

# ProCash Own Account Transfer

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## 1. Own Account Transfers

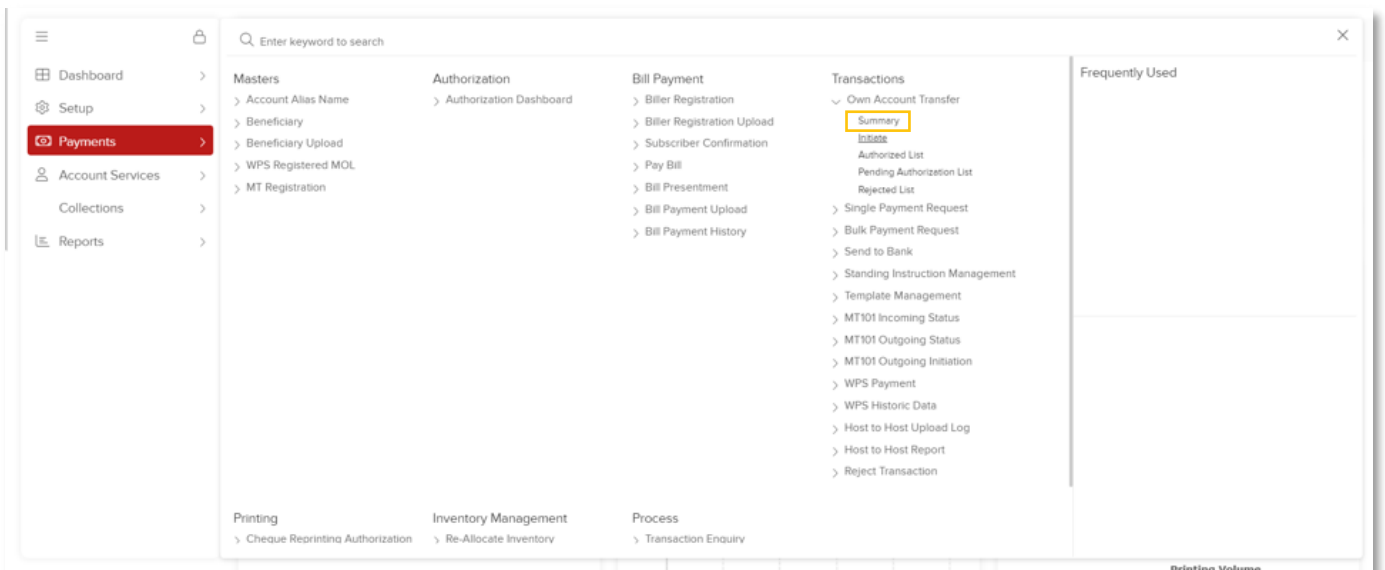
This guide provides you with a detailed explanation about how to perform, authorise or reject Own Account transfers in ProCash. You will also find a description on useful features like transactions summary page or quick links.

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

### 1.1. Summary Screen

To see the Summary screen for Own Account Transfer from Payment tab, which is available on the left panel, you must follow the below steps:

- i) Select Payments tab on the left Panel
- ii) Select Own Account Transfer option
- iii) Select Summary option – you will be navigated to the Summary page



*Image 1 – Own Account Transfer | Summary option*

When landing on the Summary page, you will be able to:

- Initiate own account transactions by selecting the Initiate option available on screen. When selecting this option you will land on the initiation page (Refer to chapter 1.2)
- See the Own Account transactions that are under the draft stage

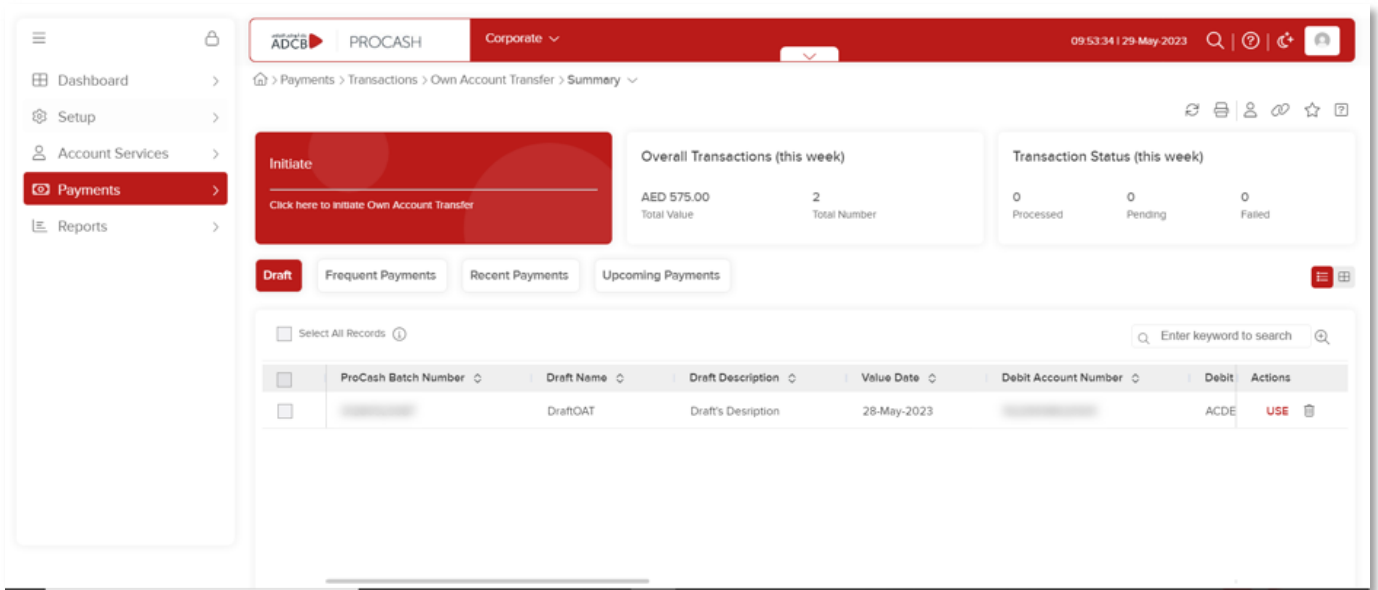


Image 2 – Own Account Transfer | Summary page

Also, on the same page you can:

- See your most frequent Own Account transactions by selecting the “Frequent Transactions” option
- See the most recent Own Account transaction by selecting the “Recent Transactions” option
- See the upcoming Own Account transactions by selecting the “Upcoming Transactions” option

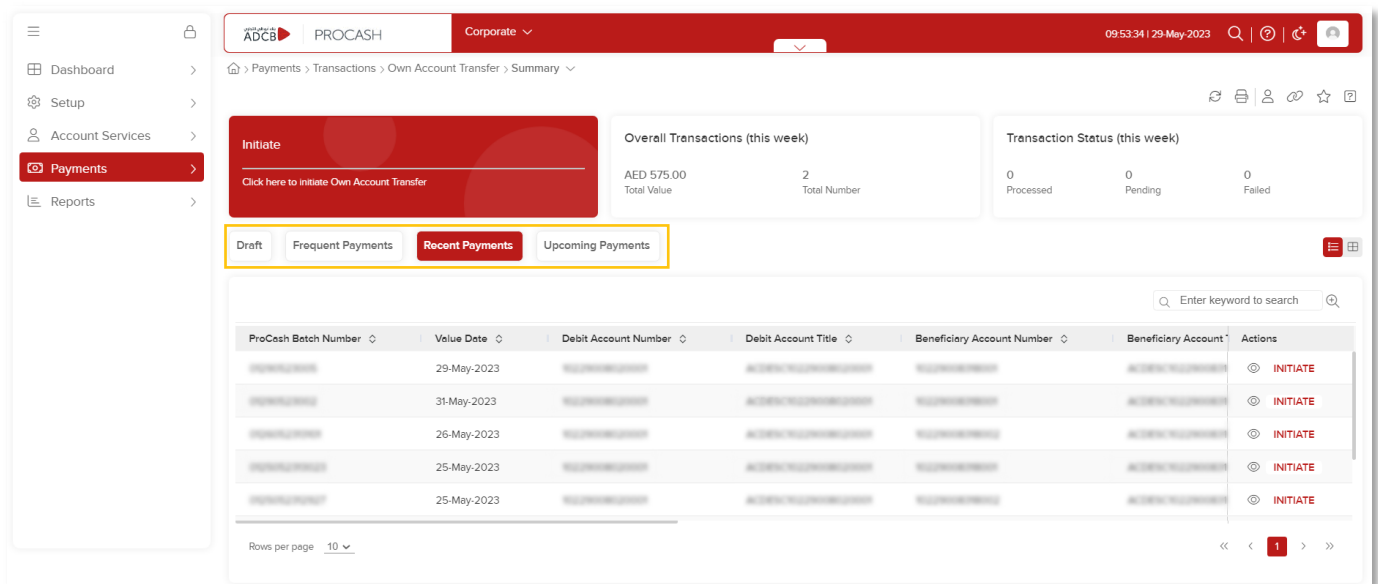
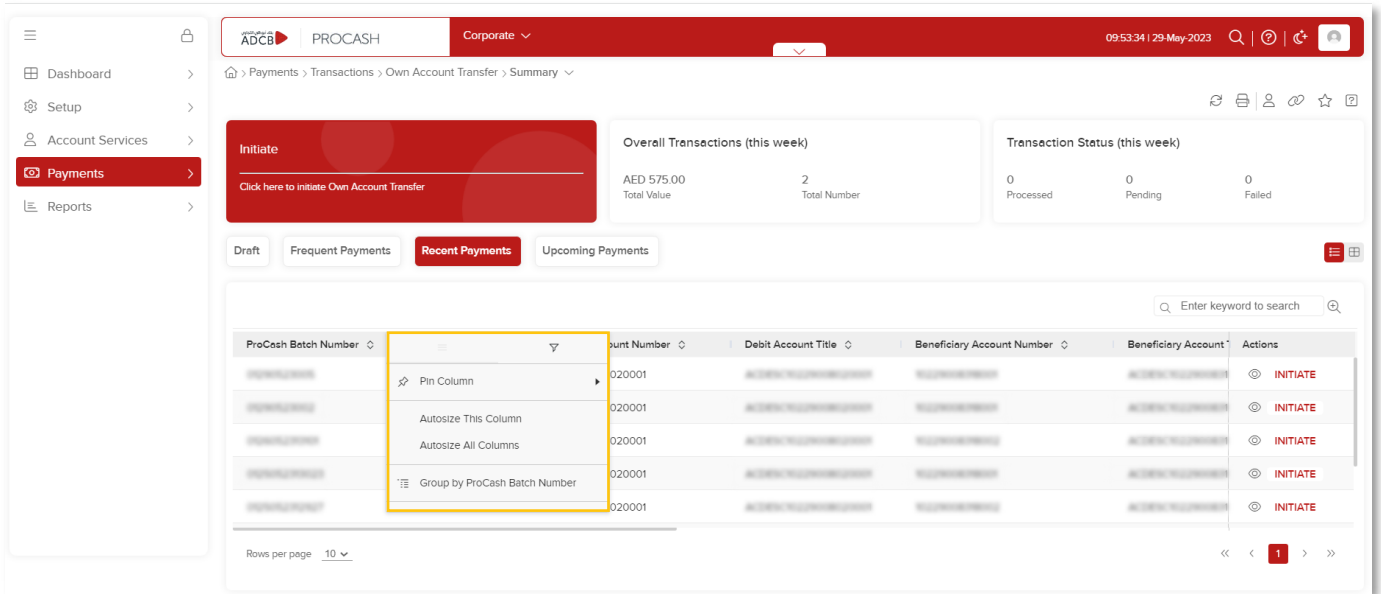


