

# ProCash Beneficiary

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## 1. Beneficiary

This guide provides you with an explanation about how to initiate, authorise, reject or disable a beneficiary in ProCash. For information about other ProCash modules or other payment types, please refer to their respective guides.

### 1.1. Initiate Beneficiary

To initiate a new beneficiary, you must follow the steps given below (Image 1):

- i) Select "Payments" tab on the left panel
- ii) Select "Beneficiary" under Masters module
- iii) Select "Initiate" option

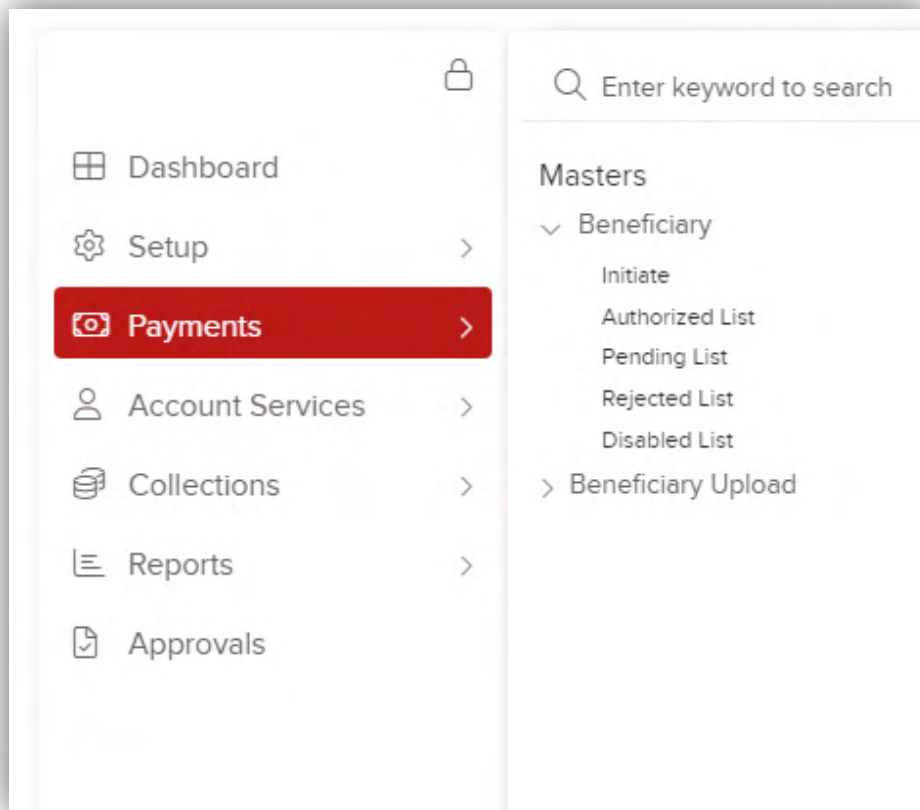


Image 1 – Beneficiary | Initiate option

Once this option is selected, you will be navigated to the "Initiate Beneficiary" page (Image 2) where you should first complete the beneficiary details. After filling up, click "Next" to go to other page.

