

# ProCash Federal Tax Authority (FTA) Payment



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## 1. Federal Tax Authority (FTA):

This guide will describe how to perform an FTA payment and the below chapters will explain how to do it by the following two options available in ProCash:

- Initiating a payment request – **Single Payment**
- Uploading a file with multiple entries – **Bulk payment**

### 1.1 Single Payment

The journey to perform a single payment request can start by firstly selecting the beneficiary or selecting the payment type. Sub chapters below will showcase these two journeys.

#### 1.1.1 Initiate by selecting a beneficiary

To initiate a payment by firstly selecting a beneficiary you must click on the “Initiate by selecting a Beneficiary” option (image 1) available under the Initiate page.

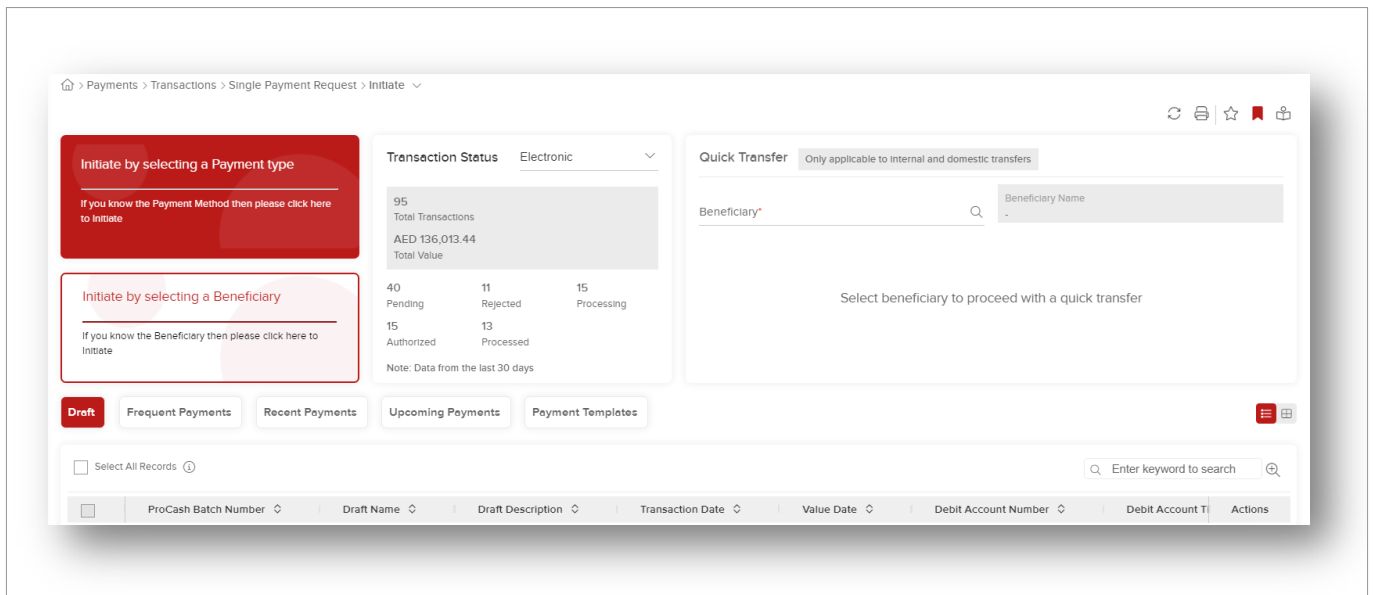


Image 1 – FTA | Single Payment – Initiate Screen

Upon selection of this option, you will be directed to the “Beneficiary & Additional Details” screen as shown below where you need to provide the beneficiary details either by selecting an existing beneficiary or by creating a new one (image 2).

In case you have already registered the beneficiary, click on the “Select Beneficiary” option; otherwise click on the “Add New Beneficiary” option to proceed with the payment.

