GUIDANCE NOTES ON THE OPERATION OF THE ACP/ACH SYSTEM - CHEQUES AND DIRECT CREDITS

OUTLINE OF PRESENTATION

- 1. BUSINESS RULES BRANCH, HEAD OFFICE AND ACH
- 2. ARCHITECTURE AND FLOW DIAGRAM FOR THE CLEARING PROCESS
- 3. THE PARTICIPANT PLATFORMS
- 4. CANCELLATIONS, REJECTIONS, REJECTION CANCELLATIONS, REPRESENTATIONS AND REGULATORY REJECTIONS
- 5. DIRECT CREDITS
- 6. EXCHANGES BETWEEN THE HEAD OFFICE MODULES AND CORE BANKING SYSTEM
- 7. MONITORING AND REPORTING

1. BUSINESS RULES - BRANCH, HEAD OFFICE AND ACH

1.1 At the branch level

As soon as the branch receives the new "date" file (14h30 of D-1 maximum), it can proceed to the starting of the new day (D). All transactions that will be processed will be kept in the branch Mailbox and will be collected by the head office at the collection starting time (08H10 of D).

Transactions sent to clearing can be processed in the branch until shortly before the head office collection ending time (13H30 of D).

The branch will start receiving inter bank and intra bank remittances from the head office since the HO starting sending time (08H15 of D) till the HO ending sending time (16H30 of D).

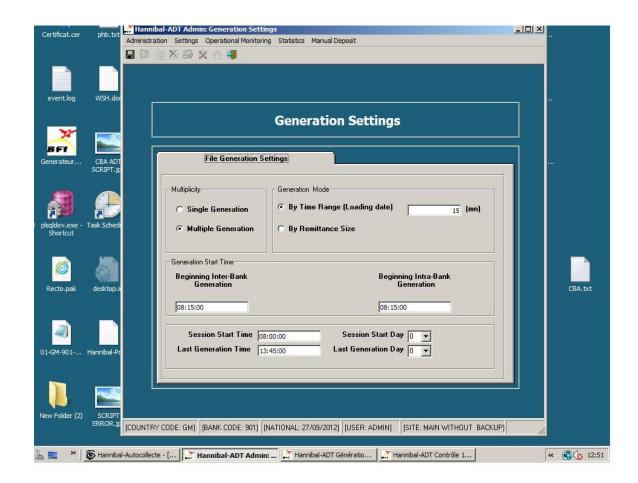
1.2 At the head office level

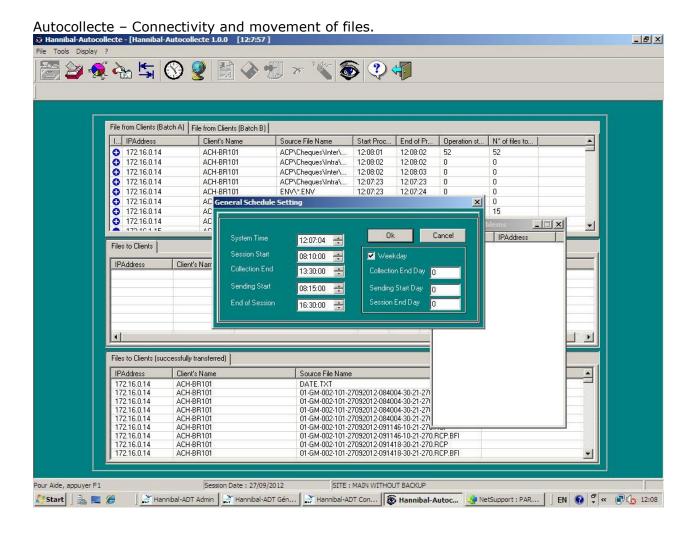
Collection of files: During the HO collection period (08:10to 13:30 of D), the head office will collect all files created at branch's level in order to control them and integrate them in the remittances to be sent to clearing. Files coming from the CBS will also be processed during the same period.

Last remittances will be generated by the head office at the end of the generation period (13:45).

