



DIB Bank Kenya

A subsidiary of Dubai Islamic Bank PJSC

DIB CONNECT - PAYMENTS MODULE

User Manual

<https://onlinebanking.dibkenya.co.ke>

For any queries, please contact the Bank through:

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INTRODUCTION

Payment Module ensures smooth transfer of funds Within Bank, Within Country, and Cross Border Payment (International transfers)

Payment Module also helps in Maintaining Beneficiaries, Viewing Draft Details, Viewing Pending Transfers, and Viewing Limit Utilization.

BENEFICIARY MAINTENANCE

The Beneficiary Maintenance is supported for following Transactions:

- Internal Transfer
- Domestic Transfer
- International Transfer

NOTE: For all the above mentioned transfers, a beneficiary MUST be MAINTAINED first before the transfer can be initiated.

Beneficiary Maintenance Create

1. Navigate through the menus to Payments > Beneficiary Maintenance. Beneficiary Maintenance

Beneficiary Maintenance 05-01-2016 14:29:14 GMT +0300

Transaction Type*: Select

Create Beneficiary Template

Beneficiary Id :

Beneficiary Account No. :

Beneficiary Bank Name :

Beneficiary Name :

Beneficiary Email :

Search

Note: You can create new beneficiaries template for various transaction types, by selecting any transaction type and clicking the Create Beneficiary Template button. Refer to the section Beneficiary Maintenance - Internal Transfer onwards for beneficiary creation.

2. Select the Transaction Type from the drop-down list.
3. Click the Search button. The system displays the Beneficiary Maintenance screen with exiting templates that can be viewed, deleted, or modified.



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Beneficiary Maintenance - Search

Beneficiary Search

Transaction Type*: Internal Account Transfer

Beneficiary Id : Beneficiary Name :

Beneficiary Account No. : Beneficiary Email :

Beneficiary Bank Name : Visibility: All

☐ Word Wrap | [Customize Columns](#) | [Download](#) | [Print](#)

<input type="checkbox"/>	Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Branch	Beneficiary Email
<input type="checkbox"/>	SIJAWKE1	Sandesh J	1040410897012	104	sandesh.jawke@oracle.com
<input type="checkbox"/>	SIJAWKE3	Sandesh J	1040410897045	104	sandesh.jawke@oracle.com
<input type="checkbox"/>	SIJAWKE4	Sandesh	1040410897056	104	sandesh.jawke@oracle.com
<input type="checkbox"/>	SIJAWKE2	Sandesh Jawke	1040410897067	104	sandesh.jawke@oracle.com
<input type="checkbox"/>	shail	shailendra kadam	1040410902010	104	ss@yahoo.com

Records 1 to 5 of 5

4. Click or to navigate to the next or previous page in the list, respectively.
5. Click or to navigate to the first or last page in the list, respectively.
6. Select a record and click the Download button to download the complete statement.

The system displays the Beneficiary Maintenance Download screen dialog screen.

7. Click Reorder to reorder the columns or select the columns that appear in the list.
8. Click Print to print the data.
9. Click Edit column to edit the number of columns



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Beneficiary Maintenance - Download

1. Select the Download Type and File Format from the drop-down list.
2. Click the button to exclude the option from downloading.
3. Click the button to be included the option for downloading. All the fields are, by default, included.
4. Click Download. The system displays the File Download Message Box.
5. OR
6. Click Close to close the downloading.
7. Click Save File to save the file on your file system.
8. Click Open with to open the file.

OR

Click Cancel to close the Download complete dialog box and to view the file later.

Beneficiary Maintenance - Modify

- Select a Beneficiary ID by selecting the respective checkbox from the Beneficiary Maintenance Search screen.
- Click Modify to modify the selected Beneficiary Template. The system displays the Modify Beneficiary screen.



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Modify Beneficiary

Transaction Type: Internal Account Transfer

Beneficiary Id*: SSK

Beneficiary Name*: SSK

Beneficiary Bank Branch*: CORE_COMB_STMT

Beneficiary Account No*: 1040410902010

Beneficiary Email:

Visibility*: Private

Back Modify

- Enter the details to modify the Beneficiary Template.
- Click Modify to modify the selected Beneficiary Template. The system displays the Modify Beneficiary - Verify screen.

OR

Click Back to navigate to the previous screen.

Modify Beneficiary - Verify

Transaction Type: Internal Account Transfer

Beneficiary Id: SSK

Beneficiary Name: SSK

Beneficiary Bank Branch: CORE_COMB_STMT

Beneficiary Account No.: 1040410902010

Beneficiary Email: SSK@gmail.com

Visibility: Public

Change Confirm

- Click Confirm. The system displays the Modify Beneficiary - Confirm screen.

OR

Click Change to change the details.



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Modify Beneficiary - Confirm

Modify Beneficiary - Confirm

Beneficiary modified successfully.
Transaction submitted for Internal Transfer Beneficiary having reference 2841147449505 has been set to status Auto Authorized.
Transaction with reference number 2841147449505 is in Accepted state.

Transaction Type: Internal Account Transfer

Beneficiary Id: SSK
Beneficiary Name: SSK
Beneficiary Bank Branch: CORE_COMB_STMT
Beneficiary Account No.: 1040410902010
Beneficiary Email: SSK@gmail.com
Visibility: Public

OK

- Click OK. The system displays the initial Beneficiary Maintenance screen.

Deleting a Beneficiary:

Click **Delete** in the Beneficiary Maintenance screen with the search result.

The system displays **the Beneficiary Maintenance - Delete Beneficiary - Verify screen**.

Beneficiary Maintenance - Delete Beneficiary - Verify

Beneficiary Maintenance - Delete Beneficiary - Verify

Beneficiary Id	Beneficiary Name	Beneficiary Account Number	Beneficiary Bank Code	Beneficiary Bank Name
SSK	SSK	1040410902010	104	

Back Confirm

Click OK. The system displays the initial Beneficiary Maintenance screen.



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BENEFICIARY MAINTENANCE - INTERNAL ACCOUNT TRANSFER

To maintain a beneficiary for internal account transfer

1. Select the Internal Account Transfers option from the Transaction Type drop-down list from the Beneficiary Maintenance screen.
2. Click Create Beneficiary Template. The system displays the Beneficiary Maintenance - Add Beneficiary screen.

Beneficiary Maintenance - Internal Account Transfer Add Beneficiary

Add Beneficiary 28-12-2015 11:03:32 GMT +0300

Transaction Type: Internal Account Transfer

Beneficiary Id*: testInt

Beneficiary Name*: Test Account

Beneficiary Bank Branch*: 000 (DIB Kenya - Head Office)

Beneficiary Account No.*: 000500000000101

Beneficiary Email: test@retail.co.ke

Security Code

Please enter this code below to help prevent unauthorized activity which may slow our service to you.

DX3DJR2G3Q

Security Code DX3DJR2G3Q

Back Add

Dashboard Beneficiary Maintenance

3. Enter the relevant information.
4. Click Back. The system displays the Beneficiary Maintenance screen.

OR

Click Add.

The system displays the Beneficiary **Maintenance - Add Beneficiary - Verify** screen.



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Add Beneficiary - Verify

Transaction Type: Internal Account Transfer

Beneficiary Id: SSK
Beneficiary Name: SSK
Beneficiary Bank Branch*: 104 CORE_COMB_STMT
Beneficiary Account No.: 1040410902010
Beneficiary Email:
Visibility: Private

Change Confirm

5. Click Change. The system displays the Beneficiary Maintenance - Add Beneficiary screen.

OR

Click Confirm to create a beneficiary.

