**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://befs.bseindia.com/CheckLogin.aspx
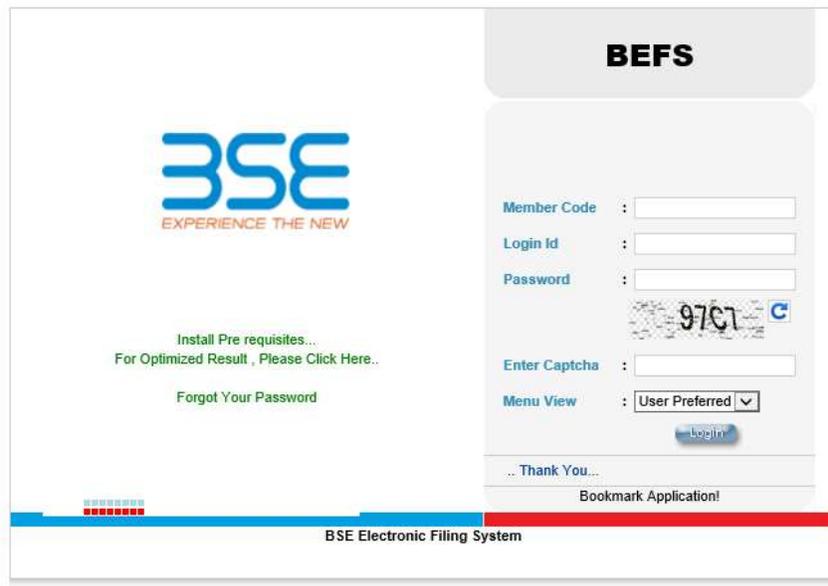
Step 2: Click on Running Account Settlement -> Data Submission

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.

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

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

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

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.

Step 8: Always Check the File status while under Process

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

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

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.

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