Remittances deposit for clearing can be done during the deposit period (08:10to 13:45 of D): Each deposited remittance will be controlled, encrypted, compressed and placed in the Out mailbox of the head office.

- Reception of files: the head office will start receiving Files from the clearing house since the ACH starting sending time (08:30 of D)till the ACH ending sending time (14:30 of D).these files are controlled and sorted by branch and then sent to branches for payment (or rejection)
- Sending of files: the sending can be done during the HO collection period (08:10to 16:30 of D), f sorted files to be sent to branches.





1.3 At clearing house Level: controlling batches, processing and sorting by recipient participant

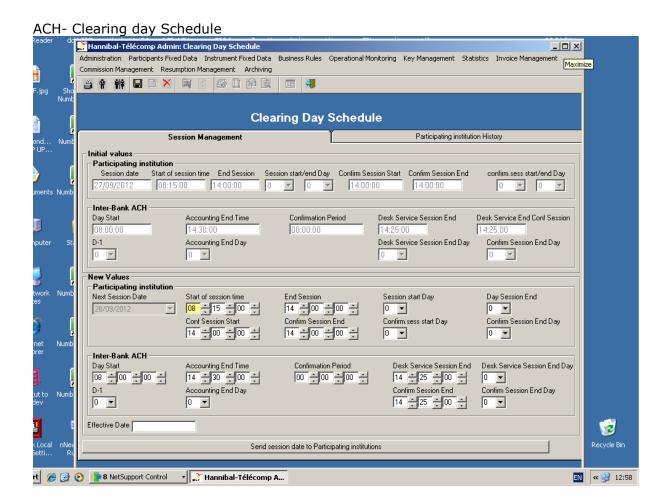
- Collection of files: During the ACH collection period (08:15to 14:15 of D), the Clearing house will collect outgoing remittances created at head Office level in order to control them and integrate them in the clearing processing Rejected files are sent back to the remitting participant.
- Generation of return remittances: during the generation period (08:30to 14:30 of D), the clearing House will continuously send return remittances and intermediate net balance to the recipient participants.

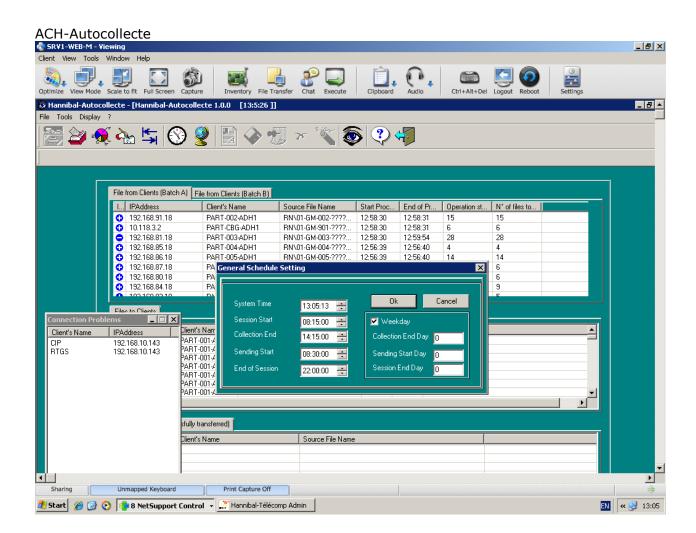
At the End of the Clearing day (14:30 of D): the clearing house generates files to all participating institutions:

- Final net balances containing presented, cancelled, and rejected instruments during the clearing day.
- Processing reports,
- Last Return remittances.

Sending of return files to recipient participants will last till the ACH sending ending time (14:30)

