

## CORPORATE ONLINE BANKING

### Initiating a Transaction

There are two methods of payments: Individual Payments and Batch Payments

1. Navigate to **Payments Categories >> Payments Summary** sub-menu from the left pane The *Payment Summary* screen lists transactions initiated along with the relevant details and status under **Batch** and **Individual Payments** tabs. The default screen shows individual transactions.

Individual Payments		Batch Payments						
Search By :		Today	Saved Filters	Advanced Search/Sort		New New From Template Submit Release More		
Page 1		Of 129		Rows Per Page		15		
No.	Actions	Debit Account	Customer Reference	Product	Beneficiary Name	Value Date	Amount	Show All
1		00110177010029	20151219002L	International Payments (Foy)	Proserv Middle East AS	19/12/2015	USD 1,584.00	For Authorization
2		00110177010029	20151219002L	International Payments (Foy)	Proserv Middle East AS	19/12/2015	USD 18,584.00	For Authorization
3		00110177010029	20151219002O	International Payments (Foy)	Proserv Middle East AS	19/12/2015	USD 18,584.00	For Authorization
4		00110177010029	20151219002O	International Payments (Foy)	Proserv Middle East AS	19/12/2015	USD 18,584.00	For Authorization
5		00110177010029	20151219002K	International Payments (Foy)	Proserv Middle East AS	19/12/2015	USD 18,584.00	For Authorization
6		00110177010018	20151219002J	Domestic Payments (AED)	AL SAQR FIBRE GLASS FACTORY L.L.C.	19/12/2015	AED 1.00	For Submission
7		00110177010018	20151219002J	Domestic Payments (AED)	TULIP GARDEN LANDSCAPING EST	19/12/2015	AED 1.00	For Repair
8		00110177010018	20151219002J	Domestic Payments (AED)	ROYAL ROSES	19/12/2015	AED 1.00	For Repair
9		00110177010018	20151219002J	Domestic Payments (AED)	MAXELL TRADING (L.L.C)	19/12/2015	AED 1.00	For Repair
10		00110177010018	20151219002J	Domestic Payments (AED)	ULIVI SALOTTI S.R.L.	19/12/2015	AED 1.00	For Repair
11		00110177010018	20151219002J	Domestic Payments (AED)	ABHATH MECH & ELECT EQUIP.MAIN.LLCC	19/12/2015	AED 1.00	For Repair
12		00110177010018	20151219002J	Domestic Payments (AED)	ADAM ALLYS (L.L.C)	19/12/2015	AED 1.00	For Repair
13		00110177010018	20151219002J	Domestic Payments (AED)	ADEL ELECTRONICS CENTRE	19/12/2015	AED 1.00	For Repair
14		00110177010018	20151219002J	Domestic Payments (AED)	ADONIS DECOR (L.L.C)	19/12/2015	AED 1.00	For Repair
15		00110177010018	20151219002J	Domestic Payments (AED)	AIWAH EST. FOR GENERAL TRADING	19/12/2015	AED 1.00	For Repair

2. Click the **Individual Payments** or **Batch Payments** tab to view the records.
3. Click **New** in the menu bar. The *New Payment* pop up window displays a list of all Products (transaction types) available. E.g. Payments Within Noor, Domestic Transfers (AED), WPS Salary Payments etc
4. Select a payment product according to the type of transaction required.

