

ProCash Bulk Payments



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1. Bulk Payment Request

This guide provides you with a detailed explanation about how to perform, authorise or reject Bulk Payment transfers in ProCash. You will also find a description on useful features like transactions summary page or quick links.

For information on other ProCash modules or other payment types, please refer to their respective guides.

1.1. Summary Screen

To see the Summary screen of Bulk Payment Request module, you must first select the Payments tab, which is available on the left panel. Follow the below steps:

- i) Select Bulk Payment Request option
- ii) Select Initiate option – You will be navigated to the Initiate Request page



Image 1 – Bulk Payment Request | Initiate option

When landing on the Initiate page, you will be able to perform bulk payments by selecting one of the below two options:

- **Bulk Payment upload** – This option is used to initiate bulk payments via uploading a file with a set of transactions. When this option is selected, you will land on the Initiation page (a more detailed explanation is mentioned in chapter 1.2).
- **Bulk Payment manual** – This option can be used to initiate multiple payments at the same time. You will need to manually input the information of each payment. Once all the payments are ready, then you can process all of them at one go (a more detailed explanation is mentioned in chapter 1.3).

Apart from these two options, you can view the transactions initiated through Bulk Payment module as of the present day, as of the present week of, as of the present month. The given statuses are Pending, Rejected and Authorized.

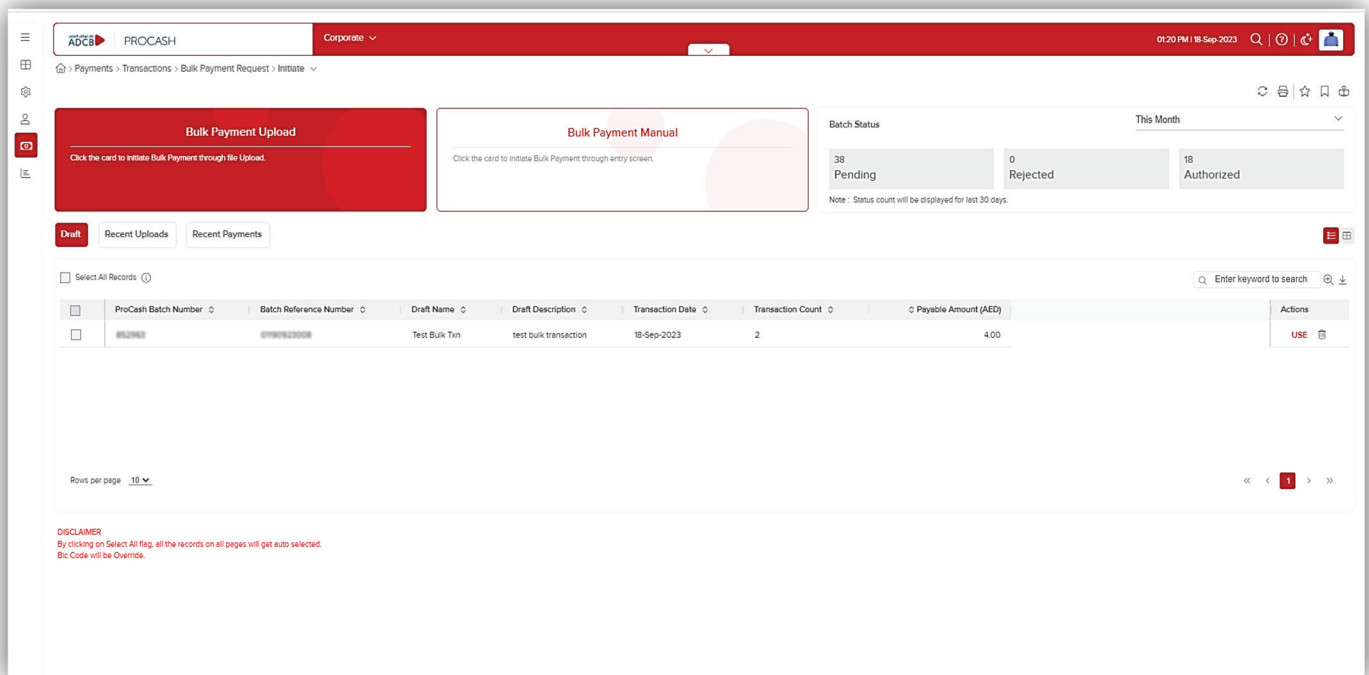


Image 2 – Bulk Payment Request | Initiate option

Also, on the same page you can:

- See the Bulk Payments under draft stage by selecting the “Draft” option
- See your most recent uploads Bulk Payments by selecting the “Recent Uploads” option
- See the most recent Bulk Payments by selecting the “Recent Payments” option

1.2. Bulk Payment Upload

To initiate a Bulk Payment by uploading a file, you must follow the below steps:

- i) Select “Bulk Payment Upload” option for pre-agreed template (Image 2)
- ii) Select “Drop your file here or browse”
- iii) Select the Template and upload the file
- iv) Once uploaded, you can see the file name and size with complete confirmation (Image 3)
- v) Select the submit to proceed with the Bulk payment or cancel it
- vi) Once uploaded, you will see a message saying “Bulk Payment uploaded successfully”

The screenshot displays the PROCASH web interface for initiating a bulk payment. The top navigation bar includes the PROCASH logo, a 'Corporate' dropdown, and the time '09:49 AM | 19 Sep-2023'. The left sidebar shows a menu with 'Payments' highlighted. The main content area is titled 'Bulk Payment Request > Initiate'. It features a 'Transaction Date' field set to '19-Sep-2023', a 'Select Template' dropdown, and a 'Remarks For Checker' field. Below these are two file upload sections: 'Upload Payment File' and 'Supporting Document', each with a 'Drop your file here or browse' button. The 'Upload Payment File' section shows a file named 'Corporate' with a size of 631 bytes and a 'Complete' status. A disclaimer is present below the upload sections, and 'CANCEL' and 'SUBMIT' buttons are located at the bottom of the form.

Image 3 – Bulk Payment Upload | Initiate option

You can also provide supporting documents with Remarks for Checker; however, this is a non-mandatory option. Also, there is a limit of 5 files that can be uploaded in a single upload and the maximum size is 5MB per file.

1.3. Bulk Payment Manual

To initiate a Bulk Payment Manual Request from the Payment tab available on the left panel, you must first follow the below steps:

Select "Bulk Payment Manual" option (Image 4).

