

Customer Automated Funds Transfer - **CAFT**



Customer Automated Funds Transfer - **CAFT**

What is CAFT?

Is CAFT right for your business?

Benefits

Key features

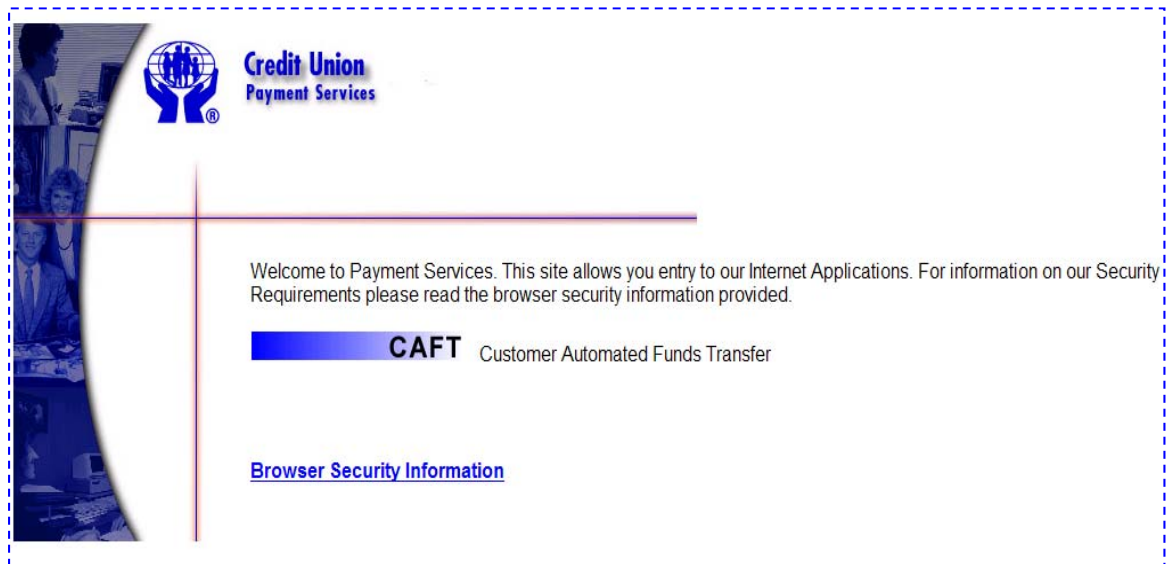
How does it work?

Product availability

Product support



CAFT is a user-friendly web-based application that allows you to apply one-time or recurring Automated Funds Transfer (AFT) transactions



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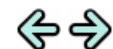
Current System Date: 2007-Mar-21 UserID: AGIASSON2

Originator Main Menu

Select the Originator ID:

Originator ID: 8090012010 Originator Name: Newcorp Test Ltd Currency: CAD

- [Originator Information](#) View Originator Information
- [Manage Payor/ Payee Information](#) View/Update Payor/Payee Information
- [Manage Payor/ Payee Mass Changes](#) Perform Mass Updates to Payor/Payee Records
- [Manage Payor/ Payee Multiple Changes](#) Perform Multiple Updates to Payor/Payee Records
- [Upload CAFT Data File](#) Upload CAFT Data File from PC to CAFT Server
- [Authorize Uploaded CAFT Files](#) Authorize Uploaded Files For Release(Dual Authorize Only Users)
- [View Late File Release](#) View Late File Release
- [Authorize Manual Payor/ Payee Release](#) Release Payor/Payee Records for Transaction Creation
- [View Late Payor/Payee Records](#) View Late Payor/Payee Records
- [Reports Menu](#) View Reports Menu
- [Download Central Reports](#) Download MERG reports from CUCBC
- [View History File Information](#) View Transaction History Log
- [Manage Password](#) Change Password for Current User
- [View Activity Log](#) View Activity Log Information
- [View Financial Institution Information](#) View Financial Institution Information
- [Upload Non STD005 CAFT Data Files](#) Upload Non STD CAFT Data Files from PC to CAFT Server



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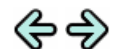
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Whether you need to pay employees and suppliers or collect payments from your customers, CAFT is designed to accommodate pre-authorized fund transfer transactions for all types of businesses



