# Cashier's Order / Cheques
# Bulk Payment Services

# File Format Guide

# LEGEND

| | |
|---|---|
| **FIELD DESCRIPTION** | Field Name |
| **PICTURE** | Field format<br>• "9" indicates it is a <u>numeric</u> field. Only numbers (0-9) are allowed to input. Field must be right justified with zeros filled in the left places; "V" represents decimal places but there is no decimal point in the field. E.g. number 123.45 in format 9(5)V9(2) must be coded as "0012345".<br>• "X" indicates it is a <u>character</u> field. It must be left-justified unless specified in REMARKS column. |
| **POSITION** | This is the start position of the field in one record. |
| **LENGTH** | Total length of the field |
| **REMARKS** | List possible values, some constraints, further explanation, etc. |

# 1. CO/CHQ File Format with Payment Advice

### 1.1 Incoming File format (from customer to UOB) [1]

This file is used by customer to upload Payment Instructions to UOB for issuance of Bulk Cheques or Cashier Orders. The file is to be uploaded either through the Business Internet Banking (BIB) or Electronic Bulk Service (EBS) .

| | | |
|---|---|---|
| **File Name** | : | **UCPIddmmNN** |
| **Record Size** | : | **900** |
| **Recording Mode** | : | **Fixed Length** |

Where:

| | |
|---|---|
| U | - Mandatory code |
| CP | - Cashier's Order / Cheques Payment Instruction file with Payment Advice |
| I | - Incoming file (indicates that the file is being sent as input to the bank) |
| ddmm | - Date and month that the file was created |
| NN | - Sequence no. |

e.g.    UCPI251001.TXT

The above file name indicates that this is a CO/CHQ payment instruction with advice file # 1 was created on October 25.

The NN can go up to "99" per day for each of the file type. That is, user can submit a total of up to 99 payment & collection instruction files per day.

Each CO/CHQ Payment Instruction with advice file will consist of:
- 1 File Control Header
- 1 Batch Header
- Main Detail Records and Payment Advice Records
- 1 Batch Trailer

| | |
|---|---|
| **0** | **File Control Header** |
| **1** | **Batch Header** |
| **2.1** | **Detail Record Type 2 - Main Record with Total Payment Amount (debit amount)** |
| **2.1.1** | **Detail Record Type 4 - 1st Payment Advice Details** |
| **2.1.2** | **Detail Record Type 4 - 2nd Payment Advice Details** |
| **2.1.3** | **Detail Record Type 4 - 3rd Payment Advice Details** |
| **2.1.4** | **Detail Record Type 4 - 4th Payment Advice Details** |
| **2.1.5** | **Detail Record Type 4 - 5th Payment Advice Details** |
| **2.2** | **Detail Record Type 2 - Main Record with Total Payment Amount (debit amount)** |
| **2.2.1** | **Detail Record Type 4 - 1st Payment Advice Details** |
| **2.2.2** | **Detail Record Type 4 - 2nd Payment Advice Details** |
| **2.2.3** | **Detail Record Type 4 - 3rd Payment Advice Details** |
| **2.3** | **Detail Record Type 2 - Main Record with Total Payment Amount (debit amount)** |
| **2.3.1** | **Detail Record Type 4 - 1st Payment Advice Details** |
| **9** | **Batch Trailer** |

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
[1] Please refer to Appendix 1 and 2 for file validation rules.

## A)   RECORD TYPE   :   FILE  CONTROL  HEADER

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
| --- | --- | --- | --- | --- |
| Record Type | 9(1) | 1 | 1 | "0". |
| File Name | X(10) | 2 | 10 | UCPI*ddmmnn*.<br><br>File Name of the incoming file.<br>'UCPI' – File Name Prefix<br>*dd*    - File creation date<br>*mm*   - File creation month<br>*nn*    - File Sequence Number (01-99) |
| File Creation Date | 9(8) | 12 | 8 | CCYYMMDD.<br><br>Not  30 calendar days earlier than the file receiving date. Not later than the file receiving date. |
| File Creation Time | 9(6) | 20 | 6 | HHMMSS. |
| Company ID | X(12) | 26 | 12 | Capital letters only. |
| Check summary [2] | 9(15) | 38 | 15 | File check summary (i.e. hash total) for validating the file integrity. |
| Company ID | X(12) | 53 | 12 | Capital letters only ( For internal BIB use only ) |
| Filler | X(836) | 65 | 836 | Blanks. |

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[2] **Check Summary**: This field is to be computed using an algorithm. Please contact Transaction Banking Division for more information.

