010130001
 - √ First part: Currency EUR
 - ✓ Second part: CATEGORY 10001 = "Cash" => Must be a valid CATEGORY code in the range from 10000 to 19999
 - ✓ Third part: 0013 = Free choicable sequence number
 - ✓ Forth part (only in a multi company environment: 0001 = Identifyer of the Company "Model bank"
- When an internal account is opened, the Id must be specified manually except the fourth part
- In the internal account record no counterparty can be specified, because the internal account is always for ourselves
- Mandatory fields ACCOUNT.TITLE, SHORT.TITLE, MNEMONIC and ACCOUNT.OFFICER
- Please note: Internal accounts are used for a lot of activities i.e. as account behind the tills or (if parametrized) or as suspense accounts for settlement of security transactions (if parametrized)



Workshop 1 "Create a nostro account"



- Go to command line and start the VERSION "ACCOUNT, NOSTRO" and press the ENTER key
 - Click on the icon to open the account creation screen
 - Specify as "Customer Id" the Id of a bank the dropdown shows only
 CUSTOMER records for banks
 - Specify in the field "Product Code" the value 5001 (= Nostro banks)
 - Specify the currency EUR
 - Specify the number of the account at the other bank use any numeric value
 - Validate and watch the defaulted field values
 - Amend the "Name" and the "Short Name" with the currency
 - Commit the record and note the ld of the created nostro account



Workshop 1 - solution



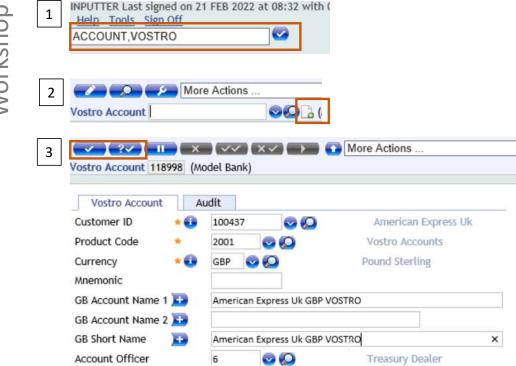


Workshop 2 "Create a vostro account"



- Go to command line and start the VERSION "ACCOUNT, VOSTRO" and press the ENTER key
 - Click on the icon to open the account creation screen
 - Specify as "Customer Id" the Id of a bank the dropdown shows only
 CUSTOMER records for banks
 - Specify in the field "Product Code" the value 2001 (= Vostro Accounts)
 - Specify the currency GBP
 - Validate and watch the defaulted field values
 - Amend the "Name" and the "Short Name" with the currency
 - Commit the record and note the ld of the created Vostro account

Workshop 2 - solution





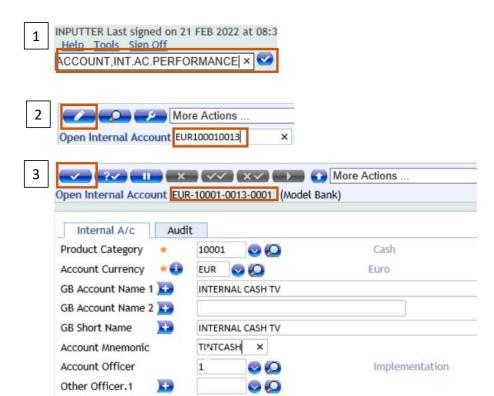
Workshop 3 "Create an internal account"



- Go to command line and start the VERSION"ACCOUNT,INT.AC.PERFORMANCE" and press the ENTER key
 - Input the Id *manually* => use as currency EUR and as CATEGORY 10001
 - Press the ENTER-key and DON'T USE the icon
 - Observe the amendment of the ld with the company code
 - NEVER change the "Product Code" and the "Account Currency"
 - Fill out the mandatory fields
 - Commit the record and note the ld of the created internal account



Workshop 3 - solution





Workshop 4 "Authorize the accounts created"