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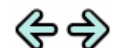
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Whether you're operating a small business with basic payment needs, or a medium-to-large sized enterprise that has multiple employees, suppliers and customers with more complex payment requirements, CAFT is the ideal solution to help you streamline your payment processes



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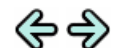
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Many accounting software packages provide the ability to create a transaction list file that can be transmitted via CAFT, provided the file conforms to the Canadian Payments Association (CPA) Standard 005 file format



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Flexibility and Control

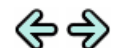
Send payments to suppliers or collect payments from your customers on a recurring or one-time basis, and manage your own payment database

Reduced Operating Costs

Reduce or eliminate the time and cost associated with cheque clearing and production, delivery and reconciliation

Improved Security

Reduce the chance of stolen, lost or forged cheques



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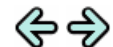
Product availability

Product support



Key Features

- CAFT allows you to ‘set and forget’ your pre-authorized transactions
- Future-date a single transaction and have the system complete the process automatically
- Use a large variety of frequency schedules to set your recurring payments or billing



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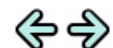
Product availability

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Key Features

- Receive payments to and from accounts held at various Canadian financial institutions
- Get access to a complete and detailed set of transaction reports
- Manage the usage and control access according to your authorization and security needs
- Opt for a dual authorization method that reduces security risks by requiring two users to authorize transactions for release or file uploading



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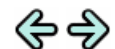
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If you are interested in learning more, please click the link below:

How does CAFT work?



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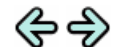
Product support



Processing

AFTs are electronic transactions that are authorized by an account holder to debit or credit an account, usually at regular intervals. The account holder's (recipient's) account may be at virtually any Canadian financial institution

The Originator is the financial institution or corporate member that creates the AFT transactions



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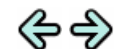
Product support



Processing

Debit transactions are known as pre-authorized debits or PADs and credit transactions are known as direct deposits. Typical examples include strata fee payments, loan payments and payroll deposits

Frequency:	BM - Bi-Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount:	<input type="text"/>				
Record Type:	C - Credit Record				
Expiry Date:	C - Credit Record	<input type="text"/>			
Payor/Payee Last Name:	D - Debit Record	<input type="text"/>			
Payor/Payee First Name:	<input type="text"/>				
Account Number:	<input type="text"/>				



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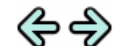


Processing

When AFT transactions are received from the CAFT system, they are sorted into files and sent to the data centre of each receiving financial institution. AFT transaction reports are available on CAFT

CAFT provides a secure method of creating and transmitting AFT transactions on pre-determined dates or at regular intervals

AFT transactions are received on CAFT in one of two ways ...



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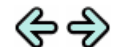
The Originator can enter transactions directly into CAFT

Manage Payor/Payee Details

Originator ID: 8090012010 Originator Name: Newcorp Test Ltd Currency: CAD

Account Information

Account Number:	<input type="text"/>
Institution:	ID: <input type="text"/> Route: <input type="text"/> Transit: <input type="text"/> Bank: <input type="button" value="Look Up"/>
Payee/Payor First Name:	<input type="text"/> Surname: <input type="text"/>
Due Date:	<input type="text"/> - <input type="text"/> - <input type="text"/> Next Transaction Release Date:
Cross Ref Number:	<input type="text"/>
Amount:	<input type="text"/>
Frequency:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Lead Time:	Serviceability Code:
Record Type:	<input type="text"/>
Transaction Type:	<input type="text"/>
Returns:	ID: 0 Route: <input type="text"/> Transit: <input type="text"/> Bank: CREDIT UNION CENTRAL OF B.C. <input type="button" value="Look Up"/>
Return Account Number:	<input type="text"/>
Originator Sundry Information:	<input type="text"/>
Dormant:	From: <input type="text"/> - <input type="text"/> - <input type="text"/> To: <input type="text"/> - <input type="text"/> - <input type="text"/>
Comments:	<input type="text"/>
Authorization 1:	User ID:
Date Added:	User ID:
Last Changed:	
<input type="button" value="Add"/>	



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Alternatively, the Originator can use its own in-house software or a third party application to create AFT files and upload them to CAFT. The file must conform to the Central 1 AFT file specifications, based on CPA Standard 005 file format.

Upload Results

Your file has been placed on the CAFT system.