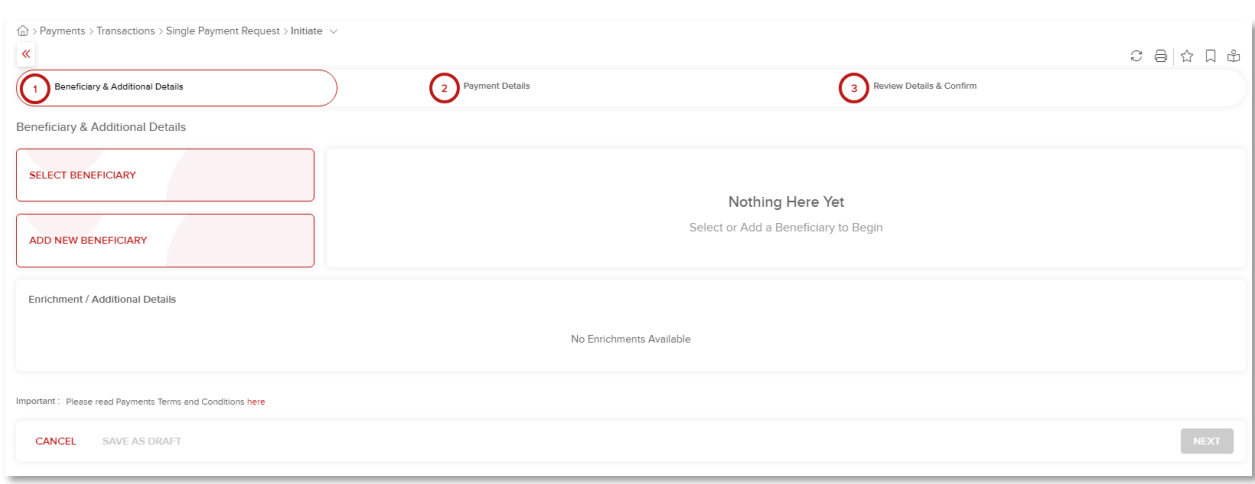


Image 2 – FTA | Single Payment – Beneficiary & Additional Details

#### i) Initiating a payment by selecting an existing beneficiary:

Once you click the “Select Beneficiary” option, a list with all registered beneficiaries is displayed and you must choose the respective FTA beneficiary to proceed with the payment (image 3).

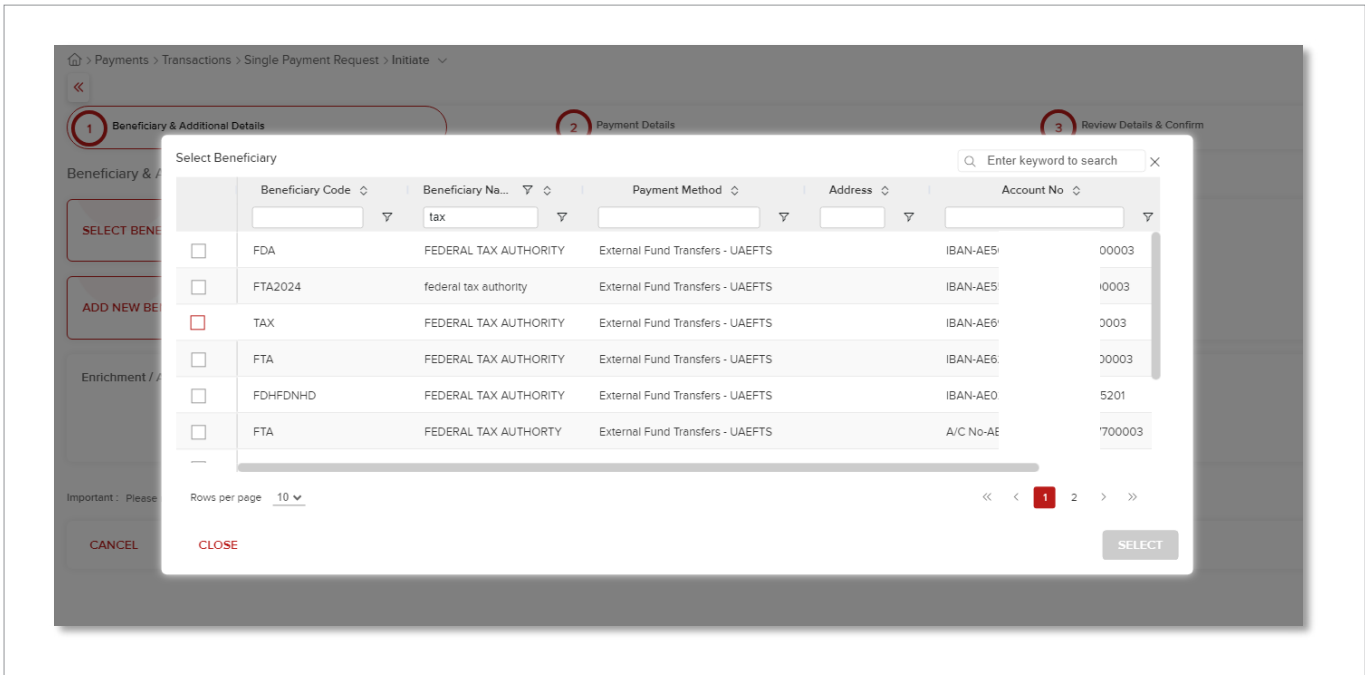


Image 3 – FTA | Single Payment – Select Beneficiary

After selecting the required FTA beneficiary by clicking on “Select” button, the system will take you back to the “Beneficiary & Additional Details” screen wherein a pop up message asking to provide the invoice number will be displayed (image 4).

