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target services

# Billing

## User Handbook

| | |
|---|---|
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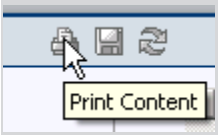
# Terms and Abbreviations

The terms and abbreviations are shown in the table below. The reader can find terms with their description and the abbreviations, both in an alphabetical order.

| Letter | Description |
|---|---|
| **C** | |
| Check box | Square box that can be filled with a checkmark by clicking on it with the mouse. In contrast to the radio button, the user can select more than one option with a check box. |
| **D** | |
| DD | Day (e.g. used within the timestamp, every letter stands for one digit) |
| d | Decimal number |
| **E** | |
| e.g. | For example (Latin: ‘exempli gratia’) |
| **H** | |
| hh | Hour (e.g. used within the timestamp, every letter stands for one digit) |
| **I** | |
| i.e. | That is (Latin: ‘id est’) |
| Incl. | Including |
| **M** | |
| Mouse-over   | Additional information for some elements of the GUI is only shown when the user moves the mouse-pointer to these elements. |
| MM | Month (e.g. used within the timestamp, every letter stands for one digit) |
| mm | Minute (e.g. used within the timestamp, every letter stands for one digit) |
| min. | Minimum |
| max. | Maximum |

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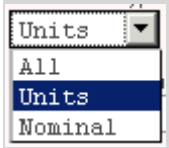
| Letter | Description |
|---|---|
| 10m | 10 million |
| **N** | |
| NRO | Non-repudiation of origin (NRO) provides the recipient (Billing GUI) with the evidence NRO which ensures that the originator (Billing actor) will not be able to deny having sent the U2A instruction. The evidence of origin is generated by the originator and held by the recipient. |
| **Q** | |
| QQ | Quarter, indicates a time span of three months, e.g. Q2 stands for the second quarter of the year. |
| **R** | |
| Radio button | A type of GUI element that allows the user to choose only one of a predefined set of options. |
| **S** | |
| Select box   | A select field in the GUI with an arrow on the right side. By clicking on the arrow, all possible input values are shown and can be selected with a mouse-click. |
| SS | Semester, indicates a time span of six months, e.g. S1 stands for the first semester. |
| ss | Second (e.g. used within the timestamp, every letter stands for one digit) |
| **T** | |
| 10t | 10 thousand |
| Timestamp | A sequence of characters, denoting the date and the time for the Billing GUI. |
| **Y** | |
| YYYY | Year (e.g. used within the timestamp, every letter stands for one digit) |

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# 1 Introduction

## 1.1 Overview of the User Handbook

The Billing User Handbook, hereinafter called UHB, aims at facilitating the use of the Graphical User Interface of the Billing GUI. It is intended for any Billing user regardless of the focus of activities and describes the full range of functionalities available in user-to-application (U2A) mode. The UHB provides detailed reference information on all GUI screens and step-by-step instructions for typical workflows.

**Target Audience**

There is only one handbook addressing all actors: Central Banks (CBs), Central Securities Depositories (CSDs) and payment banks/ancillary systems. By referring to the table of contents as well as to the usage indication list, each reader can easily identify the relevant parts.

**Related documentation**

The UHB is part of the functional documentation and complements the UDFS. In particular, UDFS will contain a detailed description of the business concepts used for Billing, which are also relevant when using the GUI.

**Updates**

Updated versions of the UHB will be provided on a regular basis.

### 1.1.1 UHB Methodology

Several symbols and methodological elements are used throughout the Billing UHB to ease orientation and help the user to find the desired information quickly.

**Page Layout**

Every page of the main UHB parts has a similar page layout. The user can find four different elements:

- the header, which shows the chapter and sub-chapter title
- the margin column on the left side of each page, which is used for subheadings and information signs
- the text column, which contains the main information, tables and screenshots
- the footer, which shows the name and the release of the document as well as the page number

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**Links**

Links are illustrated throughout the UHB with a little triangle followed by a page number within squared brackets. These links help the user to jump to related sections by clicking on them or turning to the relevant page.

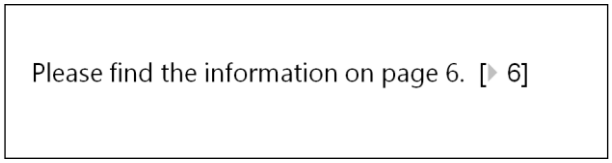


*Illustration 1:* Link illustration

**Tables**

Tables are used to present information in a clearly arranged format. They consist of a table head and a table body. The body is divided into a left and a right column. The left column contains keywords, for example field names, which are explained in the right column. Subsections within a table are preceded by a heading. The order of the description follows the appearance on the screen from left to right and from top to bottom.

**Type Set**

Regular text in the UHB is written in Arial Unicode MS font with a size of 11pt. Screen and button names are written in italic letters, GUI paths use the Courier New font. Field names and field values are put in quotation marks if they appear in a context other than their dedicated description.

| Element | Format | Example |
|---|---|---|
| Screen name | Italic letters | *Invoice Data – search/list* screen |
| Button name | Italic letters | *New* button |
| GUI path | PC code | Common >> Parties >> Parties |
| Field name or value quotation | '...' | 'Opening Date' ; 'Active' |

**Screenshots**

Screenshots are used to illustrate the corresponding text. Note that there might be minor deviations between the screenshot and your screen appearance, according to your access rights or a specific selection the user has made. In addition, some functions are mutually exclusive and cannot be represented in a single screenshot. In these cases, the screenshot illustrates the more prevalent use of the screen.

Values shown on a screenshot might also deviate from the default values indicated in the description. In these cases, the description is valid rather than the screenshot.

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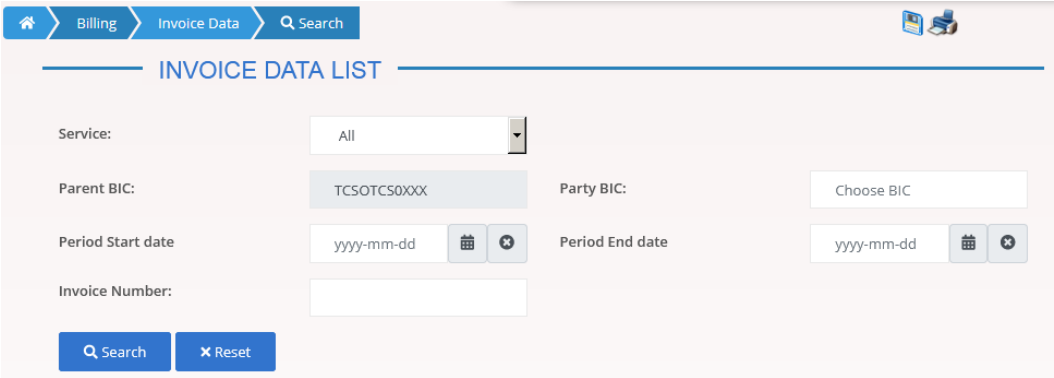


*Illustration 2:* Screenshot of Invoice Data Search/List Screen

### 1.1.2 UHB Structure

The UHB is structured in three parts and is complemented by an annex.

**Part 1**

The **introduction** explains the aim, the content and the approach of both the UHB and the GUI. While the first section explains how to use the UHB, the second section focuses on the design and common functionalities of the GUI.

The overview of the UHB includes information about:

- The UHB methodology [▸]
- The UHB structure [▸]

The overview of the GUI consists of information about:

- Setup and login procedures [▸]
- GUI structure, including information about the menu structure, screen structure, screen types, field types and properties, and common buttons and icons [▸]
- Validation [▸]
- Communication network and services [▸]
- User administration [▸]
- Security and certification services [▸]
- Online help [▸]

The user can refer to this part for information on how to use the UHB or on common functionalities of the GUI.

**Part 2**

The **screen reference part** starts with a general section serving as a reader's guide for this part. It is followed by the screen descriptions of all screens contained in the GUI. Each description follows an identical structure which comprises detailed information on all screen fields.

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The screen reference part is structured along the first and second GUI menu level, followed by the screens in alphabetical order. Within this alphabetical order, all screen types belonging to the same business function are grouped together to follow the business logic (*search/list* screen, *details* screen, *new/edit* screen).

The user can refer to this part for detailed and precise information on a screen, field or button.

**Part 3**

The **user instructions part** starts with a general section serving as a reader's guide for this part. It is followed by step-by-step instructions for typical GUI workflows, called business scenarios. Each description follows an identical structure.

Related business scenarios are grouped into comprehensive business packages, which are further grouped into categories.

The user can refer to this part in order to know how to carry out an action using the GUI.

**Annex**

The **annex** supplies detailed information complementing the UHB:

- Annex Section 4.1 - Sitemap [▸]: Hierarchical, structured illustration of all screens and their interrelations.
- Annex Section 4.2 - List of privileges [▸]: For each screen, all privileges and their corresponding description are listed.
- Annex Section 4.3 - List of references for error messages [▸]: For each screen, all references for error messages, the error text and the corresponding description are listed

## 1.2 Overview of the Graphical User Interface

The GUI is a browser-based application for communication with Billing in U2A mode. It is based on the ISO norm 9241 'Ergonomics of human system interaction'.

### 1.2.1 Setup and Login Procedures

Before entering the GUI, make sure that your workstation complies with the hardware and software requirements and implement all necessary preparations (e.g. firewall settings) described below.

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Such requirements/preparations may be subject to periodical review/update to comply with changing technical/regulatory scenario.

Please refer to the “ESMIG U2A Qualified Configurations” annex of ESMIG UDFS.

| | |
|---|---|
| **Hardware requirements** | Please refer to the “ESMIG U2A Qualified Configurations” annex of ESMIG UDFS. |
| **Software requirements** | Please refer to the “ESMIG U2A Qualified Configurations” annex of ESMIG UDFS. |
| **Supported Web-Browsers and Settings** | Please refer to the “ESMIG U2A Qualified Configurations” annex of ESMIG UDFS. |
| **GUI Access** | Users are directed to an initial page named ESMIG portal that ensures proper routing to the web applications the user has been granted to enter. |
| **NRO specific requirements** | Please refer to the “ESMIG U2A Qualified Configurations” annex of ESMIG UDFS. |

### 1.2.2 GUI Structure

This chapter explains the basic elements of the Billing GUI structure (i.e. structure of the menu and the screens) helping the user to navigate through the system and to use it quickly and efficiently.

The first subsection describes the menu structure where screens are grouped hierarchically. Afterwards, the second subsection explains the layout structure common to each screen. The following subsections provide details on the different screen types [] and on recurring elements, such as common field types [] or buttons and icons [].

#### 1.2.2.1 Menu Structure

The GUI menu is structured into four hierarchical menu levels. The hamburger menu appears when the proper icon is selected. Then the menu can be further

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navigated - the second, and third menu levels are accessible via mouse-over on the first-level menu item - in order to select the desired functionality.

**Hint**

Depending on the access rights, it is possible that not all menu entries are selectable for the user. Contact your system administrator to verify that you have the necessary privileges to access all screens relevant to you. The privileges are listed in each screen and business scenario description.

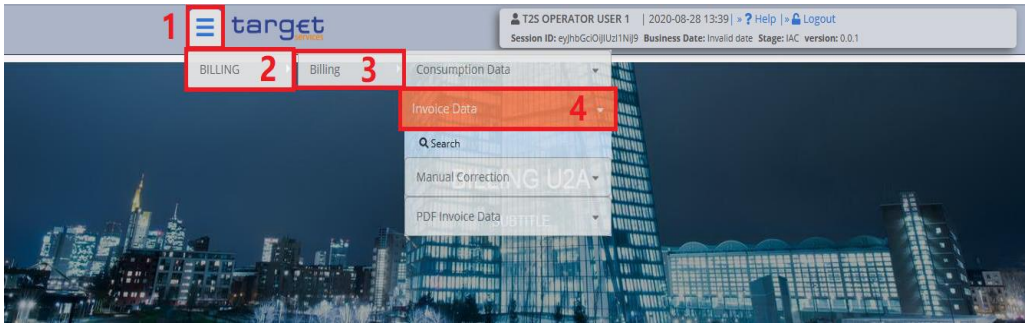


*Illustration 3:* Billing GUI menu levels

| Position No. | Description |
|---|---|
| 1 | Menu level 1 |
| 2 | Menu level 2 |
| 3 | Menu level 3 |
| 4 | Menu level 4 |

All entries on the second menu level are structural subcategories. To access a screen, users have to click on the third menu level.

### 1.2.2.2 Screen Structure

In general, each screen of the Billing GUI follows the same layout containing a header and a content area.

The header appears at the top of every screen. It contains three main elements providing useful information and helping the user to navigate between the different screens as shown in the illustration below.

### Header

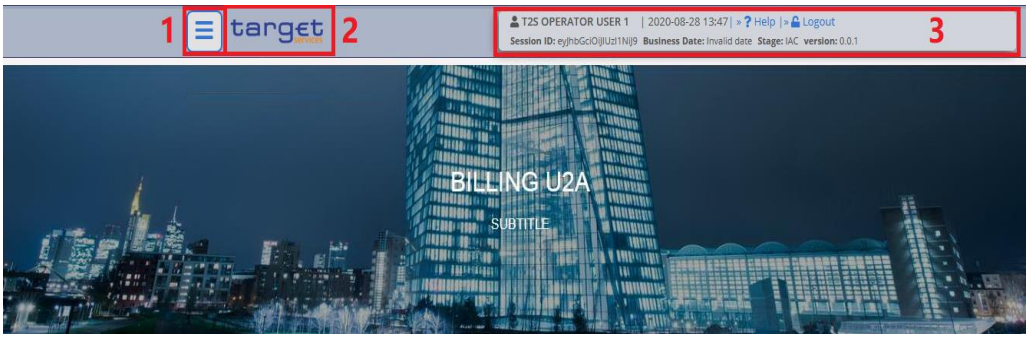


*Illustration 4:* Header elements

| Position No. | Element | Description |
|---|---|---|
| 1 | Menu bar | ... presents the main menu item and allows you to navigate to the screens. |
| 2 | *Service logo* button | ... links to the welcome screen. |
| 3 | Information panel | ... displays your login name, the *logout* and *help* buttons as well as date and time of last data access. |

### Content Area

The content area is the part of the GUI where users can trigger all business actions. It is organised by five main elements which help the users to interact properly with the GUI as shown in the illustration below.

To structure large amounts of data, the content area is further separated into frames and sub-frames.

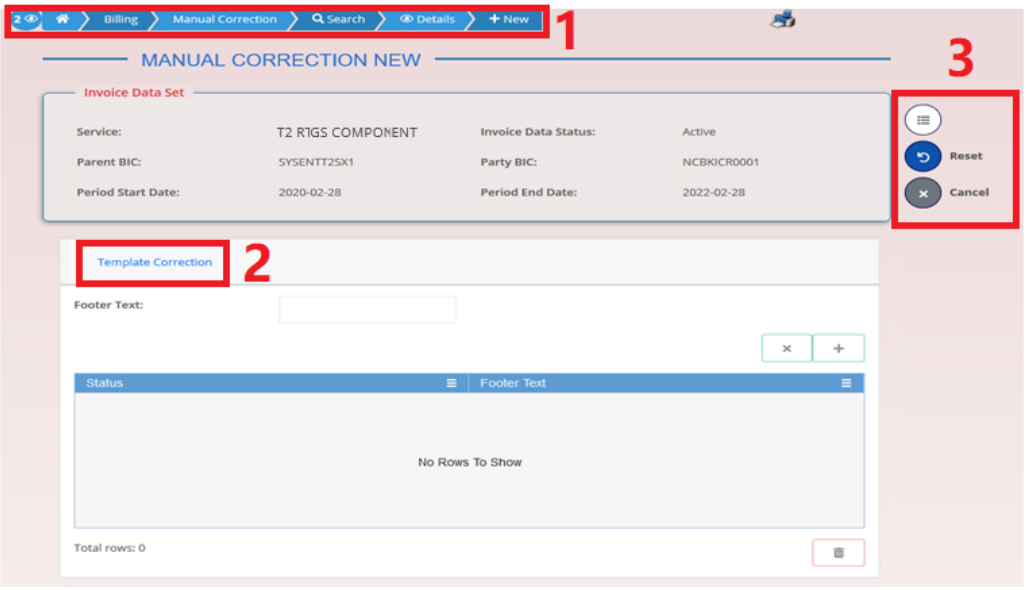


*Illustration 5:* Content area elements

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| Position No. | Element | Description |
|---|---|---|
| 1 | Breadcrumb | ... shows the main path to the current screen. |
| 2 | Frame and sub-frame title | ... groups related information as a structural function. |
| 3 | Button bar | …shows all available buttons for the current screen. |

### 1.2.2.3 Screen Types

The Billing GUI consists of the following types of screens, each with a different function:

- *Search/List* screen
- *Details* screen
- *New/Edit* screen

**Search/List Screen**

Users can access all search/list screens on menu level fourth.

The *search/list* screen allows the users to query the Billing database using a predefined set of search criteria. After executing a search, a list of data records matching the search criteria is displayed in a table. To select an entry from a list displayed on a *search/list* or *list* screen, click on the desired entry. The background colour of the table line changes to indicate the selected entry. If the search retrieves only one record, the *details* screen is displayed directly, if users are authorised to access the *details* screen, else the record is displayed in the table in the *list* screen. Users can browse through the list using the table buttons. Furthermore, it is possible to arrange the search results in ascending or descending order by the columns shown. This does not trigger a refreshed query.

**Details Screen**

In contrast to the *search/list* screen, users can only access the *details* screens via other screens.

All *details* screens provide users with in-depth information of a previously selected data record.

Before showing the *details* screen, a new query is forwarded to the system to ensure most up-to-date data.

**Enter Screen**

Similar to the *details* screens, users can only access the *enter* screens through other screens.

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*Enter* screens allow users to enter data, which can be done in two enter modes:

- New mode, represented by the *new* screens
- Edit mode, represented by the *edit* screens

In general, both modes contain the same fields. In the case of the *new* mode, all fields are blank. In the case of the *edit* mode, existing data are prefilled in the fields. Users can edit the existing currently valid value by changing the content of the field.

### 1.2.2.4 Field Types and Properties

**Field Types**

The description of the common field types with the proper descriptions follow.

**Input Fields**

In input fields, users can enter text and/or numeric content. Make sure to comply with the format requirements, which are part of each field/screen description.

**Hint**

Users can use the tab key on their keyboard to navigate through the GUI fields.

**Select Fields**

Select fields are either select boxes or check boxes.

- **Select boxes**: Functionally a select box is a way to enter data from a limited list of possible values. In the Billing GUI, users can find different types of select boxes, standard select box and input-sensitive select box.

- **The input-sensitive select box** enables the user to enter the desired value manually, which will be used to reduce the possible set of values in the input-sensitive select box list, which provides the users with a drop-down menu that shows the 10 first entries of the set of values irrespective of what users might have entered in the text field.

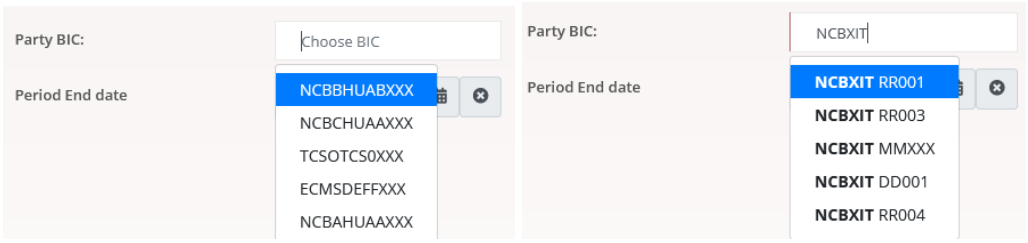


*Illustration 6:* Input-sensitive select box using the *input-sensitive select box* icon and *input-sensitive* select box with manually entered values.

**The auto-complete select box** enables the user, differently from the input-sensitive select box, to make entries and choose values outside the standard set of values to be sent to the back-end for further validation (extended data scope). Due to that possibility of transporting unqualified data the validation of the values is restricted to basic checks and will be carried out mainly in the back-end. Apart from that, the auto-complete select box functions similar to the input-sensitive select box.

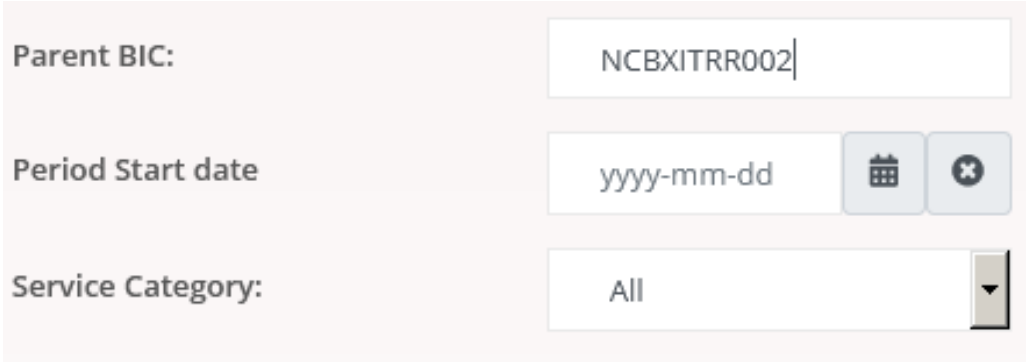


*Illustration 7:* Auto-complete select box

**The standard select box** enables the user to choose one entry from a predefined set of values. To select an entry, click on the little box with the arrow to open the menu. Then select the desired value by clicking on it.

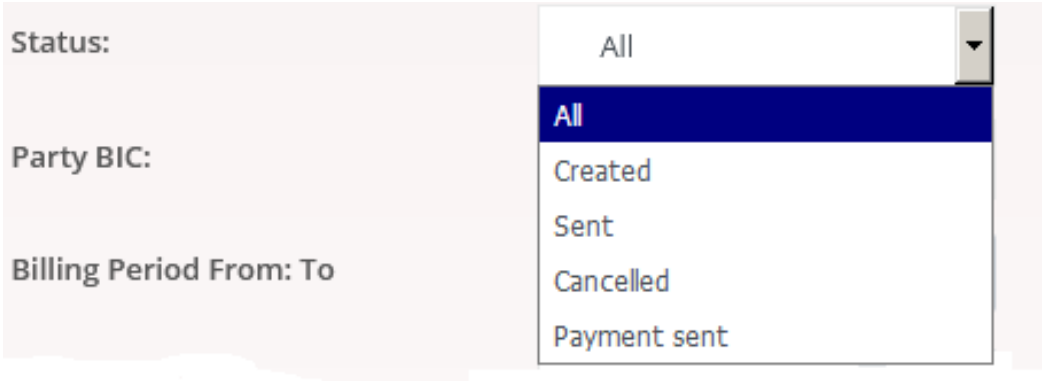


*Illustration 8:* Standard select box

**Check boxes**: Enable the user to select more than one value at the same time. Click on the boxes corresponding to the options, users would like to select. Selected check boxes contain a check mark.

