

# USAGE GUIDELINES FOR CUSTOMER

AND FINANCIAL CREDIT TRANSFERS

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**Good morning. Good afternoon, everyone.**

Welcome to our first of a series of ISO 20022 videos which complements nicely our webex training modules that are made available for you to consult on BNY ISO 20022 landing page.

This tutorial will focus on BNY Usage Guidelines for the Customers and Financial Institutions Credit Transfers, but also the sample testing through the SWIFT MyStandards Readiness Portal.

We are extremely happy to count you amongst our valued customers and as such, you will be granted access to BNY domain on MyStandards where you will be able to consult our BNY usage guidelines for the pacs.008, the pacs.009 Core and the pacs.009 COV. You will also be able to use our readiness portal to do some sample testing.

## How will this work?

### So how shall you access and explore MyStandard

If you are already a swift.com user, you will be able to use your swift.com credentials to access the BNY domain.

If you are a new user, you will have to register for a swift.com account first, using your SWIFT BIC. This registration is free of charge. You will then have access to the public content of MyStandards, such as the FIN MT and Global ISO 20022 documentation. But also Market Practice Usage Guidelines such as the CBPR+ Cross Border Payments and Reporting Plus. And you will be granted access to our BNY Domain, based on your professional email.

Once connected to the MyStandards platform, you will be able to navigate the public content, that is:

- The first tab gives you access to the Standards Releases for FIN MT and Global ISO 20022, sorted by year;
- The second tab gives you access to the CBPR+ domain and which contains amongst others the CBPR+ User Handbook, a translation portal, and some samples libraries. Isabelle Bouille, Product Management, BNY Treasury Services April 2022
- And, finally, the third tab named Groups gives you access to various domains belonging to banks, RTGS systems, Market Practitioners and others. It is to be noted that some are public, others are not.

We would then invite you to request access to the BNY domain, through your profile button. In order to do this, you will then have to click on the Membership tab and select the BNY Group Membership request. Once the request has been submitted the 'request access' button will be in 'pending' status until BNY accepts it. From now on, you will be able to consult the BNY Usage Guidelines for the pacs.008, the pacs.009 Core and pacs.009 Cov. It is to be noted that these Usage Guidelines are fully compliant with the CBPR+ Usage Guidelines but also contain BNY specificities such as, for example, the bilaterally agreed codes to be used under Instruction for Next Agent element.

## How to consult the Usage Guidelines

Once you have selected the desired Usage Guideline, the pacs.008 in this example, the message structure and restrictions will be available on the left side of the screen. The Min/Max columns documents the Global Standards message multiplicity, that is an item can either be Mandatory, Optional, Conditional. And the Restrictions column documents the usage guidelines restrictions applied to the global standards message. These restrictions are illustrated through symbols which are available on the following slide.

- The right side of the screen provides per element, various types of information, that is: validation rules applied to the element, usage recommendation, modified data types, modified multiplicity and general documentation.
- On the upper right side of the screen, the Export tab will give you the possibility to generate the Usage Guideline documentation, either in pdf or Excel format.

## The Testing Readiness Portal

A BNY Readiness Portal will allow you to test your own samples against BNY Usage Guidelines. It is intended to validate the generic syntax as well as any BNY specificities. In case of discrepancies, error messages or warnings are displayed and allow the user to read what the expected value is, with link to documentation to the Usage Guideline.

The testing in the Readiness Portal, however, is not intended to replace any additional testing required by SWIFT. Once you login with your account and access MyStandards, on the home page you will see the Usage Guidelines (UG) to which BNY has granted you access to, and under Portals, the Readiness Portal (RP) created for specific Usage Guidelines against which you can test own sample messages.

The BNY Readiness Portal will give you the possibility to test incoming and outgoing transactions. You will be able either to upload samples or paste these as text document in the dedicated box.

Result of the test will automatically be provided. It will be either valid or invalid.

If the sample message contains irregularities versus the Usage Guidelines, that is an invalid test, errors and warnings will be displayed in the upper half of the window, with the message details in the lower half. These errors and warnings will give you the possibility to understand which elements need to be corrected and test can be re-conducted directly once changes have been made to correct the errors.

Your testing history will be available on the landing page of the Readiness Portal and will be available to you and BNY only.

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**We hope you found this tutorial interesting.  
Should you have any questions, please do not hesitate to  
reach out to your Customer Service Officer.**

Alternatively, you can always send us an e-mail on [ISO20022Migration@bny.com](mailto:ISO20022Migration@bny.com). Thank you for attending and we wish you a very nice day.

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