**Name of the participant –**

**Date –**

1. Invoke **ASSI** menu to create a Standing instruction (Periodic Payment)

Invoke ASSI menu option (For creation of Standing Instruction)

Standing Instruction Type = Customer Induced

CIF ID = Customer ID of customer – Specify your CIF ID

Standing Instruction Frequency = Monthly

Select by = Date – Mention Date of execution required.

On holiday = Next Day

Calendar -- Gregorian

Execution time = Every Time

Next Execution Date = BoD Date [ press Ctrl + X ] and also to date to be mentioned

Validate ccy holiday - Yes

Auto Post = Yes

Del. Transaction If not posted = Yes

Carry forward if failed = No

Resume after suspension period - yes

Click on continue

Click on Add record

CCY = INR

Transaction type - Debit

Create memo pad - No

A/c. ID = Give Debit account ID as your operative Account

Amt. Type = Fixed

Amt. = 1000

Click Save and ADD new

CCY – INR

A/c. ID = Specify Second Operative account (SBA)

Transaction type -- Select Credit

Amt. Type = Fixed

Amt. = 1000

Click Save and preview

Click on Submit

Note down the SI number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Invoke **BESI** menu to execute the Standing instruction ( Periodic Payment )

Execution Time – Everytime

Click Submit

Invoke PQR menu to view the success report

Click Search

Select the Standing Instruction execution report

Click Preview

View the report

Note the transaction ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Inquire the transaction using the menu - **ITN**

Type the Tran ID

Click on GO

View the transactions

Observe the details

1. Inquire on Standing Instructions of Customer using the menu - **ISIC**

CIF ID - Type your CIF ID

Due in Next “n” days to be entered

Selection Criteria – All

Click on search

View the Standing Instructions of the Customer

1. Generate the list of SI executed today using the menu BGRSIET

Report to – M

Set ID – 102

Execution time- Everytime

Click on submit.

Go to PQR

Click on Search

Select the report generated today and view the details