The system displays the Beneficiary Maintenance - Add Beneficiary - Confirm screen with the status message.

Beneficiary Maintenance - Add Beneficiary-Internal Account Transfer- Confirm

Add Beneficiary - Confirm

Beneficiary created successfully.
Transaction submitted for Internal Transfer Beneficiary having reference 598675391449482 has been set to status Auto Authorized.
Transaction with reference number 598675391449482 is in Accepted state.

Transaction Type: Internal Account Transfer

Beneficiary Id: SSK
Beneficiary Name: SSK
Beneficiary Bank Branch*: 104 CORE_COMB_STMT
Beneficiary Account No.: 1040410902010
Beneficiary Email:
Visibility: Private

OK



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BENEFICIARY MAINTENANCE - DOMESTIC ACCOUNT TRANSFER (EFT / RTGS)

To maintain a beneficiary for Domestic Transfer:

1. Select the Domestic Account Transfer option from the Transaction Type drop-down list from the Beneficiary Maintenance screen.
2. Click Create Beneficiary Template. The system displays the Beneficiary Maintenance - Create beneficiary template screen.

Beneficiary Maintenance - Domestic Account Transfer-Add Beneficiary

Navigation: << Home Accounts Payments Tools Customer Services >>

Beneficiary Maintenance 28-12-2015 10:54:28 GMT +0300

Transaction Type*: Domestic Account Transfer

Create Beneficiary Template

Beneficiary Id:

Beneficiary Name:

Beneficiary Account No.:

Beneficiary Email:

Beneficiary Bank Name:

Search

Add Beneficiary 28-12-2015 10:54:55 GMT +0300

Transaction Type: Domestic Account Transfer

Beneficiary Id*: TestDom

Beneficiary Name*: Test Dom

Destination Type*: Pay Over the Counter

Identification Type*: Pay Over the Counter (selected), Enter Account No

Identification Number*:

Beneficiary Address:

City:

Beneficiary Email:

3. Select the Destination type as 'Enter Account Number'
4. Enter Beneficiary bank details and select the processing mode (EFT / RTGS)
5. Click the Look Up icon on *Bank code* to search the beneficiary bank/branch code



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Search Criteria

Bank Code Type: NEFT

Bank Code:

Bank Name:

State: Select

City: Select

Search **Select Bank**

Bank Name	Branch	Bank Code	Bank Address 1	Bank Address 2	City	State
AFRICAN BANKING CORP. BANK LTD		35	ABC BANK HOUSE	WOODVALE GROVE, WESTLANDS	NAIROBI	
BANK OF AFRICA KENYA LIMITED		19	RE-INSURANCE PLAZA	TAIFA ROAD	NAIROBI	
BANK OF BARODA (KENYA LIMITED)		06	BARODA HOUSE, KOINANGE STREET	NAIROBI	NAIROBI	
BANK OF INDIA		05	BANK OF INDIA BUILDING	KENYATTA AVENUE	NAIROBI	

Back **Add**

Add Beneficiary 28-12-2015 10:54:55 GMT +0300

Beneficiary Email:

Enter Beneficiary Bank Details

Beneficiary Account Number*: 017140269838

Processing Mode*: ☒ NEFT ☐ RTGS

Bank Code*: 01

Bank Name: KENYA COMMERCIAL

Bank Address: KENCOM HOUSE, 8TH MOI AVENUE

City: NAIROBI

State:

Back **Add**

* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.

6. Click Add to create a beneficiary. The system displays the Beneficiary Maintenance - Add Beneficiary - Verify screen.



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Beneficiary Maintenance - Add Beneficiary - Domestic Account Transfer - Verify

Add Beneficiary - Verify 28-12-2015 10:57:43 GMT +0300

Beneficiary Id: TestDom
Beneficiary Name: Test Dom
Account Type: Enter Account No
Beneficiary Address:
City:
Beneficiary Email:

Enter Beneficiary Bank Details
Beneficiary Account Number: 017140269838
Processing Mode: NEFT
Bank Code: 01
Bank Name: KENYA COMMERCIAL BANK LIMITED
Bank Address: KENCOM HOUSE, 8TH FLOOR,
MOI AVENUE
City: NAIROBI
State:

Change **Confirm** **Confirm**

7. Click **Change**. The system displays the Beneficiary Maintenance - Add Beneficiary screen.

OR

Click **Confirm** to create a beneficiary. The system displays the Beneficiary Maintenance - Add Beneficiary - Confirm screen with the status message.

Add Beneficiary - Confirm 28-12-2015 10:57:43 GMT +0300

✓ Beneficiary created successfully.
Transaction with reference number 204479383034909 is in Accepted state.

Transaction Type: Domestic Account Transfer

Beneficiary Id: TestDom
Beneficiary Name: Test Dom
Account Type: Enter Account No
Beneficiary Address:
City:
Beneficiary Email:

Enter Beneficiary Bank Details
Beneficiary Account Number: 017140269838
Processing Mode: NEFT
Bank Code: 01



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BENEFICIARY MAINTENANCE - INTERNATIONAL ACCOUNT TRANSFER

To maintain a beneficiary for International Account Transfer:

1. Select Transaction Type as International Account Transfer.
2. Click Create Beneficiary Template. The system displays the Beneficiary Maintenance - Add Beneficiary screen.

Field Description:

Field Name	Description
Transaction Type	[Display] This field displays the Type of Transaction .
Beneficiary Id	[Mandatory, Alphanumeric] Type the Beneficiary ID .
Beneficiary Name	[Mandatory, Alphanumeric] Type the Beneficiary Name .
Destination Account	[Mandatory, Drop-Down] Select the destination Account Type. The options are: Pay Over Counter / Account Number
Beneficiary Address	[Optional, Alphanumeric] Type the Beneficiary Address .
City	[Optional, Alphanumeric] Type the Beneficiary City .
Beneficiary Country	[Mandatory, Drop-Down]



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Field Name	Description
	Select the Beneficiary Country name from the drop-down list.
Beneficiary Email	[Optional, Alphanumeric] Type the Beneficiary Email Address .
Beneficiary Bank Details	
Transfer option	[Optional, Radio Button] Select the radio button through which the transfer is to be made. The options are: Swift / National Clearing Code / Bank Details
Beneficiary Account Number	[Mandatory, Numeric] Type the Beneficiary Account Number .
SWIFT Code	[Optional, Search, Lookup] Click the Look Up icon to search the <i>SWIFT ID</i> .
National Clearing Code Type	[Mandatory, Drop Down] Select the National Clearing Code Type from the drop-down list.
National Clearing Codes	[Optional, Search, Lookup] Click the Look Up icon to search the Beneficiary Bank/Branch Code .
Bank Name	[Display] This field displays the selected Bank Name .
Bank Address	[Display] This field displays the selected Beneficiary Bank/Branch Address .
City	[Display] This field displays the selected City .
Country	[Display] This field displays the selected bank Country .
Visibility	[Mandatory, Drop-Down] Select the <i>Beneficiary Access Level</i> from the drop-down list. The options are: Public /Private

3. Enter the relevant information.
4. Click **Back**. The system displays the **Beneficiary Maintenance** screen.

OR

Click **Add** to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.



