Standard Chartered

Straight2Bank NextGen Custom File Format

Also known as Universal Adaptor

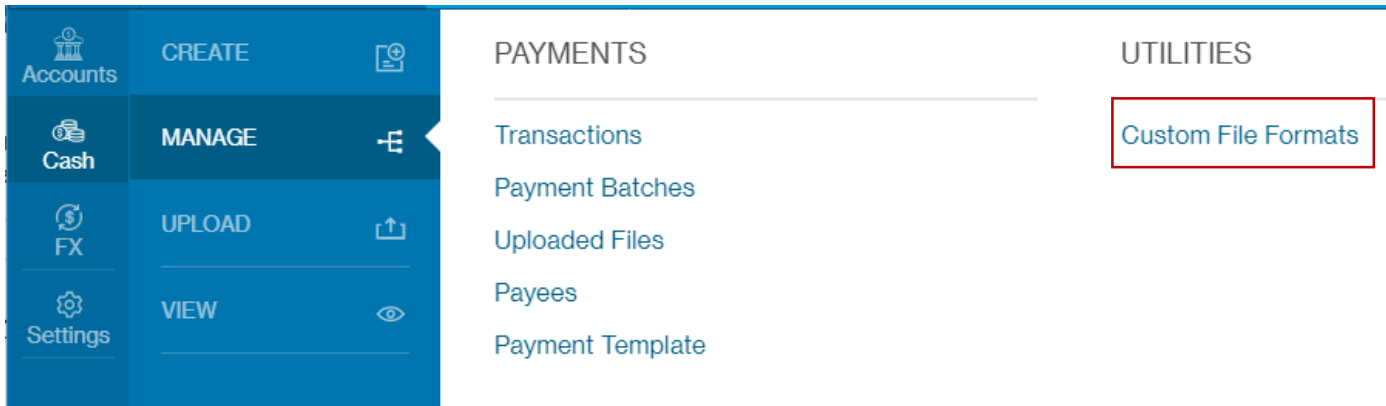Here for good

Contents
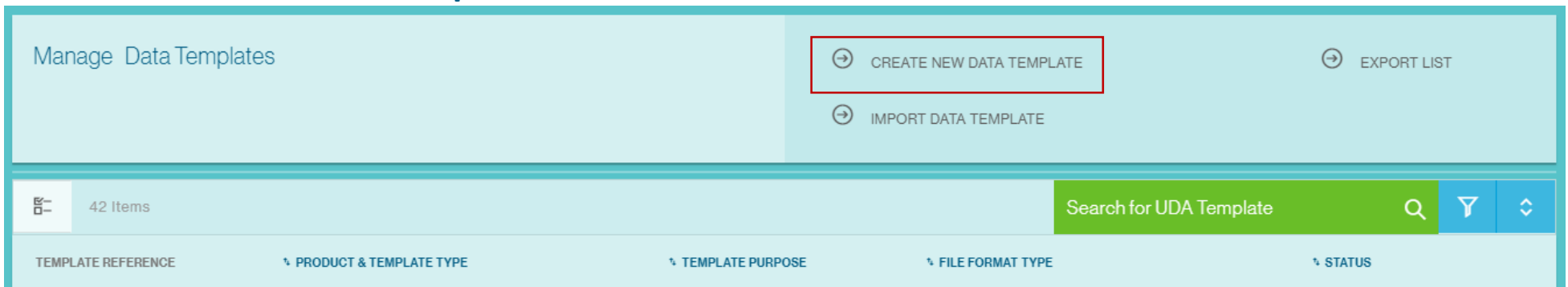
Create New Data Template

Create New Data Template

Custom File Formats helps to map your existing file template to one that is compatible with the Bank's standard. This will allow you to easily upload your file to NextGen without making any changes to your existing file templates.