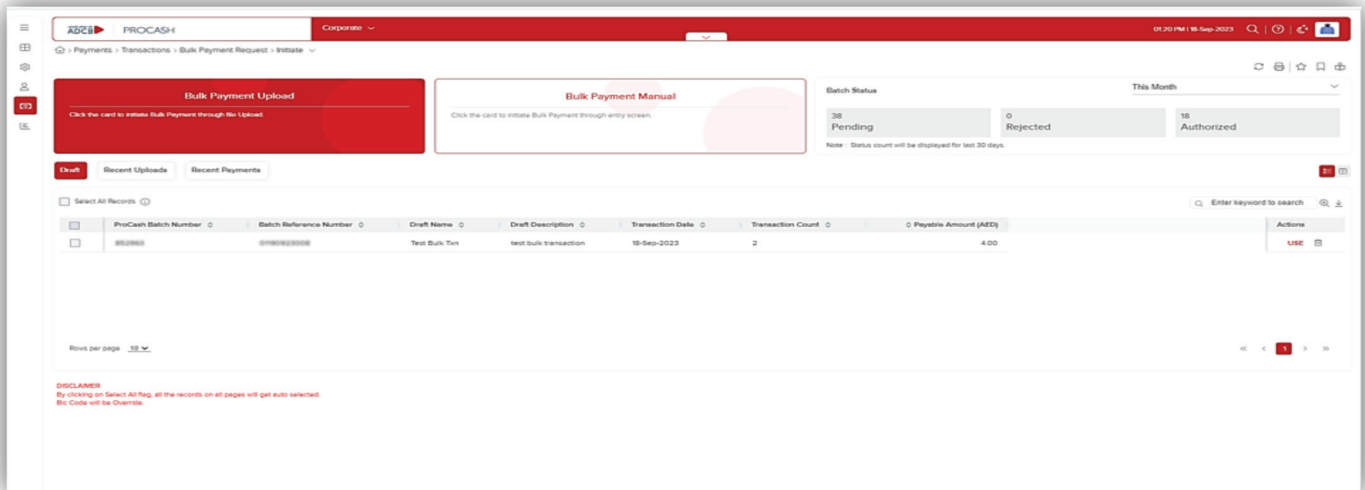


Image 4 – Bulk Payment Manual | Initiate option

Once this option is selected you are redirected to the Initiate page (Image 5) where you are required to provide the Batch details, select the number of transactions and enter the total amount that will be initiated in this batch.

You can also provide a batch reference number for better reconciliation and also attach the supporting documents with the Remarks for Checker, if any.

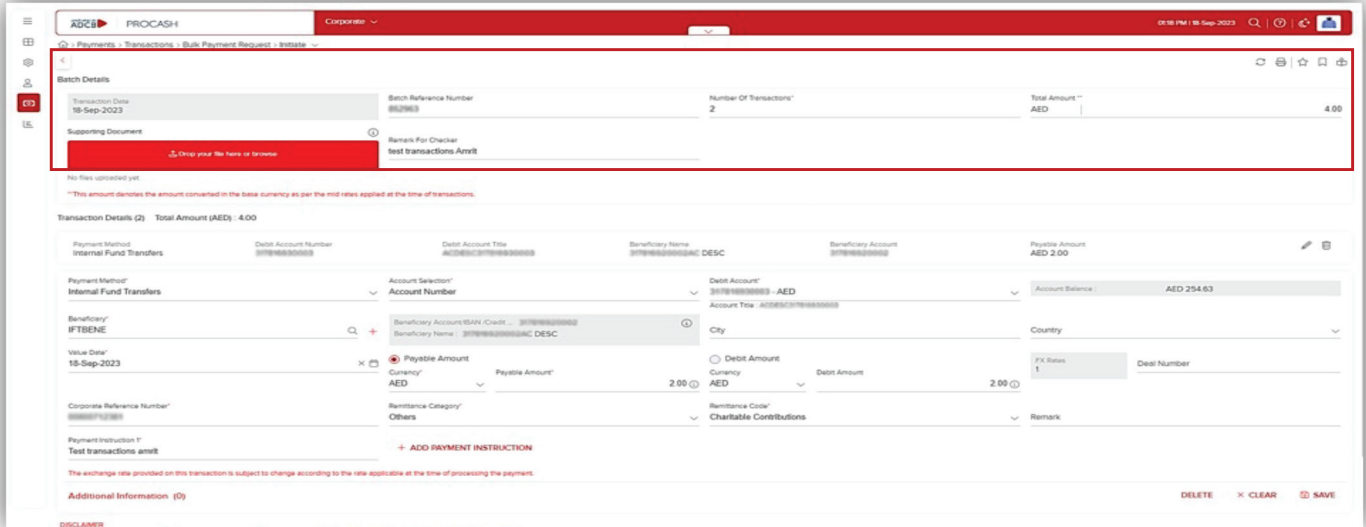


Image 5 – Bulk Payment Manual | Initiate option | Batch details

After providing the batch details, the next step is to provide the payments details. For that to occur, you must select for all payments the respective beneficiary, payment method, debit account number, debit account number and other mandatory fields like, for instance, corporate reference number and payment instruction.

When selecting a Beneficiary option, the user can either choose one existing beneficiary or create an ad hoc beneficiary by selecting the “+” icon under beneficiary section (Image 6). In this screen, there are the following two types of beneficiaries:

- o Generic: When the beneficiary details will be accessible to all ProCash users
- o User wise: When the beneficiary details will be accessible only to the user who created the beneficiary

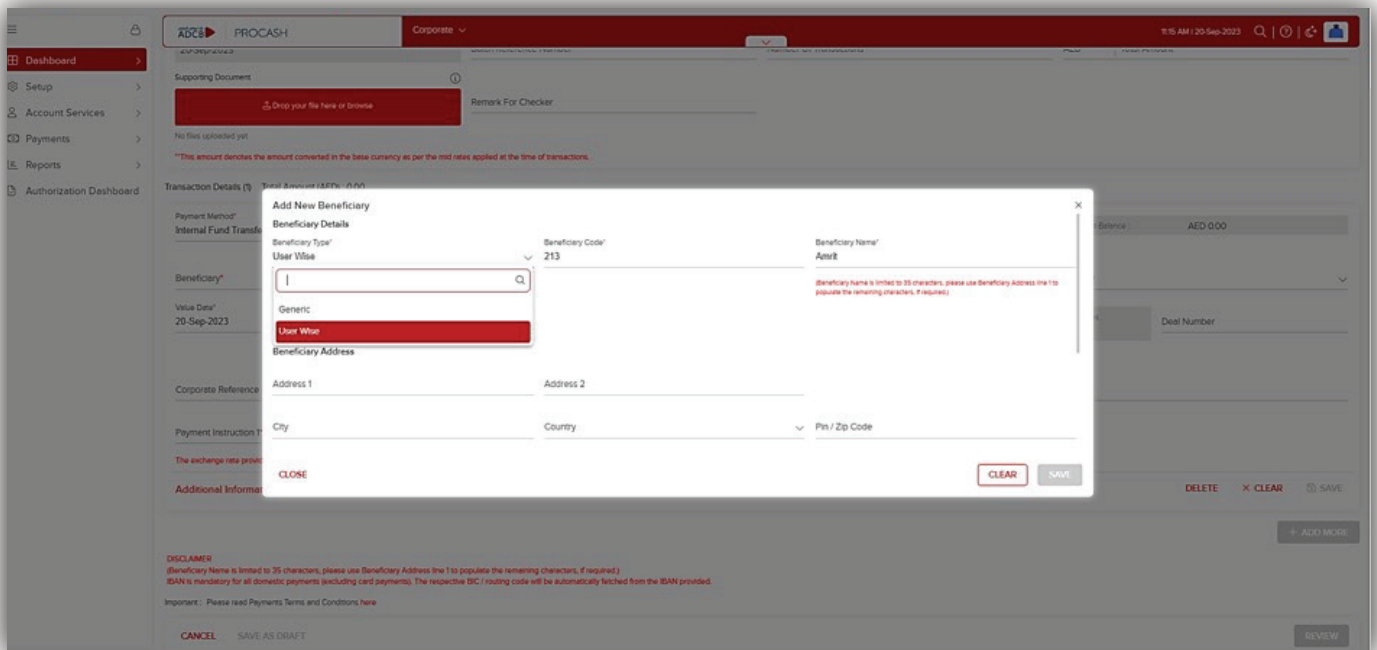


Image 6 – Bulk Payment Manual | Initiate option | Add New Beneficiary

Once all the information is provided, you can save, add another instructions (Image 7) or proceed with the transaction.