## B) RECORD TYPE : BATCH HEADER

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | 9(1) | 1 | 1 | "1". |
| Batch number | X(20) | 2 | 20 | For customer's reference |
| Payment Advice Header Line 1 | X(105) | 22 | 105 | Payment Advice Header Line ( See Appendix 3 ) |
| Payment Advice Header Line 2 | X(105) | 127 | 105 | Payment Advice Header Line ( See Appendix 3 ) |
| Filler | X(669) | 232 | 669 | Blanks |

## C)  RECORD TYPE  :  BATCH DETAIL

- **Cashier's Order format ( Payment Instruction )**

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 2 |
| --- | --- | --- | --- | --- | --- |
| Record Type | 9(1) | 1 | 1 | "2" | Y |
| Payment Type | X(3) | 2 | 3 | 'CO' – Cashier's Order | Y |
| Payment Currency | X(3) | 5 | 3 | CO must be in 'SGD' | Y |
| Payment Amount | 9(13)V9(2) | 8 | 15 | | Y |
| Value Date | 9(8) | 23 | 8 | CCYYMMDD<br><br>( See Appendix 4 ) | Y |
| Beneficiary Name (Line 1) | X(35) | 31 | 35 | | Y |
| Beneficiary Name (Line 2) | X(35) | 66 | 35 | | N |
| Beneficiary Name (Line 3) | X(35) | 101 | 35 | | N |
| Beneficiary Address (Line 1) | X(35) | 136 | 35 | Mandatory if Mail to Party is "BEN" | N |
| Beneficiary Address (Line 2) | X(35) | 171 | 35 | Applicable only if Mail to Party is "BEN" | N |
| Beneficiary Address (Line 3) | X(35) | 206 | 35 | Applicable only if Mail to Party is "BEN" | N |
| Beneficiary Postal Code | X(15) | 241 | 15 | For printing of Singapore Postal Bar Code use only<br><br>Must be 6 digits format<br><br>i.e. 123456 | N |
| Beneficiary Country Code | X(3) | 256 | 3 | For local address & printing of Singapore Postal Code, use "SG " | N |
| Filler | X(6) | 259 | 6 | | Blanks |
| Settlement A/C No. | 9(20) | 265 | 20 | Debiting A/C no.<br><br>Use only numeric, no 'dash'<br><br>e.g. "00000000001013459872" | Y |
| Settlement Currency | X(3) | 285 | 3 | CO must be in 'SGD' | Y |

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 2 |
|---|---|---|---|---|---|
| Handling Option | X(1) | 288 | 1 | Indicate how to handle the Cashier's Order. "M" – Mail it "C" – hold for customer's collection | Y |
| Mail To Party | X(3) | 289 | 3 | Mandatory If Handling Option is "M". "BEN" – Beneficiary (refer to beneficiary name and address) "OTH" – Others (refer to mailing name and address) | N |
| Mailing Name and Address (Line 1) | X(35) | 292 | 35 | Mandatory If Mail to Party is "OTH" | N |
| Mailing Name and Address (Line 2) | X(35) | 327 | 35 | | N |
| Mailing Name and Address (Line 3) | X(35) | 362 | 35 | | N |
| Mailing Name and Address (Line 4) | X(35) | 397 | 35 | | N |
| Mailing Postal Code | X(15) | 432 | 15 | For printing of Singapore Postal Bar Code use only Must be 6 digits format i.e. 123456 | N |
| Mailing Country Code | X(3) | 447 | 3 | For local address and printing of Singapore Postal Code, use "SG " | N |
| Filler | X(50) | 450 | 50 | | Blanks |
| Print Payment Advice Indicator | X(1) | 500 | 1 | Not used | N |
| Print Mode | X(1) | 501 | 1 | Default to "P" | Y |
| Beneficiary ID | X(20) | 502 | 20 | Beneficiary ID (Decided by Customer) - Refer to NRIC/UEN(Unique Entity Number) to be printed on Cashier's Order below Beneficiary Name. | N |
| Print Advice Instruction | X(1) | 522 | 1 | Not used | N |
| Filler | X(198) | 523 | 198 | Not used | Blanks |

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 2 |
|---|---|---|---|---|---|
| Payer's name (line 1) | X(35) | 721 | 35 | Payer's name – line 1 | N |
| Payer's name (line 2) | X(35) | 756 | 35 | Payer's name – line 2 | N |
| Payer's reference number | X(30) | 791 | 30 | Payer's reference number | N |
| Email Address of Beneficiary | X(50) | 821 | 50 | Not used | N |
| Facsimile Number of Beneficiary | X(20) | 871 | 20 | Not used | N |
| Filler | X(10) | 891 | 10 | Blanks | Blanks |