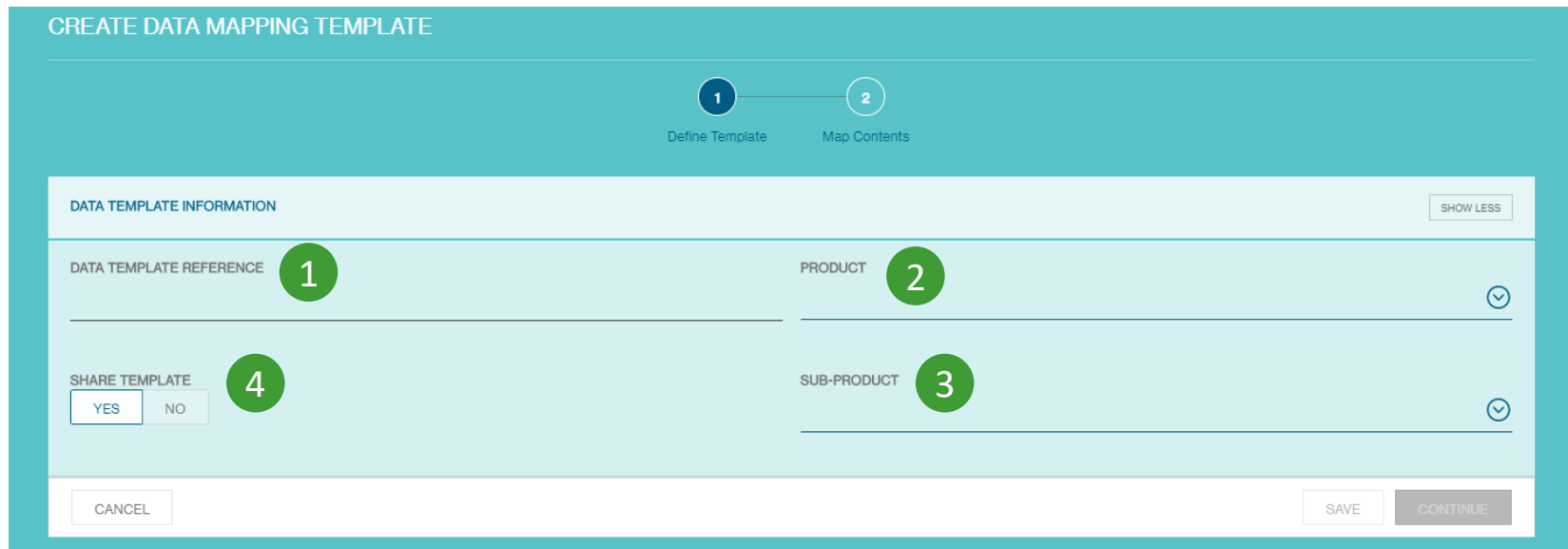To create a custom file format, go to **Menu > Manage > Custom File Formats**

Accounts	CREATE		PAYMENTS	UTILITIES
Cash	MANAGE		Transactions	Custom File Formats
FX	UPLOAD		Payment Batches	
Settings	VIEW		Uploaded Files	
			Payees	
			Payment Template	

Select **Create New Data Template**

Manage Data Templates		CREATE NEW DATA TEMPLATE	EXPORT LIST
		IMPORT DATA TEMPLATE	

42 Items			Search for UDA Template	
TEMPLATE REFERENCE	PRODUCT & TEMPLATE TYPE	TEMPLATE PURPOSE	FILE FORMAT TYPE	STATUS

Create New Data Template
Field Definitions

1. A 20-characters unique identifier for the template
2. The type of transaction or business function applicable for this file
3. Further categorization for the product selected ie for payments, the subproducts would be
   - Payee: To create mapping template for payee / beneficiary records
   - Payments: To create mapping template for payments containing payment and invoice records in the same file.
   - Payments without Identifier: To create template where the file contains only payment records and no identifier. Every line in the file will be treated as one payment item.
   - Payments with Multiple Files: To create template where payment and invoice records are in different files
4. If 'yes', the template created would be available for selection to all the User IDs under the current Group ID.

Create New Data Template
Field Definitions

1. Describes how the fields coexist within the file. Options available are 'Delimited', 'Fixed Length' and 'Excel File'.
2. Applicable to 'Delimited' file format type only. This defines the character that separates each field in the file ie comma, tab, space, # etc.
3. Mandatory for 'Delimited' file format type only. This define the character that, when doubled, enfolds each field in the file ie double quotes ", single quote '. Double quotes is the default.
4. This defines how the characters are encoded within the file format to be mapped. The default selection is ASCII and should be kept if the file does not contain any local language characters. Other options are Chinese Traditional (BIG5), Chinese Simplified (GBK), Thai, Japanese (Shift JIS) and Thai.
5. Indicates the number of lines to skip from the top and bottom of the input file during data conversion
6. If 'yes', the following invalid SWIFT characters in the input file will be replaced with a space – * ~ □ \ | ` ! @ # $ % _ { } [ ] ; " < > &. The default option is 'no'.