According to the "Z" record(s) in your file it contains:

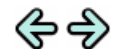
Originator: 8090012011	File No: 0001
Number of Debit Items: 31	Number of Credit Items: 1
Value of Debit Items: \$1,191.98	Value of Credit Items: \$1,191.98

If this is correct, Please click: -- your file will be validated and processed by the CAFT system

If this is incorrect, Please click: -- your file will be removed from the CAFT System. You will need to correct your data and resubmit your file

Total Bytes Written: 13194

Client Name: C:\Documents and Settings\lgiasson\Desktop\Testing\CAFT Rel 48\march 15 payroll



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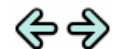


Processing

Once created in CAFT, AFT transactions (Payor/Payee records) can be sent in one of two ways: manually or automatically

Originators set up for data entry or file upload on a manual file release option enter their records or upload AFT files into CAFT, authorize release of those records or files and then receive an email confirmation after CAFT releases the transactions for processing on the appropriate dates

Originators set-up for data entry on an automatic file release option enter their records into CAFT and receive an email confirmation after CAFT automatically releases the transactions for processing on the appropriate dates



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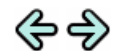
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Managing Payor/Payee Information

Use the 'Manage Payor/Payee Information' screen to search for, view, add, modify or delete individual records



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Manage Payor/Payee Information

Select the
Originator ID: OR Add New Payor/ Payee

Originator ID: 8090012010 Originator Name: Newcorp Test Ltd Currency: CAD

Payor/Payee Search Criteria

Due Date: - -

Route:

Transit:

Cross Ref Number:

Returns Route:

Returns Transit:

Transaction Type:

Frequency:

Amount:

Record Type:

Expiry Date: - -

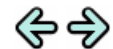
Payor/Payee Last Name:

Payor/Payee First Name:

Account Number:

Sort Order

Number of Payor/Payee Records Found:



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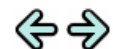
Product support



Apply Mass Changes to Payor/Payee Records

CAFT allows you to make the same change to a group of Payor/Payee records.

For example, if you have a number of employees who receive a monthly bonus and you want to increase it from \$100 to \$125.00, the 'Mass Changes' function allows you to update all records simultaneously



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Manage Payor/Payee Mass Changes

Enter the Originator ID:

Originator ID: Originator Name: Currency:

Payee/Payor Search Criteria

Due Date: - -

Cross Ref Number:

Route:

Transit:

Return Account Number:

Returns Route:

Returns Transit:

Transaction Type:

Frequency:

Amount:

Record Type:

Expiry Date: - -

Payee/Payor Name	Acc No	Due Date	Cross Ref.	Transit	Freq	Amount	Rec Type	Expiry Date
------------------	--------	----------	------------	---------	------	--------	----------	-------------

Number Of Payor/Payee Records Found:

Mass Update

Due Date: - -

Route:

Transit:

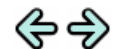
Amount:

Expiry Date: - -

Return Account Number:

Returns Route:

Returns Transit:



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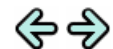
Product support



Making Multiple Changes to Payor/Payee Records

The multiple changes function allows you to update several records at once. Unlike a mass change, the information on each record does not have to be the same.

Use this function to change the amount, route, transit or account number fields on a group of records



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Manage Payor/Payee Multiple Changes

Select the Originator ID:

Originator ID: 8090012010 Originator Name: Newcorp Test Ltd Currency: CAD

Payor/Payee Search Criteria

Due Date: - -

Cross Ref Number:

Route:

Transit:

Returns Route:

Returns Transit:

Transaction Type:

Frequency:

Amount:

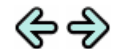
Record Type:

Expiry Date: - -

Sort Order

Payor/Payee Name	Amount	Route	Transit	Account Number	Due Date	Trans Type	Rec Type	Cross Ref
alkkj, MJoe	1.00	809	12010	23873847	2007-Mar-15	450	D	dddd
Smith, Susan	5.00	809	12010	123456789	2007-Mar-15	450	D	xyz
Testerly, Joe	1.00	809	12010	12385767	2007-Mar-20	450	D	dddd

Number of Payor/Payee Records Found: 3



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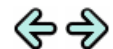
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Uploading AFT Files

You can use alternate software to create files of AFT transactions and upload them to CAFT, being sure that data will be secure and promptly processed



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Uploading AFT Files

Once you select Upload CAFT Data File from the Main Menu, you will be able browse your computer to locate the AFT file you wish to upload

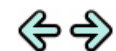
Upload CPA STD005 AFT Files

Please enter or search for the file name.