Image 3 – Own Account Transfer | Recent Transactions screen in Summary page

Additionally, you will be able to see in table format, the transactional data of the frequent, recent and upcoming transactions.

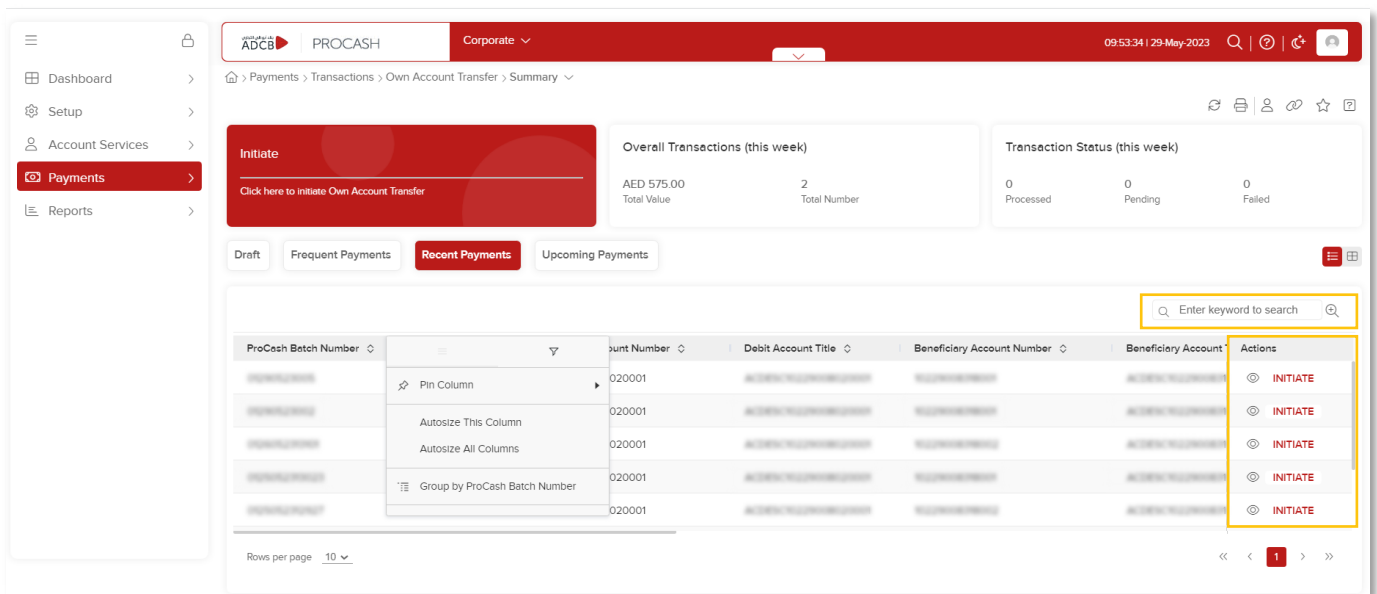
The displayed data can be customised, e.g., table data can be sorted, filtered and columns can be reordered via the drag and drop feature or even hidden (Image 4). You can save this customisation so that it can be reflected during your next login.

For more information about table customisation, please refer to chapter 1.6.



**Image 4 – Own Account Transfer | Table customisation options**

Apart from customisation, you can filter this data further or even use the actions column for your convenience (Image 5).



**Image 5 – Own Account Transfer | Filtering and Actions column**

## 1.2. Initiate Own Account Transfer

To initiate an Own Account Transfer from the Payment tab available on the left panel, you must first follow the below steps:

- iv) Select Payments tab on the left panel
- v) Select Own Account Transfer option
- vi) Select Initiate option

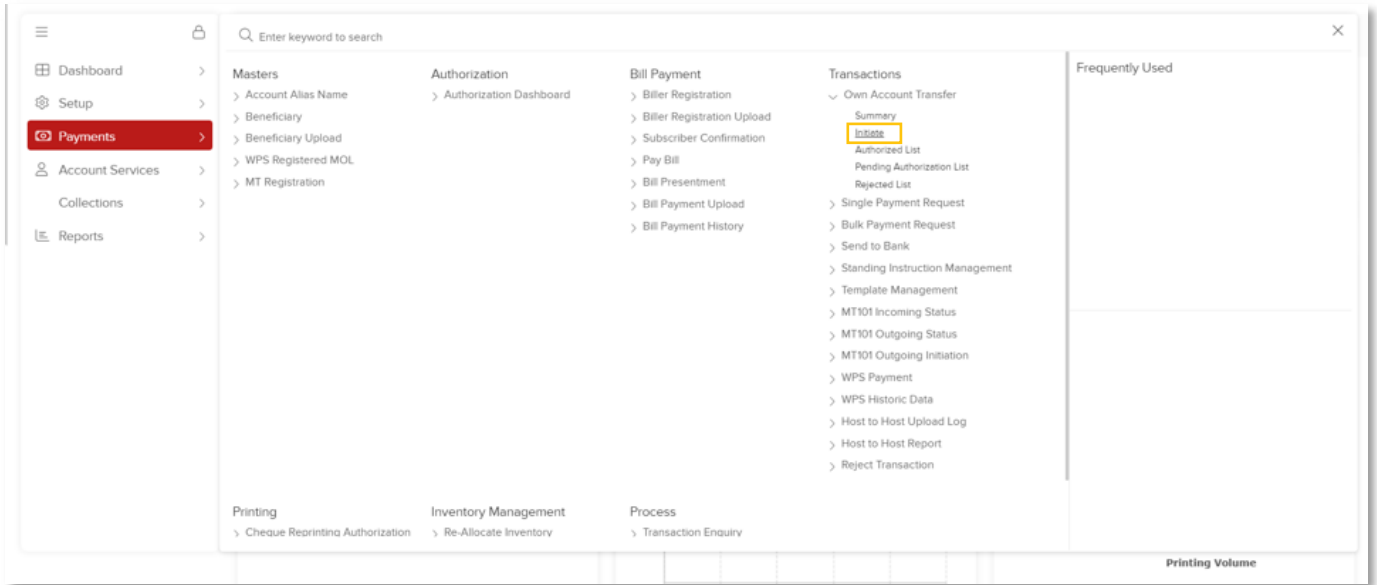


Image 6 – Own Account Transfer | Initiate option

After selecting the Initiate option, you will land on the screen where you can initiate an Own Account transfer. You will need to provide some details like debit and credit account, currency, payable or debit amount, corporate reference number, remittance details and remittance code (Image 7).

