

TransactEezz with Physical Payment mode (Cheque)

Effective from 10th September 2018

Overview

Currently, the physical mode of payment (through cheque / DD etc.), is available only for physical transactions. There are investors who would like to use physical instrument for their investment and/or not having online banking facility. With a view to encourage electronic transactions, The TransactEezz feature has now been enhanced to support physical payment mode, so that such transactions can also be put through electronically.

Process in Brief:

- The Distributor / RIA to log into the MFU system with the credentials;
- Select TransactEezz menu, click Purchase tab and Input the required details like CAN, Transaction Origination, ARN, Transaction Details (Select from the drop-down List - Fund / AMC Name, Folio (New), Scheme, Amount, etc., DP Details;
- In the Payment Details section, the payment mode drop-down list, select respective physical payment option viz. Cheque / DD / PO / BC. The Payment Reference No. and Date also need to be input;
- Distributor has an option to deposit the cheque by himself in the mapped bank branch or to submit the cheque with the mapped POS branch for depositing. Choose the appropriate option and proceed.

If **SELF** is selected (Distributor depositing Instrument), following steps shall be completed by the Distributor / RIA initiating the transaction:

- Review and Confirm the Purchase Order to generate the Group Order No. and click OK button.
- Upload image of the physical instrument from the order book (General → Tracker → Normal Order Book / Systematic Order Book) by clicking the Icon provided on the right side against the respective GORN and the clicking the Add File button in the resulting screen. Ensure to click the Upload button after choosing the image file;
- As in case of any TransactEezz order, SMS / Email is sent to the investor with the necessary approval link It is to be noted that Investor would be able to approve the transaction only after the Instrument image is uploaded;
- Once the investor approves the order, generate and print the Deposit Slip (using the Slip Maintenance menu) and deposit the same with the mapped Bank Branch. It may be noted that multiple instruments can be combined in one deposit slip. Refer the **Bank Branch mapping process attached to this note as Annexure I**

- The bank acknowledged copy of the Deposit Slip should be uploaded in the system for reference / record.

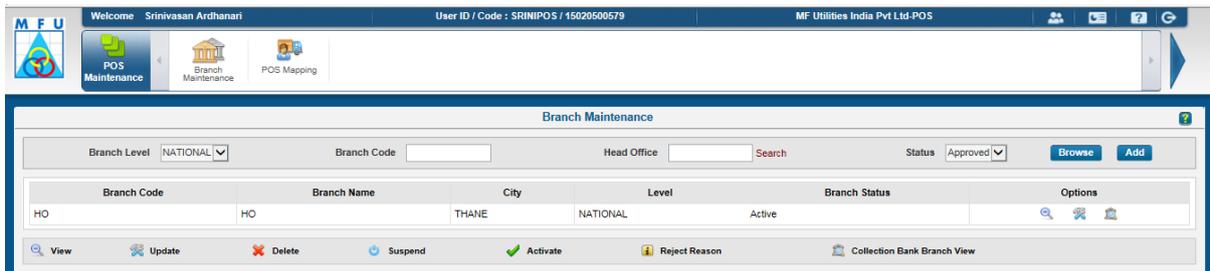
If **Mapped POS** is selected (instrument to be submitted at POS), following the Distributor / RIA initiating the transaction shall complete the following steps:

- Review and Confirm the Purchase Order to generate the Group Order No. and click OK button.
- Upload image of the physical instrument from the order book (General → Tracker → Normal Order Book / Systematic Order Book) by clicking the Icon provided on the right side against the respective GORN and the clicking the Add File button in the resulting screen. Ensure to click the Upload button after choosing the image file;
- As in case of any TransactEezz order, SMS / Email is sent to the investor with the necessary approval link It is to be noted that Investor would be able to approve the transaction only after the Instrument image is uploaded;
- Once the investor approves the order, generate and print Transaction Slip from the Orderbook, by clicking on the icon provided on the right side of the respective GORN. The Transaction Slip can also be printed from the order confirmation pop-up earlier.
- The Transaction Slip along with the original Instrument shall be submitted to the mapped POS branch as soon as possible. It is to be noted that only the mapped POS branch will be able to receive and deposit the instrument. to be used for handing over the cheque to the mapped POS against acknowledgement. Refer the **POS Branch mapping process attached to this note as Annexure II**

