



Global PAYplus

Standing Order & Sweeps

Business Guide

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Version Control

Version	Date	Summary of Changes
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2.0	November 2015	Updated for Rebranding
3.0	September 2018	Document rebranded to Finastra template

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1 Introduction

This business guide describes the [Standing Orders](#) and [Sweeps](#) functionality available in Global PAYplus (GPP).

GPP provides the ability to create templates to assist the user in creating payments that are made repeatedly, with few or no changes. The template functionality may specify that a template can be used to create payments on a pre-defined schedule.

This template can be associated with the Standing Orders, and for a specific amount based on a desired debit account balance for Sweeps.

1.1 Target Audience

This document is designed for business analysts and system administrators who need to setup and configure GPP's Standing Orders and Sweeps feature. It is also of value to anyone who wants to learn more about implementing this feature.

2 Processing

Templates can be created and saved, so that they can be used for different types of regular and/or predefined payments including Standing Orders and Sweeps.

GPP generates Standing Orders from a predefined template. In addition, using the Sweeps option in the Standing Orders functionality the Bank may ensure that a predefined amount or the current debit account balance is not exceeded when payments are made.

When a payment, generated from the Standing Order profile, stops processing prior to MOP selection (for example, compliance check), GPP stops the payment in the relevant queue (for example, COMPEX, Repair) with the relevant error message. In addition, an error is generated informing the user that the Standing Order generation failed.

The user can continue to process the payment as follows:

- Manual processing: Repair the payment and submit to continue processing (repairing the Standing Order template may also be required, so that the next payment does not encounter the same issue when generated).

Note: As the information of the first payment recurrence calculation field is not mapped to the GPP database and the next occurrence of the Standing order is processed as if it was the first payment, when manual processing is selected, more than one payment may be generated for that occurrence.

- Decide not to process the payment, but repair the Standing Order template and manually run the New Standing Orders task.
- Decide not to process the payment, but repair the Standing Order template and wait for next occurrence of the Standing Order.

2.1 Standing Orders

A standing order is a type of preauthorized payment, under which an account holder instructs a bank to pay a set amount from one account to another account within the bank group or with other Banks, at regular intervals. They are typically used to pay fixed regular payments.

The Standing Orders profile, which is a payment initiation profile, defines when the message for the Standing Order is created. In this profile, a predefined template that is associated with a standing order is selected and updated based on the specific standing order requirements. In addition, the

scheduling details of the Standing Order can be specified in the Recurrence tab of the Standing Order profile

For existing Standing Orders only, a Standing Order can also be executed manually, regardless of the time of recurrence set in the profile, by clicking Executed Manually in the Standing Orders profile.

For more information see, [Standing Orders Profile](#).

To process a Standing Order in GPP:

1. Access the Standing Order profile by selecting Business Setup and then Standing Orders from the tree.
2. Either select an existing Standing Order or add a new standing order by click Add new Standing order.
3. In the Standing Orders Profile, General tab:
 - The relevant Standing Order template (Template ID) is selected and updated based on the specific standing order requirements.
 - The Payment type must be Order, in order for GPP to apply the standard Standing Order functionality. The payment type selection is mapped to the respective values in the SOURCE table and recorded in MINF.P_PMNT_SRC.
4. In the Standing Orders Profile, Recurrence tab, define the schedule for the payments. For more information, see [Recurrence \(Scheduled Messages\)](#).

2.2 Sweeps

Sweeps are required when a checking (current) account balance above or below a certain amount is automatically transferred to and from an interest-bearing (savings or money market fund) account.

The objective of a sweep account is to maximize the account holder's interest earnings while covering all withdrawals. GPP can manage insufficient funds in an account by automatically transferring funds from another pre-nominated account.

To process Sweeps in GPP:

1. Access the Standing Order profile by selecting Business Setup and then Standing Orders from the tree.
2. Either select an existing Standing Order or add a new standing order by click Add new Standing order.
3. In the Standing Orders Profile, General tab:
 - The relevant Standing Order template (Template ID) is selected and updated based on the specific requirements.
 - The Payment type must be Sweep to apply the standard Sweeps functionality.
 - Define the Amount source (only available for Sweeps). For more information, see [Amount Source](#).
 - If required define the Min. remaining balance (only available for Sweeps). For more information, see [Min. Remaining Balance](#).
4. In the Standing Orders Profile, Recurrence tab, define the schedule for the payments. For more information, see [Recurrence \(Scheduled Messages\)](#).

2.2.1 Amount Source

When the Payment type is Sweep, the Amount Source must be defined.

The fund sweep amount can be taken from:

- **Template:** The fund sweep amount is taken from the template selected for the standing order; Or
- **Acc. Balance:** The fund sweep amount is calculated based on the current balance of the debit account defined in the template. If required, the Min. sweep amount and Max. sweep amount can be defined to indicate the minimum or maximum amount of a fund sweep transaction, based on the selected template. NULL indicates that the amount is unlimited. The Max. sweep amount must be greater than or equal to the Min. sweep amount.