In the same screen you are also required to provide other details such as: charge, remittance purpose, and remittance details. Once these details are given then click the “Next” button to proceed with the payment (image 4).

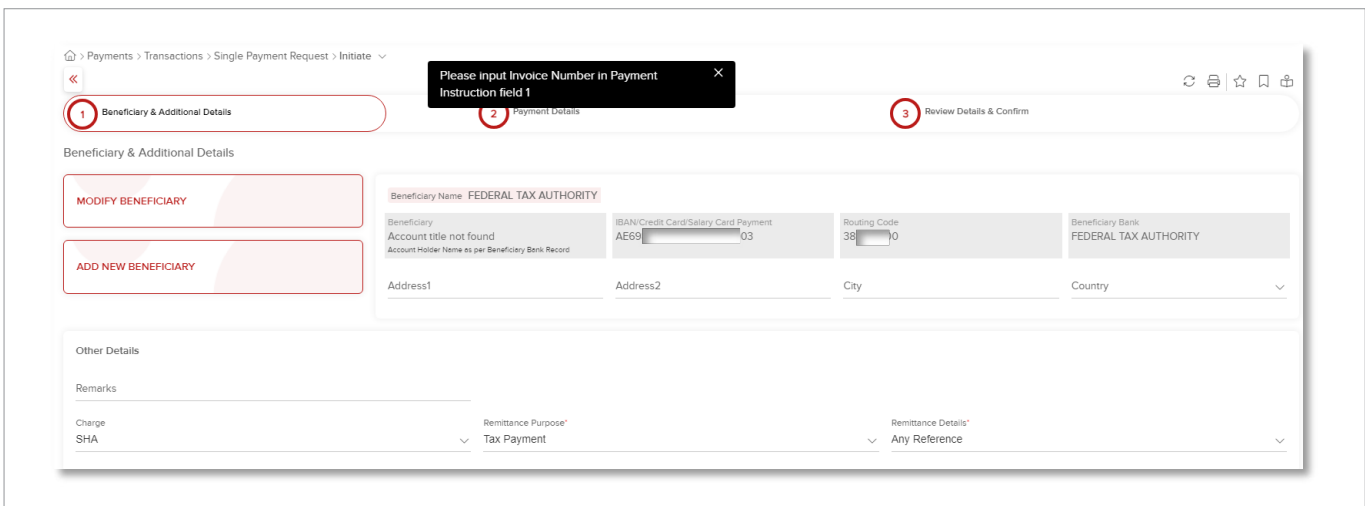


Image 4 – FTA | Single Payment – Beneficiary & Additional Details (2)

Once the beneficiary information is provided you will be directed to the “Payment Details” page where you are required to provide the payment details (image 5).

Image 5 – FTA | Single Payment – Payment Details

In the payment details page, you will need to provide the following information (image 6):

- **Corporate Reference Number** – A unique reference number for your tracking and reconciliation purpose.
- **Debit Account Number** – Account number from which the funds will be debited.
- **Payment Instruction** – Valid Invoice Number. (Note: In case of input of an invalid/inactive invoice number, the system will prompt an error message as shown below. In case a valid/active invoice number is inputted then the amount will be auto fetched by the system).

Image 6 – FTA | Single Payment – Payment Details

After providing all the details, click on the "Review" button (available on the below right corner of this page) and you will be redirected to the screen shown on (image 7) where you can review the payment details and finally submit the payment by selecting the "Submit" button.

