

**User Manual for Reporting requirement on Settlement of Running Account of Clients’  
Funds lying with Trading Member (TM)**

Uploading file for Quarterly wise Client Funds lying with the member-

**1. Trading Member Summary Data:**

Sr. no.	Field Name	Length (Max)	Description
1.	Date of Settlement	DD-MM-YYYY	DD-MM-YYYY
2.	TM Code	Char (10)	Numeric trading member Code
3.	TM PAN	Char (10)	Alpha-numeric trading member PAN
4.	No of clients Settled (count)	Char (20)	Numeric Value
5.	Value of funds settled	Number (20)	Value in Rs. (Decimals shall be allowed up to 3 digits) .
6.	Value of funds retained	Number (20)	Value in Rs. (Decimals shall be allowed up to 3 digits) .
7.	Bank Account No	Number (30)	Numeric Value
8.	No of clients (count)	Number (20)	Numeric Value
9.	Value of transfer	Number (20)	Value in Rs. (Decimals shall be allowed up to 3 digits).

**2. UCC Wise Data**

Sr. No.	Particulars	Length (Max)	Description
1	Date of Settlement	DD-MM-YYYY	DD-MM-YYYY
2	TM Code	Char (10)	Numeric trading member Code
3	TM PAN	Char (10)	Alpha-numeric trading member PAN
4	Client UCC	Char (20)	Alpha-numeric client code
5	Value of amount retained	Number (20)	Value in Rs. (Decimals shall be allowed up to 3 digits) .
6	Value of amount paid	Number (20)	Value in Rs. (Decimals shall be allowed up to 3 digits) .
7	TM Bank account number	Number (30)	Bank account numbers which are reported as Client bank account under enhanced supervision are to be considered for making payments to clients and same must be reported here.
8	TM Bank IFSC	Char (20)	
9	Client Bank Account Number	Number (30)	Numeric Value
10	Client Bank IFSC	Char (20)	Client bank account IFSC code

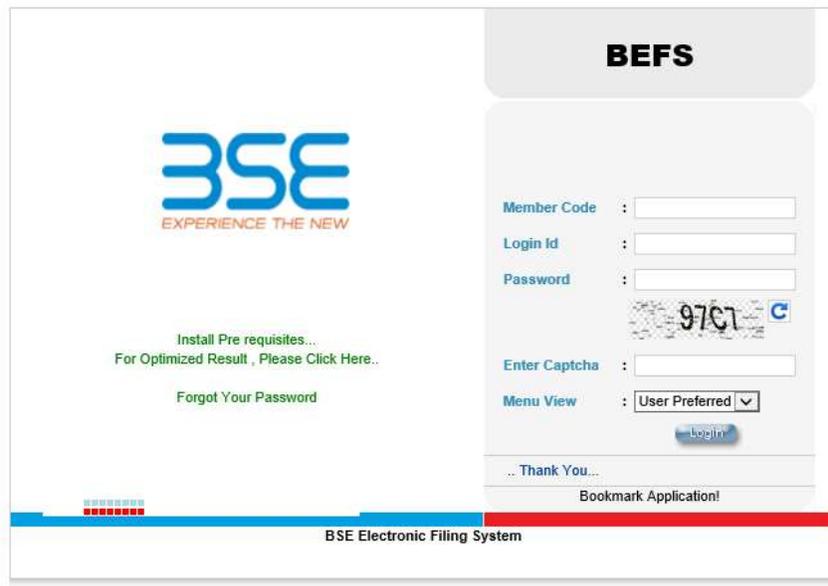
**Note:**

- File shall be in csv and zip format. One zip file shall contain one csv file only. Naming convention of zip file shall be same as of the csv file. Naming convention for **TM Summary** of file will be “TMPAN\_RASSUM\_DDMMYYYY\_BN” and Naming convention for **UCC Wise Data** will be “TMPAN\_RASUCC\_DDMMYYYY\_BN”
  - “PAN” shall be the Member’s PAN (Alpha Numeric 10 characters)
  - Date shall be settlement date of the file uploading. Example: - (DDMMYYYY) 06012023.
  - Batch/Seq No. starts from 01, in case of multiple files to be uploaded of same submission.
  - In case of success file, Members will not be able to upload another file with the same nomenclature. Only change the Batch Number.

**Following are the steps given to upload the Running Account Settlement file.**

**Step 1:** Member Should login into the BEFS Link for uploading the Running Account Settlement as shown in the below screen. Always login Through Internet Explorer.

<https://bef.s.bseindia.com/CheckLogin.aspx>



**Step 2:** Click on Running Account Settlement -> Data Submission



**Step 3:** Below tab will appear: Click on Filing type. Member must Select TM Summary Data and UCC Wise Data (any one at a time) as per the timelines given in the Notice.

