

OPERATIONAL MANUAL

BEFTN(Bangladesh Electronic Fund Transfer Network)

1). BEFTN INWARD:-

A). For Maker(Inward):-

** At first open Internet Explorer/browser-→ Type

<http://202.51.179.178>

Then Press → Enter Key.



** Type → **User Name and Password**→ Click on **Sign In**.



** Click on **Inward Transaction Button** for checking new data arrival or not.

** If any types of new data arrived then we can see three (03) reasons. 1. Accept,2. Return,3. NOC(Notification of change).

Select **Accept then Click on **Save button**./ Or Click **Return** then select **Return Reason** → **Save**. /Or Click **Notify Change**-→ Select **Reason** and type **Correct data**.

** Check Received message carefully and if we get any wrong or missing information then select **Return Reason** and click **Save**.



** Click on as per **Shown Picture**.



** Click on **Sign Out** Button.

B. For Checker (Inward):-

** Type → **User Name and Password** → Click on **Sign In**.



** If we select **Return Reason** (From Maker *) then Click on **Return sent** Button-
→Type **reasons for why return**-→Click **Accept**.

2). BEFTN OUTWARD:-

A. FOR MAKER (OUTWARD):-

** At first open Internet Explorer/browser-→ Type

<http://202.51.179.178>

Then Press → Enter Key.



** Type → **User Name and Password** → Click on **Sign In**.



** Click on **Entry Form (Import)**-→



** Fill up the given various fields and also upload a file (e.g:CCD,CTX,PPD etc).

Or



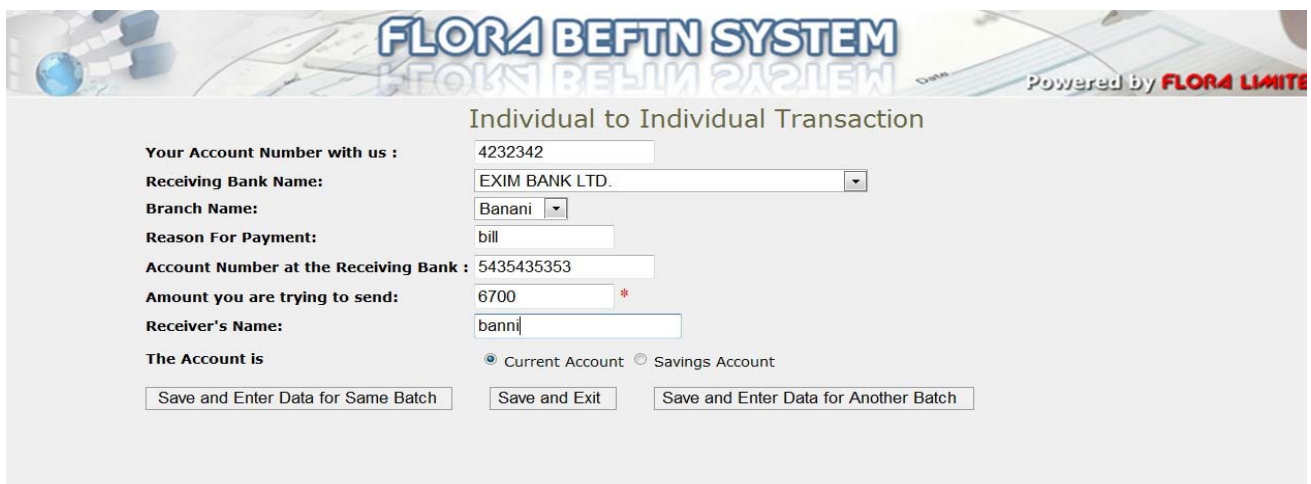
** If we want to insert data manually then click on **Entry Form(Manual)**→



The screenshot shows the 'Manual Entry' form in the FLORA BEFTN SYSTEM. The form includes the following fields and options:

- Would you like to send or receive?** with radio buttons for Send and Receive.
- This account is an:** with radio buttons for Individual, Corporate, and Government.
- Receiver's account type** with radio buttons for Individual, Corporate, and Government.
- Reason for Payment** with an empty text input field.
- A **Next** button at the bottom.

** Type on **Reason for payment** (e.g.: payment, bill etc).--> Click **Next**.



The screenshot shows the 'Individual to Individual Transaction' form in the FLORA BEFTN SYSTEM. The form includes the following fields and options:


- Your Account Number with us :** 4232342
- Receiving Bank Name:** EXIM BANK LTD. (dropdown menu)
- Branch Name:** Banani (dropdown menu)
- Reason For Payment:** bill
- Account Number at the Receiving Bank :** 5435435353
- Amount you are trying to send:** 6700 *
- Receiver's Name:** banni
- The Account is** with radio buttons for Current Account and Savings Account.
- Buttons at the bottom: **Save and Enter Data for Same Batch**, **Save and Exit**, and **Save and Enter Data for Another Batch**.