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Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Verify

DIB Bank Kenya Adhiambo Nancy

Home Accounts Payments Tools Customer Services

Add Beneficiary - Verify

03-02-2018 14:14:43 GMT +0300

Transaction Type: International Account Transfer

Beneficiary Id: Internatio
Beneficiary Name: test
Destination Account: Enter Account No
Beneficiary Address:
City:
Beneficiary Country:
Beneficiary Email:

Enter Beneficiary Bank Details

SWIFT
Beneficiary Account Number: 123123
SWIFT Code: CITIDK39
Bank Name: CITI DENMARK
Bank Address:
City:
Country: Denmark

Visibility: Private

Change Confirm

Dashboard Beneficiary Maintenance

5. Click **Change**. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.

OR

Click **Confirm** to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.



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Beneficiary Maintenance - Add Beneficiary- International Account Transfer - Confirm

Oracle FLEXCUBE Direct Banking - Google Chrome
https://10.230.210.11:4443/B001/internet

DIB Bank Kenya Adhiambo Nancy

Home Accounts Payments Tools Customer Services

Add Beneficiary - Confirm

01-02-2016 14:14:43 GMT +0300

✓ Beneficiary created successfully.
Transaction with reference number 155695474039210 is in Accepted state.

Transaction Type: International Account Transfer

Beneficiary Id: Internatio
Beneficiary Name: test
Destination Account: Enter Account No
Beneficiary Address:
City:
Beneficiary Country:
Beneficiary Email:

Enter Beneficiary Bank Details

SWIFT
Beneficiary Account Number: 123123
SWIFT Code: CITIDK99
Bank Name: CITI DENMARK
Bank Address:
City:
Country: Denmark
Visibility: Private

OK

Dashboard Beneficiary Maintenance

100% 14:15 01/02/2016



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OWN ACCOUNT TRANSFER

Using the Own Account Transfer option, funds transfer can be initiated between any of user's accounts, i.e. the accounts that are under the customer IDs mapped to the user. Such transfer can be done either by making a new payment transaction or by using the Existing template to make the payment.

The payment can be processed immediately, or on a specific future date, or you can set recurring instructions (Standing Instruction) with the bank.

1. Navigate through the menus to **Payments > Within Bank > Own Account Transfer**.

The system displays the Own Account Transfer screen.



Field Description

Field Name	Description
Existing Template	[Mandatory, Drop-Down] Select Existing Template radio button to select the existing payment template for funds transfer.
Make New Payment	[Optional, Radio Button] Select Make New Payment option button to make a new funds transfer entry. The transfer can be done either by using the <i>Existing Payment Template</i> or <i>Make New Payment</i> .



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Field Name	Description
User Reference	[Optional, Alphanumeric] Type the <i>User Reference Number</i> that you want to use to identify this transaction.
Source Account	[Mandatory, Drop-Down] Select the <i>Source Account Number</i> from the drop-down. Click the  button. The system will automatically fetch and display the available balance for the selected account
Destination Account	[Mandatory, Drop-Down] Select the <i>Destination Account</i> from the drop-down. Click the  button. The system will automatically fetch and display the available balance for the selected destination account
Transfer Amount	[Mandatory, Numeric] Type the amount to be transferred.
Pay Now	[Optional, Radio Button] Select the Pay now radio button to process the funds transfer immediately. The transfer can be done in any of the three modes: <ul style="list-style-type: none">• Pay Now• Pay Later• Setup Standing Instruction Pay Later [Optional, Radio Button] Select the <i>Pay Later</i> radio button to make the funds transfer on a future date. Setup Standing Instruction [Optional, Radio Button] Select <i>Setup Standing Instruction</i> to setup standing instructions for funds transfer for a period. The system auto transfers the fund on the specified date and frequency. Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i> . Start Date - Current Date + No of days (1 to 20) End Date - Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.
SI Execution Frequency	[Conditional, Pick List] Select the standing instruction execution frequency for the funds transfer from the drop-down list.



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Field Name	Description
	<p>The options are:</p> <ul style="list-style-type: none">• Daily• Weekly• Fortnightly• Monthly• Bi-Monthly• Quarterly• Half -Yearly• Yearly <p>This field is displayed if you select the Setup Standing Instruction option.</p>
First Execution Date	<p>[Conditional, Pick List]</p> <p>Select the execution date for the first standing instruction from the Calendar pick list.</p> <p>This field is displayed if you select the Setup Standing Instruction option.</p>
Expiry Date	<p>[Conditional, Pick List]</p> <p>Select the standing instruction Expiry Date from the Calendar pick list.</p> <p>This field is displayed if you select the Setup Standing Instruction option.</p>
Narrative	<p>[Optional, Alphanumeric]</p> <p>Type the Narrative.</p>
Template Access Type	<p>[Optional, Drop-Down]</p> <p>Select Template Access Type from the drop-down list.</p> <p>For Retail Users, template access type will be Private.</p>
View Limits	<p>[Action Button]</p> <p>Click the button to check limits for the transfer.</p>
Save as [Action Button]	
Template	<p>Click the button to save the details as a template for future reference.</p>
Save as Draft	<p>[Action Button]</p> <p>Click the button to save the details as a draft.</p>
Initiate	<p>[Action Button]</p> <p>Click the button to initiate with the transaction process.</p>
Save and Submit	<p>[Action Button]</p> <p>Click the button to save and submit the details.</p>

2. Click Initiate. The system displays the **Own Account Transfer - Verify screen**.



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Own Account Transfer - Verify

Own Account Transfer - Verify		01-02-2016 13:05:37 GMT +0300	?	🖨	★	📄	📁	×	
User Reference: Source Account: 002500000006601 002 0000066									
Beneficiary Details Destination Account: 002501000006601 002 0000066									
Payment Details Transfer Amount: 10.00 KES Pay Now: 02-09-2016									
Other Details Narrative:									
								Change	Confirm

3. Click **Confirm**. The system displays the **Own Account Transfer - Confirm** screen with the status message.
OR

Click **Change** to navigate to the previous screen.

Own Account Transfer - Confirm

Own Account Transfer - Confirm		01-02-2016 13:09:06 GMT +0300	?	🖨	★	📄	📁	×	
✔ Transaction with reference number 207668020039103 is in Accepted state.									
Host Reference Number: 002FCOK162461003									
User Reference: Source Account: 002500000009201 002 0000092									
Beneficiary Details Destination Account: 002501000006609 002 0000066									
Payment Details Transfer Amount: 110.00 KES Pay Now: 02-09-2016									
Other Details Narrative:									
								OK	E-Receipt

4. Click **E-Receipt** to generate an e-receipt for the completed transaction.




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Own Account Transfer - e-receipt

ORACLE FLEXCUBE Direct Banking

**DIB Bank Kenya**

Own Account Transfer

FCDB Reference Number	207668020039103	Host Reference Number	002FCOK162461003
Debit Account Number	XXXXXXXXXXXX201	Customer Name	0000092 - TUMISO TALIA
Credit Account Number	XXXXXXXXXXXX609	Customer	0000066 - JOHN MKUBWA
Transfer Amount	110.00 KES	Transaction Date and Time	02-09-2016 00:00:00
Narrative		User Reference	

[Print](#) [Download](#) [Email](#)

Electronic Receipt owns no official legal effect, You may go to branch to get the paper receipt.
Printed on: 01-02-2016 13:04:59
Printed from: PC

- Click **OK**. The system displays the **Own Account Transfer** screen.



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INTERNAL ACCOUNT TRANSFER

Using the Internal Transfer option, you can transfer funds within the bank, i.e. you can transfer funds to any accounts of the same bank.