Examples

Example of minimum sweep amount:

- Debit account balance is 1000
- Min. remaining balance is 500
- Min. sweep amount is 800
- In this case the system will not create a fund sweep transaction as the debit account amount (500) is less than min. sweep amount (800).

Example of maximum sweep amount:

- Debit account balance is 150,000
- Min. remaining balance is 1,000
- Max. sweep amount is 100,000
- In this case the fund sweep amount is 100,000.

2.2.2 Min. Remaining Balance

This functionality is only available when the Payment type is Sweep. It indicates the minimum balance that may remain in the debit account after the fund sweep transaction. The value can be negative.

Examples

Example when Amount Source is Template:

- Template is setup with a fixed amount of 1000
- Current debit account balance is 1200
- Min. remaining balance is 500
- Since there is an insufficient balance, no fund sweep will be created.

Example when Amount Source is Acc. balance:

- No amount is stated in the template
- Current debit account balance is 1200
- Min. remaining balance is -1000
- A fund sweep for 2200 will be created.

2.3 Recurrence (Scheduled Messages)

The Standing Order recurrence pattern defines the schedule for generating the Standing Orders and Sweeps.

Scheduled templates trigger the creation of a message(s) based on the individual template's timetable. GPP calculates the schedule of the next time the Standing Order needs to be triggered, but does not calculate the entire future schedule. For example, if it generates a payment every month, GPP calculates only the next month's payment.

When a Standing Order is due on a calendar day, which is a non business day, for example, weekend or holiday, the Adjust business date dictates whether the messages are created on the previous or next business day. If skip is selected, this occurrence of the Standing Order is skipped.

If the message is to be sent at the end of month, the scheduled message is always sent on the last day of the month and should be defined as follows:

- Frequency is Monthly
- Day of month is 31

To process schedule messages, provide these details in the Standing Orders profile:

- Range of Recurrence: For more information, see [Range of Recurrence](#).
- Time of Recurrence: For more information, see [Time of Recurrence](#).
- Recurrence Pattern (frequency): For more information, see [Recurrence Pattern](#).

Example:

When frequency is Daily and Recur every is 2, the standing order is executed every two days, at the time/s specified in the **Time [hh:mm]** fields, starting from the Standing Orders profile creation date.

2.3.1 Range of Recurrence

A user can specify either the total number of Standing Orders to be generated or the last date the Standing Order can be generated.

- **End after x occurrences:** The value can be up to 9999 occurrences. When the Standing Order has been generated the number of occurrences specified in this field, the standing order Activation Status is changed to Closed.
- **End by:** The last date the Standing Order can be generated is selected from the Calendar according to the specific requirements. When the end date has been reached the standing order Activation Status is changed to Closed.

2.3.2 Time of Recurrence

Time of Recurrence specifies the time of day that the Standing Order or Sweep is generated.

The format is HH:MM (hours and minutes) based on a 24-hour clock system. Up to four separate times can be specified.

2.3.3 Recurrence Pattern

A message payment is repeated based on the frequency defined in the Standing Order profile, Recurrence tab. The overall number of messages is defined by the End Date and the frequency.

- Daily: One message per day.
- Weekly: One message per week. If selected, the day of the week on which to send the message can be specified.
- Monthly: One message per month based on calendar day. If selected, the day of the month on which to send the message can be specified.
- Yearly: One message per year based on calendar day. If selected, the month on which to send the annual message can be specified.

The **Recur Every** field specifies the number of times (1 to 999) per the selected Frequency the Standing Order is executed. A value of 1 indicates that the Standing Order is executed on every recurrence of the Frequency selected.

For Standing Orders only (not Sweeps), if the current date is not a business day, GPP adjusts the day based on the value in the [Adjust business date](#) field, for example, Next or Previous business date.

3 Manual Handling (N/A)

There is no Manual handling.

4 System Configuration and Business Setup

4.1 Business Setup

4.1.1 System Parameters (N/A)

There are no systems parameters which are specific for Standing Orders and Sweeps.

4.1.2 Profiles

These are the details of the required setup in GPP profiles for Standing Orders and Sweeps.

Note: For a detailed description of all the fields in the Profiles, see GPP Online Help.

4.1.2.1 Standing Orders Profile

Standing Orders is a payment initiation profile that defines when the message is created and from which template. It is used to create the Standing Orders and Sweeps.

In GPP, to generate the Standing Orders profile, select Business Setup tab, Processing, and then Standing Orders in the tree.

The Payment type specifies whether it is for Standing Order or Sweeps. For more information, see [Standing Orders](#) and [Sweeps](#).

Users can add details to the recurrence pattern in the Standing Order or Sweeps message. For more information, see [Recurrence \(Scheduled Messages\)](#).