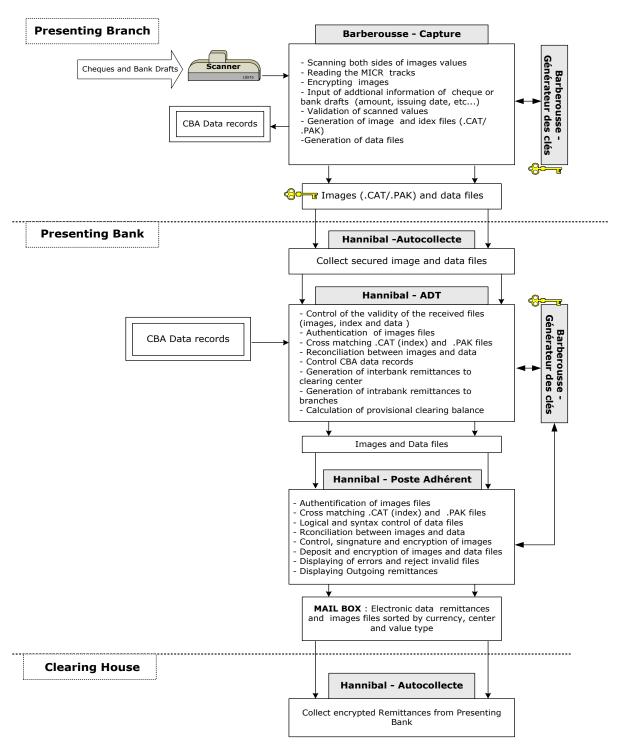
Final net balances of different participating institutions are communicated to the RTGS system for settlement at 14h30 and to update the bank balances in the CBG Core Banking System.



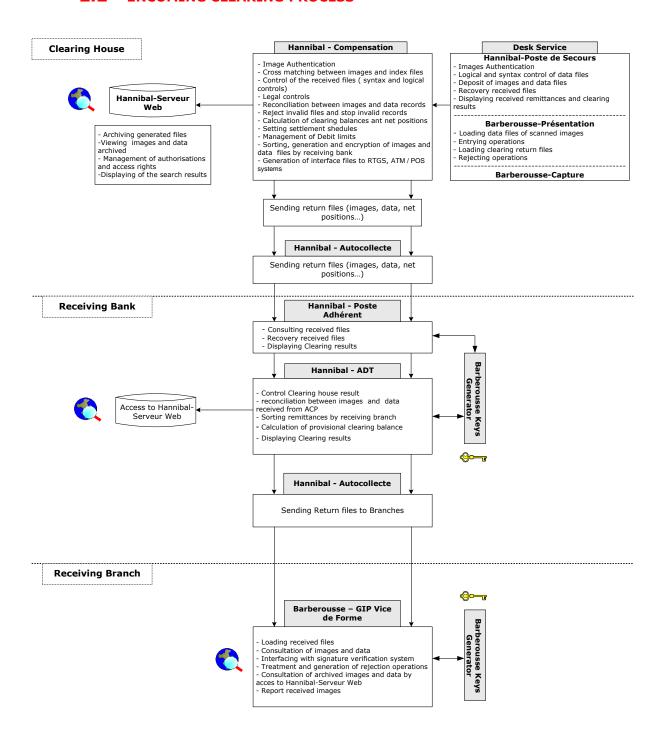


2. ARCHITECTURE AND FLOW DIAGRAM FOR THE CLEARING PROCESS

2.1 OUTGOING CLEARING PROCESS



2.2 INCOMING CLEARING PROCESS



3 THE PARTICIPANT PLATFORM IS COMPOSED OF THE FOLLOWING MODULES:

Branches modules:

- **Barberousse Capture**: insure image values scanning and secure image files creation to send for clearing.
- Barberousse Generateur-Cles: Insure images and data security along the processing pool.
- Barberousse-GIP enables the viewing of inter-banking and intra-banking inward cheques and bills of exchange images, in the branch during the clearing day, and to generate the possible reject.

These modules are installed in branches. However, they can be installed at the head office as a centralized installation.

Head-office modules:

• **Hannibal-ADT/ADT Admin**: insure the preparation of the bank remittances to be sent for clearing, and reception of remittances coming from clearing.

The ADT module is divided into three modules:

- ADT-Controle: ensures control of all received files from branches and from the Clearing House
- ADT-Generateur: ensures remittances generation to the Clearing House or to branches.
- ADT-Administration: ensures administration and monitoring of all transactions processing at the head office, and also managing general application settings.
- **Hannibal-Autocollecte**: enables files transfers, data and images from head office to branches and inversely.
- **Hannibal –Poste Adherent:** enables remittances deposit for clearing and reception of remittances sent by the clearing house.
- Hannibal GenerateurCles: Insure images and data security along the processing pool.