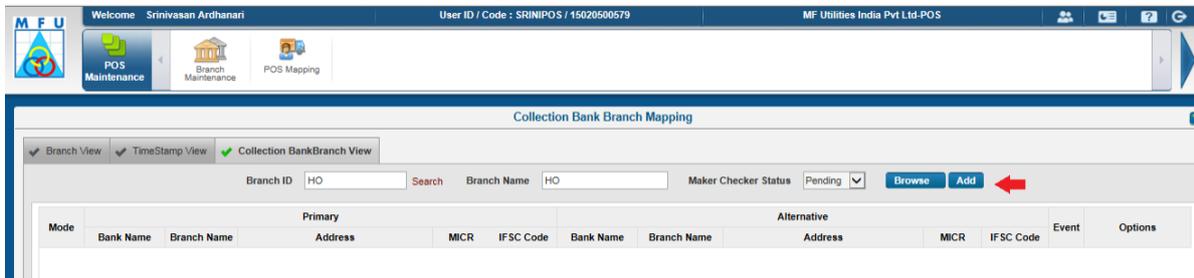
Annexure I - Bank Branch Mapping

To perform this activity, the Distributor / RIA need to login with system admin user ID to portal <https://www.mfuonline.com>. Being Master Maintenance, Bank Mapping setup need to be created and approved by the System Administrators of the Distributor / RIA entity. As part of the Sign-up process, for the A2 Category Distributors / RIAs MFU would have provided two System Administrator User IDs. Kindly contact MFU helpdesk at 022-61344316, if you need assistance.

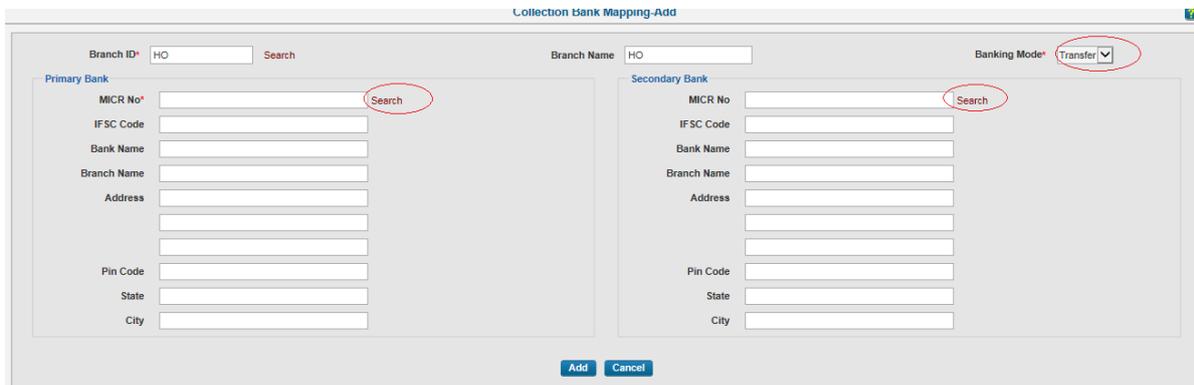
Upon successful login, click on Continue to Portal and in the resulting screen, Choose the Distributor Maintenance → Branch Maintenance Menu.



You may use the search option to find / modify if a bank branch mapping for the respective office of the Distributor / RIA. To add a Bank Branch Mapping, click on "Add" button adjacent to the Search button (as indicated in the image below)



In the resulting screen (image below) select both Transfer and CMS as the banking mode using the multi-select drop down. Keep the cursor on MICR No field and then click on Search link, as indicated in the image below:



Using the resulting search window, identify the bank branch closest to your location using the bank name and branch name filters (sample image provided below).

