

Express Banking Corporate Manual

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1 Introduction

Corporate Internet Banking is a one stop solution for all the online banking needs of the Bank's corporate clients. It allows execution of critical bank transactions instantly from any location 24/7 and offers multiple non-transactional services. Corporate Internet Banking has been helping companies cut paperwork and assist organizational operations with great efficiency. As a Corporate Banking Client, you will receive one Main User Account from the Bank.

The Main User is the Administrator of the Corporate Banking System, responsible for creating subsidiary accounts for Users, Initiators and Approvers. It helps to define multilevel authority at the client end and tailor the Corporate Banking System to specific needs and requirements. The main user needs to create further user accounts based on needs and requirements. The created users are assigned varying levels of privileges based on the tasks they are designated to perform.

2 Basic Operations

Some of the following basic features (Login, View Profile, Change Password, Activity Log, Account Details and Logout) of the Corporate Banking System are available to all Users:

2.1 Login

The login panel allows only authorized users to log into the system. The menus available to individual user are based on the privileges assigned to them by the Administrator of the Corporate Banking System.

To Login to Corporate Banking system:

- 1. Open the internet banking corporate login portal in your web browser.
- 2. Enter the **provided login credentials (username** and **password)** in the following screen and click on 'Login'.

Note: For Corporate Client (Administrator), click on "Corporate Client" slide button as well to login to the system.

ExpressBanking			English Client Login
	nsactions actions as per your corporate needs	Login Username	⊙ Security Tips
		Password	
Mobile Banking Available On		Corporate Client?	•
Google Play			Sign In Having trouble signing in?
ন	2	-d ⁹	C

3. You will now be logged in as the user. After successful login, the following screen will be displayed with the details of the account in the right pane and a list of menus will be available on the left.

Image: Constant of the second of	R -	Q. What are you looking for?	Express Banking	E. ¢	Available Balance Rs. 💿
Accounts Postie Transaction Management Q Luar C					
Profile					
Transaction Managment User C					
	Transaction				
© 2018 Express Banking, All Rights Reserved. Technology Powered by 🞲 FISoft International	⊖ Logout	© 2018 Express Banking, All Rights Reserved.		Technolo	gy Powered by 🚯 F1Soft international

2.2 View Profile

Logged in users can view the details of their current profile. The information listed in the User Profile will include **Name**, **Username**, **Customer Code**, **Email Address**, **Mobile Number**, **Current Address** and **Account details**.

To view the User profile:

1. Click on the View Profile in the left navigation pane.

(A) -	Q W	That are you looking for?
8	R	@corporateclient
	کا ب	
		Edit

2. Click on 'Edit' to view the complete information of the current user as displayed below.

My Profile View and manage your account profile							
R Profile Settings	Change Password	Activity Log					
		PERSONAL DETAILS	ACCOUNT DETAILS				
	0	Q	Main Branch				
	\sim	e.	corporateProfile1				
		Y	07				
			→ Last Login Date September 02, 2018				
	@corporateclient		Login password expires in 82 days				

2.2.1 Upload Profile Picture

In order to upload the profile picture for your account, click on the **User** icon as marked in the following screen.

My Profile View and manage your account profile		
Refine Settings	Activity Log	
	PERSONAL DETAILS	ACCOUNT DETAILS
Q	•	🏛 Main Branch
\sim	e.	corporateProfile1
	\checkmark	↔ Ø
		Last Login Date September 02, 2018
@corporateclient		Login password expires in 82 days

Clicking on the **User** icon will prompt the following screen. Click on **Choose** to select the profile picture from your device and then click on the **Upload**.

Upload Profile Picture	×
Click on the "Choose" button to select your profile picture	
Choose Upload	

2.3 Change Password

Users are advised to take precautions to keep their passwords safe at all times. Logged in users can change their login password from within the system anytime. Users will need to enter the Old Password to ensure security.

To Change User Password:

- 1. Click on Change Password in the Profile screen.
- 2. Fill in the passwords in the box and click the **Change Password** button.

My Profile iew and manage your account p	rofile	
Q Profile Settings	Change Password 🛗 Activity Log	
Current Password	Old Passward	 > The overall length of password must be greater than 4 and less than 7
New Password	New Password	Atleast 3 Number of lowercase letters in password
Confirm Password	Confirm Password	

3. A message will be displayed upon successful completion of the task.

2.4 Activity Log

All the activities carried out in the system by the user can be viewed from the **Activity Log.** A date range can be specified to show the activities for a particular time period.

To view Activities

1. Click on Activity Log in the Profile screen as shown in the following screen.

My Profile View and manage your account profile								
R	Profile Settings	Change Password	Activity Log					
l r	-		-					
н.	From		То					
11	2018-09-02		2018-09-02	Show				

- 2. Enter the **From Date** and **To Date** to specify the date range to show the Activities for and click the **Show** button.
- 3. The Activities for the specified date range is displayed.

2.5 Accounts

Users can view the account statements and details if the Administrator has permitted such operation for them. A date range can be specified to show the statement for a particular time period. The main page also has an existing panel to show their account balance.

Account Statements

To view Account Statement

1. Click on **Accounts** in the left navigation menu in the main screen and the following screen will be prompted where the available balance in the account is displayed.

My Account Manage and view your account			
Saving Account	Accounting Balance NPR.	Actual Balance NPR.	🕅 Statement 🕕 Details

2. Click on **Statement** to view Bank account statement.

Count Statement					
-	Currency NPR	Accounting Balance NPR.	Actual Balance	Interest (At 2.5% Per Annumm) NPR. N/A	(j)
Download					
From	То				
2018-08-03	2018-09-	2018-09-03		Show	

- 3. Enter the **From Date** and **To Date** to specify the date range to show the Statement for and click the **Show** button.
- 4. The Statement for the specified date range is displayed.

Per Download					
From		То			
2018-08-03		2018-09-03	Show		
TRANSACTION DATE	VALUE DATE DATE	DESCRIPTION		AMOUNT	BALANCE

5. Click on the **Download** button to save the statement receipt on your PC.

Account Details

To view Account Details

1. Click on **Details** in the **Accounts** screen as shown in the following screen.

My Account Manage and view your account			
Saving Account	Accounting Balance NPR.	Actual Balance NPR.	🕑 Statement 🕐 Details

2. All the details of the account that includes **Account Name**, **Created Branch**, **Account Description**, **Available Balance** are displayed.

C Account Details				
(Account)		Accounting Balance	Actual Balance	
Account Name	Branch	Created On	Status N/A	
Interest Rate	Sanction Limit	Lien Amount	Last Transaction Date / Time N/A	
Currency	Account Description			

2.6 Logout

Users are advised to always logout of the system upon completion of a session or if they require leaving the system unattended.

To Logout:

1. Simply click on **Logout** in the left navigation pane and you will be back into the main corporate banking login screen.



3 Profile Management

User's Profile is where the administrator will assign the privileges and settings to the users of the Corporate Internet Banking system, such as their permissions and services. Administrators can create new user profiles and manage existing user profiles by making changes to their privileges. This determines what operations the user can perform. This can be used to change the facilities available to any particular user at any time.

3.1 Create User Profile

To create a new Corporate user profile:

1. Click on **Profile** in the left navigation menu and all the existing profile along with **Create** and **Manage** options will be shown.

<u>A</u> .	Q What are you looking for?		ExpressBanking	E: ¢ 🧮	Available Balance Rs.
企 Home	Corporate Profile Corporate Profile			Q. Create F	Manage Profile
Accounts	NAME	DESCRIPTION	STATUS		•
Profile	initiator	initiate	CREATE APPROVE		٥
	approver	approve	CREATE APPROVE		•
Transaction Managment	General User	General User	CREATE APPROVE		٢
, Q User					
	© 2018 Express Banking. All Rights Reserved.			Technology Powered	by 🚯 F1Soft International

2. Click on **Create Profile** button and the "Create Profile" form will be prompted where the details and services are to be provided and assigned for the profile.

Create Profile Create new user profile			
Profile Nam	e		
Description			
Services *	l.	Accounts	
		IPS Transaction	
		Batch Transaction	
	(Salary	
	(Employee	
	0	IBFT Transaction	
	6	Esewa Transaction	
Create Pro	ofile Reset		

- i. Enter the name for the Corporate user profile.
- ii. Provide a brief description for the profile in the **Description** field.
- iii. Select or tick mark the services of the Corporate Internet Banking system to be assigned to the profile.

• Note: Services other than "Accounts" and "Employee" will require to set Transaction limits for them. Selecting those services will prompt Transaction limit fields where Administrator needs to set the transaction limits in each field.

- 3. Click on **Create** button to create the new Corporate user profile.
- 4. A message will be displayed upon successful completion of the task.

3.2 Manage User Profile

Administrators can manage existing user profiles by making changes to their privileges. This determines what operations the user can perform. This can be used to change the facilities available to any particular user at any time.