4 CANCELLATIONS, REJECTIONS, REJECTION CANCELLATIONS AND REPRESENTATIONS.

 Cancellations of Cheques (30-23 and 33-23) are done within the day of Presentation (D) before 1:30PM and NOT after. Cancellation of Direct Credits (10-23 and 13-23) are however limited to within thirty (30) minutes of Presentationand nothing more.

- Rejection of both Cheques and Direct Credits (30-22, 33-22, 10-22 and 13-22) are done within the day of Presentation (D) and or the next business day of Presentation (D+1) before 1:30 and NOT after.
- Rejection Cancellations of both Cheques and Direct Credits (30-24, 33-24, 10-24 and 13-24) are done within the day of Presentation (D) before 1:30PM and NOT after.
- Representations of both Cheques and Direct Credits (33-21 and 13-21) can only be done for Rejected Presentations.

It should be noted that, once a transaction is Cancelled by the Presenting Bank it cannot be Rejected by the Recipient Bank. Similarly, a Rejected transaction by the Recipient Bank cannot be Cancelled by the Presenting Bank.

Regulatory rejection files loading

Regulatory rejections (.RJT) executed on the Clearing House and received by **Hannibal Poste-Adherent** are loaded as soon as they arrive in the head office by **Hannibal-ADT** that will:

- 1. Update the transaction status in the database;
- 2. Update the calculated net balance.

Next, **Hannibal-ADT** sorts the regulatory rejection files (.RJT) per recipient branch. The sorted rejections files will be sent to branches by **Hannibal-Autocollecte**

5. DIRECT CREDITS/ REPRESENTED DIRECT CREDITS ENV/RCP FILES

It is important for the Core Banking Application to validate BBANS in the Direct Credit Menu.

It is also important for Direct Credits to be authorised at a Second level to mitigate credit risk and to minimise errors (duplications and disparities)

For Direct Credits to be successfully Controlled and Generated the highlighted parameters in must be strictly observed

Detail record

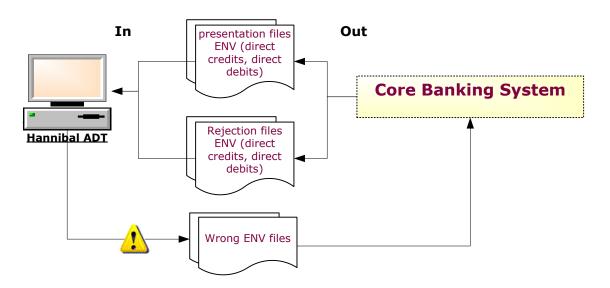
N°	Туре	Length	Name	Description	Mandatory
1.	N	01	Direction	1 / 2 (Outgoing / Incoming)	Y
2.	N	02	Clearing Code	00: Intra-banking. 01: National Inter-banking. 02: Regional Inter-banking.	Y
3.	αN	02	Remittent country code	GM = Gambia. SL = Sierra Leone GN = Guinea	Y

