

businessONLINE Payments Guide

Foreign Currency Payment

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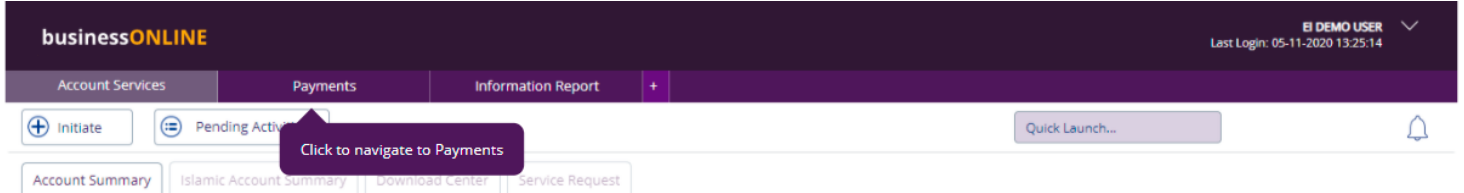
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Version 1.0

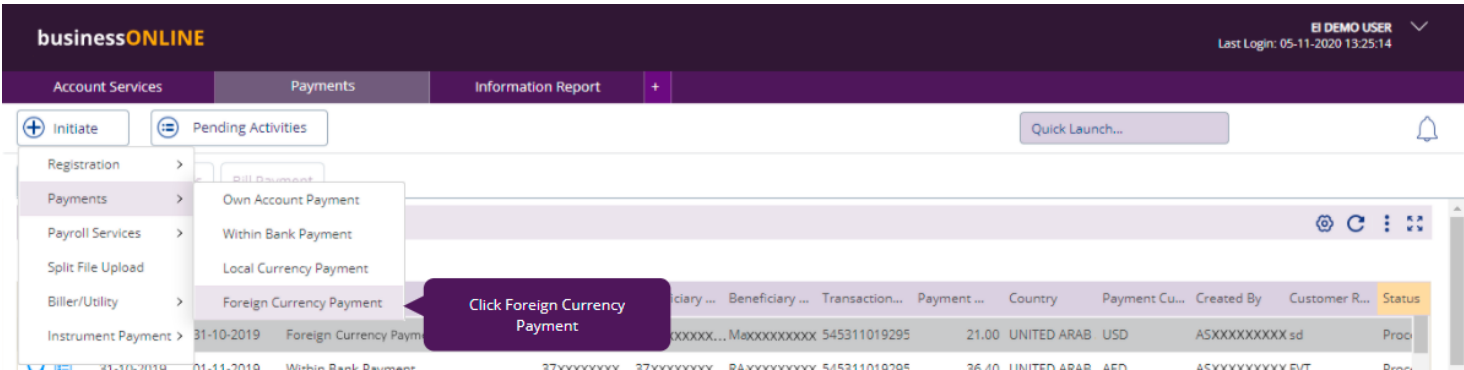
Initiate Foreign Currency Payment

(Applicable for Maker and Maker-Authorizer)