To manage services and account privileges available to corporate users:

1. Click on **Manage Profile** in the **Profile** screen and all the existing user profile will be displayed with **View**, **Edit and Delete** options on each profile.

Hanage User Profile			Q
PROFILE NAME	DESCRIPTION	STATUS	
initiator	initiate	CREATE_APPROVE	⊙ Ø ^Î
approver	approve	CREATE_APPROVE	₀ 🖉 Ŵ
General User	General User	CREATE_APPROVE	• 🖉 🛍

3.2.1 View Details

Administrator can view all the details of the existing user profile. This includes **Name**, **Description**, **Assigned Services and Transaction Limits**.

To view the Profile details:

1. Click on View Details '. icon in the Manage Profile screen.

PROFILE NAME	DESCRIPTION	STATUS	
initiator	initiate	CREATE_APPROVE	₀

2. As you click on '⁽¹⁾ icon, all the details of the profile will be displayed as shown in the following screen.

Details Service(s) Name Accounts IPS Transaction Initiator Accounts IPS Transaction Initiate Batch Transaction Salary	User Profile Detail View User Profile Detail	
Employe IBIT Transaction Esewa Transaction Esewa Transaction Maximum Amount Per Transaction 10000.00 Maximum Amount Per Transaction 10000.00 Maximum Amount Per Transaction 300000.00 Minimum Amount Per Transaction 10.00 Maximum Transaction Per Day 10	Name initiator Description	AccountsIPS TransactionBatch TransactionSalaryEmployeeIBFT TransactionEsewa TransactionTransaction DetailsTransaction DetailsNaximum Amount Per Transaction 10000.00Maximum Amount Per Day 100000.00Naximum Amount Per Month 300000.00Maximum Amount Per Transaction 10.00Naximum Amount Per Transaction 10.00Maximum Amount Per Transaction 10.00Naximum Amount Per Transaction 10.00

3.2.2 Edit Profile

Administrator can edit and update the details of existing user profile. The Profile Name, Description, Services and Transaction limits for an already existing profile can be updated anytime.

To edit Corporate User Profile details:

1. Click on Edit ' 2' i con in the Manage Profile screen.

PROFILE NAME	DESCRIPTION	STATUS	
initiator	initiate	CREATE_APPROVE	⊕ 🖉 🗓

2. An **Edit User Profile** form will be opened with all the previously entered details.

Profile Name	
	initiator
Description	
Description	initiate
Services *	C Accounts
Services	IPS Transaction
	Batch Transaction
	🗹 Salary
	C Employee
	✓ IBFT Transaction
	Esewa Transaction
Aaximum Amount Per Transaction	10000.00
Aaximum Amount Per Day	10000.00
Aaximum Amount Per Month	3000000.00
linimum Amount Per Transaction	10.00
	10-04
laximum Transaction Per Day	
	10
	Update Cancel

- 3. Edit the required details of the Profile and click on **Update** button.
- 4. A message will be displayed confirming that the Corporate User Profile was updated successfully.

3.2.3 Delete Profile

Administrator can delete the existing Corporate User Profile from the system. This ensures that profiles with only required privileges are available to be assigned in the system.

To delete Corporate User Profile:

1. Click on **Delete** '<u>i</u>' icon in the **Manage Profile** screen.

PROFILE NAME	DESCRIPTION	STATUS			
initiator	initiate	CREATE_APPROVE	٢	0	

2. A pop-up screen will appear asking for confirmation to delete the profile.

Delete initiator ?

Are you sure you want to delete this User Profile ?



- 3. Click on **Delete** button to delete the Corporate User Profile from the system.
- 4. A message will be displayed confirming the successful deletion of the profile.

3.3 Search User Profile

Administrators can search for already created user profiles and view its details by using this function. It serves as a quick method to filter out the details of any particular profile if there are multiple profiles created for the system.

To search for a user profile:

1. Click on **Search** 'Q' icon in the **Profile** screen and the "Name" and "Status" fields will be prompted.

Name Status
All

2. Enter the full or part of the Name or Username of the User and the result will be displayed. You can also select the certain status of the profile from the Status drop-down list to search the profile with specific status.

4 Transaction Management

Transaction Management module allows to create and manage corporate transaction groups which are the specific ranges of transaction limits. Administrator can create the corporate transaction groups and specify the users for approving the transaction within specified limits.

4.1 Create Corporate Transaction Group

Administrator can create different transaction groups as per the requirements. While creating transaction groups, the lower limit and upper limit are set for specifying the range of transactions.

To create Corporate Transaction Group:

1. Click on **Transaction Management** in the left navigation pane and all the existing corporate transaction groups are listed out.

Corporate Transaction Managment Corporate Transaction Managment	Create Transaction Managment	Manage Transaction Managment
LOWER LIMIT	UPPER LIMIT	
0	1000	

- 2. Click on **Create Transaction Management** and the following screen will be prompted where the limits of transaction are required to be set.
- 3. Specify the lower limit and upper limit in the both fields.
- 4. Click on the **Create** button to create the new corporate transaction group.
- 5. A message will be displayed confirming that the new corporate transaction group was created successfully.

4.2 Manage Corporate Transaction Group

The Administrator can specify the user profiles to be assigned to the particular Corporate transaction group. The Administrator can assign certain number of users with specific profile to particular Corporate transaction group.

To manage Corporate Transaction Group:

1. Click on Manage Transaction Management button in the Corporate Transaction Management screen.

Corporate Transaction Managment Corporate Transaction Managment	Create Transaction Managment	Manage Transaction Managment
corporate mullaction managateric		
LOWER LIMIT	JPPER LIMIT	
0	1000	

2. All the existing corporate transaction group will be listed out with **Edit** and **Delete** option on each.

LOWER LIMIT	UPPER LIMIT	
0	1000	Z 🗓
1000	9000	Ø
9000	9000 and above	2 🖻

3. Click on **Edit** ' ?' icon and the following screen will be prompted where the Administrator needs to select the profile and enter the number of users.

Profile		TRANSACTION LIMIT	
Approver	⊘ ~	Lower Limit 9000	Upper Limit 9000 and above
Required Number		PROFILE NAME AND REQUIRED U	
1		Approver	۱
Edit Reset		1	

- i. Select the Corporate User Profile from the drop-down list.
- ii. Enter the number of users of selected profile to be assigned to the Corporate transaction group.
- iii. Click on the **Update** button to complete the task.
- 4. A message "Profile Added or Updated" will be displayed upon successful completion of the task.
- The existing Corporate Transaction group can be deleted by clicking on the Delete 'm' icon. A pop-up box will be prompted for confirming the deletion.

Delete Confirmation	×
Are you sure you want to delete?	

- 6. Click on the **Yes** and the Corporate Transaction group will be deleted from the list. A message will be displayed confirming successful completion of the task.
 - Note: The Corporate Transaction Group of which the transaction limit is specified between the limits of other Corporate Transaction Groups cannot be deleted.

5 User Management

The Administrator can set and manage the users for the Corporate Banking System from the **User** menu accessible from the left navigation pane. The two options: **Create User** and **Manage User** are available to the Administrator for creating and managing the users.



5.1 Create User

Create User allows Administrators to create users for the system. Administrators can create two types of users based on the privileges assigned to them. Transaction Initiators and Transaction Approvers.

5.1.1 Create Initiator

An **Initiator** is a user who is allowed to initiate a transaction through the system. They may have other privileges assigned to their account at the same time. However, any transaction they initiate needs approval from **Approvers** before the bank processes it. Transactions can require approval from a single Approver or multiple Approvers based on company policies.

To create a new user with Transaction Initiation privileges:

1. Click on Create User button in the User screen.

A .	Q What are you looking for?	Express Banking	[]	: 🖻	Available Balance Rs.	۲
企 Home	Corporate User Corporate users			Q Create	User Manag	e User
Accounts						
Profile						
Transaction Managment						
, Д User						
⊖ Logout	© 2018 Express Banking. All Rights Reserved.		Techr	10logy Powered by	6 F1Soft Inter	rnational

2. The following screen will be displayed where the personal details of the user are required to be provided.

DETAILS	SET UP	CONFII
DETAILS		Comm
Ple	Fill up the details ase fill out the personal details to create a new Corporate Use	er
Name		
	Initiator	
Gender	of Male 💽 Female	for Others
Date Of Birth	1992-11-05	
Mobile Number	9816288916	
Email	abin.pradhan@f1soft.com	
Address	Baneshwor	0
	Proceed	

- i. Enter the name of the user in the "Name" field.
- ii. Select the Gender of the user.
- iii. Enter or select the Date of birth of the user.
- iv. Enter the e-mail address of the user.
- v. Enter the residing or home address of the user in the "Address" field.
- vi. Click on **Proceed** to move to the **SET UP** screen.

• Pre-condition: The Corporate User Profile with required services for the Initiator should already be created.

3. In the SET UP screen, the Type of User, Corporate User Profile, Roles, Username and Password Delivery Type are required to be selected for the new user.