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*Illustration 9:* Check boxes

**Wildcards**

A wildcard is a placeholder for characters and it represents any acceptable character or a set of them in a string. In the Billing GUI, users can use a wildcard in input fields in all the search screens to search for data widening the result to all the strings matching the pattern. The required number of characters is indicated in the field description. The Billing GUI accepts two possible values:

- '*' that is a placeholder for one or more characters of the input value;
- '?' that is a placeholder for exactly one character of the input value.

**Examples**

BILL*: The result list contains all data records beginning with 'BILL'.

*Account: The result list contains all data records ending with 'Account'.

BIL?: The result list contains all data records that have any acceptable character at the end of 'BIL', e.g. 'BILL', 'BILX', etc.

The combination of the wildcard '*' is not possible, e.g 'BILL?*' or 'BIL**'

The wildcards are always usable in the fields reported before with the following restrictions:

- It is possible that to properly search with wildcards you have to insert at least two or four characters. In this case, the minimum number of characters to be entered is reported in the field remarks;
- It is possible that a field does not allow wildcards; in this case, this is explicitly mentioned in the Remarks field.

**Read-only Fields**

In addition to enter and select fields, the Billing GUI has also read-only fields, which are pre-filled and do not allow data changes.

**Field Properties**

All field types have specific properties with respect to possible character sets, and mandatory content.

**Date**

A Date type field has the following format: YYYY-MM-DD. There are four digits representing the year, two digits representing the month and two digits representing the day.

The default value of Date fields, unless differently specified, is BLANK.

The field Date is always linked to a calendar icon that opens a calendar where users can select a day. It is possible to insert a date writing in the field or using the calendar.

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**Numeric**

There are different type of numeric field. In general these fields, in edit mode, can contain only numbers and "-" symbol.

| Field | Description | Edit mode | New mode |
|---|---|---|---|
| Numeric | Can contain only natural numbers (positive integer). | Only numbers are allowed. | The thousand separator is shown. |
| Integer | Can contain positive and negative integer values. | Numbers and char "-" are allowed. | The thousand separator is shown. When negative, the char "-" is shown and the string is in red. |
| Positive Real | Can contain positive values with decimals. When using this type, the number of decimal must be specified. | Numbers and decimal separator are allowed. | The thousand and decimal separators are shown. |
| Real | Can contain positive and negative values with decimals. When using this type, the number of decimal must be specified. | Numbers, decimal separator and char "-" are allowed. | The thousand and decimal separators are shown. When negative, the char "-" is shown and the string is in red. |
| Percentage | Can contain positive values with decimals. When using this type, a maximum of 5 digit(s) including decimal point (thereof max. 2 decimal places and decimal point) are allowed. | Numbers and decimal separator are allowed. | The thousand and decimal separators are shown plus "%" symbol. |
| Percentage + negative | Can contain positive and negative values with decimals. When using this type, the number of decimal must be specified. | Numbers, decimal separator and char "-" are allowed. | The thousand and decimal separators are shown plus "%" symbol. When negative, the char "-" is shown and the string is in red. |

**Characters**

Billing GUI operates in British English and uses the SWIFT-x character set to enter data: if not described differently, the fields are intended to be based on the SWIFT-X character set. Billing GUI can accept the UTF-8 character set with the exception of '<', '>' and '&' in specific fields; when this happens, this is explicitly reported.

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The GUI does not differentiate between upper and lower case in terms of data input for input fields.

The SWIFT-x character set corresponds with the following content:

| Character | Description |
|---|---|
| a - z | 26 small characters of the Latin alphabet |
| A - Z | 26 capital characters of the Latin alphabet |
| 0 - 9 | 10 numeric characters |
| / | Solidus (slash) |
| - | Hyphen |
| ? | Question mark |
| : | Colon |
| ( | Opening parenthesis |
| ) | Closing parenthesis |
| . | Full stop |
| , | Comma |
| ´ | Apostrophe |
| + | Plus |
| | Space (blank) |
| CR | Carriage return |
| LF | Line feed |

**Hint**

Billing GUI does not process fields (mandatory or optional), that are only filled with blanks. Blanks appearing at the beginning or at the end of a field entry are deleted automatically without any notification.

Fields in a *list* or *details* screen, where the dataset was saved without an entry, are filled with '---'.

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**Mandatory Content**

In the GUI, mandatory fields are marked with a red line in the label. All marked fields have to be filled in before users are allowed to proceed. The red line is turned into green when the field contains a value or is selected.

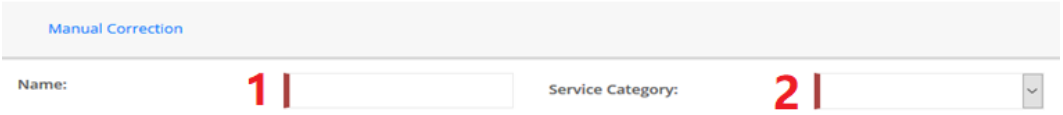


*Illustration 10:* Mandatory fields

| Position No. | Description |
|---|---|
| 1 | Mandatory input field |
| 2 | Mandatory select field |

### 1.2.2.5 Common Buttons and Icons

While working with the Billing GUI, users will find that some buttons and icons appear regularly. There are three types of common elements:

- Basic icons, which users can find on every screen
- Utility elements, which represent functions within the content area
- Table elements, which users can find below data record lists on *search/list*

The buttons contained in the button bar are variable and therefore explained in the screen descriptions.

**Basic Icons**

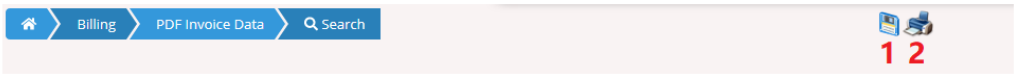


*Illustration 11:* Basic icons

| Position No. | Element | Description |
|---|---|---|
| 1 | Export icon | ... exports the data of the executed query from the current screen into a csv-file. If the user applies filters in the columns of the returned list, these filters are taken into account by the export functionality.<br>If exporting a list, the related search criteria are exported as well whereas detailed data are only exported, if the respective list and the details screen are covered by the same query. Otherwise just the list entry will be exported.<br>The export icon is common to all Billing screens except for the welcome and the new screens.<br>In addition to the exported data from the screen the following information is exported at the start of the file: name of the exported screen (including menu path), current date, name of the user who triggered the exporting, classification label 'RESTRICTED', timestamp of the export, defined search criteria (query parameters, if applicable), 'CHANGED DATA' when exporting an edit screen which contains amended data that has not been submitted yet. |
| 2 | Print icon | ... prints the data of the current screen.<br>It is strongly recommended to use this button for generating a clearly arranged overview of data on the printout.<br>The print icon is common to all Billing screens except for the welcome screen. |

**Utility Elements**

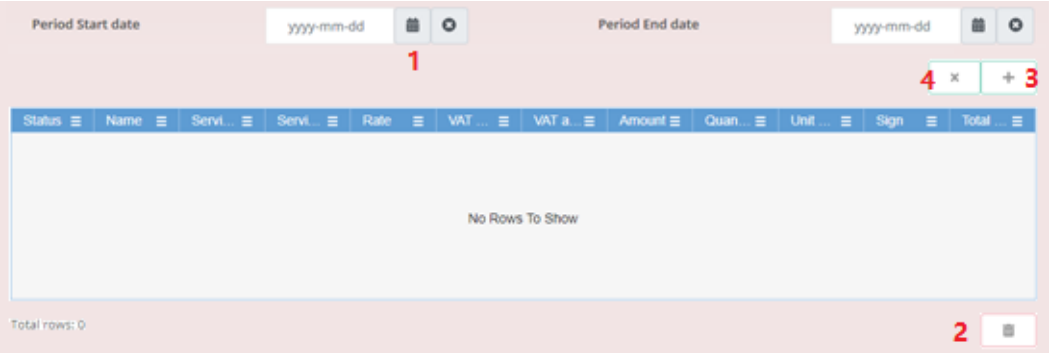


*Illustration 12:* Utility Elements

| Position No. | Element | Description |
|---|---|---|
| 1 | *Calendar* icon | ... opens a calendar where users can select a day. If applicable, users can also select the time via the *calendar* icon. |
| 2 | *Delete row* icon | ... removes the selected row in the corresponding list as well as fields or sub-frames.<br>The *delete row* icon is only available on *new* and *edit* screens. |
| 3 | *Submit changes* icon | ... updates the selected row in the corresponding list using the values inserted in the related fields.<br>The *submit changes* icon is only available on *new* and *edit* screens. |
| 4 | *Cancel changes* icon | ... enables the user to leave the selected and edited row without causing any changes.<br>The *cancel changes* icon is only available on *new* and *edit* screens. |

## Table Elements

*Illustration 13a:* Table Elements – Sort icon

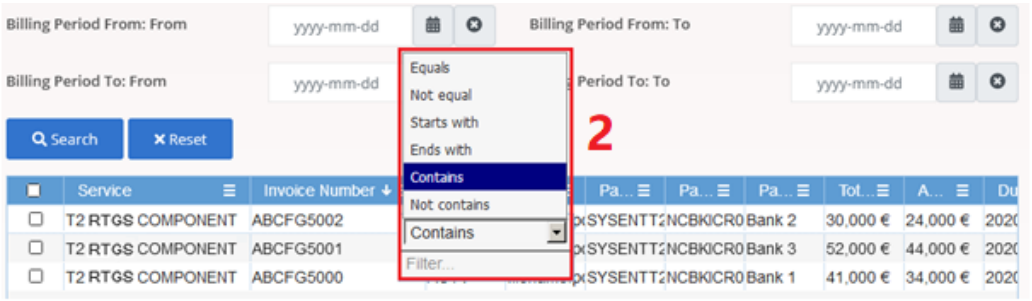


*Illustration 13b:* Table Elements - Supplementary filters in list objects

| Position No. | Element | Description |
|---|---|---|
| 1 | *Sort* icon | ... sorts the list in ascending or descending order by clicking on the up or down arrow. |
| 2 | *Supplementary filter* | … allows in-memory filtering, depending on the type of fields, of the displayed list of items according to additional criteria as shown below.<br><br>Data fields supplementary filter criteria:<br>▌Equals<br>▌Greater than<br>▌Less than<br>▌Not equal<br>▌In range<br><br>Text fields supplementary filter criteria:<br>▌Equals<br>▌Not equal<br>▌Starts with<br>▌Ends with<br>▌Contains<br>▌Not contains<br>Predefined supplementary filter criteria:<br>It contains an adaptive list of values which is consistent with the related search criterion. E.g. for any Status field, the predefined supplementary filter contains the following values: ‘All’, ‘Active’, ‘Deleted’.<br><br>When a supplementary filter criterion is used, the list is automatically filtered in memory without submitting the query to the back-end. When applied, any supplementary |

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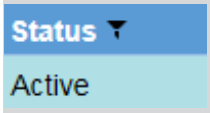
| | | |
|---|---|---|
| | | filter can be removed by individually resetting the corresponding filter.<br><br>If a supplementary filter is applied, a small icon near the column header is displayed, as shown in the following image.<br><br>  |

## 1.2.3 Validation

In the Billing GUI, all submission processes undergo various validations, which take place in the front-end and/or in the back-end. Only correct entries, fulfilling all predefined criteria, can be further processed. To indicate the status of the recently performed action, Billing GUI uses two different types of messages to indicate a successful or failed validation as described below.

**Front-End Validation**

As first part of the validation process, the front-end validation takes place without communication to the back-end. The front-end validation includes both the field validation and the cross-field validation. It is carried out after clicking on a button.

The field validation verifies that all entries comply with the required format.

The cross-field validation checks the data consistency between two or more fields/buttons in relation to each other.

**Back-End Validation**

The back-end validation is the second part of the validation process. After successful front-end validation, users' request is submitted to the back-end and checked for compliance with the business validation rules. In case of failure an error message is displayed. Users can find a detailed list of all error messages and their description in the annex of the UHB (list of references for error messages [ ]).

**Result**

After each validation, the Billing GUI informs the user about the result. There are two different message types available, the **error message** and the **success message.**

**Error Message**

Each error message appears as a pop-up on the upper right corner of the screen. In the case of a failed front-end or back-end validation, it indicates the source of the failure, the type of error and a short hint.

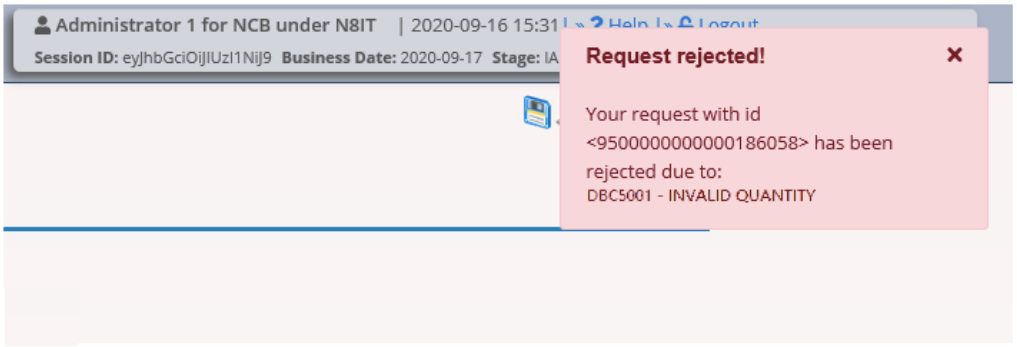



*Illustration 14:* Error message

**Success Message**

The success message appears as a pop-up on the upper right corner of the screen. It confirms that user's data have been submitted successfully.

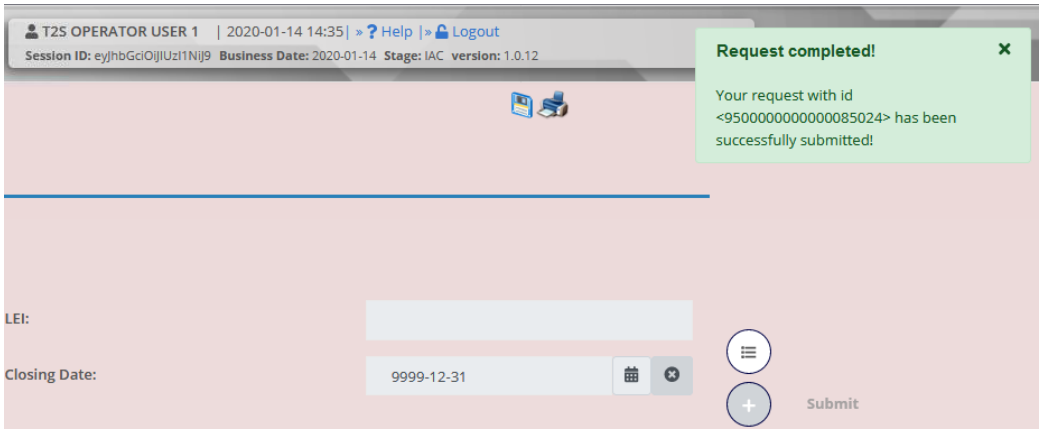



*Illustration 15:* Success message

**Digital Signature NRO**

To be defined in a next stage.

## 1.2.4 Communication Network and Services

Refer to the ESMIG UDFS document for details on the communication network and services.

## 1.2.5 User Administration

**Registration**

Only registered users have access to the Billing GUI, therefore registration for Billing reference data and to the network is necessary prior to the first GUI access. The Registration Guide provides information on how to fill in Registration Forms properly.

After registration the system administrator is given the possibility to grant and revoke privileges to its users within the Billing GUI as described in both the screen reference part and the user instructions part.

## 1.2.6 Security and Certification Services

In order to guarantee a secure and safe handling of the information and to protect customer data provided via the GUI, various security elements have been put into place:

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- The scope of available data and functions is controlled via the management of access rights
- The security features provided by the network providers and described in their respective user documentation prevent unauthorised access

### 1.2.7 Online Help

The content of the UHB can be accessed from the Billing GUI by clicking on the *help* button.

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# 2 Screen Reference Part

## 2.1 General

The screen reference part offers a complete overview of all Billing GUI screens that are available in U2A mode. Each screen description focuses on a single screen and explains all fields contained therein.

In detail, every screen description has the same structure and contains the following elements.

**Context of Usage**

The context of usage explains what a screen displays, what users can do with the screen and which special features are available for the screen, for example in case of usage restrictions. If the export functionality produces more data than shown on the screen (if a *list* screen is based on a detailed query), this is also indicated in the context of usage.

**Screen Access**

The screen access lists all possible ways to access the screen. This includes navigation via the menu and navigation via other screens.

**Examples**
Navigation via the menu:
Billing >> Invoice Data >> Invoice Data – *search/list* screen

When navigating via a *search/list* or *list* screens, a data record has to be selected by clicking on a table row. Afterwards, users can click on specific buttons in the button bar, e.g. the *details* button.

**Privileges**

The privileges segment lists all necessary privileges to access the screens and to use its functions. First, the privileges to access a screen are mentioned, followed by the privileges that are necessary to use all functions on the screen. For further information, refer to the list of privileges [].

**Screenshot**

Users can use the screenshot as orientation for their work with the UHB. All screenshots are based on the maximum of access rights, so deviations are possible if users do not own all privileges which are necessary to use the screen in its full extent. In addition, deviations between the screenshot and the field/button description are possible in the case of mutually exclusive functions

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and based on a specific selection users have made. Values shown on the screenshot might also deviate from the default values indicated in the description.

**Field Description**

The field description provides all the relevant information related to the respective field name. It is structured in table format with a separate table for each frame. Sub-frames are indicated by subsection headings in the table. The following illustration explains the structure of a field description.

| Invoice data - Search Criteria 2 | |
|---|---|
| Party BIC 1 | Enter or select the Party BIC the invoice data refers to. 3<br>If the user is a CSD user, this field contains the Party BIC of the CSD the user belongs to and it is read-only.<br>Required format is: max. 11x characters. 4 |

*Illustration 16:* Example of a screen description

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| Position No. | Element | Description |
|---|---|---|
| 1 | Field name | ... indicates the respective name of each screen field.<br>Mandatory fields are explicitly indicated. Input and select fields with no specific remark are always optional. |
| 2 | Frame name | ... indicates the respective name of each screen frame. |
| 3 | Field description | ... indicates the field type and required content. Each field description starts with a keyword, which illustrates your required activity:<br>‘Shows...’ indicates a read-only field [▸]<br>‘Select...’ indicates a select field [▸]<br>‘Enter...’ indicates an input field [▸]<br>‘Enter or select...’ indicates an input sensitive select box or an input field with suggestions [▸]<br>If there is an exhaustive list of possible values, these are listed. |
| 4 | Additional information | ... indicates the useful information that is for filling in the field. |

## Buttons

All buttons specific to the screen are listed and described in a table at the end of the screen description. The following illustration explains the structure of a button description.

**Buttons**

| | |
|---|---|
| Delete Row 1 | This function enables the user to remove the selected item from the related list. 2<br>If the status of the selected Manual Correction is already set to ‘Deleted’, this function is not available. 3 |

*Illustration 17 :* Example of a button description

| Position No. | Element | Description |
|---|---|---|
| 1 | Button name | ... indicates the respective name of each button. |
| 2 | Button description | ... indicates the action that is triggered when clicking on the button. Each button description starts with 'This function enables the user...' |
| 3 | Cross-field validations | ... indicate interdependencies between a field and the button relevant for the validation of your input. |

For further information on common buttons, refer to Common Buttons and Icons.

# 2.2 Billing

## 2.2.1 Invoice Data

### 2.2.1.1 Invoice Data – Search/List Screen

**Context of Usage**

This screen enables the authorised users to display the list of created Invoice Data and related status. The result is returned on the basis of the entered criteria in a list and it is sorted by the values of the Service, Parent BIC, Party BIC, Period Start date, Period End date columns in ascending order (default setting).

This screen gives also the possibility to access the details of the Invoice Data, i.e. how the total amount is divided by Service category and Service Items, and to manage the Template Corrections and Manual Corrections related to the Invoice Data.

This screen is not relevant for payment banks and ancillary systems.

The content of the list depends on the authorised user that is performing the query:

- Operators can see all Invoice Data;
- ECB users granted with 'BILL Monitor' privilege can see all Invoice Data related to a System Entity;
- CB[1] users can see the Invoice Data for their System Entity and the ones related to their community;

CSD users can see the Invoice Data for their System Entity.

