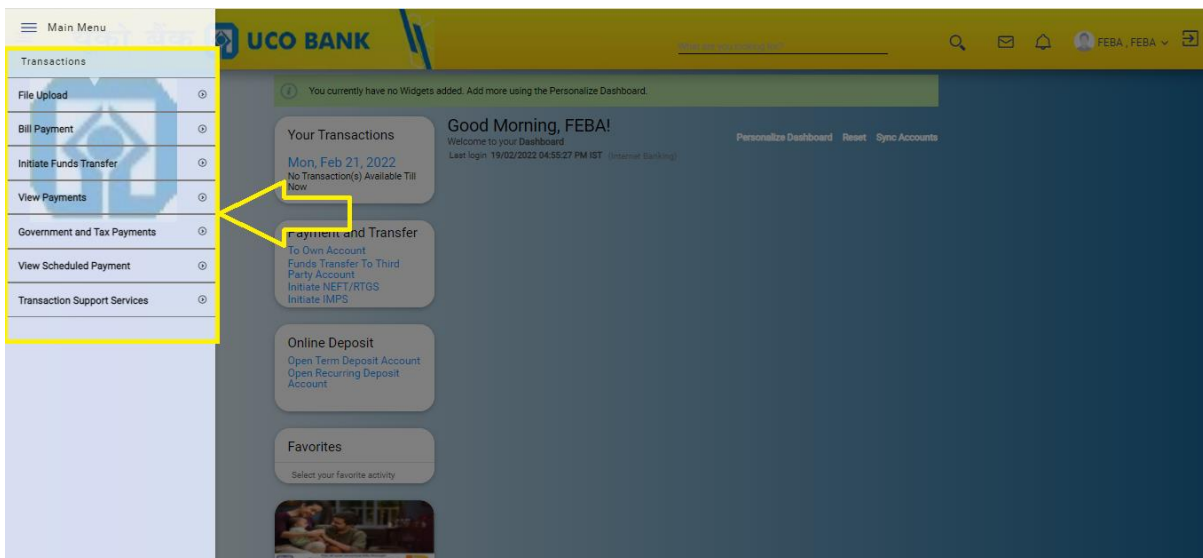# FEBA Corporate Transaction

Transaction Module

Corporate internet banking user can make various kind of payment like fund transfer to own account, third party account, transfer to other bank account through NEFT/RTGS/IMPS, bill payment through BBPS and schedule offline bill payment, shopping mall and government tax payment.

To use Transaction related operations like Fund Transfer, Fie Upload, Bill payment, Beneficiary maintenance, and the user has to first click on Main Menu options (three horizontal lines icon available in the top left corner of the dashboard).
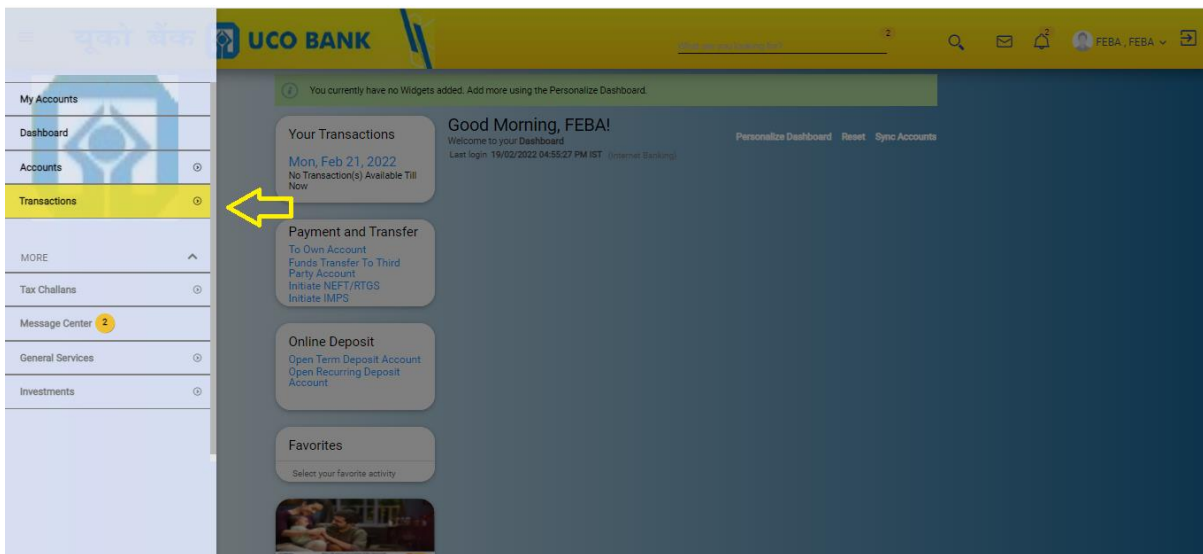

On click of **Transactions** menu following sub-menu will open

Following sub modules available under Transactions

- File upload
- Bill Payment
- Initiate Funds Transfer
- View Payments
- Government and Tax Payments
- View Scheduled Payment
- Transaction Support Services

For Transfer of Funds, the corporate user has to select the option of **Initiate Funds Transfer**. The user can use the vertical slider for accessing the whole range of options in the **Initiate Funds Transfer** menu.
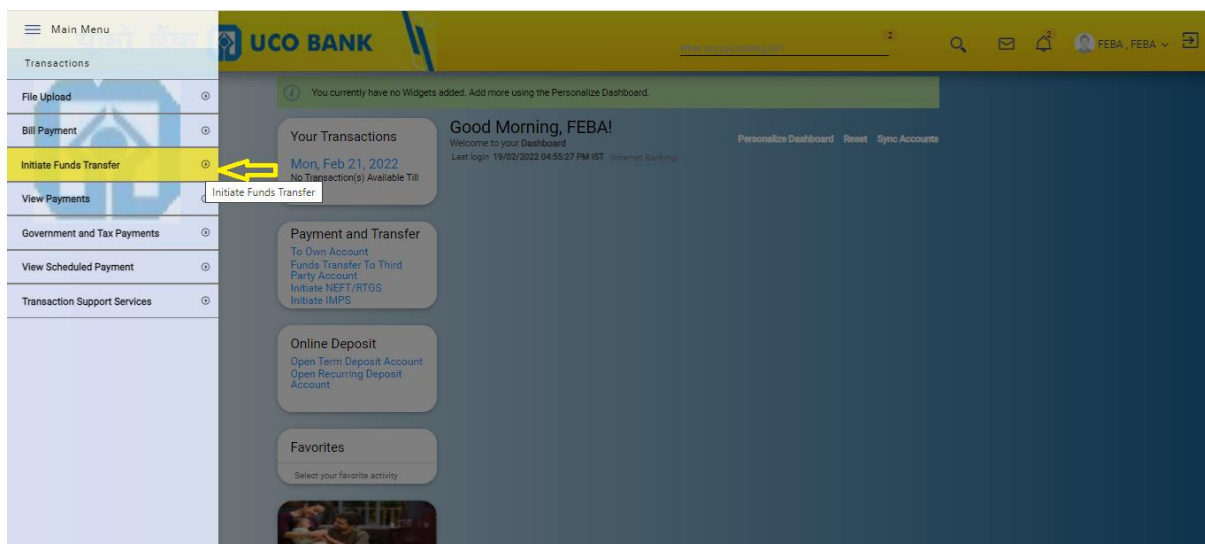
On click of **Initiate Fund Transfer,** various options display for the fund transfer
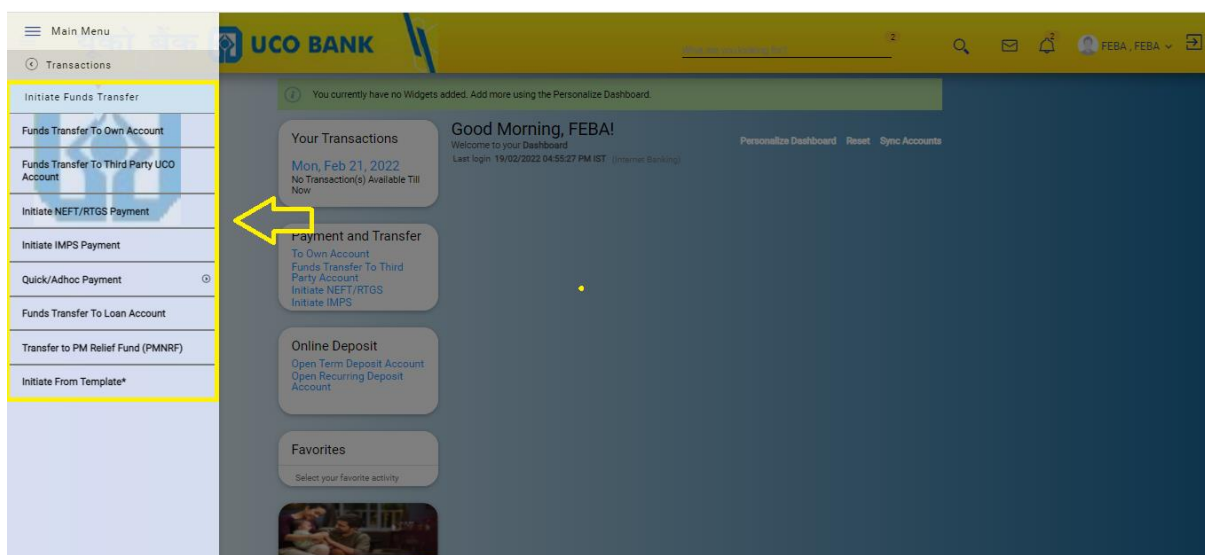
Types of Fund transfer available in sub-menu "Initiate Fund Transfer" under Transaction MENU