Collection Bank Branch Search

Bank Name:

MICR No:

Branch Name:

IFSC Code:

Same Location

Close

Bank ID	Bank Name	Bank Branch Name	MICR No	IFSC No	Address
229	ICICI BANK LIMITED	VASHI SECTOR 18 NAVI MUMBAI	400229116	ICIC0001090	ICICI BANK LTD. SHOP NO.18 TO 21 PLOT NO 3 & 4 BHARAT COMMERCIAL COMPLEX
229	ICICI BANK LIMITED	BADLAPUR	400229229	ICIC0002787	ICICI BANK LTD. OM SHIVALY CHS MIDC ROAD GHORPADE CHOWK&KATRAP BADLAPUR E
229	ICICI BANK LIMITED	BHIWANDI MAHARASHTRA	400229133	ICIC0001493	ICICI BANK LTD. SHOP NO.8 9 610 B WING DHAMANKAR NAKA
229	ICICI BANK LIMITED	BOISARTARAPUR ROAD BOISARÁ	400229021	ICIC0000063	BOISARTARAPUR ROAD BOISARÁ
229	ICICI BANK LIMITED	MUBARAKI ROAD DAHANUÁ	401229102	ICIC0000049	MUBARAKI ROAD DAHANUÁ
229	ICICI BANK LIMITED	MUMBAI DAHISAR EAST MAHARASHTRA	400229160	ICIC0001241	ICICI BANK LTD. JAYA APARTMENT RAMKUMAR THAKUR ROADOPP DAHISAR SPORTS GROUND
229	ICICI BANK LIMITED	KALAMBOLI	400229226	ICIC0002779	ICICI BANK LTD. PLOT NO. 2 PARTH SOLITAIRE BUILDING
229	ICICI BANK LIMITED	KALYANEAST	400229178	ICIC0006983	SECTOR 9 E NEAR DMART LOKVATIKA NETIVILI E POST OFFICE
229	ICICI BANK LIMITED	SHIVAJI CHOWK	400229208	ICIC0001879	ICICI BANK LTD. SHOP NO. 1 TO 4 HAJARI BHUVAN SHANKARRAO CHOWK SHIVAJI CHOWKW
229	ICICI BANK LIMITED	KHARGHAR SECTOR 7	400229231	ICIC0002802	ICICI BANK LTD SHOP NO 2 6 PLOT NOS SECTOR7 KHARGHAR NAVI MUMBAI

Select the Bank branch that you wish to map to the respective office and then click on the Next button. The selected bank branch data will automatically filled in the previous screen. Finally click on Add button. You can select both primary and secondary bank branch for your convenience. Below is the image:

Collection Bank Mapping-Add

Branch ID* Search

Branch Name

Banking Mode*

Primary Bank

MICR No* Search

IFSC Code

Bank Name

Branch Name

Address

Pin Code

State

City

Secondary Bank

MICR No Search

IFSC Code

Bank Name

Branch Name

Address

Pin Code

State

City

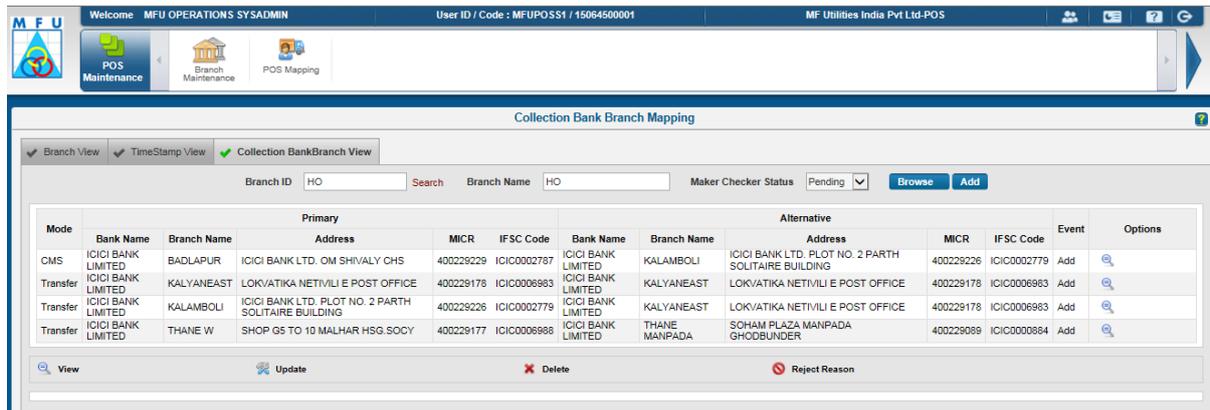
Upon adding, the system will display confirmation message as "Record submitted successfully".