File name:

Receipt of these files will be logged for audit purposes while the file is validated and released for processing

After CAFT has successfully validated your AFT file, the transactions are sent for processing and the file information is placed in the history information log



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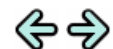
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Validation Process

For your security and successful processing, CAFT validates uploaded AFT files before the transactions are released for processing.

The validation process runs every 30 minutes between 8:50am and 2:00pm on business days



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Validation Process

Once your file has validated, you will receive an email indicating whether the file validated successfully or whether it rejected. If successful, the email contains an attachment summarizing the contents of the file. If unsuccessful, the email states that the file rejected and recommends that you view the activity log for the reason

View Activity Log Information

Activity Log Search Criteria

Select the Originator ID:

Created by User ID:

Activity Date: From: - - To: - -

Filter:

Date	Created By	Originator ID	Message Type	File Name	Description
2007-Jan-19 9:50	ValidateFile	8090012010	I	ttsttlh.txt	Validation of this file completed successfully
2007-Jan-19 9:50	ValidateFile	8090012010	I	ttsttlh.txt	Validating Originator: 8090012010 File Creation Number: 0001



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Releasing Payor/Payee Records Manually

You can have full control of your AFT transactions opting to manually authorize your transactions for release a maximum of 3 business days prior to the due date

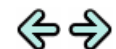
 [Authorize Manual Payor/ Payee Release](#) Release Payor/Payee Records for Transaction Creation

Authorize "Manual" Payor/Payee Release

Select the Originator ID:

Originator ID: 8090012010 Originator Name: Newcorp Test Ltd Currency: CAD

Total Debits for the File:	11.00	Total Credits for the File:	0.00	Total Transactions:	2
Total Debit Record Count:	2	Total Credit Record Count:	0		



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Releasing Payor/Payee Records Automatically

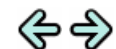
You can also opt to have your transactions released automatically

Files Release:

Manual Automatic 

On automatic release, CAFT will 'pick up' ready-to-be processed Payor/Payee records 4 business days prior to the due date. Automatic releases are scheduled each business day at 2:00am, 10:00am and 4:00pm PST

The validation process for automatically released records is the same as that for manually released records



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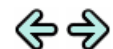
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Confirmation

Once the system releases your authorized AFT transactions or validates your uploaded AFT file, you will receive an email indicating whether validation was successful or whether it rejected. If successful, the email contains an attachment summarizing the contents of the file. If unsuccessful, the email states that the file rejected and recommends that the user views the Activity Log for the reason