**Screen Access**

- *Billing >> Invoice Data >>Search*
- *Billing >> Manual Correction >> Search* >> Click on *Invoice Data* button

[1] ECB users not granted with 'BILL Monitor' privilege are considered as CB users for their System Entity

**Privileges**

To use this screen, the following Privileges are needed [▶]:

- Invoice Data List Query
- BILL Monitor (ECB Users only)

**Screenshot**

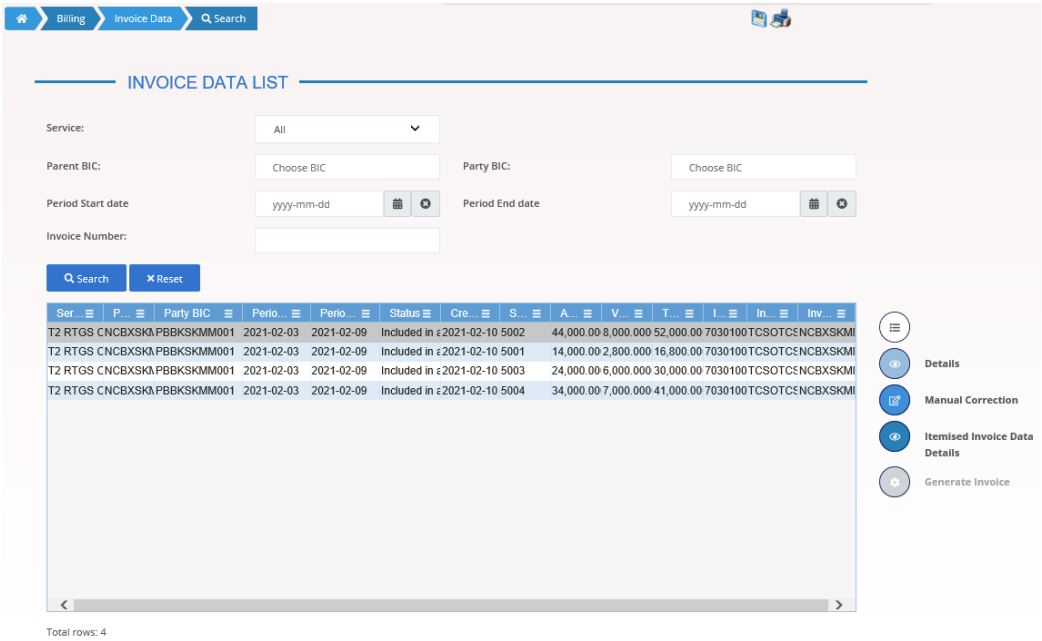


*Illustration 18: Invoice Data – search/list* screen

**Fields Description**

| Invoice data - Search Criteria | |
|---|---|
| Service | Select the Service from the possible values:<br>▪ All (default value)<br>▪ TIPS<br>▪ T2 RTGS COMPONENT<br>▪ ECMS<br>▪ T2S<br>The Service “T2 RTGS COMPONENT” is meant as T2 Service.<br>Only for Operator User the value “All” is not allowed. |
| Party to be charged Parent BIC | Enter or select the Parent BIC of the Party to be charged.<br>Required format is: max. 11x characters. |
| Party to be charged Party BIC | Enter or select the Party BIC of the Party to be charged.<br>Required format is: max. 11x characters. |
| Period Start date | Enter the date that defined the Start date of the relevant Billing Period for which the Invoice Data is searched.<br>Required format is: Date.<br>Only for Operator User this field is mandatory and the period identified together with “Period End date” must be at maximum three months. |
| Period End date | Enter the date that defined the End date of the relevant Billing Period for which the Invoice Data is searched.<br>This field must be greater than the Period Start date but within the same month.<br>Required format is: Date.<br>Only for Operator User this field is mandatory and the period identified together with “Period Start date” must be at maximum three months. |
| Invoice Number | Enter the invoice number to be searched.<br>This field is meaningful only for Invoice Data already used for the creation of an Invoice and if the latter is not cancelled.<br>Required format is: max. 35x characters. |
| Invoicee Parent BIC | Enter or select the Parent BIC of the party receiving the invoice.<br>If the user is a CSD user, the field contains the BIC of the Operator and is read-only. |

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| | |
|---|---|
| | Required format is: max. 11 characters. |
| Invoicee Party BIC | Enter or select the Party BIC of the party receiving the invoice.<br>If the user is a CSD user, this field contains the Party BIC of the CSD the user belongs to and it is read-only.<br>Required format is: max. 11 characters. |

| Invoice Data - List | |
|---|---|
| Service | Shows the Service of the returned Invoice Data. |
| Parent BIC | Shows the Parent BIC of the Party to be charged. |
| Party BIC | Shows the Party BIC of the Party to be charged. |
| Period Start Date | Shows the start date of the Billing Period the Invoice Data refers to. |
| Period End Date | Shows the end date of the Billing Period the Invoice Data refers to. |
| Status | Shows the status of the Invoice Data (generated, corrected, included in an invoice). |
| Creation date | Shows the date in which the Invoice Data has been generated. |
| Service Item | Shows the Service Item of the Invoice data. |
| Amount without VAT | Shows the amount in EURO of the Invoice Data without VAT. The amount format foresees five decimals. |
| VAT amount | Shows the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice Data related to Participants. |
| Total amount | Shows the total amount in EURO of the Invoice Data (VAT included). The amount format foresees five decimals. |
| Invoice Number | Shows the Invoice Number, when the invoice exists and its status is different from ‘Cancelled’. |
| Invoicee Parent BIC | Shows the Parent BIC of the party receiving the invoice. |
| Invoicee Party BIC | Shows the Party BIC of the party receiving the invoice. |

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**Buttons**

| | |
|---|---|
| Search | This function enables the user to start a search according to the entered criteria. |
| Reset | This function enables the user to set default search criteria and blanks out all optional criteria. |
| Details | This function enables the user to display the details of the selected Invoice Data. |
| Manual Correction | This function enables the user to enter the Manual Correction list screen of the selected Invoice Data. |
| Itemised Invoice Data Details | This function enables the user to display the Itemised Invoice Data of the selected Invoice Data. |

### 2.2.1.2 Invoice Data – Details Screen

**Context of Usage**

This screen enables the authorised user to see a breakdown of the Total Amount and Amount without VAT into the specific Service Categories and Service Items. An aggregation for Service Items and applied price is shown under each service category.

**Screen Access**

*Billing* >> *Invoice Data* >> *Invoice Data – Search/List screen* >> Click on the *Details* button

**Privileges**

To use this screen, the following Privileges are needed [ ]:

- Invoice Data Details Query

**Screenshot**

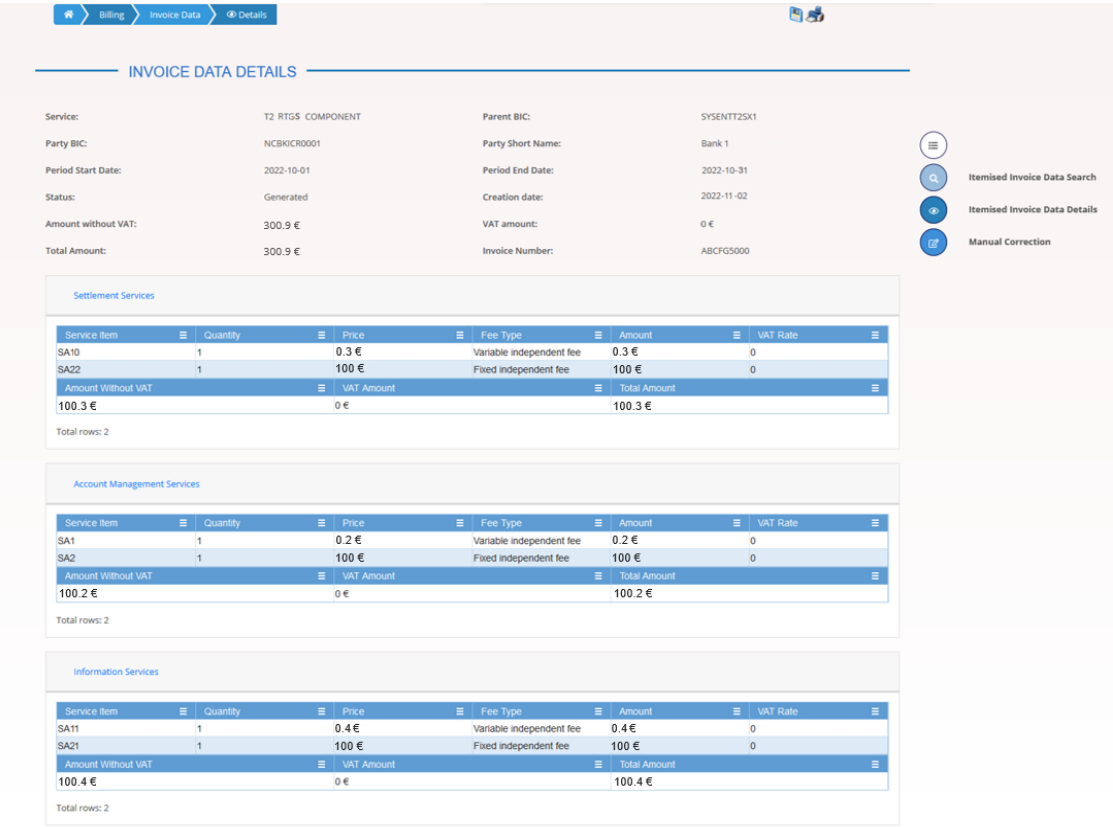


*Illustration 19: Invoice Data – details* screen

**Fields Description**

| Invoice Data | |
|---|---|
| Service | Shows the Service of the returned Invoice Data. |
| Parent BIC | Shows the Parent BIC of the Party to be charged. |
| Party BIC | Shows the Party BIC of the Party to be charged. |
| Party Short Name | Shows the Party Short Name of the Party to be charged. |
| Period Start Date | Shows the start date of the Billing Period the Invoice Data refers to. |
| Period End Date | Shows the end date of the Billing Period the Invoice Data refers to. |
| Status | Shows the status of the Invoice Data (generated, corrected, included in an invoice). |
| Creation date | Shows the date in which the Invoice Data has been generated. |
| Amount without VAT | Shows the amount in EURO of the Invoice Data without VAT. The amount format foresees five decimals. |
| VAT amount | Shows the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals.<br>This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the total amount in EURO of the Invoice Data (VAT included). The amount format foresees five decimals. |
| Invoice Number | Shows the Invoice Number, when the invoice exists and its status is different from 'Cancelled'. |
| Invoicee Parent BIC | Shows the Parent BIC of the party receiving the invoice. |
| Invoicee Party BIC | Shows the Party BIC of the party receiving the invoice. |

| Total number of Units and Total Amount per Service Item and unit price | |
|---|---|
| **Settlement Services** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the sum of the quantities of all the Invoice Data for the same Service Item. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |

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| | |
|---|---|
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for all the Invoice Data in the set for the same Service Item. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate considered in the computation, based on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice Data related to Participants. |
| **Settlement Services sub-total** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| **Account Management Services** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the sum of the quantities of all the Invoice Data for the same Service Item. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for all the Invoice Data in the set for the same Service Item. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Account Management Services sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |

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| | |
|---|---|
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals |
| **Information Services** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the sum of the quantities of all the Invoice Data for the same Service Item. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for all the Invoice Data in the set for the same Service Item. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Information Services sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice Data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| **Bilateral Collateral Management** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the sum of the quantities of all the Invoice Data for the same Service Item. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |

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| | |
|---|---|
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for all the Invoice Data in the set for the same Service Item. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate considered in the computation, based on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice Data related to Participants. |
| **BICM - Bilateral Collateral Management sub-total** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals |
| **Triparty Collateral Management** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the sum of the quantities of all the Invoice Data for the same Service Item. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for all the Invoice Data in the set for the same Service Item. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item.This field is shown only for Invoice data related to Participants. |
| **Triparty Collateral Management sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |

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| | |
|---|---|
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice data set related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| **Other** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the sum of the quantities of all the Invoice Data for the same Service Item. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for all the Invoice Data in the set for the same Service Item. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data set related to Participants. |
| **Other sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals |

**Buttons**

| | |
|---|---|
| Itemised Invoice Data Search | This function enables the user to search for itemised Invoice Data. |

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| | |
|---|---|
| Itemised Invoice Data Details | This function enables the user to display the itemised Invoice Data of the selected Invoice Data. |
| Manual Correction | This function enables the user to enter the Manual Correction list screen of the selected Invoice Data. |

## 2.2.2 Itemised Invoice Data

### 2.2.2.1 Itemised Invoice Data – Search/List Screen

**Context of Usage**

This screen enables the authorised user to display the list of Itemised Invoice Data that compose the Invoice Data selected in the previous screen. The information of the selected Invoice Data is shown in the header of the screen. Data shown in the screen are aggregated by the object the fee is charged to – a party or an account.

As default, when executing the search, this screen shows the list of all the objects involved in the Invoice Data, i.e. the Accounts and Parties. This screen gives the additional possibility to filter by a specific object in order to obtain the subset of invoice data referred to the searched element.

The search fields are shown depending on the type of search the user wants to perform. Moreover, some search fields are visible only for the Invoice Data related to a System Entity invoice.

If the number of items for a Service Item Category is beyond a certain threshold, it is mandatory to use at least one search criteria. In this case, to activate the autocomplete feature on Account-related search criteria, a minimum number of characters (4) will be needed (the aforementioned threshold on number of items is a system parameter configurable by Operational Team via operational procedure, set by default to 10.000 items).

**Screen Access**

- *Billing* >> *Invoice Data – search/list screen* >> Click on the *Details* button >> click on the *Itemised Invoice Data Search* button
- *Billing* >> *Invoice Data – search/list screen* >> Click on the *Details* button >> click on the *Itemised Invoice Data Details* button >> click on the *Itemised Invoice Data Search* button

**Privileges**

To use this screen, the following Privileges are needed [▸]:

- Itemised Invoice Data List Query
- Itemised Invoice Data Details Query

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## Screenshot

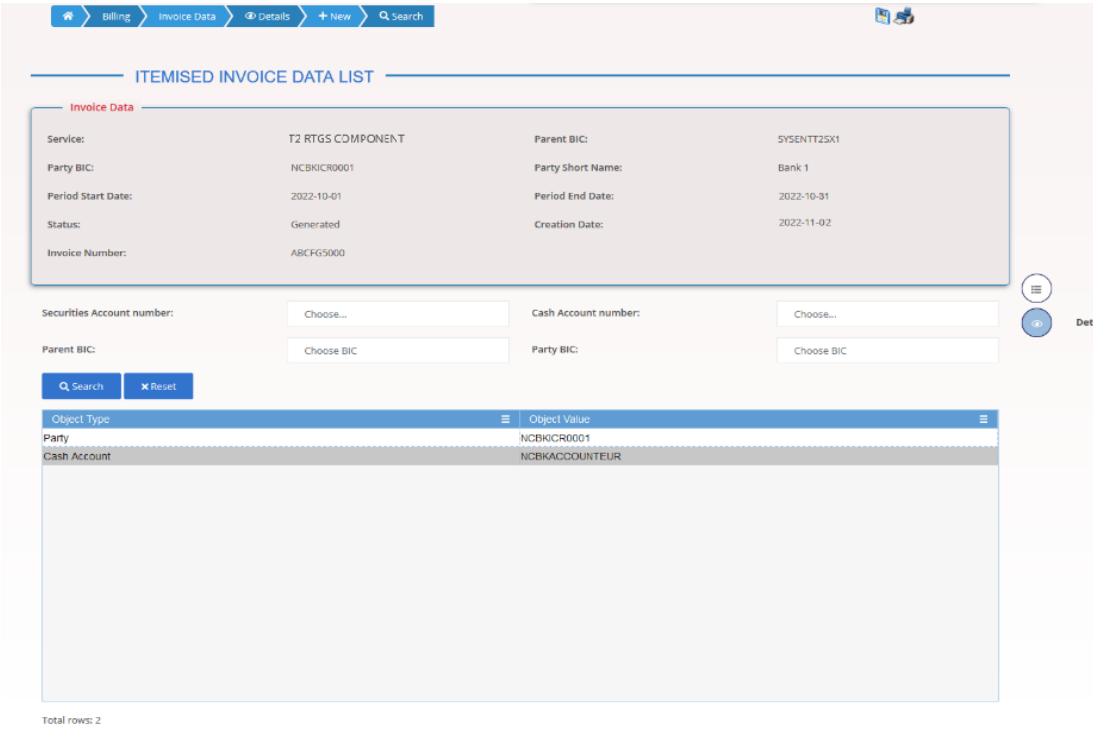


*Illustration 20: Itemised Invoice Data – search/list* screen

## Fields Description

| Invoice Data | |
|---|---|
| Service | Shows the Service of the returned Invoice Data. |
| Parent BIC | Shows the Parent BIC of the Party to be charged. |
| Party BIC | Shows the Party BIC of the Party to be charged. |
| Party Short Name | Shows the Party Short Name of the Party to be charged. |
| Period Start Date | Shows the start date of the Billing Period the Invoice Data refers to. |
| Period End Date | Shows the end date of the Billing Period the Invoice Data refers to. |
| Status | Shows the status of the Invoice Data (generated, corrected, cancelled, included in an invoice). |
| Creation date | Shows the date in which the Invoice Data has been generated. |
| Invoice Number | Shows the Invoice Number, when the invoice exists and its status is different from 'Cancelled'. |

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| Itemised Invoice data - Search Criteria | |
|---|---|
| Securities Account number | Enter or select a Securities Account which is relevant for the Party to be charged reported in the header.<br>This field is visible only when the Party to be charged is a CSD.<br>Required format is: min. 4 characters (only in case of active threshold), max. 35 characters. |
| Cash Account number | Enter or select a Cash Account which is relevant for the Party to be charged reported in the header.<br>This field is visible only when the Party to be charged is a CB, Payment Bank or Ancillary System.<br>Required format is: min. 4 characters (only in case of active threshold), max. 34x characters. |
| Parent BIC | Enter or select a Parent BIC which is relevant for the Party to be charged reported in the header.<br>This field is visible only when the Party to be charged is a CSD or CB.<br>Required format is: max. 11x characters. |
| Party BIC | Enter or select a Party BIC which is relevant for the Party to be charged reported in the header.<br>This field is visible only when the Party to be charged is a CSD or CB. Required format is: max. 11x characters. |

| Itemised Invoice Data - List | |
|---|---|
| Object Type | Shows the object type the Itemised Invoice Data refers to. |
| Object Value | Shows the account number or party BIC according to the object value. |

**Buttons**

| | |
|---|---|
| Search | This function enables the user to start a search according to the entered criteria. |
| Reset | This function enables the user to set default search criteria and blanks out all optional criteria. |

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| | |
|---|---|
| Details | This function enables the user to display the details of the selected itemised Invoice Data object. |

### 2.2.2.2 Itemised Invoice Data – Details Screen

**Context of Usage**

This screen shows in details the data calculated for an Invoice in a specific billing period. The content depends on the access point and the type of search: if it is accessed from the Invoice Data screens, it contains all the possible details; if it is accessed from the Itemised Invoice Data search screens, it contains the details depending on the type of item selected in the list.

If the number of items for a Service Item Category is beyond a certain threshold, instead of repetitive blocks, the box for that category will show a message recommending the usage of Itemised Invoice Data List Screen

(the aforementioned threshold on number of items is a system parameter configurable by Operational Team via operational procedure, set by default to 10.000 items).

In a marginal scenario, related to RTGS Ancillary System Pricing Scheme Transaction fee, the screen could show Itemised Billing Data with augmented datascope, e.g. it reports accounts outside of the datascope of the requestor.

Indeed, when a transaction charged to the Ancillary System does not involve an account owned by Ancillary System, the account owned by the counterpart of the transaction is reported as item binded to the fee. If the counterpart of the transaction is in a different system entity of the AS, this results in an augmented datascope.

**Screen Access**

- *Billing* >> *Invoice Data – search/list screen* >> Click on the *Details* button >> click on the *Itemised Invoice Data Search* button >> Select an item and click on the *Details* button
- *Billing* >> *Invoice Data – search/list screen* >> Select an item and click on the *Itemised Invoice Data Details* button

**Privileges**

To use this screen, the following Privileges are needed [▸]:

- Itemised Invoice Data Details Query

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## Screenshot

*Illustration 21: Itemised Invoice Data – details* screen

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**Fields Description**

| Invoice Data | |
|---|---|
| Service | Shows the Service of the returned Invoice Data. |
| Parent BIC | Shows the Parent BIC of the Party to be charged. |
| Party BIC | Shows the Party BIC of the Party to be charged. |
| Party Short Name | Shows the Party Short Name of the Party to be charged. |
| Period Start Date | Shows the start date of the Billing Period the Invoice Data refers to. |
| Period End Date | Shows the end date of the Billing Period the Invoice Data refers to. |
| Status | Shows the status of the Invoice Data (generated, corrected, cancelled, included in an invoice). |
| Creation date | Shows the date in which the Invoice Data has been generated. |
| Invoice Number | Shows the Invoice Number, when the invoice exists and its status is different from 'Cancelled'. |

| Itemised Invoice Data | |
|---|---|
| **Settlement Services**<br>**Repetitive block for each Securities Account or Cash Account** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the number of billable events to be billed on the account for the specific Service Items. |
| Price | Shows the price applied. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for the same Service Item and account. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate considered in the computation, based on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Settlement Services sub-total** | |

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| | |
|---|---|
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO in the category. The amount format foresees five decimals. This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| In case the number of accounts is beyond the threshold, instead of **Repetitive block for each Securities Account or Cash Account** the following message will be shown | |
| **Too many Accounts: please use Itemised Data List Screen to see details of single object** | |
| **Account Management Services**<br>**Repetitive block for each Securities Account or Cash Account** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the number of billable events to be billed on the account for the specific Service Items. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for the same Service Item and account. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate considered in the computation, based on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Account Management Services sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT Amount in EURO in the category. The amount format foresees five decimals. This field is shown only for Invoice Data related to Participants. |

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| | |
|---|---|
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| In case the number of accounts is beyond the threshold, instead of **Repetitive block for each Securities Account or Cash Account** the following message will be shown | |
| **Too many Accounts: please use Itemised Data List Screen to see details of single object** | |
| **Information Services**<br>**Repetitive block for each party** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the number of billable events to be billed to the Party for the specific Service Items. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for the same Service Item and Party. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Information Services sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| In case the number of parties is beyond the threshold, instead of **Repetitive block for each Party** the following message will be shown | |
| **Too many Parties: please use Itemised Data List Screen to see details of single object** | |

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| | |
|---|---|
| **Bilateral Collateral Management**<br>**Repetitive block for each party** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the number of billable events to be billed to the Party for the specific Service Items. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for the same Service Item and Party. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Bilateral Collateral Management sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice Data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| In case the number of parties is beyond the threshold, instead of **Repetitive block for each Party** the following message will be shown | |
| **Too many Parties: please use Itemised Data List Screen to see details of single object** | |
| **Triparty Collateral Management**<br>**Repetitive block for each party** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the number of billable events to be billed to the Party for the specific Service Items. |

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| | |
|---|---|
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for the same Service Item and Party. The amount format foresees five decimals. |
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Triparty Collateral Management sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresee five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice Data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| In case the number of parties is beyond the threshold, instead of **Repetitive block for each Party** the following message will be shown | |
| **Too many Parties: please use Itemised Data List Screen to see details of single object** | |
| **Other**<br>**Repetitive block for each party** | |
| Service Item | Shows the code and the Service Item name. |
| Quantity | Shows the number of billable events to be billed to the Party for the specific Service Items. |
| Price | Shows the price applied. In case of bands or tariff, each band and tariff of the Service Items is reported in one row. |
| Fee Type | Shows the type of the fee applied. |
| Amount | Shows the sum of the Amount in EURO calculated for the same Service Item and Party. The amount format foresees five decimals. |

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| | |
|---|---|
| VAT Rate | Shows the VAT rate applied, basing on VAT defined by the System Entity for the applied Service Item. This field is shown only for Invoice data related to Participants. |
| **Other sub-totals** | |
| Amount without VAT | Shows the sum of all the Amounts in the category. The amount format, in EURO, foresees five decimals. |
| VAT amount | Shows the sum of the VAT amount in EURO of the Invoice Data. The amount format foresees five decimals. This field is shown only for Invoice Data related to Participants. |
| Total amount | Shows the sum of all the Amounts and VAT Amounts in the category. The amount format, in EURO, foresees five decimals. |
| In case the number of parties is beyond the threshold, instead of **Repetitive block for each Party** the following message will be shown | |
| **Too many Parties: please use Itemised Data List Screen to see details of single object** | |

**Buttons**

| | |
|---|---|
| Itemised Invoice Data Search | This function enables the user to search for Itemised Invoice Data. |

## 2.2.3 Manual Correction

### 2.2.3.1 Manual Correction – Search/List screen

**Context of Usage**

This screen enables the authorised user to display the list of Manual Corrections or Template Corrections. The result is returned on the basis of the entered criteria in a list and it is sorted by the values of the Service, Status, Parent BIC, Party BIC, Period Start date, Period End, Correction Type date columns in ascending order (default setting).

