

ProCash Reject Transaction

Table of Contents

1. Reject Transaction	2
1.1 Initiate	2
1.2 Processed List	5
1.3 Pending List	7
1.4 Important considerations	10

1. Reject Transaction

This guide provides you with a detailed explanation about how to reject a transaction and accept/reject a rejection request raised by the Maker. For any information about other ProCash modules, please refer to the respective guide.

1.1 Initiate

To reject a transaction / accept rejection, follow the below steps (image 1):

- i) Select "Payments" on the left panel
- ii) Select "Reject Transaction" under Transactions
- iii) Select "Initiate"

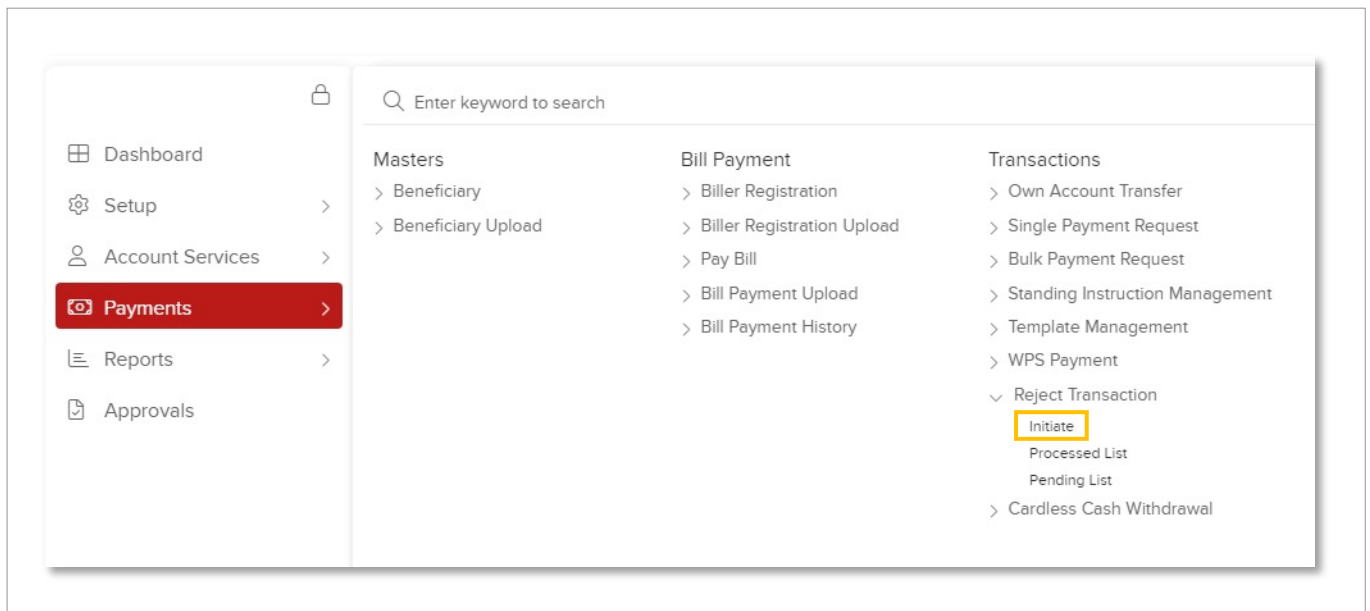


Image 1 – Reject Transaction | Initiate Option

After selecting the Initiate option, you will land on the screen where you can initiate a "Reject Transaction". First, you have to base your search by "Reject - Pending / Partially Authorized / Authorized (Processing)" or by "Accept Rejection", then you will need to select the module and to provide batch number (refer to image 2).