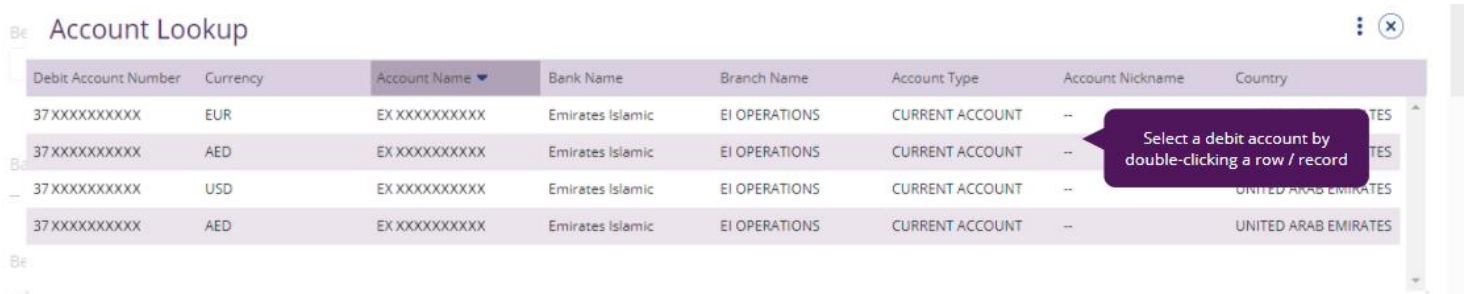
Click **"Payments"**



Initiate > Payments > Foreign Currency Payment



Select **Debit account number**



Double click to select the account directly or use the filter option to look for an account by name, currency or nickname ... etc.

Beneficiary information

Select **"Existing"** if the beneficiary is already registered and the system will display all the beneficiary's registered information.

Foreign Currency Payment



BENEFICIARY INFORMATION

Select Beneficiary Type

Existing New

Beneficiary Account Number*

Beneficiary Name

--

Bank Country

--

Bank Name

--

Swift/BIC Code

--

Branch Name

--

Beneficiary Nickname

--

Beneficiary Lookup



Beneficiary Nickname	Beneficiary Name	Account Number	Bank Name	Branch Name	Country	Swift Code
SHXXXXXXXXXX	MUXXXXXXXXXX	78XXXXXXXXXX	90 WEST ASSET MANAGEM...	454 COLLINS S...	AUSTRALIA	
MAXXXXXXXXXX	MeXXXXXXXXXX	34XXXXXXXXXX	ABU DHABI COMMERCIAL ...	REHMAT MANZ...	IN	

Select a beneficiary by double-clicking a row / record

Select **"New"** to initiate a payment to non-registered beneficiary.

Foreign Currency Payment



BENEFICIARY INFORMATION

Select Beneficiary Type

Existing New



Beneficiary Account Number*

Beneficiary Name

--

Bank Country

--

Bank Name

--

Swift/BIC Code

--

Branch Name

--

Beneficiary Nickname

--

Provide beneficiary information

Foreign Currency Payment

Select Beneficiary Type

- Existing
 New

Beneficiary Country*	Beneficiary Bank Country*	Beneficiary Account / IBAN Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Beneficiary Name*	Address Line 1*	Address Line 2*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 3*	Swift/BIC Code	City Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bene Bank*	Branch Name	
<input type="text"/>	..	

Do you want to add the new beneficiary to the Existing List?

- Yes
 No

- Countries that requires **clearing codes**, you need to provide it in **"Clearing code details"** field
Example: **IFSC** code for India and **Sort Code** for UK ...etc.
- Do you want to add the new beneficiary to the Existing List?
Select **"Yes"** so to add the beneficiary to the existing list or **"No"** it is just a one-time (Adhoc) payment.

Deal Details (optional)

- Applicable if special deal rate is booked with the bank
- Tick **"Deal Rate Applicable"** > Select **Currency** > enter the **Amount** > enter the **"Deal Reference"**.

DEAL DETAILS

Deal Rate Applicable
 Deal Reference ** Deal Rate ..

- "Payment Date" by default, system will display the value date as current date
- For future dated payments, user can click "Date" icon and select the date

PAYMENT INFORMATION

Please enter either Debit or Payment Amount

Payment Amount

Debit Amount

Conversion Rate Details

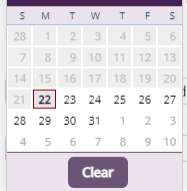
1 USD = 3.685 AED 10.00 USD = 36.85 AED

The rate(s) shown is indicative. For details, please refer to the clause "Currency Exchange (FX)" in the terms and conditions.

Payment Date*

22-03-2021

for this payment?



Clear

- Select **"Purpose of Transfer"** from the drop-down list.
- Provide **"Purpose Payment to beneficiary"** details. This information will be shown in beneficiary's statements.
- Provide **"Reference in your statement"** details. This information will be shown in the EI corporate statement (Remitter).