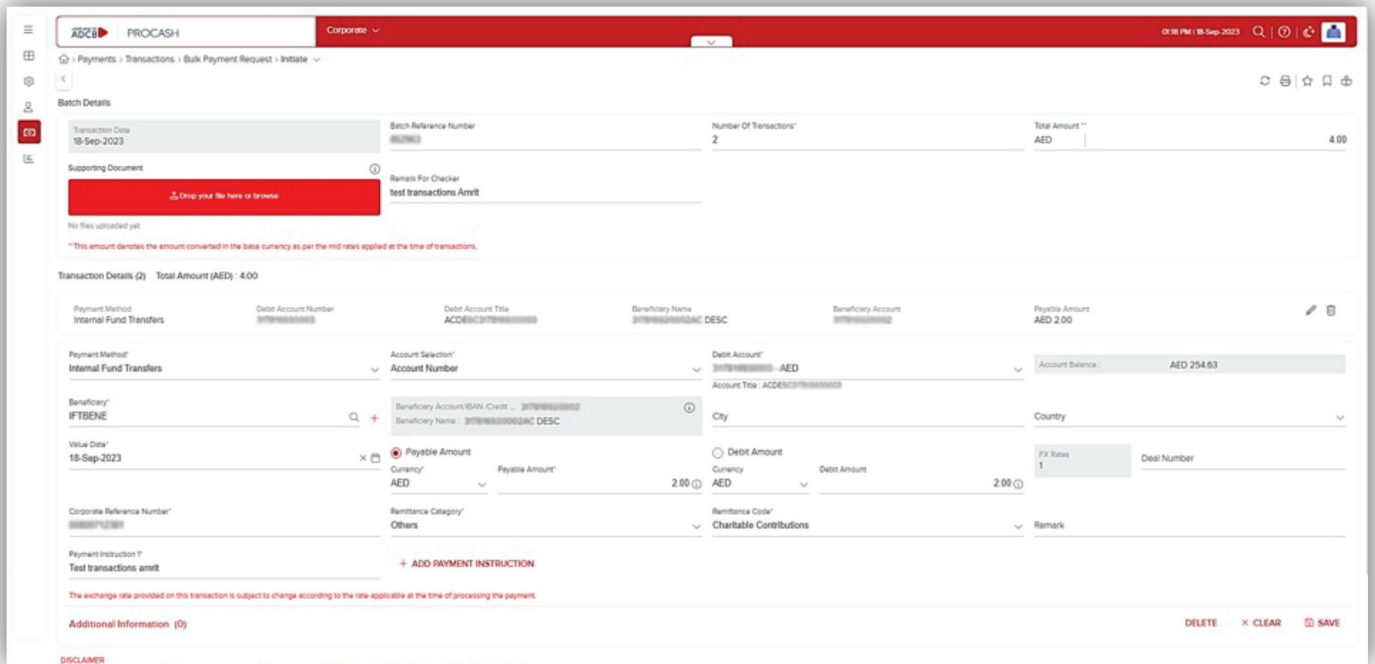


Image 7 – Bulk Payment Manual | Initiate option | Transaction details

Once all transactions are created, you can review the details, save it as draft or cancel as it is illustrated in the below image, which is the representation of an addition of 2 payments.

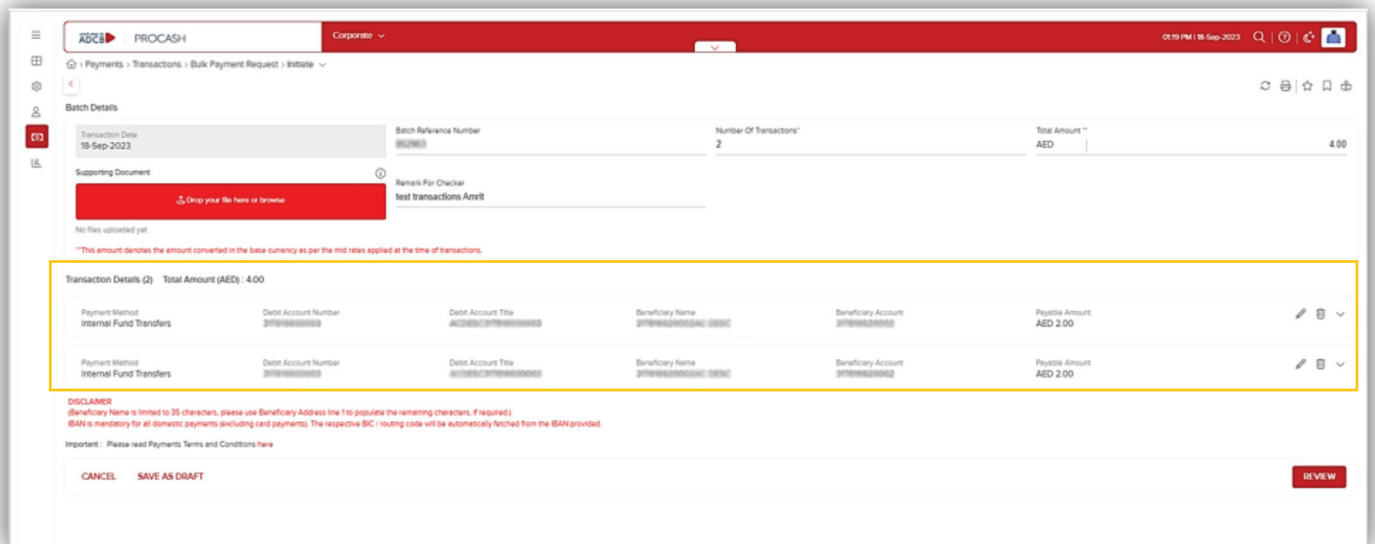


Image 8 – Bulk Payment Manual | Initiate option | Transaction details

In case a request has been submitted, you will get a payment confirmation pop-up with all the required details like ProCash Batch Number, Number of Transaction, Total Amount, Transaction Date and Time (Image 9).