You can also create and save payment templates to be used later for funds transfer. Such transfer can be done either by making a new payment transaction or using the existing beneficiary details (i.e. templates) to make the payment. The payment can be processed immediately or on a specific future date, or you can set recurring instructions with the bank.

To view Internal Account Transfer:

1. Navigate through the menus to **Payments > Within Bank > Internal Account Transfer**.

The system displays the **Internal Account Transfer** screen.

Internal Transfer

Payment To

Existing Template

Make New Payment ☒

User Reference:

Source Account*:

Beneficiary Details

Beneficiary Account*:

Beneficiary Branch*:

Beneficiary Email:

Payment Details

Transfer Amount*:

Transfer Currency*:

Pay Now ☒

Pay later ☐

Setup Standing Instruction ☐

Other Details

Narrative:

Template Access Type:

Purpose of Remittance:


* Indicates mandatory fields.
** Indicates mandatory if particular option is enabled.
-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.



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Field Description

Field Name	Description
Existing Template	[Optional, Drop-Down] Select the Existing Template radio button option button to select the existing Payment template for the funds transfer.
Make New Payment	[Optional, Radio Button] Select the Make New Payment radio button to make a new funds transfer entry. The transfer can be done either by using the Existing Payment Template or Make New Payment.
User Reference	[Optional, Alphanumeric, 40] Type the User Reference Number that you want to use to identify this transaction.
Source Account	[Mandatory, Drop-Down] Select the Source Account number/nickname for the Internal Transfer from the drop-down list. Click the  button. The system will automatically fetch and display the available balance for the selected account
Beneficiary Account	[Mandatory, Lookup] Click the Lookup button to select any beneficiary. The account of that selected beneficiary will get displayed here.
Beneficiary Branch	[Display] The beneficiary branch will get automatically populated here after the selection of Beneficiary Account.
Beneficiary Email	[Display] The beneficiary email will get automatically populated here after the selection of beneficiary account.
Transfer Amount	[Mandatory, Numeric, 15] Type the transfer amount for the internal transfer.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the internal transfer from the drop-down list.
Pay Now	[Optional, Radio Button] Select Pay Now to process the internal transfer immediately. The transfer can be done in any of the three modes: <ul style="list-style-type: none">• Pay Now• Pay Later• Setup Standing Instruction



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Field Name	Description
Pay Later	[Optional, Radio Button] Select pay later to make the internal transfer on a future date.
Note: The transfer date to be selected should lie between the <i>Start Date</i> and <i>End Date</i> . Start Date - Current Date + No of days (1 to 20) End Date - Current Date + 365 Days If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.	
Deal Details	[Optional, Radio button] Select deal details by selecting appropriate radio button Options are: <ul style="list-style-type: none">• Pre booked• Online• Bank
Note: The <i>Deal Options</i> are available to you only if the deal is allowed for your user.	
Setup Standing Instruction	[Optional, Radio button] Select setup standing instruction to set standing instructions for the internal transfer for a period. The system auto transfers the fund on the specified date and frequency.
SI Execution Frequency	[Conditional, Pick List] Select the standing instruction execution frequency for the funds transfer from the drop-down list. The options are: <ul style="list-style-type: none">• Daily• Weekly• Fortnightly• Monthly• Bi-Monthly• Quarterly• Half -Yearly• Yearly This field is displayed if you select the Setup Standing Instruction option.
First Execution Date	[Conditional, Pick List] Select the execution date for the first standing instruction from the Calendar pick list. This field is displayed if you select the Setup Standing Instruction option.
Expiry Date	[Conditional, Pick List] Select the standing instruction Expiry Date from the Calendar pick list. This field is displayed if you select the Setup Standing Instruction option.
Narrative	[Optional, Alphanumeric] Type the Narrative .
Template Access Type	[Optional, Drop-Down] Select Template Access Type from the drop-down list. For Retail Users, template access type will be Private.



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Field Name	Description
View Limits	[Action Button] Click the button to check limits for the transfer.
Save as [Action Button]	
Template	Click the button to save the details as a template for future reference.
Save as Draft	[Action Button] Click the button to save the details as a draft.
Initiate	[Action Button] Click the button to initiate with the transaction process.
Save and Submit	[Action Button] Click the button to save and submit the details.

2. Click **Initiate**. The system displays the **Internal Transfer - Verify** screen.

Internal Transfer - Verify

<< Home Accounts Payments Tools Customer Services >>

Internal Transfer - Verify 01-02-2016 13:11:28 GMT +0300 ? ☆ □ ×

User Reference:
Source Account: 002500000009201 002 0000092

Beneficiary Details
Beneficiary Account: 001500000000101
Beneficiary Branch: 001 (Head Office Branch, Upper Hill)
Beneficiary Email:

Payment Details
Transfer Amount: 100.00 KES
Transfer Currency: Kenyan Shilling
Pay Now: 02-09-2016

Other Details
Narrative:
Purpose of Remittance Transaction is a general cash management instruction.

Change Confirm

-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.

3. Enter the **One Time Password** to confirm the transaction (This will be sent through your registered email address and telephone number)



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Transaction Initiation Authorisation 01-02-2016 13:11:28 GMT +0300

Transaction Reference Number : 799897057039111

Transaction Password * : [REDACTED]

*Enter characters of Transaction Password corresponding to digits as mentioned above textboxes.

☐ Use virtual keyboard

Virtual keyboard layout: [Letters: j, x, v, r, l, u, h, o, p, s, j, y, e, c, g, i, w, a, d, b, t, f, z, k, q, m] [Numbers: 1, 8, 2, 7, 5, 4, 6, 9, 0, 3] [Symbols: \$, %, -, #, +, !, &]

Buttons: Upper, Delete, Clear All, Not Mixed

☐ Click here to enter by hovering

Submit

- Click **Submit**. The system displays the **Internal Transfer - Confirm** screen with the status message.

OR

Click **Cancel** to cancel the funds transfer.

Internal Transfer Confirm

Internal Transfer - Confirm 01-02-2016 10:11:28 GMT +0000

☒ Transaction with reference number 473668760039113 is in Accepted state.

Host Reference Number: 002FCOK162461004

User Reference:
Source Account: 002500000009201 002 0000092

Beneficiary Details
Beneficiary Account: 001500000000101
Beneficiary Branch: 001 (Head Office Branch, Upper Hill)
Beneficiary Email:

Payment Details
Transfer Amount: 100.00 KES
Transfer Currency: Kenyan Shilling
Pay Now: 02-09-2016

Other Details
Narrative:
Purpose of Remittance Transaction is a general cash management instruction.

OK

-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.

- Click **OK**. The system displays the **Internal Transfer screen**.



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DOMESTIC FUNDS TRANSFER

Using the **Domestic Account Transfer** option, you can transfer funds to any account in another bank within the country.

The transfer is usually made through the local payments network (**Real Time Gross Settlement - RTGS OR Electronic Funds Transfer -EFT**). The payment can be processed immediately, or on a specific future date, or you can set recurring instructions with the bank.