FILE FORMAT TYPE **1**

Delimited

FIELD SEPARATOR **2**

FIELD WRAPPER **3**

"

CHARACTER ENCODING ⓘ **4**

ASCII

NO. OF LINES TO IGNORE FROM TOP **5**

0

NO. OF LINES TO IGNORE FROM BOTTOM **5**

0

REPLACE INVALID SWIFT CHARACTERS WITH SPACE

YES   NO   **6**

Create New Data Template
Field Definitions

1. Number of payment header lines where payment values can be read from. Default is 0, and a maximum of 5 lines.
2. Number of parts of a payment line where payment values can be read from. Default is 1, and a maximum of 10 lines.
3. Number of parts of a payment trailers lines where payment values can be read from. Default is 0, and a maximum of 5 lines

Create New Data Template

Upload the sample file and click 'Continue'

Create New Data Template

You will be able to preview the data in the sample file.

Based on the field value extracted from the sample file, select the relevant Bank Field Name to be mapped accordingly. When you select the Bank Field Name, the data's type and length are automatically displayed by the system.

You can use this to verify the file contents and make any corrections if required.

To view the mandatory Bank Field Names, click the tab indicated by the arrow.

Create New Data Template
Mandatory Fields

The table below is applicable for 'Payments' selected with sub products – Payments with Multiple Files and Payments without Identifier.

MANDATORY FIELDS - PAYMENTS

FIELD NAME	DATA TYPE	LENGTH
Beneficiary Name	Text	96
Debit Account Number	Text	34
Payment / Value Date	Date	15
Payment Amount	Numeric	15
Payment Currency	Text	3
Payment Type	Text	4

For 'Payee', the following fields are mandatory – Beneficiary ID, Beneficiary Name, Debit Account Country Code and Debit Account City Code.

- Conditional data for transactions are deemed optional. You should refer to the bank's IPayment CSV's specifications and your local country requirements in order to map the full set of required data.

- For each record, an identifier (RECIDENTIFIER) is also mandatory. An identifier is used to identify a specific line on a record in the input file. Thus, an identifier has to be defined for each line of the input file during the creation of the template; otherwise you will be prompted to provide the identifier. The record identifiers must be unique and static.

- Identifiers are mandatory for 'Payments' and sub product 'Payments with Multiple Files'. They are always mandatory for Transaction Records **unless** the header or the trailer have only one line ie the number of lines for 'Payment Header' and 'Payment Trailer' is selected as '1'.

- Another identifier, the merger identifier (MRGIDENTIFIER), is applicable only to the sub product 'Payments with Multiple Files' and is used to identify and merge payment and invoice files.

Upload Existing Data Templates

Upload Existing Data Templates

To upload an existing data template, go to Menu > Cash > Upload > Custom File Formats
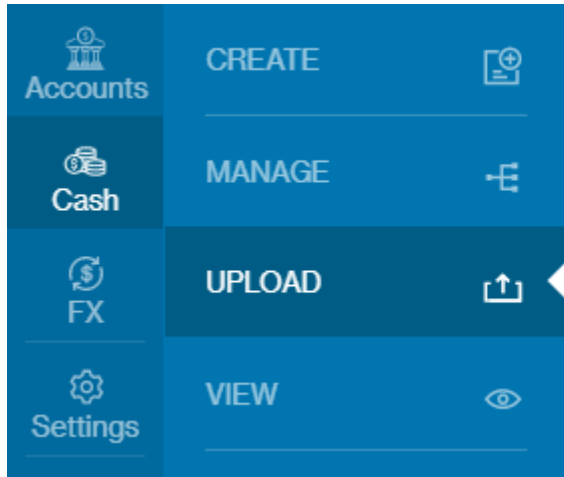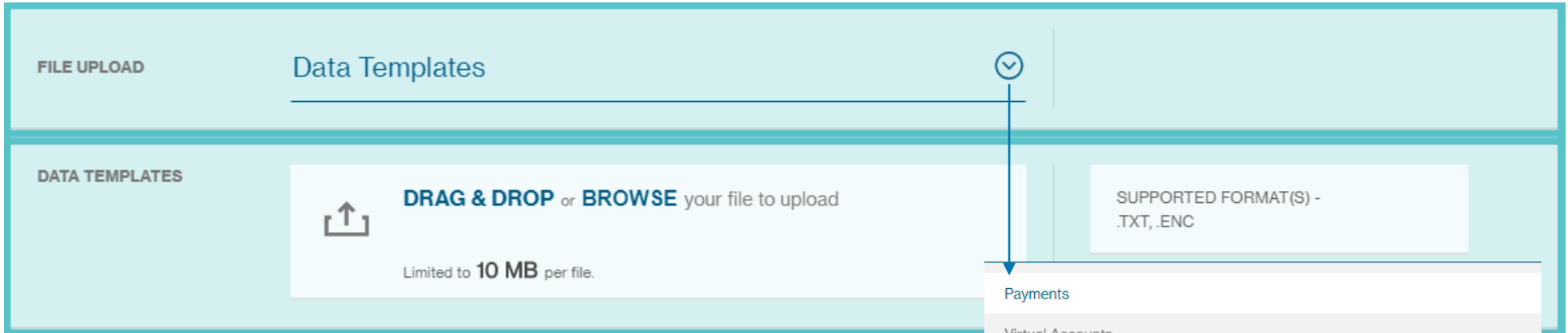
Upload Existing Data Templates

