**RCBK**

RCBK-RTGS to CBK-Purpose code is mandatory.

**STEPS**

1.Invoke menu MPOR

2.Under action select ADD

3.Select customer payment under SERVICE ID

4 Under Paysys ID select or search RCBK and click Go

5.Enter the sender account number under Debtor account ID, the names should populate.

6.On instruction details, enter the currency and amount e.g. KES 68,000.

7.Click upload document icon to upload the MT103 form and any supporting document.

8.Capture the identification document number of the customer/person who delivered the instructions under the ID Document number field e.g. ID or passport number.

9.Click the searcher under purpose code and select the appropriate code e.g. CDS for bonds and T-bills.

10.Under remittance information, enter the narration of the transaction as follows: Line 1-issue number, Line 2-reference number, Line 3-Portfolio number(to be provided by the customer purchasing T-bills or bonds).

11.Under the creditor details, enter the account number and name of the creditor(beneficiary).

11.Confirm creditor bank details (CBK) have autopopulated then click continue

12.Under the charge event if not autopopulated, type or search RTGS\_OUT and click on fetch, confirm correct charges have been fetched i.e. Kes 500 commission and Kes 100 excise duty

13.Click on continue until you reach the submit button.

14.Click submit.

**MODIFICATION OF A PAYMENT ORDER**

This can only be done before verification and will help to reduce the 915s.

**STEPS**

1.Invoke menu MPOR

2.Under action select Modify

3.Input or search the payment order ID and click Go, the general details page is displayed.

4.Modify/amend any field as required then click enrich to update the changes.

5.Click on continue until you reach the submit button.

6.Click submit.

**VERIFICATION OF A PAYMENT ORDER**

This should be done by someone with a higher work class than the maker e.g., SM or BM.

**STEPS**

1.Invoke menu MPOR

2.Under action select Verify

3.Input or search the payment order ID and click Go, the general details page is displayed

4.Click the view document icon to download the attached documents.

5.Compare the details captured by the maker against customer instructions on MT103 form.

6.If the details match, click continue to navigate to the charge details page and confirm correct charges have been recovered

7.Click on continue until you reach the submit button but for REPSS confirm the intermediary bank was captured under related party details.

8.Click submit.

**INQUIRY OF A PAYMENT ORDER**

This is only possible after the PO has been verified. Anyone can inquire on the verified PO.

**STEPS**

1.Invoke menu MPOR

2.Under action select Inquire

3.Input or search the payment order ID and click Go, the general details page is displayed.

4.You can click on the tabs on the left to view any page of the transaction.

5.To view/print the SWIFT message go to settlement details.

6.Click on the view message details, SWIFT message will be displayed. You can send the same to the customer via email or copy paste it on

word and print it to the customer.

**STATUS INQUIRY OF A PAYMENT ORDER**

This can be used to inquire on the status of all the paysys IDs within a certain period. BGPORT allows you to print a report of the same.

**STEPS**

1.Invoke menu IPOS.

2.Click on the searcher besides Paysys ID and select all the paysys IDs you want to inquire on.

3.Click select then OK.

4.Filter using fields such as status, instructed amount, debtor account, date etc and click search.

5.Click the view details icon besides each payment order to view more about the same.

NB. If you require a report form of the above inquiries use menu BGPORT, follow the above steps, click submit and go to PQR to retrieve the report generated.