To view Domestic Funds Transfer:

1. Navigate through the menus to **Payments > Within Country > Domestic Account Transfer**.

Domestic Funds Transfer

The screenshot shows a web application interface for Domestic Funds Transfer. The form is titled "Domestic Funds Transfer" and includes a timestamp "01-02-2016 15:10:33 GMT +0300". The form is divided into several sections:

- User Reference Number:** test
- Source Account:** 000 kes 1★
- Beneficiary Details:**
 - Beneficiary Name*: tress s s
 - Destination Account Type*: Enter Account No
 - Beneficiary Account**: 017140269383
 - Identification Type*: Select
 - Identification Number*:
 - Beneficiary Address:
 - City:
 - Beneficiary Email:
- Beneficiary Bank Details:**
 - Processing Mode*: ☒ NEFT ☐ RTGS
 - Bank Code*: 01
 - Bank Name: KENYA COMMERCIAL
 - Bank Address: KENCOM HOUSE, 8TH
 - City: NAIROBI
- Payment Details:**
 - Transfer Amount*:
 - Transfer Currency*: Select
 - Pay Now ☒
 - Pay Later ☐
 - Pay Periodically ☐
- Other Details:**
 - Purpose of Remittance*: Select
 - Narrative:
 - Template Access Type: Select


At the bottom of the form, there are buttons: View Limits, Save as Draft, Save as Template, Initiate, and Save and Submit. A footer note states: "* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled."



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Field Description

Field	Description
Payment To	
Existing Template	[Optional, Radio Button] Select Existing Template option button to select the existing Payment Template <i>for</i> Funds Transfer.
Make New Payment	[Optional, Radio Button] Select Make New Payment option button to make a new funds transfer entry. The transfer can be done either by using Existing Payment Template or Make New Payment.
User Reference Number	[Optional, Alphanumeric, 40] Type the User Reference Number that you want to use to identify this transaction If a payment template is selected from the Payment Template, this field displays the User Reference Number of the selected payment template.
Source Account	[Mandatory, Drop-Down] Select the Source Account Number from the drop-down list. Click the  button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Name	[Mandatory, Lookup] Click the Lookup button to select any beneficiary. The name of that selected beneficiary will get displayed here.
Destination Account	[Mandatory, Drop Down] Select the Destination Account Type from the drop-down list. The options are: Account No / Pay Over Counter
Beneficiary Account	[Display] The Beneficiary Account Number will be automatically populated here after the selection of the <i>Beneficiary Name</i> .
Identification Type	[Dropdown] Select the desired value from the dropdown.
Identification Reference Number	[Optional, Input Box] Enter the respective Identification Reference Number, for the selected Identification Type.



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Field	Description
Beneficiary Address	[Display] The Beneficiary Address will be automatically populated here after the selection of Beneficiary Name.
City	[Display] The Beneficiary City will be automatically populated here after the selection of Beneficiary Name.
Beneficiary Email	[Display] The Beneficiary E-mail will be automatically populated here after the selection of Beneficiary Name.
Beneficiary Bank Details	
Processing Mode	[Optional, Radio Button] Select the desired Processing Mode.
SWIFT / Bank Code	[Optional, Lookup] Click the Search button to select the appropriate Swift/Bank Code.
Bank Name	[Display] Type the name of the Beneficiary Bank. This field is enabled if you select the Bank Details option. If you select National Clearing Codes option then bank name will get automatically populated here.
Bank Address	[Display] Type the address of the beneficiary bank. This field is enabled if you select the Bank Details option. If you select National Clearing Codes option then the Bank Address will get automatically populated here.
City	[Display] Type the city of the Beneficiary Bank. This field is enabled if you select the Bank Details option. If you select the National Clearing Codes option then Bank City will get automatically populated here.
Payment Details	
Transfer Amount	[Mandatory, Numeric] Type the Transfer Amount for the Domestic Transfer .
Transfer Currency	[Mandatory, Drop-Down] Select the Transfer Currency for the Domestic Transfer from the drop-down list.
Pay Now	[Optional, Radio Button] Select Pay Now to process the transaction immediately. The transfer can be done in any of the three modes:



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Field	Description
	<ul style="list-style-type: none">• Pay Now• Pay Later• Setup Standing Instruction <p>Pay Later</p> <p>[Optional, Radio Button]</p> <p>Select Pay Later to make the payment on future date.</p> <p>Setup Standing Instruction</p> <p>[Optional, Radio Button]</p> <p>Select Setup Standing Instruction to set standing instructions for the Domestic Transfer for a period. The system auto transfers the fund on the specified date and frequency.</p>
<p>Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>.</p> <p>Start Date - Current Date + No of days (1 to 20)</p> <p>End Date - Current Date + 365 Days</p> <p>If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.</p>	
SI Execution Frequency	<p>[Conditional, Drop-Down]</p> <p>Select the standing instruction execution frequency for the Domestic Transfer from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none">• Daily• Weekly• Fortnightly• Monthly• Bi-Monthly• Quarterly• Half -Yearly• Yearly <p>This field is displayed if you select the Setup Standing Instruction option.</p>
First Execution Date	<p>[Conditional, Pick List]</p> <p>Select the Execution Date for the first Standing Instruction from the Calendar pick list.</p> <p>This field is displayed if you select the Setup Standing Instruction option.</p>
Expiry Date	<p>[Conditional, Pick List]</p> <p>Select the standing instruction Expiry Date from the Calendar pick list.</p> <p>This field is displayed if you select the <i>Setup Standing Instruction</i> option.</p>
Other Details	
Purpose of	[Optional, Drop-Down]



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Field	Description
Remittance	Select the Purpose of Remittance from the drop-down list.
Narrative	[Optional, Alphanumeric] Type the Narrative.
Template Access Type	[Optional, Drop-Down] Select template access type from the drop-down list. The options are: Public / Private

- Click **Initiate**. The system displays the **Domestic Funds Transfer - Verify** screen.

- Click **Confirm**. The system displays the **Transaction Initiation Authorization** screen
- Enter the **Random Password** as received in your registered email / mobile and **Submit**



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The screenshot shows the DIB Bank Kenya Transaction Initiation Authorisation screen. The transaction reference number is 315246973039140. The transaction password field is empty. A virtual keyboard is displayed below the password field. To the right, an email message is shown with the subject 'online banking Random transaction password' and the body text: 'Dear Customer, For Reference No: 315246973039140; Enter Random Password: NquHxuQHtDJggqca. Regards, Customer Service - Online Banking. Disclaimer: This is a system generated mail. DIB Kenya Internet Banking Link'.

5. Click **Submit**. The system displays the **Domestic Funds Transfer - Confirm** screen with the status message.

OR

Click **Change** to navigate to the previous screen.

The screenshot shows the Domestic Funds Transfer - Confirm screen. The transaction with reference number 185678824039180 is in Accepted state. The host reference number is 000EFO162460501. The user reference number is 000501000000101 000 0000001. The beneficiary details are: Beneficiary Name: Faith Ogutu, Destination Account Type: Enter Account No, Beneficiary Account: 0015084696001, Beneficiary Address: City: Beneficiary Email: Beneficiary Bank Details: Processing Mode: NEFT, Bank Code: 30, Bank Name: CHASE BANK LIMITED, Bank Address: RIVERSIDE MEWS, RIVERSIDE DRIVE, City: NAIROBI. Payment Details: Transfer Amount: 10,000.00, Transfer Currency: Kenyan Shilling, Pay Now 02-09-2016. Other Details:



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INTERNATIONAL TRANSFER

Using the international transfer option, you can transfer funds globally, i.e., you can transfer funds to any account in any bank across the globe. Such transfer can be made either by using an existing template or as a new payment transaction. The payment can be processed immediately, or on a specific future date, or as per your standing instructions with the bank.