✕

### New Payment

**Create**

- Customer Cheques
- Customer Cheques- Quick
- CKKACWNUAE
- CKKTESTPRD
- Demand Drafts
- Demand Drafts- Quick
- FD International Payments
- FD International Payments- Quick

Cancel

## Individual Transaction Creation

### New Transaction Entry

Back

Print Save Save and Submit

**Transaction**

**International Payments- Quick**

Customer Reference

\* Debit Account

Available Balance

Available Limit

**Beneficiary Details**

Beneficiary  Registered  Adhoc

\* Beneficiary Name

Bank

Account

SWIFT/CHIPS/ABA

Country

**Payments Details**

\* Value Date  (dd/mm/yyyy)

\* Payment Currency

\* Payment Amount

Indicative Charges

\* Purpose Code

\* Charge to

\* Details of Payment

**Beneficiary Details**

Beneficiary  Registered  Adhoc

Save Beneficiary for future use

Beneficiary Code

\* Beneficiary Name

\* Bank

\* Account

SWIFT/CHIPS/ABA

\* Country

Specify the following details:

- **Customer Reference:** Specify a unique reference code to identify the transaction.
  - **Debit Account:** Select the debit account number from the drop-down list.
  - **Available Balance:** Displays available balance in the account.
  - **Available Limit:** Displays available limit of balance.
  - **Registered Beneficiary:** Click  to Select the beneficiary from the list. All detailed will be auto-displayed from the beneficiary master once the beneficiary code is selected.
  - **Adhoc Beneficiary:** Input any 10 digit code in the *Beneficiary Code* field and enter all beneficiary details. Select '*Save beneficiary for future use*' for using the same beneficiary details for the next transaction.
  - **Value Date:** Select the value date on which the transactions would be effected.
  - **Payment Currency:** Select the required payment currency.
  - **Payment Amount:** Type the amount to be credited to the beneficiary. This amount is reflected in the selected payment currency
  - **Indicative Charges:** The transaction charges will get auto populated.
  - **Purpose Code:** Select the appropriate purpose from the drop down list.
  - **Charge To:** Select the appropriate option from the drop down list.
  - **Details of Payment:** Enter the additional information about the payments.
6. Click  **Save** to save the instrument details. A message indicating that the instrument is successfully saved appears on the screen.
  7. If all details are complete in the instrument entry, you can also save and submit the transaction directly for authorization. Click  **Save and Submit** to submit the transaction.
  1. Click on Payment Summary: Individual Payments to perform further actions on the transactions

## Batch Transaction Creation

1. Click  **New** in the menu bar. The *New Payment* pop up window displays a list of all Products (transaction types) available. E.g. Payments Within Noor, Domestic Transfers (AED), WPS Salary Payments etc
2. Select a payment product according to the type of transaction required
3. New payment batch would be opened with below screen

### Batch Details

[Back](#)

 [Print](#)  [Submit](#)  [Save Batch](#)  [Save and Add](#)

**International Payments (Fcy)**

Customer Reference	<input type="text"/>
No. Of Transactions	<input type="text" value="0"/>
Total Amount	<input type="text" value="0.00"/>

**Transaction Details**

Search Transaction

No.	Actions	Debit Account	Customer Reference	Beneficiary Name	Value Date	Amount	Status	Delete
No Data found to display.								



Specify the following details:

- Customer Reference: Specify a unique reference code to identify the transaction batch.
- Click  **Save and Add** to save the batch and open the New transaction entry screen
- Follow the same steps mentioned above for creating an individual transaction and press save.
- Click back and use  **Add Transaction** button to add as many transactions to the same batch
- Click  **Update** to update the batch and click  **Submit** to complete and close the batch
- Click on Payment Summary: Batch Payments to perform further actions on the transactions

## Authorizing Transactions

Authorization is required for all transactions that are newly generated or edited, except for those users who are single authorized account operators.

To authorize the transactions:

1. Navigate to **Payments Categories >> Payments Summary**.
2. Select the transactions from the list that have the status **For My Authorization**.
3. Click the  **Authorize** button and enter the code displayed on the secure token device
4. Status of the transaction changes to **Sent to Bank**.

**Two Factor Authentication** ✕

Please Enter Token No. Displayed On Secure Device Screen

### Important Note:

- For users with **Single Person Account Operation (using one RSA token)**, transactions are auto-authorized and directly sent to bank

For more information on Dashboards click on the help icon  and click on the required help item on left navigation pane