Foreign Currency Payment

Charge Type*
SHA-Charges will be shared

Purpose of Transfer*
Select

- ACM-Agency Commissions
- AES-Advance payment against
- AFA-Receipts or payments fro.
- AFL-Receipts or payments fro.
- ALW-Allowance
- ATS-Air transport
- BON-Bonus
- CCP-Corporate Card Payment
- CEA-Equity and investment fu.
- CEL-Equity and investment fur
- CIN-Commercial Investments

Reference in your statement*

Branch Name
--

Swift/BIC Code
--

[Add/View Invoice Details](#)

Cancel Clear Save As Draft Save As Template Submit

Click "Add Invoice details" (Optional)

A separate window will be displayed and user can input the invoice(s) details and click "Save".

Payment Details

BENEFICIARY DETAILS

Beneficiary Name: Shabbir Husen
Pay Currency: USD
Pay Amount: 10.00

INVOICE DETAILS

Date (dd/mm/yyyy)	Reference No	Particulars	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount: 0.00

Save Delete Add Cancel

- **"Submit"** Submit the transaction for further approval(s).
- **"Save As Draft"** Transaction will be saved and can be viewed later "Save as Draft" Queue under Payments>Pending Activity screen (Transaction is not yet submitted)
- **"Save As Template"** Template will be created and can be used for future payments to the same beneficiary. It can be used later from quick pay widget under Payments tab > Quick Pay > Templates (Transaction is not yet submitted)
- **"Cancel"** will exit the Transaction initiation screen
- **"Clear"** will allow user to clear the data entered so that data can be freshly entered from start.

Foreign Currency Payment

Please enter either Debit or Payment Amount

● Payment Amount USD 10.00

● Debit Amount AED 36.85

Conversion Rate Details

1 USD = 3.685 AED 10.00 USD = 36.85 AED

The rate(s) shown is indicative. For details, please refer to the clause "Currency Exchange (FX)" in the terms and conditions.

Payment Date*

22-03-2021

Setup a standing instruction for this payment?

● No

Charge Type*

SHA-Charges will be shared

Purpose of Transfer*

AES-Advance payment against EOS

Intermediary Bank Details

Bene Bank

Branch Name

--

Beneficiary Bank Country

Swift/BIC Code



Cancel

Clear

Save As Draft

Save As Template

Submit

- Once the user clicks "Submit", "Review and confirmation" window will pop-up to review the payment one more time before submission.

Review And Confirmation - Foreign Currency Payment

TRANSACTION DETAILS

Transaction Reference Number 1112203214484566	Transaction Status Pending Confirmation	Initiator Date and Time 22-03-2021 23:16:02
--	--	--

Initiated By
VIVEK THOMAS

DEBIT INFORMATION

Debit Account Number	Currency AED	Beneficiary Bank Country UNITED ARAB EMIRATES - EI
----------------------	-----------------	---

Available Balance AED 151.32 on 22-03-2021 at 23:16:03	Account Name	Account Type CURRENT ACCOUNT
---	--------------	---------------------------------

BENEFICIARY INFORMATION

Select Beneficiary Type
Existing



Cancel

Back

Confirm

Click **“Confirm”** if all details are correct, else, user can click **“Cancel”** or **“Back”**.

Once confirmed, user will get **“Confirmation”** pop-up window as below

Confirmation
✕

▼ TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1112203214484566
Date/Time	22-03-2021 23:18:18
Status	Pending for Accept
Transaction Type	Foreign Currency Payment

▼ TRANSACTION INFORMATION

Foreign Currency Payment has been submitted successfully.

Close

Attach Document

Click **“Close”** or **“Attach Document”** (Optional) If required.