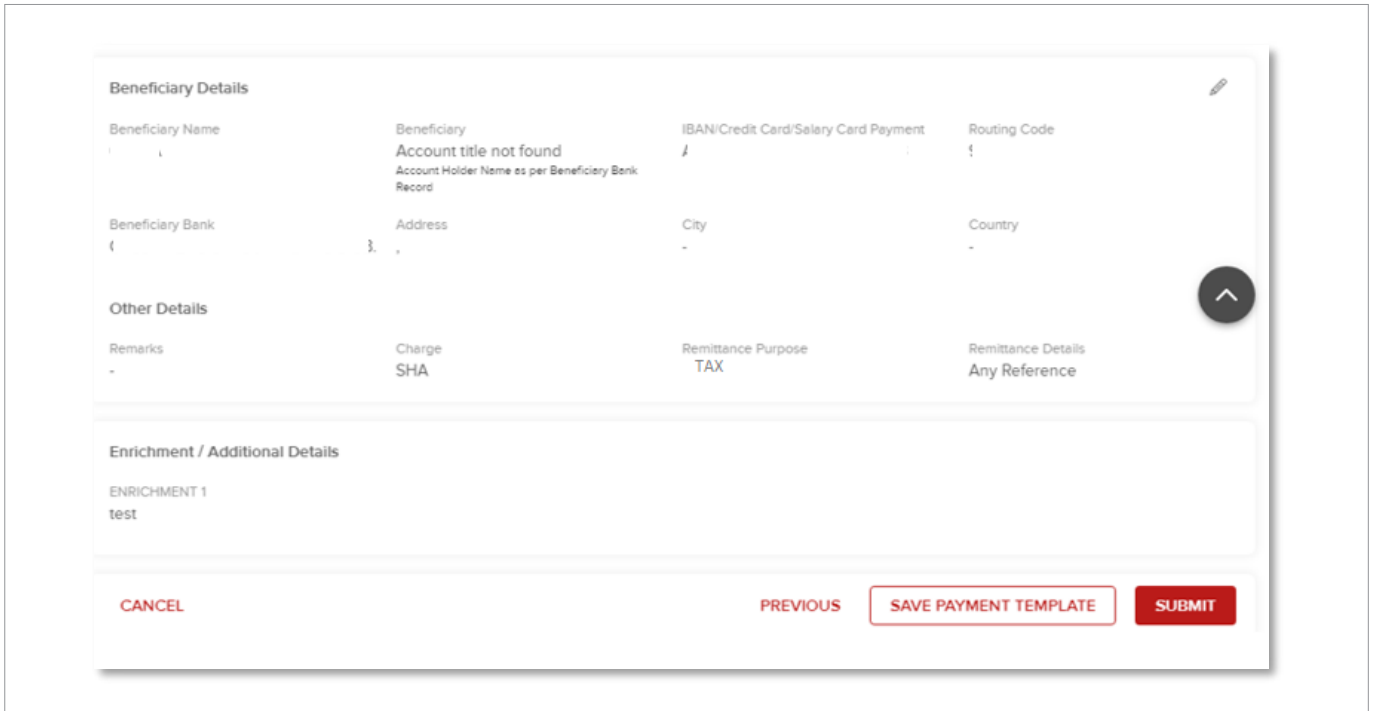


Image 7 – FTA | Single Payment – Review Page

In case you are a Super User, you will receive below pop up to input token to approve the payment (image 8). Upon successful submission a second pop up will appear with the details (image 9).

If you are a maker, you will only get the pop up displayed on (image 9) and the payment will land in the pending list so that the checker can approve it.

In case the send to bank queue is enabled, then the payment should be released from the “Send to bank” module (Refer the respective send to bank guide).