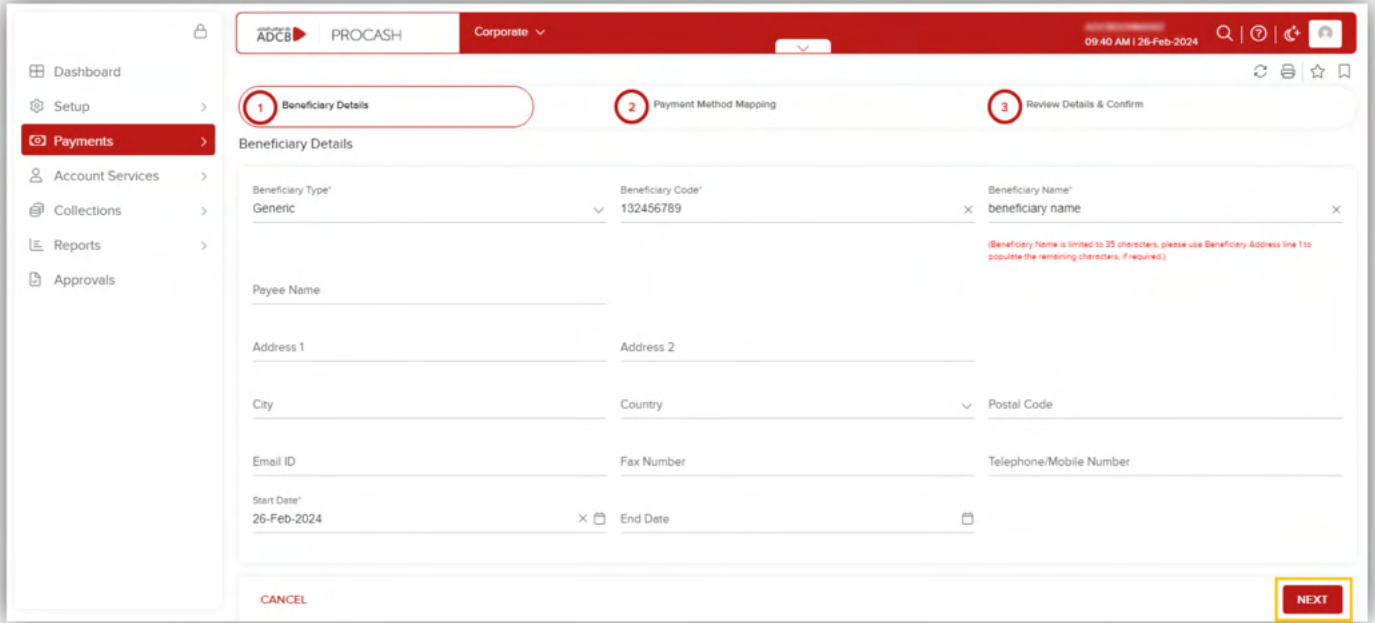


Image 2 – Beneficiary | Initiate

You should then be able to add "Payment Method Mapping". You can also select the payment method and payment details (Image 3). Lastly, you will get a review page where you can either submit, go to previous page or cancel the request (Image 4).