Authorize Foreign Currency Payment

(Applicable for Authorizer and Maker-Authorizer)

Click **Pending Activities > Transactions > Pending Authorization**

businessONLINE

Dashboard
Account Services
Payments
Virtual Accounts
Information Report

+ Initiate

☰ Pending Activities

←

Select a **single** transaction or select **all** pending transactions by clicking **“Transaction Reference”**

Click **“Authorizer”** to approve or **“Reject”** to cancel the payment.

Pending Activities

Transactions	Pending Accept	Pending Authorization	Saved As Drafts	Rejected Transactions	Rolled Back Queue	Ready For Release					
File Upload	<input checked="" type="checkbox"/>	Transaction Refere...	Transaction Type	Payment Amount	Payment Currency	Created By	Transaction Initiati...	Debit Account Nu...	Bene Name	Status	File Reference Nu...
Split File Upload	<input checked="" type="checkbox"/>	1112303213738568	Foreign Currency P...	56,000	EGP	MONZER AHMAD K...	23-03-2021 10:16:28		Test Name	Ready for Authoriz...	--

Cut-off time disclaimer, Click "Yes" to proceed.

For same-day processing, USD transfer must be submitted between 08:00:00 (UNITED ARAB EMIRATES - EI Time) and 17:00:00 (UNITED ARAB EMIRATES - EI Time).
Your transaction has crossed bank/Currency cut-off time and will be submitted on 23-03-2021.

No

Yes

Scroll the page down > click "Authorize"

Foreign Currency Payment

TRANSACTION DETAILS

Transaction Reference Number 1112303213738568	Transaction Status Ready for Authorization	Initiator Date and Time
--	---	-------------------------

Initiated By
MONZER AHMAD KENDAKJI

DEBIT INFORMATION

Debit Account Number	Currency AED	Beneficiary Bank Country UNITED ARAB EMIRATES - EI
	Account Name	Account Type CURRENT ACCOUNT

BENEFICIARY INFORMATION

Select Beneficiary Type
Existing

Select **OTP** or **Token** > enter the PIN code >Submit

Authentication

Authentication Type*

- OTP
- Hard Token

Token PIN*

.....

Cancel

Submit

Transaction is now authorized and sent to the bank for processing.

Confirmation

TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1112303213738568
Date/Time	23-03-2021 10:18:19
Status	Ready for Release
Transaction Type	Foreign Currency Payment

TRANSACTION INFORMATION

Foreign Currency Payment has been submitted successfully.

Close

Note:

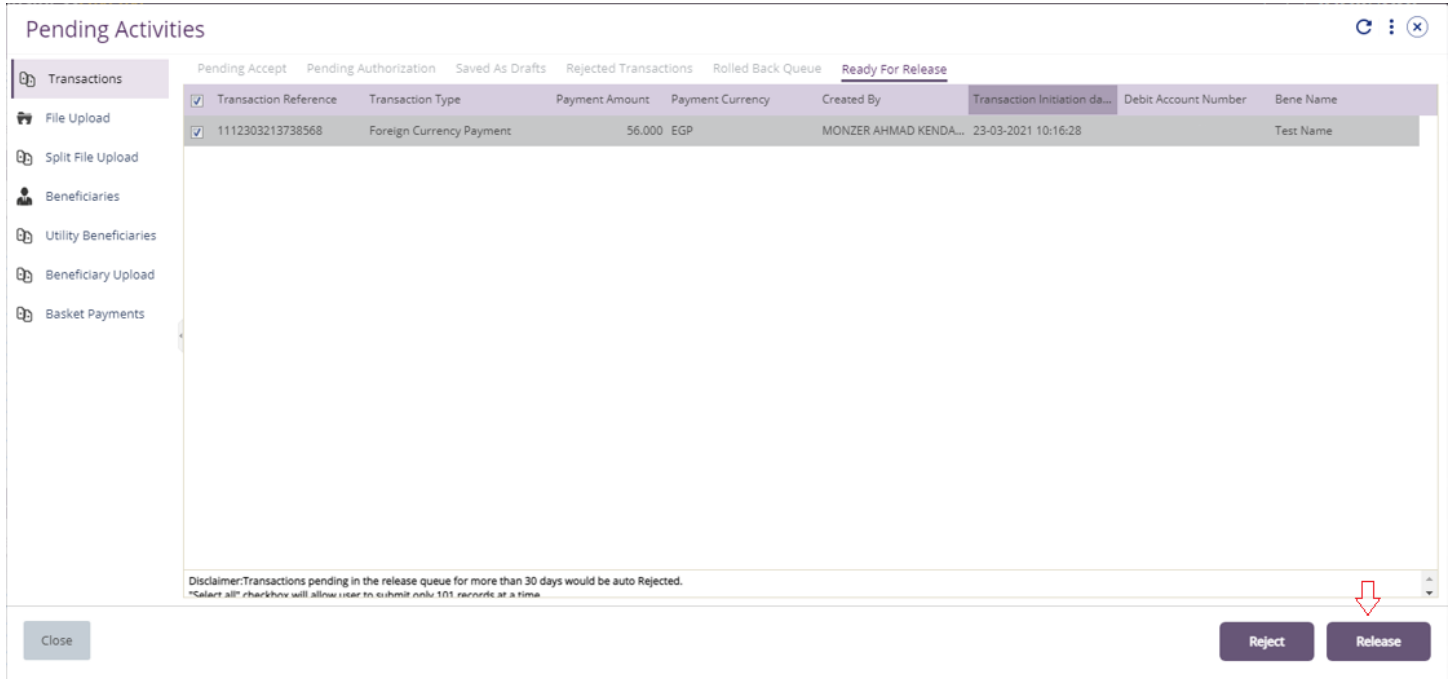
- If **additional approvals** are required, the transaction will move to the next authorizer(s) queue for additional approval(s).
- If **"Releaser"** is required, the transaction will be available in "Ready for Release" status after the payment is authorized and the releaser need to release it to the bank for processing through below option

Pending Activities > Transactions > Ready for Release

Release Foreign Currency Payment

Click **Pending Activities** > **Transactions** > **Ready For Release**

Select the transaction and click "Release"



The screenshot shows a 'Pending Activities' window with a navigation menu on the left and a table of transactions. The 'Ready For Release' tab is selected. A single transaction is listed with a checkmark in the first column.

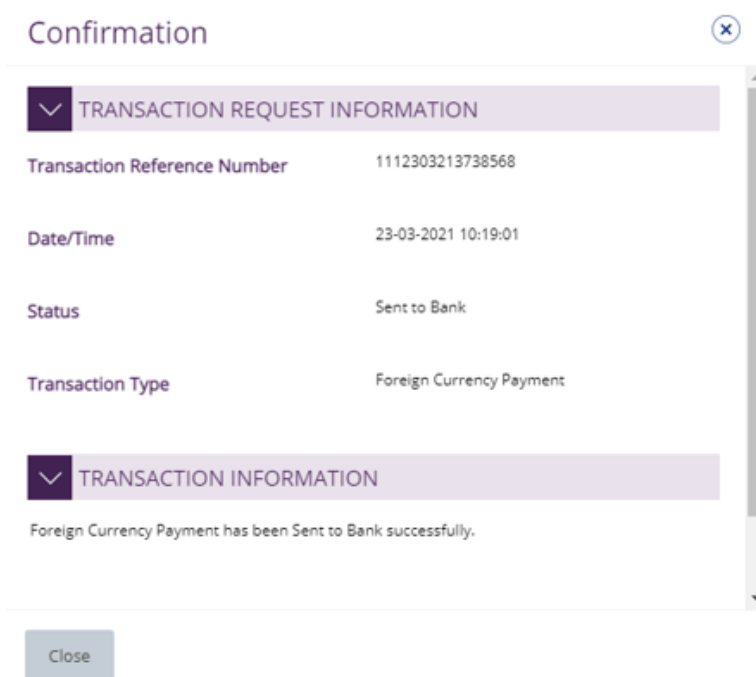
Transaction Reference	Transaction Type	Payment Amount	Payment Currency	Created By	Transaction Initiation da...	Debit Account Number	Bene Name
1112303213738568	Foreign Currency Payment	56,000	EGP	MONZER AHMAD KENDA...	23-03-2021 10:16:28		Test Name

Disclaimer: Transactions pending in the release queue for more than 30 days would be auto Rejected.
Select all checkbox will allow user to submit only 101 records at a time.