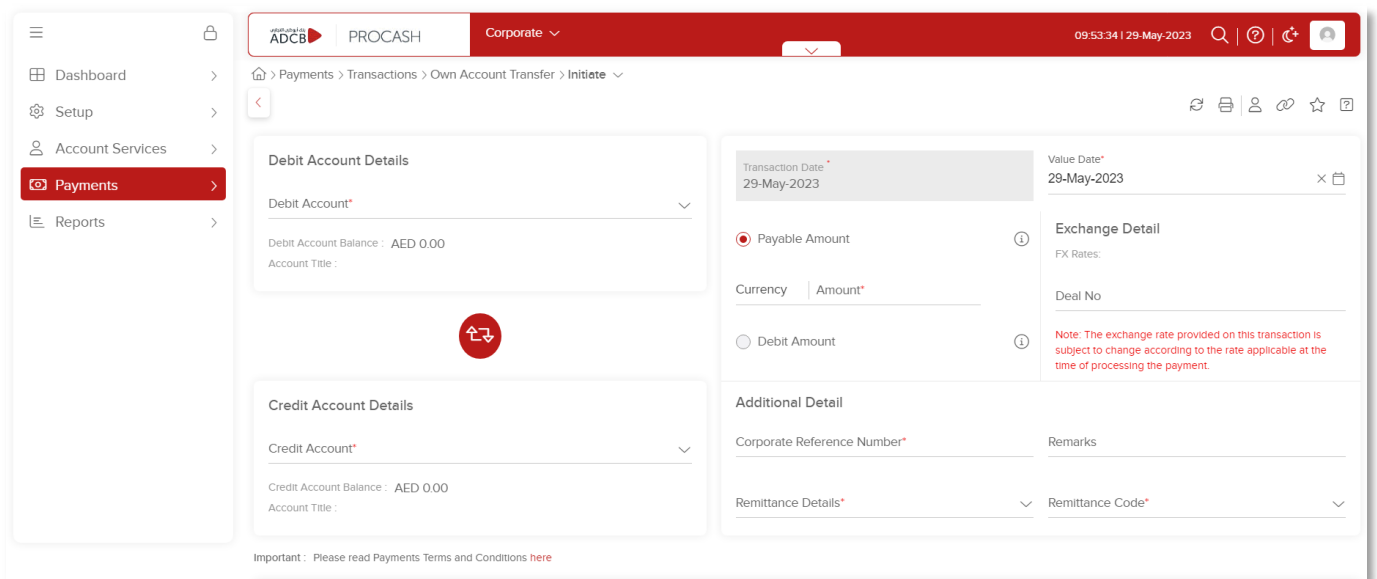
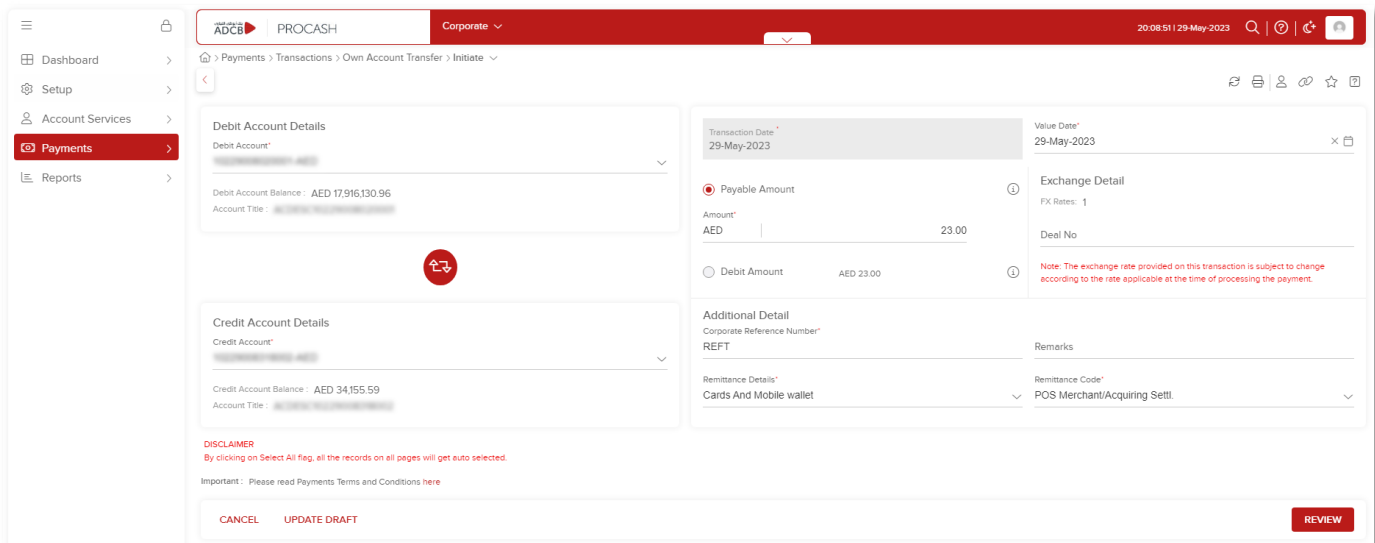


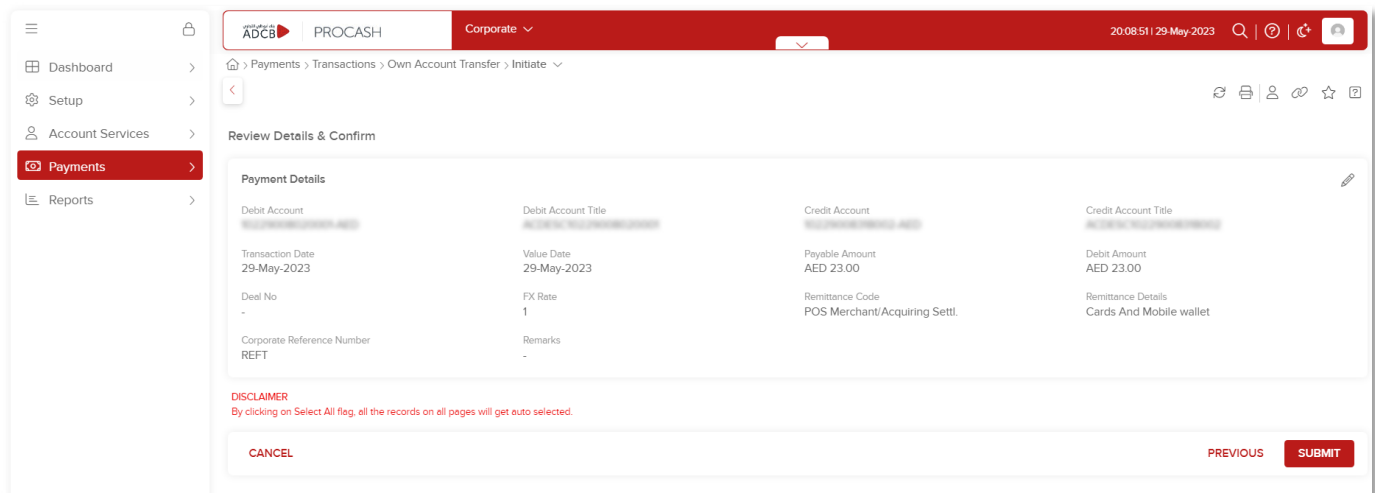
Image 7 – Own Account Transfer | Initiate a transaction page (empty)

Once all the required information has been given, you can review, cancel or update the draft in case this transaction was drafted before.



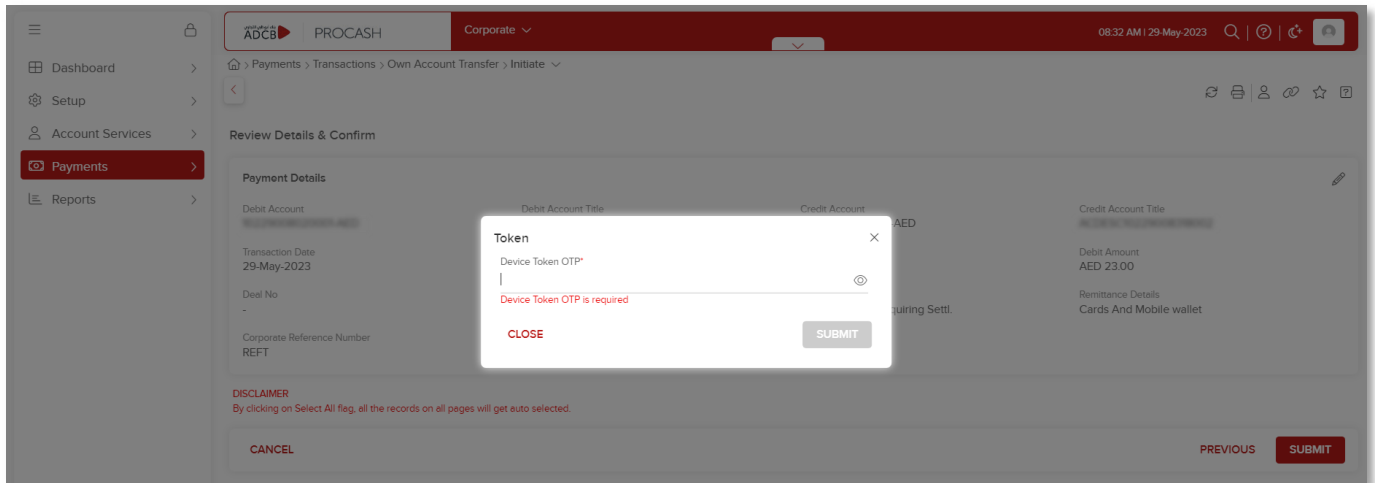
**Image 8 – Own Account Transfer | Initiate a transaction page (filled)**

To review the transaction information, select the Review option available at the below right corner (Image 8). If all the information is correct, you can click the “Submit” button (Image 9). Before submitting the transaction you can either edit the payment details again, go to the previous screen or cancel the transaction (Image 9).

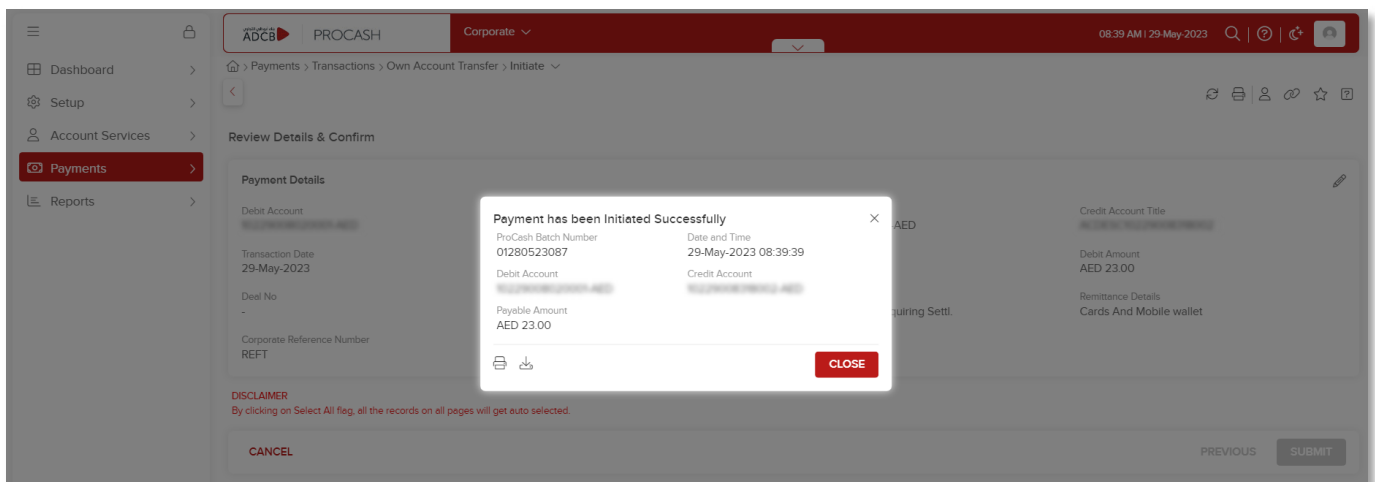


**Image 9 – Own Account Transfer | Review transaction page**

By selecting the "Submit" option, you will be asked for a token OTP (Image 10); once you submit this, your transaction will be initiated successfully (Image 11).