Data Templates is the default option. Select the type of file format you wish to upload.
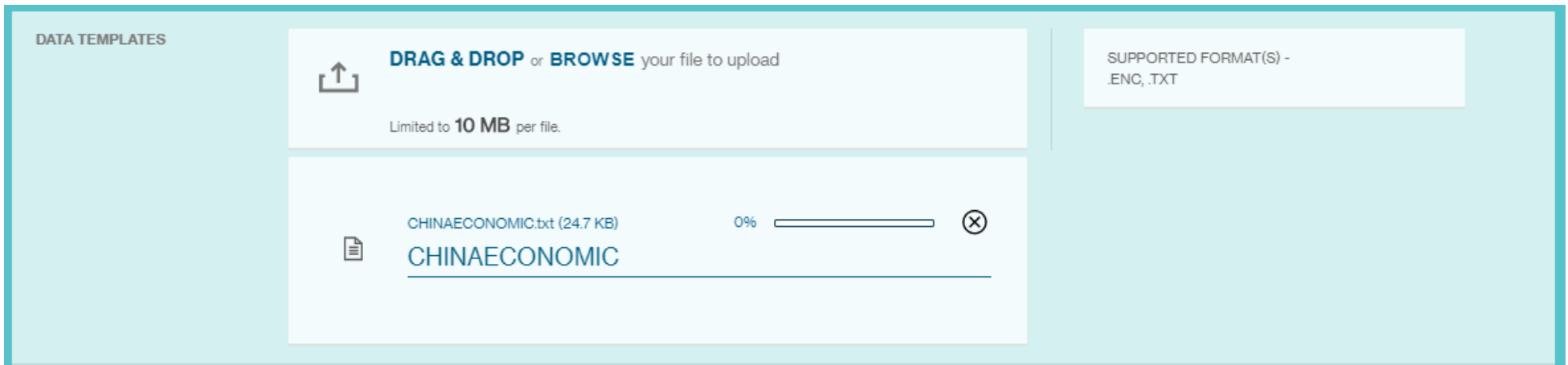
FILE UPLOAD	Data Templates ⌄	

| DATA TEMPLATES | ⬆ **DRAG & DROP** or **BROWSE** your file to upload

Limited to **10 MB** per file. | SUPPORTED FORMAT(S) - .TXT, .ENC |

Payments
Virtual Accounts
Payees
Data Templates

Click on the light grey box to browse for the file template or simply drag and drop it into the light grey box.