Buttons: Close, Reject, Release

Once released, user will get "Confirmation" pop-up window with status shows "Sent to Bank"

Click "Close"



The screenshot shows a 'Confirmation' pop-up window with a close button in the top right corner. It contains two sections: 'TRANSACTION REQUEST INFORMATION' and 'TRANSACTION INFORMATION'.

TRANSACTION REQUEST INFORMATION

- Transaction Reference Number: 1112303213738568
- Date/Time: 23-03-2021 10:19:01
- Status: Sent to Bank
- Transaction Type: Foreign Currency Payment

TRANSACTION INFORMATION

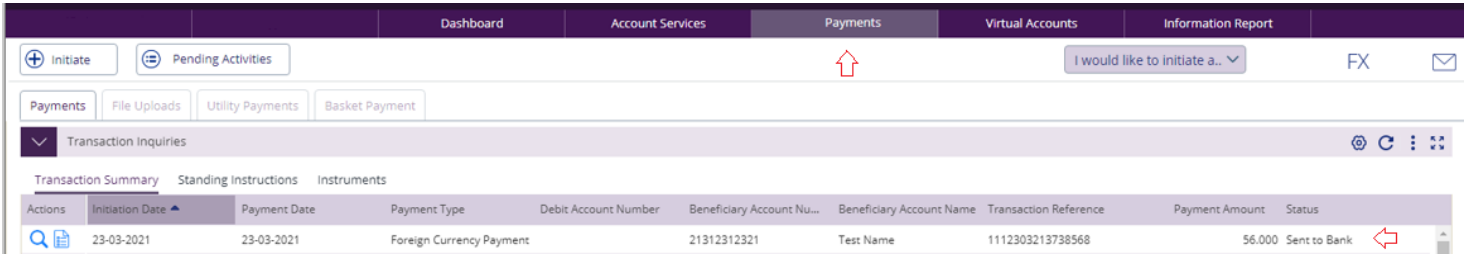
Foreign Currency Payment has been Sent to Bank successfully.

Button: Close

View Transaction Details

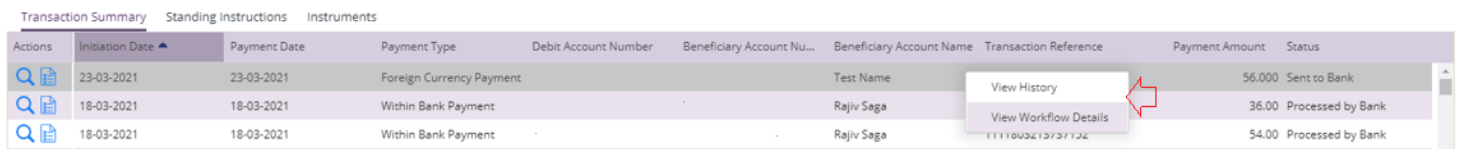
(Applicable for Maker, Authorizer and Maker-Authorizer)

User can **view** the Transaction Status under Transactions Summary widget.

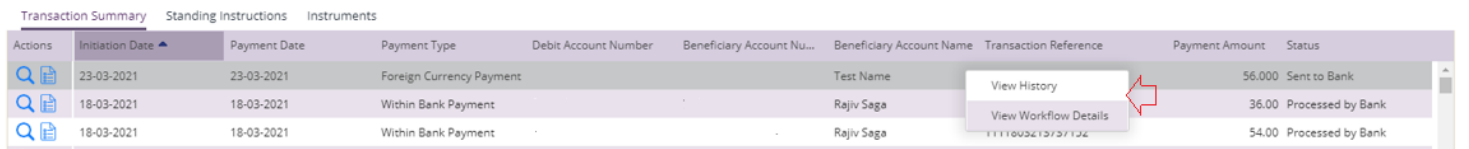


Right click on transaction record allows the user to:

(1) **View the history** of the transaction.