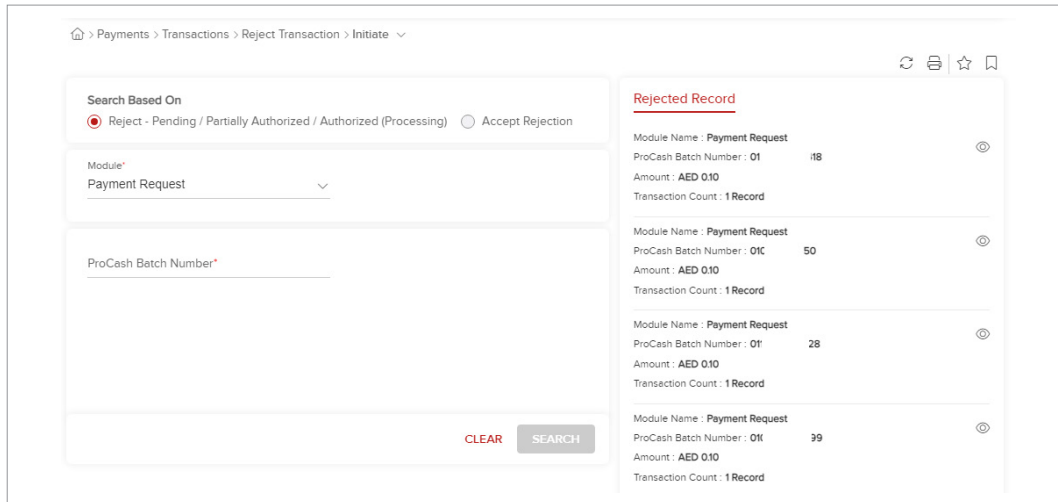


Image 2 – Reject Transaction | Initiate Page

When selecting the Module Name, the following options will be given (image 3):

- **Payment Request** – enter the Batch number
- **WPS** – enter the WPS file name without file name extension (e.g. .SIF, .XLXS)
- **Bill Payment**
 - Bill Payment Upload – enter the Batch number
 - Single Payment – enter the Consumer number
- **Own Account Transfer** – enter the Batch number
- **Outgoing MT101** – enter the Batch number
- **Merchant Payment** – enter the Batch number

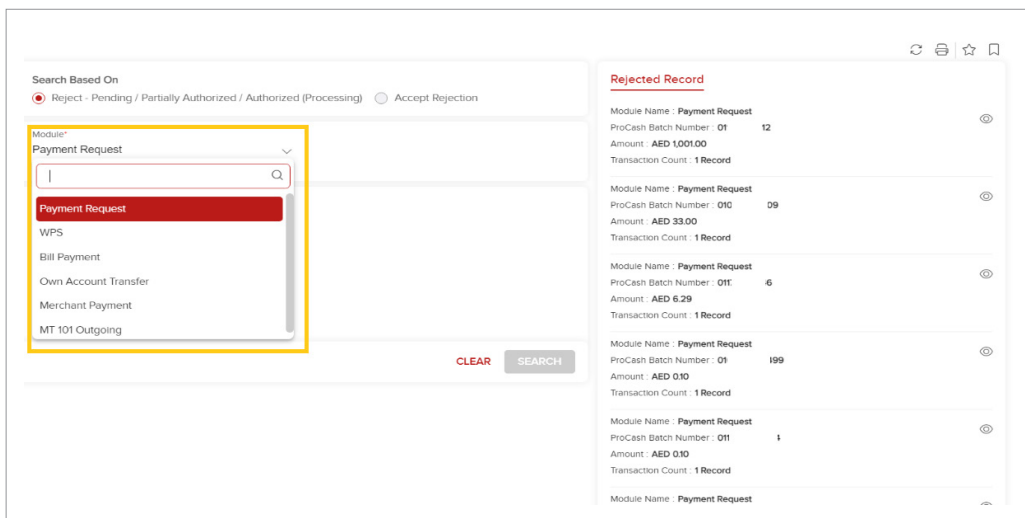


Image 3 – Reject Transaction | Payment Module

Once the information is given, the respective payment will be displayed in table format. In this table there is a column called "Action" from where you can view the transaction details by clicking on the eye icon, or reject the transaction by clicking on the cross icon (image 4).