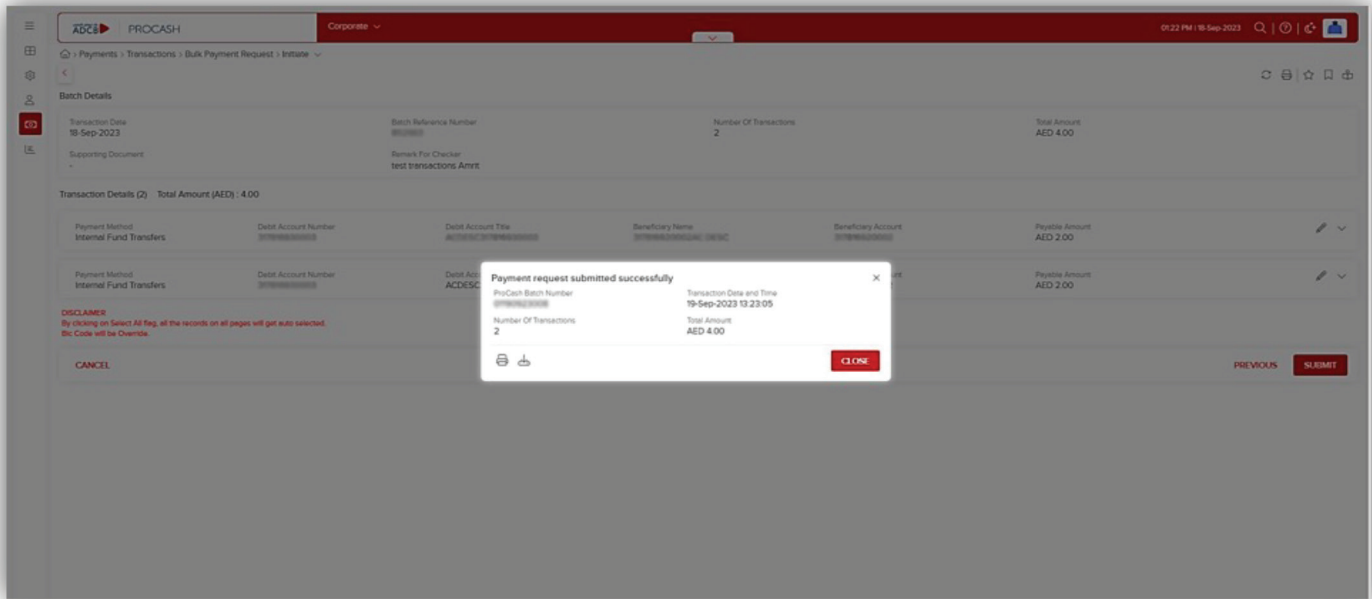


Image 9 – Bulk Payment Manual | Initiate option

1.4. Authorization List

To see the authorised Bulk Payment Request, you must follow the below steps:

- i) Select Payments tab on the left panel
- ii) Select Bulk Payment Request option
- iii) Select Authorized List option

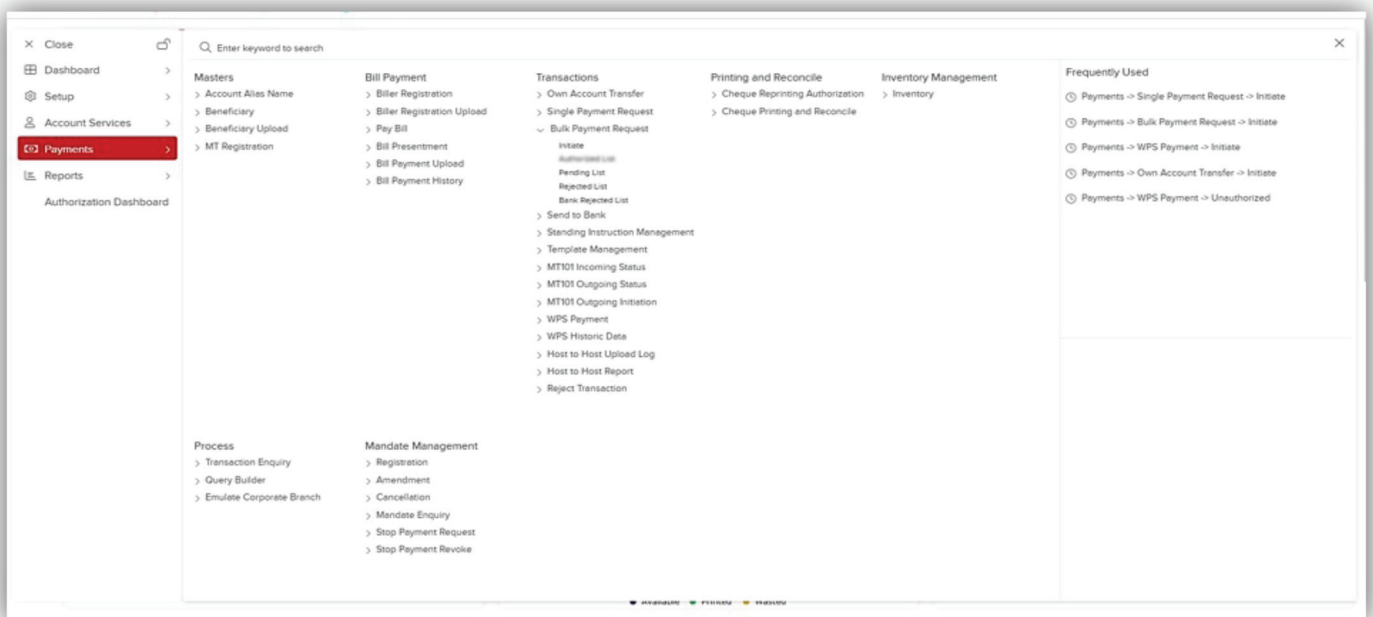


Image 10 – Bulk Payment Manual | Authorized List option

After landing on the Authorized List page (Image 11), you will be able to see a list with all authorised transactions in a table format. Under Actions column, you will be able to view each transaction’s details and respective authorisers, if applicable.

ProCash Batch Number	Batch Reference Number	Payment File Name	Transaction Date	Payable Amount (AED)	Channel	Transaction Count	Initiation Method	Uploaded By	Upload Date	Actions
0196923003	-	-	15-Sep-2023	1115	WEB	1	Manual	Corporate	18-Sep-2023	👁️
0196923018	-	-	15-Sep-2023	73.80	SWIFT	1	Upload	Corporate	15-Sep-2023	👁️
0196923003	-	-	15-Sep-2023	500.00	WEB	2	Manual	Corporate	15-Sep-2023	👁️
0196923027	WSPR_Batch_03	0196923027_WSPR_Batch_03.csv	14-Sep-2023	703.66	WEB	21	Upload	Corporate	14-Sep-2023	👁️
0196923005	-	-	14-Sep-2023	500.00	WEB	2	Manual	Corporate	14-Sep-2023	👁️
0196923003	WSPR_Batch_7	0196923003_WSPR_Batch_7.csv	13-Sep-2023	69766	WEB	21	Upload	Corporate	14-Sep-2023	👁️
0196923003	WSPR_Batch_12	0196923003_WSPR_Batch_12.csv	13-Sep-2023	539.83	WEB	21	Upload	Corporate	14-Sep-2023	👁️
0196923018	WSPR_Batch	0196923018_WSPR_Batch.csv	12-Sep-2023	69777	WEB	21	Upload	Corporate	13-Sep-2023	👁️
0196923018	-	-	12-Sep-2023	44.44	WEB	2	Manual	Corporate	13-Sep-2023	👁️
0196923017	Swi_02	0196923017_Swi_02.csv	12-Sep-2023	1540.66	WEB	3	Upload	Corporate	13-Sep-2023	👁️

Image 11 – Bulk Payment Manual | Actions column of Authorized List

To view the details of a specific transaction, you just need to select the eye icon under Actions columns. Then a screen with all information about the selected transaction is provided. To go back to the Authorized List page, just press the “Back” button.

Transaction Details

Transaction Date: 15-Sep-2023
 Account Title: @@@@
 Amount to be Paid: AED 1115
 Payable Amount: AED 1115
 FX Rate: 1.0
 Payment Instruction 1: 00

Value Date: 15-Sep-2023
Corporate Reference Number: 2
Payable Amount: AED 1115
Immediate Payment: No

Account Selection: Account Number: @@@@
Payment Method: External Fund Transfers - UAEFTS
Debit Account: @@@@
Debit Amount: AED 1115
Debit Number: -

Beneficiary Details

Beneficiary Name: S0570
 Beneficiary Bank: Abu Dhabi Islamic Bank
 Country: Singapore

Beneficiary Name Variation: Account title not found
 Beneficiary Bank Branch: HEAD OFFICE
 Address: address1, address2
 Routing Code: 40520101
 City: address3

Other Details

Remarks: -
 Charges: OUR
 Remittance Purpose: -
 Remittance Details: -

Enrichment / Additional Details

No Enrichments Available

Maker Checker Details

Maker: @@@@
 Checker: @@@@
 Maker Date Time: 15-Sep-2023 11:34:32
 Checker Date Time: 15-Sep-2023 11:34:32

DISCLAIMER
 This amount denotes the amount converted in base currency as per the mid rates applied at the time of transactions.