- Transactions >> Initiate Funds Transfer >> Funds Transfer To Own Account
- Transactions >> Initiate Funds Transfer >> Funds Transfer To Third Party UCO Account
- Transactions >>Initiate Funds Transfer >> Initiate NEFT/RTGS Payment
- Transactions >>Initiate Funds Transfer >> Initiate IMPS Payment
- Transactions >>Initiate Funds Transfer >> Quick/Adhoc Payment Account
  - ❖ Transactions >>Initiate Funds Transfer>>Quick/Adhoc Payment>>Funds Transfer To Third Party Adhoc Account
  - ❖ Transactions >>Initiate Funds Transfer>>Quick/Adhoc Payment>>Initiate NEFT Adhoc Payment
  - ❖ Transactions >>Initiate Funds Transfer>>Quick/Adhoc Payment>Initiate IMPS Adhoc Payment
- Transactions >>Initiate Funds Transfer >> Funds Transfer To Loan Account
- Transactions >>Initiate Funds Transfer >>Transfer to PM Relief Fund (PMNRF)
- Transactions >>Initiate Funds Transfer >> Initiate From Template.

Corporate customer account may be operated "Singly" or "Jointly".

If the account is operated "*Singly*" then there is no approval required, once submitted successfully by the corporate user then account is debited instantly.

If the account is operated "*Jointly*" then work-flow will be implemented and entry initiated by the Corporate Maker will be approved by the Corporate Checker through View Approval Queue, after that account is debited.
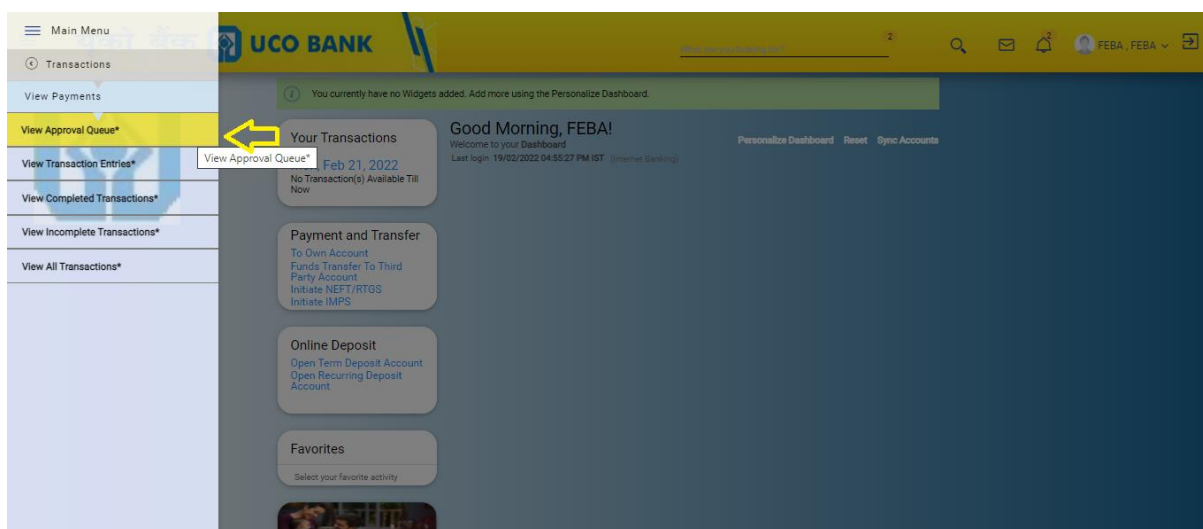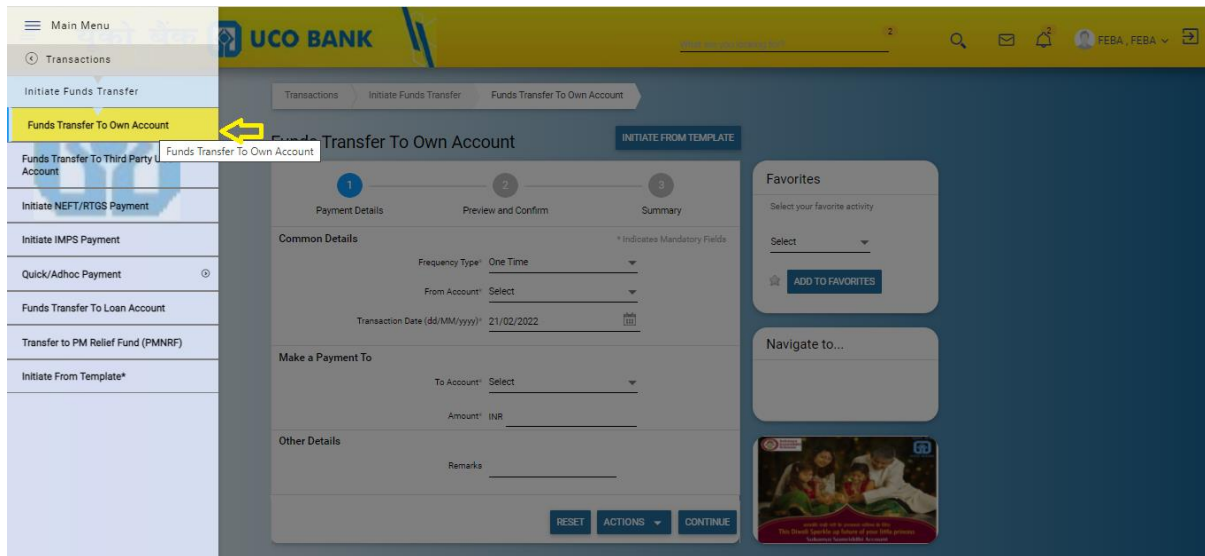
Transactions >> Initiate Funds Transfer >> Funds Transfer To Own Account

1. **Corporate having mode of operation Jointly**

********************************Corporate Maker**************************************

Step1:

First corporate maker has to first login in his/her internet banking and click on **Fund Transfer to Own Account**


Step2.