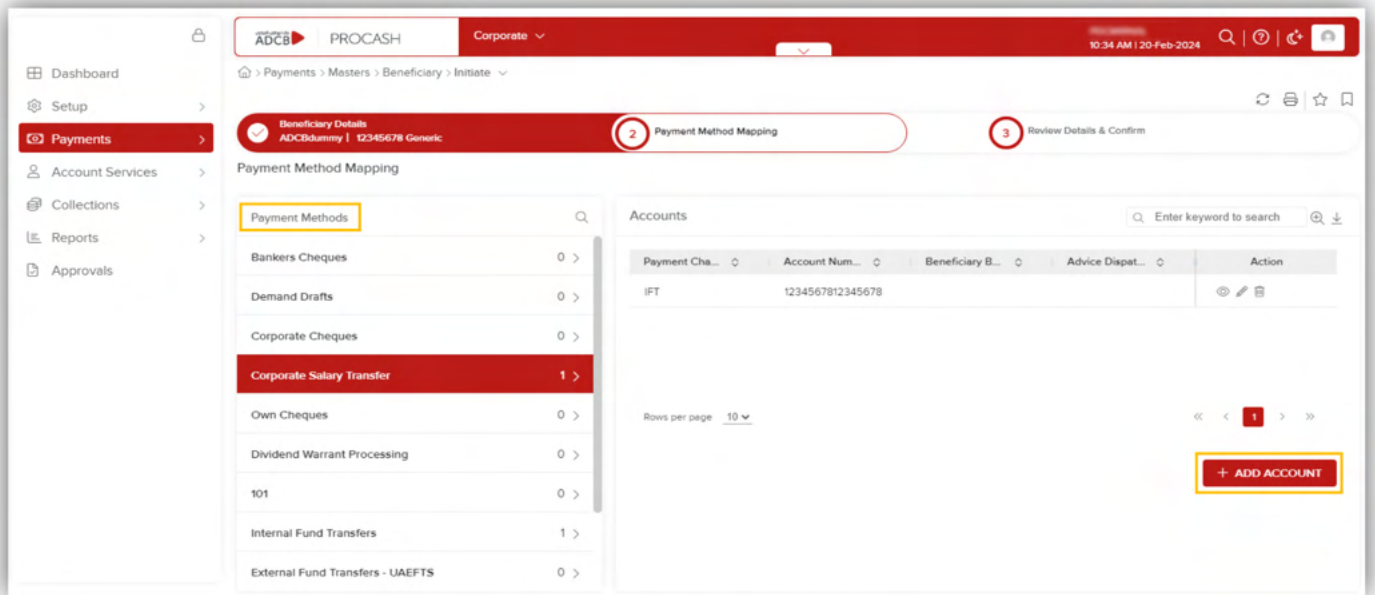


Image 3 – Beneficiary | Initiate

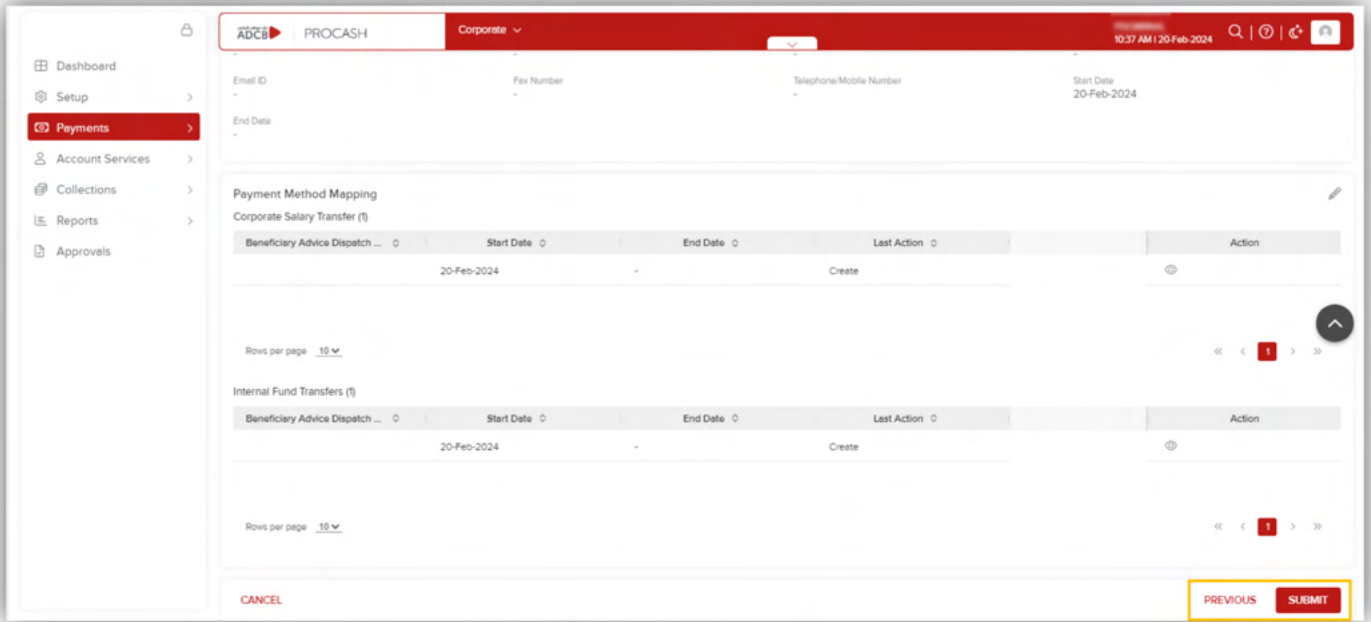


Image 4 – Beneficiary | Initiate

## 1.2. List

In ProCash, you will be able to access the beneficiary list which contains all the Authorized, Pending, Rejected and Disable beneficiaries and their respective information. You will also be able to perform multiple actions for each list.