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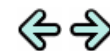
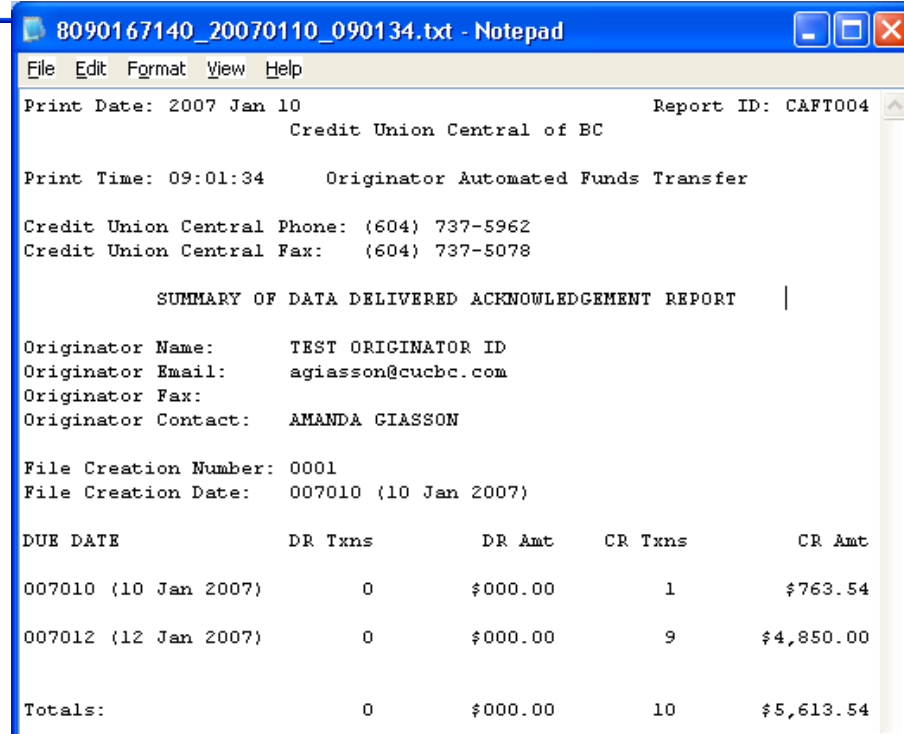
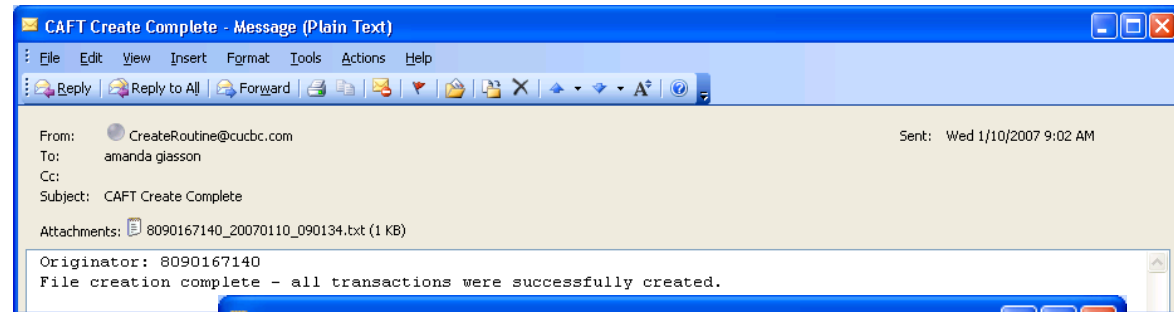
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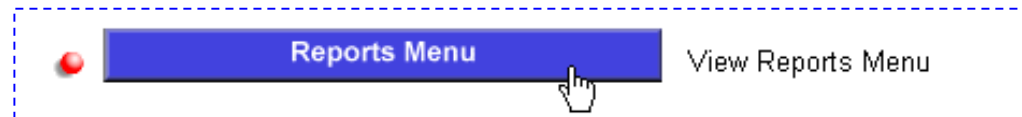
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Reporting

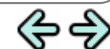
CAFT provides you with 2 sets of reports:

1. The **Reports Menu** option provides access to various CAFT-generated reports based on data entered into CAFT or AFT files uploaded to CAFT



Reports Menu

- [Originator AFT Payor/Payee Report](#) Lists Payor/Payee Records for an Originator
- [Transmitted Transaction Listing](#) Lists the Transactions Transmitted by File and Organization
- [Change Report](#) Lists the Changes made to the Originator and Payor/Payee
- [View NAFT Reports](#) View the Reports Produced by the National System
- [View NOC Received Report](#) View the NOC Received Report
- [Originator User Report Listing](#) Lists the Users Assigned to Originators in CAFT



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Reporting

2. The **Download Central Reports** option provides access to various reports based on data sent for processing. Use these reports to view and reconcile both accepted and exception AFT transactions

Download Central Reports Download MERG reports from CUCBC

```
ICSREP 07/14/93 ICRJ 1231 REJECTED TRANSACTION EDIT LIST PAGE 1
PROGRAM ICRO20 16-47-43
REPORT RTCS015/1
FROM - RAPCO PHARMACIES CUSTOMER NUMBER 8090012300 TO - C.C.C.S / B.C.C.C.U.
FILE CREATION NO 0004 CREATION DATE 093166 DATA CENTRE LOCATION 0000086900

F. I. ID. CROSS REFERENCE NO PAYEE/DRAWEE NAME DUE DT TRAN AMOUNT ITEM TRACE NUMBER INVALID FIELD NO.
0809 21130 0012310EBBPKA0214 KAWALACHUK. A. 093197 200 801.59C 8690 86900 0000 134526789 07
0809 89150 0012310EBBPKVA0201 VARANSKI. JOE 093197 200 745.91W 8690 86900 0000 123456789 1443013

D E B I T S C R E D I T S
TRANSACTION NUMBER AMOUNT NUMBER AMOUNT
ACCEPTED TOTAL 1 5039.95 5 4238.36
REJECTED: JULY 16 1 801.59
REJECTED TOTAL 0 .00 1 801.59
GRAND TOTAL 1 5039.95 6 5039.95

FIELD NO. FIELD NAME
04 TRANSACTION TYPE
05 AMOUNT
06 DUE DATE/DATE FUNDS TO BE AVAILABLE
07 INSTITUTIONAL IDENTIFICATION NO.
08 PAYOR/PAYEE ACCOUNT NO.
09 ITEM TRACE NO.
10 STORED TRANSACTION TYPE
```