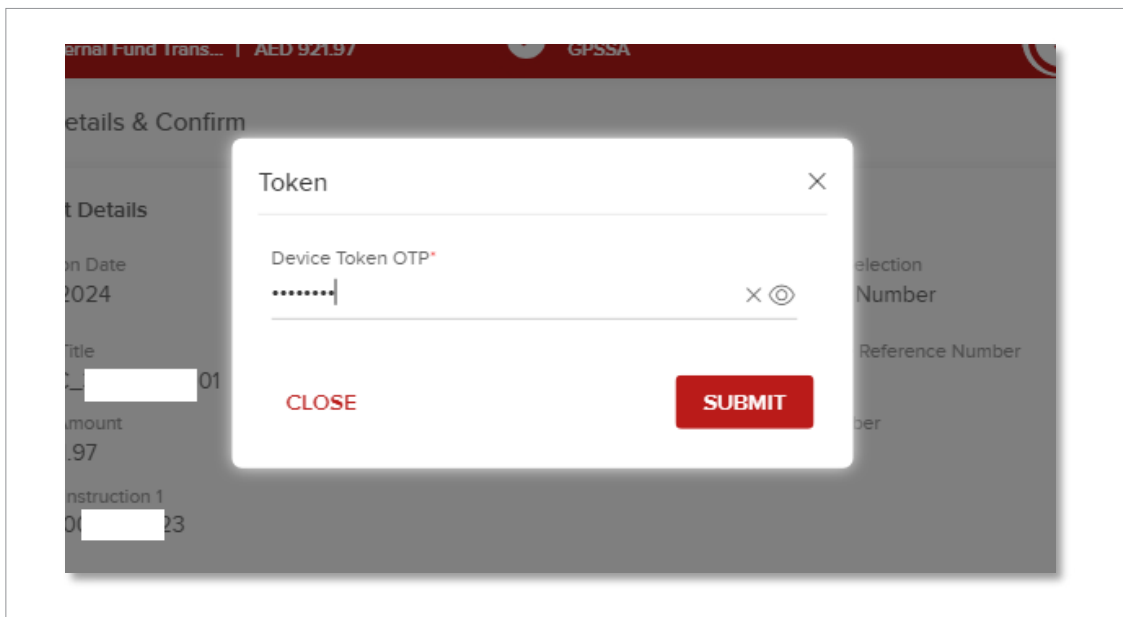


Image 8 – FTA | Single Payment – Token OTP



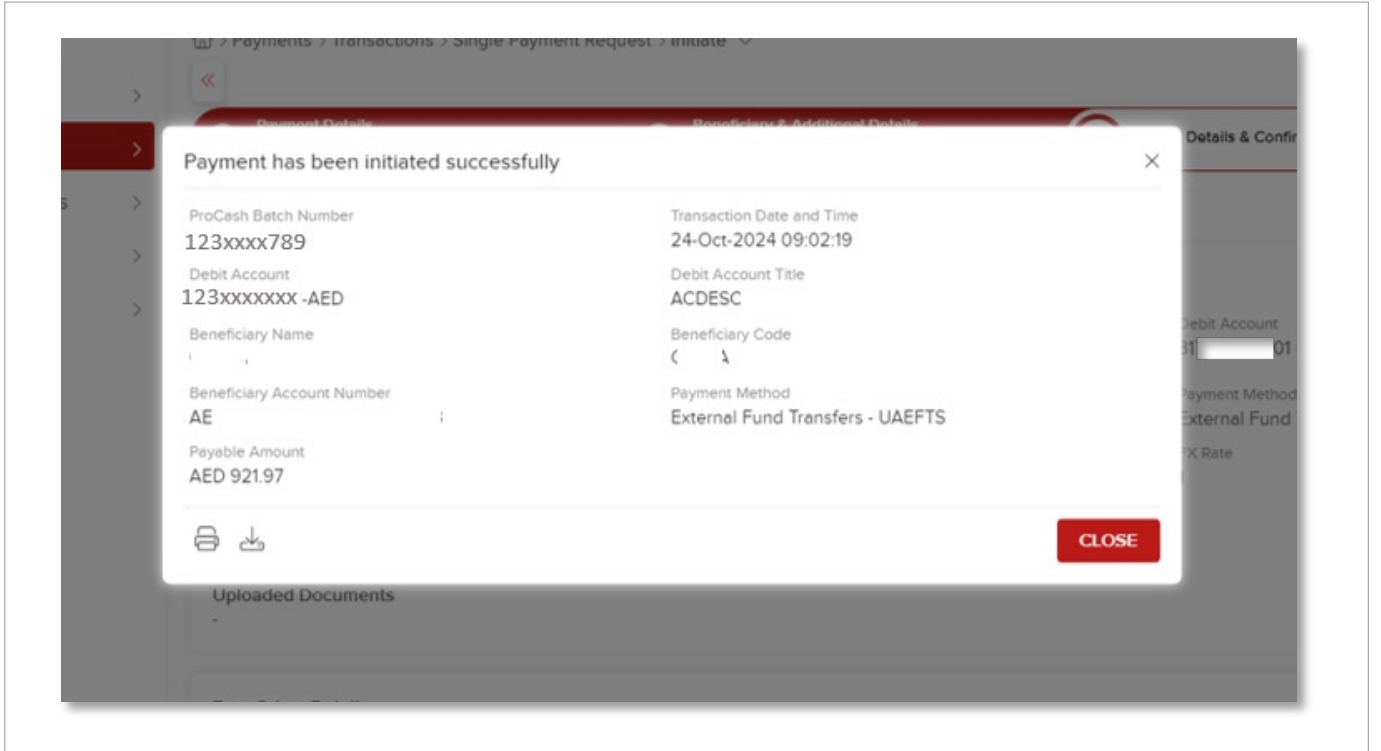


Image 9 –FTA | Single Payment – Success Pop-up

**i) Initiating a payment to a beneficiary that hasn't been registered:**

When selecting the option "Add Beneficiary" (refer to image 4), you will be navigated to the below two screens where you need to fill in all the required beneficiary details (image 10 & 11).