**Image 10 – Own Account Transfer | Token OTP**



**Image 11 – Own Account Transfer | Payment initiated**

### 1.3. Authorization List

To see the authorised Own Account Transfers you must follow the below steps:

- vii) Select Payments tab on the left panel
- viii) Select Own Account Transfer option
- ix) Select Authorized List option

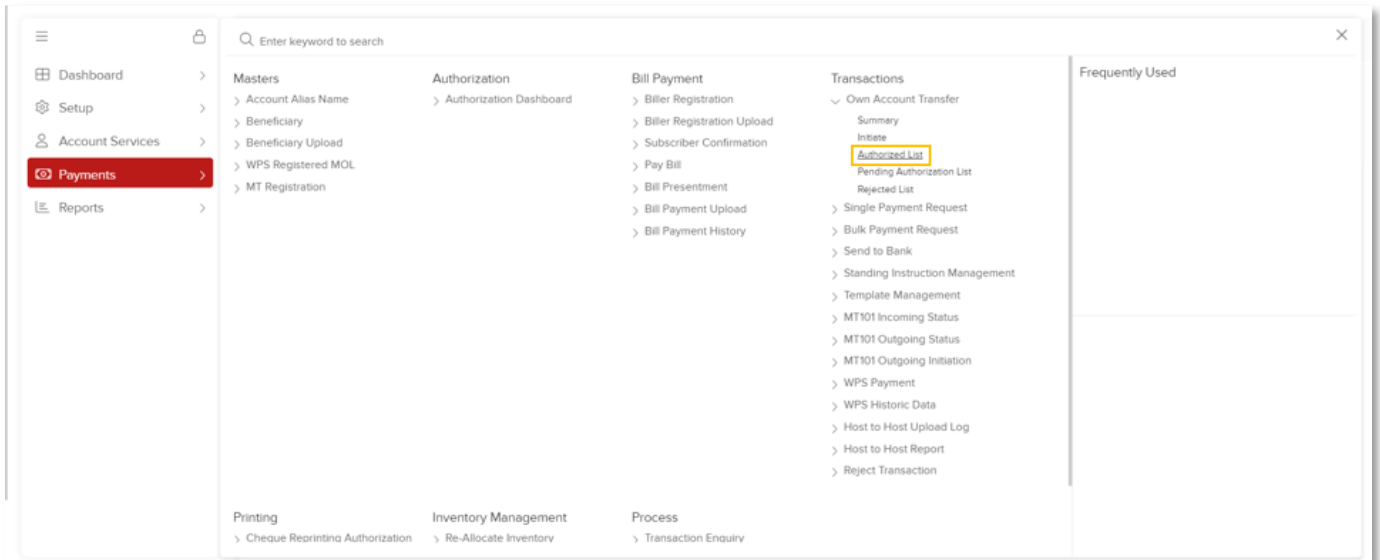


Image 12 – Own Account Transfer | Authorized List option

After landing on the Authorized List page (Image 13), you will be able to see a list of 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.

You can customise your columns and save the respective customisation anytime. To learn more about table customisation. please refer to chapter 1.6.

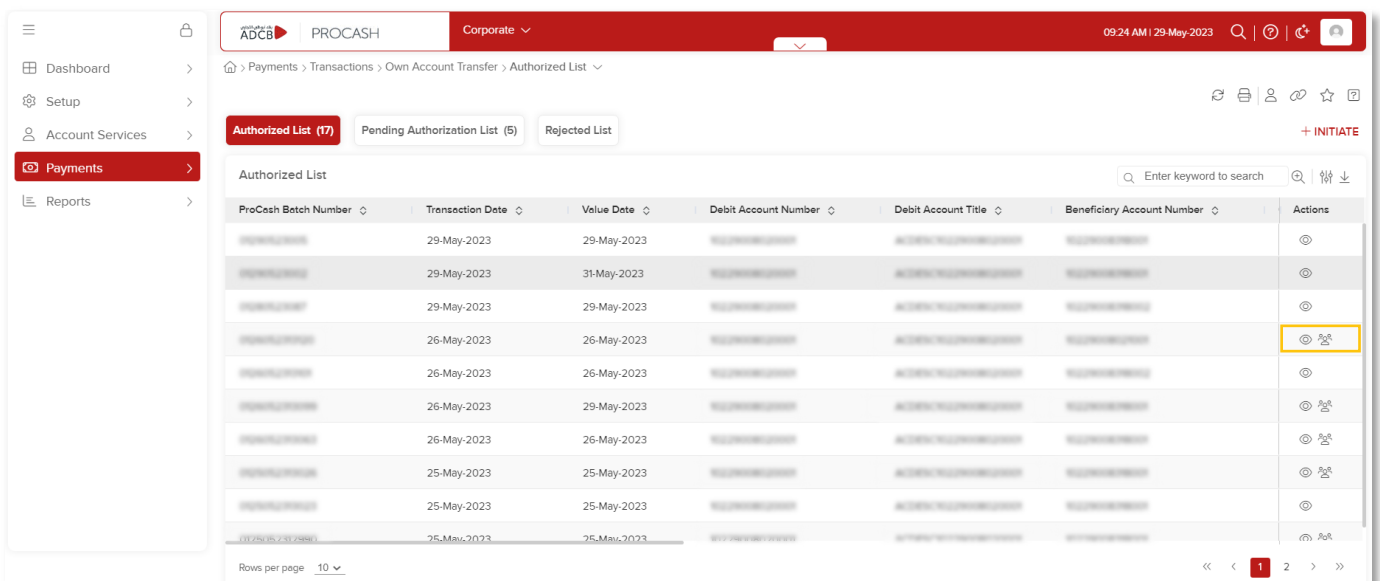


Image 13 – Own Account Transfer | Actions column of Authorized List

To view the details of a specific transaction, you just need to select the eye icon under Actions columns. A screen with all information about the selected transaction will be shown.

To go back to the Authorized List page, just press the “Back” button.

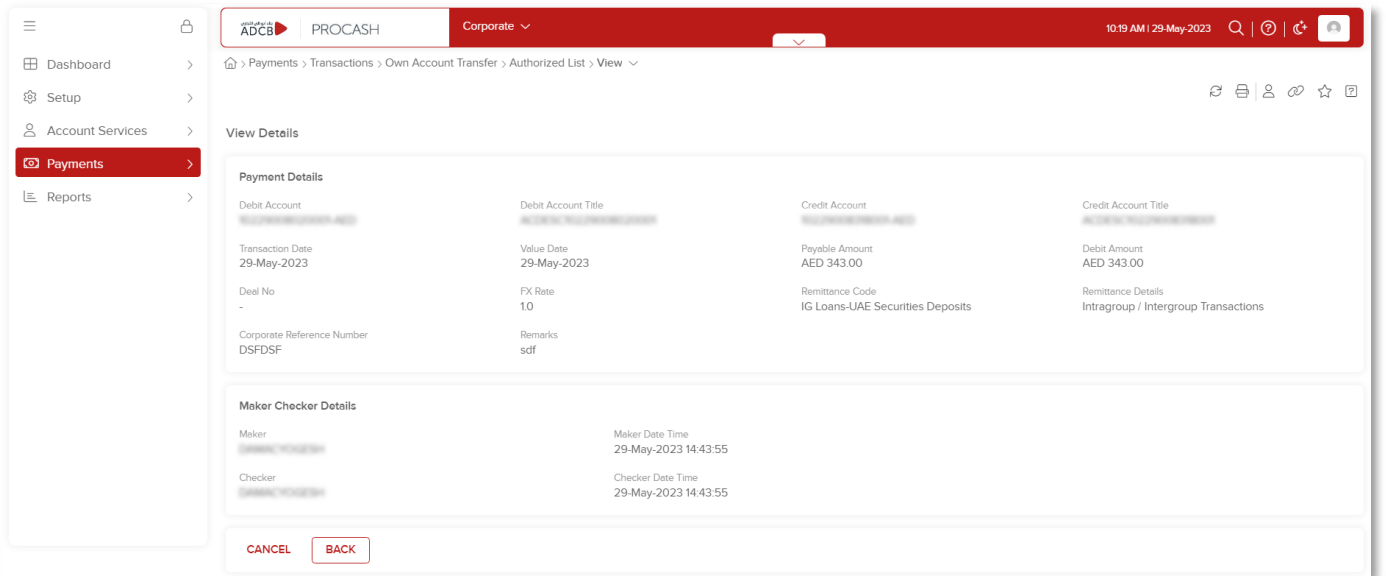


Image 14 – Own Account Transfer | Transaction details from Authorized List

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

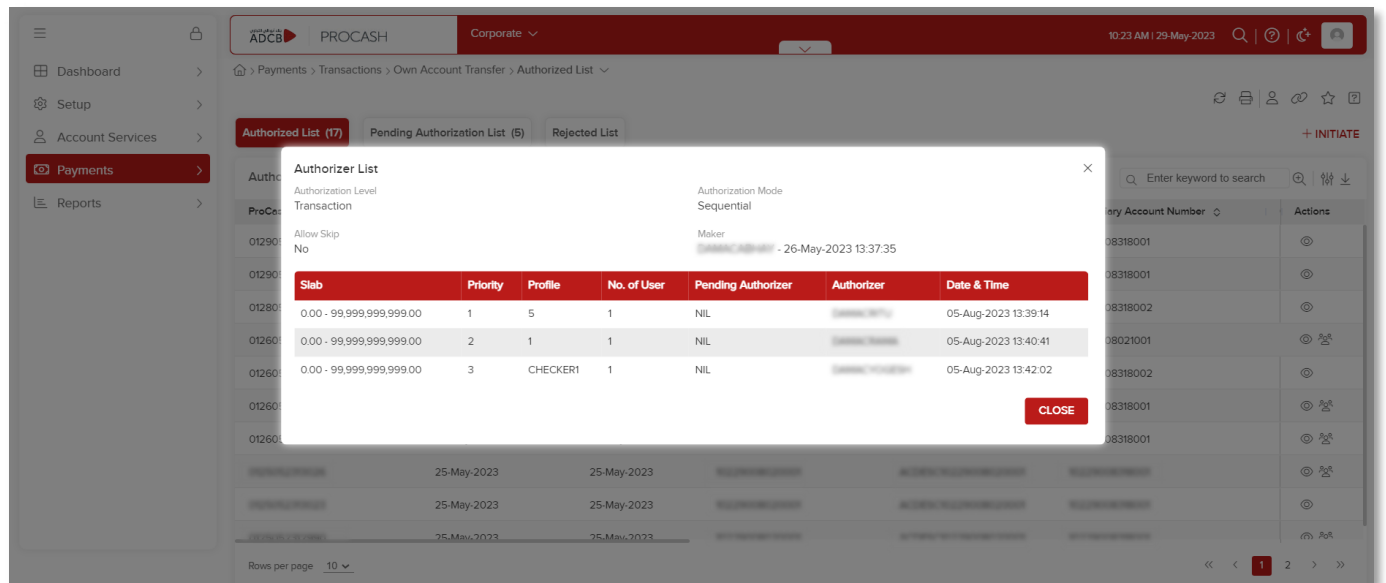


Image 15 – Own Account Transfer | Authorisers from Authorized List

### 1.4. Pending Authorization List

To view the authorised Own Account Transfers, you must follow the below steps:

- i) Select Payments tab on the left panel
- ii) Select Own Account Transfer option
- iii) Select Pending Authorization List option

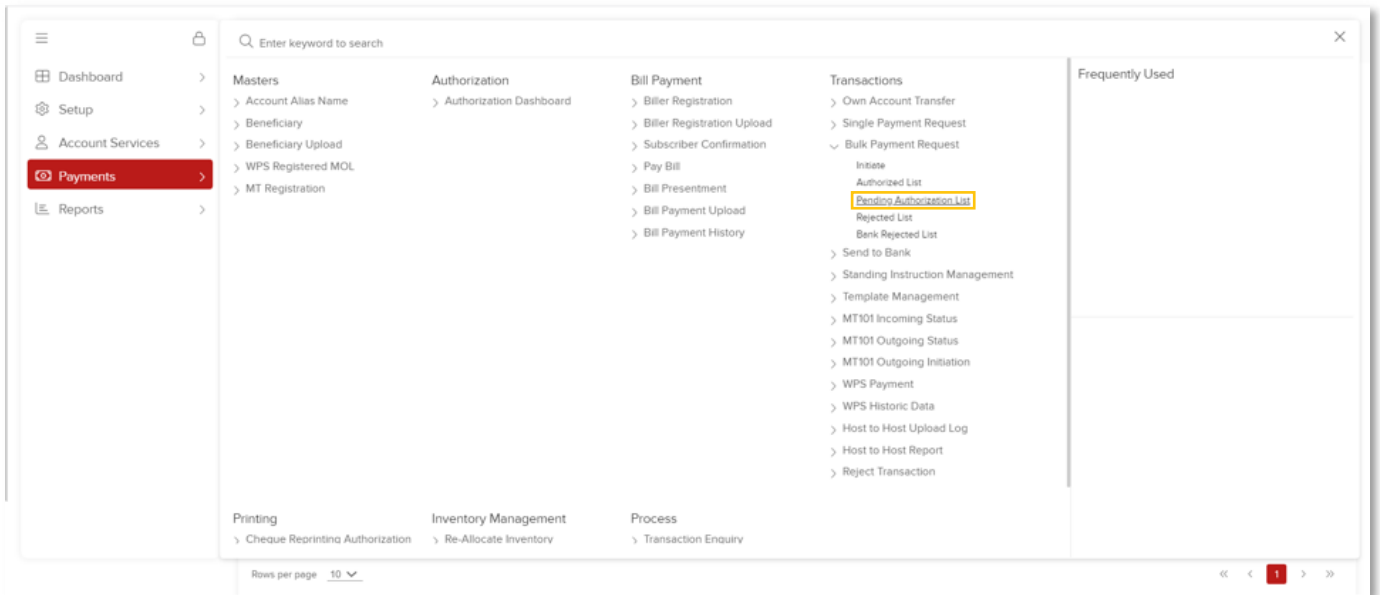


Image 16 – Own Account Transfer | Pending Authorization List option

After landing on the Pending Authorisation List page (Image 17), you can see a list in a table format with all the transactions that are pending to be authorised and you can also perform some actions available in the last column of this table.

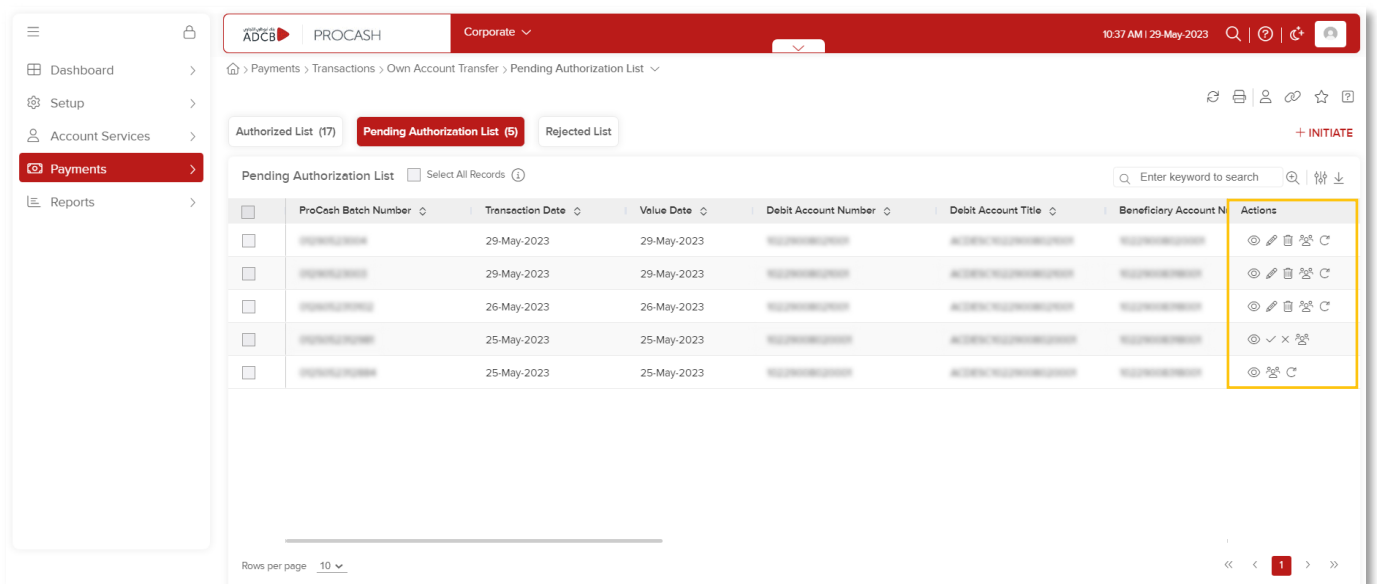
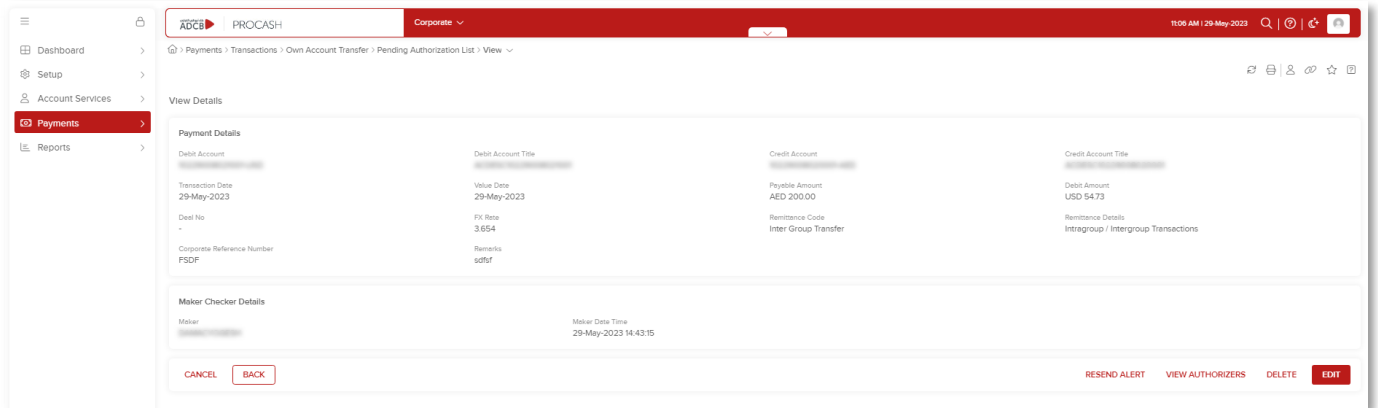


Image 17 – Own Account Transfer | Pending Authorization List page

In this page, you can also customise your columns and save the respective customisation any time. To learn more about table customisation, please refer to chapter 1.6.