Then Log out from first System Admin user ID and Log in with the second System Admin ID

Click on "Continue to Portal". Then click on "Branch Maintenance" then click on "Collection

Bank Branch view".

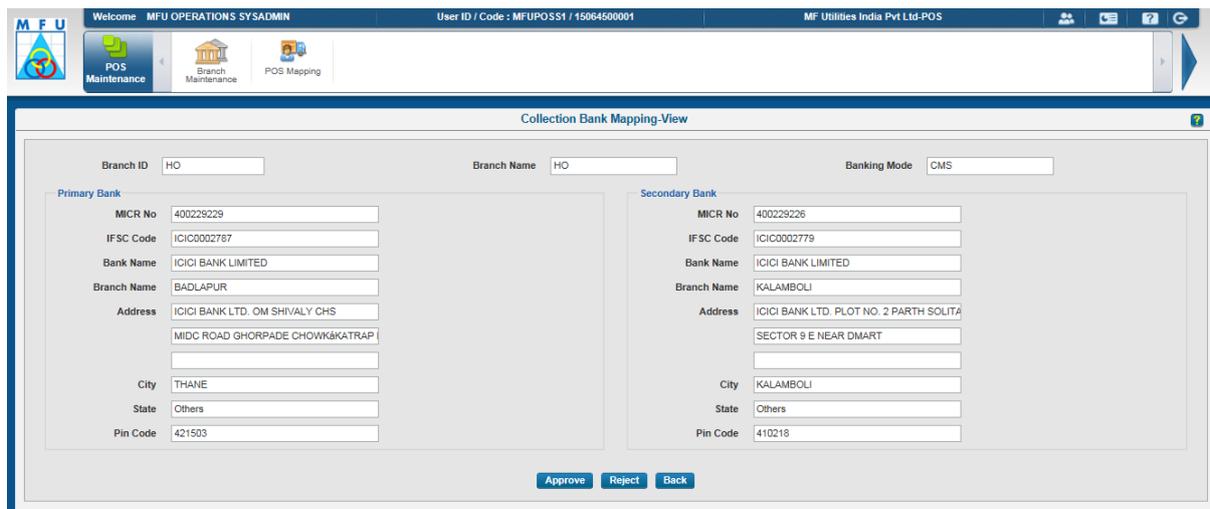
In the resulting screen, choose the status as Pending from the drop-down list and click on "Browse". This will lead to the following screen:



The screenshot shows the 'Collection Bank Branch Mapping' interface. At the top, there are navigation tabs for 'Branch View', 'TimeStamp View', and 'Collection BankBranch View'. Below these, there are search fields for 'Branch ID' (value: HO) and 'Branch Name' (value: HO), along with a 'Maker Checker Status' dropdown set to 'Pending'. There are 'Browse' and 'Add' buttons. The main area contains a table with columns for Mode, Bank Name, Branch Name, Address, MICR, IFSC Code, Bank Name, Branch Name, Address, MICR, IFSC Code, Event, and Options. The table lists several records for ICICI BANK LIMITED branches. At the bottom, there are 'View', 'Update', 'Delete', and 'Reject Reason' buttons.

Mode	Bank Name	Branch Name	Address	MICR	IFSC Code	Bank Name	Branch Name	Address	MICR	IFSC Code	Event	Options
CMS	ICICI BANK LIMITED	BADLAPUR	ICICI BANK LTD. OM SHIVALY CHS	400229229	ICIC0002787	ICICI BANK LIMITED	KALAMBOLI	ICICI BANK LTD. PLOT NO. 2 PARTH SOLITAIRE BUILDING	400229226	ICIC0002779	Add	
Transfer	ICICI BANK LIMITED	KALYANEAST	LOKVATIKA NETIVILI E POST OFFICE	400229178	ICIC0006983	ICICI BANK LIMITED	KALYANEAST	LOKVATIKA NETIVILI E POST OFFICE	400229178	ICIC0006983	Add	
Transfer	ICICI BANK LIMITED	KALAMBOLI	ICICI BANK LTD. PLOT NO. 2 PARTH SOLITAIRE BUILDING	400229226	ICIC0002779	ICICI BANK LIMITED	KALYANEAST	LOKVATIKA NETIVILI E POST OFFICE	400229178	ICIC0006983	Add	
Transfer	ICICI BANK LIMITED	THANE W	SHOP G5 TO 10 MALHAR HSG. SOCY	400229177	ICIC0006988	ICICI BANK LIMITED	THANE MANPADA	SCHAM PLAZA MANPADA GHOOBUNDER	400229089	ICIC000884	Add	

Then click on View icon appearing on the right side of the respective record.