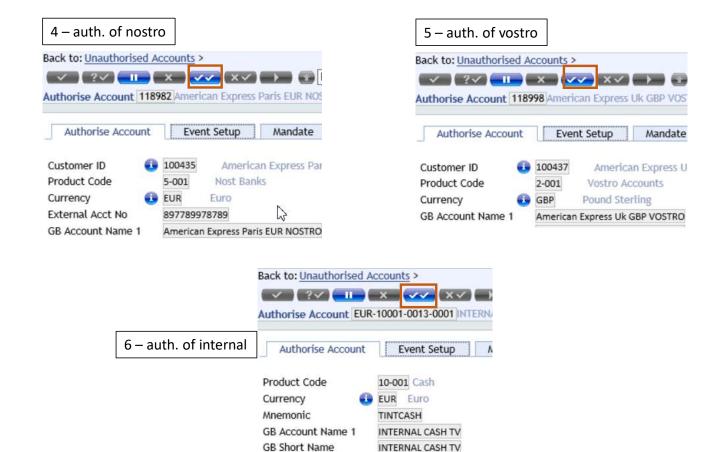
- Go to command line and start the enquiry for the authorization of accounts. For this specify as command ENQ ACCOUNT.NAU.TRG and press the ENTER key
 - Login with a different USER or ask your neighbour
 - Best search via the field INPUTTER. Use the operand "Contains" and specify your USER Id. If you find nothing, ask your trainer for help
 - **Authorize the accounts**

Workshop 4 - solution

- 1 INPUTTER Last signed on 21 FEB 2022 at 09:32 Help Tools Sign Off ENQ ACCOUNT.NAU.TRG ×
- More Options 2 Unauthorised Accounts Find Clear Selection oquuio START.YEAR.BAL equals OPENING.DATE ~ equals OVERRIDE equals V RECORD.STATUS equals ~ CURR.NO equals INPUTTER ✓ INPUTT contains × DATE.TIME equals ~ **AUTHORISER** ~ equals
- **Unauthorised Accounts** 3 Product Ccy Status Inputter Name Account Robert Branson 118486 6601 USD INAU INPUTTER W American Express Paris 118982 INAU INPUTTER W 5001 EUR American Express Uk 118998 2001 GBP INAU INPUTTER W EUR1000100130001 INPUTTER W 10001 EUR INAU

Workshop

Workshop 4 - solution





Implementation

Account Officer

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Amendments of accounts

For any authorized account "technically" all information except the currency can be amended.

But practically:

- ➤ Never amend the "Product Code" (CATEGORY) for an internal account
- ➤ Also for nostro and vostro accounts the "Product Code" as well as the counterparty should be amended only in very exceptional cases

Amendments of interest and charges can be done only in the linked tables, but not in the ACCOUNT table itself.



Workshop 5 "Amend and authorize the nostro account created in workshop 1"



- Go to command line and start the VERSION "ACCOUNT, NOSTRO" and press the ENTER key
 - Specify the ld of your nostro account
 - Change the responsible account officer for the nostro account
 - Commit the record
- Go to command line and start the enquiry for the authorization of accounts. For this specify as command ENQ ACCOUNT.NAU.TRG and press the ENTER key
 - Login with a different USER or ask your neighbour
 - Authorize the account amendment



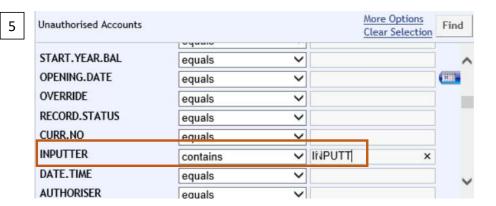
Workshop 5 - solution

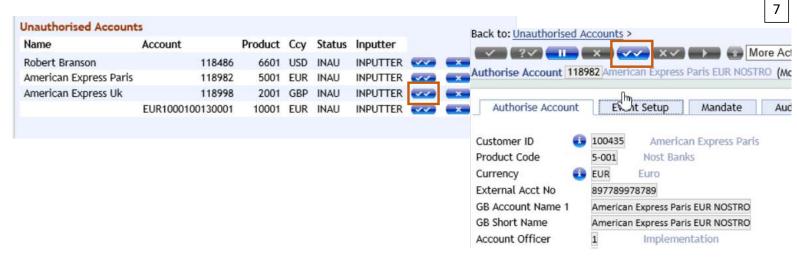




Workshop 5 - solution









Amendments of conditions

The preferential service conditions can be amended for accounts in the menu item *User Menu > Account > Account Maintenance > Account Maintenance*