| DATA TEMPLATES | ⬆ **DRAG & DROP** or **BROWSE** your file to upload

Limited to **10 MB** per file. | SUPPORTED FORMAT(S) - .ENC, .TXT |

CHINAECONOMIC.txt (24.7 KB)   0% ——————— ⊗
📄 CHINAECONOMIC

Upload Existing Data Templates

Once the file template has been fully uploaded, click **Import** to process the file.
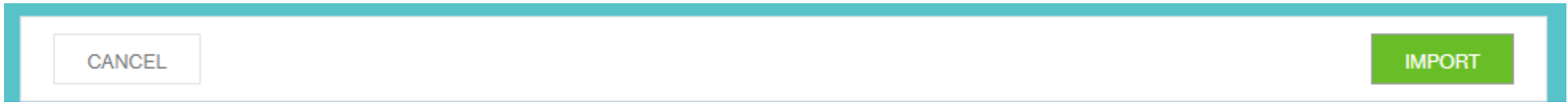
You will see the confirmation message below when the file has been imported successfully.
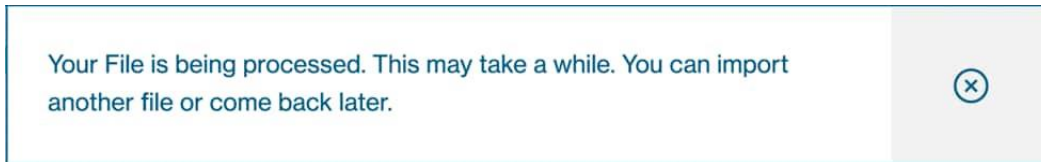
To view the imported file, go to **Menu > Manage > Custom File Formats**
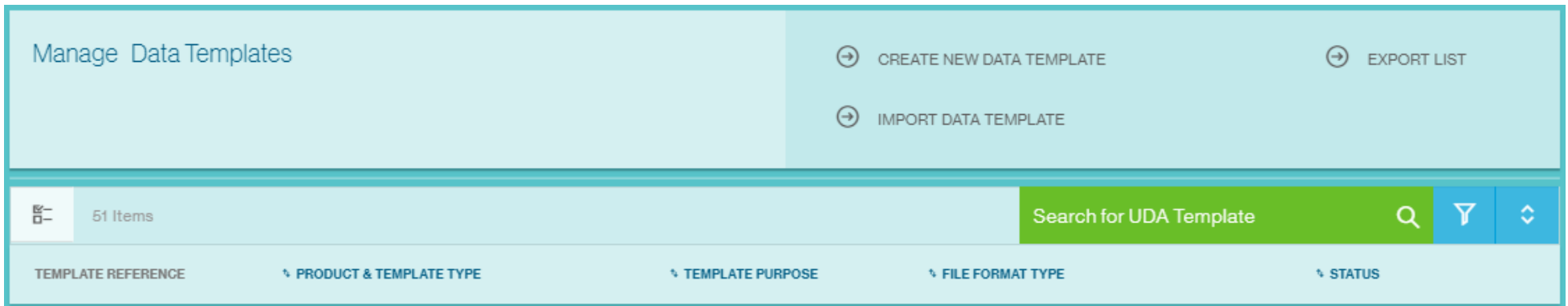
Upload Existing Data Templates

Template Reference: The Template name will be shown here

Product & Template Type:

Product Type	Template Type
Payments	Payees, Payments, Payments without Identifier, Payments with Multiple Files
Collections	Collections – DDI, Collections – DDI without Identifier, Collections – Mandate, Collections – Mandate without Identifier
Account Statement	Prior-Day

Template Purpose: Import File, Export File

File Format Type: Delimited, Fixed Link, Excel File

Status: Complete, Incomplete

Upload Existing Data Templates

Click on the template reference to view the characteristics of the file format and how the data is organized within the file.

Refer to the next slide to find out what each data field means.

Upload Existing Data Templates
Field Name Reference Table

Field Name	Description
Template Reference	An unique, user-friendly identifier of the template to easily retrieve during upload or maintenance.
Template Type	Further categorisation of the transaction type. For Payments products, the value available are: - **Payee**: To create mapping template for payee / beneficiary records. - **Payments**: To create mapping template for payments containing payment and invoice records in the same file. - **Payments with Multiple Files**: To create template where payment and invoice records are in different files. - **Payments without Identifier**: To create template where the file contains only payment records and no identifier. Every line in the file will be treated as one payment item.
Template Purpose	Options will be Import File/Export File.
Template Shared	If value is "Yes", the template created would be available to all the Users belonging to the Group.
File Format Type	Describe how fields coexist within the file. Options available are **"Delimited", "Fixed Length", and "Excel File (.xls / .xlsx)"**.