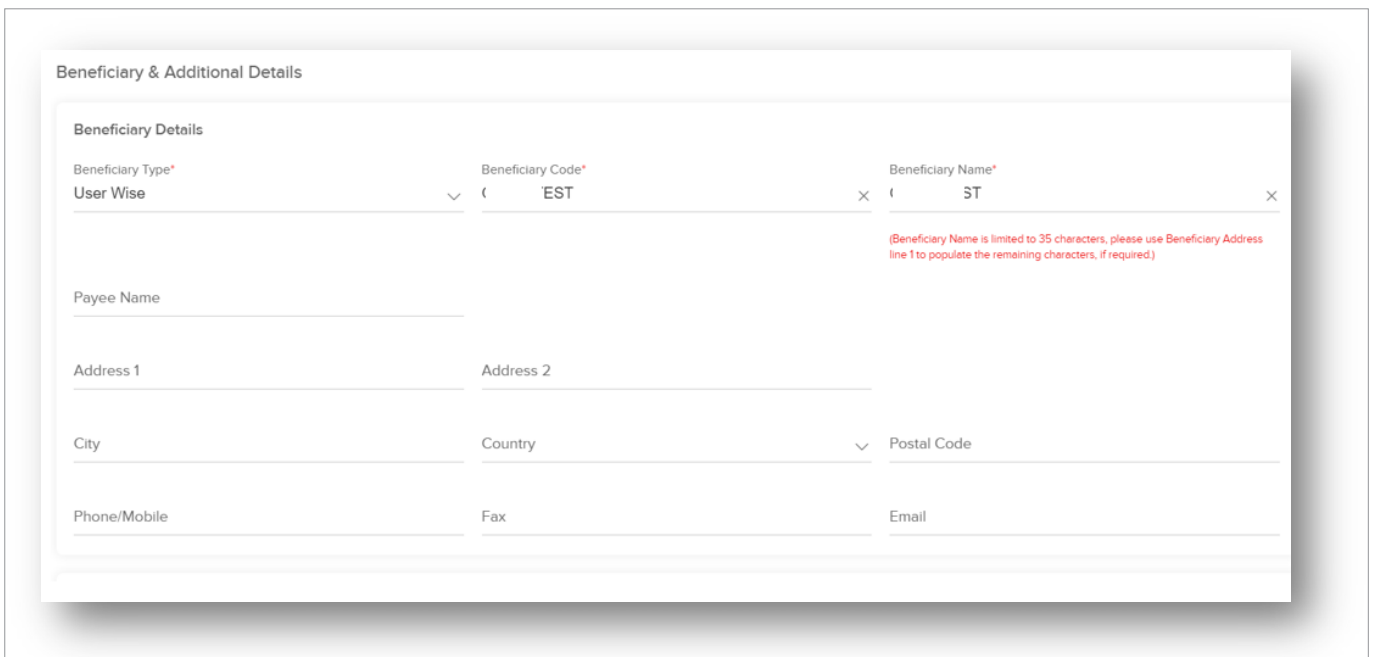


Image 10 –FTA | Single Payment – Add Beneficiary





Image 13 –FTA | Single Payment – Success Pop-up

Once all the details are given you must click on the “Review” button, and you will be directed to a screen with all the payment details for your review (image 14). If everything is ok, you can submit the payment by selecting the “Submit” button.

Image 14 –FTA | Single Payment – Success Pop-up

In case you are a Super User, you will receive the below pop up to input token to approve the payment (image 15). Upon successful submission a second pop up will appear with the details (image 16).

If you are a maker, you will only get the pop up displayed on image 16 and the payment will land in the pending list so that the checker can approve it.

In case the "Send to bank" queue is enabled, then the payment should be released from the "Send to bank" module (refer to the respective "Send to bank" guide).