To view International Account Transfer:

1. Navigate through the menus to **Payments > Cross Border > International Account Transfer**.

International Account Transfer

The screenshot shows a web application interface for "International Account Transfer". The page has a header with the title "International Account Transfer", a timestamp "01-07-2016 15:19:08 GMT +0300", and navigation icons. The form is divided into several sections:


- Payment To:** Includes "Existing Template" and "Make New Payment" buttons.
- User Reference Number:** A text input field.
- Source Account:** A dropdown menu with a "View Balance" link.
- Beneficiary Details:** Includes "Beneficiary Name", "Destination Account Type", "Beneficiary Address", "City", "Country", and "Beneficiary Email" fields.
- Beneficiary Bank Details:** Includes "Enter Beneficiary Bank Details" (with a "SWIFT" icon), "SWIFT Code", "Bank Name", "Bank Address", "Country", and "City" fields.
- Payment Details:** Includes "Transfer Amount", "Transfer Currency", "Pay Now", and "Pay Later" options.
- Other Details:** Includes "Payment Details1", "Payment Details2", "Payment Details3", "Payment Details4", "Correspondence Charges", and "Narrative" fields.



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Field Description

Field Name	Description
Payment To	
Existing Template	[Optional, Radio Button] Select Existing Template option button to select the Existing Payment Template for funds transfer.
Make New Payment	[Optional, Radio Button] Select Make New Payment option button to make a new funds transfer entry. The transfer can be done either by using existing payment template or make new payment.
User Reference Number	[Optional, Alphanumeric, 20] Type the user reference number as per your choice.
Source Account	[Mandatory, Drop-Down] Select the source account from the drop-down list. Click the  button. The system will automatically fetch and display the available balance for the selected source account.
Beneficiary Details	
Beneficiary Name	[Mandatory, Alphanumeric Lookup] Click the Look-up button to select any beneficiary. Name of that selected beneficiary will get displayed here.
Destination Account Type	[Conditional, Drop-Down] Select the destination account from the drop-down list. The options are as follows: <ul style="list-style-type: none">• Enter Account No• Pay Over The Counter
Beneficiary Address	[Conditional, Alphanumeric] The beneficiary address will get automatically populated here after the selection of beneficiary name. This field is editable when you select the pay over the counter option from the destination account type dropdown.
City	[Conditional, Alphanumeric] The beneficiary city will get automatically populated here after the selection of the beneficiary name. This field is enabled when you select the pay over the counter option from the destination account type dropdown.
Country	[Conditional, Drop-Down] Select the country of the beneficiary from the drop-down list. This field is enabled when you select the pay over the counter option from the destination account type dropdown.
Beneficiary Email	[Conditional, Alphanumeric, 40] Type the beneficiary email address. This field is enabled if you select the make new payment option.



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Field Name	Description
Account Number	[Conditional, Alphanumeric, 34] Type the beneficiary account number. This field is enabled when you select the account no option from the Destination Account Type dropdown.
Beneficiary Bank Details	
Enter Beneficiary Bank Details	[Optional, Radio Button] Select the option to enter the beneficiary bank details. The options are follows: <ul style="list-style-type: none">• SWIFT• National Clearing Codes• Bank Details
SWIFT Code	[Conditional, Lookup] Click the Lookup button to select the swift code.
Bank Name	[Display] The beneficiary bank name will get automatically populated here after the selection of swift code. This field is enabled if the bank details option is selected from the 'enter beneficiary bank details'
Bank Address	[Conditional, Alphanumeric] Type the bank address. This field is enabled if the bank details option is selected from the 'enter beneficiary bank details'. If you select the swift code then this field will get automatically populated.
National Clearing Code	[Search, Lookup] Click the Search button to select the beneficiary bank code.
National Clearing Code Type	[Mandatory, Drop-Down] Select the national clearing code type from drop-down list.
Country	[Conditional, Alphanumeric] Type the country name. This field is enabled if the bank details option is selected from the 'enter beneficiary bank details'. If you select the swift code then this field will get automatically populated.
City	[Conditional, Alphanumeric] Type the city of the beneficiary. This field is enabled if the bank details option is selected from the 'enter beneficiary bank details'. If you select the swift code then this field will get automatically populated.
Intermediary Bank Details	[Conditional, Radio button] Select from the radio button : <ul style="list-style-type: none">• Swift Code• Bank Details
Note: If you select Swift Code radio button, then after selecting any swift code through search option at Swift Code field, remaining details will get auto populated. If you select Bank details radio button then you will have to	



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Field Name	Description
enter remaining details.	
Payment Details	
Transfer Amount	[Mandatory, Numeric] Type the transfer amount. If a payment template is selected from the payment template drop-down list, this field displays the transfer amount of the selected payment template.
Transfer Currency	[Mandatory, Drop-Down] Select the transfer currency for the international transfer from the drop-down list.
Pay Now	[Optional, Radio Button] Select pay now to process the transaction immediately.
Pay Later	[Optional, Radio Button] Select pay later to make the payment on future date.
<p>Note: The <i>Transfer Date</i> to be selected should lie between the <i>Start Date</i> and the <i>End Date</i>.</p> <p><i>Start Date</i> - Current Date + No of days (1 to 20)</p> <p><i>End Date</i> - Current Date + 365 Days</p> <p>If the <i>Transfer Date</i> happens to be a non-working day or a holiday, then transaction is processed on the next working day.</p>	
Other Details	
Payment Details 1	[Mandatory, Drop-Down] Select the payment details from the drop-down list.
Payment Details	[Optional, Alphanumeric] Type the description for payment details.
Correspondence Charges	[Mandatory, Drop-Down] Select the correspondence charges from the drop-down list.
Narrative	[Optional, Alphanumeric] Type the narrative.
Template Access Type	[Optional, Drop-Down] Select the template access type from the drop-down list. Options are: Public / Private

2. Click the **Initiate** button. The system displays the **Internal Account Transfer Verify** screen.



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International Account Transfer - Verify

The screenshot shows the 'International Account Transfer Verify' screen in a web browser. The browser's address bar shows the URL '01-02-2016 13:28:29 GMT +0300'. The page has a green header with navigation links: Home, Accounts, Payments, Tools, and Customer Services. The main content area is divided into several sections:

- User Reference Number:** 000501000000105 000 0000001
- Beneficiary Details:**
 - Beneficiary Name: 43434
 - Destination Account Type: Pay Over the Counter
 - Beneficiary Address: rtrtrtrt
 - City: rtrtrt
 - Country: UAE
 - Beneficiary Email:
- Beneficiary Bank Details:**
 - Enter Beneficiary Bank Details SWIFT
 - SWIFT Code: ABGBANXXXX
 - Bank Name: ABGBANXXXX
 - Bank Address: ABGBANXXXX
 - Country: City:
- Payment Details:**
 - Transfer Amount: 1000
 - Transfer Currency: US Dollar
 - Pay Now: 02-09-2016
- Other Details:**
 - Payment Details1: Payment through same Bank
 - Payment Details2:
 - Payment Details3:
 - Payment Details4:
- Other Details:**
 - Correspondence Charges: Remitter (REM)
 - Narrative:

At the bottom right of the form, there are two buttons: 'Change' and 'Confirm'. The bottom of the page features a green navigation bar with links: Dashboard, Domestic Funds Transfer, and International Account Transfer.

3. Click **Confirm**. The system displays the **International Account Transfer Confirm** screen.
OR
Click **Change** to navigate to the previous screen.



