

businessONLINE Payments Guide

How to download a SWIFT MT103 message & Payment Advice

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Version 1.0

Transaction Summary Widget.

(Applicable for Maker, Authorier and MakerAuthorizer)

Option (1)

Payments tab > Transaction Summary Widget > Right-click and select "Download Swift Advice" option.

The screenshot shows the businessONLINE interface with the 'Payments' tab selected. The 'Transaction Summary' widget is active, displaying a table of transactions. A right-click context menu is open over the second transaction record, with the 'Download Swift Advice' option highlighted. An arrow points from the text above to this menu option.

Actions	Initiation Date	Payment Date	Payment Type	Debit Account Number	Beneficiary Account Nu...	Beneficiary Account Name	Transaction Reference	Payment Amount	Status
	19-03-2021	19-03-2021	Within Bank Payment				1111903214405609	1.00	Processed by Bank
	19-03-2021	22-03-2021	Foreign Currency Payme				2221903214402383	217.00	Processed by Bank
	18-03-2021	18-03-2021	Local Currency Payment				2221803214402301	1.00	Processed by Bank
	18-03-2021	18-03-2021	Within Bank Payment				2221803214402269	0.27	Processed by Bank
	18-03-2021	18-03-2021	Own Account Payment				2221803214402238	1.00	Processed by Bank
	18-03-2021	18-03-2021	Within Bank Payment				1111803214401605	2.00	Rejected by Approver

Option (2)

Double-click on the transaction record to view the transaction details, then click **"View Payment Advice"** option to download Swift Message or click **'Download PDF'** to download Payment Advice in pdf format

The screenshot shows the 'Foreign Currency Payment' transaction details window. The 'TRANSACTION DETAILS' section includes fields for Transaction Reference Number, Transaction Status, Initiator Date and Time, Initiated By, Bank Reference Number, Authorization Date/Time, Authorizer Name, and Processed Date/Time. The 'DEBIT INFORMATION' section includes fields for Debit Account Number, Currency, Beneficiary Bank Country, Account Name, and Account Type. At the bottom, there are buttons for 'Close', 'View Payment Advice', and 'Download PDF'. An arrow points from the text above to the 'View Payment Advice' button.

SWIFT Message sample

Payment Advice



Status	ACK Received - 2021-03-22 08:07
Sender	MEBLAEXXXX EMIRATES ISLAMIC BANK HEAD OFFICE,AL YOUSUF TOWER DEIRA-DUBAI,DUBAI AE .
Receiver	HDFCINBBXXX HDFC BANK LIMITED .,HDFC BANK HOUSE, PAREL SENAPATI BAPAT MARG,MUMBAI IN .
20	<u>Sender's Reference</u> O00010575178
23B	<u>Bank Operation code</u> CRED

Payment Advice sample

Transaction Header			
Corporate Name	TBS BUSINESSONLINE	Transaction Reference Number	2221903214402383
Initiator Date and Time	19-03-2021 00:05:29	Initiated By	
Authorizer Name		Authorization Date/Time	19/03/2021 16:26:21
Bank Reference Number		Transaction Status	Processed by Bank
Transaction Type	Foreign Currency Payment	Processed Date/Time	22-03-2021 08:21:12

Account Summary Widget.

(Applicable for Viewer, Maker, Authorizer and MakerAuthorizer)

Account Services tab > **Account Summary** > **Double-click** on the debit account

The screenshot shows the 'Account Services' tab with the 'Account Summary' widget. The widget displays a table with columns: Actions, CIF, Country, Account Number, Account Name, Currency, Account Type, Effective Available Balance, and Status. Two rows are visible, both for 'UNITED ARAB EMIRATES - EI' with currency 'AED' and account type 'CURRENT ACCOUNT'. The first row has an effective available balance of 101.00, and the second row has 1,117.06. A red arrow points to the 'Account Number' column header.

Scroll down, select the **Date Range** and click **“Go”**

The screenshot shows the 'VIEW STATEMENT' section with the 'Date Range' filter set to 'From 22-03-2021 To 22-03-2021'. A 'Go' button is highlighted. Below the filter is a 'Transaction Summary' table with columns: Actions, Transaction Date, Value Date, Narration, Transaction Reference, Debit, Credit, and Running Balance. The table contains seven rows of transactions, including 'VIRTUAL ACC D...', 'TRANSFER1112...', and 'OUTWARD RE...'. A red arrow points to the 'Go' button.

Double-click on the outward remittance (Local Currency or Foreign Currency) transaction record

The screenshot shows the 'VIEW STATEMENT' section with the 'Transaction Summary' table. The table contains seven rows of transactions. The last row, 'OUTWARD RE...' with transaction reference '2221903214402383', is highlighted. A red arrow points to this row.

Note: Swift message will be available to download only once the transaction is fully processed by the bank and acknowledgment is received

Click "Print SWIFT Advice"

Islamic Account Details

Mailing Address
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VIEW STATEMENT

Date Range

Transaction Summary

Actions	Transaction Date	Value Date
	22-03-2021	22-03-2021
	22-03-2021	22-03-2021
	22-03-2021	22-03-2021
	22-03-2021	22-03-2021
	22-03-2021	22-03-2021
	22-03-2021	22-03-2021

Islamic Transaction Details

TRANSACTION DETAILS

Transaction Reference	Swift Reference	Instrument Number
2221903214402383	O00010575178	--
Transaction Date	Payment Date	
22-03-2021	22-03-2021	
Debit Amount	Credit Amount	
10.99	0.00	

[Print SWIFT Advice](#)

Go **Reset**

Credit	Running Balance
1.00	1,277.75
2.00	1,276.75
101.00	1,274.75
2.35	1,173.75
1.35	1,171.40
0.00	1,170.05

Click to **open** the downloaded file

Payment Advice



Status	ACK Received - 2021-03-22 08:07
Sender	MEBLAEDXXX EMIRATES ISLAMIC BANK HEAD OFFICE,AL YOUSUF TOWER DEIRA-DUBAI,DUBAI AE .
Receiver	HDFCINBBXXX HDFC BANK LIMITED .,HDFC BANK HOUSE, PAREL SENAPATI BAPAT MARG,MUMBAI IN .
20	<u>Sender's Reference</u> O00010575178