Ø	SET UP	SET UP ACCOUNTS		CONFIRMATION
	Set Up the ne	ew Corporate User		
		edentials for new Corporate User		
User Type	e	Approver 💦 Initiator		
Profile	SE	ELECT ONE	~	
Username				
Password Delivery	r Type SE	LECT ONE	~	
	Pr	revious Proceed		

- i. Choose the Initiator option from the User Type.
- Select the Corporate User Profile from the Profile drop-down list. Selecting the profile will display all the services assigned to that selected profile. Choose the roles and services for the new Initiator user from the listed services.



• Note: As Salary do not fall in Transaction category, so the salary is approved by the Initiator user.

- iii. Enter the username for the new user.
- iv. Select the password delivery type from the drop-down menu.

• Note: Selecting the "SETUP NOW" option will prompt password fields below where the new password is required to be set.

v. Make sure the boxes are checked for **Transaction Initiation** for each Transaction services. Click on **Proceed** to move to the **SETUP Accounts** screen.

• Pre-condition: The "SETUP Accounts" will only be displayed when services and roles for Transactions are selected.

4. In the **SETUP Accounts**, the services for the accounts are required to be assigned for the user. All the available accounts and services will be displayed as shown in the following screen.

DETAILS SET UP SET UP ACCOUNTS CONFIRMATOR Set Up Accounts Rese set up the assigned accounts for meener Corporate User Account Number Services 1200000655599NPR Accounts B Rach Transaction B Rach Transaction B Revea Transaction B Rach Transaction B Revea Transaction B Rach Transaction GE02245453355NPR1 Accounts GE02245453355NPR1 Accounts GE02245453355NPR1 Generation GE0224553355NPR1 Generation GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION GENERATION	\odot	\odot	۲	0
Account Number Services for the new Corporate User Account Number Services 120000065589NPR Accounts IR0000065589NPR Batch Transaction Esewa Transaction Esewa Transaction Batch Transaction Batch Transaction Batch Transaction Biser D	DETAILS	SET UP	SET UP ACCOUNTS	CONFIRMATION
Account Number Services for the new Corporate User Account Number Services 120000065589NPR Accounts IR0000065589NPR Batch Transaction Esewa Transaction Esewa Transaction Batch Transaction Batch Transaction Batch Transaction Biser D				
Account Number Services 120000065589NPR Accounts IPS Transaction IPS TPA		Set	Up Accounts	
120000055589NPR IPS Transaction IPS Transaction IPS Transaction		Please set up the assigned account fo	or respective services for the new Corporate User	
120000055589NPR IPS Transaction IPS Transaction IPS Transaction				
 IPS Transaction Batch Transaction IBFT Transaction Esewa Transaction IBFT Transaction 	Account Number	Se	vices	
 Batch Transaction BFT Transaction Esewa Transaction BFT Transaction 	120000065589NPR	•	Accounts	
 iBFT Transaction iEvewa Transaction kacounts iBFT Transaction 		 Image: A start of the start of	IPS Transaction	
 Esewa Transaction LR0000065589NPR Accounts IPS Transaction Batch Transaction Esewa Transaction Stransaction Stransaction IPS Transaction IPS Transaction IPS Transaction IPS Transaction IPS Transaction Batch Transaction IPS Transaction 		•		
LR0000065589NPR Accounts IPS Transaction IPS Transaction IPS Transaction GG2234543555NPR1 Accounts IPS Transaction IPS TPA IPS Transaction IPS TPA IPS T		•		
 IPS Transaction Batch Transaction IBFT Transaction IBFT Transaction Esewa Transaction IPS Transaction 		✓	Esewa Transaction	
 Batch Transaction IBFT Transaction Esewa Transaction GG2234543555NPR1 A Accounts IP ST Transaction Batch Transaction BBT Transaction Esewa Transaction Batch Transaction Batch Transaction Batch Transaction Batch Transaction 	LR0000065589NPR			
 IBFT Transaction Esewa Transaction C62234543555NPR1 Accounts IPS Transaction BS Transaction BST Transaction BFT Transaction Esewa Transaction Esewa Transaction RT0000058555NPR Accounts IPS Transaction Esewa Transaction BFT Transaction 				
 Esewa Transaction GG2234543555NPR1 Accounts IPS Transaction Batch Transaction Esewa Transaction Y IPS Transaction 				
GG2234543555NPR1 Accounts IPS Transaction Batch Transaction Counts Accounts PS Transaction BST Accounts BST Accounts BST Transaction CST BST Transaction CST BST Transaction BST Transaction CST BST Tr				
 IPS Transaction Batch Transaction IBFT Transaction IBFT Transaction Esewa Transaction Accounts IPS Transaction Batch Transaction IBFT Transaction IBFT Transaction IBFT Transaction 		_		
 Batch Transaction IBFT Transaction Esewa Transaction Accounts IPS Transaction Batch Transaction Batch Transaction Batch Transaction Batch Transaction Batch Transaction 	GG2234543555NPR1	_		
 IBFT Transaction Esewa Transaction RT0000058555NPR Accounts IPS Transaction Batch Transaction IBFT Transaction IBFT Transaction 		_		
Esewa Transaction Form For		_		
RT0000058555NPR Accounts IPS Transaction Batch Transaction IBFT Transaction				
 IPS Transaction Batch Transaction IBFT Transaction 	PTOOOOS8555NDP			
 ✓ Batch Transaction ✓ IBFT Transaction 	RIGGOGGGGGGGGGGGG			
✓ IBFT Transaction				
—				
		•		
	Previous	roceed		

- i. Select the required services for the account to be assigned to the user.
- ii. Click on the **Proceed** to move to the **Confirmation** screen.
- 5. In the **Confirmation** screen, all the entered details for the new Initiator will be displayed. Check all the details and click on **Done** to create a new Initiator.

5.1.2 Create Approver

An **Approver** is a user who is allowed to approve a transaction that was previously initiated by the Initiator. They may have other privileges assigned to their account at the same time. Transactions can require approval from a single Approver or multiple Approvers based on company policies. The bank will process the transaction only after all the Approvers approve it.

To create a new user with Transaction Approval privileges:

1. Click on **Create User** button in the **User** screen.

A .	Q What are you looking for?	Express Banking	E. ¢	Available Balanci Rs.	•
fi) Home	Corporate User Corporate users		Q	Create User Mana	ige User
Accounts					
P _s c. Profile					
Transaction Managment					
, Д User					
⊖ Logout	© 2018 Express Banking. All Rights Reserved.		Technology Pe	owered by 🚯 F1Soft Int	ernational

2. The following screen will be displayed where the personal details of the user are required to be provided.

۲	0	(
DETAILS	SET UP	CONFIRM
	Fill up the details	
	Please fill out the personal details to create a new Corporate User	
Name	Approver	
Gender	Male 💽 Female 🚱	Others
Date Of Birth	1989-11-08	
Mobile Number		
Email	9816288916	S
	abin.pradhan@f1soft.com	
Address	Baneshwor	0
	Proceed	

i. Enter the name of the user in the "Name" field.

- ii. Select the Gender of the user.
- iii. Enter or select the Date of birth of the user.
- iv. Enter the e-mail address of the user.
- v. Enter the residing or home address of the user in the "Address" field.
- vi. Click on **Proceed** to move to the **SET UP** screen.

• Pre-condition: The Corporate User Profile with required services for the Approver should already be created.

3. In the SET UP screen, the Corporate User Profile, Username and Password Delivery Type are required to be selected for the new user.

Ø	SET UP	CONFIRMATION
Pla	Set Up the new Corporate User ease set up the log in credentials for new Corporate User	
User Type	Approver 😰 Initiator	
Profile	SELECT ONE	~
Username		
Password Delivery Type	SELECT ONE	~
	Previous Proceed	

- i. Choose the **Approver** option from the **User Type**.
- Select the Corporate User Profile from the "Profile" drop-down list.
 Selecting the profile will display all the services assigned to that selected profile. Choose the roles and services for the new user from the listed services.



- iii. Enter the username for the new user.
- iv. Select the password delivery type from the drop-down menu.

• Note: Selecting the "SETUP NOW" option will prompt password fields below where the new password is required to be set.

v. Make sure the boxes are checked for **Transaction Approve** for each Transaction services. Click on **Proceed** to move to the **SETUP Accounts** screen.

• Pre-condition: The "SETUP Accounts" will only be displayed when services and roles for Transactions are selected.

4. In the **SETUP Accounts**, the services for the accounts are required to be assigned for the user. All the available accounts and services will be displayed as shown in the following screen.