The screenshot shows the 'Running Account Settlement Details' form. The 'Filing Type' dropdown menu is open, showing two options: 'TM Summary Data' and 'UCC Wise Data'. The 'Member Code' is 123456 and the 'Member Name' is DUMMY. The 'Settlement Type' is 'Select', 'Year' is 'Select', and 'Period' is 'SELECT'. The 'Select File' field is empty, and the 'Upload File' button is visible. The 'Files Nomenclature' section provides instructions for file naming: 1. TM Summary :- e.g. -> TMPAN\_RASSUM\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.) 2. UCC File :- e.g. -> TMPAN\_RASUCC\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)

**Step 4:** Member must Select Settlement Type i.e., Quarterly

The screenshot shows the 'Running Account Settlement Details' form. The 'Settlement Type' dropdown menu is set to 'Quarterly'. The 'Filing Type' is 'UCC Wise Data', 'Year' is 'Select', and 'Period' is 'SELECT'. The 'Select File' field is empty, and the 'Upload File' button is visible. The 'Files Nomenclature' section provides instructions for file naming: 1. TM Summary :- e.g. -> TMPAN\_RASSUM\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.) 2. UCC File :- e.g. -> TMPAN\_RASUCC\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)

**Step 5:** Member has to select year and Settlement period for data submission

**Running Account Settlement Details**

File Formats : [TM Summary Data](#) [UCC Wise Data](#)

Member Code : 123456 Member Name : DUMMY

Filing Type : UCC Wise Data Settlement Type : Quarterly Year : 2022 Period : Select

Select File : Choose File NO FILE CHOSEN

**\* Files Nomenclature :-**

1. TM Summary :- e.g. -> TMPAN\_RASSUM\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)
2. UCC File :- e.g. -> TMPAN\_RASUCC\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)

**UPLOAD FILE**

**Note :-**

- 1) Currently your file is under process. Once process is complete, status will be automatically updated.
- 2) File status will be updated after 30 minutes.
- 3) Kindly check the file status below of the uploaded files.

**Step 6:** Download template for file uploading for TM Summary Data and UCC Wise Data in BEFS portal for reference and format.

**Running Account Settlement Details**

File Formats : [TM Summary Data](#) [UCC Wise Data](#)

Member Code : 123456 Member Name : DUMMY

Filing Type : SELECT Settlement Type : Select Year : Select Period : Select

Select File : Choose File NO FILE CHOSEN

**\* Files Nomenclature :-**

1. TM Summary :- e.g. -> TMPAN\_RASSUM\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)
2. UCC File :- e.g. -> TMPAN\_RASUCC\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)

**UPLOAD FILE**

**Note :-**

- 1) Currently your file is under process. Once process is complete, status will be automatically updated.
- 2) File status will be updated after 30 minutes.
- 3) Kindly check the file status below of the uploaded files.

**Step 7:** In case, Member is eligible for data submission then Member is required to upload two files as per the timelines given in the circular.

Member need to upload the file as per format given (i.e., csv – Coma Separated + Zip).

- After clicking on ‘**UPLOAD FILE**’, a message “**File is Uploaded Successfully**” will appear if the file format is correct.

**Running Account Settlement Details**

File Formats : [TM Summary Data](#) [UCC Wise Data](#)

Member Code :  Member Name :

Filing Type :  Settlement Type :  Year :  Period :

Select File :  NO FILE CHOSEN

**\* Files Nomenclature :-**  
 1. TM Summary :- e.g. -> TMPAN\_RASUM\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)  
 2. UCC File :- e.g. -> TMPAN\_RASUCC\_ddmmyyyy\_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)

File Is Uploaded Successfully.

**Note :-**

1) Currently your file is under process. Once process is complete, status will be automatically updated.  
 2) File status will be updated after 30 minutes.  
 3) Kindly check the file status below of the uploaded files.

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**File Status**

Sr.No.	File Name	File Status	Added DateTime	View Error File	View Success File
1	ABCDE1234F_RASUCC_05012023_01.Zip	Under Process	1/5/2023 1:59:01 PM		

**Step 8:** Always Check the File status while under Process

**File Status**

Sr.No.	File Name	File Status	Added DateTime	View Error File	View Success File
1	ABCDE1234F_RASUCC_05012023_01.Zip	Under Process	1/5/2023 1:59:01 PM		

**Step 9:** If the file is uploaded correctly than status will be shown as “Success”:

**File Status**

Sr.No.	File Name	File Status	Added DateTime	View Error File	View Success File
1	ABCDE1234F_RASUCC_05012023_01.Zip	Success	1/5/2023 1:59:01 PM		<a href="#">Success File</a>

**Step 10:** If the file uploaded contains Error than the below message will be the shown in status

**File Status**

Sr.No.	File Name	File Status	Added DateTime	View Error File	View Success File
1	ABCDE1234F_RASUCC_05012023_03.Zip	Error	1/5/2023 2:06:39 PM	<a href="#">Error File</a>	

**Step 11:** If the member got error in the above Step 10, Member is required to download the Error File and need to rectify the Error and re upload the file with next Batch No.

**Note:**

- If the Naming convention is wrong, following error will appear.

Running Account Settlement Details					
File Formats :				<a href="#">TM Summary Data</a>	<a href="#">UCC Wise Data</a>
Member Code :	123456	Member Name :	DUMMY		
Filing Type :	UCC Wise Data	Settlement Type :	Quarterly	Year :	2022
				Period :	OCT - DEC
Select File :	<input type="button" value="Choose File"/>	NO FILE CHOSEN			
<b>* Files Nomenclature :-</b>					
1. TM Summary :- e.g. -> TMPAN_RASUM_ddmmyyyy_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)					
2. UCC File :- e.g. -> TMPAN_RASUCC_ddmmyyyy_batchno.zip (ddmmyyyy & batchno for the csv and zip file would be the same.)					
<input type="button" value="UPLOAD FILE"/>					
<b>Invalid File Naming Convention :: Format - Ex. 4 :- TMPAN_RASUCC_ddmmyyyy_batchno.Zip</b>					
<b>Note :-</b>					
1) Currently your file is under process. Once process is complete, status will be automatically updated.					
2) File status will be updated after 30 minutes.					
3) Kindly check the file status below of the uploaded files.					

\*\*\*End of the Document\*\*\*