** Entry the given all fields→ click **Save and Exit**.

** Then **Sign out** here.

2. **OUTWARD CHECKER:-**

** Type → **User Name and Password**→ Click on **Sign In**.

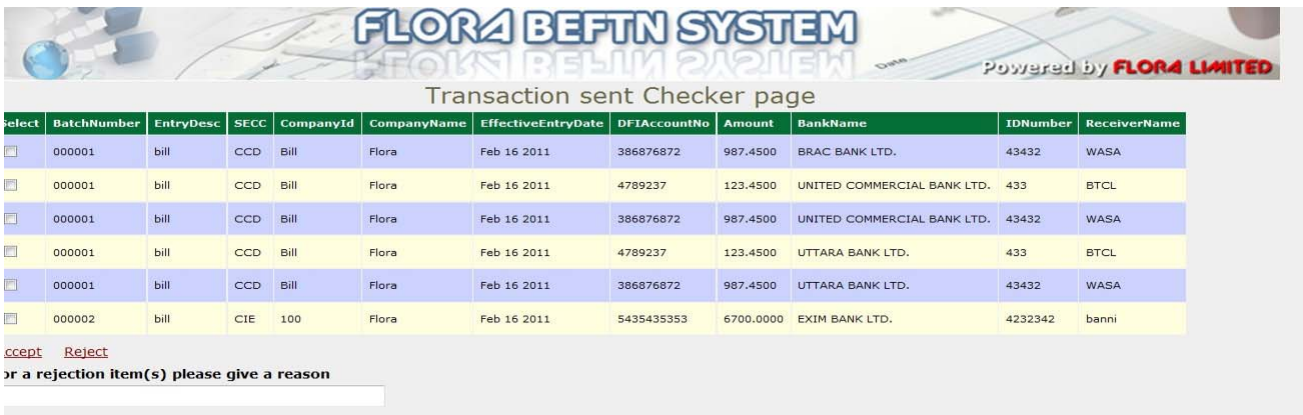


The screenshot shows the 'Checker Page' in the FLORA BEFTN SYSTEM. The page includes the following links:

- [Transaction Sent](#)
- [Return Sent](#)
- [Dishonour Sent](#)
- [NOC Sent](#)
- [RNOC Sent](#)
- [Approved Received NOC](#)
- [Contested Dishonor](#)
- [Approved Dishonor](#)
- [Sign Out](#)

** Click on **Transaction Sent**-->check transaction sent entries.

** Approve the transaction or reject it. In this case it will go back to Maker.



The screenshot displays the 'FLORA BEFTN SYSTEM' interface, powered by FLORA LIMITED. The main heading is 'Transaction sent Checker page'. Below this is a table with 12 columns: Select, BatchNumber, EntryDesc, SECC, CompanyId, CompanyName, EffectiveEntryDate, DFIAccountNo, Amount, BankName, IDNumber, and ReceiverName. The table contains six rows of transaction data. At the bottom of the interface, there are links for 'Accept' and 'Reject', followed by a prompt: 'For a rejection item(s) please give a reason' with an empty text input field.

Select	BatchNumber	EntryDesc	SECC	CompanyId	CompanyName	EffectiveEntryDate	DFIAccountNo	Amount	BankName	IDNumber	ReceiverName
<input type="checkbox"/>	000001	bill	CCD	Bill	Flora	Feb 16 2011	386876872	987.4500	BRAC BANK LTD.	43432	WASA
<input type="checkbox"/>	000001	bill	CCD	Bill	Flora	Feb 16 2011	4789237	123.4500	UNITED COMMERCIAL BANK LTD.	433	BTCL
<input type="checkbox"/>	000001	bill	CCD	Bill	Flora	Feb 16 2011	386876872	987.4500	UNITED COMMERCIAL BANK LTD.	43432	WASA
<input type="checkbox"/>	000001	bill	CCD	Bill	Flora	Feb 16 2011	4789237	123.4500	UTTARA BANK LTD.	433	BTCL
<input type="checkbox"/>	000001	bill	CCD	Bill	Flora	Feb 16 2011	386876872	987.4500	UTTARA BANK LTD.	43432	WASA
<input type="checkbox"/>	000002	bill	CIE	100	Flora	Feb 16 2011	5435435353	6700.0000	EXIM BANK LTD.	4232342	banni

[Accept](#) [Reject](#)
For a rejection item(s) please give a reason

** The approved one will go to the admin.

** This is the admin home page only For **LOCAL OFFICE, JANATA BANK LTD.**