Upload Existing Data Templates
Field Name Reference Table

Field Name	Description
Field Separator	Applicable to **"Delimited"** file format type only. It's the character that separates each field in the file. It can be , , , etc.
Field Wrapper	Mandatory for "Delimited" file format type only. It's the character that, when doubled, enfolds each field in the file. It can be , , etc. Defaulted to < double quotes>.
Character Encoding	This input allows defining how the characters are encoded within the file format to be mapped. The default selection is ASCII and should be kept if the file does not contain any local language characters. Other options are Chinese Traditional (BIG5), Chinese Simplified (GBK), Thai, Japanese (Shift JIS).
No. of Lines to Ignore from Top / Bottom	Indicates the number of lines to skip from the top and from the bottom of the input file during data conversion.
File Merge Type	Applicable for "Payments with Multiple Files" template type only. It determines how the records on the invoice file are merged into the corresponding payment record on the payment file. Options are 'Sequence' or 'Indexed'.
Replace invalid SWIFT Characters	When value is "Yes", the following invalid SWIFT characters in the input file will be replaced with a space: * ~ \ | ` ! @ # $ % _ { } [ ] ; " < > & . By default, the option is "No".

Upload Existing Data Templates
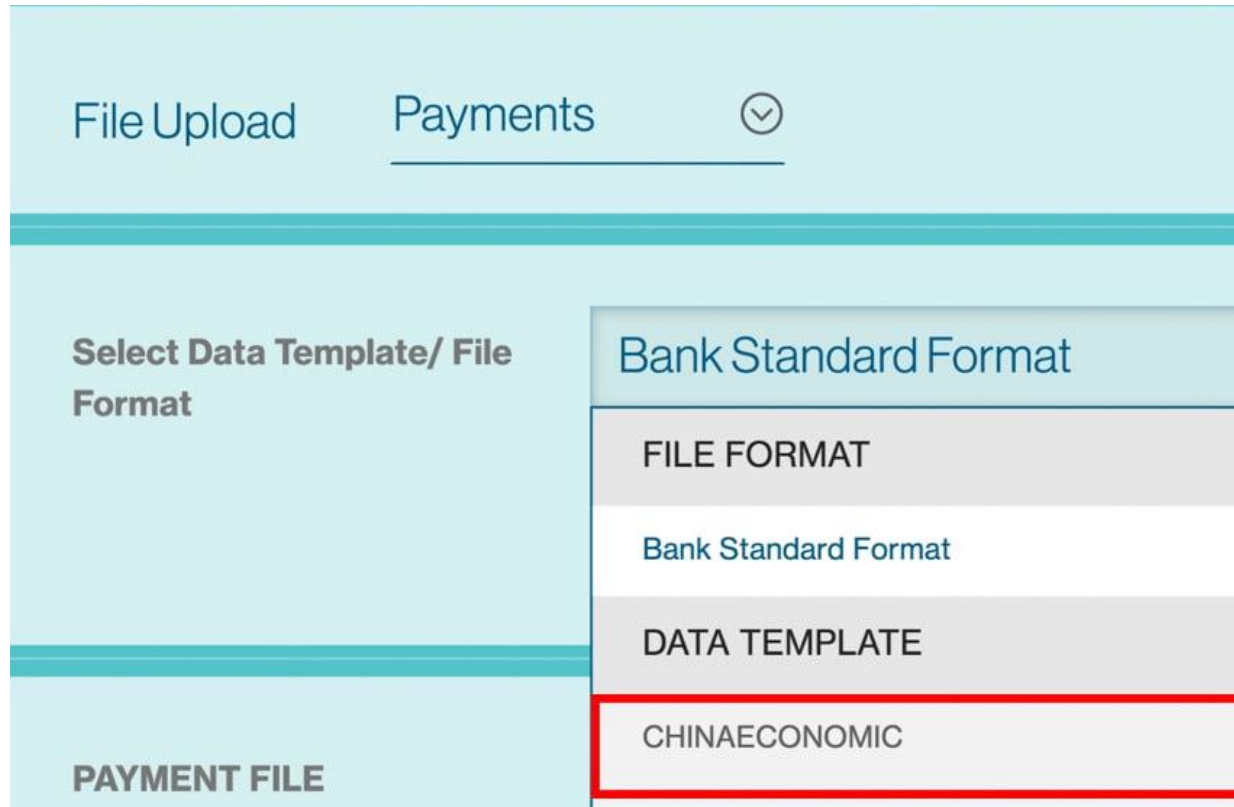
The Payment details will automatically highlight and show the validation description to the source value when you click on the **Field No.** button on the sidebar.