(2) View the **Workflow** of the transaction.



Save Transaction As Draft

(Applicable for Maker and Maker-Authorizer users)

On the payment Initiation Screen User can click on **“Save as Draft”** after filling all the payment information.

Foreign Currency Payment

^ DEAL DETAILS

∨ PAYMENT INFORMATION

Please enter either Debit or Payment Amount

Payment Amount

GBP

Debit Amount

AED

Conversion Rate Details

1 GBP = 5.39343 AED 123.00 GBP = 663.39 AED

The rate(s) shown is indicative. For details, please refer to the clause "Currency Exchange (FX)" in the terms and conditions.

Payment Date*

Setup a standing instruction for this payment?
 No

Charge Type*

Purpose of Transfer*

Intermediary Bank Details

↓

Confirmation

∨ TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1112303213738595
Date/Time	23-03-2021 10:47:15
Status	Draft
Transaction Type	Foreign Currency Payment

∨ TRANSACTION INFORMATION

Foreign Currency Payment has been Saved As Draft successfully.

The transaction will be available under “**Pending Activities**” – **Save as Draft**

Pending Activities ↻ ⋮ ×

Transactions | Pending Accept | Pending Authorization | **Saved As Drafts** | Rejected Transactions | Rolled Back Queue | Ready For Release

Transaction Reference	Transaction Type	Payment Amount	Payment Currency	Created By	Transaction Initiation da...	Debit Account Number	Bene Name
<input type="checkbox"/> 1112303213738595	Foreign Currency Payment	123.00	GBP	MONZER AHMAD KENDA...	23-03-2021 10:47:11		Test name 91

Select the transaction, right click and t **Edit or Delete**

Pending Activities ↻ ⋮ ×

Transactions | Pending Accept | Pending Authorization | **Saved As Drafts** | Rejected Transactions | Rolled Back Queue | Ready For Release

Transaction Reference	Transaction Type	Payment Amount	Payment Currency	Created By	Transaction Initiation da...	Debit Account Number	Bene Name
<input checked="" type="checkbox"/> 1112303213738595	Foreign Currency Payment	123.00	GBP	MONZER AHMAD KENDA...	23-03-2021 10:47:11		Test name 91

↓

Close | Delete | Edit

Upon selecting “**Edit**” user can view and submit the drafted transaction.

Foreign Currency Payment

TRANSACTION DETAILS

Transaction Reference Number 1112303213738595	Transaction Status Draft	Initiator Date and Time 23-03-2021 10:47:11
Initiated By MONZER AHMAD KENDAKJI		

DEBIT INFORMATION

Debit Account Number* <input type="text"/>	Currency AED	Beneficiary Bank Country UNITED ARAB EMIRATES - EI
Available Balance AED 49,761,323.15 on 23-03-2021 at 10:51:26	Account Name	Account Type CURRENT ACCOUNT

BENEFICIARY INFORMATION

Select Beneficiary Type

Existing New

Cancel

Note

Save As Draft option is applicable for Own Account, Within bank payment, Local currency payment and Foreign currency payment.

Save Transaction As Template:

(Applicable for Maker and Maker-Authorizer users)

On the payment Initiation Screen User can click on **“Save as Template”** after filling all the payment information.

The user needs to provide **“Template Name”**, **“Template Description”** and select if it will be **“Public”** or **“Private”** template.

Confirmation ✕

Template Name*

Template Description*

Public Template Private Template

Public Templates will be available to all users under your Subscription.

Private Templates will only be available to you.