- Preferential Service Conditions are:
 - Interest, Charges, Statements
- Interest Types and Rates
 - Interest liquidation or capitalization When and at what frequency
 - Debit and Credit Interest rules
 - Fixed or floating => floating = the interest rate is fetched from an index and changes automatically in the account, when the rate of the index changes
 - Tired Interest rates at Level or Band
- Statement frequency
 - Like "Monthly" or "Every week on Fridays"
 - Nearly any frequency can be choosen



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Nostro and vostro accounts can only get closed, when no activities are pending – i.e. transactions with a value date later than today exist

Recommendation: Carry through the closure online

During the closure T24 evaluates the closing balance. It is calculated as:

Current balance +/- accrued interest – charges

For the closure always a *settlement account* must be specified. It can be either an internal account or another nostro or vostro account at the same bank

After the closure the nostro / vostro account is moved to *history file* and the settlement account is credited/ debited with the closing balance





The closure of a nostro account happens in *three steps*:

- 1. Simulate the closure via clicking on the [3] icon to check, if the nostro / vostro account can be closed
- 2. If no errors occurred, close the account account via clicking on the
- 3. After this authorize the closure.

Here the **simulation** of a closure of a nostro account has been performed.

If in the result in *screenshot 4* any field "**Override**" is displayed, which *contains at the beginning the letter "E:"*, the account can't be closed – here: because underlying transactions for the nostro account haven't been authorized

> If not such a line is displayed, the account can be closed





Performing the closure itself

If allowed, the closure of the account itself can be performed via clicking on the <a> icon.

In the screenshot below the account closure itself get's started

Then the screen displayed in the next slide will be opened, on which the closure can be performed further



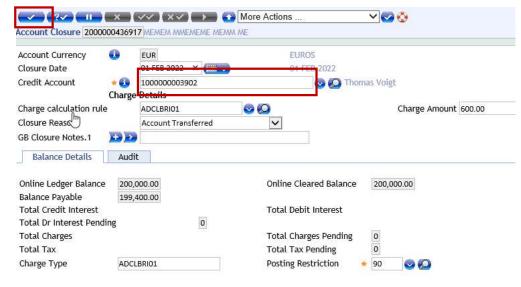


In this screen the closure can be performed.

The respective closing balance including accrued interest and charges (for nostro accounts: normally "0") is displayed

- In the field "Credit Account" the settlement account must be specified, to which the closing balance shall be transferred – if the closing balance is positive
- ➤ If the closing balance is negative, in the field "Debit Account" the settlement account must be specified, from which the amount shall be transferred to bring the closing balance of the nostro account back to "0"

After committing the account closure is put to status "unauthorized" (INAU)



If required, also charges for the closure can be taken (normally *only* for vostro accounts). In the field « **Charge Type** » specify the template for the charge calculation. If required, the calculated charge amount can be manually changed (field « **Charge Amount** »)



Authorization of the closure

When the closure is authorized, the closed account is transferred in the *History-file* and the settlement account is credited/debited with the closing balance.





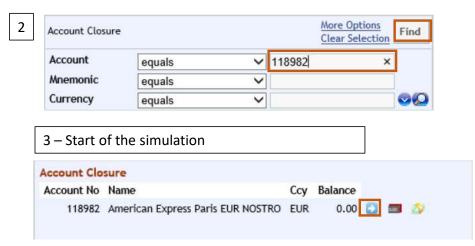
Workshop 6 "Closure of the nostro account created in workshop 1"



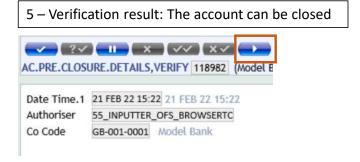
- Use menu item User Menu > Account > Account Closure > Account Closure
 - Specify the ld of your nostro account
 - Perform first a simulation of the closure via clicking on the 🖸 icon
 - Commit and verify the simulation
 - Check, if the account can get closed
 - If the nostro account can be closed, perform the closure via clicking on the **s**icon
 - Specify any nostro / vostro account in EUR as settlement account
 - Validate the record and observe that the closing balance is "0"
 - Commit the record and accept the overrides