- **Cheques format ( Payment Instruction )**

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 2 |
|---|---|---|---|---|---|
| Record Type | 9(1) | 1 | 1 | "2" | Y |
| Payment Type | X(3) | 2 | 3 | 'CHQ' – Cheque | Y |
| Payment Currency | X(3) | 5 | 3 | 'SGD' or 'USD'.<br><br>* Only one Currency is allowed for each file | Y |
| Payment Amount | 9(13)V9(2) | 8 | 15 | | Y |
| Value Date | 9(8) | 23 | 8 | CCYYMMDD<br><br>( See Appendix 4 ) | Y |
| Beneficiary Name (Line 1) | X(35) | 31 | 35 | | Y |
| Beneficiary Name (Line 2) | X(35) | 66 | 35 | | N |
| Beneficiary Name (Line 3) | X(35) | 101 | 35 | | N |
| Beneficiary Address (Line 1) | X(35) | 136 | 35 | Mandatory if Mail to Party is "BEN" | N |
| Beneficiary Address (Line 2) | X(35) | 171 | 35 | Applicable only if Mail to Party is "BEN" | N |
| Beneficiary Address (Line 3) | X(35) | 206 | 35 | Applicable only if Mail to Party is "BEN" | N |
| Beneficiary Postal Code | X(15) | 241 | 15 | For printing of Singapore Postal Bar Code use only<br><br>Must be 6 digits format<br><br>i.e. 123456 | N |
| Beneficiary Country Code | X(3) | 256 | 3 | For printing of Singapore Postal Code, use be "SG " | N |
| Filler | X(6) | 259 | 6 | | Blanks |
| Settlement A/C No. | 9(20) | 265 | 20 | Debiting A/C no.<br><br>Use only numeric, no 'dash'<br><br>e.g. "00000000001013459872" | Y |
| Settlement Currency | X(3) | 285 | 3 | i.e. debiting A/C currency Must be same as payment currency. | Y |

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 2 |
|---|---|---|---|---|---|
| Handling Option | X(1) | 288 | 1 | Indicate how to handle the Cheque. "M" – Mail it "C" – hold for customer's collection | Y |
| Mail To Party | X(3) | 289 | 3 | Mandatory If Handling Option is "M". "BEN" – Beneficiary (refer to beneficiary name and address) "OTH" – Others (refer to mailing name and address) | N |
| Mailing Name and Address (Line 1) | X(35) | 292 | 35 | Mandatory If Mail to Party is "OTH" | N |
| Mailing Name and Address (Line 2) | X(35) | 327 | 35 | | N |
| Mailing Name and Address (Line 3) | X(35) | 362 | 35 | | N |
| Mailing Name and Address (Line 4) | X(35) | 397 | 35 | | N |
| Mailing Postal Code | X(15) | 432 | 15 | For printing of Singapore Postal Bar Code use only. Must be 6 digits format i.e. 123456 | N |
| Mailing Country Code | X(3) | 447 | 3 | For printing of Singapore Postal Code, use "SG " | N |
| Filler | X(50) | 450 | 50 | | Blanks |
| Print Payment Advice Indicator | X(1) | 500 | 1 | Not used | N |
| Print Mode | X(1) | 501 | 1 | Default to "P" | Y |
| Beneficiary ID | X(20) | 502 | 20 | Beneficiary ID (Decided by Customer) | N |
| Print Advice Instruction | X(1) | 522 | 1 | Default to "1" | Y |
| Filler | X(198) | 523 | 198 | Not used | |
| Payer's name (line 1) | X(35) | 721 | 35 | Payer's name – line 1 | N |
| Payer's name (line 2) | X(35) | 756 | 35 | Payer's name – line 2 | N |
| Payer's reference number | X(30) | 791 | 30 | Payer's reference number | N |

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 2 |
|---|---|---|---|---|---|
| Email Address of Beneficiary | X(50) | 821 | 50 | Not used | N |
| Facsimile Number of Beneficiary | X(20) | 871 | 20 | Not used | N |
| Filler | X(10) | 891 | 10 | Blanks | Blanks |

- **Payment Advice format ( Payment Advice details – Optional )**

| FIELD DESCRIPTION | PICTURE | POS | LENGTH | REMARKS | Mandatory For Record Type 4 |
|---|---|---|---|---|---|
| Record Type | 9(1) | 1 | 1 | "4" | Y |
| Space Lines | 9(2) | 2 | 2 | Value 00 to 30 only<br><br>Must be numeric. E.g. "03".<br><br>It is to indicate how many spacing lines to be printed before this advice line. | Y |
| Payment Advice Details | X(105) | 4 | 105 | Payment Advice Detail Line | N |
| Filler | X(792) | 109 | 792 | Blanks | Blanks |

Please refer to Appendix 3c for more details.