Upload Existing Data Templates

You will be able to use this file template for future payments.

Manage Data Templates

Manage Data Templates

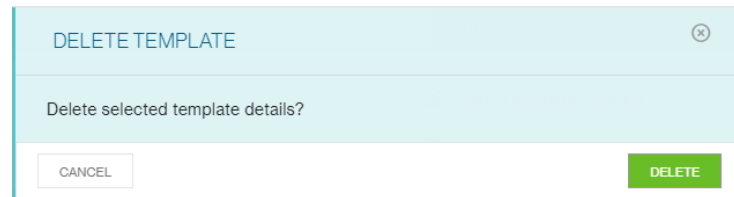To edit an existing data template, go to **Menu > Cash > Manage > Custom File Formats**

Select the data template you wish to edit. Secondary actions are explained in the next slide.

Manage Data Templates

- **Import File:** this will redirect you to the bulk import screen with the product and template prepopulated for your convenience.
- **Print:** this will trigger the download of the file format specification in PDF format
- **Delete:** deletes the selected template and its related details. A dialog box will prompt you for confirmation.

- **Export File:** the selected template and its respective details are exported as data file.

Manage Data Templates

- **Edit:** to modify the definition and attributes of an existing template

Manage Data Templates

- **Copy:** this allows you to duplicate the selected template to the same Group ID. Once copied, the screen will navigate to edit mode for you to enter a new Template ID.
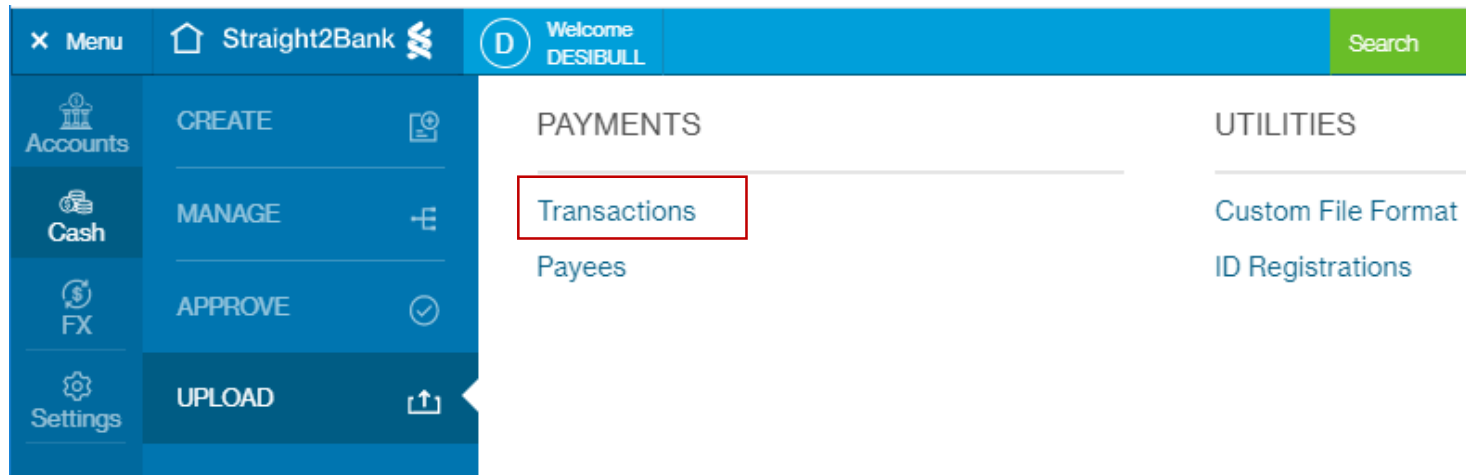
Doing a Bulk Import using an Existing Data Template
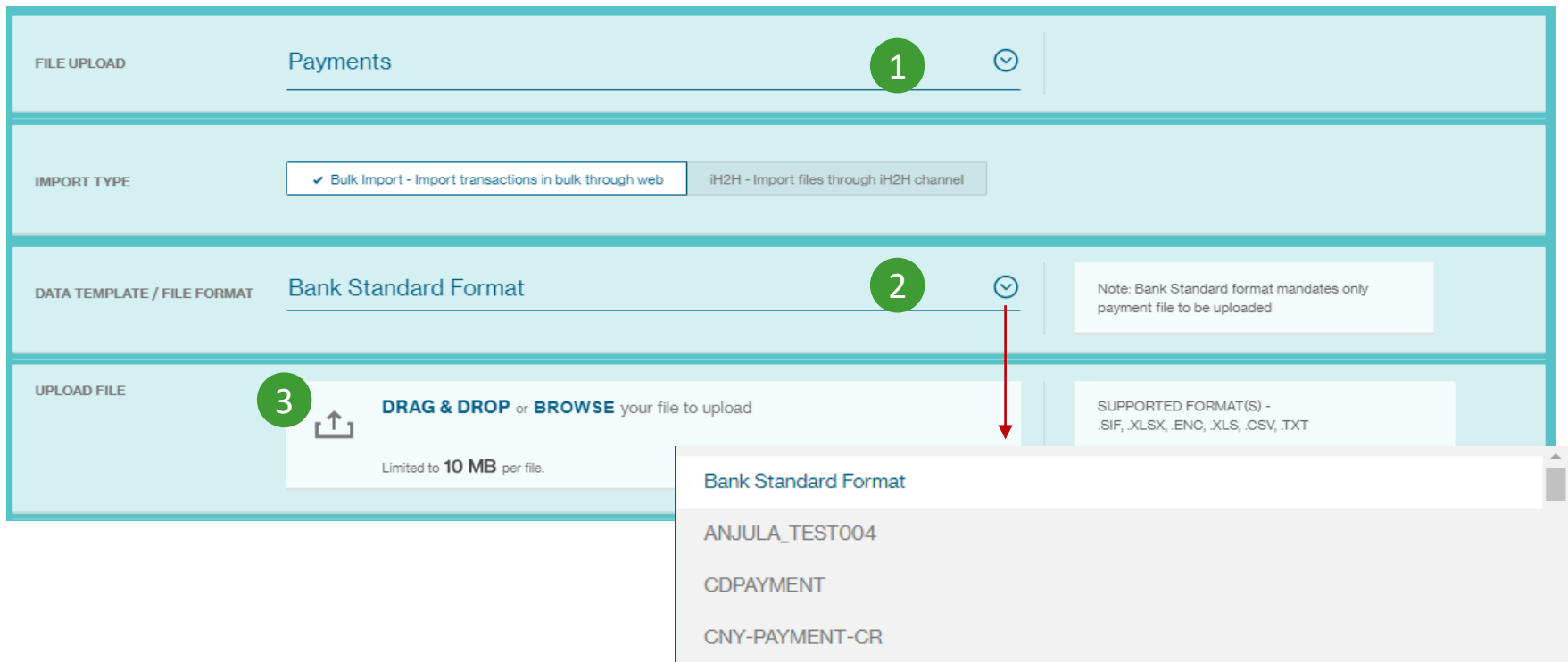
Doing a Bulk Import using an Existing Data Template