### 1.2.1. Authorized List

Authorized List is a list that includes all the Authorized beneficiaries. Follow the steps given below to access this list (Image 5).

- i) Select "Payments" tab on the left panel
- ii) Select "Beneficiary" option under Masters module
- iii) Select "Authorized List" option

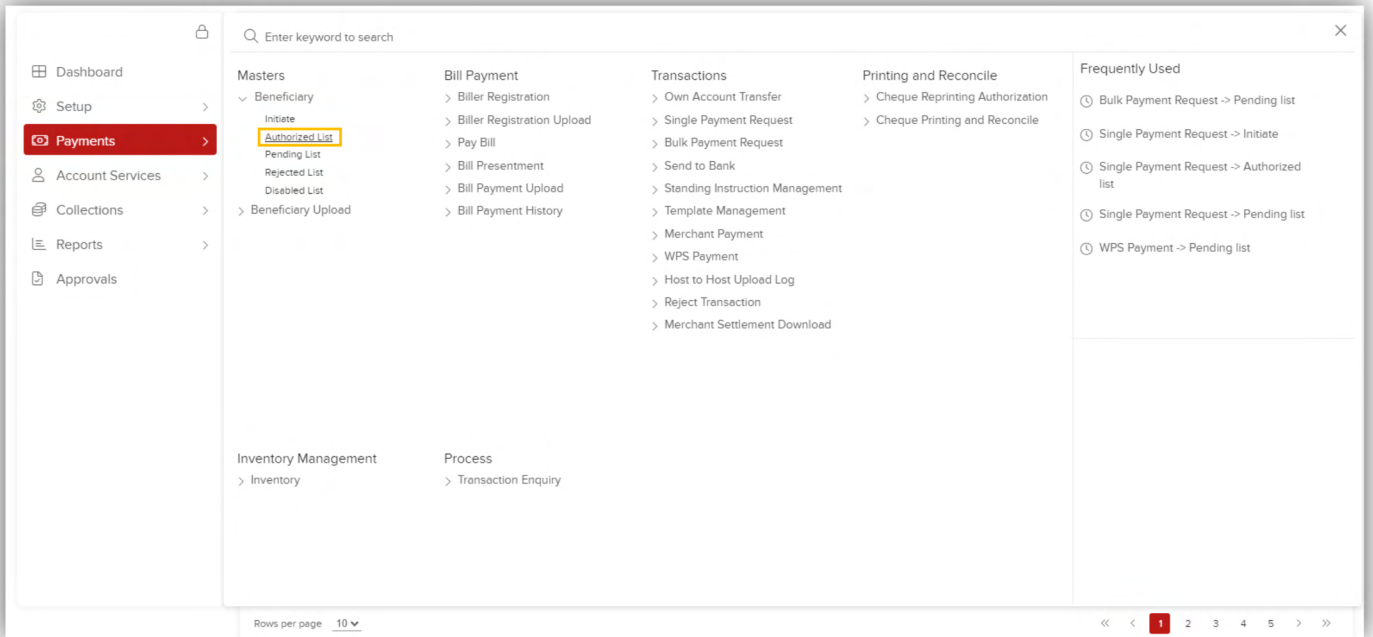


Image 5 – Beneficiary | Authorized List option

After landing on the Authorized List page (Image 6), you will be able to see a list with all authorised beneficiaries in a table format. Under Actions column, you will be able to view each beneficiary’s details, edit and disable.