Common Details:

➢ **Frequency Type:**

Two options are available in Frequency Type "**One Time**" & "**Recurring**" for the corporate user. If corporate maker user wants to make instant payment or Hot payment after the approval of corporate checker then corporate user has to select **One Time** in **Frequency Type,** However **One Time** will be remain as default in **Frequency type** and if corporate maker wants to create recurring instructions or standing instructions then user has to select **Recurring** in **Frequency Type.**
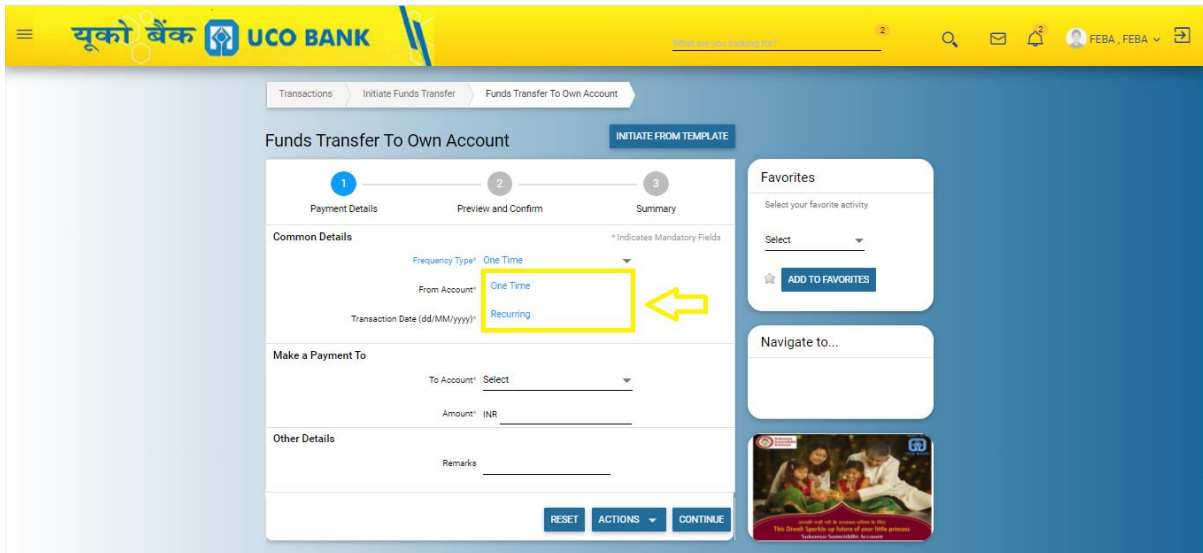
> **From Account:** Here corporate maker has to select the debit account number from the drop-down in which maker wants to make payment or debit.
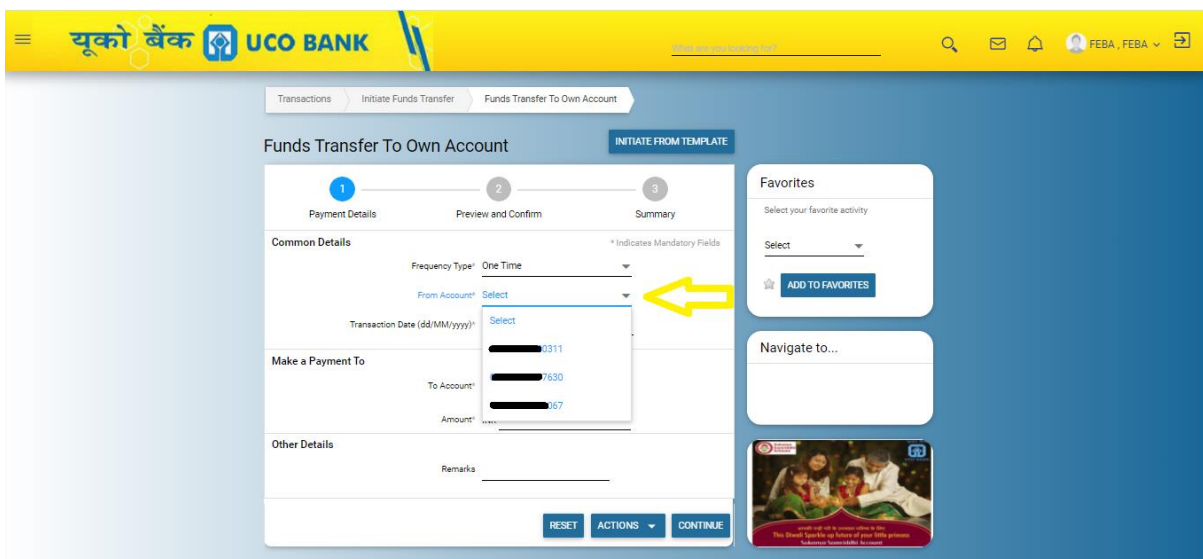
> **Transaction Date:** By default current date comes in the Transaction date, if corporate maker wants to make payment on future date or schedule transaction then click on date picker and select the date for the schedule payment or future date payment.
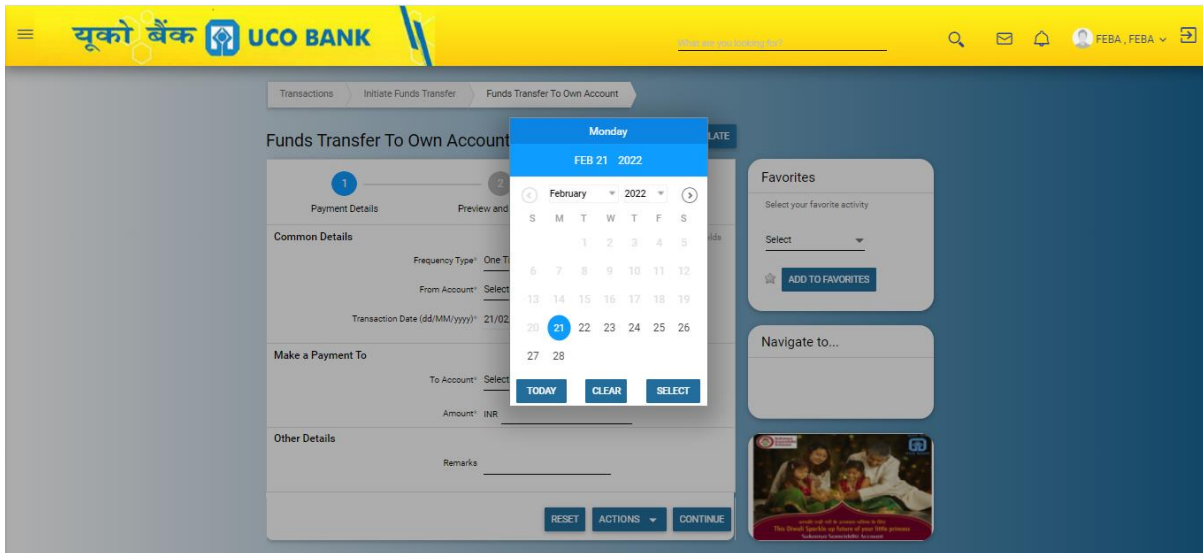
Make a Payment To