\otimes	\bigcirc		0
-	-	-	0
DETAILS	SET UP	SET UP ACCOUNTS	CONFIRMATION
	Set	Jp Accounts	
	Please set up the assigned account fo	r respective services for the new Corporate User	
Account Number	Se	vices	
120000065589NP		Accounts	
	······	IPS Transaction	
		Batch Transaction	
	•	IBFT Transaction	
	•	Esewa Transaction	
LR0000065589NP	R 🖉	Accounts	
		IPS Transaction	
		Batch Transaction	
		IBFT Transaction	
		Esewa Transaction	
GG2234543555NP	R1 🖉	Accounts	
		IPS Transaction	
	•	Batch Transaction	
	•	IBFT Transaction	
	•	Esewa Transaction	
RT0000058555NP	R 🖉	Accounts	
	•	IPS Transaction	
	•	Batch Transaction	
	•	IBFT Transaction	
	•	Esewa Transaction	
Previous	Proceed		

- i. Select the required services for the account to be assigned to the user.
- ii. Click on **Proceed** to move to the **Confirmation** screen.
- 5. In the **Confirmation** screen, all the entered details for the new Initiator will be displayed. Check all the details and click on **Done** to create a new Initiator.

5.2 Manage User

The Manage User allows main user to View and Edit User Details, Edit Password, Block, Unblock or Delete other users.

5.2.1 View Details

Administrator can view all the details of the existing user. This includes **Personal Details** and **Assigned Roles**.

To view the Profile details:

1. Click on View Details ' · icon in the Manage User screen.

Hanage Corp	he corporate user			م
NAME	USERNAME	PROFILE	STATUS	
Leroy Sane	leroysane	One	©EDIT_APPROVE	∞ / ඕ / 6

2. As you click on '⁽¹⁾ icon, all the details of the profile will be displayed as shown in the following screen.

	Leroy Sane @leroysane	PERSONAL DETAILS january 11, 1996 d Male 9845123156 rovich.maharjan@f1soft.com Manchester initiator One
ROLES Accounts IPS Transaction Initiate A IPS Transaction Initiate A IPS Transaction Report Batch Transaction Initiate B Batch Transaction Report Salary Approval A Salary Approval B Salary Report Employee A Inage Employee A IBFT Transaction Initiate A IBFT Transaction Initiate BIFT Transaction Initiate BIFT Transaction Initiate BIFT Transaction Initiate BIFT Transaction Initiate A IBFT Transaction Initiate BIFT Transaction Initiate BIFT Transaction Initiate BIFT Transaction Initiate A ISE Transaction INITIA	ASSIGNED ACCOUNT ROLES GG2234543555NPR1 Accounts IPS Transaction Batch Transaction Essew Transaction COUCOUS\$555NPR Accounts Batch Transaction Batch Transaction Batch Transaction Batch Transaction Batch Transaction Batch Transaction LR0000065559NPR Accounts Batch Transaction Batch Transaction	

5.2.2 Edit Profile

Administrator can edit and update the details of existing users. The Personal Details and Assigned Roles and Services for an already existing profile can be updated anytime.

To edit Corporate User details:

1. Click on **Edit** ' *P*' i con in the **Manage User** screen.

Manage Corp Manage details for t	the corporate User			م
NAME	USERNAME	PROFILE	STATUS	
Leroy Sane	leroysane	One	Sedit_approve	

2. An Edit User screen will be opened with all the previously entered details.

DETAILS	⊘ SET UP	SET UP ACCOUNTS	CONFIRMATION
		1e details tails to manage Corporate User	
Name	Lero	y Sane	
Gender	đ	Male Q Female Q Others	
Date Of Birth	1996	-01-11	
Phone Number	9845	3123156	
Email	rovid	ch.maharjan@f1soft.com	
Address	Man	chester	
	Prod	seed	

- 3. Edit the required details of the User and click on the **Update** button.
- 4. A message will be displayed confirming that the Corporate User details was updated successfully.

5.2.3 Delete User

Administrator can delete the existing Corporate User from the system. This ensures that only required users are available to be assigned in the system.

To delete Corporate User:

1. Click on **Delete** ' $\overline{\mathbb{III}}$ ' icon in the **Manage User** screen.

Hanage Manage detai	Corporate User 9 ils for the corporate user			Q
NAME	USERNAME	PROFILE	STATUS	
Leroy Sane	leroysane	One	©EDIT_APPROVE	• 🖉 🛍 🖉 6

2. A pop-up screen will appear asking for confirmation to delete the user.

Delete Confirmation	×
Are you sure you want to remove General User? Reason	
Delete Cancel	

- 3. Provide a valid reason in the "Reason" for deletion and click on the **Delete** button to delete the Corporate User from the system.
- 4. A message will be displayed confirming the successful deletion of the user.

5.2.4 Edit Password

Administrator has the privilege to change the login password or password delivery type of the existing Corporate user. This function is provided for security reasons in undesirable situations.

To change the user's login password:

1. Click on **Edit Password** $\langle \mathcal{P} \rangle$ icon in the **Manage User** screen.

Manage Corp Manage details for th	borate User 9			Q
NAME	USERNAME	PROFILE	STATUS	
Leroy Sane	leroysane	One	⊗EDIT_APPROVE	• 🖉 🛍 🖉 ô

2. The following screen will be prompted where the Login password can be or a new password delivery type (SMS, Email or SMS and Email) can be changed as per the requirements.

Change Password Edit password or password type for your corporate user	
Password Delivery Type	~
Change Password	

- 3. Select the one of the password delivery type from the drop-down menu.
- 4. Click on **Change Password** to change the password or password delivery type.
- 5. A message "Password has been changed" will be displayed upon successful completion of the task.

• Note: Selecting the "SETUP NOW" option will prompt password fields below where the new password is required to be set.

5.2.5 Block / Unblock User

Administrators can block and unblock any existing user from using the system at any time. Only the administrators hold the rights to block/unblock a user. This also allows to check which users are blocked and which are unblocked in the system. Blocked users have denied access to the system and can gain access only after the Administrator unblocks them.

To **Block** a user:

- 1. Click on Manage User in User screen. A list of all available users is displayed.
- 2. Identify the User whose login you want to block and click on **Block** $(\widehat{\mathbb{G}})$ icon.

Manage Corp Manage details for	porate User 9 the corporate user			م
NAME	USERNAME	PROFILE	STATUS	
Leroy Sane	leroysane	One	©EDIT_APPROVE	• 2 🛍 P 😚

3. A dialog box will appear to let you confirm the operation. Provide a valid reason for blocking the user in the "Reason" field and Click on **Block** button.

Block Confirma	tion		×
Are you sure you w Reason	vant to block General Us	er?	
Block			

4. A message will be displayed upon successful completion of the task.

To **Unblock** a user:

- 1. Click on Manage User in User screen. A list of all available users is displayed.
- 2. Identify the User whose login you want to unblock and click on **Unblock** under the Action pane.

Manage Corp Manage details for the	borate User 9 the corporate user			Q
NAME	USERNAME	PROFILE	STATUS	
Leroy Sane	leroysane	One	©BLOCKED_APPROVE	• / i / ô

3. A dialog box will appear to let you confirm the operation. Click on **Unblock** button.



4. A message will be displayed upon successful completion of the task.

5.3 Search User

Administrators can search for already created users and view details of their profile by using this function. It serves as a quick method to filter out the details of any particular user if there are multiple users created for the system.

To search for a user:

- 3. Click on Manage User under User screen.
- 4. Click on **Search** 'Q' icon and the "Name", "Username" and "Profile" fields will be prompted.

Search for Corporate User			×
Name	Username	Profile	
		All	~

5. Enter the full or part of the Name or Username of the User and the result will be displayed. You can also select the certain profile from the Profile drop-down list to search the user with specific user.

6 Corporate Payments 6.1 Batch Transaction

6.1.1 Transaction Initiation

Only **Initiators** are able to initiate a transaction. There are options to initiate only one transaction at a time or a set of transactions in a batch. The user is required to have Transaction Initiation privilege enabled under Services by the Administrator. Once the payments are initiated, all initiated transactions will be available for approval by the Approvers.

To initiate a transaction or batch of transactions:

A .	Q What are you looking for?		💋 Expi	r ess Banking		E 4
Accounts Aga	Batch Transaction Manage batch transactions					Initiate
Batch Transaction	FORM ACCOUNT	TOTAL AMOUNT	INITIATED DATE	INITIATED BY	STATUS	REMARK
ጽ	080100065589NPR	55	Sep 5, 2018	leroysane1	TRANSACTION COMPLETED	test
Employee	RT0000058555NPR	110	Sep 14, 2018	leroysane1	TRANSACTION_INITIATED	fsadf
e	RT0000058555NPR	11	Sep 18, 2018	leroysane1	TRANSACTION_INITIATED	fsadf
Esewa Transaction	080100065589NPR	200	Sep 24, 2018	leroysane4	TRANSACTION COMPLETED	test
I	120000065589NPR	10	Oct 23, 2018	leroysane6	TRANSACTION_INITIATED	test
IBFT Transaction	120000065589NPR	10	Oct 23, 2018	leroysane6	TRANSACTION_INITIATED	test
	120000065589NPR	10	Oct 23, 2018	leroysane6	TRANSACTION_INITIATED	asdffsda
IPS Transaction	120000065589NPR	1	Oct 24, 2018	leroysane6	TRANSACTION_INITIATED	afsdf
<i>%</i>	120000065589NPR	50	Nov 5, 2018	leroysane3	TRANSACTION_INITIATED	sas
Salary	120000065589NPR	10	Nov 5, 2018	leroysane3	TRANSACTION_INITIATED	gsdfgsdfg

1. Click on the Initiate button in the Batch Transaction screen.

2. In the prompted screen, select the **From Account** from the drop-down list and insert a **Remark** (comment) for the transaction. Available balance for the chosen account will then be displayed.