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International Account Transfer Confirm

Home	Accounts	Payments	Tools	Customer Services
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International Account Transfer Confirm

01-02-2016 13:28:29 GMT +0300

Transaction with reference number 127735502039191 is in Accepted state.

Host Reference Number: 000FTOC162460001

Payment To: Make New Payment

User Reference Number:
Source Account: 000501000000105 000 0000001

Beneficiary Details

Beneficiary Name: 43434
Destination Account Type: Pay Over the Counter
Beneficiary Address: rtrtrtrtr
City: rtrtrtr
Country: UAE
Beneficiary Email:

Account Number:

Beneficiary Bank Details

Enter Beneficiary Bank Details SWIFT
SWIFT Code: ABGBABXXXX
Bank Name: ABGBABXXXX
Bank Address: ABGBABXXXX
Country:
City:

Payment Details

Transfer Amount: 1000
Transfer Currency: US Dollar
Pay Now: 02-09-2016

Other Details

Payment Details1: Payment through same Bank
Payment Details2:
Payment Details3:
Payment Details4:

Dashboard

Domestic Funds Transfer

International Account Transfer



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VIEW STANDING INSTRUCTION

The Standing Instruction facility allows you to intimate the bank in advance to transfer funds between your current and savings accounts in the bank periodically. Whenever these kind of periodic transactions are to be affected, you can instruct the bank to do the same by setting up a standing instruction (SI). This section enables to view and cancel the standing instruction.

1. Navigate through the menus to **Payments > Recurring Transfer and Payments > View Standing Instructions**.

Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Select the desired source account from which funds are transferred.
Transfer Mode	[Optional, Drop-Down] Select the type of transfer from the drop-down list.
First Execution Date From	[Optional, Pick list] Select the start date for the standing instruction from the pick list.
First Execution Date To	[Optional, Pick list] Select the end date for the standing instruction from the pick list.
Reference No	[Optional, Numeric] Type the standing instruction reference number.
Frequency Type	[Optional, Drop-Down] Select the appropriate execution SI frequency from the drop down list.

2. Click **Submit**. The system displays the **Standing Instructions View** screen with the details.



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Standing Instruction View:

Standing Instruction View

07-12-2015 09:41:32 GMT +0300

?

★

Source Account* : 0000001 000501000000101 DIB Kenya - Head Office

View Balance

First Execution Date From :

First Execution Date To :

Reference No :

Frequency Type : Daily

* Mandatory Fields

Reference No	Status	Amount	Account	Branch	First Execution Date
000ZPCP16061015P	Active	KES 12.00	000501000000101	DIB Kenya - Head Office	31-03-2016
000ZPCP16061015S	Active	KES 12.00	000501000000101	DIB Kenya - Head Office	31-03-2016
000ZPCP161240008	Active	KES 12.00	000501000000101	DIB Kenya - Head Office	04-05-2016
000ZPCP161240009	Active	KES 99.00	000501000000101	DIB Kenya - Head Office	04-05-2016
000ZPCP16124000A	Active	KES 45.00	000501000000101	DIB Kenya - Head Office	04-05-2016
000ZPCP16124000B	Active	KES 234.00	000501000000101	DIB Kenya - Head Office	04-05-2016
000ZPCP16124000D	Active	KES 23.00	000501000000101	DIB Kenya - Head Office	04-05-2016



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STANDING INSTRUCTION CANCELLATION

To cancel standing instruction

1. Navigate through the menus to **Payments > Recurring Transfer and Payments > Standing Instruction Cancellation**. The system displays the **Standing Instruction Cancellation** screen.

Standing Instruction Cancellation

Field Description

Field Name	Description
Source Account	[Mandatory, Drop-Down] Select the desired source account from which funds are to be transferred
Transfer Mode	[Optional, Drop-Down] Select the type of transfer.
First Execution Date From	[Optional, Pick list] Select the first execution date from which the search should Begin from the pick list.
First Execution Date To	[Optional, Pick list] Select the end date for the first execution from the pick list.
Reference No	[Optional, Numeric] Type the standing instruction reference number.
Frequency Type	[Optional, Drop-Down] Select the execution SI frequency from drop down list.

2. Click **Submit**. The system displays the **Standing Instructions for cancellation** in the **Standing Instruction Cancellation** screen.



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Standing Instruction Cancellation-Confirm		07-12-2015 09:43:08
<input checked="" type="checkbox"/> Transaction with reference number 203935672027032 is in Accepted state.		
Reference No : 000ZPCP1601500DX		
Standing Instruction Details		
Start Date : 30-01-2016		End Date :
Frequency : 0 Year 0 Month 0 Days		
Transaction Details		
Source Account : 0000001 000501000000101 DIB Kenya - Head Office		
Destination Account : 123456		
Transfer Amount : 10.00		
Currency : KES		



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PENDING TRANSFERS

This section enables the customers to view the pending transfers whether it is move money in or move money out and group them for clarity purpose. It also allows cancelling any pending transfers from the system.

1. Navigate through the menus to **Payments > Pending Transfer**.

Pending Transfers

Pending Transfers

Select Type: All

Note:-
Domestic Funds Collection (SEPA Direct debit, Move Money In)
Domestic Funds Transfer (Fixed Domestic Transfer, SEPA Credit Transfer, Move Money Out)
International Draft
SWIFT Transfer (International Transfer)
Within Bank Transfer (Own Account Transfer, Internal Account Transfer)

Go

	Transfer Type	Host Reference Number	Source Account	Destination Account	Transfer Date	Amount	Status
<input type="radio"/>	SWIFT Transfer (International Transfer)	01225	123456789	123456	29-03-2014 00:00:00	INR 1,000.00	
<input type="radio"/>	Within Bank Transfer	01225	123456789	123456	30-03-2014 00:00:00	INR 2,000.00	
<input checked="" type="radio"/>	SWIFT Transfer (International Transfer)	01225	123456789	123456	01-04-2014 00:00:00	INR 4,000.00	

Cancel Transfer

Field Description

Field Name	Description
Transfer Type	[Display] This column displays the type of transfer.
Host Reference Number	[Display] This column displays the host reference number.
Source Account	[Display] This column displays the desired source account for the transaction.
Destination Account	[Display] This column displays the destination account for the transaction.
Transfer Date	[Display] This column displays the transfer date for the transaction.
Amount	[Display] This column displays the amount of the transaction.



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Field Name	Description
Status	[Display] This column displays the reason due to which the transfer is pending.

2. Select any of the **Transfer Type** radio button of which the transfer is to be cancelled.
3. Click **Cancel Transfer**. The system displays the **Cancel Pending Transfer - Verify** screen.

Pending Transfers View – Cancel Verify

Cancel Pending Transfer - Verify

Customer Id: 12345
Source Account: 123456789
Transfer Date: 01-04-2014 00:00:00

Host Reference Number: 01225
Destination Account: 123456
Amount: 4,000.00 INR

Change Confirm

4. Click **Confirm**. The system displays the **Pending Transfer - Cancel - Confirm** screen.

OR

Click **Change** to change the entered details.

Pending Transfers - Cancel - Confirm

Transaction submitted for Cancel Pending Transfers having reference 131370177152708 has been Auto Authorized .

