

Quick Reference Sheet

CAFT to PaymentStream AFT

Manual Release

CAFT	PAYMENTSTREAM AFT
CAFT Main Menu – displayed all features available in the CAFT system.	Navigation Menu – displays only the features available based on service type – Manual Release and user’s permissions
Manage Payor/Payee Information	Add Record
Expiry Date – the CAFT system will generate one more transaction before a record is expired. In addition, if an expired record is updated for any reason, CAFT will release another transaction	Expiry Date – PaymentStream AFT will not generate any further payments once an expiry date is reached. In addition, once a record is expired, the frequency will need to be re-entered in order to generate another transaction
Manage Payor/Payee Mass Changes/ Manage Payor/Payee Multiple Changes	Manage Record – the following features available within this tab: <ul style="list-style-type: none"> • Edit/View Single Record • Mass Changes • Multiple Changes
Authorize Manual Payor/Payee Release	Release Transactions – Manual Release Originators only
Manual Release Lead-time – allows records to be released a maximum of 3 business days prior to the due date	Manual Release Lead-time – allows records to be released up to a maximum of 14 calendar days prior to the due date. Ability for individual record release
Validation Times for Manual Release: <u>Manual Release</u> BC – every 30 minutes from 9am to 2pm ON – every hour from 8am to 4pm	Validation Times for Manual Release: <u>Manual Release</u> - files are validated immediately upon release **There are no changes to file deadlines. Recommended delivery – 2:00PM, PT, 2 business days prior to the due date**
Validation Errors/Warnings for Manual Release – if a file is rejected, users receive an email confirmation advising them to view the Activity Log in CAFT for rejection information	Validation Errors/Warnings for Manual Release – users are presented with errors/warnings at the time of manual release. These can be downloaded or viewed with notepad. Errors are also available on the Activity Log for future reference
Email Confirmations – sent for both successful and unsuccessful validations	Email Confirmations - sent only when a file is validated successfully
View History File Information	Release History report

Change Report	Record Change report
Transmitted Transaction Listing	Transaction History report
Originator AFT Payor/Payee Report	Payor/Payee Listing report
Data History – available for 90 to 120 days	Data History – available for 18 months
Data Purge – 90 to 120 days for logs, history and expired records	Data Purge –18 months for logs, history and records. Purging records will now include records that have not been transacted after 18 months