CANCEL **BACK**

Image 12 – Bulk Payment Manual | Transaction details from Authorized List

To view all authorisers of a specific transaction, you just need to select the users icon under the Actions column. To go back to the Authorized List page, just press the “Close” button.

Stab	Priority	Profile	No. of User	Pending Authorizer	Authorizer	Date & Time
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 10:01:24
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 10:02:27
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 10:03:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 10:03:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 10:03:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 10:03:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45
0.00 - 999.999.999.999.00	1	1	1	NIL	ADCB/Becker	14-Sep-2023 09:58:45

Image 13 – Bulk Payment Manual | Authorisers from Authorized List

1.5. Pending List

To see the Pending Bulk Payment Request. you must follow the below steps:

- i) Select Payments tab on the left panel
- ii) Select Bulk Payment Request option
- iii) Select Pending List option

Image 14 – Bulk Payment Manual | Pending Authorization List option

After landing on the Pending Authorization List page (Image 15) you can see a list in a table format with all transactions that are pending to be authorised. You can also perform some actions available in the last column of this table.

ProCash Batch Number	Batch Reference Number	Payment File Name	Transaction Date	Payable Amount (AED)	Channel	Transaction Count	Initiation	Actions
0199920001	0199920001	0199920001_0199920001	20-Sep-2023	2,263.30	WEB	4	Uploaded	View, Edit, Delete, Re-upload
0199920002	0199920002	0199920002_0199920002	19-Sep-2023	0.00	WEB	0	Uploaded	View, Edit, Delete, Re-upload
0199920003	0199920003	0199920003_0199920003	20-Sep-2023	534.51	WEB	5	Uploaded	View, Edit, Delete, Re-upload
0199920004	0199920004	0199920004_0199920004	19-Sep-2023	0.00	WEB	0	Uploaded	View, Edit, Delete, Re-upload
0199920005	0199920005	0199920005_0199920005	19-Sep-2023	1,000.00	WEB	5	Uploaded	View, Edit, Delete, Re-upload
0199920006	0199920006	0199920006_0199920006	19-Sep-2023	335.38	WEB	21	Uploaded	View, Edit, Delete, Re-upload
0199920007	0199920007	0199920007_0199920007	19-Sep-2023	0.00	WEB	0	Uploaded	View, Edit, Delete, Re-upload
0199920008	0199920008	0199920008_0199920008	19-Sep-2023	4.01	WEB	5	Uploaded	View, Edit, Delete, Re-upload
0199920009	0199920009	0199920009_0199920009	18-Sep-2023	4.00	WEB	2	Manual	View, Edit, Delete, Re-upload
0199920010	0199920010	0199920010_0199920010	15-Sep-2023	2,545.00	WEB	2	Manual	View, Edit, Delete, Re-upload

Image 15 – Bulk Payment Manual | Pending Authorization List option

In this page, you can also customise your columns and save the respective customisation any time.

Under Actions column (last column on Image 15) you will be able to:

- View errors on each files, re-upload, edit, delete, view authorisers, resend alerts or go back to previous list screen (Image 15)
- You can also view each transaction's details by selecting the eye icon; once this option is selected, a page with the respective transaction's details is displayed (Image 16)
- Edit a transaction by selecting the edit icon (Image 17). Once this option is selected you will land to the respective transaction initiation page wherein you can change any details and again upload the transaction file

For a more detailed explanation about the transaction initiation process, please refer to chapter 1.3.

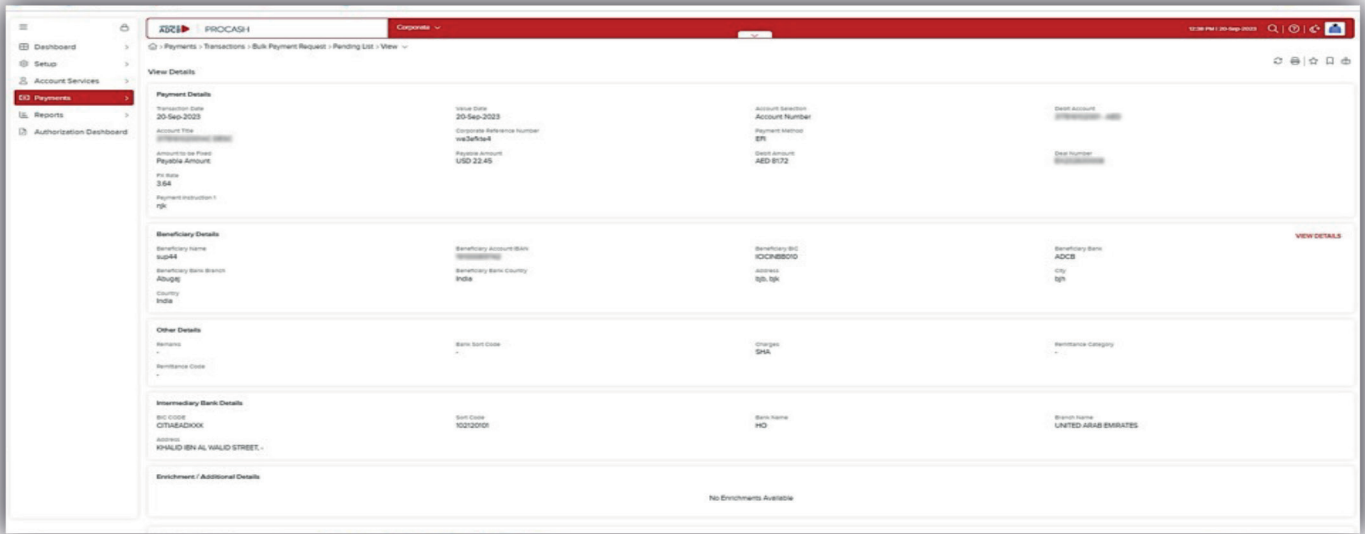


Image 16 – Bulk Payment Manual | Transaction details from Pending Authorization List page

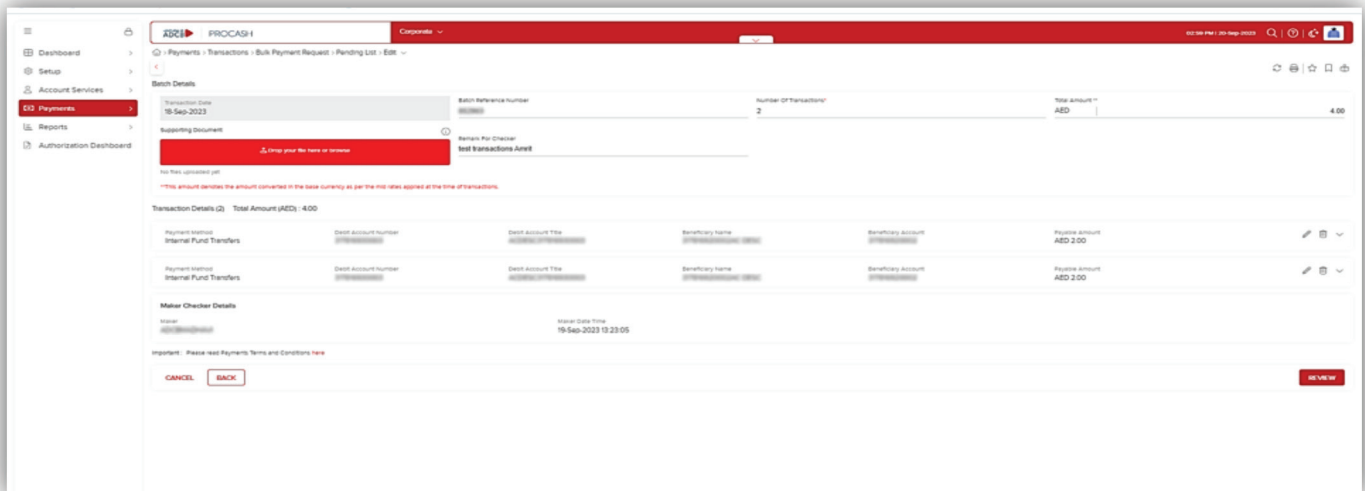


Image 17 – Bulk Payment Manual | Edit transaction from Pending Authorization List page