> **To Account:** Here corporate maker has to select the account in which maker wants to make payment or credit.
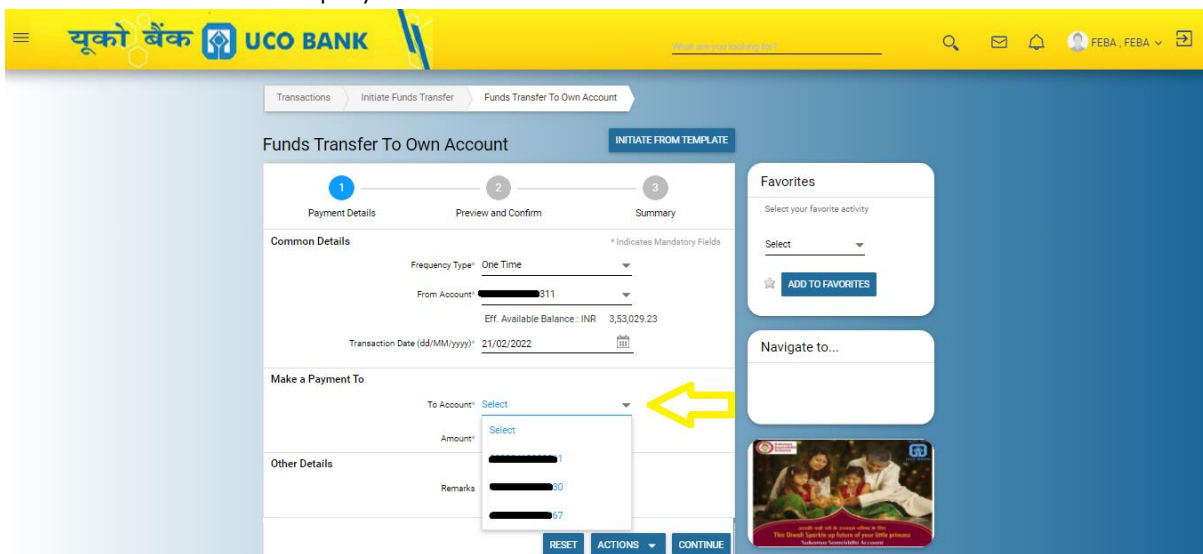
> **Amount:** corporate maker has to enter the amount that maker wants to transfer.
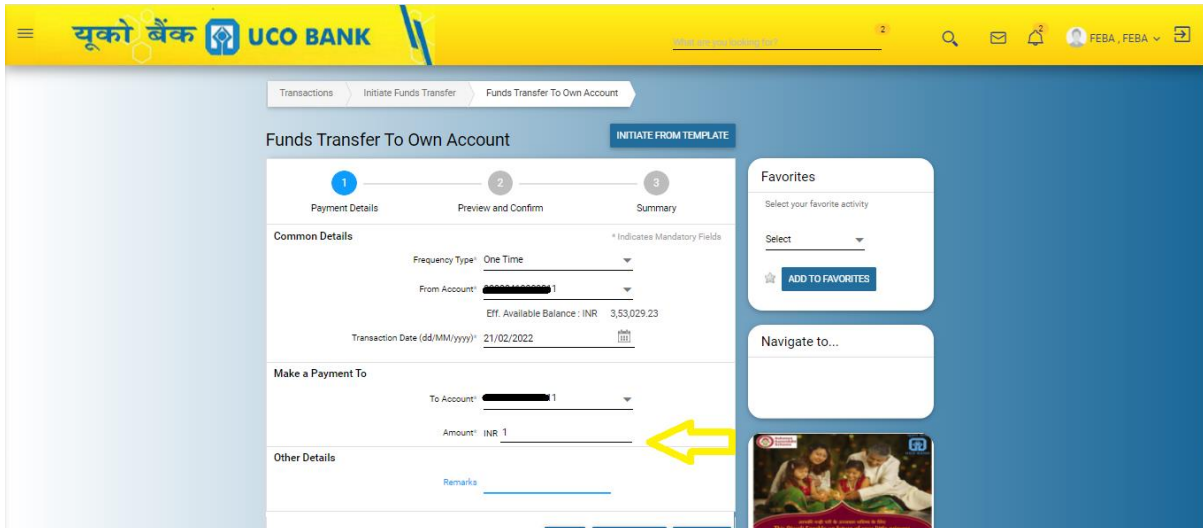
Other Details:

> **Remarks:** If user wants to give any remarks or narration then enter remarks
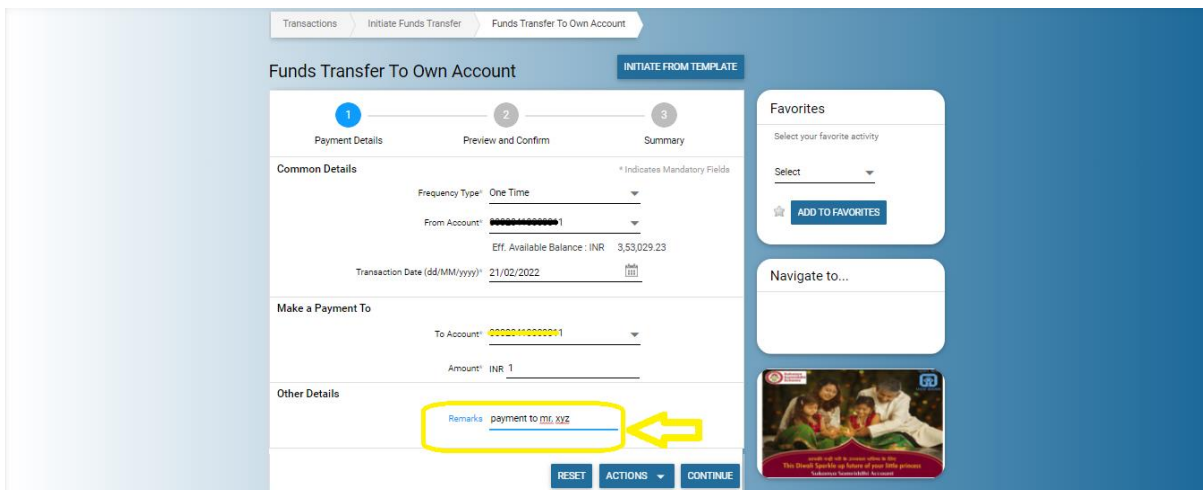
Step3.

Payment Confirmation

Details entered by the corporate maker in the payment details will come in the payment confirmation page. Here maker can re-check whether the details entered in the payment details are correct or not. If it is in- correct or wrong then click on "**BACK TO EDIT**" button for further modifications in payment details.
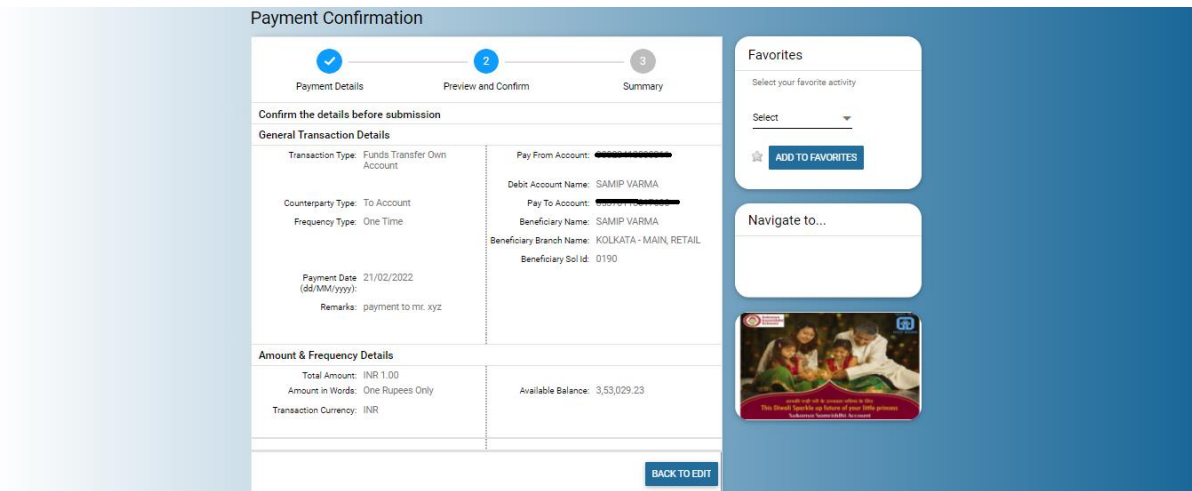
Step4:
Approver Details:

- **Approver userid:** Select the next authorizer or approver on click of **LOOKUP** Button
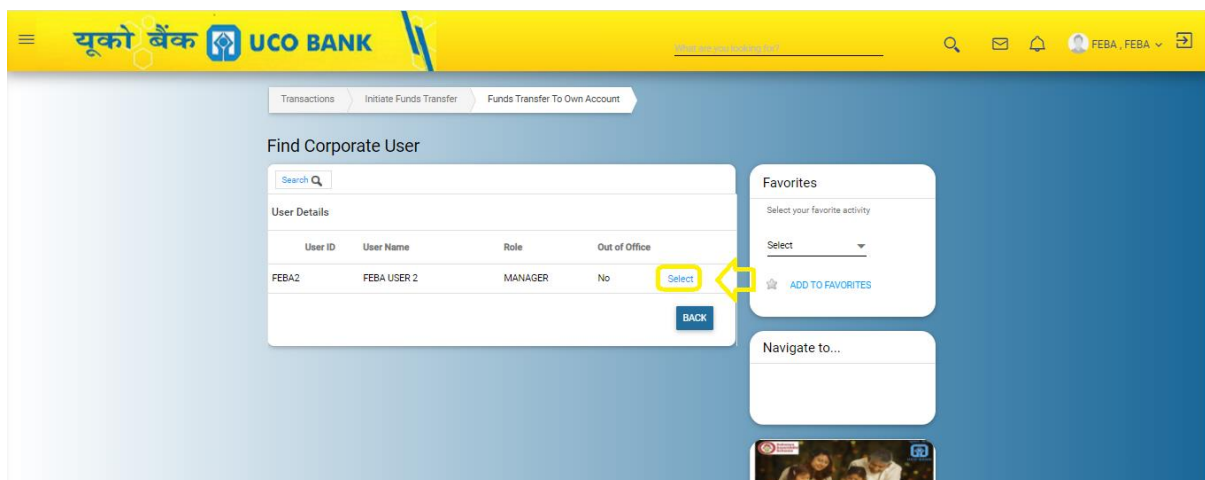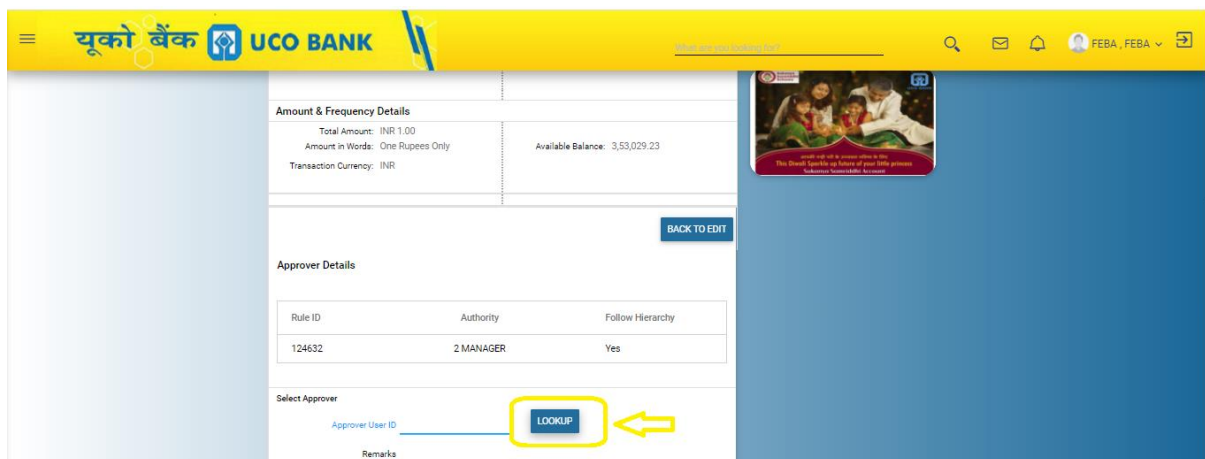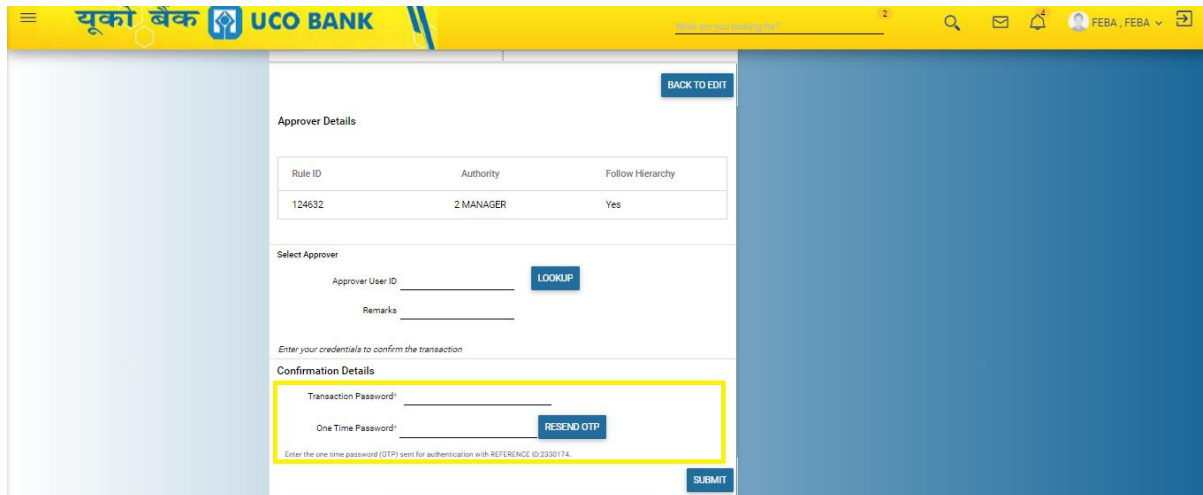
Step5:

Confirmation Details

In the confirmation details, corporate maker has to enter the transaction password and OTP and finally click on **"SUBMIT"** button.

Step6:

Payment Summary: After the successful validation of the transaction password and OTP, status of the transaction will show to user the in the payment details.