This screen gives also the possibility to access the Invoice Data Search/List Screen.

The content of the list depends on the authorised user that is performing the query:

- Operators can see all Manual Corrections and Template Corrections performed in the selected period;
- ECB users granted with 'BILL Monitor' privilege can see all Manual Corrections and Template Corrections performed to a System Entity Invoice Data;
- CB[2] users can see the Manual Corrections and Template Corrections for their System Entity and the ones related to their community.

**Screen Access**

- *Billing >> Manual Correction >> Search*

**Privileges**

To use this screen, the following Privileges are needed [▸]:

- Manual Correction List Query
- Invoice Data List Query
- BILL Monitor (ECB Users only)

[2] ECB users not granted with 'BILL Monitor' privilege are considered as CB users for their System Entity

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**Screenshot**

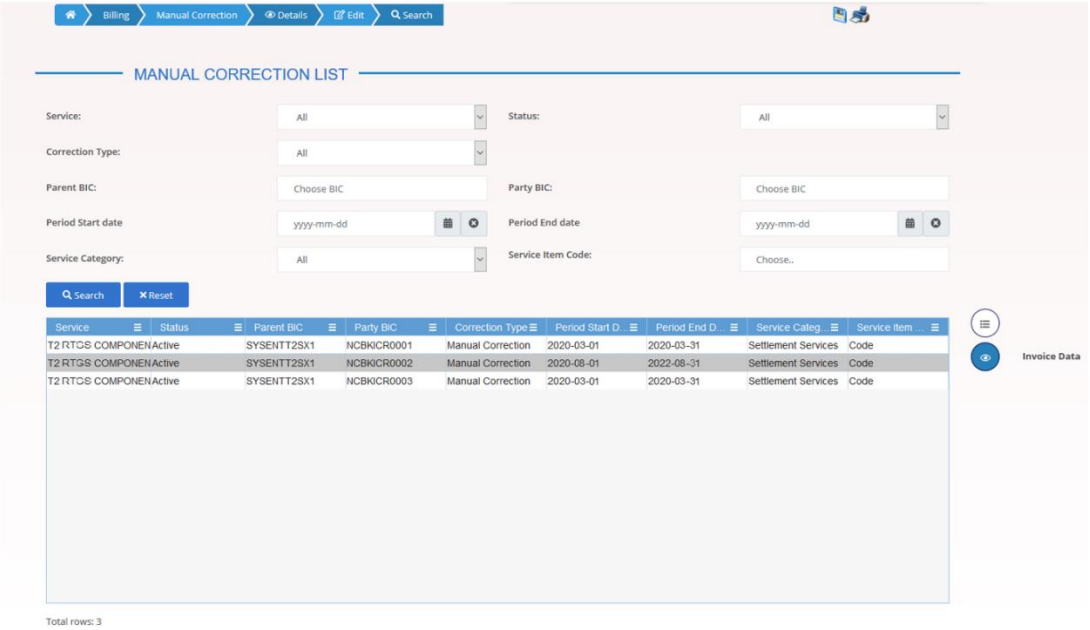


*Illustration 22: Manual Correction – search/list* screen

| Fields Description | Manual Correction - Search Criteria |
|---|---|
| Service | Select the Service from the possible values:<br>▪ All (default value)<br>▪ TIPS<br>▪ T2 RTGS COMPONENT<br>▪ ECMS<br>▪ T2S<br>The Service “T2 RTGS COMPONENT” is meant as T2 Service. |
| Status | Select the status of the Correction from the possible values:<br>▪ All<br>▪ Active (default value)<br>▪ Deleted |
| Correction Type | Select the Correction Type from the possible values:<br>▪ All (default value)<br>▪ Template Correction<br>▪ Manual Correction |
| Parent BIC | Enter or select the Parent BIC of the Party the Correction refers to.<br>Required format is: max. 11 characters. |
| Party BIC | Enter or select the Party BIC the Correction is applied to.<br>Required format is: max. 11 characters. |
| Period Start date | Enter or pick the date that defined the Start date of the relevant Billing Period for which the Correction must be searched.<br>Required format is: Date. |
| Period End date | Enter or pick the date that defined the End date of the relevant Billing Period for which the Correction must be searched.<br>It must be greater than the Period Start date but within the same month.<br>Required format is: Date. |
| Service Category | Select the Service Category from the possible values:<br>▪ All (default value)<br>▪ Settlement Services<br>▪ Account management Services |

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| | |
|---|---|
| | ▌Information Services<br>▌Bilateral Collateral Management<br>▌Triparty Collateral Management<br>▌Other<br><br>This field is not selectable if Correction Type is Template Correction. |
| Service Item Code | Enter or select the code of the Service Item.<br>This field is not selectable if Correction Type is Template Correction. |

| Manual Correction – List | |
|---|---|
| Service | Shows the Service of the returned Correction. |
| Status | Shows the Status of the Correction. |
| Parent BIC | Shows the Parent BIC of the Party the Correction is applied to. |
| Party BIC | Shows the Party BIC of the Party the Correction is applied to. |
| Correction Type | Shows the Correction Type. |
| Period Start Date | Shows the start date of the Billing Period the Correction refers to. |
| Period End Date | Shows the end date of the Billing Period the Correction refers to |
| Service Category | Shows the Service Item Category.<br>This field is not filled in if Correction Type is Template Correction. |
| Service Item Code | Shows the code of the Service Item.<br>This field is not filled in if Correction Type is Template Correction. |

**Buttons**

| | |
|---|---|
| Search | This function enables the user to start a search according to the criteria entered. The results are displayed in a list on the same screen. |
| Reset | This function enables the user to set default search criteria and blanks out all optional criteria. |

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| | |
|---|---|
| Invoice Data | This function enables the user to access the *Invoice Data* – search/list screen. |

### 2.2.3.2 Manual Correction – Details screen

**Context of Usage**

This screen enables the authorised user to display the details and status of the Manual Corrections and the Template Corrections applied to a previously selected Invoice Data. The details of the selected Invoice Data and Template Correction are shown on top of the page. The Manual Corrections are displayed in a list sorted by the values of the Status, Name, Service Category, Service Item Code columns in ascending order (default setting).

This screen gives also the possibility to create, edit or delete Manual Corrections and Template Correction for the selected Invoice Data.

**Screen Access**

- *Billing >> Invoice Data >> Search/List screen >>* Click on *Manual Corrections* button
- *Billing >> Invoice Data >> Details screen >>* Click on *Manual Corrections* button

**Privileges**

To use this screen, the following Privileges are needed [▶]:

- Manual Correction Details Query
- Manage Manual Correction

**Screenshot**

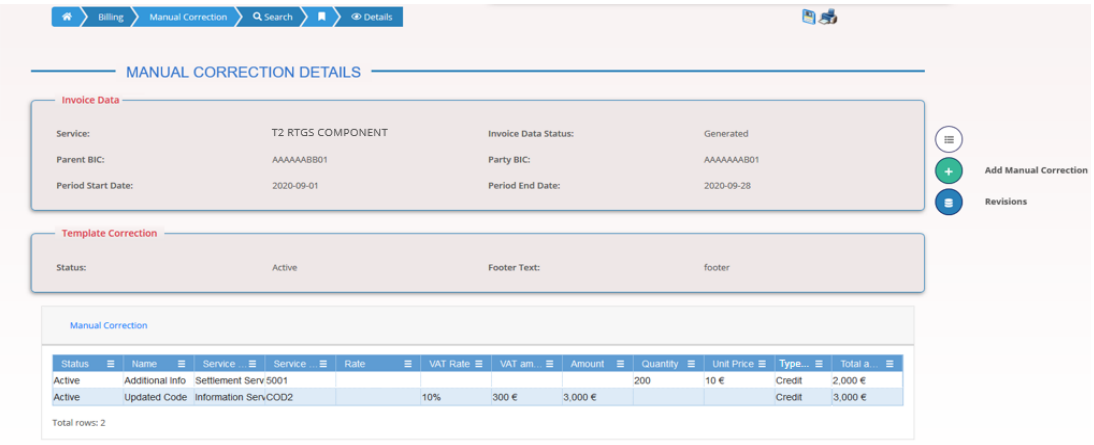


*Illustration 23: Manual Correction – Details* screen

**Fields Description**

| Invoice Data | |
|---|---|
| Service | Shows the Service of the Invoice Data the Manual Correction is applied to. |
| Invoice Data Status | Shows the Status of the Invoice Data the Manual Correction is applied to. |
| Parent BIC | Shows the Parent BIC of the Party related to the Invoice Data the Manual Correction is applied to. |
| Party BIC | Shows the Party BIC of the Party related to the Invoice Data the Manual Correction is applied to. |
| Period Start Date | Shows the start date of the Billing Period the Invoice Data refers to. |
| Period End Date | Shows the end date of the Billing Period the Invoice Data refers to. |

| Template Correction | |
|---|---|
| Status | Shows the Status of the Template Correction. |
| Footer Text | Shows the Footer text included in the PDF invoice. |

| Manual Correction | |
|---|---|
| Status | Shows the Status of the Manual Correction. |
| Name | Shows the description of the Manual Correction. |
| Service Category | Shows the Service Item Category. |
| Service Item Code | Shows the code of the Service Item |
| Rate | Shows the percentage of correction applicable to the Amount. |
| VAT Rate | Shows the applied percentage of VAT. |
| VAT Amount | Shows the VAT Amount computed for the Manual Correction. |
| Amount | Shows the Amount of the correction applied on the Service Item. |
| Quantity | Shows the consumption related to the selected Service Item. |
| Unit Price | Shows the Unit Price applied to the selected Quantity. |

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| | |
|---|---|
| Type of correction (Credit/Debit) | Shows whether the performed Manual Correction has to be debited or to be credited to the participant. |
| Total Amount | Shows the total amount of the Manual Correction. |

**Buttons**

| | |
|---|---|
| Add Manual Correction | This function enables the user to create or edit a Manual Correction for the selected Invoice Data.<br>If the status of the selected Invoice Data is set to “Included in Invoice” this function is not available. |
| Revisions | This function enables the user to display the revisions list of the selected Manual Correction. |

### 2.2.3.3 Manual Correction – New/Edit screen

**Context of Usage**

The screen “Manual Correction – New/Edit” enables the authorised user to perform Manual Correction on Invoice Data.

Manual and Template Correction are allowed only if the relevant invoice has not been created yet, or if it has been already cancelled.

This screen is relevant for ECB, CB users and Service Operator. The user can enter new data or edit existing data. Afterwards, the user can proceed further by clicking on the buttons below.

ECB users granted with ‘BILL Monitor’ privilege can insert Invoice manual corrections only for System Entity Invoices (which could be propagated to Participant invoices), while the CB[3] users can manually correct only the Invoice Data of their Participants.

**Screen Access**

- *Billing* >> *Manual Correction* >> *Manual Correction Details screen* >> Click on *Add Manual Correction* button

**Privileges**

To use this screen, the following Privileges are needed [▸]:

- Manage Manual Correction
- BILL Monitor (ECB Users only)

[3] ECB users not granted with ‘BILL Monitor’ privilege are considered as CB users for their System Entity

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## Screenshot

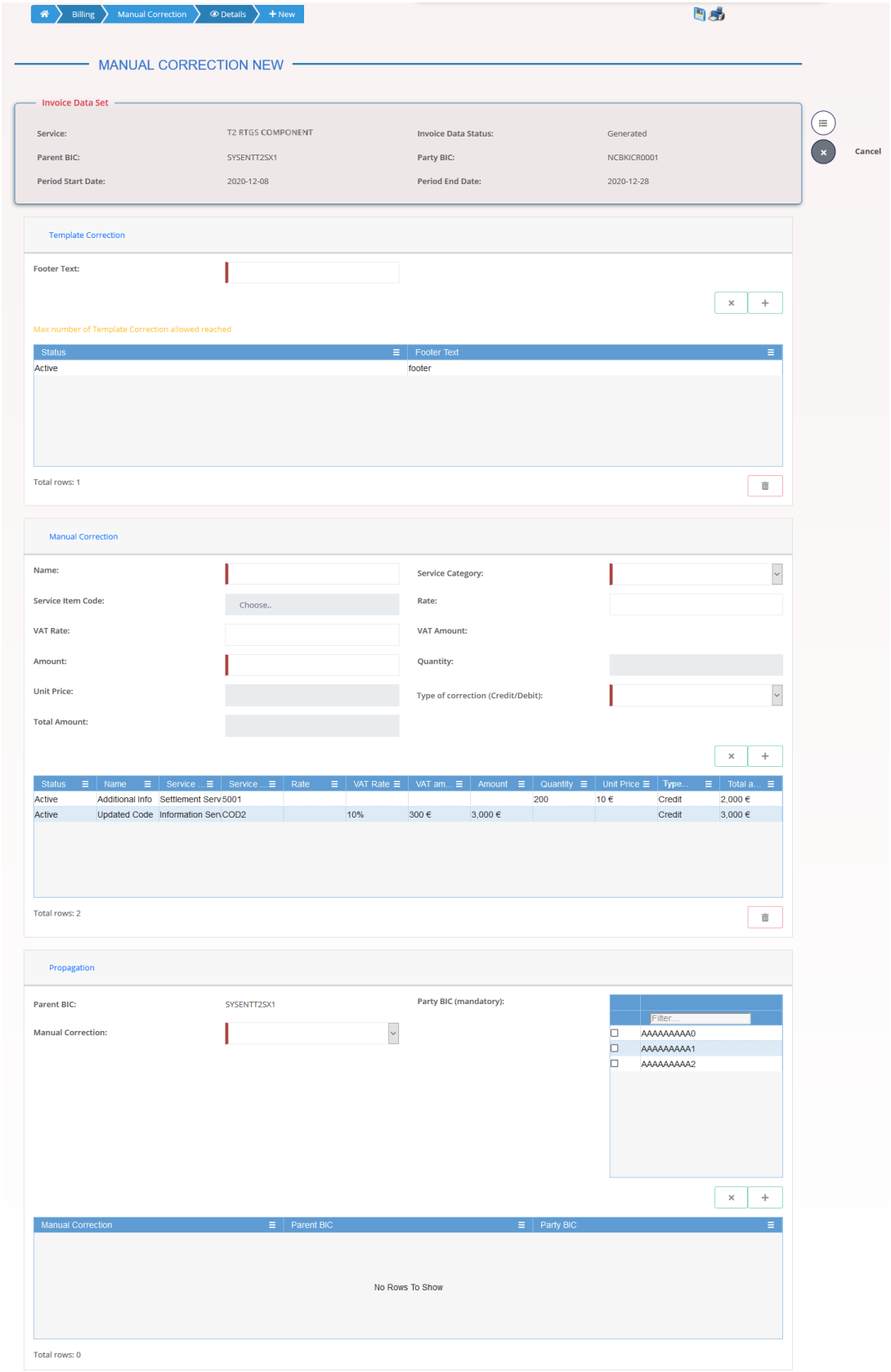


*Illustration 24: Manual Correction – New/Edit* screen

**Fields Description**

| Invoice Data | |
|---|---|
| Service | Shows the Service of the Invoice Data the Manual Correction is applied to.<br>The field is read-only. |
| Invoice Data Status | Shows the Status of the Invoice Data the Manual Correction is applied to.<br>The field is read-only. |
| Parent BIC | Shows the Parent BIC of the Party related to the Invoice Data the Manual Correction is applied to.<br>The field is read-only. |
| Party BIC | Shows the Party BIC of the Party related to the Invoice Data the Manual Correction is applied to.<br>The field is read-only. |
| Period Start Date | Shows the start date of the Billing Period the Invoice Data refers to.<br>The field is read-only. |
| Period End Date | Shows the end date of the Billing Period the Invoice Data refers to.<br>The field is read-only. |

| Template Correction | |
|---|---|
| Status | Shows the status of the corresponding Template Correction if present. |
| Footer Text | Shows the Footer text of the corresponding Template Correction if present. |
| **Add/Delete Template Correction** | |
| Footer Text | Enter the Footer text to be included in the PDF invoice, in substitution to the one configured in CRDM.<br>Required format is: max 1000x characters. |

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| Manual Correction | |
|---|---|
| Status | Shows the status of the corresponding Manual Correction if present. |
| Name | Shows the description of the Manual Correction. |
| Service Category | Shows the Service Item Category. |
| Service Item Code | Shows the code of the Service Item |
| Rate | Shows the percentage of correction applicable to the Amount. |
| VAT Rate | Shows the applied percentage of VAT. |
| VAT Amount | Shows the new Computed VAT Amount. |
| Amount | Shows the Amount of the correction applied on the Service Item. |
| Quantity | Shows the consumption related to the selected Service Item. |
| Unit Price | Shows the Unit Price applicable to the selected Quantity. |
| Type of correction (Credit/Debit) | Shows whether the performed Manual Correction has to be debited or to be credited to the participant. |
| Total Amount | Shows the total amount of the Manual Correction. |
| **Add/Delete Manual Correction** | |
| Name | Enter the description of the Manual Correction.<br>This field is mandatory in create mode.<br>Required format is: max. 35x characters. No leading and trailing space character allowed.<br>Reference for error message [ ]:<br>▌DBC5003 |
| Service Category | Select the Service Category from the possible values:<br>▌Settlement Services<br>▌Account management Services<br>▌Information Services<br>▌Bilateral Collateral Management<br>▌Triparty Collateral Management<br>▌Other<br>This field is mandatory in create mode.<br>Reference for error message [ ]: |

| | |
|---|---|
| | ▌DBC5009 |
| Service Item Code | Enter a new Code or select the code of the Service Item from the list of the already existing Service Item Codes.<br>This field is mandatory in create mode.<br><br>Required format is: max. 4x characters.<br><br>Reference for error message [▶]:<br>▌DBC5001<br>▌DBC5003<br>▌DBC5009 |
| Rate | Enter the percentage of correction applicable to the Amount.<br>This field is not allowed if an already existing Service Item Code is selected.<br>Required format is: Percentage. |
| VAT Rate | Enter the percentage of VAT rate to be applied.<br>This field is not allowed if an already existing Service Item Code is selected.<br>Required format is: Percentage. |
| VAT Amount | Shows the Computed VAT Amount.<br>This field is read only.<br>It is equal to Amount times the VAT Rate defined for the selected Service Item if an already existing Service Item Code is selected.<br>It is equal to Amount times the VAT Rate if a new Service Item Code is entered.<br>Displayed format is: amount with five decimals. |
| Amount | Enter the Amount of the correction to be applied on the Service Item.<br>Only one among Amount and Quantity fields must be defined.<br>Required format is: amount with five decimals. |
| Quantity | Enter the consumption related to the selected Service Item.<br>Only one among Amount and Quantity fields must be defined.<br>Required format is: Integer.<br><br>Reference for error message [▶]: |

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| | |
|---|---|
| | ▌DBC5001 |
| Unit Price | Enter the Unit Price applicable to the selected Quantity.<br>This field is allowed only if Quantity is filled in.<br>Required format is: amount with five decimals.<br><br>Reference for error message [ ]:<br>▌DBC5001 |
| Type of correction (Credit/Debit) | Select whether the performed Manual Correction has to be debited or to be credited to the participant.<br>Possible values:<br>▌Credit<br>▌Debit<br>This field is mandatory in create mode.<br><br>Reference for error message [ ]:<br>▌DBC5008 |
| Total Amount | Shows the total amount of the Manual Correction.<br>It is equal to Amount if Rate is not filled in.<br>It is equal to the Rate percentage of Amount if both are filled in.<br>It is blank if only Quantity is filled in.<br>It is equal to Quantity times Unit Price if both are filled in.<br>The field is read-only.<br>Displayed format is: amount with five decimals. |
| **Propagation** | |
| Filter BIC | Enter the BIC of the party to filter the 'Parties' to be selected for Manual Correction Propagation.<br>Required format is: max. 11x characters.<br>This field is available only for ECB users granted with 'BILL Monitor' privilege. |
| Parent BIC | Shows the Parent BIC of the party (i.e. the Party BIC of the Party related to the Invoice Data).<br>This field is available only for ECB users granted with 'BILL Monitor' privilege. |

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| | |
|---|---|
| Party BIC | Shows the Party BIC of the party.<br>Select one or more BICs to link the Manual Correction to the Invoice Data of the selected Participant.<br>The list contains the Party BIC of the Participants belonging to the datascope of the party to be charged related to the Invoice Data.<br>This field is available only for ECB users granted with 'BILL Monitor' privilege.<br><br>Reference for error message [ ]:<br>▌DBC5005<br>▌DBC5006<br>▌DBC5007 |
| Manual Correction | Select the couple Manual Correction Name, Service Item Code from the existing Manual Corrections defined for the selected Invoice Data.<br>This field is mandatory.<br>This field is available only for ECB users granted with 'BILL Monitor' privilege.<br><br>Reference for error message [ ]:<br>▌DBC5005<br>▌DBC5006<br>▌DBC5007 |

**Buttons**

| | |
|---|---|
| Submit Row | This function enables the user to add or update an item in the related list using the values inserted in the related fields.<br><br>Reference for error message [ ]:<br>▌DBC5001<br>▌DBC5002<br>▌DBC5003<br>▌DBC5004<br>▌DBC5005<br>▌DBC5006<br>▌DBC5007 |

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| | |
|---|---|
| | ▌DBC5008<br>▌DBC5009 |
| Delete Row | This function enables the user to remove the selected item from the related list.<br>If the status of the selected Manual Correction is already set to 'Deleted', this function is not available. |
| Reset | This function enables the user to set all fields to default value and blanks out all optional fields. |
| Cancel | This function enables the user to cancel the process and return to the previous screen. |

## 2.2.4 PDF Invoice

### 2.2.4.1 PDF Invoice– Search/List screen

**Context of Usage**

This screen enables the authorised user to display the list of Invoices that have been created for each billing period. The result is returned on the basis of the entered criteria in a list, which is sorted by the values of the Service, Parent BIC, Party BIC, Invoice Number, Due Date columns in ascending order (default setting).

The content of the list depends on the authorised user that is performing the query:

- Operators can see all Invoices;
- ECB users granted with 'BILL Monitor' privilege can see all the System Entity Invoices (identified by a CB or CSD Party BIC);
- CB[4] users can see their own Invoice of the System Entity (identified by a CB Party BIC) and all the Participant Invoices (identified by Participants Party BICs) related to their community;
- CSD users can see their own Invoice of the System Entity (identified by a CSD Party BIC);
- Participants users can see their own Participant Invoices (identified by Participants Party BICs).