**D)     RECORD TYPE     :     BATCH TRAILER**

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | 9(1) | 1 | 1 | "9". |
| Total number of transactions | 9(8) | 2 | 8 | Only include record type '2' |
| Total Payment Amount | 9(13)V9(2) | 10 | 15 | Regardless of payment currency |
| Filler | X(876) | 25 | 876 | Blanks |

### 1.2 Outgoing File format (from UOB to customer)

This file contains the assigned number for each of the Cheques or Cashier Order sent to UOB for issuance. The file is to be downloaded either through the Business Internet Banking (BIB) or Electronic Bulk Service (EBS).

| | | |
|---|---|---|
| **File Name** | : | **UCPOddmmNN_uuuuu** |
| **Record Size** | : | **400** |
| **Recording Mode** | : | **Fixed Length** |

Where:

| | |
|---|---|
| U | - Mandatory code (for file created by BIB, it is "B".) |
| CP | - Cashier's Order/Cheques Payment Instruction file with Payment Advice |
| O | - Outgoing file (indicates that the file is being sent as output from the bank) |
| ddmm | - Date and month that the incoming file was created |
| NN | - Original incoming file sequence no. |
| uuuuu | - Folder Name (Applicable for EBS Customer only) |

e.g.    UCPO251001.TXT , UCPO251001_1001A

The above file name indicates that this is the bank's output file to customer after his CO/CHQ payment instruction file (file # 1, that was created on October 25) has been processed.

Each CO/CHQ Payment output file will consist of:

- 1 Batch Header
- Detail Records
- 1 Batch Trailer

| 1 | Batch Header |
|---|---|
| **2.1** | **Detail Record** |
| **2.2** | **Detail Record** |
| **2.3** | **Detail Record** |
| **9** | **Batch Trailer** |

## A)   RECORD TYPE   :   BATCH  HEADER

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
| --- | --- | --- | --- | --- |
| Record Type | 9(1) | 1 | 1 | "1". |
| Batch number | X(20) | 2 | 20 | For customer's reference |
| File Name | X(10) | 22 | 10 | UCPO*ddmmnn*.<br><br>File Name of the incoming file.<br>'UCPO' – File Name Prefix<br>*dd*    - File creation date<br>*mm*   - File creation month<br>*nn*     - File Sequence Number (01-99) |
| File Creation Date | 9(8) | 32 | 8 | CCYYMMDD. |
| File Creation Time | 9(6) | 40 | 6 | HHMMSS. |
| Company ID | X(12) | 46 | 12 | |
| Filler | X(343) | 58 | 343 | Blanks |

## B)     RECORD TYPE :     BATCH DETAIL

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
| --- | --- | --- | --- | --- |
| Record Type | X(1) | 1 | 1 | '2' |
| Payment Type | X(3) | 2 | 3 | 'CO' – Cashier's Order<br>'CHQ' – Cheque |
| Payment Currency | X(3) | 5 | 3 | e.g. 'SGD', 'USD'. |
| Payment Amount | 9(13)V9(2) | 8 | 15 | |
| Value Date | 9(8) | 23 | 8 | CCYYMMDD |
| Beneficiary Name (Line 1) | X(35) | 31 | 35 | Blanks |
| Beneficiary Name (Line 2) | X(35) | 66 | 35 | |
| Beneficiary Name (Line 3) | X(35) | 101 | 35 | |
| Settlement Currency | X(3) | 136 | 3 | |
| Settlement Amount | 9(13)V9(2) | 139 | 15 | Total settlement amount including charges, i.e. debiting amount |
| Commission Charge | 9(13)V9(2) | 154 | 15 | Bank Charges including commission |
| Bank Reference No. | X(20) | 169 | 20 | Cashier's Order – Cashier's Order No.<br>Cheque – Cheque No. |
| Imprest A/C No. | X(20) | 189 | 20 | Applicable to cheque payment only |
| Process Status | X(2) | 209 | 2 | '0' – Processed successfully<br>'1' – Rejected |
| Process Remarks | X(50) | 211 | 50 | Rejection Reason |
| Payment Advice Printed Indicator | X(1) | 261 | 1 | 'Y' – printed<br>'N' – not printed due to some errors |
| Reason of not printed | X(50) | 262 | 50 | State the reason why the advice cannot be printed |
| Payer's Reference No. | X(30) | 312 | 30 | For customer's reference, same as incoming file. |
| Beneficiary ID | X(20) | 342 | 20 | i.e. Vendor ID.<br>Same as incoming file. |
| Filler | X(39) | 362 | 39 | Blank |

## C)  RECORD  TYPE  :  BATCH  TRAILER

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | '9' |
| Total Number of good transactions | 9(8) | 2 | 8 | Total number of successfully processed detail records in the file, excluding the Batch Header, rejected detail records and Batch Trailer. |
| Total Settlement Amount | 9(13)V9(2) | 10 | 15 | Total Settlement amount including charges |
| Total Number of Rejected Transactions | 9(8) | 25 | 8 | Total number of rejected detail records in the file, excluding the Batch Header, successfully processed detail records and Batch Trailer. |
| Total Payment Amount of Rejected Transactions | 9(13)V9(2) | 33 | 15 | Total payment amount of rejected transactions regardless of payment currency |
| Filler | X(353) | 48 | 353 | Blanks. |

# 2.    Status Update File Format (applicable to EBS customers only)

## 2.1  Acknowledgement File Format

File Name          :          **Same as  Incoming File**
Record Size        :          **80**
Recording Mode     :          **Fixed Length**

Once ROS receives a file, it will send alerting message to customer and supporting users. At the same time, it returns an acknowledgement file to the incoming file's origination. The acknowledgement file name is same as the incoming file name and it contains only one record.