The screenshot shows the 'Collection Bank Mapping-View' interface. It displays details for a selected record. At the top, there are search fields for 'Branch ID' (value: HO) and 'Branch Name' (value: HO), and a 'Banking Mode' dropdown set to 'CMS'. The main area is divided into two sections: 'Primary Bank' and 'Secondary Bank'. Each section contains fields for MICR No, IFSC Code, Bank Name, Branch Name, Address, City, State, and Pin Code. At the bottom, there are 'Approve', 'Reject', and 'Back' buttons.

Field	Value
Branch ID	HO
Branch Name	HO
Banking Mode	CMS
Primary Bank	
MICR No	400229229
IFSC Code	ICIC0002787
Bank Name	ICICI BANK LIMITED
Branch Name	BADLAPUR
Address	ICICI BANK LTD. OM SHIVALY CHS MIDC ROAD GHORPADE CHOWK&KATRAP
City	THANE
State	Others
Pin Code	421503
Secondary Bank	
MICR No	400229226
IFSC Code	ICIC0002779
Bank Name	ICICI BANK LIMITED
Branch Name	KALAMBOLI
Address	ICICI BANK LTD. PLOT NO. 2 PARTH SOLITA SECTOR 9 E NEAR DMART
City	KALAMBOLI
State	Others
Pin Code	410218

Then finally verify and click on Approve button.

Annexure II - POS Branch Mapping

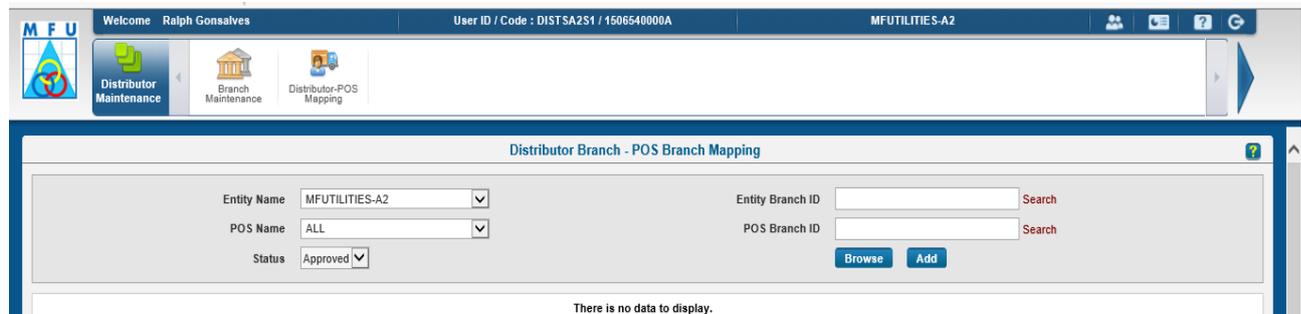
To perform this activity, the Distributor / RIA need to login with system admin user ID to portal <https://www.mfuonline.com>. Being Master Maintenance, Bank Mapping setup need to be created and approved by the System Administrators of the Distributor / RIA entity. As part of the Sign-up process, for the A2 Category Distributors / RIAs MFU would have provided two System Administrator User IDs. Kindly contact MFU helpdesk at 022-61344316, if you need assistance.