This screen gives also the possibility to view and download more than one PDF Invoice at the same time by means of a compressed file containing all the desired Invoices.

**Screen Access**

▌*Billing >> PDF Invoice >> Search*

**Privileges**

To use this screen, the following Privileges are needed [▸]:

[4] ECB users not granted with 'BILL Monitor' privilege are considered as CB users for their System Entity

- PDF Invoice List Query
- BILL Monitor (ECB Users only)

**Screenshot**

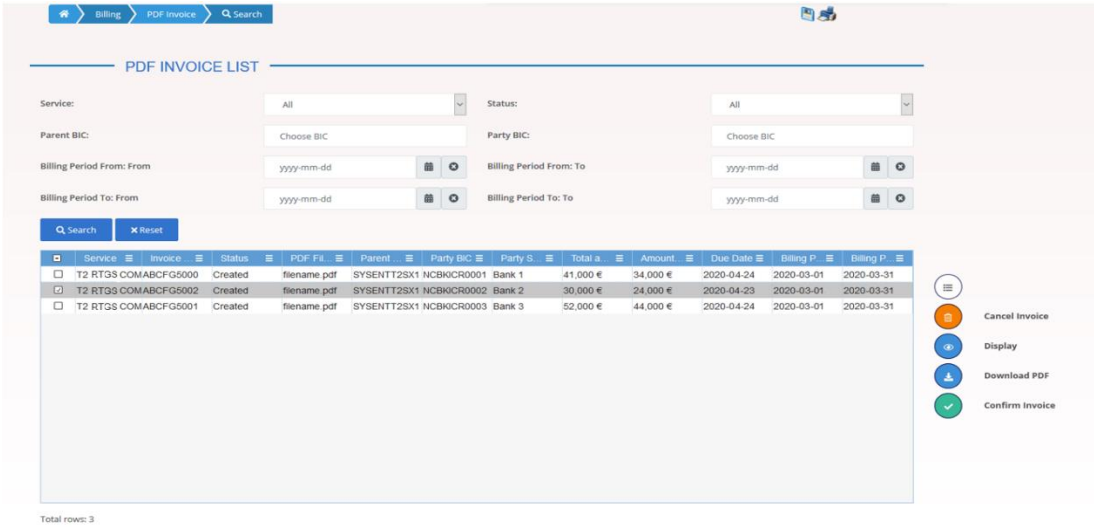


*Illustration 25: PDF Invoice– search/list* screen

**Fields Description**

| PDF Invoice - Search Criteria | |
|---|---|
| Service | Select the Service from the possible values:<br>▌All (default value)<br>▌TIPS<br>▌T2 RTGS COMPONENT<br>▌ECMS<br>▌T2S<br>The Service “T2 RTGS COMPONENT” is meant as T2 Service. |
| Status | Select the Status of the Invoice from the possible values:<br>▌All (default value)<br>▌Sent<br>▌Cancelled<br>▌Payment sent |
| Parent BIC | Enter or select the Parent BIC of the Party to be charged.<br>Required format is: max. 11 characters (SWIFT-x). |
| Party BIC | Enter or select the Party BIC of the Party to be charged.<br>Required format is: max. 11 characters (SWIFT-x). |
| Billing Period From: From | Enter or pick the lower bound of the Start date of the relevant Billing Period for which the Invoice must be searched.<br>Required format is: Date. |
| Billing Period From: To | Enter or pick the upper bound of the Start date of the relevant Billing Period for which the Invoice must be searched.<br>It must be greater than the “Billing Period From: From”.<br>Required format is: Date. |
| Billing Period To: From | Enter or pick the lower bound of the End date of the relevant Billing Period for which the Invoice must be searched.<br>Required format is: Date. |
| Billing Period To: To | Enter or pick the upper bound of the End date of the relevant Billing Period for which the Invoice must be searched.<br>It must be greater than the “Billing Period To: From”.<br>Required format is: Date. |

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| PDF Invoice - List | |
|---|---|
| Service | Shows the Service of the returned Invoice. |
| Invoice Number | Shows the identification of the Invoice. |
| Status | Shows the Status of the returned Invoice. |
| PDF File Name | Shows the File Name of the PDF containing the returned Invoice. |
| Parent BIC | Shows the Parent BIC of the Party to be charged in the specified Billing Period. |
| Party BIC | Shows the Party BIC of the Party to be charged in the specified Billing Period. |
| Party Short Name | Shows the Short name of the Party to be charged. |
| Total Amount | Shows the Total Amount (VAT included) of the returned Invoice. |
| Amount without VAT | Shows the Total Amount (no VAT included) of the returned Invoice. |
| Due Date | Shows the Due Date of the returned Invoice. |
| Billing Period From | Shows the start date of the Billing Period. |
| Billing Period To | Shows the end date of the Billing Period. |

**Buttons**

| | |
|---|---|
| Search | This function enables the user to start a search according to the criteria entered. The results are displayed in a list on the same screen. |
| Reset | This function enables the user to set default search criteria and blanks out all optional criteria. |
| Display | This button allows to display the selected Invoice in PDF format. |
| Download PDF | This button allows to download one or more than one PDF Invoices, after selecting them. |
| Confirm Invoice | This button allows to change the status of the selected Invoice from “Created” to “Sent”. |

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| | |
|---|---|
| | If the status of the selected Invoice is already set to “Cancelled”, “Sent” or “Payment sent”, this function is not available.<br>Only the Service Operator can Confirm an Invoice. |
| Cancel Invoice | This button allows to change the status of the selected Invoice from “Created” or “Sent” to “Cancelled”.<br>If the status of the selected Invoice is already set to “Cancelled” or “Payment sent”, this function is not available.<br>Only the Service Operator can Cancel an Invoice. |

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## 2.2.5 External Consumption Data

### 2.2.5.1 External Consumption Data – Search/List screen

**Context of Usage**

The External Consumption Data is consumption performed outside the Billing process.

This screen enables the authorised user to display the list of created External Consumption Data and related status. The result is returned on the basis of the entered criteria in a list and it is sorted by the values of the Service, Service Items, Parent BIC, Party BIC, Period Start date, Period End date columns in ascending order (default setting).

This screen gives also the possibility to:

- Access the details of a selected External Consumption Data
- Add new External Consumption Data
- Access the Audit trail of a selected External Consumption Data

The content of the list depends on the authorised user that is performing the query:

- Operators can see all External Consumption Data;
- ECB users granted with 'BILL Monitor' privilege can see all External Consumption Data charged to Responsible Parties;
- CB users, CSD users and ECB users not granted with 'BILL Monitor' privilege can see the External Consumption Data charged to themselves and to participants of their community;
- In the rest of the document ECB users not granted with 'BILL Monitor' will be trated as a CB user regarding data visitbility.

**Screen Access**

*Billing >> External Consumption Data >> Search*

**Privileges**

To use this screen, the following Privileges are needed [▶]:

External Consumption Data List Query

External Consumption Data Details Query

Delete External Consumtpion Data

BILL Monitor (ECB Users only)

**Screenshot**

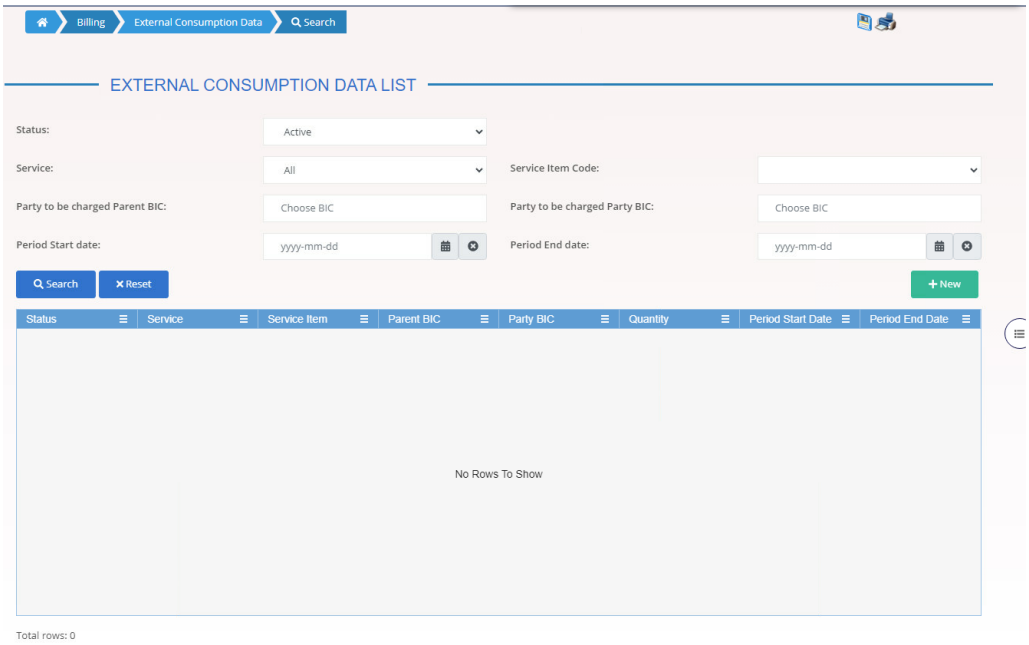


*Illustration 26: External Consumption Data – Search/List screen*

**Fields Description**

| External Consumption Data - Search Criteria | |
|---|---|
| Status | Select the status of the Check on Service Item from the possible values:<br>- All<br>- Active (default value)<br>- Deleted |
| Service | Select the Service from the possible values:<br>- All (default value)<br>- TIPS |
| Service Item | Select the Service Item Code to be selected among those related to the selected service.<br>The list of Service Item depends on the value of Service field. |
| Party to be charged Parent BIC | Enter or select the Parent BIC of the Party to be charged.<br>In case of CB/CSD user, it is read-only and fulfilled with the CB/CSD BIC.<br>In case of ECB user granted with ECB BILL Monitor privilege, it is read-only and fulfilled with the platform BIC.<br>In case of the Operator user, it is editable.<br>Required format is: max. 11 characters. |
| Party to be charged Party BIC | Enter or select the Party BIC of the Party related to the External Consumption Data.<br>Required format is: max. 11 characters. |
| Period Start date | Enter the date that defined the Start date of the relevant Billing Period for which the External Consumption Data is searched.<br>Required format is: Date. |
| Period End date | Enter the date that defined the End date of the relevant Billing Period for which the External Consumption Data is searched.<br>This field must be greater than the Period Start date but within the same month.<br>Required format is: Date. |

| External Consumption Data - List | |
|---|---|
| Status | Shows the Status of the returned External Consumption Data |

| | |
|---|---|
| Service | Shows the Service of the returned External Consumption Data. |
| Service Item | Shows the Service Item Code to which the External Consumption Data is related to. |
| Parent BIC | Shows the Parent BIC of the Party to be charged. |
| Party BIC | Shows the Party BIC of the Party to be charged. |
| Quantity | Shows the Quantity of the returned External Consumption Data |
| Period Start Date | Shows the start date of the Billing Period the External Consumption Data refers to. |
| Period End Date | Shows the end date of the Billing Period the External Consumption Data refers to. |

**Buttons**

| | |
|---|---|
| Search | This function enables the user to start a search according to the criteria entered. The results are displayed in a list on the same screen. |
| Reset | This function enables the user to set default search criteria and blanks out all optional criteria. |
| New | This function enables the user to create a new External Consumption Data.<br>This function is not active for ECB users granted with BILL_Monitor privilege. |
| Delete | This function enables the user to enter the details of the selected External Consumption Data.<br>If the status of the selected party is already set to 'Deleted', this function is not available.<br>This function is not active for ECB users granted with BILL_Monitor privilege.<br><br>Reference for error message [▸]:<br>▌DED6006 |
| Details | This function enables the user to enter the details of the selected External Consumption Data. |

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| | |
|---|---|
| Revisions | This function enables the user to display the Revisions of of the selected External Consumption Data.<br>This function is enabled for Operator only. |

### 2.2.5.2 External Consumption Data – Details screen

**Context of Usage**

The screen "External Consumption Data – Details" enables the authorised user to see the details of an External Consumption Data and related status.

**Screen Access**

- *Billing >> External Consumption Data >> search/list screen >>* Click on *the Details button*

**Privileges**

To use this screen, the following Privileges are needed [▶]:

- External Consumption Data Details Query
- Delete External Consumption Data

**Screenshot**

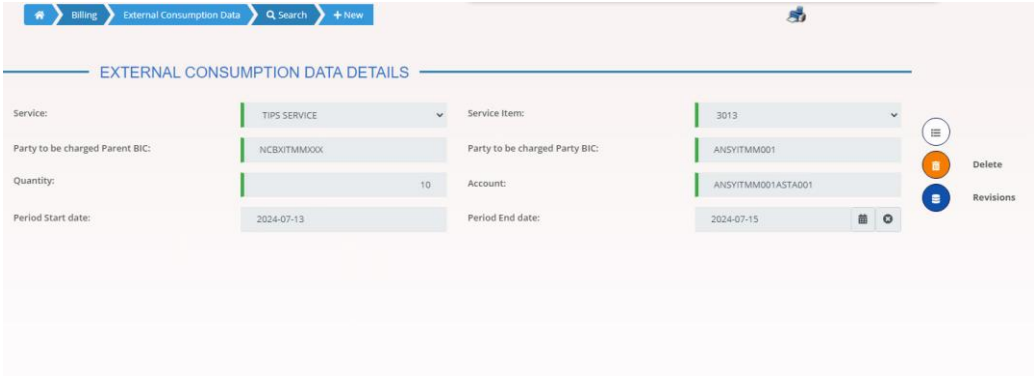


*Illustration 27: External Consumption Data – Details* screen

**Fields Description**

| External Consumption Data | |
|---|---|
| Service | Shows the Service of the returned External Consumption Data. |
| Service Item | Shows the Service Item of the returned External Consumption Data |
| Parent BIC | Shows the Parent BIC of the Party to be charged. |
| Party BIC | Shows the Party BIC of the Party to be charged. |
| Quantity | Shows the Quantity of the returned External Consuption Data. |
| Account | Shows the account related to the returned External Consumption Data. |

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| | |
|---|---|
| Period Start Date | Shows the start date of the Billing Period the External Consumption Data refers to. |
| Period End Date | Shows the end date of the Billing Period the External Consumption Data refers to. |

**Buttons**

| | |
|---|---|
| Delete | This function enables the user to delete the External Consumption Data. If the status of the selected external consumption data is already set to 'Deleted', this function is not available.<br>This function is not active for ECB users granted with BILL_Monitor privilege.<br><br>Reference for error message [▸]:<br>▪ DED6006 |
| Revisions | This function enables the user to display the revisions of the selected External Consumption Data.<br>This function is enabled for Operator only |

### 2.2.5.3 External Consumption Data – New screen

**Context of Usage**

The screen "External Consumption Data – New" enables the authorised user to insert External Consumption Data for the last Billing Period.

This screen is available only for National Central Bank Users, Central Securities Depositories users, European Central Bank Users and Service Operator.

An ECB user with the BILL Monitor privilege cannot access to this screen.

**Screen Access**

- *Billing >> External Consumption Data >> New*
- *Billing >> External Consumption Data >> Search* >> Click on *the New button*

**Privileges**

To use this screen, the following Privileges are needed [▸]:

- Create External Consumption Data

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**Screenshot**

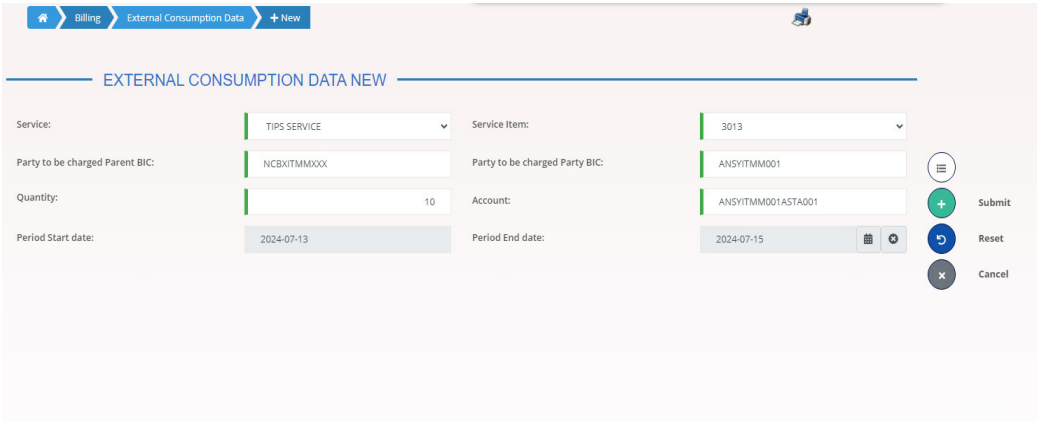


*Illustration 28: External Consumption Data – New screen*

**Fields Description**

| External Consumption Data | |
|---|---|
| Service | Select the Service from the possible values:<br>▪ Blank (Default)<br>▪ TIPS SERVICE<br>This field is mandatory.<br><br>Reference for error message [▸]:<br>▪ DBC6001 |
| Service Item | Select the Service Item code from the possible value according to Service value.<br>This field is mandatory.<br><br>Reference for error message [▸]:<br>▪ DBC6001 |
| Party to be charged Parent BIC | Enter or select the parent BIC of the party to be charged.<br>In case of NCB/CSD user, it will be Read-Only and fulfilled by the application with NCB/CSD BIC of the logged user.<br>This field editable if the requestor is the Operator.<br>This field is mandatory.<br>Required format is:. 11x characters.<br><br>Reference for error message [▸]:<br>▪ DEC6015 |
| Party to be charged | Enter or select the BIC of the party to be charged. |

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| | |
|---|---|
| Party BIC | Required format is: 11x characters.<br>This field is mandatory.<br><br>Reference for error message [ ]:<br>▪ DBC6001<br>▪ DBC6003<br>▪ DEC6010<br>▪ DEC6012<br>▪ DEC6013<br>▪ DEC6014 |
| Quantity | Enter the Quantity to be considered for the last billing period.<br>This field is mandatory.<br>Required format is: Numeric. |
| Account | Select the account from the list of proposed according to datascope of the Party identified by Parent BIC – Party BIC (both Cash and Securities accounts depending on party type).<br>Required format is: max. 34x characters.<br><br>Reference for error message[ ]:<br>▪ DBC6002<br>▪ DBC6003<br>▪ DEC6006<br>▪ DEC6008 |
| Period Start Date | Shows the start date of the last Billing Period the selected Service refers to.<br>The field is read-only.<br>Required format is: Date. |
| Period End Date | Shows the end date of the last Billing Period the selected Service refers to.<br>The field is read-only.Required format is: Date. |

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| Buttons | |
|---|---|
| Submit | This function enables the user to create the External Consumption Data.<br>The button is enabled only if all mandatory fields are present.<br><br>Reference for error message [ ]:<br>▪ DBC6001<br>▪ DBC6002<br>▪ DBC6003<br>▪ DEC6006<br>▪ DEC6008<br>▪ DEC6010<br>▪ DEC6012<br>▪ DEC6013<br>▪ DEC6014<br>▪ DEC6015<br>▪ DEC6022 |
| Reset | This function enables you to set all fields to default value and blanks out all optional fields. |
| Cancel | This function enables you to cancel the process and return to the previous screen. |

## 2.2.6 Services

### 2.2.6.1 Outbound Messages

#### 2.2.6.1.1 Outbound Messages – Search/List screen

**Context of Usage**

This screen contains a number of search fields. By inputting the relevant data, you can search for subscribed outbound messages and those sent compulsory. The search result will be displayed in a list, which is sorted by the values of the 'Delivery Date and Time' column in descending order (default setting). Only messages subscribed via message subscription rules and those messages compulsory sent will be displayed. After selecting an entry, you can proceed further by clicking on the buttons below. Users can see Outbound Messages under their datascope.

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There is no usage restriction for this screen.

**Screen Access**

- Billing >> Services >> Outbound Messages >> Search

**Privileges**

To use this screen, the following Privileges are needed [▶]:

- Outbound Message List Query
- Outbound Message Details Query

**Screenshot**

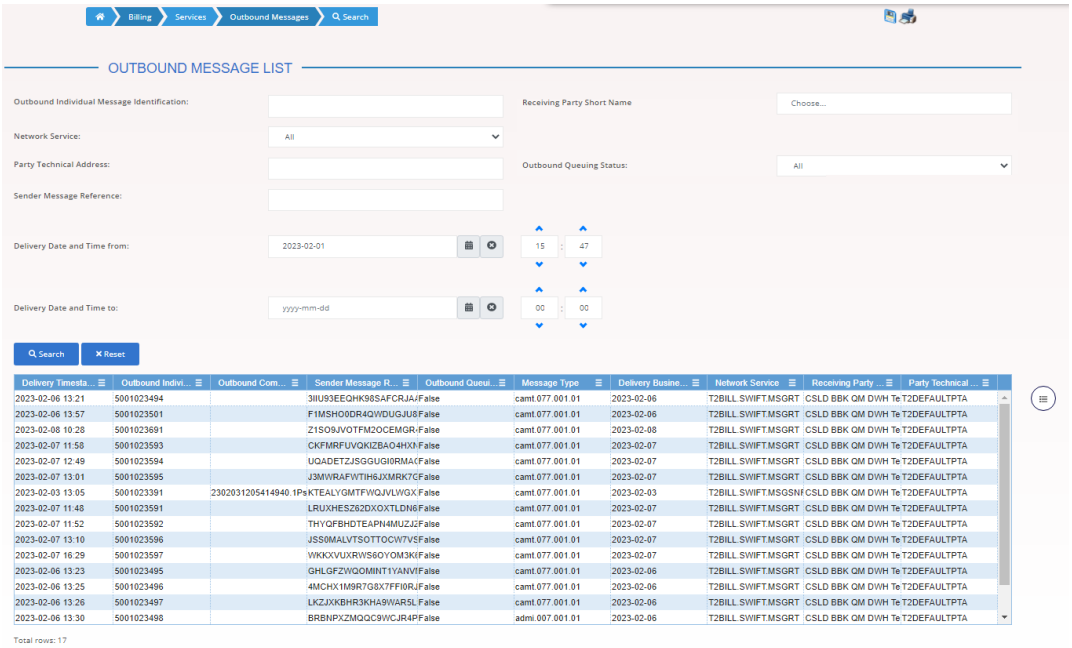


*Illustration 26: Outbound Messages – search/list* screen

**Fields Description**

| Outbound Message – Search Criteria | |
|---|---|
| Outbound Individual Message Identification | Enter the identification of the outbound individual message.<br>Required format is: max. 35x characters. |
| Network Service | Select the name of the network service. |
| Receiving Party Short Name | Enter or select the short name of the receiving party.<br>Required format is: max. 35x characters. |
| Party Technical Address | Enter the technical address (i.e. distinguished name) of the receiving party.<br>Required format is: max. 256 characters (UTF-8 except '<'; '>'; '&') |
| Sender Message Reference | Enter the identification of the message as assigned by the message sender.<br>Required format is: max. 35x characters. |
| Outbound Queuing Status | Select the outbound queuing status of the message from the possible values:<br>▌True<br>▌False<br>▌All (default value) |
| Delivery Date and Time from | Enter or pick the lower bound of the search range for the calendar date and time of the system entry of the outbound message.<br>The 'Delivery Date and Time from' date and time must be a valid calendar date/time earlier than the 'Delivery Date and Time to' date and time.<br>This field is mandatory.<br>Required format is: YYYY-MM-DD hh:mm:ss |
| Delivery Date and Time to | Enter or pick the upper bound of the search range for the calendar date and time of the system entry of the outbound message.<br>The 'Delivery Date and Time to' date and time must be a valid calendar date/time later than the 'Delivery Date and Time from' date and time.<br>This field is mandatory. |

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| | |
|---|---|
| | Required format is: YYYY-MM-DD hh:mm:ss |

| Outbound Messages – List | |
|---|---|
| Delivery Timestamp | Shows the date and time when the message was delivered. |
| Outbound Individual Message Identification | Shows the identification of the outbound individual message. |
| Sender Message Reference | Shows the identification of the outbound message as assigned by the message sender. |
| Outbound Queuing Status | Shows the outbound queuing status of the message. |
| Message Type | Shows the ISO 20022 request type of the message. |
| Delivery Business Date | Shows the business date when the related service started the delivery of the message. |
| Network Service | Shows the name of the network service. |
| Receiving Party Short Name | Shows the short name of the receiving party. |
| Party Technical Address - Sender | Shows the technical address (i.e. distinguished name) of the receiving party. |

**Buttons**

| | |
|---|---|
| Search | This function enables the User to start a search according to the criteria entered. The results are displayed in a list on the same screen. |
| Reset | This function enables the User to reset the selected outbound message. |
| Details | This function enables the User to display the details of the selected outbound message. |

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### 2.2.6.1.2 Outbound Messages – Details screen

**Context of Usage**

This screen displays detailed information on the selected outbound message. Only messages subscribed via message subscription rules and those messages compulsory sent will be displayed. You can check the data and proceed further by clicking on the buttons below.