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Creation Date | X(4) | 1 | 4 | MMDD – month and day of the creation date |
| Delimiter | X(1) | 5 | 1 | "," |
| File Name | X(10) | 6 | 10 | Received File Name |
| Delimiter | X(1) | 16 | 1 | "," |
| Acknowledgement Message | X(65) | 17 | 64 | " has been received". |

## 2.2  Rejection Status File Format

File Name          :          **Same as  Incoming File**
Record Size        :          **80**
Recording Mode     :          **Fixed Length**

Once ROS rejects a file, it will send alerting message to customer and supporting users. At the same time, it returns a rejection status file to the incoming file's origination. This file name is same as the incoming file name and it contains only one record.

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Creation Date | X(4) | 1 | 4 | MMDD – month and day of the creation date |
| Delimiter | X(1) | 5 | 1 | "," |
| File Name | X(10) | 6 | 10 | Rejected File Name |
| Delimiter | X(1) | 16 | 1 | "," |
| Rejection Reason | X(65) | 17 | 64 | For IBG file: ROS ref. No. + ",F Rej,Rec #:" + error record No. + "," + error description<br><br>For DD/TT/CO/CHQ file: "Rec #:" + error record No. + "," + error description |

## 2.2 "Duplicate File" Rejection Status File Format

| | | |
| --- | --- | --- |
| **File Name** | : | **Incoming File Name + '_DUP'** |
| **Record Size** | : | **80** |
| **Recording Mode** | : | **Fixed Length** |

In the case that a duplicate file for a particular customer is sent to ROS, ROS will also sent a rejection message file to the source. This file name is the incoming file name appended with "_DUP" and it contains only one record.

Let's assume the first file was "UCPI250801" and was rejected by ROS, so ROS has returned a rejection status file with the same name. Later the second file with the same name was sent in and ROS detected it was a duplicate file. If ROS uses the same file name as the rejection status file, the first rejection status file will be overwritten and we will lost the first file's status. To avoid this, ROS appends "_DUP" in the return file name as an indication of duplicate file rejection.

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
| --- | --- | --- | --- | --- |
| Creation Date | X(4) | 1 | 4 | MMDD – month and day of the creation date |
| Delimiter | X(1) | 5 | 1 | "," |
| File Name | X(10) | 6 | 10 | Rejected File Name |
| Rejection Reason | X(65) | 16 | 65 | For IBG file: ROS ref. No. + ",F Rej,Rec #:1" + "," + "Duplicate file"<br><br>For DD/TT/CO/CHQ file: "Rec #:1" + "," + "Duplicate file" |

# 3. CO/CHQ Daily Status File / Report

### 3.1 Outgoing File / Report format (from UOB to customer)

This file contains the daily status update of each of the Cheques or Cashier Order sent to UOB for issuance. The file is to be downloaded either through the Business Internet Banking (BIB) or Electronic Bulk Service (EBS).

Electronic Bulk Service Users

File / Report Name    :        CSFnnnnnnnnnnddmmyy / CSRnnnnnnnnnnddmmyy

Where:
C            - Mandatory code
S            - Daily Cheque/Cashier Order Status
F or R        - File (F) or Report (R)
nnnnnnnnnn    - Debiting/Settlement Account Number
ddmmyy        - Date of File (Status)

e.g.    CSF1023020075150910 , CSR2013012003260810

Business Internet Banking Users

This is available thru BIB Reports File Download Module. All files & reports are defaulted with filename as report.txt

Each CO/CHQ Daily Status file output file will consist of:

- 1 Batch Header
- Detail Records
- 1 Batch Trailer

| 1 | Batch Header |
| --- | --- |
| 2.1 | Detail Record |
| 2.2 | Detail Record |
| 2.3 | Detail Record |
| 9 | Batch Trailer |

## 1) Record Type: Batch Header

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | "1" |
| File Creation Date | 9(8) | 2 | 8 | CCYYMMDD |
| File Creation Time | 9(6) | 10 | 6 | HHMMSS |
| Company Name | X(40) | 16 | 40 | Registered company name. |
| Account Number | 9(19) | 56 | 19 | Settlement Account number ( for Generic file download ) |
| Transaction Date | 9(8) | 75 | 8 | CCYYMMDD |
| Filler | X(110) | 83 | 110 | Filler |