4.	N	08	Generation date	Generation date DDMMYYYY	Υ
5.	N	06	Generation time	Generation time HHMMSS	Y
6.	N	02	Instrument Code	10 / 13	Y
7.	N	03	Presenting Participant Code	Complete with 0 to the left	Υ
8.	N	08	Presentation date	Presentation date for clearing DDMMYYYY	Υ
9.	N	8	Applied presentation date	Applied presentation date by the ACH DDMMYYYY	Υ
10.	αN	07	Remittance number	Remittance nbr internal to the bank Complete with 0 to the left	Υ
11.	N	02	Transaction Code	21 / 22 / 23 / 24	Υ
12.	αN	03	Currency code	270 (GM) /694 (SL) / 324 (GN)	Υ
13.	N	02	Rank	00 (Detail record)	Υ
14.	N	01	Transfer Nature	0: personaldirect credit. 1: Corporatedirect credit. 2: Bank direct credit. 3: Postal order	Υ
15.	N	15	Transfer amount	Complete with 0 to the left	Υ
16.	αN	07	Transfer number	(attributed by the remittent participant) Complete with 0 to the left	Υ
17.	N	03	Remitting branch code	Complete with 0 to the left	Υ
18.	N	08	remitting date	Remitting Date of the operation by the customer to his bank DDMMYYYY	Υ
19.	N	18	Payer BBAN	(bank code, branch code, account number and account check digit)	Υ
20.	αN	30	Payer name or corporate name	Complete with blanks to the right	N
21.	αN	30	Payer address	Complete with blanks to the right	N
22.	N	03	Receiving participant code	Complete with 0 to the left	Υ
23.		02	Recipient country code	GM = Gambia. SL = Sierra Leone GN = Guinea	Υ
24.	N	18	Beneficiary account	(bank code, branch code, account number and account check digit)	Υ
25.	αN	30	Beneficiary Name or corporate name	Complete with blanks to the right	N
26.	αN	30	Beneficiary address	Complete with blanks to the right	N
27.	αN	20	Number or reference of the payment file	Complete with blanks to the right	N
28.	N	02	Number of complementary records	00	Υ
29.	αN	45	transaction reason	Complete with blanks to the right	N
30.	αN	15	Representation reason	only for representation Complete with blanks to the right	N
31.	N	08	Settlement date	Applied presentation date + Settlement date of the Instrument (DDMMYYYY)	Υ
32.	N	08	Rejection reason	Code du rejection reason (4 Reasons) Complete with 0 to the left	Υ
		33		- Complete with blanks to the right	N

Y = Mandatory / N = Optional

6. EXCHANGES BETWEEN THE HEAD OFFICE **M**ODULES AND CORE BANKING SYSTEM

6.1 Core banking system To head office modules



Generating presentation and rejection files (ENV)

(.ENV) files generated by the core banking system are controlled by **Hannibal ADT** before being accepted for processing. After these controls (syntactic, logical, regulatory and reconciliation), only correct files will be presented for clearing. Wrongfiles are rejected.

The Head office Core Banking System must then correct errors and submit them again to **Hannibal-ADT**.

It is important to note that these errors are generally frequent when establishing the system, but they are fewer and disappear once the mechanism and exchange rules are mastered.

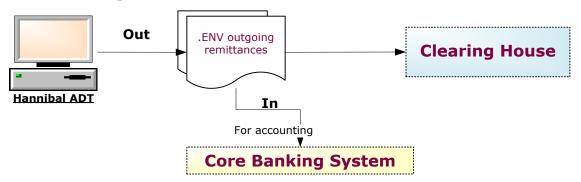
Cancellation case:

When a cancellation (presentation cancellation or rejection cancellation) is sent by the CBS to **Hannibal-ADT**, the CBS is supposed to have already made the necessary accounting adjustments related to the cancelled transactions.

When a cancellation, sent by the CBS, is not accepted by **Hannibal-ADT**, the CBS must readjust its accounting according to the cancellation rejection.

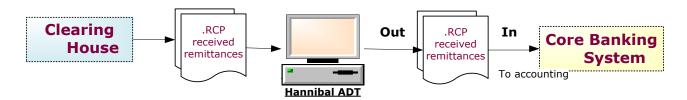
6.2 HEAD OFFICE MODULES TO CORE BANKING SYSTEM

Loading Sent presentation and rejection files (.ENV) for Clearing



A copy of outgoing remittances (.ENV) can be provided by Hannibal-ADT to the CBS for loading and accounting.

Loading received presentation and rejection RCP files from Clearing



A copy of incoming remittances (RCP files receive from the clearing house)can be provided by Hannibal ADT to the CBS for loading and accounting. These files have the same structure an the .ENV files (Cf. Presentation, rejection and cancellation remittances structure (ENV/RCP)).