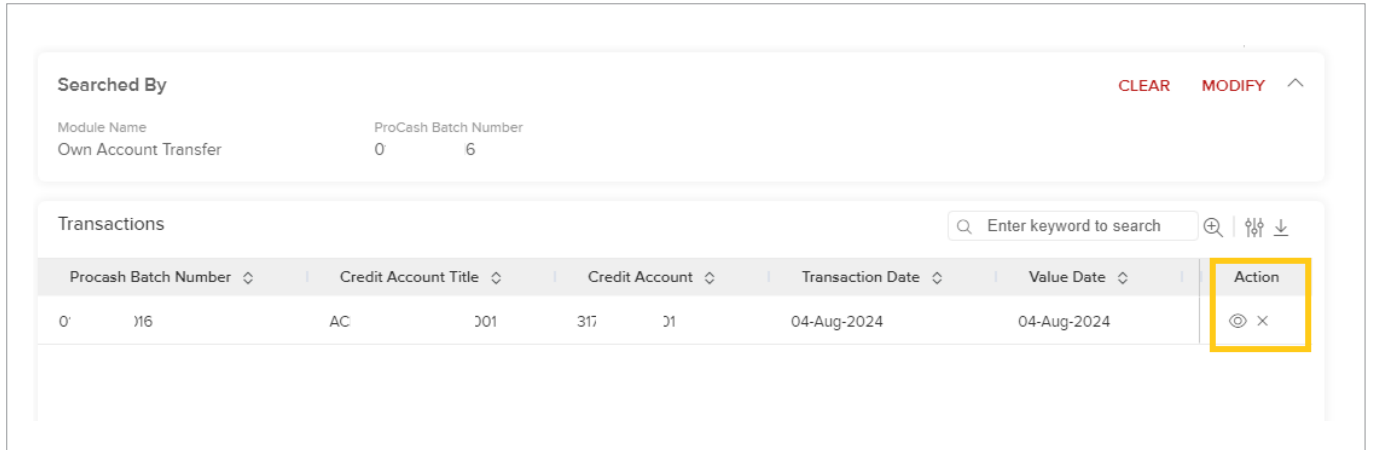


Image 4 – Reject Transaction | Search Result

After rejecting the payment, a pop-up screen will show, asking you to provide the reason for the rejection (image 5).



Image 5 – Reject Transaction | Reason for Rejection

1.2 Processed List

To view the rejected transactions, follow the below steps (image 6):

- i) Select "Payments" on the left panel
- ii) Select "Reject Transaction" under Transaction
- iii) Select "Processed List"

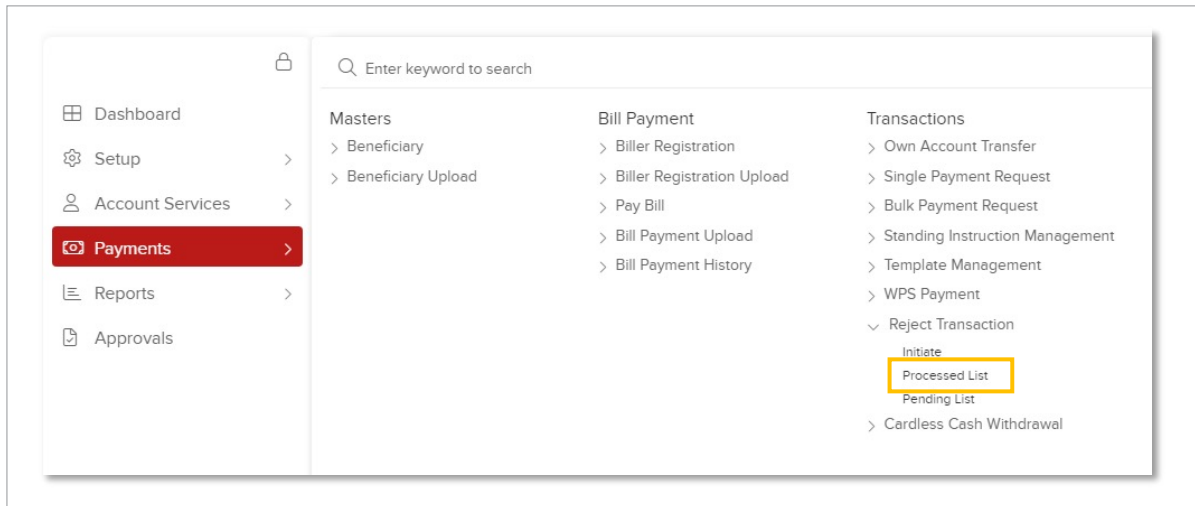


Image 6 – Reject Transaction | Processed List option

In the Processed List page, you can see a list of all rejected transactions. On the action column, you get an option to view the transaction details and the reason for rejection by clicking on the three strips icon (image 7). Images 8 and 9 are examples of the details that are shown once this option is selected.