NOTE:(*)Indicates Mandatory field

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businessONLINE – Foreign Currency Payment

Public Template – The template can be viewed and used by other users in the businessONLINE subscription.

Private Template – The template can be viewed and used by the user who created the template only.

Confirmation ✕

TRANSACTION REQUEST INFORMATION

Transaction Reference Number: T012252303211053

Date/Time: 23-03-2021 10:53:55

Status: Template

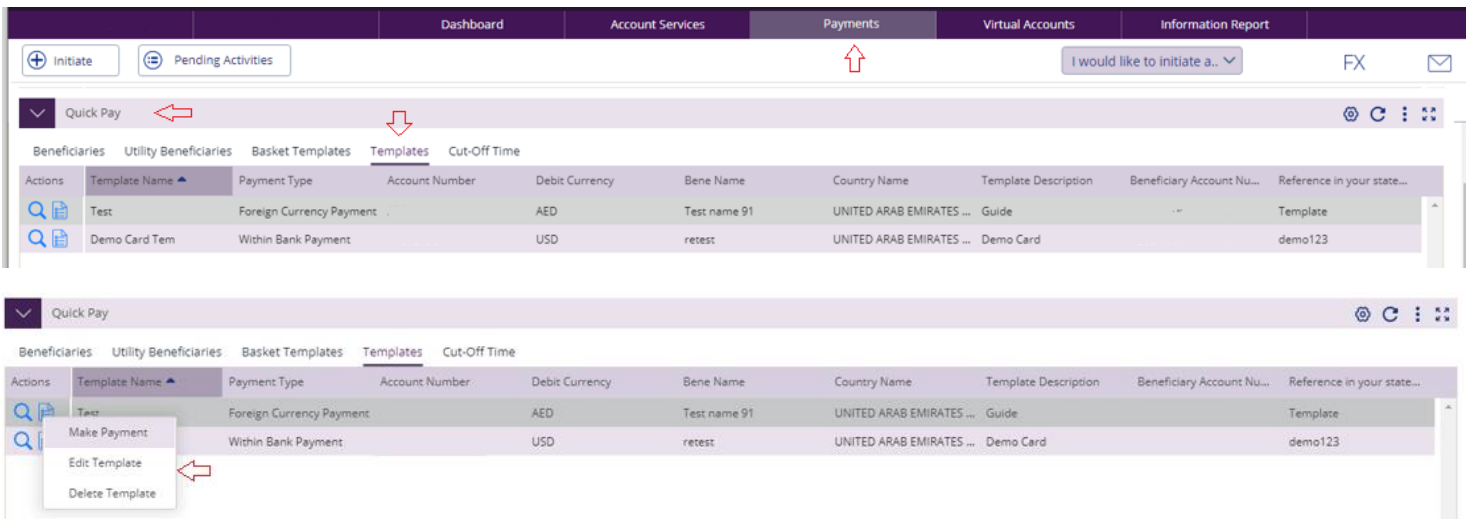
Transaction Type: Foreign Currency Payment

TRANSACTION INFORMATION

Foreign Currency Payment Template has been saved successfully.
 Note : Amendment of templates will not reflect on any existing transaction(s) including the future-dated / standing instruction(s).

Close

The transaction template will be available in **Payments tab > Quick Pay > Templates**



Actions	Template Name	Payment Type	Account Number	Debit Currency	Bene Name	Country Name	Template Description	Beneficiary Account Nu...	Reference in your state...
	Test	Foreign Currency Payment		AED	Test name 91	UNITED ARAB EMIRATES ...	Guide		Template
	Demo Card Tem	Within Bank Payment		USD	retest	UNITED ARAB EMIRATES ...	Demo Card		demo123

Click **“Templates”** tab, right click and select **“Make Payment”** to initiate a transaction, **“Edit Template”** to update the template details or **“Delete Template”**.

Note

Save As Template option is applicable for Own Account, Within bank payment, Local currency payment, Foreign currency payment and Basket payments.