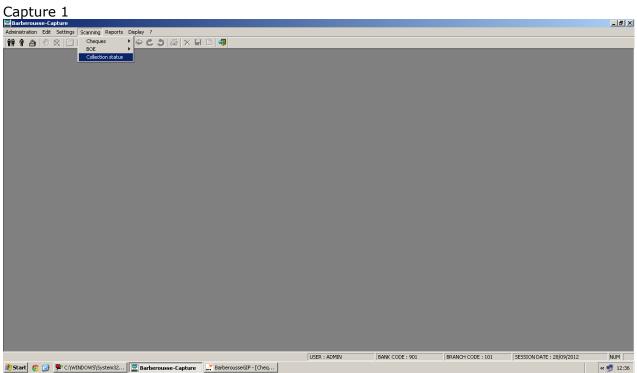
Cancellation case:

When a cancellation incoming remittance is received by the CBS through **Hannibal-ADT**, The CBS is required to proceed to the necessary accounting readjustment related to the cancelled transactions.

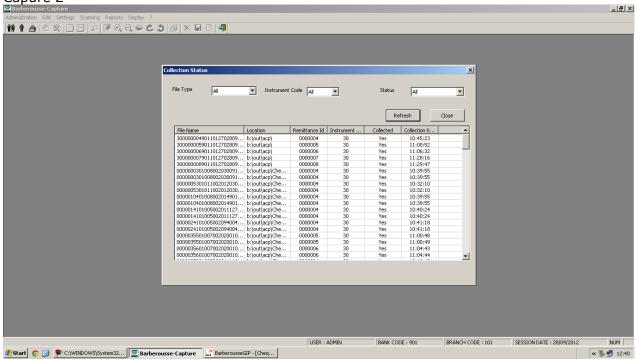
7. MONITORING AND REPORTING

How are the movement of files from the branch to the head office platform and from the head office to the ACH monitored?