- Approve a transaction by selecting the check icon: When choosing this option, the OTP must be provided, once done select the Submit option (Image 18)
- Reject a transaction by selecting the cross icon: When rejecting a transaction, a reason for the rejection is required

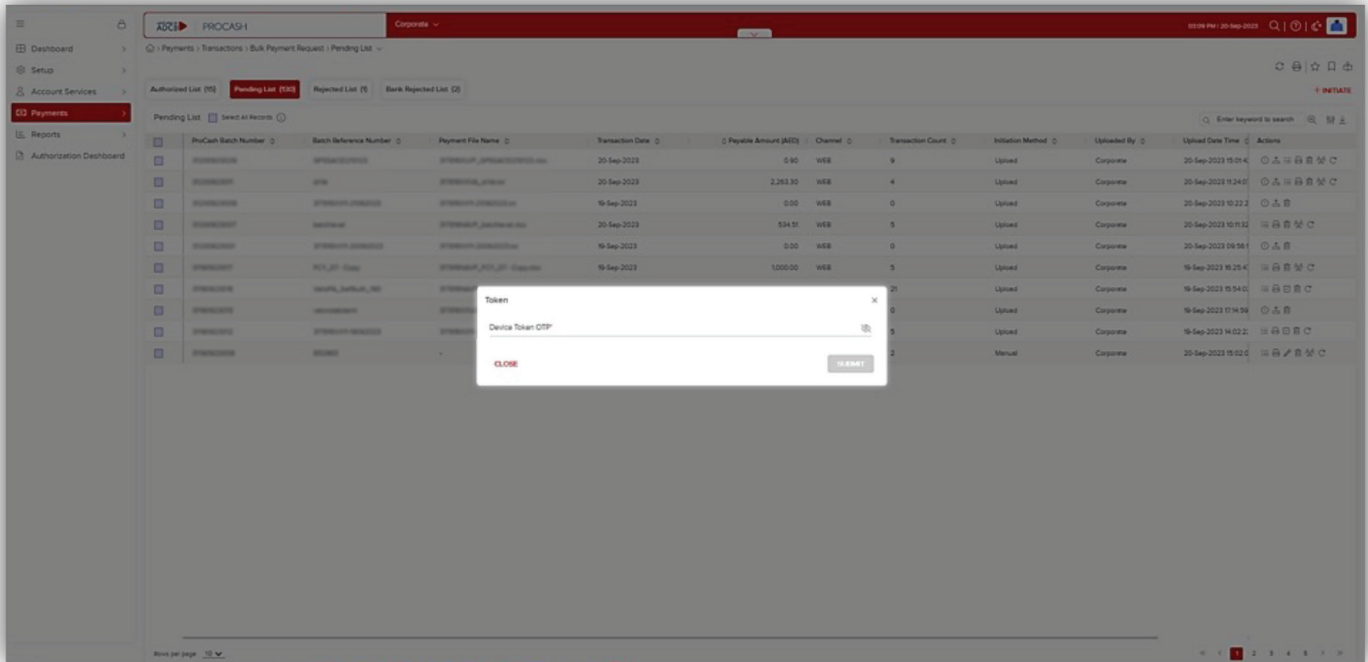


Image 18 – Bulk Payment Request | Device OTP Delete a transaction from Pending Authorization List page

- Delete a transaction by selecting the bin icon: When deleting a transaction, it is required to confirm it by selecting “ok” (Image 19)

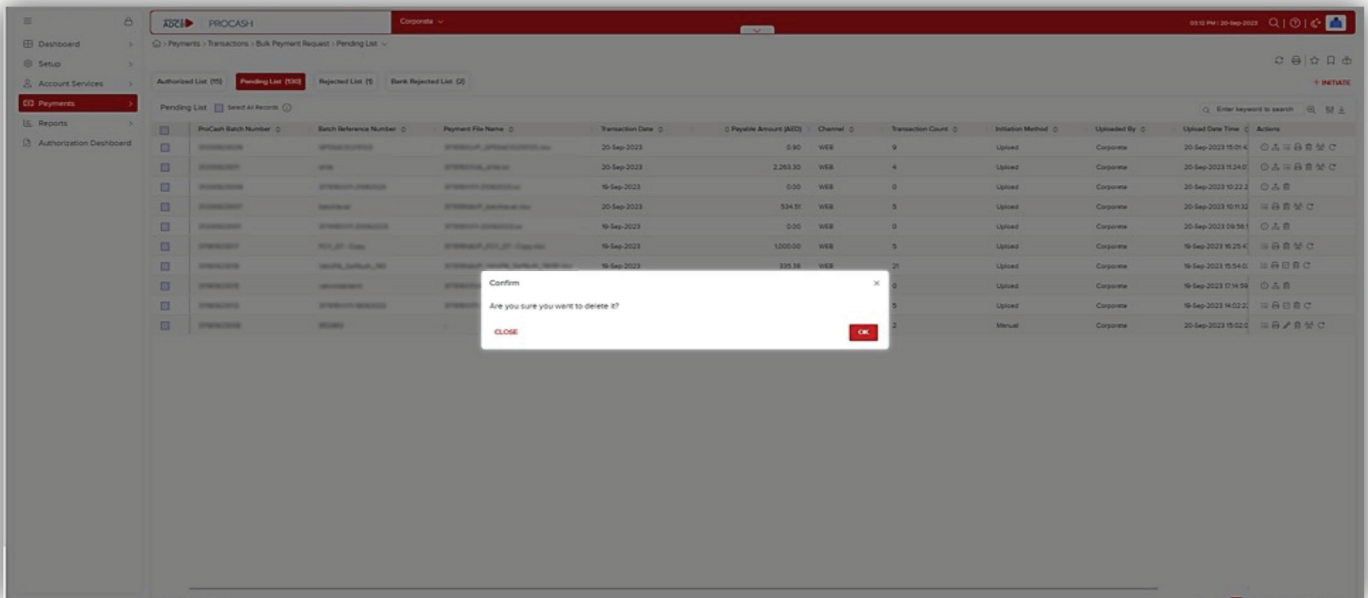


Image 19 – Bulk Payment Request | Confirm Delete a transaction from Pending Authorization List page

- View respective authorisers by selecting the users icon: On selecting the Authorizers List icon, a list with the authoriser’s details is displayed (Image 20)