## 2) Record Type: Batch Detail

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | "2" |
| Service Type | X(3) | 2 | 3 | "CO" for Cashier Order. "CHQ" for Cheque |
| Currency Code | X(3) | 5 | 3 | CO/Cheque Currency |
| Issuing A/c Number | 9(19) | 8 | 19 | Imprest A/C number (GL Account for Cashier Order) |
| CO/Cheque Number | X(6) | 27 | 6 | Generated Cashier order/Cheque number |
| CO/Cheque Amount | 9(11)V9(2) | 33 | 13 | CO / Cheque Amount |
| Value Date | 9(8) | 46 | 8 | CCYYMMDD |
| Beneficiary Name  Line1 | X(35) | 54 | 35 | Beneficiary Name Line 1 from incoming file |
| Beneficiary ID | X(20) | 89 | 20 | Beneficiary ID from incoming file |
| Payer's Reference Number | X(30) | 109 | 30 | Payer's reference number from incoming file |

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Status | X(1) | 139 | 1 | Cheques<br>I – Issued<br>S - Stopped<br>X – Expired<br>P – Presented<br>R -  Returned  (after presented)<br><br>Cashier Order<br>I - Issued<br>S – Stopped<br>X – Expired<br>P – Presented<br>R – Refunded |
| Filler | X(53) | 140 | 53 | Filler |

## 3) Record Type: <u>Batch Trailer</u>

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | "9" |
| Total record count | 9(9) | 2 | 9 | Total CO/Cheque items in the file |
| Total CO/Cheque amount | 9(13)V9(2) | 11 | 15 | Total amount of CO/Cheque items in the file |
| Filler | X(167) | 26 | 167 | Filler |

## Each CO/CHQ Daily Status Report will consist of following details :

| REPORT ITEMS | REMARKS |
|---|---|
| Report Date | Date of Report |
| Customer Name | Registered company name. |
| Account Number | Settlement Account number |
| Transaction Date | Date of Transaction |
| Service Type | "CO" for Cashier Order.<br>"CHQ" for Cheque |
| Currency Code | CO/Cheque Currency |
| Issuing A/c Number | Imprest A/C number or GL Account (Cashier Order) |
| CO/Cheque Number | Generated Cashier order/Cheque number |
| CO/Cheque Amount | Cashier Order / Cheque Amount |
| Value Date | Value Date |
| Beneficiary Name  Line1 | Beneficiary Name Line 1 from incoming file |

| REPORT ITEMS | REMARKS |
|---|---|
| Beneficiary ID | Beneficiary ID from incoming file |
| Payer's Reference Number | Payer's reference number from incoming file |
| Status | <u>Cheques</u><br>I – Issued<br>S - Stopped<br>X – Expired<br>P – Presented<br>R - Returned  (after presented)<br><br><u>Cashier Order</u><br>I - Issued<br>S – Stopped<br>X – Expired<br>P – Presented<br>R – Refunded |
| Total record count | Total CO/Cheque items in the file |
| Total CO/Cheque amount | Total amount of CO/Cheque items in the file |

# 4. CO/CHQ Un-presented Status File / Report

### 4.1 Outgoing File / Report format (from UOB to customer)

This file contains the update of all un-presented Cheques or Cashier Order sent to UOB for issuance. The file is to be downloaded either through the Business Internet Banking (BIB) or Electronic Bulk Service (EBS).

**Frequency : <u>Monthly ( Default )</u> or <u>Daily</u>**

<u>Electronic Bulk Service Users</u>

File / Report Name    :        CUFnnnnnnnnnnddmmyy  / CURnnnnnnnnnnddmmyy

Where:
C            - Mandatory code
U            - Un-presented Cheque/Cashier Order
F or R          - File (F)  or Report (R)
nnnnnnnnnn   - Debiting/Settlement Account Number
ddmmyy        - Date of  File

e.g.    CUF1023020075150910 , CUR2013012003260810

<u>Business Internet Banking Users</u>

This is available thru BIB Reports File Download Module.  All files & reports are defaulted with filename as report.txt

Each CO/CHQ Un-presented Status file output file will consist of:

- 1 Batch Header
- Detail Records
- 1 Batch Trailer

| | |
|---|---|
| 1 | Batch Header |
| 2.1 | Detail Record |
| 2.2 | Detail Record |
| 2.3 | Detail Record |
| 9 | Batch Trailer |

## 1) Record Type: <u>Batch Header</u>

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | "1" |
| File Creation Date | 9(8) | 2 | 8 | CCYYMMDD |
| File Creation Time | 9(6) | 10 | 6 | HHMMSS |
| Company Name | X(40) | 16 | 40 | Registered company name. |
| Account Number | 9(19) | 56 | 19 | Settlement Account number ( for Generic file download ) |
| Status Date | 9(8) | 75 | 8 | CCYYMMDD |
| Filler | X(110) | 83 | 110 | Filler |