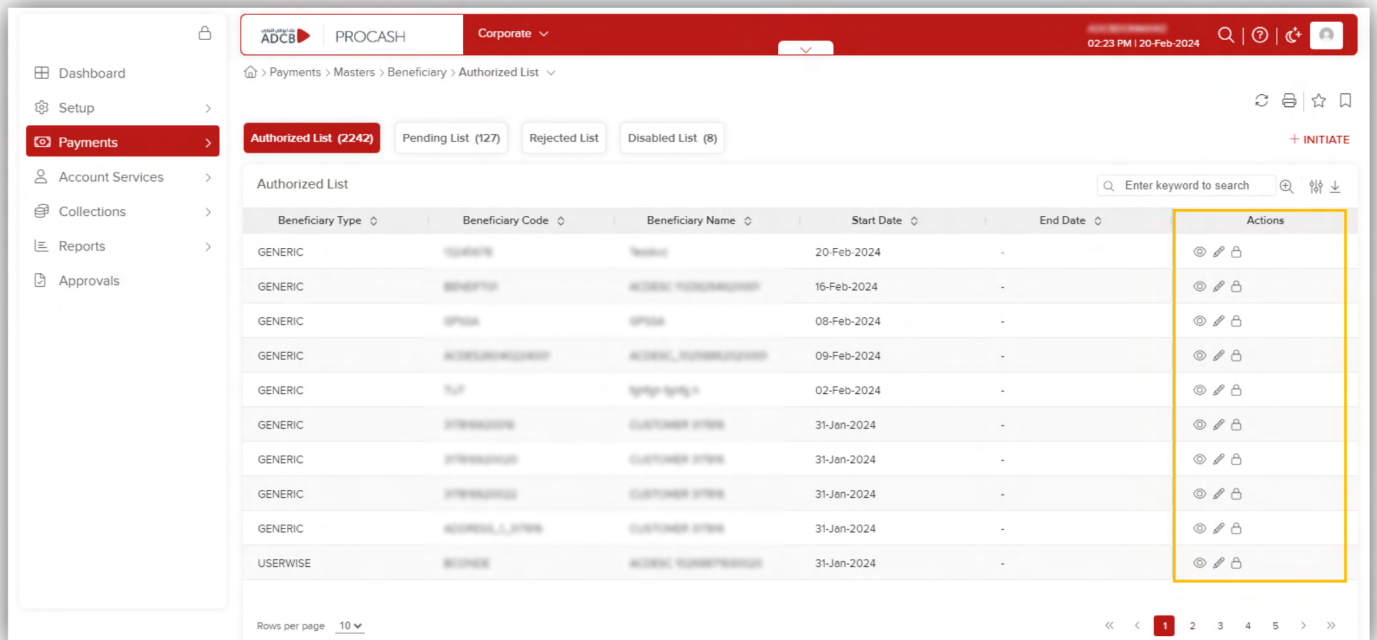
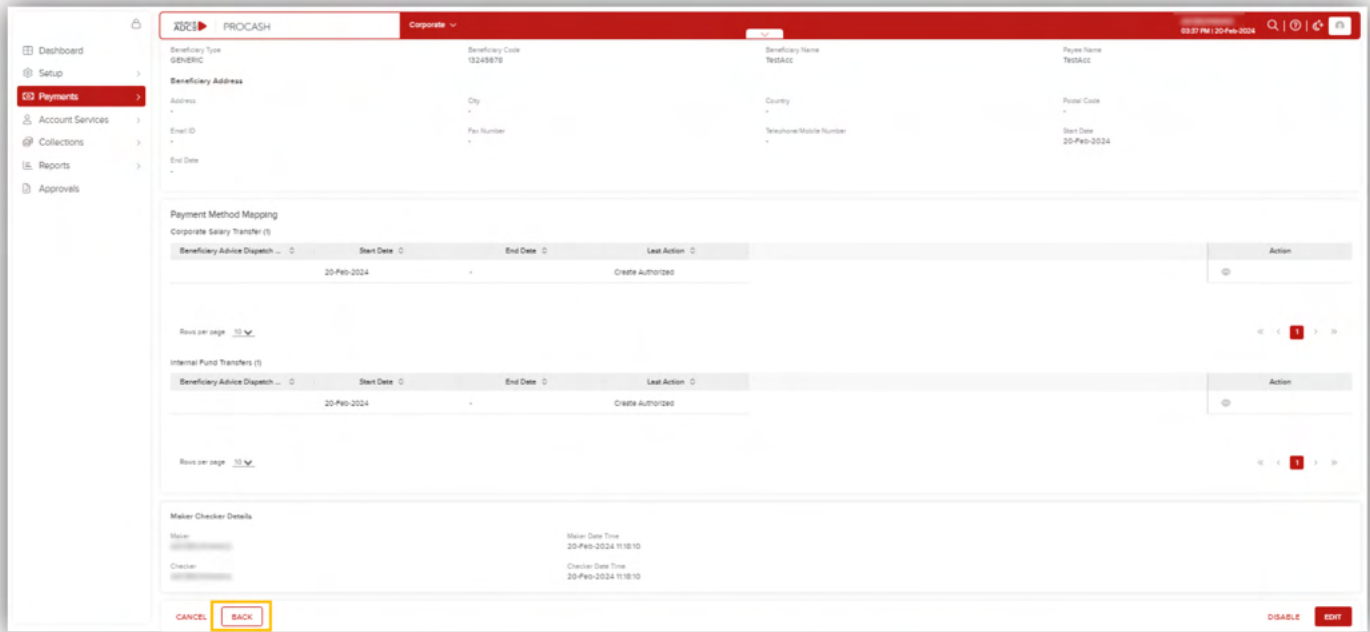