Under Actions column (last column on Image 17), you will be able to:

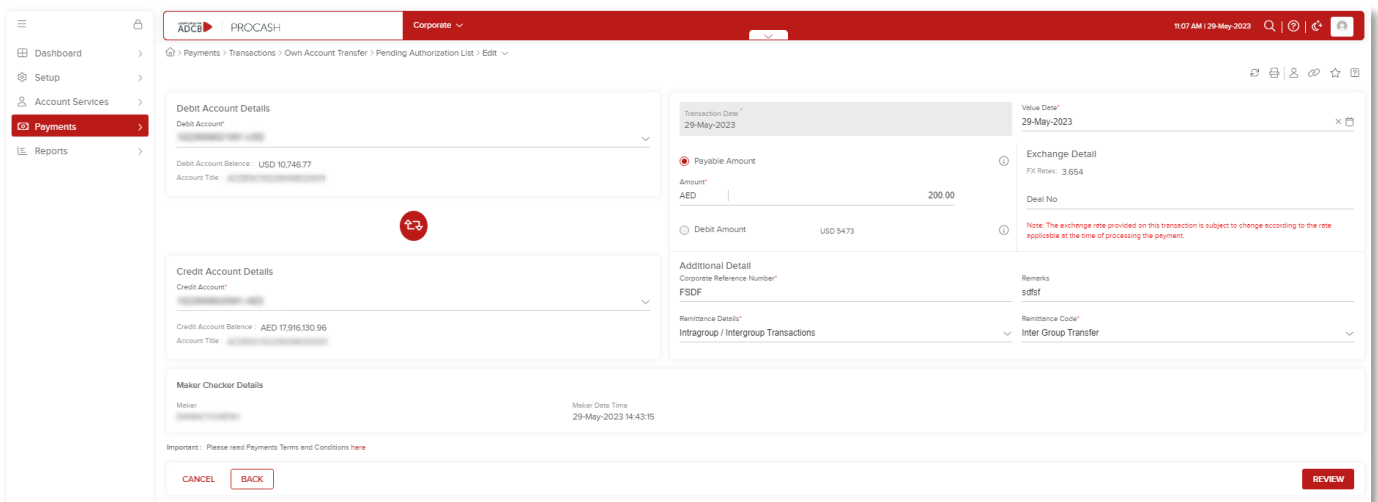
- View each transaction’s details by selecting the eye icon: Once this option is selected, a page with the respective transaction’s details is displayed. On the same page you will also be able to edit, delete, view authorisers, resend alerts or go back to previous list screen (Image 18)



**Image 18 – Own Account Transfer | Transaction details from Pending Authorization List page**

- Edit a transaction by selecting the edit icon (Image 19): Once this option is selected, you will land on the respective transaction initiation page wherein you can change any details and initiate the transaction again

For a more detailed explanation about Transaction Initiation process, please refer to chapter 1.2.



**Image 19 – Own Account List Transfer | Edit transaction from Pending Authorization List page**

- Approve a transaction by selecting the check icon: When selecting this option, the OTP must be provided; once done, choose the Submit option (Image 20)

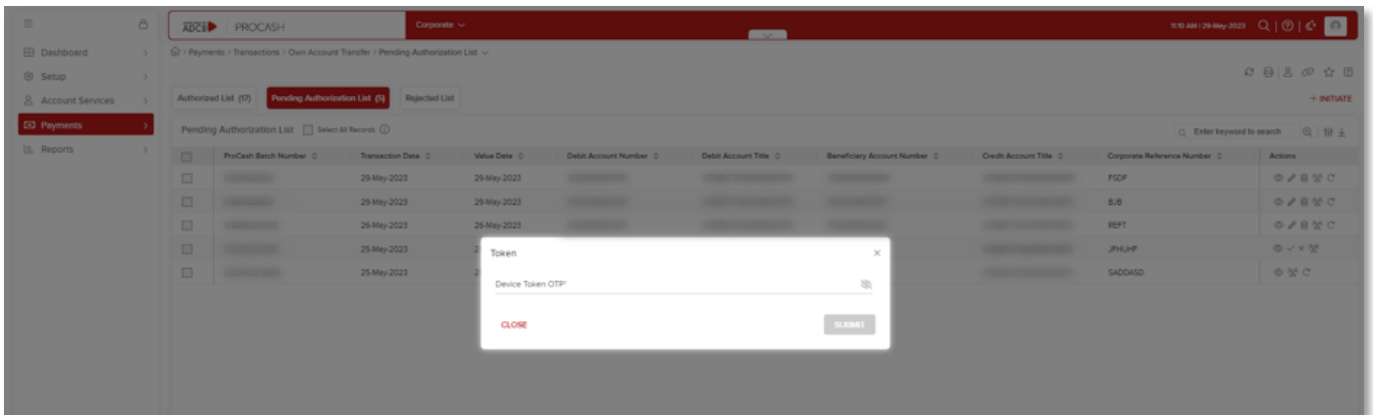


Image 20 - Own Account Transfer | Approve a transaction from Pending Authorization List page

- Reject a transaction by selecting the cross icon: When rejecting a transaction, a reason for the rejection needs to be provided (Image 21)

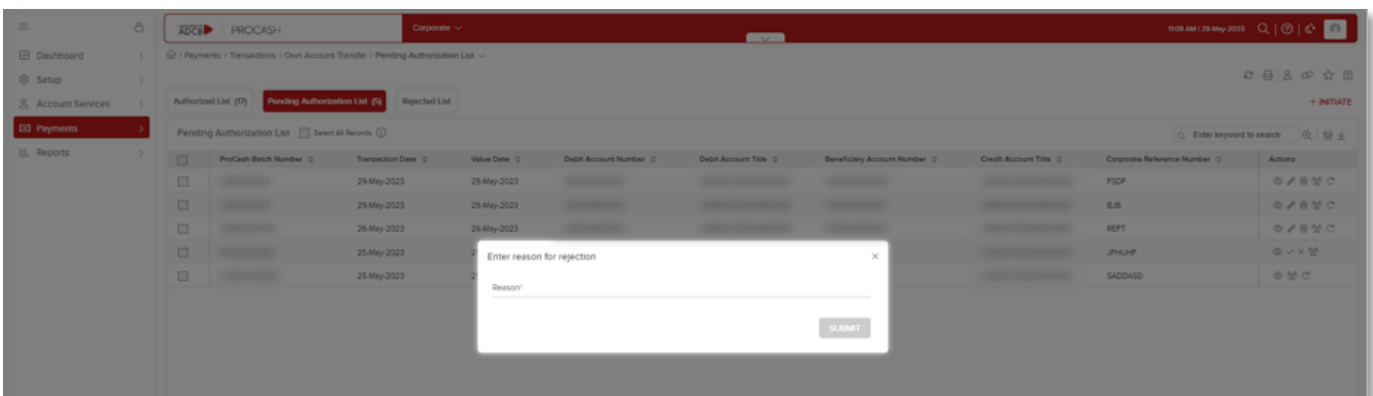


Image 21 - Own Account Transfer | Reject a transaction from Pending Authorization List page

- Delete a transaction by selecting the bin icon: When deleting a transaction, it is required to confirm it by selecting "Ok" (Image 22)

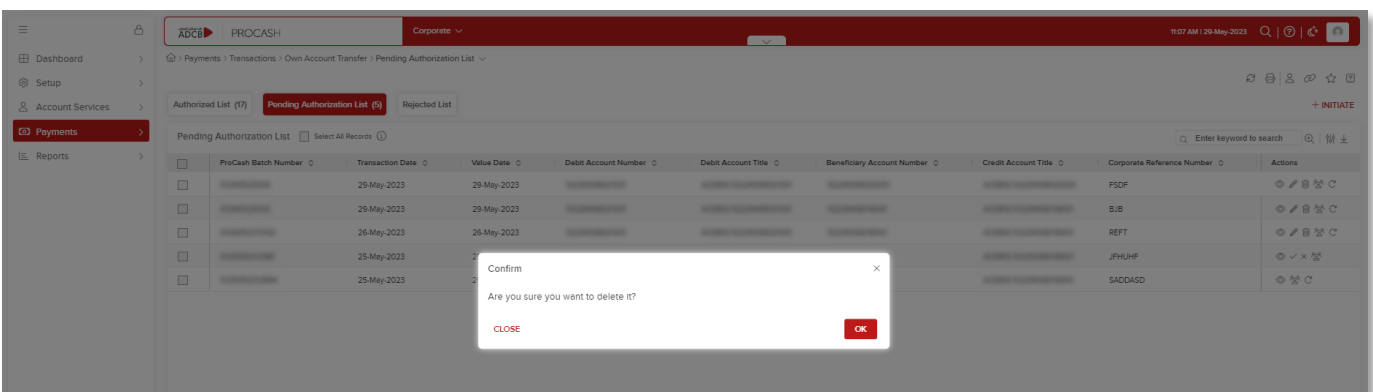


Image 22 – Own Account Transfer | Delete a transaction from Pending Authorization List page

- View respective authorisers by selecting the users icon: When selecting the Authorizers List icon, a list with the authorisers details is displayed (Image 23)

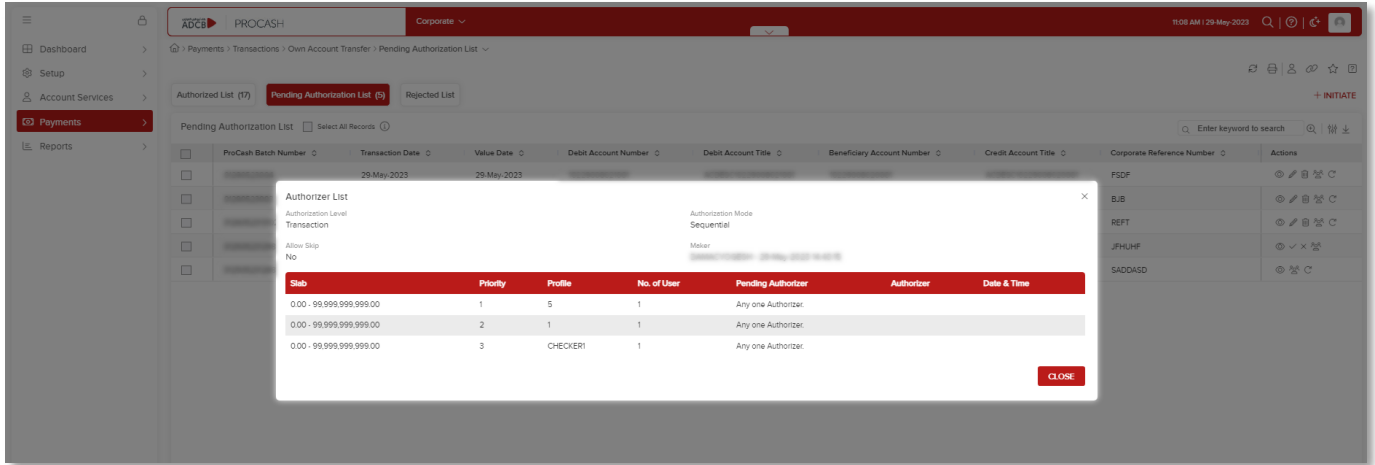


Image 23 – Own Account Transfer | Approve a transaction from Pending Authorization List

- Send a notification to the remaining authorisers to authorise the transaction by selecting the refresh icon (Image 24)