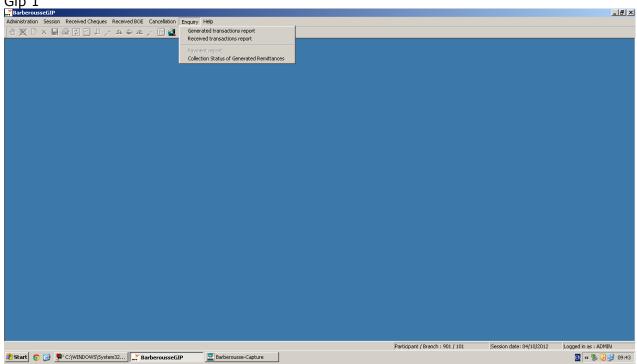
At Branch Level

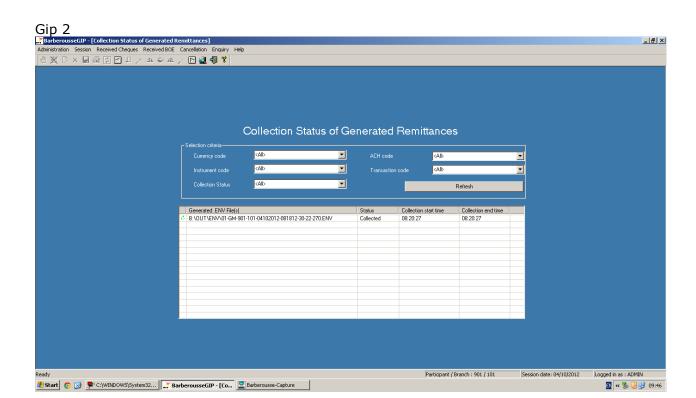


Capure 2



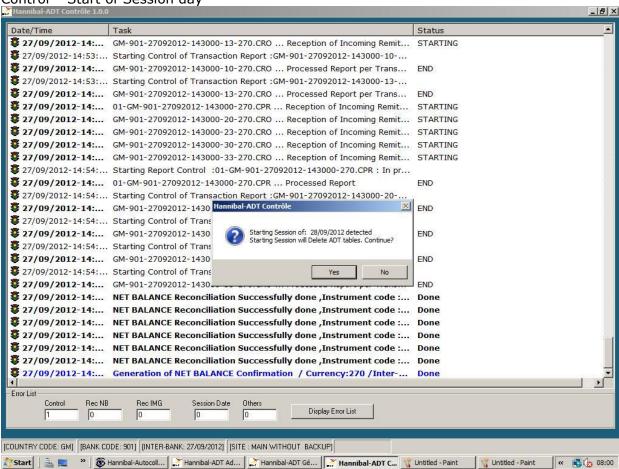
Gip 1



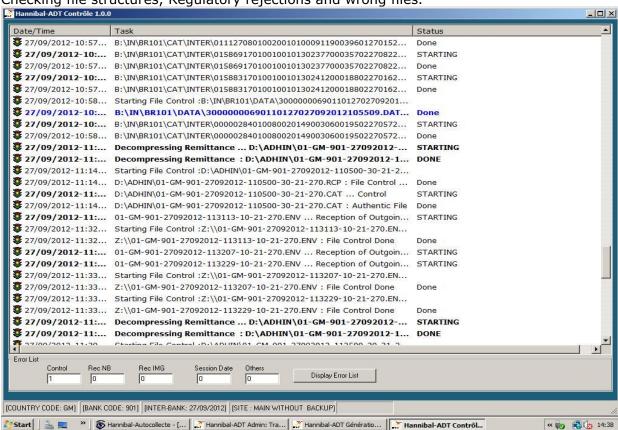


At the Head Office Level

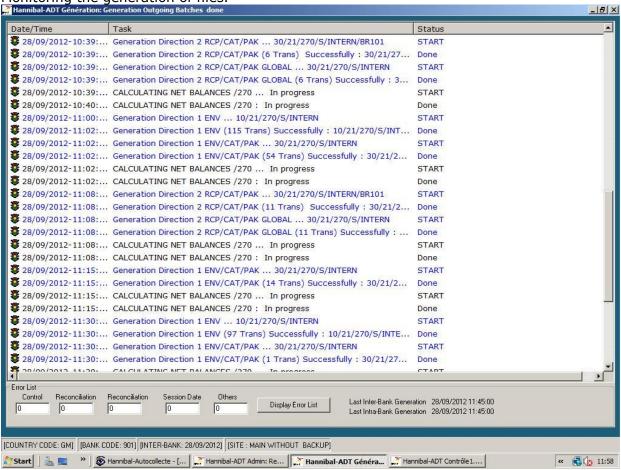
Control - Start of Session day

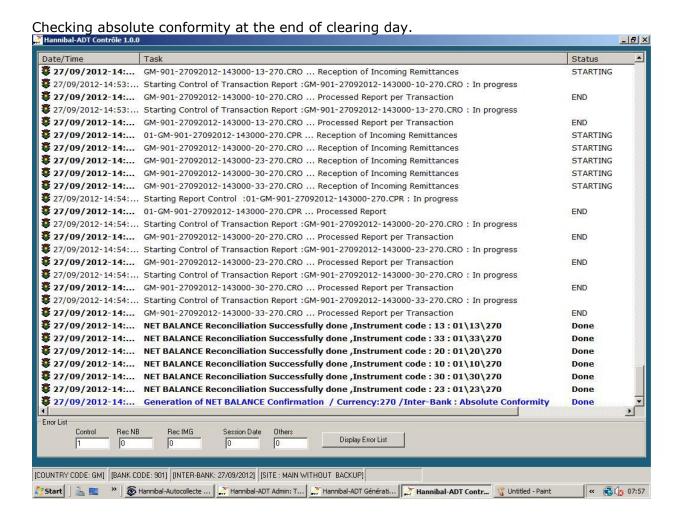


Checking file structures, Regulatory rejections and wrong files.



Monitoring the generation of files.





Net Balances reconciliation

When receiving Clearing House final net balances, **Hannibal-ADT** proceeds to its reconciliation with its own balances.

- a. In case of absolute conformity between all net balances, the ADT module generates a confirmation message of the clearing balances of all instruments and all currency included.
- b. In case of conformity failure of at least one net balance, an alert message detailing the failure causes is generated by the ADT module and the confirmation message is not generated.
- c. In case of non-acknowledgement of a sent batch (.ENV) **ADT-Controle** generates an alert to inform the operator.