Image 6 – Beneficiary | Actions column of Authorized List

To view the details of a specific transaction, select the eye icon under Actions columns. You will see a screen with all the information about the selected transaction where you can edit, disable or go back. To go back to the Authorized List page, just press the "Back" button (Image 7).



**Image 7 – Beneficiary | Beneficiary details from Authorized List**

To approve the beneficiary, the authoriser needs to go to the Pending List and authorise it from there.

### 1.2.2. Pending List

Pending List is a list that includes all beneficiaries that are yet to be authorised or rejected. Follow the steps given below to access this list (Image 8).

- i) Select "Payments" tab on the left panel
- ii) Select "Beneficiary" option under Masters module
- iii) Select "Pending List" option



Image 8 – Beneficiary | Pending Authorization List

After landing on the Pending List page, you can see a list in a table format with all requests that are pending authorisation. You can also perform some actions available in the last column of this table like edit any beneficiary, authorize, view the file records, reject and delete, if applicable (Image 9).

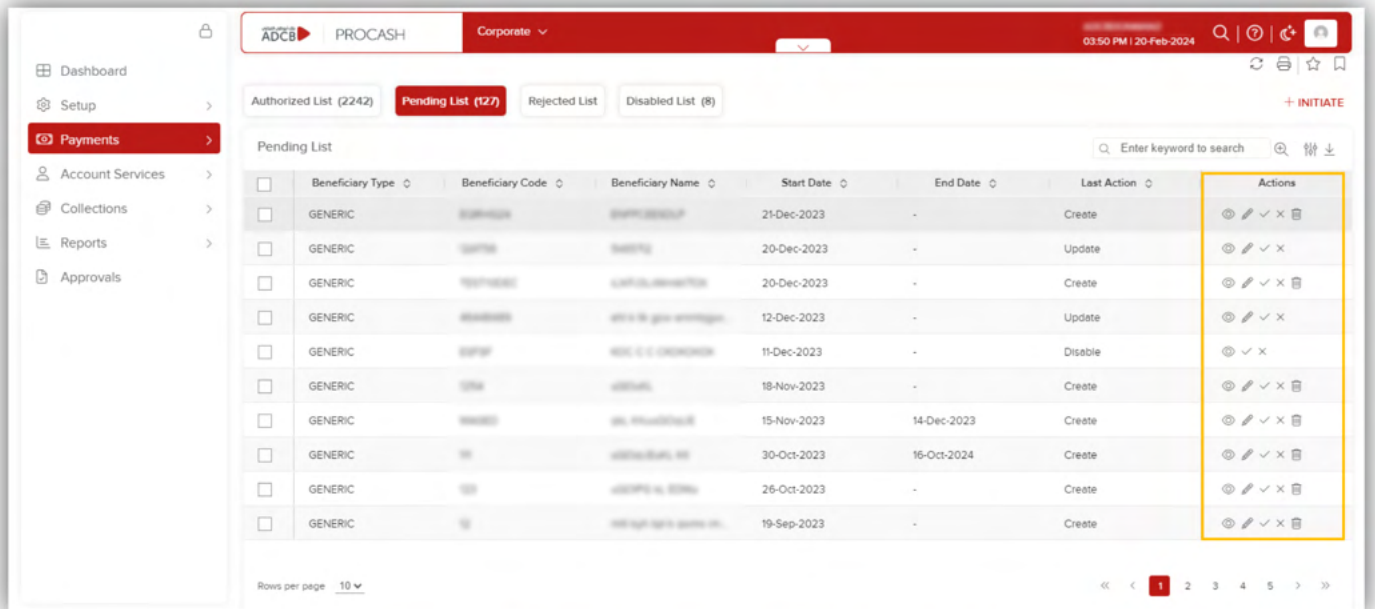


Image 9 – Beneficiary | Actions column of Pending List



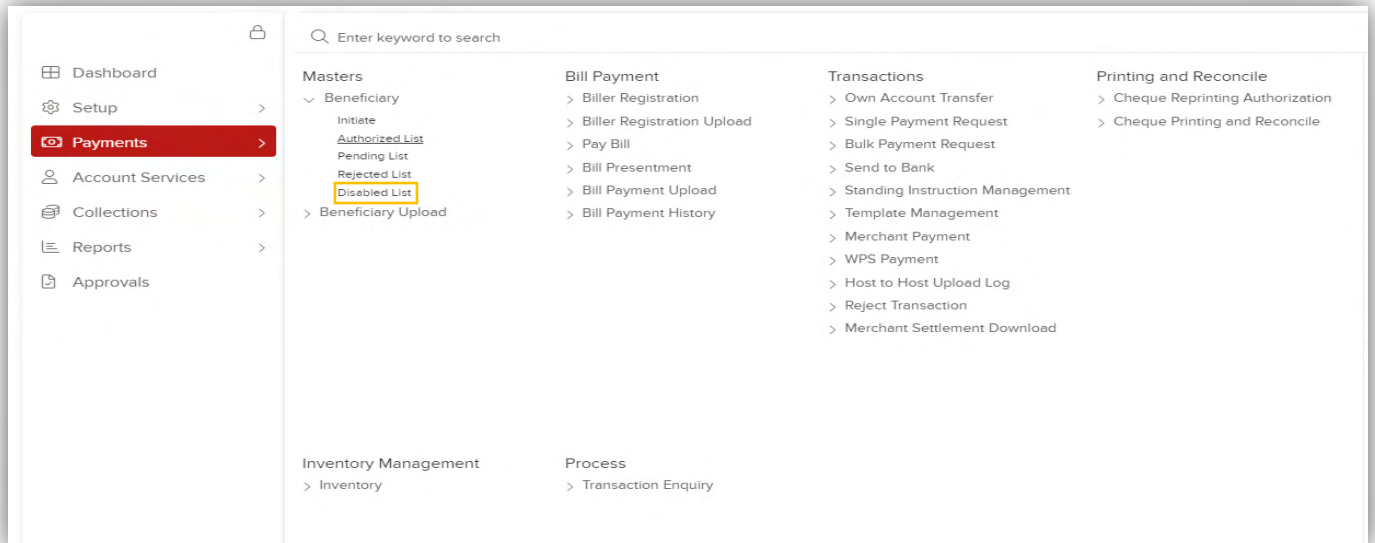
Under Actions column (last column on Image 11), you will be able to:

- View each beneficiary's details by selecting the eye icon: Once this option is selected, a page with the respective transaction's details is displayed. On the same page, you can also accept the rejection, resubmit the transaction or go back to the previous list screen
- Resubmit by selecting the arrow icon: After selecting the arrow icon to resubmit a beneficiary, you land on the transaction initiation screen where you can confirm your review by selecting the "Review" button or go back to the previous screen by selecting the "Back" button
- Accept rejection by selecting the check mark icon: After accepting the rejection, the beneficiary will be removed from the Rejected List and will be parked in the Authorization List

### 1.2.4. Disabled List

Disabled List is a list that shows all the beneficiaries that were disabled. Follow the steps given below to access this list (Image 12).