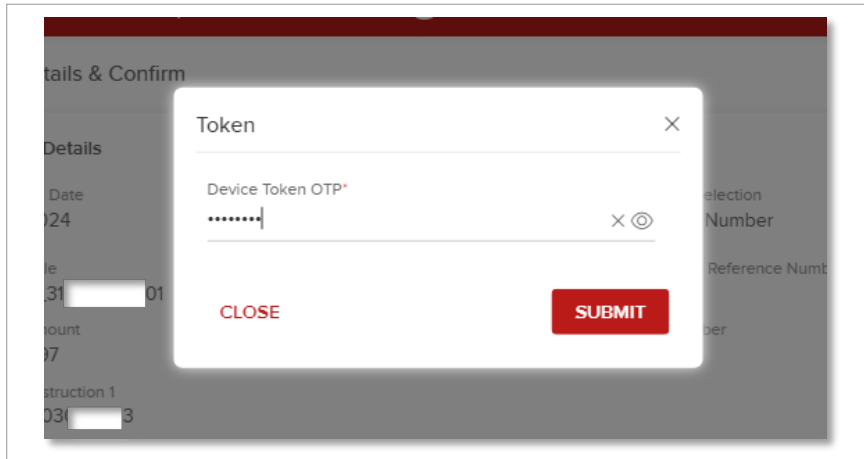


Image 15 –FTA | Single Payment –Token OTP

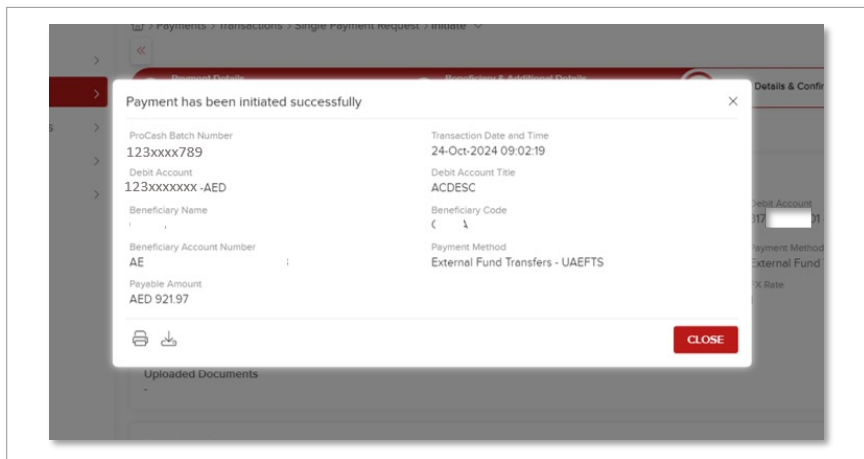


Image 16 –FTA | Single Payment – Success Pop-up

### 1.1.2 Initiate by selecting a payment type

It is also possible to initiate a FTA payment by first selecting a payment type and then the beneficiary.

The journey will start by asking you to provide the payment details (refer to screen 13) and then to provide the beneficiary details which can be given either by selecting an existing beneficiary or by adding a new one.

To provide the beneficiary please refer to the steps mentioned above in chapter 1.1.1. as the journey will be the same. Nevertheless, to have the best experience, it is highly recommended to initiate an FTA payment by following the approach mentioned in the chapter 1.1.1.

## 1.2 Bulk Payment via front end or H2H

To initiate FTA payments by uploading a file with multiple payments you should:

- i) Navigate to bulk payment upload screen by selecting “Bulk Payment Request” under Transactions (image 17).

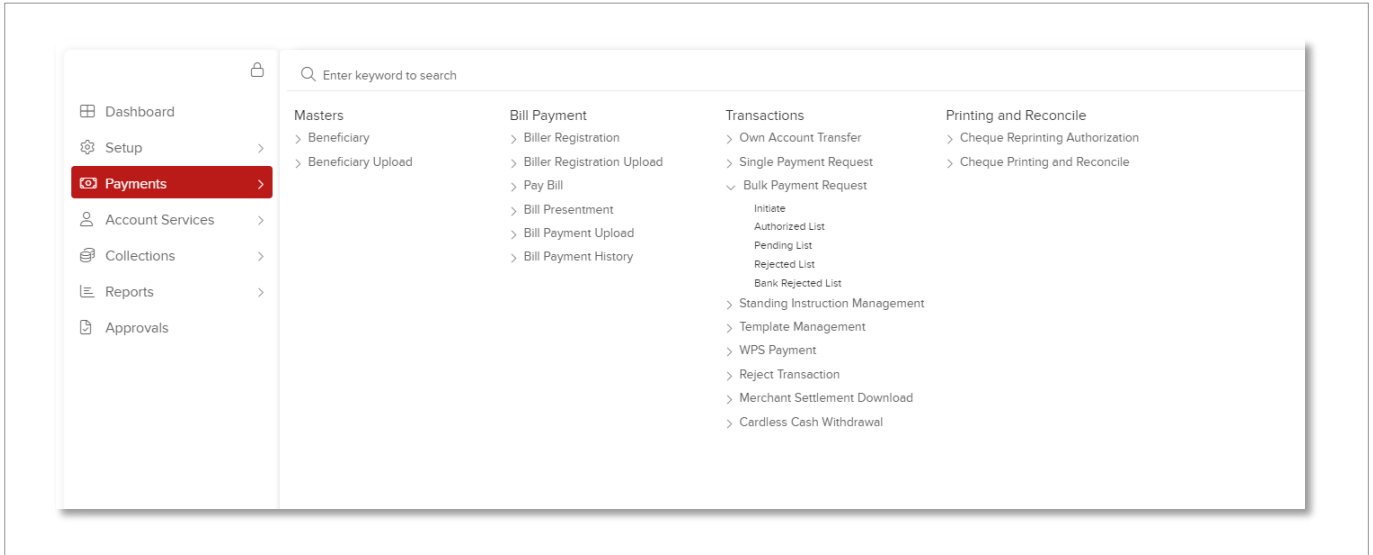


Image 17 – Bulk Payment FTA | Bulk Payment - Initiate

- ii) Select “Bulk File Upload” card to initiate bulk payment for FTA (image 18).