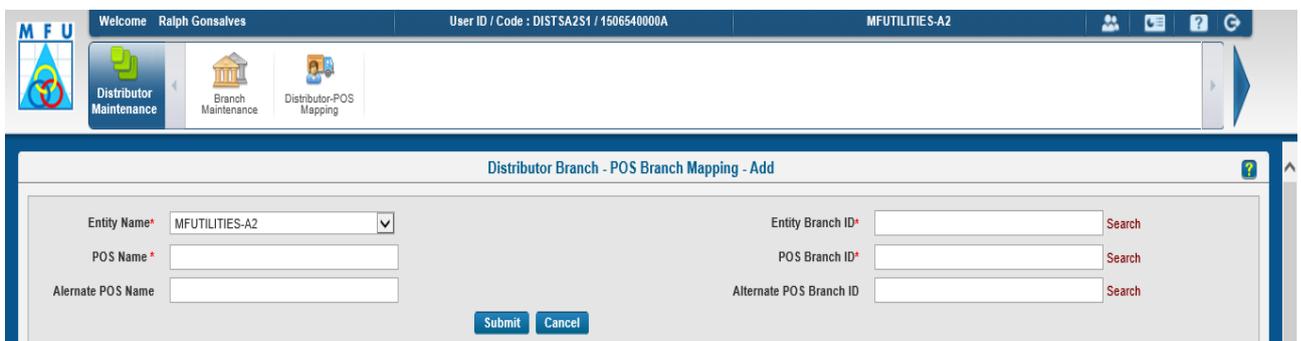
Upon successful login, click on Continue to Portal and in the resulting screen, Choose the Distributor Maintenance → Distributor POS Mapping Menu.



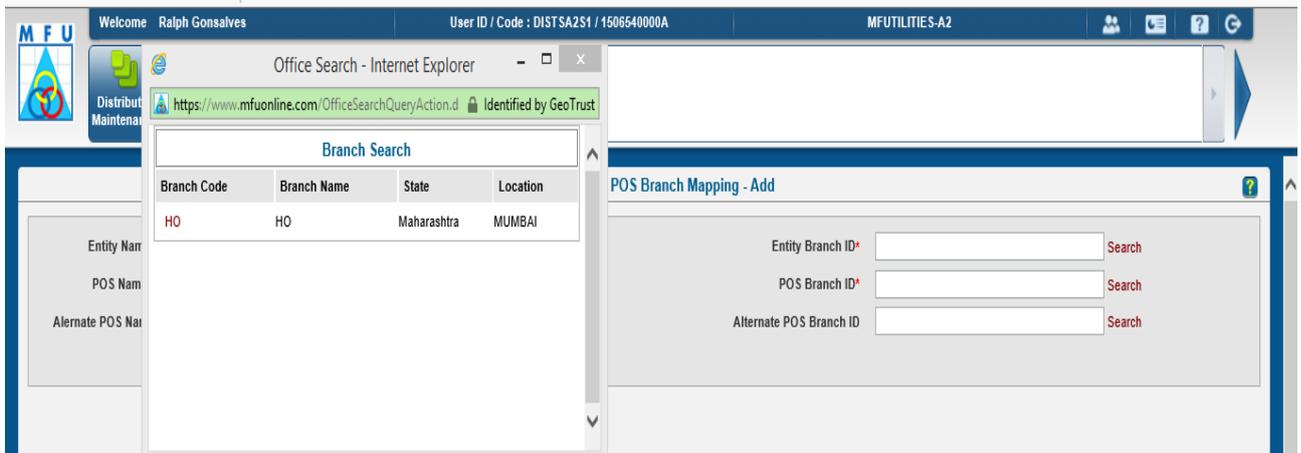
In the resulting screen, click on the Add button.