## 2) Record Type: <u>Batch Detail</u>

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | "2" |
| Service Type | X(3) | 2 | 3 | "CO" for Cashier Order. "CHQ" for Cheque |
| Currency Code | X(3) | 5 | 3 | CO/Cheque Currency |
| Issuing A/c Number | 9(19) | 8 | 19 | Imprest A/C number (GL Account for Cashier Order) |
| CO/Cheque Number | X(6) | 27 | 6 | Generated Cashier order/Cheque number |
| CO/Cheque Amount | 9(11)V9(2) | 33 | 13 | CO / Cheque  Amount |
| Value Date | 9(8) | 46 | 8 | CCYYMMDD |
| Beneficiary Name  Line1 | X(35) | 54 | 35 | Beneficiary Name Line 1 from incoming file |
| Beneficiary ID | X(20) | 89 | 20 | Beneficiary ID from incoming file |
| Payer's Reference Number | X(30) | 109 | 30 | Payer's reference number from incoming file |
| No. of calendar days un-presented | 9(3) | 139 | 3 | No. of   days un-presented ( from date of issuance) |
| Filler | X(51) | 142 | 51 | Filler |

## 3) Record Type: Batch Trailer

| FIELD DESCRIPTION | PICTURE | POSITION | LENGTH | REMARKS |
|---|---|---|---|---|
| Record Type | X(1) | 1 | 1 | "9" |
| Total un-presented record count | 9(9) | 2 | 9 | Total Un-presented CO/Cheque items in the file |
| Total CO/Cheque un-presented amount | 9(13)V9(2) | 11 | 15 | Total Un-presented amount of CO/Cheque items in the file |
| Filler | X(167) | 26 | 167 | Filler |

## Each CO/CHQ Un-presented Status Report will consist of following details :

| REPORT ITEMS | REMARKS |
|---|---|
| Report Date | Date of Report |
| Customer Name | Registered company name. |
| Account Number | Settlement Account number |
| Status Date | Date of Status |
| Service Type | "CO" for Cashier Order. "CHQ" for Cheque |
| Currency Code | CO/Cheque Currency |
| Issuing A/c Number | Imprest A/C number or GL Account (Cashier Order) |
| CO/Cheque Number | Generated Cashier order/Cheque number |
| CO/Cheque Amount | Cashier Order / Cheque Amount |
| Value Date | Value Date |
| Beneficiary Name  Line1 | Beneficiary Name Line 1 from incoming file |
| Beneficiary ID | Beneficiary ID from incoming file |
| Payer's Reference Number | Payer's reference number from incoming file |
| No. of calendar  days un-presented | No. of calendar days the CO/Cheque un-presented (from date of issuance) |
| Total un-presented record count | Total Un-presented CO/Cheques |
| Total un-presented amount | Total amount of CO/Cheque un-presented |

# Appendix 1 General Validation rule

For all the numeric fields, only numbers (0-9) are allowed. There should not be any space or decimal point (.) in those fields.

E.g. to input a number 123.45 to a field in format 9(5)V9(2), it must be coded as "0012345", " 12345" or "00123.45" are not correct and will be rejected as file level rejection.

# Appendix 2  Validation for CO/CHQ file with Payment Advice

## File Control Header Validation

| No. | Validation rule |
|---|---|
| 1. | First record must be control header record. |
| 2. | File name in control header must be same as the incoming file name |
| 3. | Company ID must match with the customer ID |
| 4. | Creation date cannot be later than current processing date |
| 5. | Creation date cannot be 30 calendar days earlier than current processing date |
| 6. | Duplicate file – customer cannot use the same file name more than once. |
| 7. | Check summary must be correct |

## Batch Header Validation

| No. | Validation rule |
|---|---|
| 1. | The second record must be batch header record. |

## Batch Detail Validation

| No. | Validation rule |
|---|---|
| 1. | There should be at least one detail record. |

## Batch Trailer Validation

| No. | Validation rule |
|---|---|
| 1. | The last record must be trailer record. |
| 2. | Computed transaction count and total payment amount must tally with the trailer count and total payment amount. |

# Appendix 3  Additional Info for printing of Payment Advice

a) Mailing Name & Address Line

The Beneficiary/Mailing Name and Address Line of 35 characters each will be printed in the following format :

```
Name Line 1 ----------------------
Name Line 2 ----------------------
Name Line 3 ----------------------
Address Line 1 -------------------
Address Line 2 -------------------
Address Line 3 -------------------
```

- There must be at least minimum one line for Beneficiary or Mailing Name
- There must be at least minimum one line for Address
- Country and Postal code, where applicable must be part of Address Line
- For additional printing of Singapore Postal Bar Code, please also indicate the 6 digit postal code number in the postal code field and "SG" under Country Code field at the Batch Detail Record Type "2"

*Example of Mailing Name & Address Line*

```
PETER WONG
BLK 87 BEDOK NORTH ST 2
#06-888
SINGAPORE 460087
```

b) Payment Particulars

The following payment particulars will be printed on the advice :

```
 CASHIER'S ORDER PAYMENT PARTICULARS
Date          :  DD/MM/YYYY
Cashier's Order: 999999
Amount        :  SGD ***************9.99
Payer's Name  :  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Reference No   :  XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Beneficiary ID :  XXXXXXXXXXXXXXXXXXXX
```

```
 CHEQUE PAYMENT PARTICULARS
Date          :  DD/MM/YYYY
Cheque Number  :  999999
Amount        :  SGD ***************9.99
Payer's Name  :  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Reference No   :  XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Beneficiary ID :  XXXXXXXXXXXXXXXXXXXX
```