There is no usage restriction for this screen.

**Screen Access**

- Billing >> Services >> Outbound Messages >> Outbound Messages – Search/List screen >> Click on the Details button
- Billing >> Services >> Inbound Messages >> Inbound Messages – Search/List screen >> click on the Related Outbound Messages button
- Billing >> Services >> Inbound Messages >> Inbound Messages – Search/List screen >> click on the Search and/or Details button >> Inbound Message – Details screen >> click on the Related Outbound Messages button

**Privileges**

To use this screen, the following Privileges are needed [▸]:

- Outbound Message Details Query

**Screenshot**

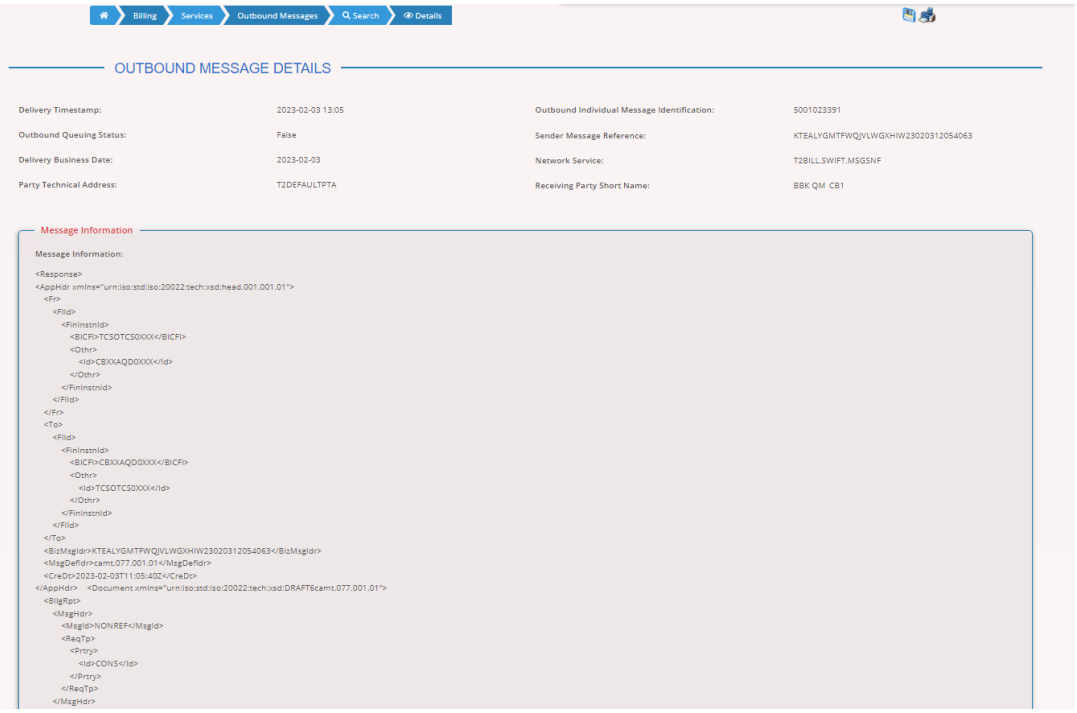


*Illustration 27: Outbound Message – Details* screen

**Fields Description**

| Outbound Message – Details screen | |
|---|---|
| Delivery Timestamp | Shows the calendar date and time when the outbound message was delivered in the related service. |
| Outbound Individual Message Identification | Shows the technical identification of the outbound individual message. |
| Sender Message Reference | Shows the identification of the outbound message as assigned by the message sender. |
| Outbound Queuing Status | Shows the outbound queuing status of the message. |
| Network Service | Shows the name of the network service from the dropdown menu. |
| Delivery Business Date | Shows the business date when the related service started the delivery of the message. |
| Receiving Party Short Name | Shows the short name of the receiving party from the dropdown menu. |
| Party Technical Address | Shows the technical address (i.e. distinguished name) of the receiving party. |
| **Message Information** | |
| Message Information | Shows detailed information of the request.<br>The content of the message is only displayed in case of small messages. Bigger messages can be displayed via the separate message export icon.<br>Pressing this icon exports the message based on the xml document. In addition, root elements are present at the beginning and the end of the exported document. On top of the export, additional information about ‘Time’, ‘User’ and ‘Screen of export’ is available for documentation purpose. |

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# 3 User Instructions Part

## 3.1 General

The user instructions part comprises scenarios adapted from typical user workflows. They are grouped into related activities, called business packages, which are further grouped into categories.

Furthermore, the user can find business scenarios dedicated only to the Service operator highlighted by the adding ‘Service operator only’ in the title.

**Categories**

The categories are a structural element and do not contain any information.

**List of Business Scenarios**

This section contains a list of all business scenarios belonging to the business package.

The list is unordered if the business scenarios represent alternative ways to achieve the aim of the business package. It is ordered if the business scenarios have to be carried out sequentially. Sequential business scenarios do not necessarily have to be carried out directly after each other. The sequence only implies that one business scenario is a prerequisite for the following ones.

**Business Scenarios**

Each business scenario represents a single workflow and consists of single action steps, intermediate results and a final result. In detail, each business scenario description has the same structure and contains the following elements.

**Context of Usage**

The context of usage describes the aim of the business scenario and indicates whether this business scenario is mandatory or optional in order to fulfil the overall business package. It also contains the usage restrictions and the pre-requisites (excluding the privileges), if available.

**Privileges**

In this section, all the necessary privileges to access and use the involved screens are listed. First, the privileges to access the first screen are mentioned, followed by the privileges necessary to proceed with the business scenario. Afterwards, the privileges for the following screens are mentioned in the same order.

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**Reference** This section lists all references to the screens involved, in order of their appearance in the business scenario.

**Instructions** Each workflow is described from the start to the end, beginning with the access to the starting screen. The instructions involve a number of separate steps which lead the user through a series of screens and actions. Each action step is focused on 1 single action. Intermediate results are included and the instructions end with a final result. Possible alternatives and repetitions are highlighted with a notice sign.

***Example***

1. *Action step 1*
2. *Action step 2*

⇨ *Intermediate result*

3. *Action step 3*

➡ *Result*

## 3.2 Invoice Data Query

### 3.2.1 Querying Invoice Data

**Context of Usage** This business package describes all activities the authorised user can perform for displaying the list of created Invoice Data and their related status.

**Privileges** To carry out this business scenario, the user needs the following privilege:

- Invoice Data List Query

**Reference** Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▸]
- *Invoice Data – details* screen [▸]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search
   Billing >> Manual Correction >> Search >> Click on Invoice Data button

⇨ The *Invoice Data – search/list* is displayed.

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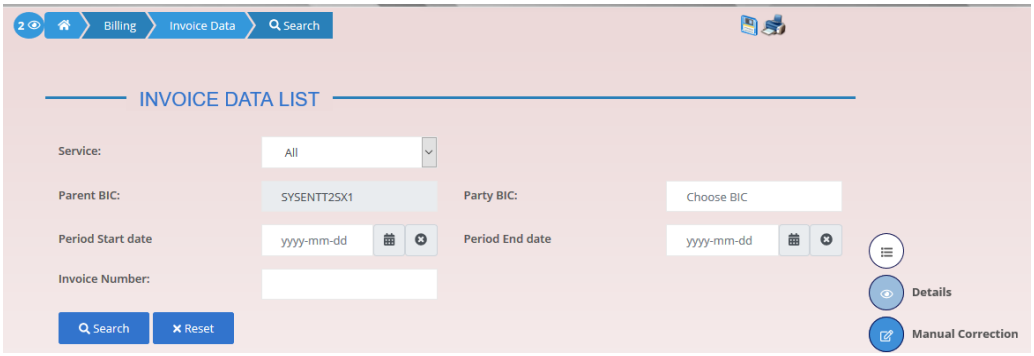
2. Enter all the information of interest, choosing whether to specify the ‘Service’, the ‘Party BIC’, the Start/End date of the relevant Billing period, or the Invoice Number (only if already used for the creation of an Invoice which is not cancelled).




3. Click on the *Search* button.

➡ The Invoice Data List is displayed.

## 3.2.2 Querying Itemised Invoice Data

**Context of Usage**

This business package describes all activities the authorised user can perform for displaying the list of Itemised Invoice Data that compose the Invoice Data that could be selected from the previous screen.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- Itemised Invoice Data List Query
- Itemised Invoice Data Details Query

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Itemised Invoice Data – search/list* screen [▸]
- *Itemised Invoice Data – details* screen [▸]

**Instructions**

1. Go to the *Itemised Invoice Data – search/list* screen:
   Billing >> Invoice Data – search/list screen >> Click on the Details button >> click on the Itemised Invoice Data Search button

⇨ The *Itemised Invoice Data – search/list* is displayed.

2. Enter all the information of interest, choosing whether to specify the ‘Securities Account number’, the ‘Cash Account number’, the ‘Parent BIC’ or the ‘Party BIC’.

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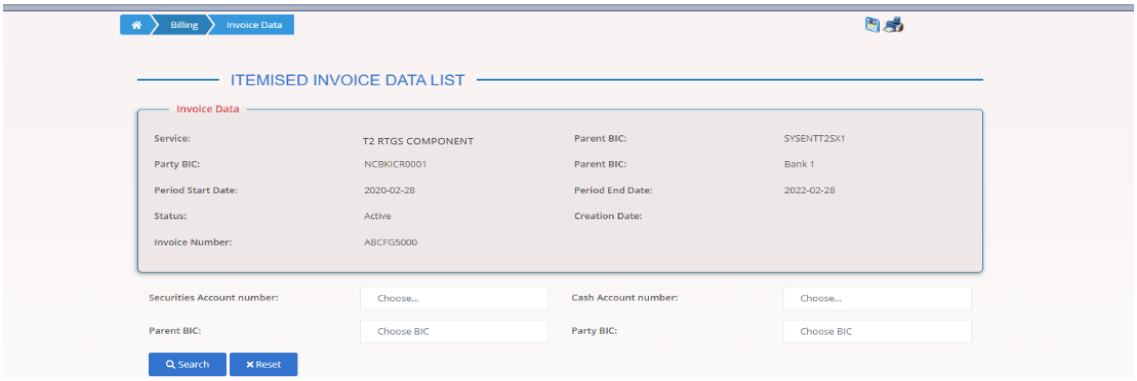



3. Click on the *Search* button.

➡ The Itemised Invoice Data List is displayed.

## 3.2.3 Querying PDF Invoice

**Context of Usage**

This business package describes all activities the authorised user can perform for displaying the list of PDF Invoices and their related status.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- BIQ_PDFInvoiceListQuery

**Reference**

Further information on screens involved can be found in the screen reference part:

- *PDF Invoice – search/list* screen [▸]

**Instructions**

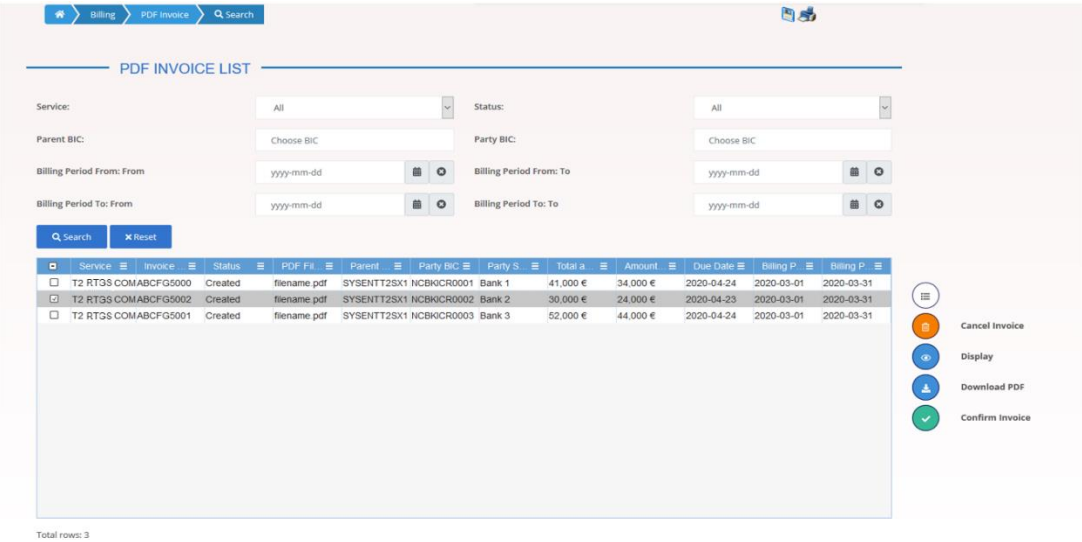
1. Go to the *PDF Invoice – search/list* screen:
   Billing >> PDF  Invoice >> Search

⇨ The *PDF Invoice – search/list* screen is displayed.

2. Enter all the information of interest, choosing whether to specify the ‘Service’, the ‘Status’, the ‘Parent BIC’, the ‘Party BIC’ and the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The list of PDF Invoices is displayed.

All Rights reserved




4. Select one or more than one PDF Invoices and then click on the *Download PDF* button.

➡ The PDF Invoice or the list of PDF Invoices is downloaded.

## 3.3 Configuring of a Manual Correction

### 3.3.1 Create a New Manual Correction

**Context of Usage**

This business package describes how to create a new Manual Correction starting from a predefined group of Invoice Data.

In the example below the user performs:

- A Template Correction that leads to the substitution of the previously configured Invoice Footer;

- A Manual Correction with the introduction of an additional service item containing an Amount and a VAT rate.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- Invoice Data List Query
- Manual Correction Details Query
- Manage Manual Correction

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▷]

- *Manual Correction – details* screen [▶]
- *Manual Correction – new/edit* screen [▶]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search
   Billing >> Manual Correction >> Search >> Click on *Invoice Data* button

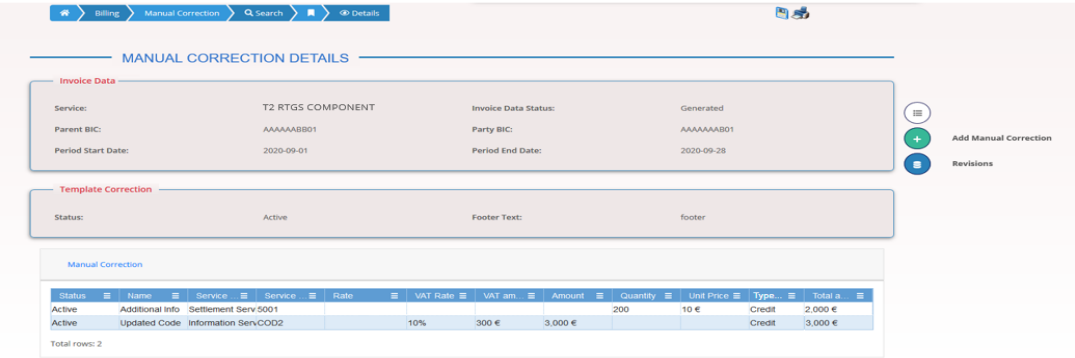
⇨ The *Invoice Data – search/list screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the 'Service', the 'Party BIC', the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The Invoice Data List is displayed.

4. Select an Invoice Data and click on *Manual Correction* button.

⇨ The *Manual Correction – details screen* is displayed



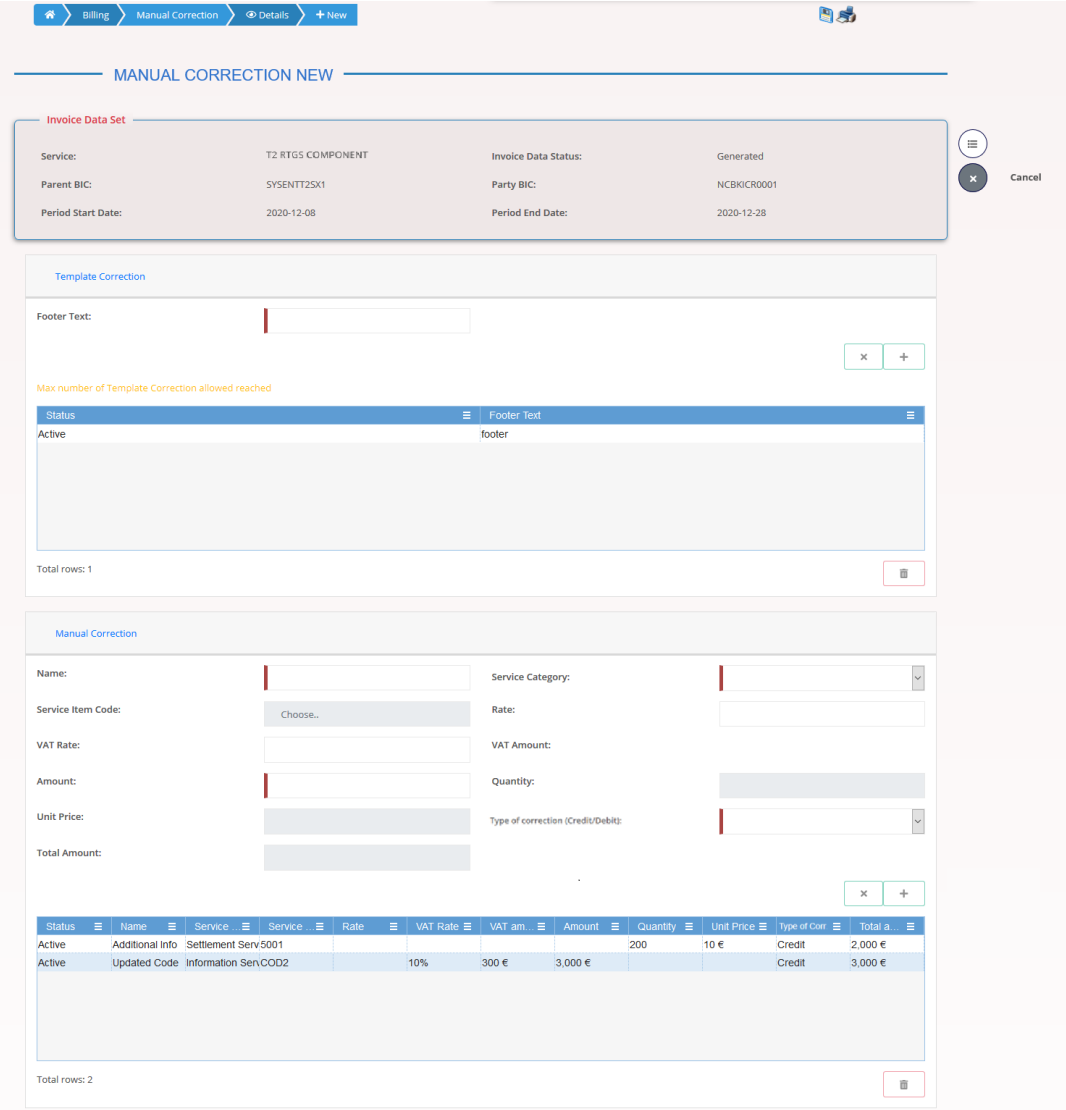

5. Click on *Add Manual Correction* button.

⇨ The *Manual Correction – new/edit screen* is displayed

6. Enter the 'Footer Text'.
7. Click the *Submit Row* button in the Template Correction section.
8. Enter the 'Name', select the 'Service Item Category', enter the 'Service Item Code'; then enter the 'Amount', the 'VAT Rate' and select the 'Type of correction (Credit/Debit)'.
9. Click the *Submit Row* button in the Manual Correction section.

➡ The new Manual Correction has been created and is shown in the list.

All Rights reserved




## 3.3.2 Create a New Template Correction (CB)

**Context of Usage**

This business package describes how to create a new Template Correction starting from a predefined group of Invoice Data.

In the example below the CB user performs a Template Correction that leads to the substitution of the previously configured Invoice Footer in a Participant Invoice.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- Invoice Data List Query
- Manual Correction Details Query
- Manage Manual Correction

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▶]

- *Manual Correction – details* screen [▷]
- *Manual Correction – new/edit* screen [▷]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search

   Billing >> Manual Correction >> Search >> Click on *Invoice Data* button

⇨ The *Invoice Data – search/list screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the ‘Service’, the ‘Parent BIC’, the ‘Party BIC’, the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The Invoice Data List is displayed.