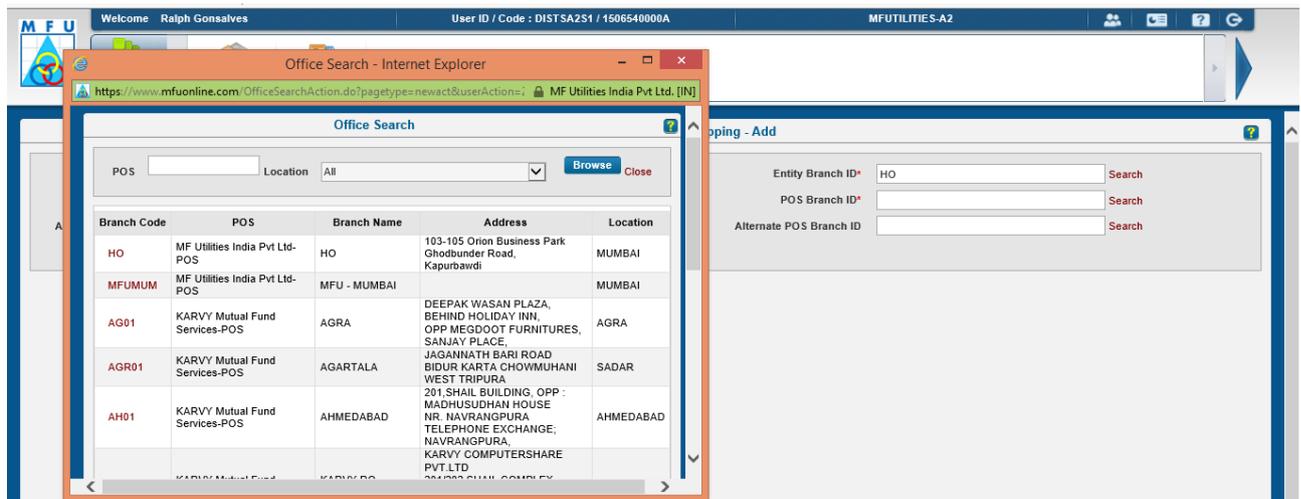
In the resulting screen (as below) click on to search option in the right-hand side, against the Entity Branch ID field so as to find and fill the respective Entity Branch ID.



Then select the Branch office for which the POS Mapping is being setup, by clicking on the respective branch code which will take you back to the previous screen.



Similarly, to search and identify the nearby POS Branch, click on the search option adjacent to the POS Branch ID field. In the resulting search window, select the appropriate POS Branch by clicking on the respective Branch Code. You may make use of the location filter to narrow down your search.



Repeat the above step to search and select Alternate POS Branch. Once, done, click on the Submit button.

File Edit View Favorites Tools Help

Welcome Ralph Gonsalves User ID / Code : DISTSA2S1 / 1506540000A MFUTILITIES-A2

Distributor Maintenance Branch Maintenance Distributor-POS Mapping

Distributor Branch - POS Branch Mapping - Add

Entity Name* MFUTILITIES-A2 Entity Branch ID* HO Search

POS Name* KARVY Mutual Fund Services-POS POS Branch ID* AH01 Search

Alternate POS Name KARVY Mutual Fund Services-POS Alternate POS Branch ID AM01 Search

Submit Cancel

Upon successful submission the System will display a confirmation message as as "Record Added Successfully".

Then logout and login using the other System Admin user ID for approving the addition of the POS Mapping record. Upon successful login, click on Continue to Portal and then select Distributor Maintenance → Distributor POS Mapping menu. In the resulting screen, select the status as Pending and then click on browse.

Welcome Sysadmin : 2 : 400004 User ID / Code : 1411340001L / 1411340001L HDFC Securities Ltd

Distributor Maintenance Branch Maintenance Distributor-POS Mapping

Distributor Branch - POS Branch Mapping

Entity Name HDFC Securities Ltd Entity Branch ID Search

POS Name ALL POS Branch ID Search

Status Pending Browse Add

Entity Name	Entity Branch ID	POS Name	POS Branch ID	Alternate POS Name	Alternate POS Branch ID	Event	Options
HDFC Securities Ltd	0981	Indian Securities Ltd	POS2	National Registry Ltd	N2	Add	 

Update Delete Reject Reason Approve Reject

In the resulting window, identify the branch record for which the Distributor POS Mapping need to be approved and then click on the approve icon on the right-side of the respective record. The system will prompt with a confirmation dialog box in which click OK button to approve the setup.

Welcome Sysadmin : 2 : 400004 User ID / Code : 1411340001L / 1411340001L HDFC Securities Ltd

Distributor Maintenance Branch Maintenance Distributor-POS Mapping

Distributor Branch - POS Branch Mapping

Entity Name: Entity Branch ID: Search

POS Name: POS Branch ID: Search

Status:

Entity Name	Entity Branch ID	POS Name	POS Branch ID	Alternate POS Name	Alternate POS Branch ID	Event	Options
HDFC Securities Ltd	0981	Indian Securities Ltd	POS2	National Registry Ltd	N2	Add	

Confirm

Are you sure, you want to Approve?

The System will then display a confirmation dialogue displaying “Approved Successfully”. With this the POS Branch mapping is complete. Make sure that the Alternate POS record is also approved in the in the same manner.