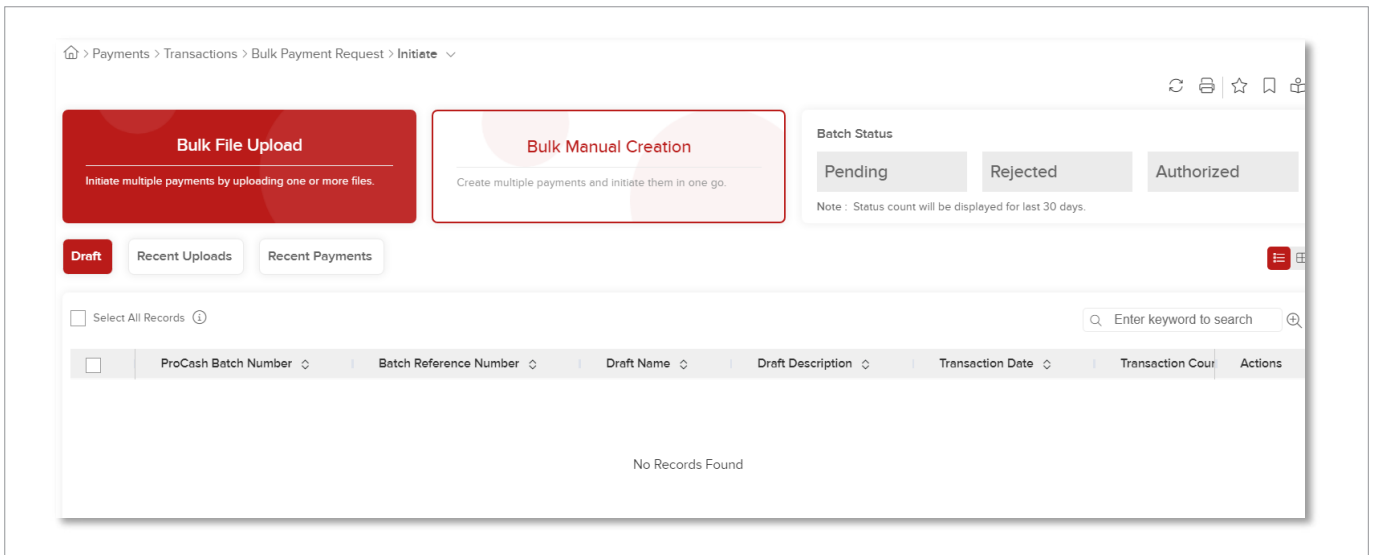


Image 18 – Bulk Payment FTA | Bulk Payment – File Upload



iii) Please use the respective file upload template shared by the bank to process your payments and note that **maximum 20 FTA payments** can be processed per file (image 19).

Transaction Date  
21-Nov-2024

Select Template

Comments

Upload Payment File\*

Supporting Document

Drop your file here or browse

No files uploaded yet

No files uploaded yet

Supporting documents uploaded here for your reference only. Bank does not make use of these documents to process your payments.

DISCLAIMER  
(Beneficiary Name is limited to 35 characters, please use Beneficiary Address line 1 to populate the remaining characters, if required)  
IBAN is mandatory for all domestic payments (excluding card payments). The respective BIC / routing code will be automatically fetched from the IBAN provided.

Important : Please read Payments Terms and Conditions here

CANCEL

SUBMIT

Image 19 – Bulk Payment FTA | Bulk Payment – File Upload template

Once the file is uploaded, please press Submit to proceed with the payment. Apart from this, it is important to consider the following:

- **Invoice number has to be given in payment details 1 field.** In case of incorrect invoice number, the system will not process the payment with an error message.
- **Payable amount should be given as per the invoice generated by FTA.** If the amount is not as per invoice, the system will not process the payment with an error reason as Incorrect Amount.
- Beneficiary account should be selected with **respective GIBAN with respect to the invoice number inputted in payment detail 1 field.**
- Remittance code should be provided as **TAX** and Charge type as **SHA**.

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