Customer Automated Funds Transfer - CAFT

What is CAFT?

Is CAFT right for your business?

Benefits

Key features

How does it work?

Product availability

Product support



Audit Trails and View History Features

Use the Activity Log to search for and view a list of CAFT activities including the details of file processing errors. Data is retained on the Activity Log for 90 days



View Activity Log Information

Activity Log Search Criteria

Select the Originator ID:

Created by User ID:

Activity Date: From: - - To: - -

Filter:

Date	Created By	Originator ID	Message Type	File Name	Description
2007-Jan-19 9:50	ValidateFile	8090012010	I	tststlh.txt	Validation of this file completed successfully
2007-Jan-19 9:50	ValidateFile	8090012010	I	tststlh.txt	Validating Originator: 8090012010 File Creation Number: 0001



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Audit Trails and View History Features

Use the View History File function to search for and view files that have been released from CAFT for processing. Data is retained on the History File for 120 days



View History File Information

Transaction History Search Criteria

Select the Originator ID:

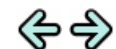
File Creation Number:

File Name:

File Creation Date: From: - - To: - -

Originator ID	Originator Name	File Creation Date	File Creation Number	Currency	DR Total	CR Total	Source Type
8090012010	Newcorp Test Ltd	2007-Mar-20 10:42	0001	CAD	1.00	0.00	M
8090012010	Newcorp Test Ltd	2007-Mar-02 14:58	0001	CAD	4,314,953.64	4,314,953.64	U
8090012010	Newcorp Test Ltd	2007-Feb-28 16:54	0001	CAD	4,314,953.64	4,314,953.64	U

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Customer Automated Funds Transfer - CAFT

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Audit Trails and View History Features

Use the 'Change Report' function to search for and view database changes that were made online. Data is retained on the Audit Log for 60 days.

 [Change Report](#) Lists the Changes made to the Originator and Payor/Payee

Change Report

Originator Payee/Payor Search Criteria

Originator ID:

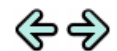
Changed Date From: - - Changed Date To: - -

Changed By:

Source of Change:
(Only for Payor/Payee Changes)

Sort Order:

- PP - Manage Payor/Payee
- MS - Payor/Payee Mass Changes
- ML - Payor/Payee Multiple Changes
- NU - Payor/Payee NOC Update
- AU - Authorise Manual Payor/Payee Release
- CO - Conversion
- FC - Transaction File Creation



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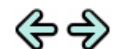


Signing up for CAFT

If you are interested in using CAFT, please contact your branch representative to discuss the setup options that fit your needs

Your branch representative will help you to complete the service forms for setup

It typically takes 2 weeks to process a request once the forms are received. Delays may occur if the application forms are completed incorrectly or if pertinent information is omitted



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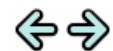
Product support



Signing up for CAFT

Once a service request has been processed, the necessary User ID(s) is provided by email. Password information is provided by a branch representative.

A CAFT User Guide and related documentation is emailed to your primary contact as listed on the Application for AFT Service form



Customer Automated Funds Transfer - **CAFT**

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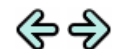
Product availability

Product support



Product Availability

Originators can update files and input data 24 hours a day, 7 days a week. When possible, planned system unavailability periods are advertised on the CAFT 'Logon' screen



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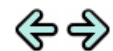
Product availability

Product support



CAFT Support

Once you have signed up for CAFT service, a specialized support team is available by telephone to assist you Monday through Friday on business days between 6:00am and 4:30pm, Pacific Standard Time.



Customer Automated Funds Transfer - **CAFT**

Contact your branch representative
for more information about CAFT