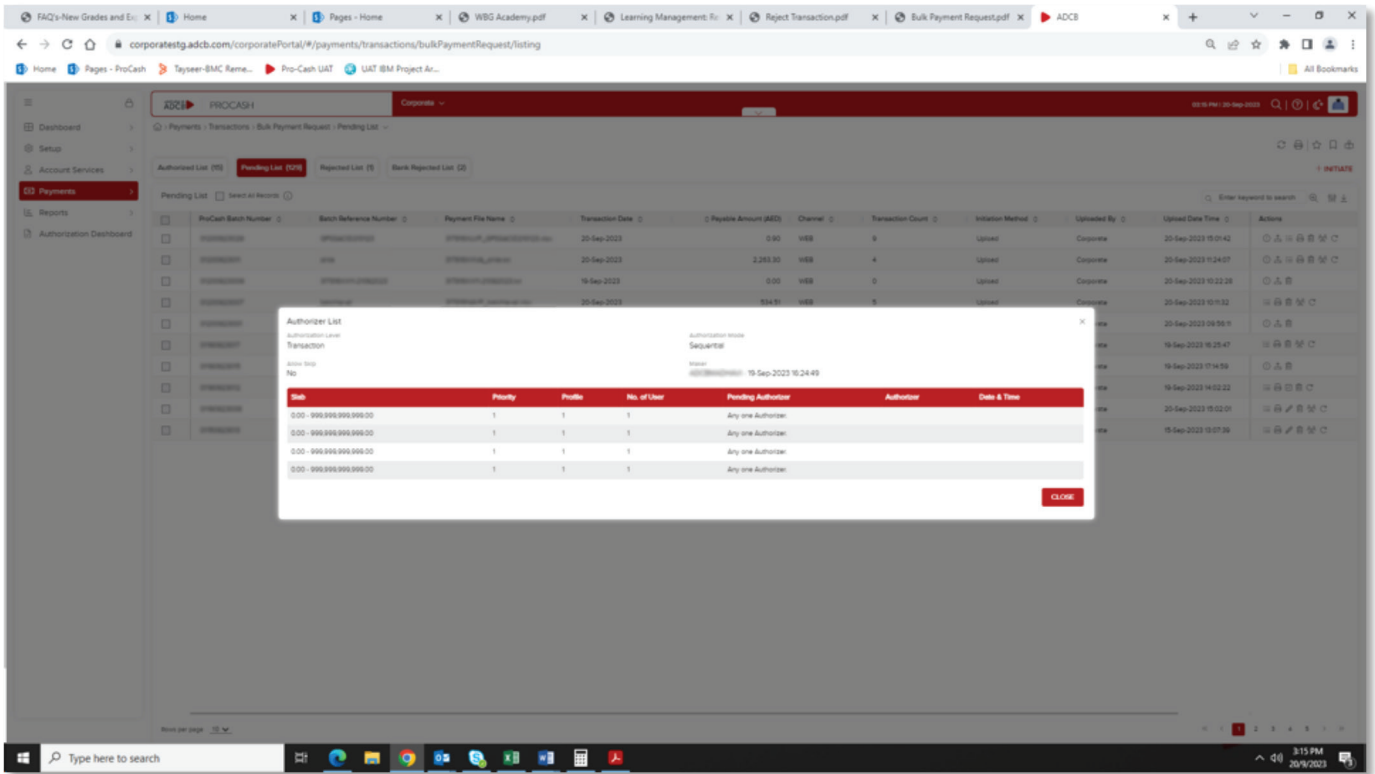


Image 20 – Bulk Payment Request | View Authoriser from Pending Authorization List

- Send a notification to the remaining authorisers to authorise the transaction by selecting the refresh icon (Image 21)

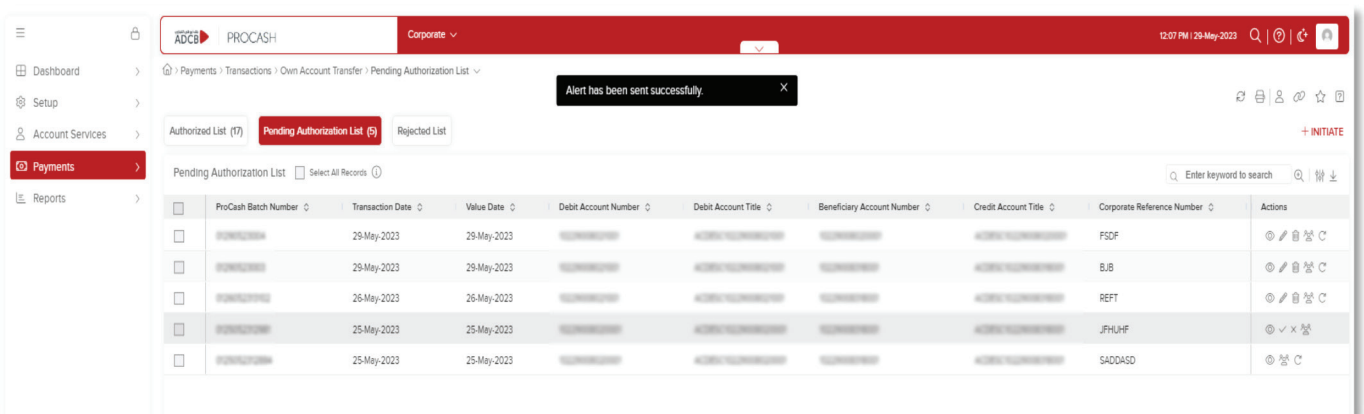


Image 21 – Bulk Payment Request | Notification of transaction from Pending Authorization List

- Re-upload Payment file with corrections (Image 22)

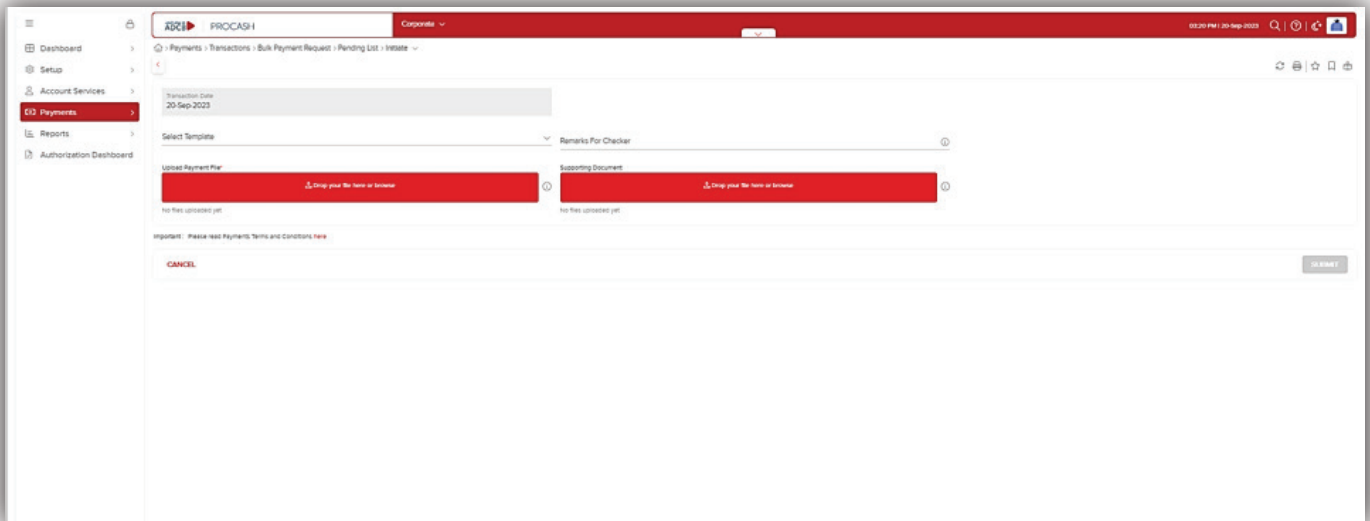


Image 22 – Bulk Payment Request

1.6. Rejected List

To see the Rejected List of Bulk Payment Request, you must follow the below steps:

- i) Select Payments tab on the left panel
- ii) Select Bulk Payment Request option
- iii) Select Rejected List option

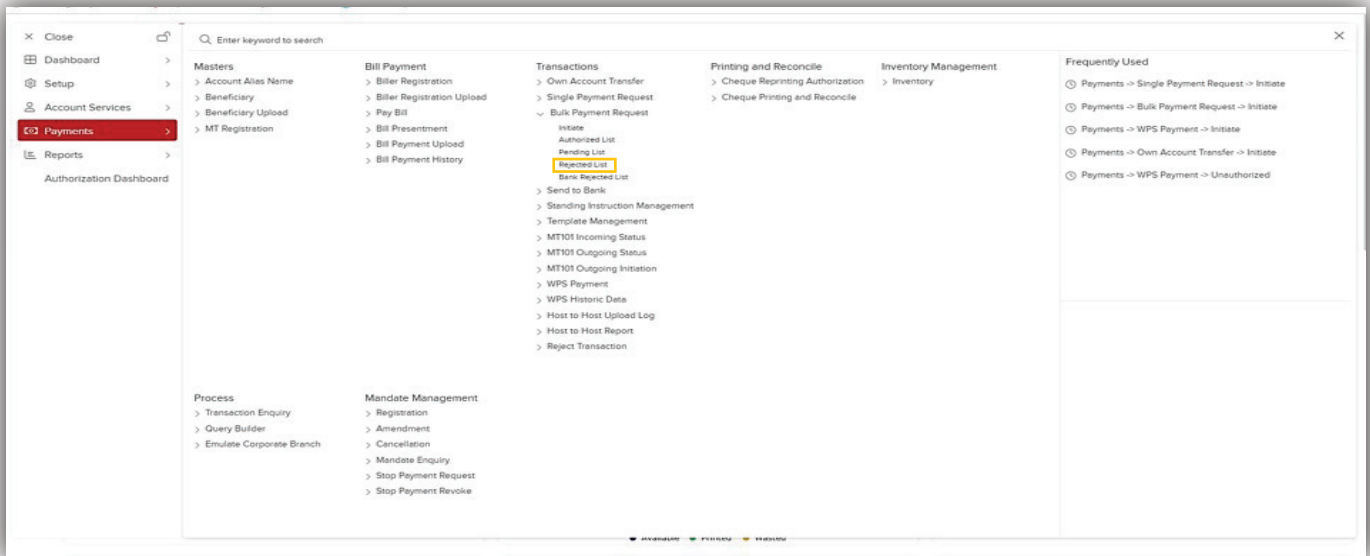


Image 23 – Bulk Payment Request | Rejected List option

In the Rejection List page, you can see a list in a table format of all rejected transactions. In this page, you can also customise your columns and save the respective customisation any time (Image 24).

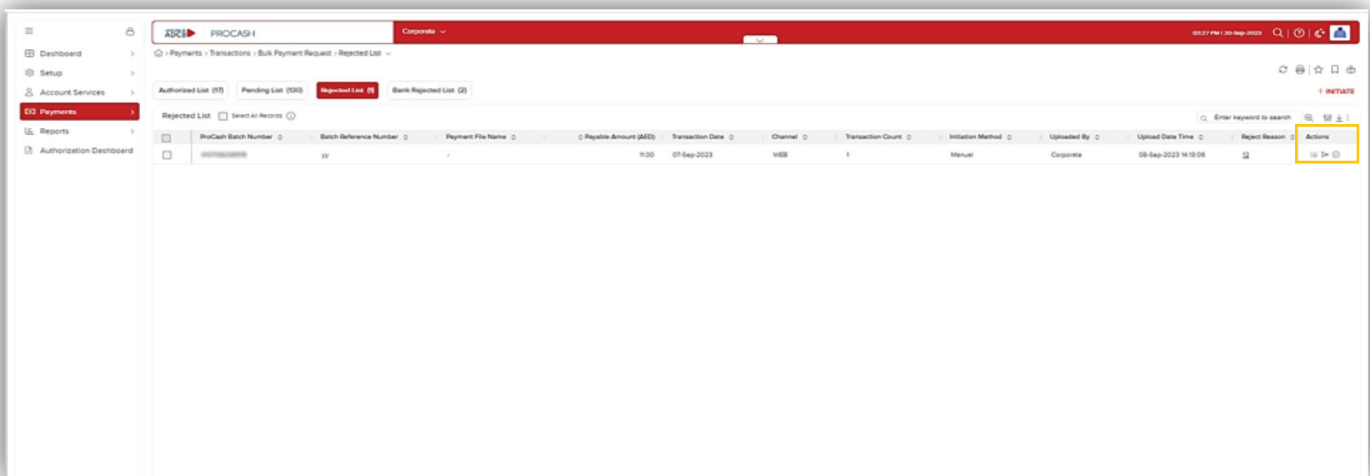


Image 24 – Bulk Payment Request/Reject List page

Under Actions column (last column on Image 24), you will be able to:

- View each transaction’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 are also able to 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 transaction, 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

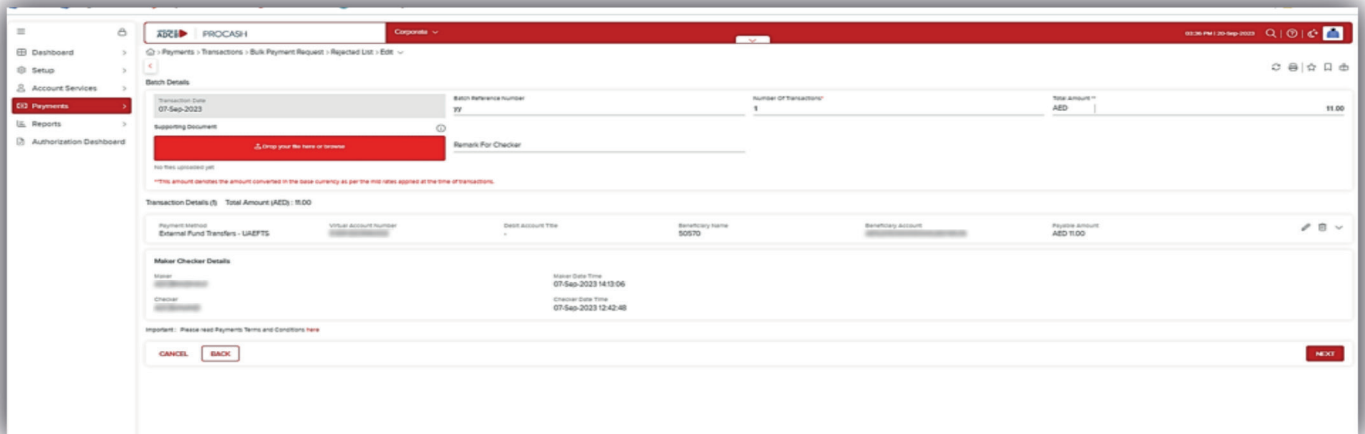


Image 25 – Bulk Payment Request/Resubmit transaction from Reject List page

- Accept rejection by selecting the check mark icon: After accepting the rejection, the transaction will be removed from the Rejected List and will be parked in the Authorization List

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