- Select "Payments" tab on the left panel
- Select "Beneficiary Upload" option under Masters module
- Select "Disabled List" option



**Image 12 – Beneficiary | Disabled List Option**

After landing on the Disabled List page (Image 13), you will be able to see a list with all disabled beneficiaries in a table format. Under Actions column, you will be able to view each beneficiary's details and enable any beneficiary.

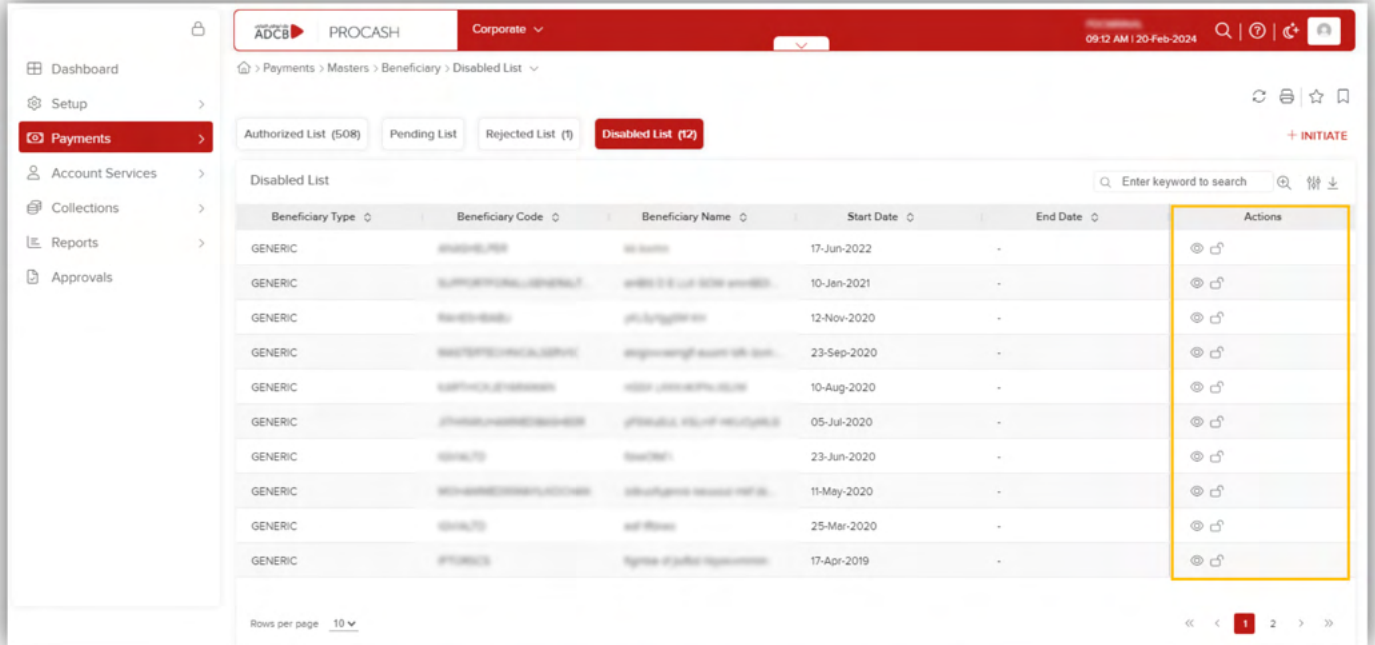


Image 13 – Beneficiary | Actions column of Disabled List