

CORPORATE ONLINE BANKING

Viewing the Status of a Transaction

All transaction initiated on the Corporate Online Banking has a particular status and may be viewed on the Payments Summary page. The transactions on the payment summary page can be filtered on the basis of the transaction status.

1. Click **Cash Management Tab >> Payment Summary >> Individual Payments OR batch Payments** to see the *Transaction Statuses*

Individual Payments **Batch Payments**

Search By: Today Advanced Search/Sort

 New
 New From Template
 Submit
 Verify
 Authorize
 Release
 More

No.	Actions	Client	Customer Reference	Product	WPS/FTS File Name	Value Date	Amount	Show All
1		1017701	WPSFUPLDTest	Wage Protection System	1021.sif	14/01/2015	AED 30,000.00	<ul style="list-style-type: none"> -----Client----- Draft Transactions For Submit For Authorization For My Authorization For Verification For My Verification For Repair For Release For Stop Auth Rejected by Authorizer Discarded by Authorizer Stopped by Authorizer Rejected by Verifier Stop Requested Sent to Bank -----Bank----- Received at Bank Processed by Bank Rejected by Bank Scheduled for Future Cheque Issued
2		1017701	FTSquickfupl	Fund Transfer System	FTS-1999ck.csv	14/01/2015	AED 24,264.10	
3		1017701	2015011400IV	International Payments		14/01/2015	JPY 9,999.00	

Creating Transaction Inquiry Templates

Transaction inquiry allows you to customize filters in the form of templates to create your own search criteria.

1. Click **Cash Management Tab >> Account Services >> Transaction Inquiry** to access *Transaction Inquiry* screen.

Transaction Inquiry

Templates

Add/Edit Template

Template Name

Field Equals

No.	Account Number	Account Name	Transaction Date	Transaction Narration	Dir/Cr	Amount	Value Date
No Data found to display.							

2. To define a template, enter the following:

- **Template Name:** Type a unique identification code for your template. If you have selected an existing template, this field need not be changed.
- **Field:** This field allows you to customize the template as per your requirements. You have the following options to add all six fields available in the drop-down list:
 - Valued Date
 - Posting Date
 - Account Number
 - Txn Reference
 - Txn Type
 - Txn Amount


3. Enter Values **Equal to** or **Between** to define the criteria and click **Add Field**. The selected field gets added to the template. You can also delete a field that you have already added to your template.

4. Click **Save Template** to save a new or modified template.

5. Select a template and click **Search** to search for transactions based on the template or download the output in XLS format.

6. Click  **XLS** to download screen data in XLS format.

Note: To modify an existing template, click **Clear Template** to clear all the existing details, or delete only those fields that are not required.

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