4. Select an Invoice Data and click on *Manual Correction* button.

⇨ The *Manual Correction – details screen* is displayed

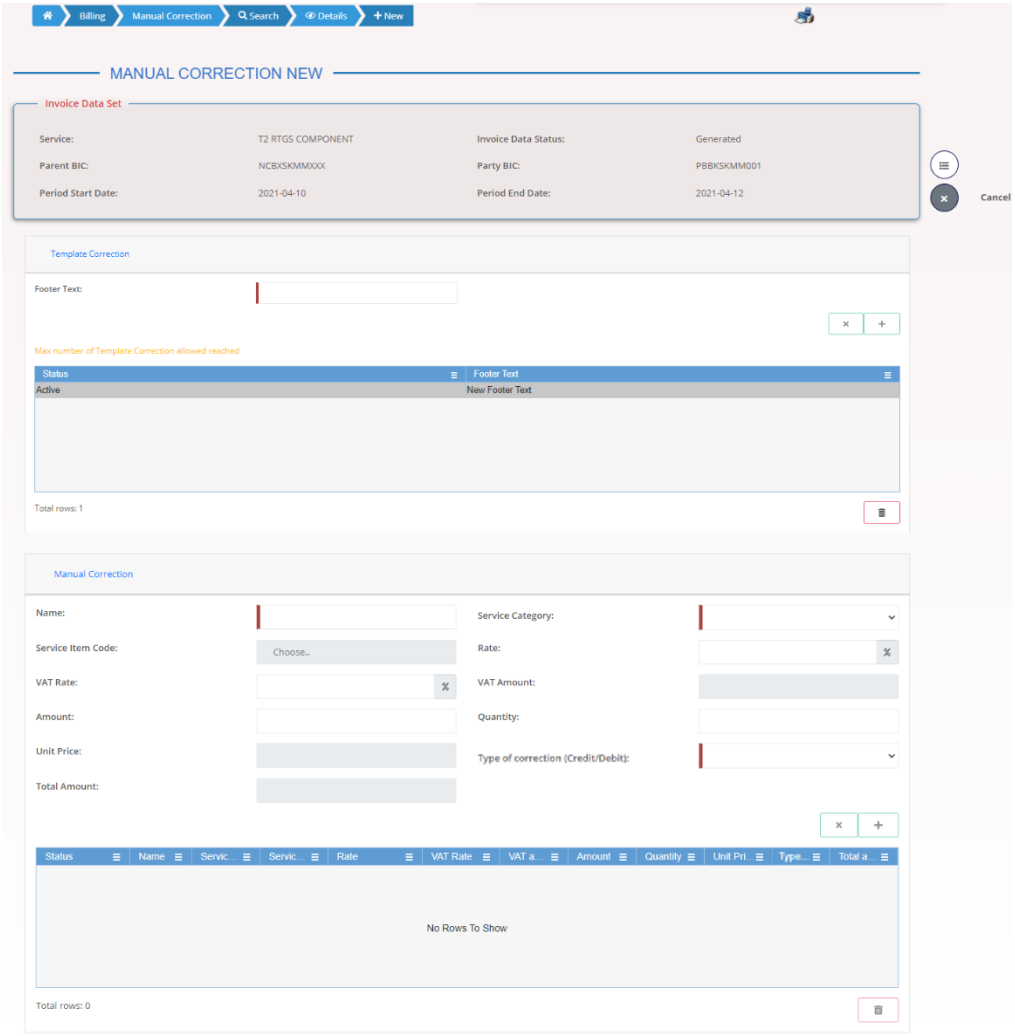
5. Click on *Add Manual Correction* button.

⇨ The *Manual Correction – new/edit screen* is displayed

6. Enter the ‘Footer Text’.
7. Click the *Submit Row* button in the Template Correction section.

➡ The new Template Correction has been created and is shown in the list.

All Rights reserved




## 3.3.3 Create a New Manual Correction (CB)

**Context of Usage**

This business package describes how to create a new Manual Correction starting from a predefined group of Invoice Data.

In the example below the CB user performs a Manual Correction that inserts quantity and unit price of a new Service Item for a Participant Invoice.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- Invoice Data List Query
- Manual Correction Details Query
- Manage Manual Correction

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▸]

- *Manual Correction – details* screen [▷]
- *Manual Correction – new/edit* screen [▷]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search

   Billing >> Manual Correction >> Search >> Click on *Invoice Data* button

⇨ The *Invoice Data – search/list screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the ‘Service’, the ‘Parent BIC’, the ‘Party BIC’, the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The Invoice Data List is displayed.

4. Select an Invoice Data and click on *Manual Correction* button.

⇨ The *Manual Correction – details screen* is displayed

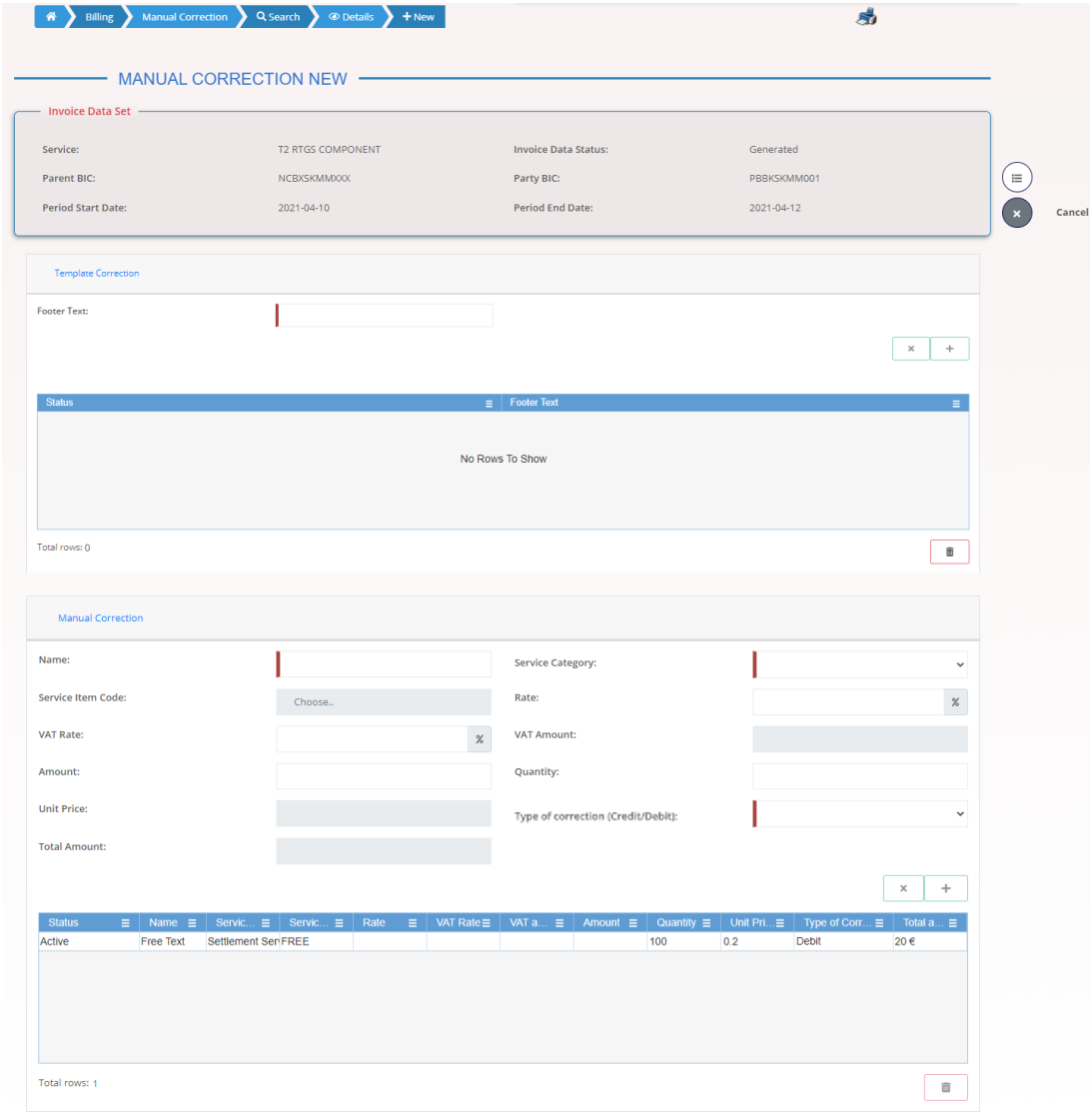
5. Click on *Add Manual Correction* button.

⇨ The *Manual Correction – new/edit screen* is displayed

6. Enter the ‘Name’, select the ‘Service Item Category’, enter a new ‘Service Item Code’; then enter the ‘Quantity’, ‘Unit Price’ and select the ‘Type of Correction (Credit/Debit)’.
7. Click the *Submit Row* button in the Manual Correction section.

➡ The new Manual Correction has been created and is shown in the list.

All Rights reserved




## 3.3.4 Create a New Manual Correction without propagation (ECB)

**Context of Usage**

This business package describes how to create a new Manual Correction starting from a predefined group of Invoice Data.

In the example below the ECB user granted with 'BILL Monitor' privilege performs a Manual Correction that amends the quantity of an existing Service Item in a System Entity Invoice. No propagation to Participant Invoices is performed.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- BILL Monitor (ECB Users only)
- Invoice Data List Query
- Manual Correction Details Query

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- Manage Manual Correction

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▶]
- *Manual Correction – details* screen [▶]
- *Manual Correction – new/edit* screen [▶]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search

   Billing >> Manual Correction >> Search >> Click on *Invoice Data* button

⇨ The *Invoice Data – search/list screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the ‘Service’, the ‘Party BIC’, the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The Invoice Data List is displayed.

4. Select an Invoice Data and click on *Manual Correction* button.

⇨ The *Manual Correction – details screen* is displayed

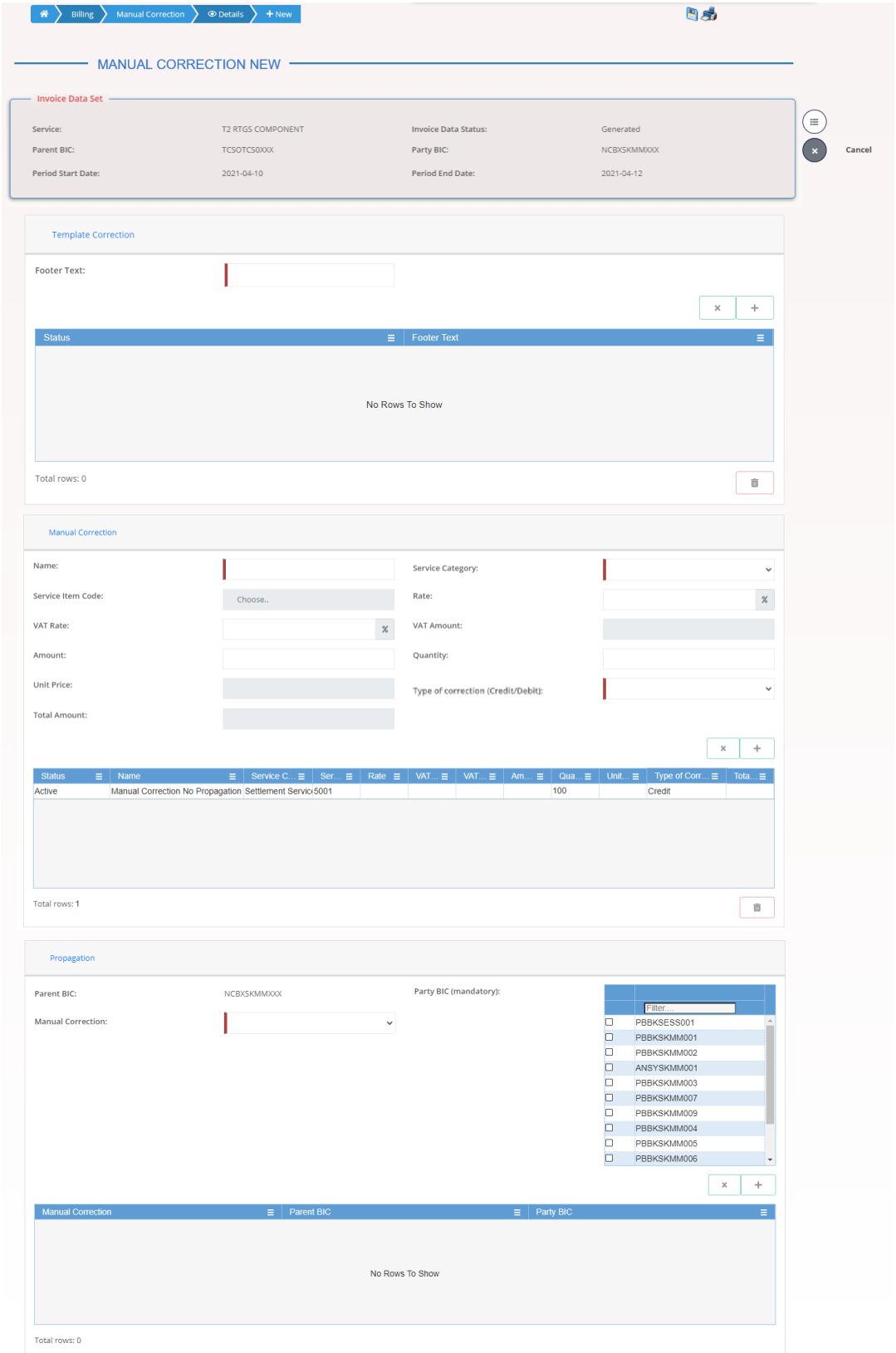
5. Click on *Add Manual Correction* button.

⇨ The *Manual Correction – new/edit screen* is displayed

6. Enter the ‘Name’, select the ‘Service Item Category’, enter or select the ‘Service Item Code’; then enter the ‘Quantity’ and select the ‘Type of Correction (Credit/Debit)’.
7. Click the *Submit Row* button in the Manual Correction section.

➡ The new Manual Correction has been created and is shown in the list.

All Rights reserved




All Rights reserved

## 3.3.5 Propagation of a Manual Correction to one Participant (ECB)

**Context of Usage**

This business package describes how to propagate a Manual Correction starting from an existing and active Manual Correction on an Invoice Data.

In the example below the ECB user granted with 'BILL Monitor' privilege propagates a Manual Correction that amends the quantity of an existing Service Item to a Participant Invoice.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- BILL Monitor (ECB Users only)
- Invoice Data List Query
- Manual Correction Details Query
- Manage Manual Correction

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▷]
- *Manual Correction – details* screen [▷]
- *Manual Correction – new/edit* screen [▷]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search

   Billing >> Manual Correction >> Search >> Click on *Invoice Data* button

⇨ The *Invoice Data – search/list screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the 'Service', the 'Party BIC', the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The Invoice Data List is displayed.

4. Select an Invoice Data and click on *Manual Correction* button.

⇨ The *Manual Correction – details screen* is displayed

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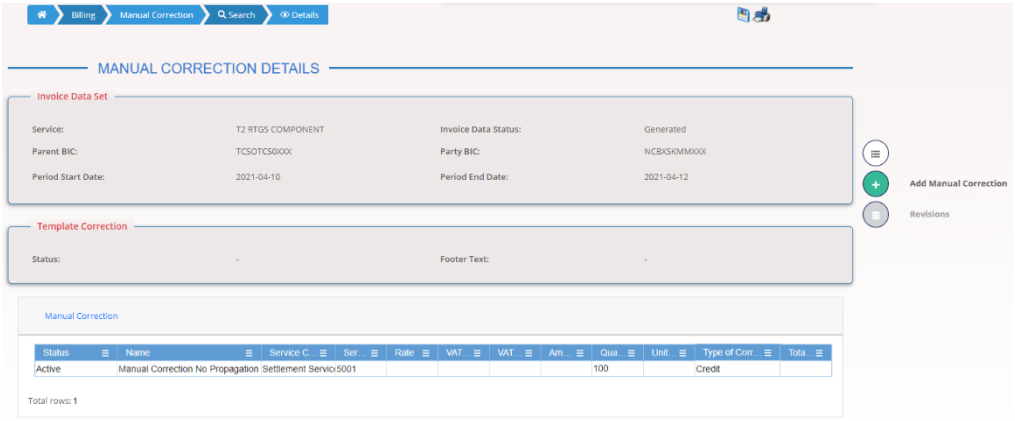


5. Click on *Add Manual Correction* button.

⇨ The *Manual Correction – new/edit screen* is displayed

6. Select the ‘Manual Correction’, select the ‘Party BIC’ of the Participant.
7. Click the *Submit Row* button in the Propagation section.

➡ The Manual Correction has been propagated and is shown in the list.

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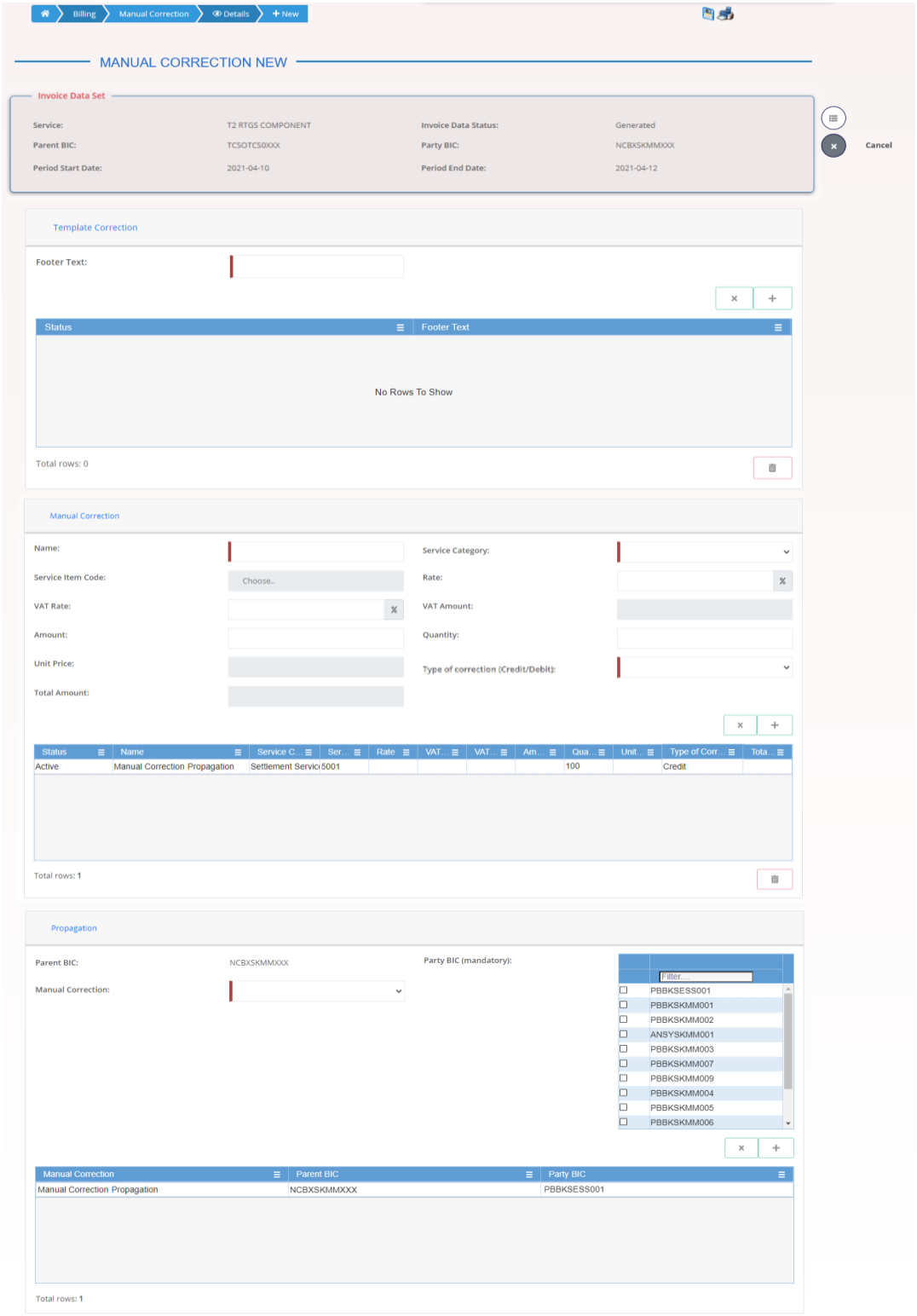


All Rights reserved

## 3.3.6 Propagation of a Manual Correction to all Participants (ECB)

**Context of Usage**

This business package describes how to propagate a Manual Correction starting from an existing and active Manual Correction on a new Service Item already inserted in a System Entity Invoice Data.

In the example below the ECB user granted with 'BILL Monitor' privilege propagates the Manual Correction to all the Participants under the Central Bank scope.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- BILL Monitor (ECB Users only)
- Invoice Data List Query
- Manual Correction Details Query
- Manage Manual Correction

**Reference**

Further information on screens involved can be found in the screen reference part:

- *Invoice Data – search/list* screen [▷]
- *Manual Correction – details* screen [▷]
- *Manual Correction – new/edit* screen [▷]

**Instructions**

1. Go to the *Invoice Data – search/list* screen:
   Billing >> Invoice Data >> Search

   Billing >> Manual Correction >> Search >> Click on *Invoice Data* button

⇨ The *Invoice Data – search/list screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the 'Service', the 'Party BIC', the Start/End date of the relevant Billing period.
3. Click on the *Search* button.

⇨ The Invoice Data List is displayed.

4. Select an Invoice Data and click on *Manual Correction* button.

⇨ The *Manual Correction – details screen* is displayed

All Rights reserved

5. Click on *Add Manual Correction* button.

⇨ The *Manual Correction – new/edit screen* is displayed

6. Select the ‘Manual Correction’, select the ‘Party BIC’ of all the Participants.

7. Click the *Submit Row* button in the Propagation section.

➡ The Manual Corrections have been propagated and are shown in the list.