Workshop 6 - solution



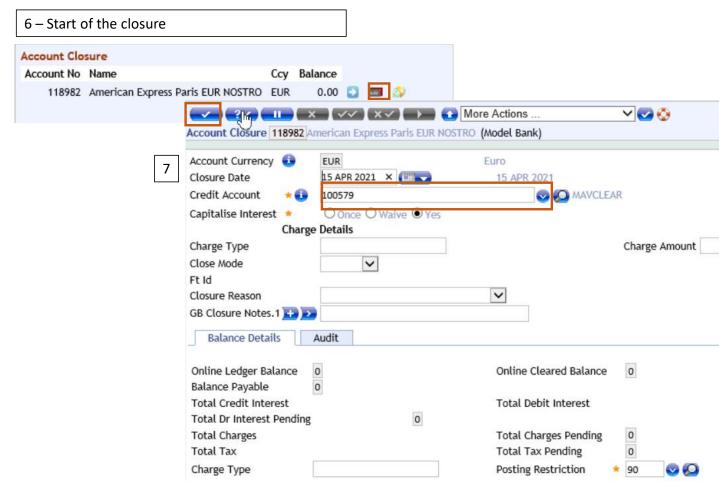






Workshop

Workshop 6 - solution





T24-Induction training "AC accounts"

Workshop 7 "Authorize the account closure"



- Use menu item User Menu > Account > Account Closure > Authorise/Delete Account Closure
 - Login with a different USER or ask your neighbour
 - Authorize the account closure

Workshop 7 - solution

Norkshop







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Enquiries

Enquiries can be performed in the following submenus of the menu "User Menu > Account":

- ✓ **Account Overdrawn:** Overview of accounts, which have a balance of less then "0" or for which the limit has been exceeded
- ✓ **Account Enquiries**: Information about the accounts themselves i.e. for about account details or a list of inactive accounts
- ✓ Account Entries: Balances of accounts as well as the overview of financial movements which have passed an account
- ✓ Interest Enquiries: Information about the attached interest rates, interest accruals and posted interest

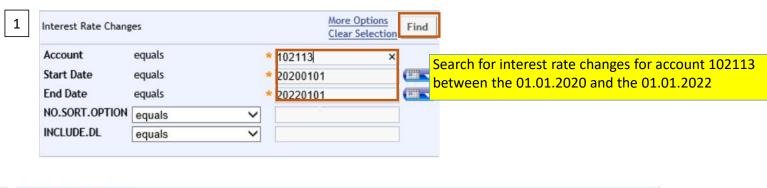
Two enquiries will be explained in the next two slides



Enquiry sample 1

Enquiry "Interest rate changes for an account" => Checking of the currently and previously attached interest rates for an account

User Menu > Account > Interest Enquiries > Interest rate changes for an account

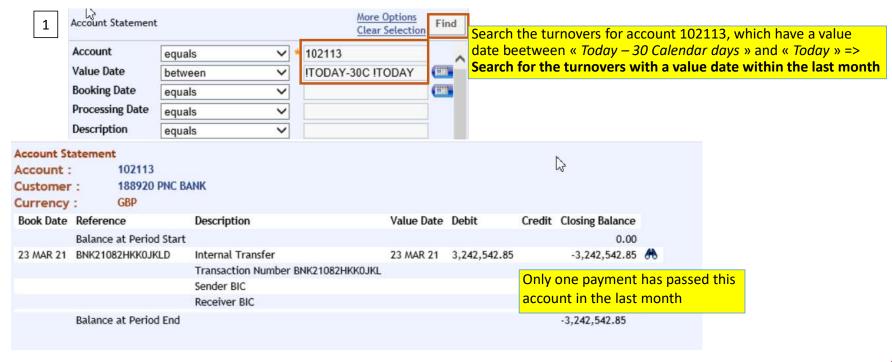




Enquiry sample 2

Enquiry "Entries for Given Dates" => Checking the turnovers of an account for a free definable period

User Menu > Account > Account Entries > Entries for Given Dates







Thank you

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