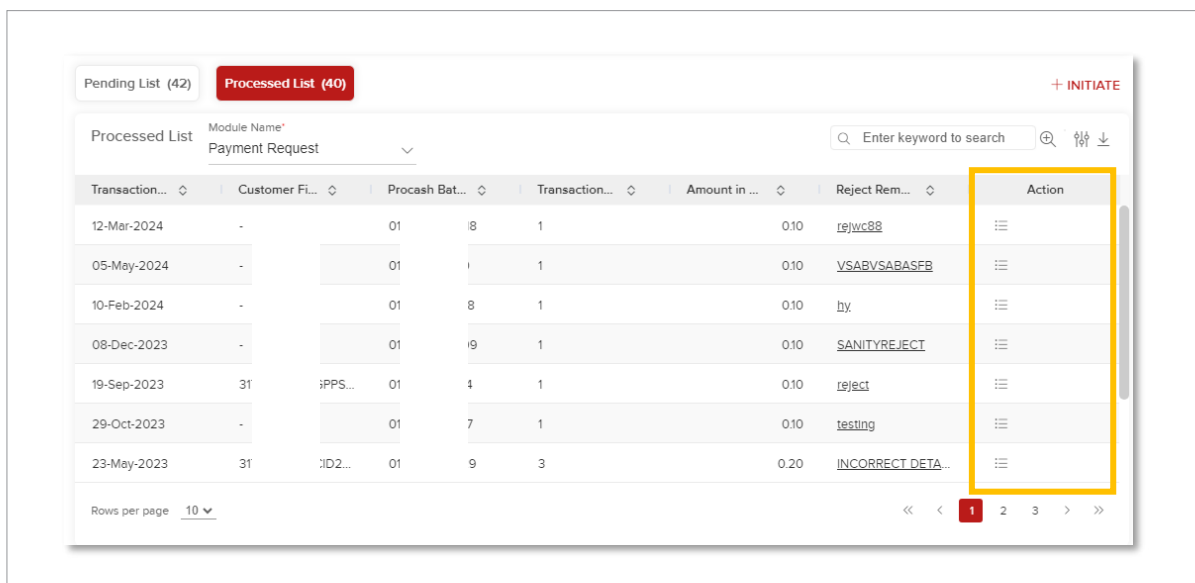


Image 7 – Reject Transaction | Processed List Page

Batch Details						
Procash Batch Number	Customer File Name	No Of Transactions		Amount In AED		
01C 32	31	1.xlsx	3	0.20		

Processed List						
Q Enter keyword to search						
Beneficiary Name	Debit CCY	Debit Amount	Payable CCY	Payable Amount	Payn	
INT	A/C2 AED	-	AED	0.10	Internal Fur	
SAI	AED	-	AED	0.10	External Fu	
FAI	INR	-	INR	0.00	External Fu	

Image 8 – Reject Transaction | Processed List – Transaction Details

Batch Details						
Procash Batch Number	Customer File Name	No Of Transactions		Amount In AED		
01C 32	31	!3.xlsx	3	0.20		

Processed List						
Q Enter keyword to search						
ount	Payment Method	Credit Account Number/IBAN/Credit CC	Debit Account Num...	Reject Remarks		
0.10	Internal Fund Transfers	317	317	:001	<u>Wrong bene</u>	
0.10	External Fund Transfers - UAEFTS	AE 89742	317	:001	<u>Wrong bene</u>	
0.00	External Fund Transfers - FCY	20	317	:001	<u>Wrong bene</u>	

Image 9 – Reject Transaction | Processed List – Transaction Details 2

1.3 Pending List

To view the list with all the transactions that are pending, follow the below steps:

- i) Select "Payments" on the left panel
- ii) Select "Reject Transaction"
- iii) Select "Pending List"

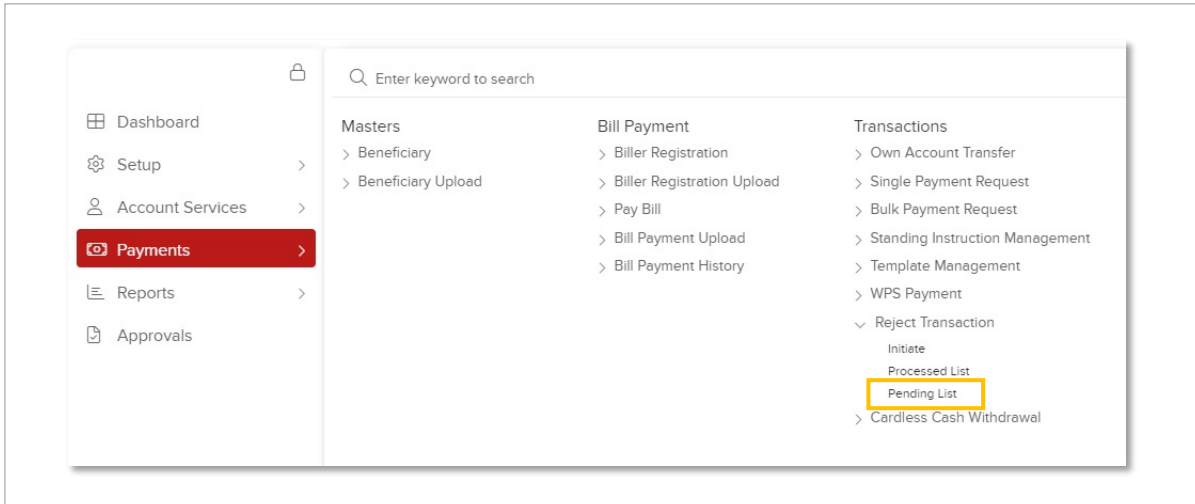


Image 10 – Reject Transaction | Pending List Option

After landing on the Pending List page (image 11), you can see a table with all the transactions that are pending. Here, you can also perform some actions available in the Action column on the right side of this table.