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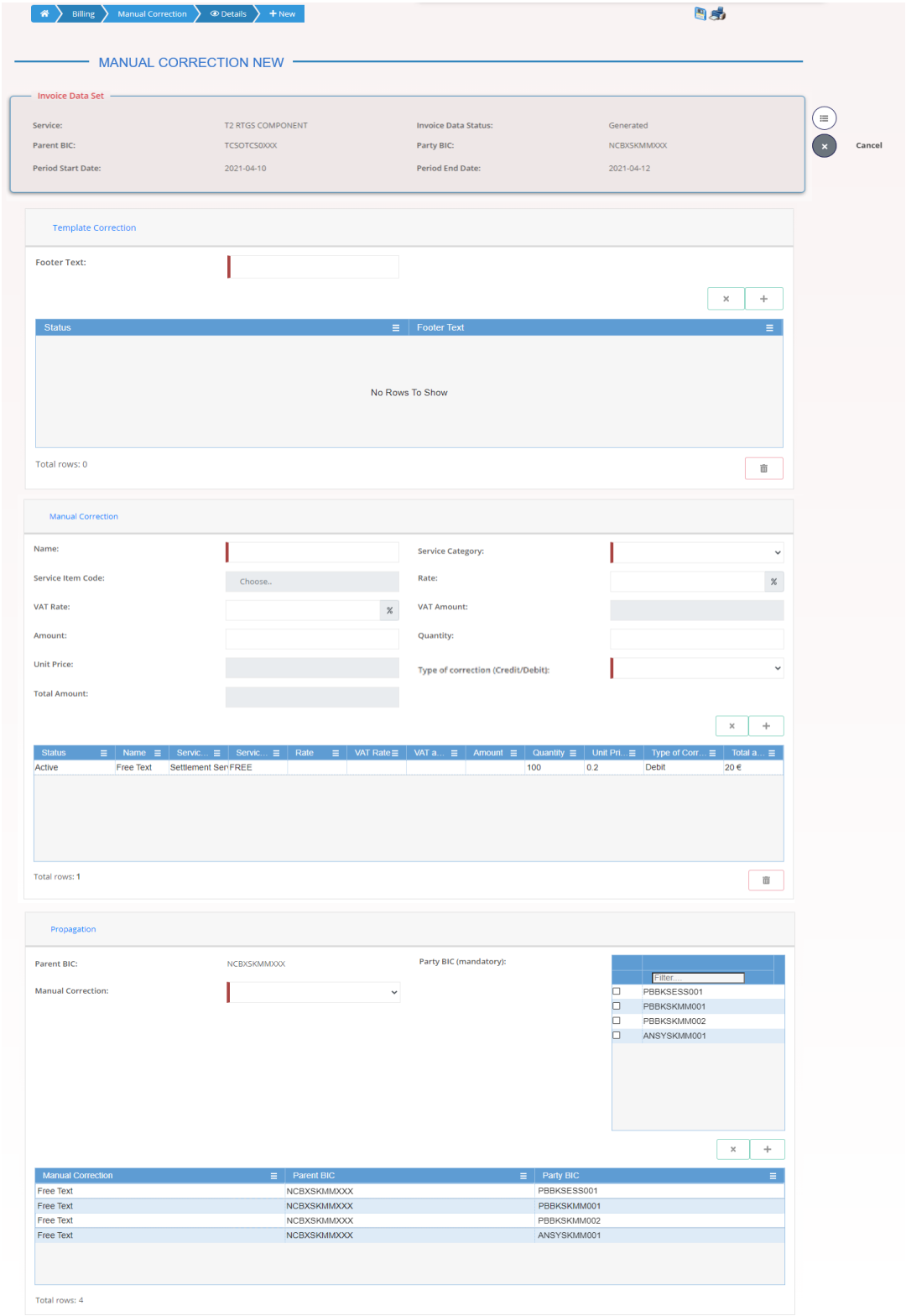



# 3.4 Configuring of External Data Consumption

### 3.4.1 Create a New External Consumption Data

**Context of Usage**

This business package describes how to create a new External Consumption Data enabling BILL to automatically compute ACH fee invoice data (for ACH internal traffic) in the System Entity and Ancillary System (ACH) Participant invoices.

In the example below the user performs:

- Insertion of the External Consumption Data users to bill the monthly ACH internal volume for the Billing Period preceding current Billing Period.

**Privileges**

To carry out this business scenario, the user needs the following privilege:

- Create External Consumption Data
- External Consumption Data List Query
- External Consumption Data Details Query
- Delete External Consumtpion Data

**Reference**

Further information on screens involved can be found in the screen reference part:

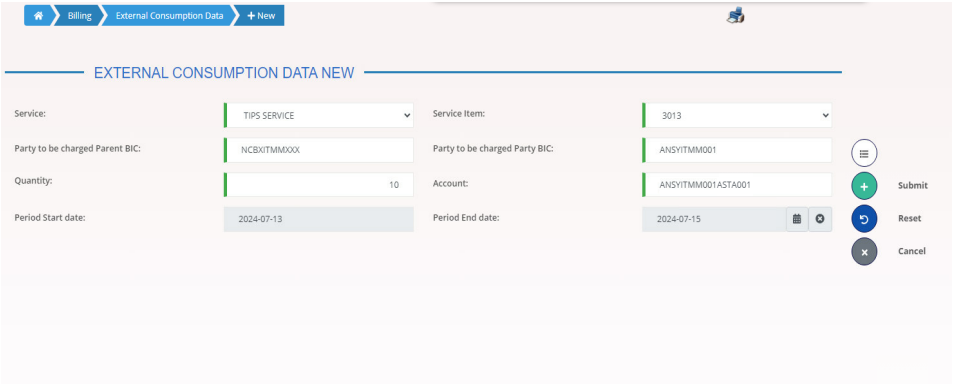
- *External Data Consumption Data – search/list* screen [▸]

**Instructions**

1. Go to the *External Data Consumption – New* screen:
   Billing >> External Data Consumption >> New

⇨ The *External Data Consumption – New screen* is displayed.

2. Enter all the information of interest, choosing whether to specify the ‘Service’ (In this case only TIPS is available), Service Item 3013, the ‘Parent BIC’ and ‘Party BIC’ of the ACH, the quantity that represents the ACH internal volumes of the preceding Billing Period, the account, the Start/End date of the relevant Billing period is automatically fulfilled by the application.




3. Click on the *Submit* button.

➡ The new External Consumption Data has been created and is shown in the list.

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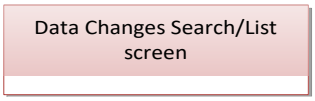
# 4 Annex

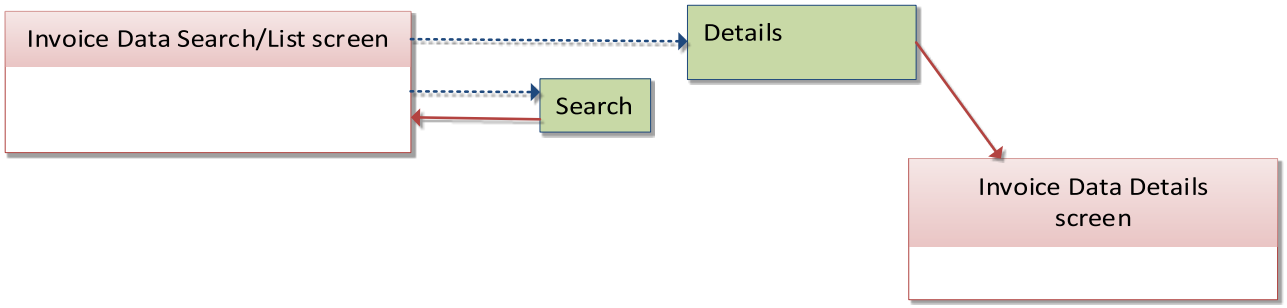
## 4.1 Sitemap

In the following sub-sections the reader may find the hierarchical, structured illustration of all the Billing screens and their interrelations.

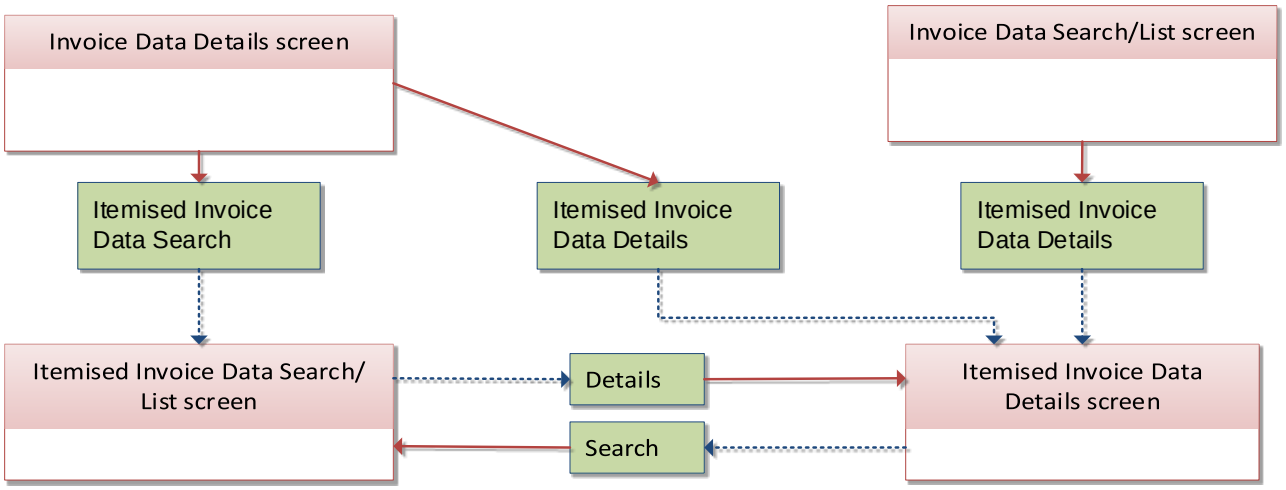
The reader can also find below the legend which explains the meaning of each object, i.e. screen, button, dotted (blue) arrow, solid (red) arrow illustrated in the following diagrams.

| Object in the diagram | Description |
|---|---|
|  | The object represents a screen. |
| | When a button is displayed on the screen, a dotted blue arrow is shown as a link between the screen and the corresponding button. |
| | The object represents a button which is shown in the relevant screen. |
| | After a button is pressed, the result can be displayed either on the same screen or in a different screen (e.g. the details screen). |

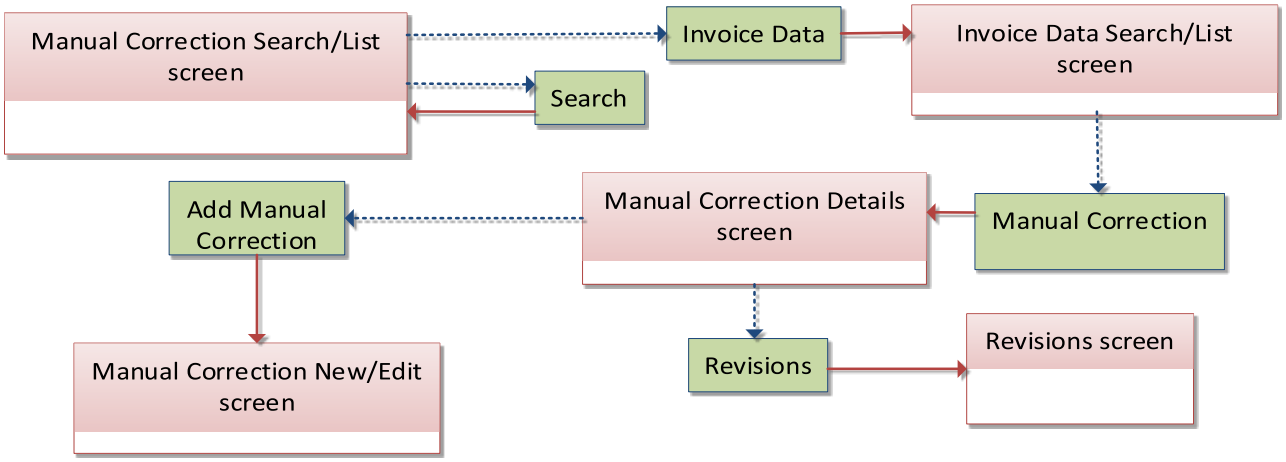
### 4.1.1 Invoice Data



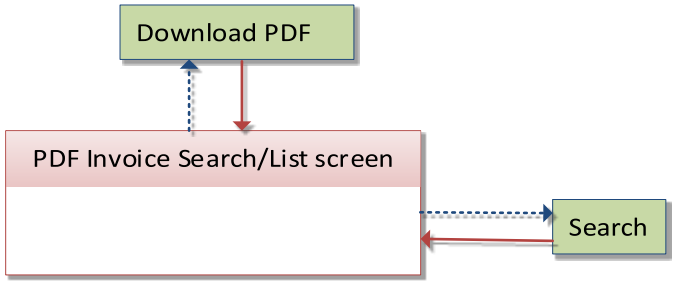
### 4.1.2 Itemised Invoice Data




### 4.1.3 Manual Correction




### 4.1.4 PDF Invoice

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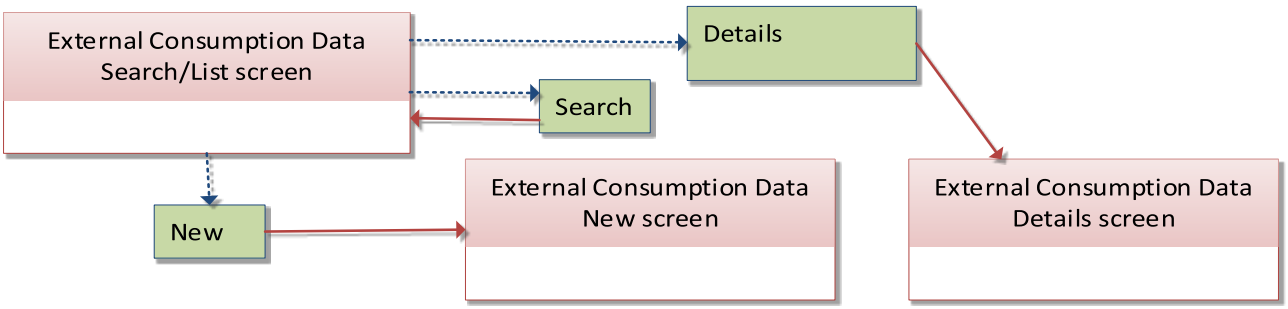
### 4.1.5 External Consumption Data




## 4.2 List of Privileges

### 4.2.1 Reader's Guide

**Reader's Guide**

The list of privileges is structured in accordance with the alphabetical screen order and provides detailed information on privilege code, privilege type, object type and screen criteria related to each privilege.

### 4.2.2 Privileges for GUI Screens

#### 4.2.2.1 Invoice Data – Search/List screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Invoice Data List Query | BIQ_CumulativeBillDataListQuery | n/a |

#### 4.2.2.2 Invoice Data – Details Screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Invoice Data Details Query | BIQ_CumulativeBillDataDetailsQuery | n/a |

#### 4.2.2.3 Itemised Invoice Data – Search/List screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Itemised Invoice Data List Query | BIQ_ItemisedBillDataListQuery | n/a |

#### 4.2.2.4 Itemised Invoice Data – Details Screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Itemised Invoice Data Details Query | BIQ_ItemisedBillDataDetailsQuery | n/a |

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#### 4.2.2.5 Manual Correction – Search/List screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Manual Correction List query | BIQ_ManualCorrectionListQuery | n/a |
| Invoice Data List Query | BIQ_CumulativeBillDataListQuery | Invoice Data |

#### 4.2.2.6 Manual Correction – Details screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Manual Correction Details Query | BIQ_ManualCorrectionDetailsQuery | Details mode |
| Manage Manual Correction | BIL_ManageManualCorrection | Add Manual Correction |

#### 4.2.2.7 Manual Correction – New/Edit screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Manage Manual Correction | BIL_ManageManualCorrection | New/Edit mode |

#### 4.2.2.8 PDF Invoice– Search/List screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| BIQ_PDFInvoiceListQuery | BIQ_PDFInvoiceListQuery | n/a |

#### 4.2.2.9 External Consumption Data – Search/List screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| External Consumption Data Details Query | BIQ_BillExtConsDataDetailsQuery | n/a |
| External Consumption Data List Query | BIQ_BillExtConsDataListQuery | n/a |
| Delete External Consumption Data | BIL_DeleteExternalConsumptionData | n/a |
| BILL Monitor | BIL_BILLMonitor | Applies filtering conditions for ECB Users only |

#### 4.2.2.10 External Consumption Data – Details screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| External Consumption Data Details Query | BIQ_BillExtConsDataDetailsQuery | n/a |

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| | | |
|---|---|---|
| Delete External Consumption Data | BIL_DeleteExternalConsumptionData | n/a |

#### 4.2.2.11 External Consumption Data – New screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Create External Consumption Data | BIL_CreateExternalConsumptionData | New mode |

#### 4.2.2.12 Outbound Messages – Search/List screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Outbound Message List Query | DDQ_OutboundMessListQuery | n/a |
| Outbound Message Details Query | DDQ_OutboundMessDetailsQuery | n/a |

#### 4.2.2.13 Outbound Message – Details screen

| Privilege | Privilege Code | Screen Criteria |
|---|---|---|
| Outbound Message Details Query | DDQ_OutboundMessDetailsQuery | n/a |

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# 4.3 List of References for Error Messages

## 4.3.1 Reader's Guide

**Reader's Guide**

This section includes a list of references for error messages for all screens. The list of references for error messages consists of a general section, which lists overall error codes that apply to all GUI screens. For all sections, these are followed by specific sections for individual screens, which are organised in alphabetical screen order and specify the respective error codes applicable for each screen. Each error code table entry includes the error text and the description.

## 4.3.2 References for error messages for GUI screens

### 4.3.2.1 Manual Correction – New/Edit screen

| Reference for error message | Field or Button | Error Text | Description |
|---|---|---|---|
| DBC5001 | ▌Submit Row<br>▌Quantity<br>▌Unit Price<br>▌Service Item Code | Invalid Quantity and Unit Price | In case of Manual Correction on an already existing Service Item, quantity and/or Unit Price can only be specified if their Fee Types are equal to: Fixed independent fee, Fixed fees dependent on tariff, Variable independent fee. |
| DBC5002 | ▌Submit Row | Manual/Template correction not allowed | Manual/Template Correction can be performed only if the relevant invoice has not been created yet, or if it has been already cancelled. |
| DBC5003 | ▌Submit Row<br>▌Name<br>▌Service Item Code | Already existing Manual correction | When performing a Manual Correction create request, only Manual Corrections with different combination of name and code are allowed. |
| DBC5004 | ▌Submit Row | Manual correction not allowed | Manual Correction can be performed only after the defined Correction Timeframe Date. |
| DBC5005 | ▌Submit Row<br>▌Party BIC<br>▌Manual Correction | Propagation not executed due to an error on the CB Participant //Dynamic error including Participant BIC//. | Manual Correction propagation can be performed only if the relevant invoice has not been created yet, or it has been already cancelled. |

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| | | | |
|---|---|---|---|
| DBC5006 | ▌Submit Row<br>▌Party BIC<br>▌Manual Correction | Propagation not allowed | Manual Correction propagation can be performed only after the defined Correction Timeframe Date. |
| DBC5007 | ▌Submit Row<br>▌Party BIC<br>▌Manual Correction | Propagation not executed due to an error on the CB Participant //Dynamic error including Participant BIC//. | Manual Correction propagation can be performed only if applicable to all selected CB Participants. |
| DBC5008 | ▌Submit Row<br>▌Type of Correction | Manual correction not allowed - the invoice cannot have a negative total | When performing a Manual Correction create request with Type of correction equal to credit, the amount to be subtracted must not be greater to the invoice amount. |
| DBC5009 | ▌Submit Row<br>▌Service Category<br>▌Service Item Code | Service Category already set for the Service Item Code | When performing a Manual Correction create request, for the same Service Item Code, Party and Billing Period, only Manual Corrections with same Service Category are allowed. |

#### 4.3.2.2 External Consumption Data – Search/List Screen

| Reference for error message | Field or Button | Error Text | Description |
|---|---|---|---|
| DED6006 | ▌Submit | An error occurs in External Aggregated Consumption Data deletion. | An error occurs in External Aggregated Consumption Data deletion. |

#### 4.3.2.3 External Consumption Data – Details Screen

| Reference for error message | Field or Button | Error Text | Description |
|---|---|---|---|
| DED6006 | ▌Submit | An error occurs in External Aggregated Consumption Data deletion. | An error occurs in External Aggregated Consumption Data deletion. |

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#### 4.3.2.4 External Consumption Data – New Screen

| Reference for error message | Field or Button | Error Text | Description |
|---|---|---|---|
| DBC6001 | ▌Submit<br>▌Service<br>▌Service Item<br>▌Party BIC | Already existing External Consumption Data. | When performing a External Consumption data request, only one active instance of External Consumption Data for Service, Service Item and Participant for a specified Billig Period is allowed. |
| DBC6002 | ▌Submit<br>▌Account | Account field mandatory for the selected service item category. | The Account field is mandatory if the Service Item category is ACMS or SETT. |
| DBC6003 | ▌Submit<br>▌Party BIC<br>▌Account | Not allowed party type or account for the service item 3013 | For Service Item 3013, the party to be charged must be an Ancillary System with a TIPS Party Service Link and the Account must be a TIPS ASTA under the party to be charged datascope. |
| DEC6006 | ▌Submit<br>▌Account | Cash Account not found.<br>//Dynamic error including Cash Account// | Cash Account not found. |
| DEC6008 | ▌Submit<br>▌Account | Securites Account not found.<br>//Dynamic error including Securities Account// | Securites Account not found. |
| DEC6010 | ▌Submit<br>▌Party to be charged Party BIC | Party to be charged BIC not found. Please check CRDM configuration.<br>//Dynamic error including Party to be charged BIC// | Party to be charged BIC not found. Please check CRDM configuration. |
| DEC6012 | ▌Submit<br>▌Party to be charged Party BIC | An error occurs in External Aggregated Consumption Data creation. Please check Party Service Link CRDM configuration for Party. | An error occurs in External Aggregated Consumption Data creation. Please check Party Service Link CRDM configuration for Party. |

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| | | | |
|---|---|---|---|
| | | //Dynamic error including Party to be charged BIC//. | |
| DEC6013 | ▌Submit<br>▌Party to be charged Party BIC | Responsible Party BIC not found. Please check CRDM configuration.<br>//Dynamic error including Responsible Party BIC// | Responsible Party BIC not found. Please check CRDM configuration. |
| DEC6014 | ▌Submit<br>▌Party to be charged Party BIC | Party to be charged BIC not found. Please check CRDM configuration.<br>//Dynamic error including Party to be charged BIC// | Party to be charged BIC not found. Please check CRDM configuration. |
| DEC6015 | ▌Submit<br>▌Party to be charged Parent BIC | Responsible Party BIC not found. Please check CRDM configuration.<br>//Dynamic error including Responsible Party BIC// | Responsible Party BIC not found. Please check CRDM configuration. |
| DEC6022 | ▌Submit | An error occurs in External Aggregated Consumption Data creation. | An error occurs in External Aggregated Consumption Data creation. |

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