Batch Transaction Initiate Initiate batch transactions				Excel Upload
From AccountSELECT ACCOUNT Remarks		*	TRANSACTION LIMITS Maximum Amount Per Transaction 10000.00 Maximum Amount Per Month 3000000.00 Maximum Transaction Per Day 10 Today Total Transaction Amount 0	Maximum Amount Per Day 100000.00 Minimum Amount Per Transaction 10.00 Today Total Transaction Count 0 This Month Total Transaction Amount 0
TO ACCOUNT	ACCOUNT HOLDER NAME		REMARKS	AMOUNT
				0
Add			Total Amount	0
Reset Submit				

3. Enter the information about the transaction in the below fields: To Account, Account holder Name, Amount and Remarks. Click **Add** to add additional rows of information if required. Multiple transactions can be initiated at once in this manner. You can remove individual lines of transaction details by clicking the **Delete** '**1**' icon.

Batch Transaction Initiate			+ Excel Upload
From Account		TRANSACTION LIMITS	
120000065589NPR	~	Maximum Amount Per Transaction 10000.00	Maximum Amount Per Day 100000.00
Remarks Thanks		Maximum Amount Per Month 3000000.00	Minimum Amount Per Transaction 10.00
		Maximum Transaction Per Day 10	Today Total Transaction Count O
Available Balance Rs. 10,000,000.00	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Today Total Transaction Amount O	This Month Total Transaction Amount O
TO ACCOUNT	ACCOUNT HOLDER NAME	REMARKS	AMOUNT
080000065589NPR	BHUSHAN RATNA BAJRACHARYA	Thanks	1000
Add		Total Amount	1000
Reset Submit			

- 4. Click on the **Submit** button to initiate a single transaction or a batch.
- 5. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Submit**.

← Confirm Corporate Transactions				
R	From Account 080000165589NPR	Remarks Thanks		
TO ACCOUNT NUMB	ER ACCOUNT HC	DLDER NAME	AMOUNT	REMARKS
AA142455DSDFNPR	neha		1000	Thanks
		Submit		

 An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the Confirm Corporate Transactions screen. Then, click on the Confirm button to initiate the transaction.

÷	Confirm Corporate Transactions
	Enter the OTP that has been sent to your registered
	Note that the OTP is case sensative
	Confirm

7. A message will be displayed upon successful completion of transaction initiation.

To initiate a batch of transaction in bulk:

- 1. Click on the **Excel Upload** button under the **Initiate**.
- 2. Click on the **Download Sample** to download and generate sample excel file. Fill up the details for the Batch transaction in the sample excel sheet.
- 3. Now, select one of the account number from the drop-down list from which the amount is to be initiated and enter the remarks (comment). Then, click on the **Choose file** button and browse to the completed excel sheet.

Batch Transaction Initiate Using Excel Upload an Excel file to bulk upload for batch transaction	Upload	물 Download Sample
From Account	Remarks	
120000065589NPR ~	Thanks Available Balance Rs. 10,000,000.0	0
	Upload excel document	
	Click on "Choose" to select an excel document and then click on "Submit"	

4. Click on the **Submit** button and the following screen will be prompted for conformation.

←		Co	nfirm Corpo	orate Transacti	ons	
	-	Source Account 12000006558	9NPR	Remarks Thanks		
	TO ACCOUNT N	UMBER	ACCOUNT HOLD	ER NAME	AMOUNT	REMARKS
	015477777744N	PR	dipesh		1000	Thanks
	7875450029921	IPR	ayusma		1000	Thanks
			Pr	oceed		

- 5. Confirm the details of the Batch Transaction and click on the **Proceed** button.
- 6. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.

\leftarrow	Confirm Corporate Transactions
	Enter the OTP that has been sent to your registered
	Note that the OTP is case sensative
	Confirm

7. A message will be displayed upon successful completion of transaction initiation.

6.1.2 Transaction Approval

Only **Approvers** are able to approve a transaction. Transactions previously initiated by Initiator are available to all Approvers. The user is required to have Transaction Approval privilege enabled under Services by the Administrator. Once the payments are approved, the approving user will require entering a One Time Password (OTP) sent to his/her registered mobile number. The security measure ensures only authorized users can grant approval for payments. Once all the Approvers approve the transaction, it is processed by the bank.

To approve a transaction or a batch of transactions:

- 1. Click on the Approve in the BATCH TRANSACTION screen.
- 2. A list of Corporate Batch Transactions pending approval is displayed.

ACCOUNT	TOTAL AMOUNT	REMARK	INITIATED DATE	INITIATED BY
LR0000065589NPR	10000	Thanks	Nov 19, 2018	initiatoruser

- 3. Click on one of the Transaction to view the details of the initiation and click on the **Approve** button to approve the initiation.
- 4. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Proceed**.

←		Co	nfirm Corpo	rate Transactio	ons	
	-	Source Account	39NPR	Remarks Thanks		
	TO ACCOUNT NU	JMBER	ACCOUNT HOLDE	R NAME	AMOUNT	REMARKS
	ACC1999999999	IPR	TRANSACTION_PE	NDING	10000	Thanks
			Pro	oceed		

 An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the Confirm Corporate Transactions screen. Then, click on the Confirm button to initiate the transaction.



- 6. A message will be displayed upon successful completion of transaction initiation.
 - Post-Condition: The approved Batch Transactions will further need to be performed by the same Initiator user who initiated it. The Batch Transactions performed by the Initiator will have the **Status** changed to **Transaction_Performed**.

6.1.3 Transaction Report

←

Users can view a detailed report of all transactions in the system. The report includes information regarding From A/C, Initiated Date, Initiated By, Remarks and Final Approver. Also, the status of the transaction is available.

To view transaction reports and their status:

- 1. Click on **Batch Transaction** in the left navigation menu.
- 2. The list with details of all the transactions is displayed. The status of the transactions whether it is pending approval, already approved or cancelled is also displayed.

Batch Transaction Manage batch transactions					
FORM ACCOUNT	TOTAL AMOUNT	INITIATED DATE	INITIATED BY	STATUS	REMARK
080100065589NPR	55	Sep 5, 2018	leroysane1	TRANSACTION COMPLETED	test
RT0000058555NPR	110	Sep 14, 2018	leroysane1	TRANSACTION_INITIATED	fsadf

3. Click on the individual listed Batch Transactions to view its complete details.

To perform the transaction:

- 1. Click on the corresponding Batch Transaction and then, click on the Perform.
- 2. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Proceed**.
| ÷ | Confirm Corporate Transactions | | | | | | |
|-----------------|---------------------------------|---------------------|-------------------|--------|---------|--|--|
| R | From Account
120000065589NPR | | Remarks
Thanks | | | | |
| TO ACCOUNT NUMB | ER | ACCOUNT HOLDER NAME | | AMOUNT | REMARKS | | |
| 787545002992NPR | | TRANSACTION PENDING | | Thanks | 10000 | | |
| | | Pi | roceed | | | | |

3. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.



4. A message will be displayed confirming successful completion of the Transaction.

To remove a Batch Transaction from the report:

 Click on the corresponding listed Batch Transaction and then click on the Remove button. A pop-up box will appear to confirm the deletion of the Batch Transaction.



2. Click on the Yes and the Batch Transaction will be removed from the report.

• Note: The Batch Transaction from the Batch Transaction report can only be removed by the Initiator user who initiated it.

To export the selected Batch Transaction to a PDF File, click on the ¹¹⁵ icon at the top and follow the on-screen prompts in the dialog box to save it to your PC.

To export the selected Batch Transaction to an Excel File, click on the ¹¹/₁₀ icon at the top and follow the on-screen prompts in the dialog box to save it to your PC.

6.1.4 Search Batch Transaction

Users can search for carried Batch Transactions and view its details by using this function. It serves as a quick method to filter out the details of any particular transaction as there can be multiple transactions carried in the system.

To search for a Batch Transaction:

1. Click on Search ^(Q) icon in the Batch Transaction screen and the From Account No., Initiated Date, Initiated By and Status fields will be prompted.

Search for Batch Transaction						×
	From Account No.		Initiated Date		Initiated By	
	Search by Account	~	YYYY-MM-DD		Search By Corporate Users	~
	Status					
	Search By Corporate Users	~				

2. Select required values from the drop-down options of the provided search criteria in order to view the Batch Transactions with selected values. You can also select the certain status of the transaction from the Status drop-down list to search the transaction with specific status.