Pending Transfer - Cancel - Confirm 11-08-2010 00:38:34 GMT+1000

Transfer Type	Host Reference Number	Source Account	Destination Account	Transfer Date	Amount
International Draft	333STE1080040153	33300003809	256010010	04-02-2008	105.00 USD

OK

5. Click **OK**. The system displays the **Pending Transfer** screen.



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VIEW LIMITS UTILIZATION

Using this option, you can view the limits utilized.

1. Navigate through the menus to **Payments > View Limit Utilization**.

Select Transaction

View Utilized Limits

Transactions: Bulk Credit Card Payments

From Date:

To Date:

Continue

Field Description

Field Name	Description
Transaction	[Mandatory, Drop-Down] Select the transaction from the drop-down list.
From Date	[Mandatory, Drop-Down] Select the transaction from the drop-down list.
To Date	[Conditional, Pick List] Select the specific duration of the date from the drop-down list.

2. Click **Continue**. The system displays the **View Utilized Limits** screen.
3. The Initiation and Authorization limits for the limits allocated to you at User Level and Customer Level are displayed.



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View Utilized Limits

View Utilized Limits

Transaction: Bulk Credit Card Payments
From Date: 11-03-2014
To Date: 11-03-2014

Limits applicable to me

	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Limit	Maximum Transaction Limit	Number of Transactions	Daily Limit
User Level Limits	GBP 0.01	GBP 99,999,999,999.00	500	GBP 10,000,000,000,000.00

Limits Utilization in the given date range - User Level Limits

Date	Number of Transactions	Daily Limit
11-03-2014	0	GBP 0.00

Analytical View Of Limits Utilization (My Authorization Limits)

Amount in GBP

8800000000000000
6600000000000000
4400000000000000
2200000000000000
0

0.00
11-03
Date Range

No. of Transactions

440
330
220
110
0

0
11-03
Date Range

Back

Change Limits

- Click **Change Limits** to modify the limits. The system displays the **Change Limits** screen for the transaction selected.
- Click **Back** to go to the previous screen.

Limits Applicable to me

Limits applicable to me

28-05-2014 10:05:43 GMT +0530

Reset to bank defined limits.

Bulk Credit Card Payments

My Transactions

Bulk Credit Card

Limit Type	Initiation Limit		Authorization Limit	
	Min. Amount	Max. Amount	Total Amount	No. of Transactions
Bank allocated limits	0.01 GBP	99,999,999,999.00 GBP	10,000,000,000,000.00 GBP	500
Current Limits	0.01 GBP	99,999,999,999.00 GBP	10,000,000,000,000.00 GBP	500
New limits	0.01	99,999,999,999.99	10,000,000,000.00	500

* Reduction in limits will be applicable from the next calendar date after final authorization. Increase in any parameter for any one transaction will require the initiated transaction to be processed by a bank administrator after authorization. Resetting to bank limits shall also require bank approval. Please note that reducing the Minimum Transaction Limit parameter will be considered as an increase in the limit definition.

Back

Change



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Field Description

Field Name	Description
Initiation limit:	
Minimum Transaction Amount	[Optional, Numeric] Type the new Minimum Transaction Amount.
Maximum Transaction Amount	[Optional, Numeric] Type the new Maximum Transaction Amount.
Daily Authorization Limit	[Optional, Numeric] Type the new Total Authorization Amount.
Total Amount	[Optional, Numeric] Type the new Total Authorization Amount.
Number of Transactions	[Optional, Numeric] Type the new total transactions for authorization.

6. Click **Change**. The system displays the **Change Limits Verify** screen.

OR

Click **Back** to return to the previous screen.



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Verify changed limits21-08-2014 16:12:17 GMT +0530 ? ? ? ? ?

Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bulk Credit Card Payments				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New limits	10.00 GBP	999,999,998.00 GBP	999,999,999.00 GBP	500

Legend

Minimum Transaction Amount: Minimum amount limit for a transaction to be initiated by a user, per day

Maximum Transaction Amount: Maximum amount limit for a transaction to be initiated by a user, per day

Total Amount: Aggregate daily transaction amount limit for authorisation

Number of Transactions: No of transaction per day limit for authorisation

«BackConfirm

- Click **Change**. The system displays the **Change Limits Confirm** screen.
OR
Click **Back** to return to the previous screen.

Confirm Changed Limits

Confirm changed limits21-08-2014 16:12:17 GMT +0530 ? ? ? ? ?

✓ Transaction limits modified successfully. New limits will be applicable from 12/03/2014
Transaction with reference number 998250471456318 is in Accepted state.

Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bulk Credit Card Payments				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New limits	10.00 GBP	999,999,998.00 GBP	999,999,999.00 GBP	500

Legend

Minimum Transaction Amount: Minimum amount limit for a transaction to be initiated by a user, per day

Maximum Transaction Amount: Maximum amount limit for a transaction to be initiated by a user, per day

Total Amount: Aggregate daily transaction amount limit for authorisation

Number of Transactions: No of transaction per day limit for authorisation

«OK

- Click **OK** to return to the **View Utilized Limits**.



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CHANGE USERS LIMITS

Using this option, you can change the user's limits.

Limits Applicable To Me

Limits applicable to me

21-08-2014 16:17:29 GMT +0530 ?

☐ Reset to bank defined limits.

My Transactions

Bulk Credit Card Payments

Limit Type	Initiation Limit		Authorization Limit	
	Min. Amount	Max. Amount	Total Amount	No. of Transactions
Bank allocated limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New limits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Reduction in limits will be applicable from the next calendar date after final authorization. Increase in any parameter for any one transaction will require the initiated transaction to be processed by a bank administrator after authorization. Resorting to bank limits shall also require bank approval. Please note that reducing the Minimum Transaction Limit parameter will be considered as an increase in the limit definition.

Back Chan

1. Click the **Own Account Transfer** link to select the transaction for changing the limits of that transaction.
2. Click **Change**. The system displays the **Verify Changed Limits** screen.

OR

Click **Back** to return to the previous screen.

Change Limits Verify

Verify changed limits

21-08-2014 16:12:17 GMT +0530 ?

Type Transactions	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bulk Credit Card Payments				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New limits	10.00 GBP	999,999,998.00 GBP	999,999,999.00 GBP	500

Legend

Minimum Transaction Amount:

Minimum amount limit for a transaction to be initiated by a user, per day

Maximum Transaction Amount:

Maximum amount limit for a transaction to be initiated by a user, per day

Total Amount:

Aggregate daily transaction amount limit for authorisation

Number of Transactions:

No of transaction per day limit for authorisation

Back Confirm



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3. Click **Change**. The system displays the **Confirm Changed Limits** screen. OR

Click **Back** to return to the previous screen.

Confirm Changed Limits

Confirm changed limits

21-08-2014 16:12:17 GMT +0530 ?

✓

Transaction limits modified successfully. New limits will be applicable from 12/03/2014
Transaction with reference number 998250471456318 is in Accepted state.

Type	Initiation Limit		Daily Authorization Limit	
	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Bulk Credit Card Payments				
Current Limits	0.10 GBP	999,999,999.00 GBP	999,999,999.00 GBP	500
New limits	10.00 GBP	999,999,998.00 GBP	999,999,999.00 GBP	500

Legend

Minimum Transaction Amount:

Minimum amount limit for a transaction to be initiated by a user, per day

Maximum Transaction Amount:

Maximum amount limit for a transaction to be initiated by a user, per day

Total Amount:

Aggregate daily transaction amount limit for authorisation

Number of Transactions:

No of transaction per day limit for authorisation

OK

4. Click **OK** to return to the change **User's Limits** screen.