4.1.3 Rules (N/A)

4.1.4 Permissions (N/A)

4.2 System Configuration (N/A)

5 Message Data

5.1 Message Attributes (N/A)

5.2 Errors

Error Code	Description
40128	Selected payment is not a valid Template
40135	Cannot cancel template. The following standing orders are associated with it: 1
40148	Standing Order failure
40195	Template is canceled
40224	Cannot create payment from Template with MID 1 as its status is 2 and not COMPLETE

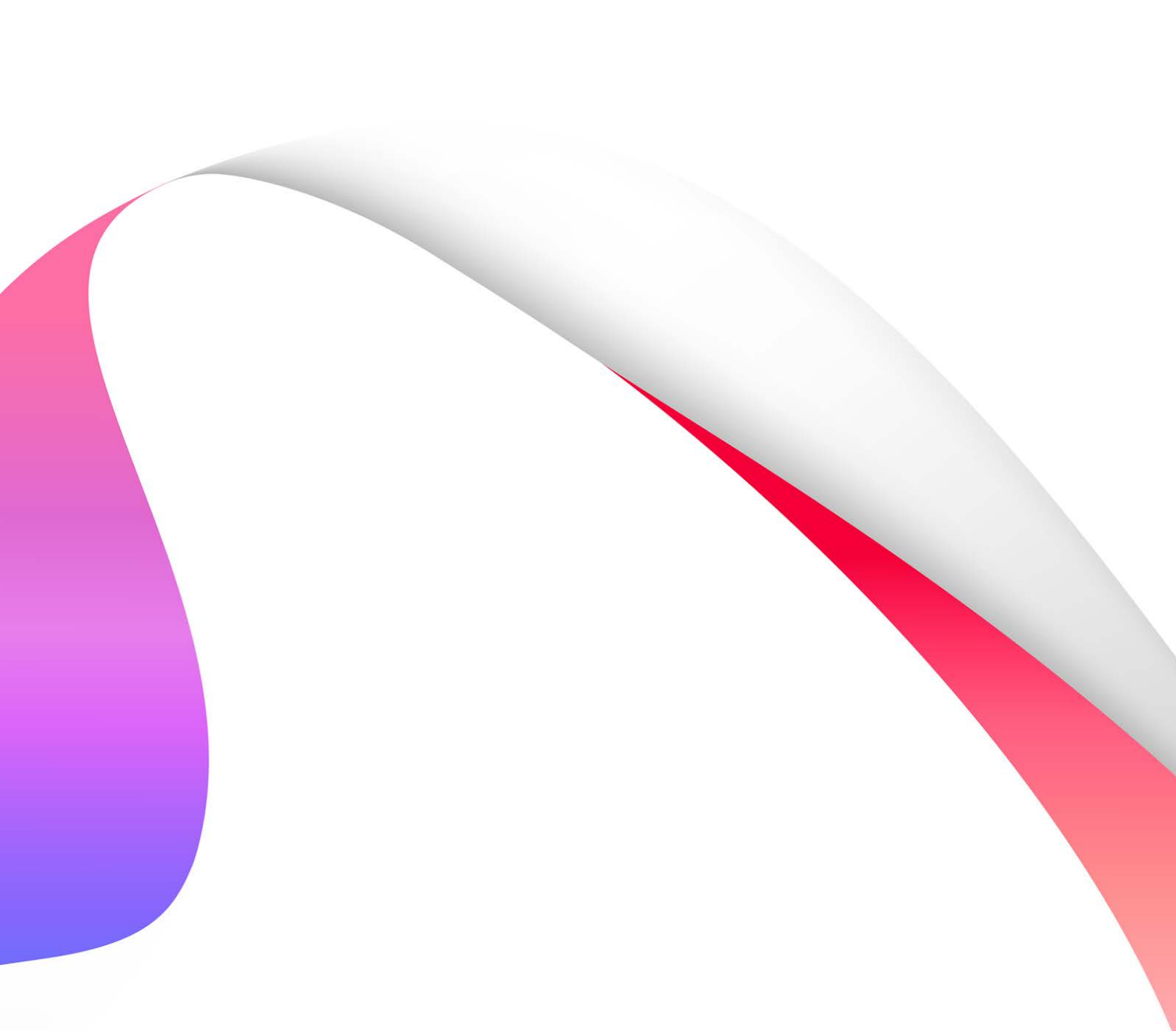
Error Code	Description
40225	Cannot create payment from Template with MID 1 as its Type is 'S'
TBD	Standing order execution failed – routing payment to manual queue

5.3 Audit Trail

Error Code	Description
40129	Payment was created from Template Message : 1

Appendix A: Glossary

Term	Description
GPP	Global PAYplus
Time of Recurrence	The time of day that a Standing Order or Sweep is generated (HH:MM format on a 24-hour clock)
Standing Orders	Generated by GPP from a predefined template, used for making different types of regular and/or predefined payments.
Sweeps	A Standing Orders functionality that enables a Bank to ensure that a predefined amount or the current debit account balance is not exceeded when payments are made.



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