6.2 Esewa Transaction

The **Esewa Transaction** menu allows the users to initiate and manage the transactions for the Esewa accounts.

6.2.1 Esewa Transaction Initiation

Only **Initiators** are able to initiate a transaction. There are options to initiate only one transaction at a time or a set of transactions in bulk. The user is required to have Transaction Initiation privilege enabled under Services by the Administrator. Once the payments are initiated, all initiated transactions will be available for approval by the Approvers.

To initiate Esewa transactions:

1. Click on the Initiate button in the Esewa Transaction menu.

A -	Q. What are you looking for?	ExpressBanking	E. ¢
Accounts	eSewa Transaction Manage eSewa transactions		Initiate
ନ୍ଦୁ ନିନ୍ଦୁନ Batch Transaction			
R Employee			
C: Esewa Transaction			

2. In the prompted screen, select the **From Account** from the drop-down list and insert a **Remark** (comment) for the transaction. Available balance for the chosen account will then be displayed.

eSewa Transaction Initiate			triangle for the second s
From AccountSELECT ACCOUNT Remark	~	TRANSACTION LIMITS Maximum Amount Per Transaction 10000.00 Maximum Amount Per Month 3000000.00 Maximum Transaction Per Day 10 Today Total Transaction Amount 0	Maximum Amount Per Day 100000.00 Minimum Amount Per Transaction 10.00 Today Total Transaction Count 0 This Month Total Transaction Amount 0
TO ACCOUNT	ACCOUNT HOLDER NAME	REMARKS	AMOUNT
			0
Add		Total Amount	0
Reset Submit			

3. Enter the information about the transaction in the below fields: To Account, Account holder Name, Amount and Remarks. Click on the Add to add additional rows of information if required. Multiple transactions can be initiated at once in this manner. You can remove individual lines of transaction details by clicking the Delete '''''''' icon.

eSewa Transaction Initiate Initiate eSewa transactions			Excel Upload
From Account G62234543555NPR1 Remark Thanks	✓	TRANSACTION LIMITS Maximum Amount Per Transaction 10000.00 Maximum Amount Per Month 3000000.00 Maximum Transaction Per Day 10 Today Total Transaction Amount 0	Maximum Amount Per Day 100000.00 Minimum Amount Per Transaction 10.00 Today Total Transaction Count 0 This Month Total Transaction Amount 0
TO ACCOUNT	ACCOUNT HOLDER NAME	REMARKS	AMOUNT
98434058982	Dipendra BK	Thanks	1000
Add		Total Amount	1000
Reset Submit			

- 4. Click on the **Submit** button to initiate the transaction.
- 5. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Submit**.

\leftarrow	Confirm Corporate Transactions					
	Source Account 120000065589	ÐNPR	^{Remark} Thanks			
TO ACCOUNT NU	JMBER	ACCOUNT HOLDE	R NAME	AMOUNT	REMARKS	
9843405982		Dipendra BK		1000	Thanks	
		Pro	oceed			

6. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.

Confirm Corporate Transactions
Enter the OTP that has been sent to your registered Note that the OTP is case sensative
Confirm

7. A message will be displayed upon successful completion of transaction initiation.

To initiate the Esewa transactions in bulk:

←

- 1. Click on the Excel Upload button under the Initiate.
- 2. Click on the **Download Sample** to download and generate sample excel file. Fill up the details for the Batch transaction in the sample excel sheet.
- 3. Now, select one of the account number from the drop-down list from which the amount is to be initiated and enter the remarks (comment). Then, click on the **Choose file** button and browse to the completed excel sheet.

Batch Transaction Initiate Using Excel Upload an Excel file to bulk upload for batch transaction	표 Download Sample				
From Account 120000065589NPR ~	Remarks Thanks	Available Balance Rs. 10,000,000.00			
	Upload excel document				
	Click on "Choose" to select an excel document and then click on "Submit"				
Choose File No file chosen					

4. Click on the **Submit** button and all the details of the transaction will be displayed.

←	Submit eSewa ⁻	Transactions		TRANSACTION LIMITS		
``	Pay For Thanks	89NPR		Maximum Amount Per Tr 10000.00 Maximum Amount Per M 3000000.00 Maximum Transaction Pe 10 Today Total Transaction 0	ionth er Day	Maximum Amount Per Day 100000.00 Minimum Amount Per Transaction 10.00 Today Total Transaction Count 0 This Month Total Transaction Amount 0
sno. 1	TO ESEWA ACCOUNT 9843405982	ACCOUNT HOLDER NAME	AMOUNT 1000	REMARKS		
		Total: Submit	1000			

5. Now, Click on the Submit button to go the confirmation screen.

\leftarrow	Confirm eSewa Transactions						
-	Source Account LR0000065589NPR	Remark Thanks					
TO ESEWA NUM	ACCOUNT HOLI	DER NAME	AMOUNT	REMARKS			
9843405982	Dipendra BK		1000	Thanks			
		Proceed					

- 6. Confirm the details of the Batch Transaction and click on the **Proceed** button.
- 7. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.



8. A message will be displayed upon successful completion of transaction initiation.

6.2.2 Esewa Transaction Approval

Only **Approvers** are able to approve a transaction. Transactions previously initiated by Initiator are available to all Approvers. The user is required to have Transaction Approval privilege enabled under Services by the Administrator. Once the payments are approved, the approving user will require entering a One Time Password (OTP) sent to his/her registered mobile number. The security measure ensures only authorized users can grant approval for payments. Once all the Approvers approve the transaction, it is processed by the bank.

To approve a transaction or a batch of transactions:

- 1. Click on the Approve in the Esewa TRANSACTION screen.
- 2. A list of Corporate Batch Transactions pending approval is displayed.

FROM ACCOUNT	TOTAL AMOUNT	REMARK	INITIATED DATE	INITIATED BY
LR0000065589NPR	10000	Thanks	Nov 19, 2018	initiatoruser

- 3. Click on one of the Transaction to view the details of the initiation and click on the **Approve** button to approve the initiation.
- 4. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Proceed**.

~	Confirm Corporate Transactions					
-	Source Account	9NPR	Remarks Thanks			
TO ACCOUNT N	IUMBER	ACCOUNT HOLDE	ER NAME	AMOUNT	REMARKS	
9843405982		TRANSACTION_PI	ENDING	10000	Thanks	
		Pro	oceed			

5. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.



- 6. A message will be displayed upon successful completion of transaction initiation.
 - Post-Condition: The approved Esewa Transactions will further need to be performed by the same Initiator user who initiated it. The Esewa Transactions performed by the Initiator will have the **Status** changed to **Transaction_Performed**.

6.2.3 Esewa Transaction Report

←

Users with the assigned privileges can view a detailed report of all transactions in the system. The report includes information regarding From A/C, Initiated Date, Initiated By, Remarks and Final Approver. Also, the status of the transaction is available.

To view transaction reports and their status:

- 1. Click on the **Esewa Transaction** in the left navigation menu.
- 2. The list with details of all the transactions is displayed. The status of the transactions whether it is pending approval, already approved or cancelled is also displayed.

FORM ACCOUNT	TOTAL AMOUNT	INITIATED DATE	INITIATED BY	STATUS
LR0000065589NPR	55	1541441700000	leroysane3	TRANSACTION COMPLETED
120000065589NPR	100	1542305700000	leroysane3	TRANSACTION_INITIATED
120000065589NPR	1000	1542564900000	initiatoruser	TRANSACTION_INITIATED
LR0000065589NPR	10000	1542564900000	initiatoruser	TRANSACTION_APPROVED

3. Click on the individual listed Esewa Transactions to view its complete details.

To perform the transaction:

- 1. Click on the corresponding Esewa Transaction and then, click on the Perform.
- 2. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Proceed**.



 An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the Confirm Corporate Transactions screen. Then, click on the Confirm button to initiate the transaction.



4. A message will be displayed confirming successful completion of the Transaction.

To remove an Esewa Transaction from the report:

 Click on the corresponding listed Esewa Transaction and then click on the Remove button. A pop-up box will appear to confirm the deletion of the Esewa Transaction.



2. Click on the **Yes** and the Esewa Transaction will be removed from the report.

• Note: The Esewa Transaction from the Esewa Transaction report can only be removed by the Initiator user who initiated it.

To export the selected Esewa Transaction to a PDF File, click on the ¹¹⁵ icon at the top and follow the on-screen prompts in the dialog box to save it to your PC.

To export the selected Esewa Transaction to an Excel File, click on the $\frac{1}{2}$ icon at the top and follow the on-screen prompts in the dialog box to save it to your PC.

6.2.4 Search Esewa Transaction

Users can search for carried Esewa Transactions and view its details by using this function. It serves as a quick method to filter out the details of any particular transaction as there can be multiple transactions carried in the system.

To search for an Esewa Transaction:

1. Click on the Search 'Q' icon in the Esewa Transaction screen and the From Account No., Initiated Date, Initiated By and Status fields will be prompted.