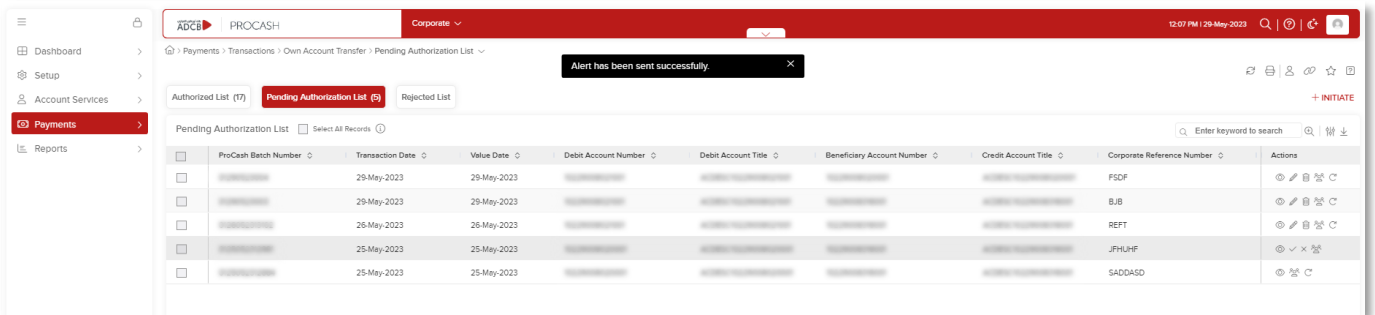


Image 24 – Own Account Transfer | Notification of transaction from Pending Authorization List

### 1.5. Rejected List

To see the rejected list of Own Account Transfers, you must follow the below steps:

- i) Select Payments tab on the left panel
- ii) Select Own Account Transfer option
- iii) Select Reject list option

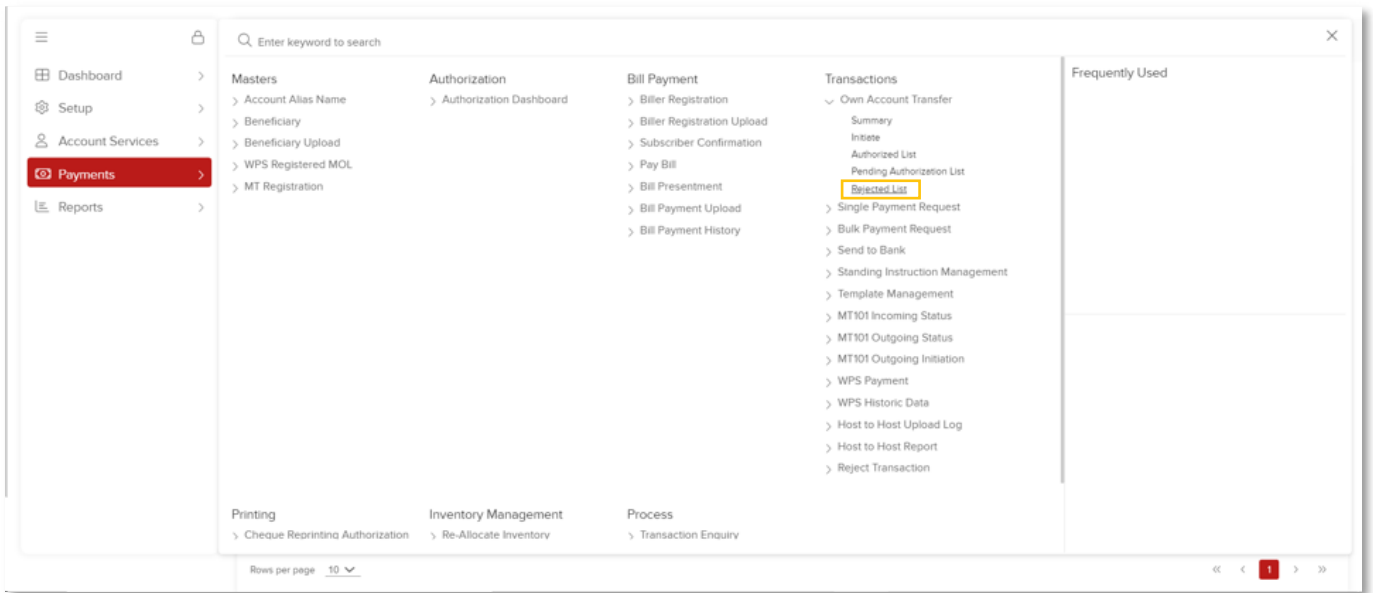


Image 25 - Own Account Transfer | Reject List option

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. To learn more about table customisation, please refer to chapter 1.6.

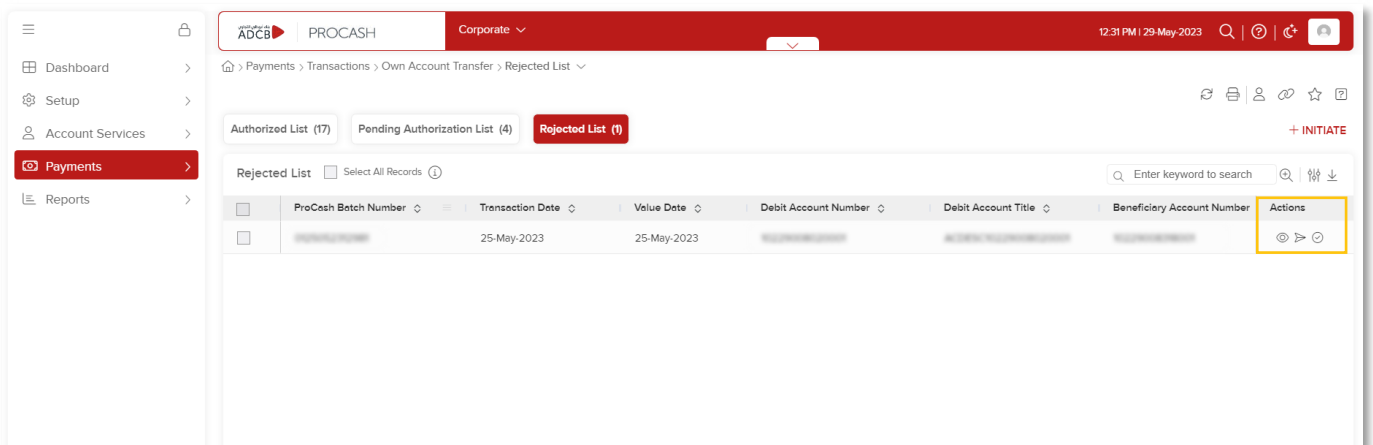


Image 26 - Own Account Transfer | Reject List page

Under Actions column (last column on Image 26), 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 (Image 27)

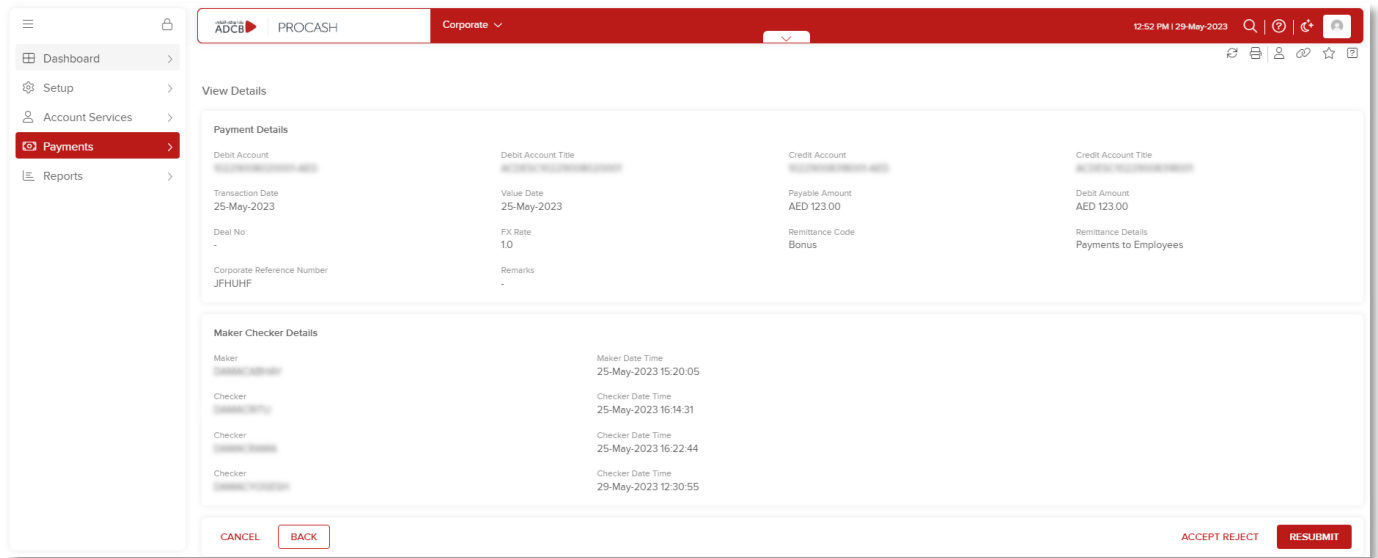


Image 27 – Own Account Transfer | Transaction details from Reject List page

- 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 28)