*******************************Corporate Checker*************************************

Step1:

First corporate checker has to first login and click on **View Payments under Transactions Menu**
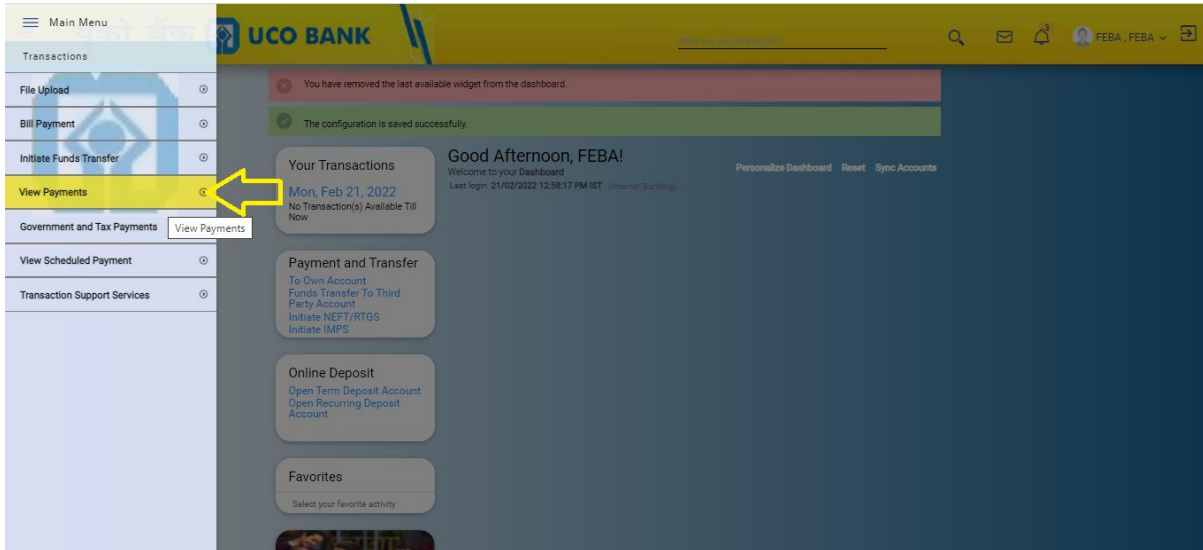
Now click on **View Approval Queue** for the approval of the records entered by the corporate maker.
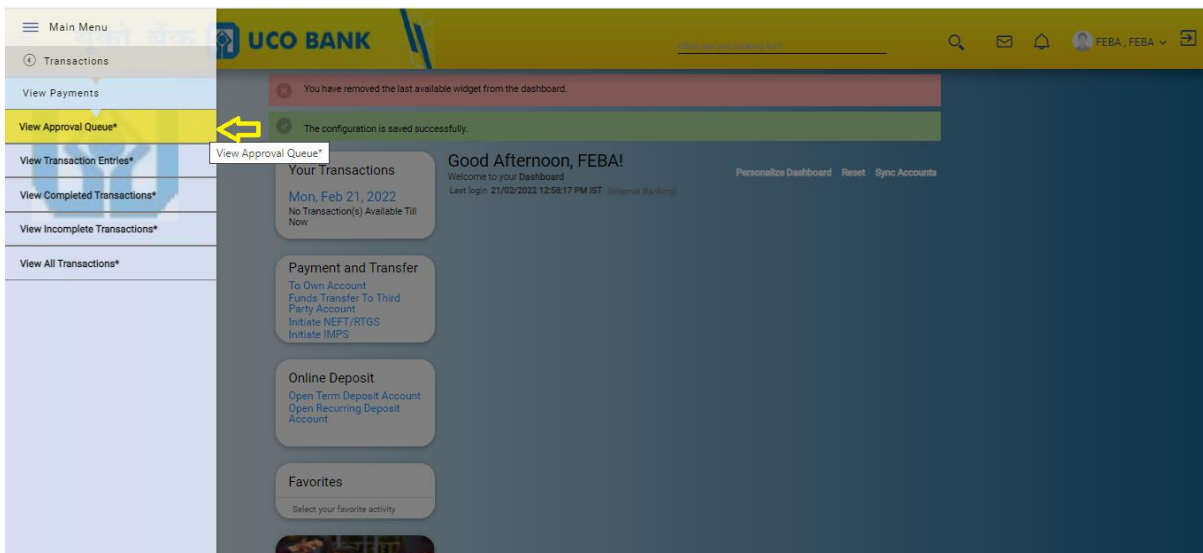
List of pending requests for Approval show on click of **View Approval Queue**
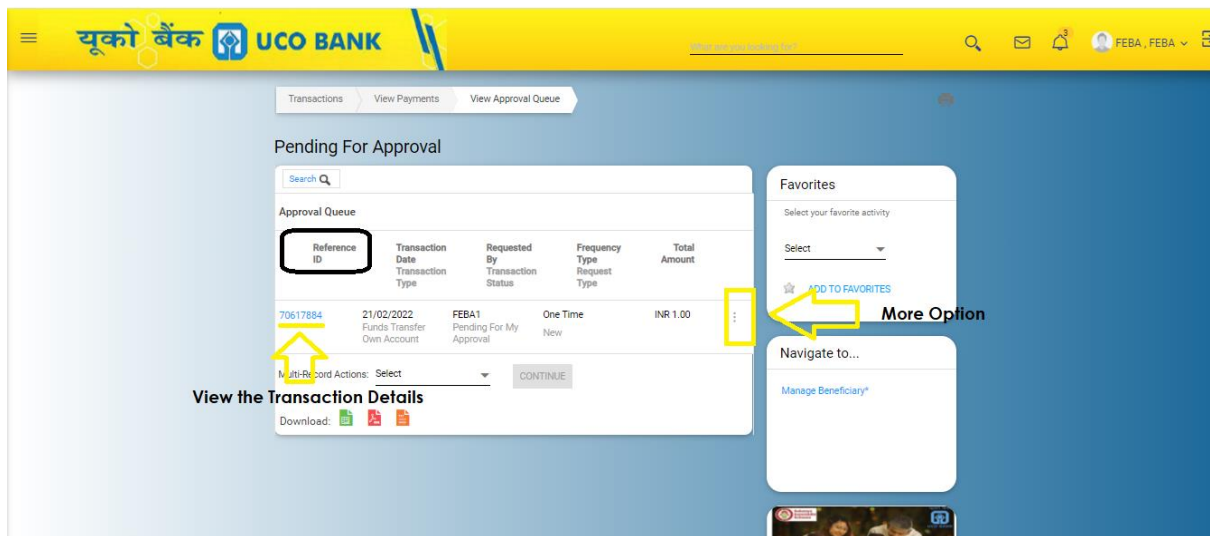
To view the details entered by the Corporate Maker will come on click of hyper link of **Reference ID.**
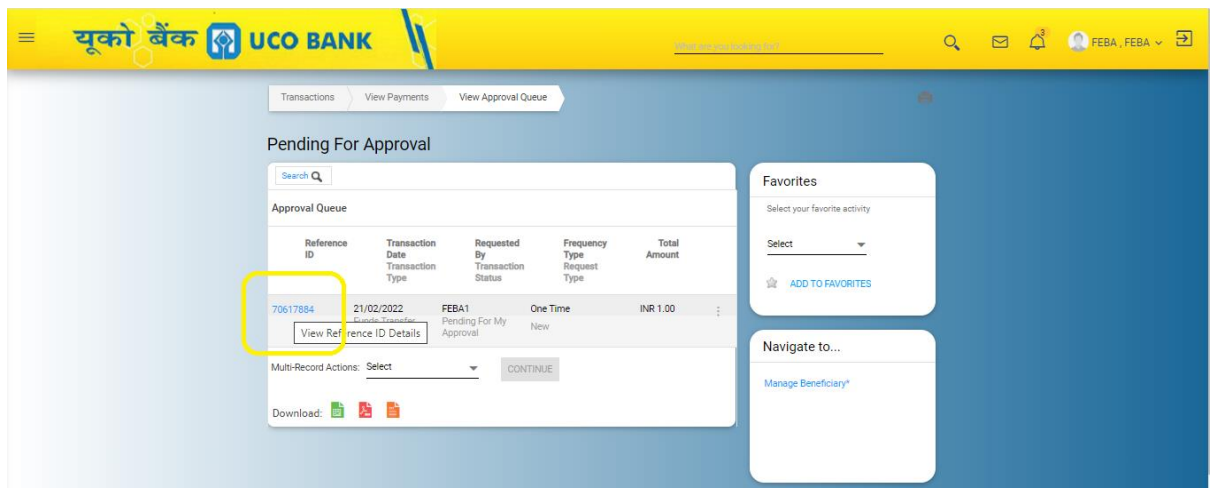
Step2:

To approve or reject, click on **three vertical dot button**
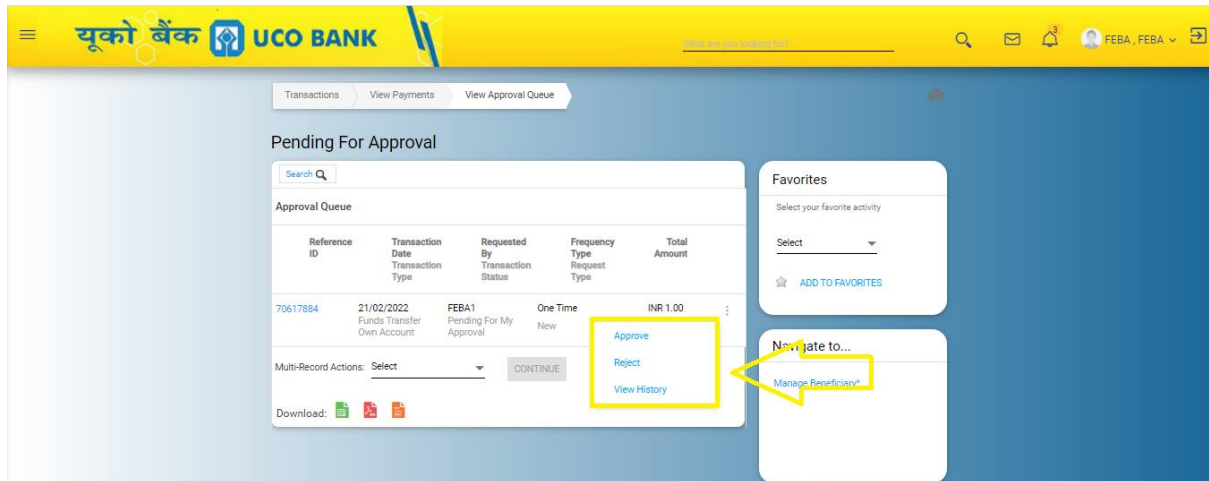
Step3:

Preview Confirmation Details:

Details entered by the corporate maker, comes in the preview confirmation details page. If the corporate checker satisfied with the entries initiated by the maker and everything is in proper then corporate checker has to approve the record by putting the transaction password and OTP received in registered mobile number.

Payment Summary:

Once approved by the corporate checker, status of the transaction will show in the screen. If corporate checker wants to download the cyber receipt then user can download the same in different format.

2. Corporate having mode of operation Singly

Step1:

First corporate user has to first login in his/her internet banking and click on **Fund Transfer to Own Account**
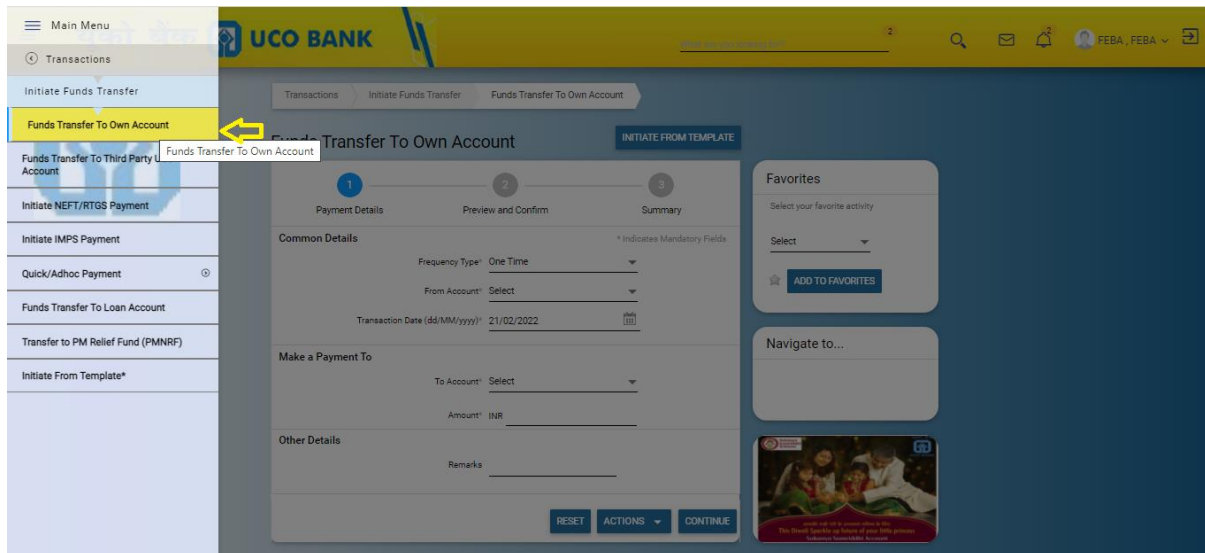

Step2.

Common Details:

➢ **Frequency Type:**
Two options are available in Frequency Type "**One Time**" & "**Recurring**" for the corporate user. If corporate user wants to make instant payment or Hot payment then corporate user has to select **One Time** in **Frequency Type,** However **One Time** will be remain as default in **Frequency type** and if corporate user wants to create recurring instructions or standing instructions then user has to select **Recurring** in **Frequency Type.**
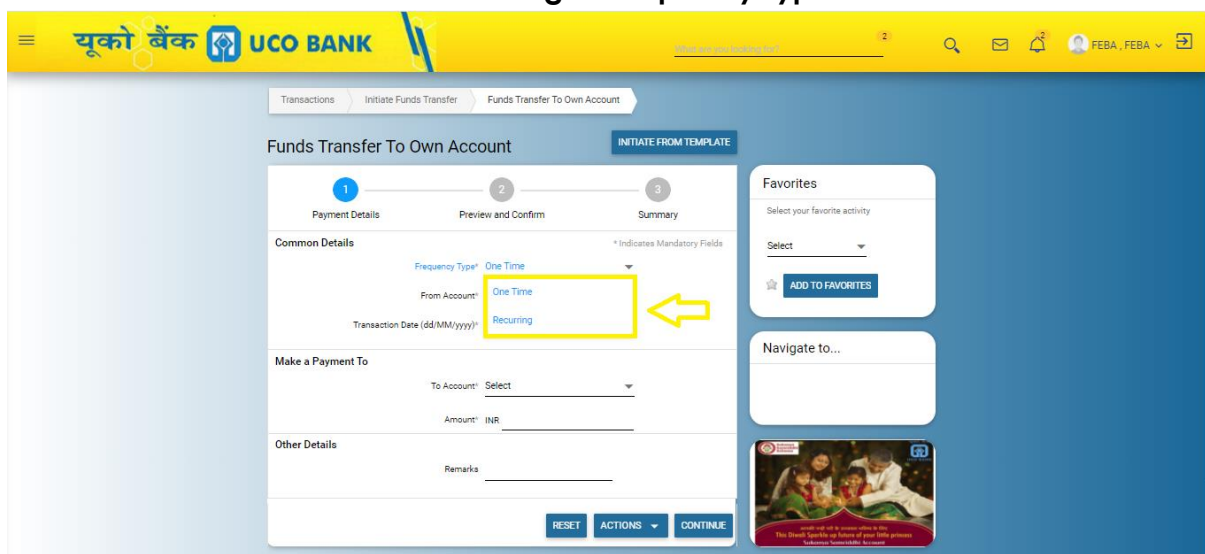
> **From Account:** Here corporate user has to select the debit account number from the drop-down in which user wants to make payment or debit.
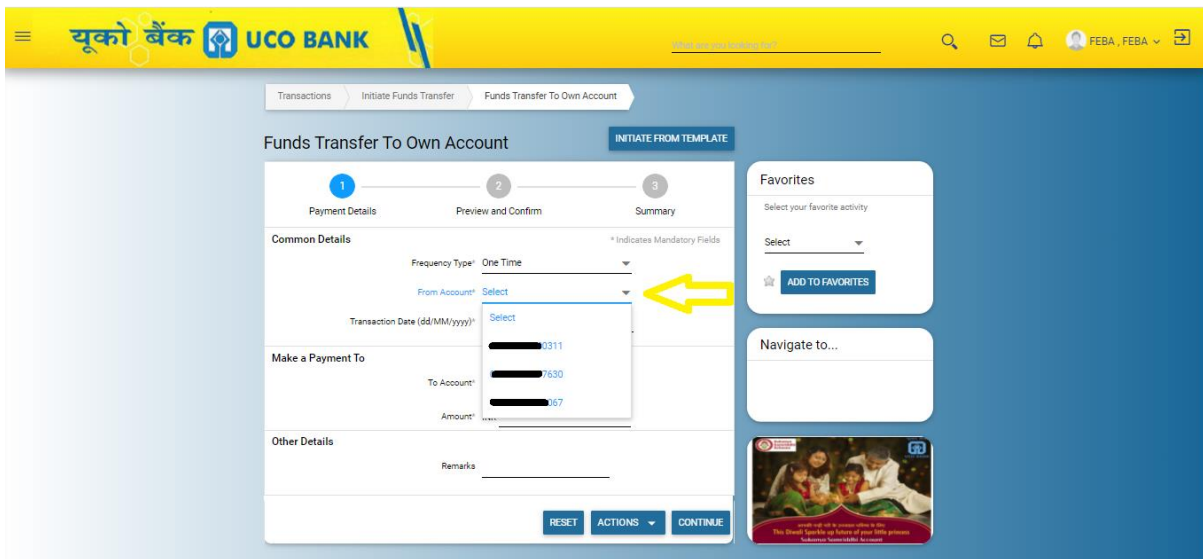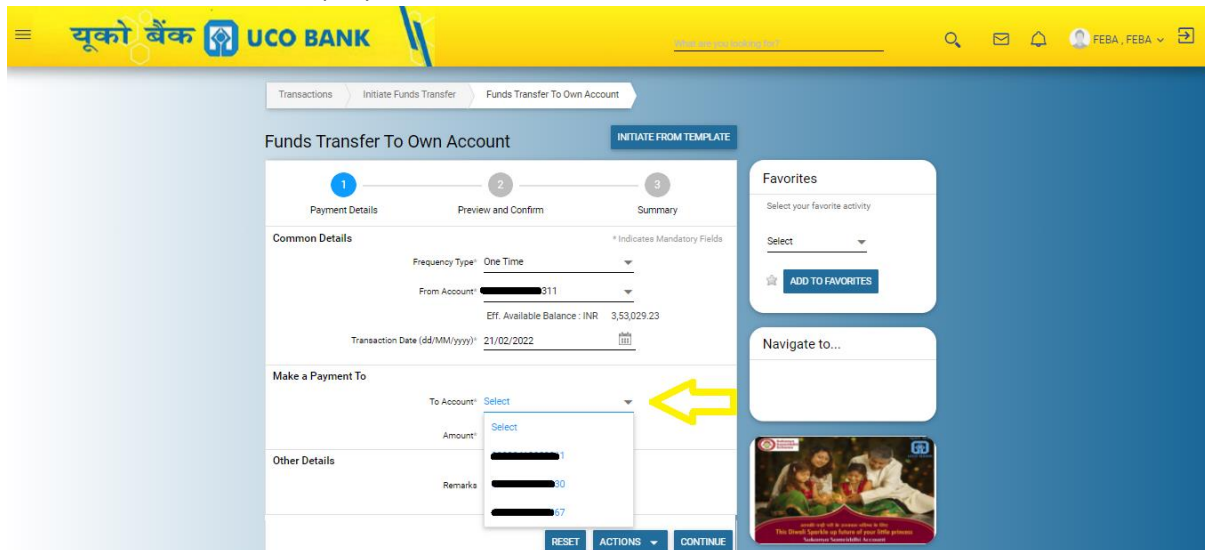
> **Transaction Date:** By default current date comes in the Transaction date, if corporate user wants to make payment on future date or schedule transaction then click on date picker and select the date for the schedule payment or future date payment.
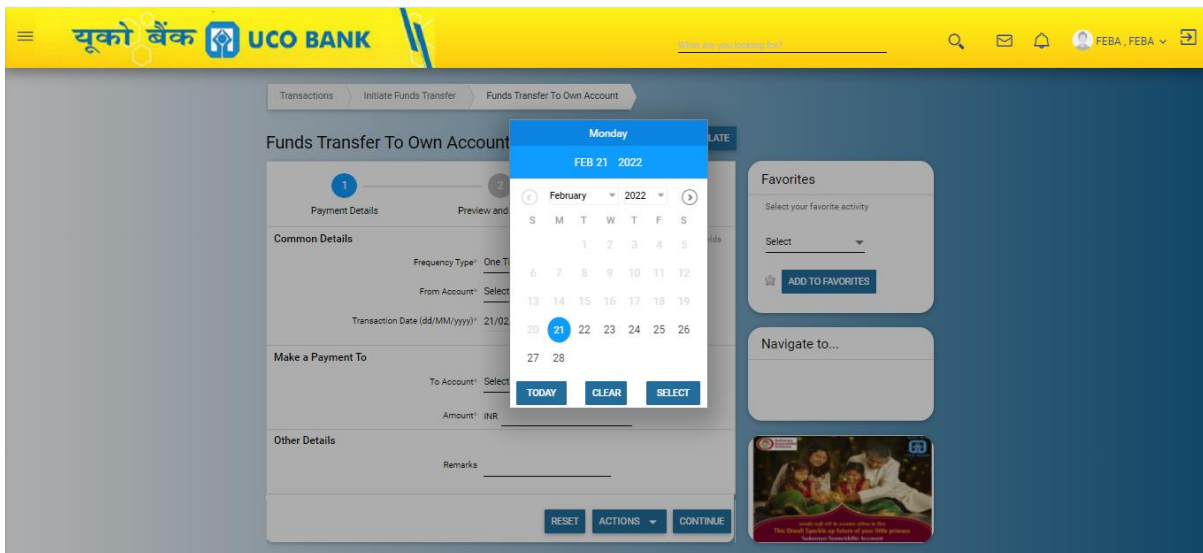
Make a Payment To

> **To Account:** Here corporate user has to select the account in which user wants to make payment or credit.

> **Amount:** corporate user has to enter the amount that user wants to transfer.

Other Details:

> **Remarks:** If user wants to give any remarks or narration then enter remarks

Step3.

Payment Confirmation

Details entered by the corporate maker in the payment details will come in the payment confirmation page on click of **CONTINUE** button. Here user can re-check whether the details entered in the payment details are correct or not. If it is in-correct or wrong then click on "**BACK TO EDIT**" button for further modifications in payment details.

Confirmation Details: Corporate user has to enter the transaction password and OTP and click on submit button for the final payment

Payment Summary:

Once submit by the corporate user, status of the transaction will show in the payment screen page. If corporate wants to download the cyber receipt then user can download the same in different format.

Same process will follow for other transaction type like fund transfer to third party uco account, fund transfer to other bank(NEFT/RTGS/IMPS), transfer to loan account, transfer, adhoc payment.