Search for Batch Transaction			×
From Account No.	Initiated Date	Initiated By	
Search by Account	YYYY-MM-DD	Search By Corporate Users	~
Status			
Search By Corporate Users 🗸 🗸			

2. Select required values from the drop-down options of the provided search criteria in order to view the Esewa Transactions with selected values. You can also select the certain status of the transaction from the Status drop-down list to search the transaction with specific status.

6.3 IBFT Transaction

The **IBFT Transaction** menu allows the users to initiate and manage the transactions of fund transfers to the accounts of other Banks.

6.3.1 IBFT Transaction Initiation

Only **Initiators** are able to initiate a transaction. There are options to initiate only one transaction at a time or a set of transactions in bulk. The user is required to have Transaction Initiation privilege enabled under Services by the Administrator. Once the payments are initiated, all initiated transactions will be available for approval by the Approvers.

To initiate IBFT transactions:

1. Click on the Initiate button in the IBFT Transaction menu.

A ~	Q What are you looking for?	ExpressBanking	E. ¢
R Employee	IBFT Transaction IBFT transactions Reports		Q
C Esewa Transaction			
IBFT Transaction			

2. In the prompted screen, select the **From Account** from the drop-down list and insert a **Remark** (comment) for the transaction. Available balance for the chosen account will then be displayed.

General IBFT Transaction Initiate			Excel Upload
Account NumberSELECT ACCOUNT Remarks	✓ M 1 M 3	RANSACTION LIMITS laximum Amount Per Transaction 0000.00 laximum Amount Per Month 000000.00	Maximum Amount Per Day 100000.00 Minimum Amount Per Transaction 10.00
	1	oday Total Transaction Amount	Today Total Transaction Count O This Month Total Transaction Amount O
BANK DESTINATION ACCOUNT	ACCOUNT HOLDER NAM		REMARKS
Add Reset Submit	Tota	l Amount 0	

3. Enter or select the information about the transaction in the below fields: Bank, Destination Account, Account holder Name, Amount and Remarks. Click on the Add to add additional rows of information if required. Multiple transactions can be initiated at once in this manner. You can remove individual lines of transaction details by clicking the Delete '⁽ⁱ⁾' icon.

IBFT Transaction Initiate Initiate IBFT transactions				↑ E	xcel Upload
Account Number		TRANSACTION LIMITS			
120000065589NPR	~	Maximum Amount Po 10000.00	er Transaction	Maximum Amount Per Day 100000.00	
Remarks Thanks		Maximum Amount Per Month 3000000.00 Maximum Transaction Per Day 10		Minimum Amount Per Transaction 10.00 Today Total Transaction Count 0	
Available Balance NPR 10,000,000.00		Today Total Transact O	ion Amount	This Month Total Transaction Amon O	unt
	_				
BANK DESTINATION ACCOUNT	ACCOUNT HOLD	DER NAME AMOU	INT	REMARKS	
Global IME Bank Ltd. V 0108010022258	Abin Pradha	an 10	00	Thanks	
⊙ Add		Total Amount 1000			
Reset Submit					

- 4. Click on the **Submit** button to initiate the transaction.
- 5. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on the **Proceed**.

\leftarrow	Confirm Corporate Transactions					
-	Source A	Account DOO65589NPR	Remarks Thanks			
BANK		TO ACCOUNT NUMBER	ACCOUNT HOLDER NAME	AMOUNT	REMARKS	
Global IME Ba	ank Ltd.	0108010022258	Abin Pradhan	1000	Thanks	
			Proceed			

6. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.

Confirm Co	rporate Transactions
	as been sent to your registered he OTP is case sensative
	Confirm

7. A message will be displayed upon successful completion of transaction initiation.

To initiate the IBFT transactions in bulk:

←

- 1. Click on the **Excel Upload** button under the **Initiate**.
- 2. Click on the **Download Sample** to download and generate sample excel file. Fill up the details for the Batch transaction in the sample excel sheet.
- 3. Now, select one of the account number from the drop-down list from which the amount is to be initiated and enter the remarks (comment). Then, click on the **Choose file** button and browse to the completed excel sheet.

	IBFT Transaction Initiate Using Excel Upload Upload an Excel file to bulk upload for IBFT transaction					
Account Number		Remarks	_	Available Balance		
120000065589NPR	~	Thanks	•	NPR 10,000,000.00		
	Upload excel document					
	Cli		mit"			
	Click on "Choose" to select an excel document and then click on "Submit" Choose File No file chosen					

4. Click on the **Submit** button and all the details of the transaction will be displayed.

←	Submit eSewa ⁻	Transactions		TRANSACTION LIMITS		
``	Pay For Thanks	89NPR		Maximum Amount Per Tr 10000.00 Maximum Amount Per M 3000000.00 Maximum Transaction Pe 10 Today Total Transaction 0	ionth er Day	Maximum Amount Per Day 100000.00 Minimum Amount Per Transaction 10.00 Today Total Transaction Count 0 This Month Total Transaction Amount 0
sno. 1	TO ESEWA ACCOUNT 9843405982	ACCOUNT HOLDER NAME	AMOUNT 1000	REMARKS		
		Total: Submit	1000			

5. Now, Click on the Submit button to go the confirmation screen.

\leftarrow	← Confirm eSewa Transactions					
-	Source Account LR0000065589NPR	Remark 589NPR Thanks				
TO ESEWA NUM	ACCOUNT HOLI	DER NAME	AMOUNT	REMARKS		
9843405982	Dipendra BK		1000	Thanks		
		Proceed				

- 6. Confirm the details of the Batch Transaction and click on the **Proceed** button.
- 7. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.



8. A message will be displayed upon successful completion of transaction initiation.

6.3.2 IBFT Transaction Approval

Only **Approvers** are able to approve a transaction. Transactions previously initiated by Initiator are available to all Approvers. The user is required to have Transaction Approval privilege enabled under Services by the Administrator. Once the payments are approved, the approving user will require entering a One Time Password (OTP) sent to his/her registered mobile number. The security measure ensures only authorized users can grant approval for payments. Once all the Approvers approve the transaction, it is processed by the bank.

To approve a transaction or a batch of transactions:

- 1. Click on the Approve in the IBFT TRANSACTION menu.
- 2. A list of Corporate Batch Transactions pending approval is displayed.

ACCOUNT	TOTAL AMOUNT	REMARKS	INITIATED DATE	INITIATED BY	
120000065589NPR	10000	Thanks	Nov 20, 2018	initiatoruser	

- 3. Click on one of the Transaction to view the details of the initiation and click on the **Approve** button to approve the initiation.
- 4. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Proceed**.

\leftarrow	- Confirm Corporate Transactions					
	Source Account	89NPR	Remarks Thanks			
TO ACCOUNT I	NUMBER	ACCOUNT HOL	DER NAME	AMOUNT	REMARKS	
010801002225	58			Thanks	10000	
		1	Proceed			

5. An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the **Confirm Corporate Transactions** screen. Then, click on the Confirm button to initiate the transaction.



- 6. A message will be displayed upon successful completion of transaction initiation.
 - Post-Condition: The approved IBFT Transactions will further need to be performed by the same Initiator user who initiated it. The IBFT Transactions performed by the Initiator will have the **Status** changed to **Transaction_Performed**.

6.3.3 Transaction Report

←

Users with the assigned privileges can view a detailed report of all transactions in the system. The report includes information regarding From A/C, Initiated Date, Initiated By and Remarks. Also, the status of the transaction is available.

To view transaction reports and their status:

- 1. Click on the IBFT Transaction in the left navigation menu.
- 2. The list with details of all the transactions is displayed. The status of the transactions whether it is pending approval, already approved or cancelled is also displayed.

FORM ACCOUNT	TOTAL AMOUNT	INITIATED DATE	INITIATED BY	STATUS
120000065589NPR	11	Nov 18, 2018	leroysane4	TRANSACTION_INITIATED
120000065589NPR	1000	Nov 20, 2018	initiatoruser	TRANSACTION_INITIATED
120000065589NPR	10000	Nov 20, 2018	initiatoruser	TRANSACTION_APPROVED

3. Click on the individual listed IBFT Transactions to view its complete details.

To perform the transaction:

- 1. Click on the corresponding IBFT Transaction and then, click on the **Perform**.
- 2. Check the entered details of the transaction in the **Confirm Corporate Transactions** screen and click on **Proceed**.



 An OTP password will be sent to the registered Mobile number and Email of the Initiator user. Enter the received OTP in the empty field in the Confirm Corporate Transactions screen. Then, click on the Confirm button to initiate the transaction.



4. A message will be displayed confirming successful completion of the Transaction.

To remove an IBFT Transaction from the report:

 Click on the corresponding listed Esewa Transaction and then click on the Remove button. A pop-up box will appear to confirm the deletion of the IBFT Transaction.



4. Click on the **Yes** and the Esewa Transaction will be removed from the report.

• Note: The IBFT Transaction from the IBFT Transaction report can only be removed by the Initiator user who initiated it.