- The "Date" refers to the Value Date
- Payer's Name will be defaulted to Company Name as per Bank Setup unless specified in Batch Detail Record Type "2" using Payer's Name Line 1 & 2
- Reference No. will be printed from Batch Detail Record Type "2" using Payer's Reference Number
- Beneficiary ID will be printed from Batch Detail Record Type "2" using Beneficiary ID

## c) Payment Advice Details

Customer can choose to print either :

- Fixed Text Payment Advice

- The payment advice details are similar for each different printed cheques or cashier order
- The fixed text to be provided by the customer and setup by Transaction Banking Division during implementation
- Payment Advice details are not required to be provided in the file format
- Please contact your Implementation Officer for setup procedure

- Free Text Payment Advice

- Up to 99 pages of Payment Advice can be printed for each payment
- For cheques requiring mailing, every 5 pages will be inserted into a separate envelope.


- Header Lines
   # Header Lines are optional
   # This can be used as Header printing at the beginning of each Page
   # The "header line" if required, is to be provided in the file format under Batch Header Record Type "1"
   # A maximum of 2 "header line" of 105 characters each is allowed

   Detail Lines
   # The "advice details" is to be provided in the file format under Batch Detail Record Type "4"
   # Each detail line" can consist up to of 105 characters each
   # A line skip indicator ( value 00 to 30 ) is used to control the spacing between each detail line

   # Maximum lines that can be printed on First Page ( with the cheque ) are 2 Header Lines & 37 Detail Lines
   # Maximum lines that can be printed on subsequent Pages is 2 Header Lines & 76 Detail Lines


- All details will be printed using font "courier" size 8

- Note that there is a maximum file size for each uploaded file. Please contact your Implementation Officer for more information or clarification.

- Please refer NEXT PAGE for examples of Free Text Payment Advice

## Example( 1)  of Free Text Payment Advice   ( with Header Lines )

```
S/NO     REFERENCE        ITEM           QUANTITY               AMOUNT
         DATE                            UNIT PRICE

1        A-001            HARDDISK 4GB        40                $10,000.00
         14/07/2004                          250.00

2        B-002            KEYBOARD 101        20                $3,600.00
         24/07/2004                          180.00

3        C-003            MONITOR COLOR       10                $2,300.00
         18/08/2004                          230.00
```

| Rec Type | Payment Advice Header / Details Lines | | | | | Space Line |
|---|---|---|---|---|---|---|
| 1 | S/NO | REFERENCE | ITEM | QUANTITY | AMOUNT | |
| 1 | | DATE | | UNIT PRICE | | |
| 4 | 1 | A-001 | HARDDISK 4GB | 40 | $10,000.00 | 01 |
| 4 | | 14/07/2004 | | 250.00 | | 00 |
| 4 | 2 | B-002 | KEYBOARD 101 | 20 | $3,600.00 | 01 |
| 4 | | 24/07/2004 | | 180.00 | | 00 |
| 4 | 3 | C-003 | MONITOR COLOR | 10 | $2,300.00 | 01 |
| 4 | | 18/08/2004 | | 230.00 | | 00 |

## Example( 2)  of Free Text Payment Advice ( without Header Lines )

```
This Cheque is issued in settlement of the following :

Contract Number       :      024239/GKG

Account Number        :      0120919341

Description           :      ABC CO. LTD

No. of Units          :      1000

Selling Price         :      0.15

GST                   :      7.50

Settlement Amount     :      142.50
```

| Rec Type | Payment Advice Header / Details Lines | Space Line |
|---|---|---|
| 1 | | |
| 1 | | |
| 4 | This Cheque is issued in settlement of the following : | 01 |
| 4 | Contract Number       :      024239/GKG | 01 |
| 4 | Account Number        :      0120919341 | 01 |
| 4 | Description           :      ABC CO. LTD | 01 |
| 4 | No. of Units          :      1000 | 01 |
| 4 | Selling Price         :      0.15 | 01 |
| 4 | GST                   :      7.50 | 01 |
| 4 | Settlement Amount     :      142.50 | 01 |

# Appendix 4  Value Date

a) Value Date is the date of printing of the Cheques OR Cashier Orders.

b) Value Date is the date printed on the Cheques OR Cashier Orders.

c)  Value Date is the date of processing where the Settlement Account will be debited

d) Value Date cannot fall on a Saturday, Sunday or Public Holiday.

e) Files must be submitted ONE working day before the Value Date

f)  Value Date can be post-dated up to a maximum of 30 calendar days.