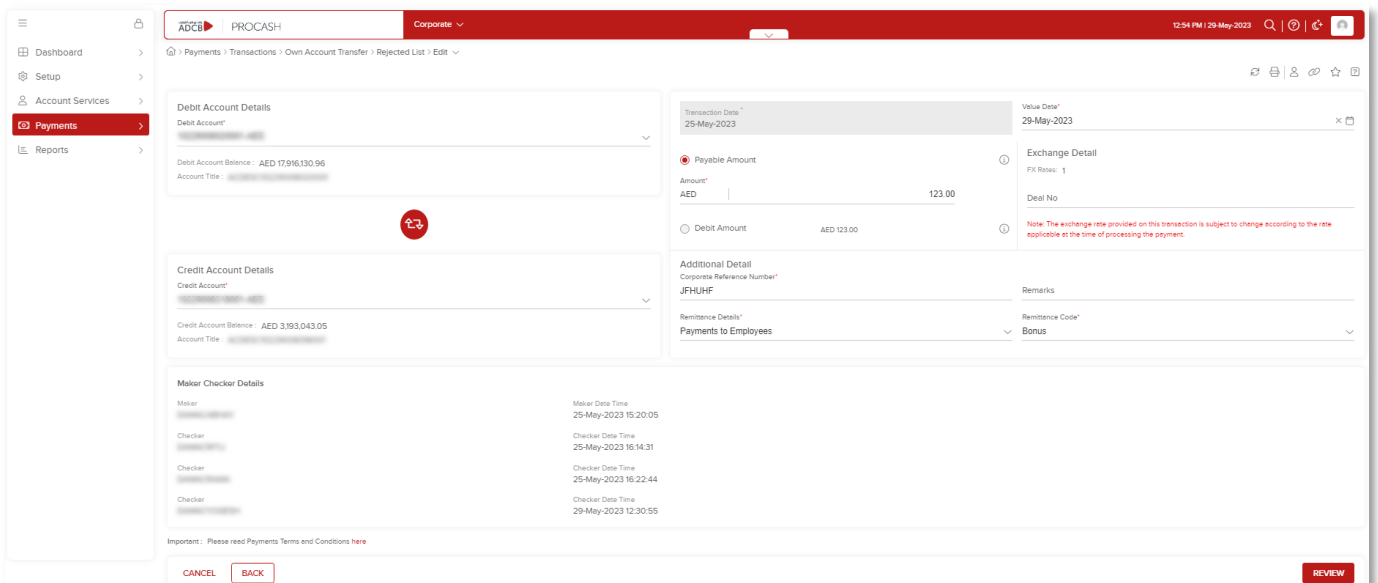
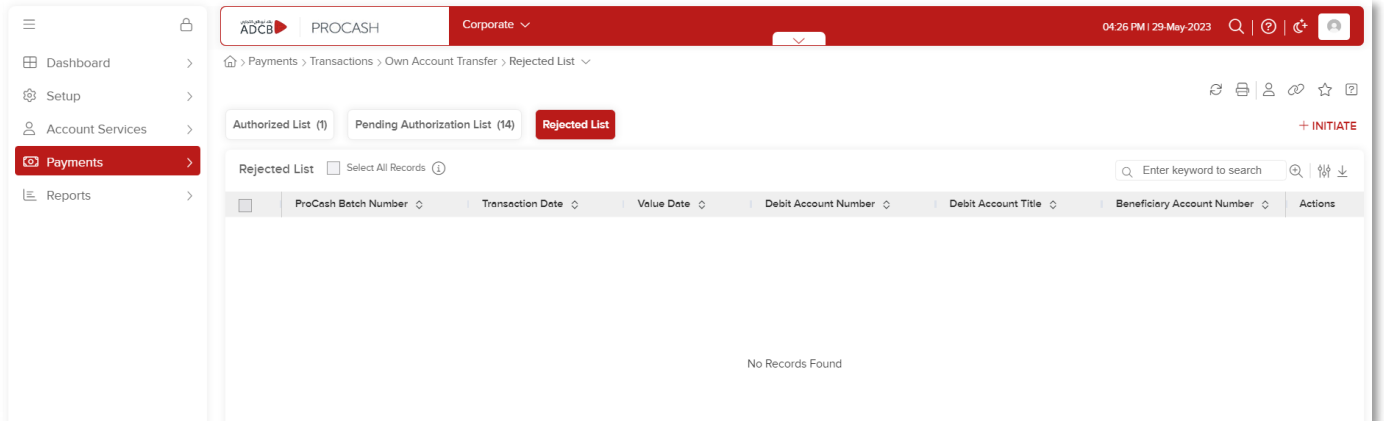


Image 28 – Own Account Transfer | Resubmit Transaction from Rejected List page

- 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



**Image 29 – Own Account Transfer | Accepting a rejected transaction**

## 1.6. Other Information

This chapter provides generic information on how to customise your lists and about other features like quick action that can be applicable across the pages of Own Account Transfer module.

### 1.6.1. List/Table Customisation

ProCash lists are always following a table format like the one presented (Image 30) because the table format allows you to customise your list by performing the actions described below.

ProCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit Account Title	Beneficiary Account Number	Actions
XXXXXXXXXX	29-May-2023	29-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	29-May-2023	31-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	29-May-2023	29-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	26-May-2023	26-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙ ⚙
XXXXXXXXXX	26-May-2023	26-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	26-May-2023	29-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙ ⚙
XXXXXXXXXX	26-May-2023	26-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙ ⚙
XXXXXXXXXX	25-May-2023	25-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙ ⚙
XXXXXXXXXX	25-May-2023	25-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	25-May-2023	25-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙ ⚙

Image 30 – Own Account Transfer | List sample

- **Re-order the columns by using drag and drop:**

Each column of every list can be re-ordered by using the drag and drop feature. To do this, you must select a column header and drag it while pressing the mouse button

In the example below (Images 31 and 32), the first two columns are being switched via the drag and drop feature.

ProCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit Account Title	Beneficiary Account Number	Actions
XXXXXXXXXX	29-May-2023	31-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	29-May-2023	29-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙
XXXXXXXXXX	26-May-2023	26-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙ ⚙
XXXXXXXXXX	26-May-2023	26-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	⊙

Image 31 – Own Account transfer | Drag and drop

Transaction Date	ProCash Batch Number	Value Date	Debit Account Number	Debit Account Title	Actions
29-May-2023	02060423005	29-May-2023	9122908020000	ACDCS9122908020000	👁️
29-May-2023	02060423002	31-May-2023	9122908020000	ACDCS9122908020000	👁️

Image 32 – Own Account Transfer | Columns re-ordered via drag and drop

• **Sorting columns:**

To sort columns, you just need to select each column header (Image 33). This option can be applicable to all table columns

Transaction Date ↑	ProCash Batch Number	Value Date	Debit Account Number	Debit Account Title	Actions
25-May-2023	02060423076	25-May-2023	9122908020000	ACDCS9122908020000	👁️
25-May-2023	02060423078	25-May-2023	9122908020000	ACDCS9122908020000	👁️ 🗑️
25-May-2023	02060423082	25-May-2023	9122908020000	ACDCS9122908020000	👁️ 🗑️

Image 33 – Own Account Transfer | Columns sorting option

• **Download table:**

You can download the table in PDF, Excel and text format by selecting the download icon at the top right corner of the table (Image 34). Additionally, you can see all previous downloads by selecting the “View all Downloads” option

Transaction Date ↑	ProCash Batch Number	Value Date	Debit Account Number	Debit Account	Actions
25-May-2023	02060423076	25-May-2023	9122908020000	ACDCS9122908020000	👁️
25-May-2023	02060423078	25-May-2023	9122908020000	ACDCS9122908020000	👁️ 🗑️
25-May-2023	02060423082	25-May-2023	9122908020000	ACDCS9122908020000	👁️ 🗑️

Image 34 – Own Account Transfer | Table download option

• **Filtering data**

There are two options to apply filters in your table.

- Option 1: You can filter a specific column data by selecting a column and then the respective filter icon. In this example, we are filtering a column with date format. For columns with numeric format, the respective filters will apply

Authorized List Enter keyword to search 🔍 ⚙️ ↓ :

Transaction Date ↑	Value Date	Debit Account Number	Debit Account Title	Actions
25-May-2023	25-May-2023	9122940820001	ACDESC9122940820001	👁️
25-May-2023	25-May-2023	9122940820001	ACDESC9122940820001	👁️ 🇲🇦
25-May-2023	25-May-2023	9122940820002	ACDESC9122940820002	👁️ 🇲🇦
25-May-2023	25-May-2023	9122940820001	ACDESC9122940820001	👁️ 🇲🇦
25-May-2023	25-May-2023	9122940820001	ACDESC9122940820001	👁️

Image 35 – Own Account Transfer | Column filtering 1

Authorized List Enter keyword to search 🔍 ⚙️ ↓ :

Transaction Date ↑	Date	Debit Account Number	Debit Account Title	Actions
25-May-2023	ay-2023	9122940820001	ACDESC9122940820001	👁️
25-May-2023	ay-2023	9122940820001	ACDESC9122940820001	👁️ 🇲🇦
25-May-2023	ay-2023	9122940820002	ACDESC9122940820002	👁️ 🇲🇦
25-May-2023	ay-2023	9122940820001	ACDESC9122940820001	👁️ 🇲🇦

Image 36 – Own Account Transfer | Column filtering 2

- Option 2: You can filter multiple columns by selecting the filter icon at the top right corner of the table. Then all column filters are displayed above each column (Images 37 and 38)

Authorized List Enter keyword to search 🔍 ⚙️ ↓ :

Transaction Date	ProCash Batch Number	Value Date	Debit Account Number	Debit Account Title	Actions
29-May-2023	9122940820001	29-May-2023	9122940820001	ACDESC9122940820001	👁️
29-May-2023	9122940820002	31-May-2023	9122940820001	ACDESC9122940820001	👁️

Image 37 – Own Account Transfer | Multi column filtering 1

Authorized List Enter keyword to search 🔍 ⚙️ ↓ :

Transaction Date ↑	ProCash Batch Number	Value Date	Debit Account Number	Debit Account Title	Actions
dd/mm/yyyy 📅 ⚙️		dd/mm/yy 📅 ⚙️			
25-May-2023	9122940820001	25-May-2023	9122940820001	ACDESC9122940820001	👁️
25-May-2023	9122940820001	25-May-2023	9122940820001	ACDESC9122940820001	👁️ 🇲🇦
25-May-2023	9122940820002	25-May-2023	9122940820002	ACDESC9122940820002	👁️ 🇲🇦
25-May-2023	9122940820004	25-May-2023	9122940820001	ACDESC9122940820001	👁️ 🇲🇦

Image 38 – Own Account Transfer | Multi-column filtering 2



## 1.6.2. Quick Actions

Across all pages of the Own Account Transfers module, you have a bar at the top right corner with some clickable icons that you can use to perform the following actions (Image 42):

- Refresh the page by selecting the refresh icon
- Print the page by selecting the printer icon
- Add a page to favourites by selecting the star icon
- Access your favourite pages by selecting the chain icon
- Access self explanatory guides by selecting the question mark icon

Image 42 – Own Account Transfer | Quick actions bar

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