To export the selected IBFT Transaction to a PDF File, click on the 🔤 icon at the top and follow the on-screen prompts in the dialog box to save it to your PC.

To export the selected IBFT Transaction to an Excel File, click on the ¹¹⁵ icon at the top and follow the on-screen prompts in the dialog box to save it to your PC.

6.3.4 Search IBFT Transaction

Users can search for carried IBFT Transactions and view its details by using this function. It serves as a quick method to filter out the details of any particular transaction as there can be multiple transactions carried in the system.

To search for an IBFT Transaction:

.

1. Click on the Search ^(Q) icon in the IBFT Transaction screen and the From Account No., Initiated Date, Initiated By and Status fields will be prompted.

Search for Batch Transaction				×
From Account No.		Initiated Date	Initiated By	
Search by Account	~	YYYY-MM-DD	Search By Corporate Users	~
Status				
Search By Corporate Users	~			

2. Select required values from the drop-down options of the provided search criteria in order to view the IBFT Transactions with selected values. You can also select the certain status of the transaction from the Status drop-down list to search the transaction with specific status.

6.4 IPS Transaction

The **IPS Transaction** menu allows the users to initiate and manage the transactions of IPS fund transfers.

7 Employee Management

This module allows users to manage employees in the company and add, edit, view and remove employees to the corporate database. Employee details include details of Name, Account Number, Address, Designation and Joined Date. Updated employee records are essential to effectively use the Salary Management Module.

The two options: **Create** and **Manage** are available for the user to add and manage the employees in the system.



7.1 Add New Employees

Users can add details of new employees in the company. The Name, Account Number, Address, Designation and Joined Date are recorded for the employee database. Employee information can be entered individually or in bulk via uploading an Excel file.

To add new employees individually:

- 1. Click on the Create button in the Employee menu.
- 2. Fill up the details of the new employee and click on the **Submit** button.

Name	Address	Designation
Joined Date	Account Number	
2018-11-19		
Submit Cancel		

3. A message will confirm that the employee was successfully added.

To add new employee in bulk:

- 1. Click on the **Excel Upload** under the **Create**.
- 2. Click on the **Download Sample** to download and generate sample excel file. Fill out the details of the employee in the sample excel sheet.



- 3. Click on the **Choose File** button and browse to the completed employee records file created previously.
- 4. Click on the **Submit** button.
- 5. Once the operation is complete, the new employees list will be displayed.

NAME	ADDRESS	DESIGNATION	JOINED DATE	ACCOUNT NO.	
Abin Pradhan	Baneshwor	Product Manager	5/5/17	788945511112NPR	
Dipendra BK	Tokha	Developer	4/7/17	124522447444NPR	
Submit Cancel					

- 6. Confirm the list of the new employees and click on the **Submit** button.
- 7. A message will display confirming successful creation of corporate employee records.

7.2 Manage Employees

Users can edit the details of existing employees and update their records. The Name, Account Number, Address, Designation and Joined Date for an already existing record can be updated anytime.

Clicking on the **Manage** will display the list of existing employees with the options to edit and delete their details.

NAME	ADDRESS	DESIGNATION	JOINED DATE	ACCOUNT NO.		
suraz	maitidevi	dev	Sep 14, 2018	080000165589NPR	Ø	١.
Phil Foden	Manchester	Mr	Sep 18, 2018	120000065589NPR	Ø	Ŵ

To Edit Employee Details:

1. Click on the **Edit** ' \checkmark ' icon for the corresponding employee.

2. The pre-entered details of the selected employee are displayed. Edit the required details for the Employee record and click on the **Update** button.

Name	Address	Designation
suraz	maitidevi	dev
Joined Date	Account Number	
2018-09-14	080000165589NPR	
Update Cancel		

3. A message will be displayed confirming that the record was successfully updated.

To Delete the record of the Employee:

- 1. Click on the Delete ' $\hat{\mathbb{III}}$ ' icon for the corresponding employee.
- 2. A pop-up box will be prompted asking the reason for the deletion of the employee.

Delete Confirmation	×
Are you sure you want to remove suraz ? Reason	
keason	
Delete Cancel	

- 3. Provide a reason for deletion in the empty field and click on the **Delete** button.
- 4. A message will be displayed confirming the successful deletion of the employee record.

7.3 Search Employee Records

Users can search for Employee and view their details in the system by using this function. It serves as a quick method to filter out the details of any particular employee.

To search for an Employee:

 Click on the Search ^(Q) icon in the Employee screen and the Name, Designation and Account Number fields will be prompted.

Search Employee × Name	Designation	Account Number

2. Enter the value in the fields of the search criteria and the employee records as per the entered value will be displayed.

8 Salary

The Salary Management Module allows to manage salary of employees in the company. The Salary Initiator roles are in effect here as the Initiator uploads the salary sheet and approves them before the transactions are processed. All employee account information is managed in the Employee Management Module and salary can be distributed by directly making the transfer to their registered accounts.

The system requires the user to upload a salary sheet in a pre-defined format which can be downloaded. All uploaded salary sheets become available to the Salary Approver and the processing of the transaction.

8.1 Upload Salary Sheet

The system requires the user to upload a salary sheet in a pre-defined format which can be downloaded. All uploaded salary sheets become available to the Salary Approver to Approve.

To Upload Salary Sheet:

- 1. Click on the **Upload** under the **Salary** menu.
- 2. Click on the **Download Sample** to download and generate Excel sample sheet. Fill out the salary details in the sample Excel sheet and Save it to your PC.
- 3. Now, select the month from the drop-down list for which the salary is to be provided, enter the current year and provide a remark (comment) for the salary.



- 4. Click on **Choose File** and browse to the completed employee's salary record file created previously.
- 5. Click on the **Submit** button.

6. Check the entered details of the salary in the **Confirm Employee Salary** screen and click on the **Submit**.

←	Confirm Employee Salary						
	Month November Remarks Salary for		Year 2018				
	EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	ACCOUNT NUMBER	SALARY AMOUNT		
	1	suraz	Designer	080000165589NPR	25000		
			Submit				

7. A message will be displayed upon successful completion of salary initiation.

• Post-condition: The Salary Sheet cannot be approved by the same initiator who initiated it. Other initiator user is required to approve the initiated salary sheet.

8.2 Approve Salary Sheet

All uploaded Salary Sheets need to be approved by another Initiator. Further processing of salary is halted until it is approved. Salary Initiator is required to have Salary Approval privilege enabled under Services by the Administrator. Detailed information relating to each uploaded salary sheets can also be viewed.

To approve salary sheet:

- 1. Click on the **Approve** under the **Salary** menu.
- 2. Lists of all salary sheets pending approval are displayed. To view the details contained in individual sheets, click on it.

MONTH	YEAR	INITIATED DATE	INITIATED BY	STATUS	REMARK
January	2018	Nov 14, 2018	leroysane3	TRANSACTION_INITIATED	gsdgsdafg
January	1111	Nov 14, 2018	leroysane3	TRANSACTION_INITIATED	1111
March	1111	Nov 14, 2018	leroysane3	TRANSACTION_INITIATED	1111

3. Check the details of the salary sheet and click on the **Approve** button to approve the salary sheet.

Initiated Date 11/20/2018	Initiate	d By oruser	Salary Month November		Salary Year 2018
Total Amount 25000			Required Numbers Of Approvers 1		
Approved By N/A	Remain leroys leroys				
		unco ;			
EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	ACCOUNT NUMBER	AMOUNT	REMARK
1	suraz	dev	080000165589NPR	25000	Salary-November-2018
Disapprove Appr	ove				

4. A message will be displayed confirming that the salary sheet was successfully approved.

8.3 Salary Report

Users with the assigned privileges can view a detailed report of all transactions of salary in the system. The report includes information regarding Salary month and year, Initiated Date, Initiated By and Remarks. Also, the status of the transaction is available.

To view the salary reports and their status:

- 1. Click on the **Salary** in the left navigation menu.
- The list with details of all the salary sheets initiated and approved is displayed. The status of the salary sheets whether it is pending approval, already approved or cancelled is also displayed.

MONTH	YEAR	INITIATED DATE	INITIATED BY	STATUS	REMARK
January	1992	Sep 24, 2018	leroysane6	TRANSACTION COMPLETED	test
January	2018	Nov 14, 2018	leroysane3	TRANSACTION_INITIATED	gsdgsdafg
January	1111	Nov 14, 2018	leroysane3	TRANSACTION_INITIATED	1111
March	1111	Nov 14, 2018	leroysane3	TRANSACTION_INITIATED	1111

- 3. Click on the individual listed salary sheet to view its complete details.
- 4. To remove a salary sheet, click on the corresponding listed salary sheet and then click on the **Remove** button. A pop-up box will appear to confirm the deletion of the salary sheet.

Delete Confirmation	×
Are you sure you want to delete?	
Yes No	

5. Click on the **Yes** and the salary sheet will be removed from the salary report.

• Note: The Salary Sheet from the salary report can only be removed by the Initiator user who initiated it.