Once you have uploaded/created a data template, you can now use the same template to do a bulk upload. The following example will show how to make a bulk upload for payments.

Go to **Menu > Cash > Upload > Transactions**

Doing a Bulk Import using an Existing Data Template

1. Select **Payments**
2. For choose the relevant data template you wish to use
3. Upload the file formatted using the specified data template

4. Click **Import.** You will be see a confirmation message on the screen once the file is imported successfully

Doing a Bulk Import using an Existing Data Template

To view the status of the uploaded file, go to **Menu > Cash > Manage > Uploaded Files**

The status will reflect the number of payment transactions found in the uploaded file.

Doing a Bulk Import using an Existing Data Template

The table below explains the definition of each file status.

File Status	Description
Upload Successful	The payment instructions have been uploaded successfully and transactions are in "Submitted for Approval" or "Draft" status for further processing. Users can click on the file reference and view the reason for transactions being marked as draft. Users can then edit the transaction online to amend and send to bank.
Upload Failed	The file has not been uploaded successfully. The file format is not compatible or is incorrect. User can click on the file reference view / download the error log.
Uploaded with errors	The file has been uploaded successfully. Some of the payments uploaded are of incorrect format and hence are "Invalid". Click on the file reference view / download the error log. The invalid records are not uploaded and hence will need to be uploaded afresh after rectifying the discrepancies
Upload In-Progress	It means that the file upload is in progress and you must wait for it to complete.