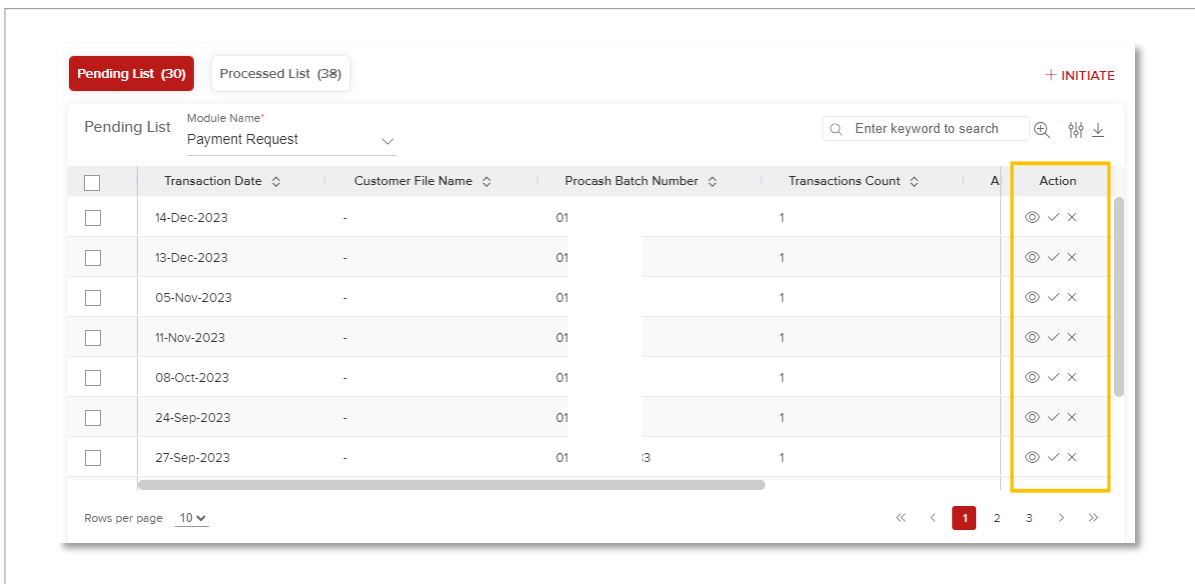


Image 11 – Reject Transaction | Pending List Page

In this page you can:

- 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 12 and 13).

Payment Details

Transaction Date 23-May-2024	Value Date 23-May-2024	Account Selection Account Number	Debit Account 317 I - AED
Account Title IAA	Corporate Reference Number IMY 124	Payment Method Internal Fund Transfers	
Payable Amount AED 0.10	Debit Amount AED 0.10	Deal Number -	FX Rate 1.0
Payment Instruction 1 OTHERS			

Uploaded Documents
-

Beneficiary Details VIEW DETAILS

Beneficiary Name A K INTERNATIONAL LLC	Beneficiary Account/IBAN /Credit Card No AE3C 001	Address DUBAI UAE, DUBAI UAE	City DUBAI
Country United Arab Emirates			

Image 12 – Reject Transaction | Pending List – View Transaction Details

Other Details

Remarks -	Remittance Category Others	Remittance Code Own Account Trnsfer
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Enrichment / Additional Details ^

ENRICHMENT 1
OWN

Maker Checker Details

Maker IAA	Maker Date Time 23-May-2024 12:00:52
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Image 13 – Reject Transaction | Pending List – View Transaction Details

- Authorize a rejection initiated by the Maker by selecting the check icon – When selecting this option, the system will reject the payment and the record or batch will move to processed list.
- Reject a rejection initiated by the maker by selecting the cross icon – While rejecting a transaction, a reason for the rejection needs to be provided (image 14).



Image 14 – Reject Transaction | Pending List – Enter Reason for Rejection

1.4. Important considerations

Apart from what is explained above, it is important to consider the following:

- You can reject the batches / transactions, which are Pending / Partially Authorized / Processing / Authorized but not sent to bank.
- You can accept a rejection done by a checker (in case you are a maker).
- Another Corporate User who has the same access of the Maker, who had initially initiated the payment, can reject payments.
- All payment types can be rejected from the screen with the exemption of Standing Instructions.

Also, the payment types that fall into the scope of this document (the Reject Transaction feature) are:

i) Fund Transfer

- Internal Fund Transfers - IFT
- External Fund Transfers - UAEFTS
- External Fund Transfers - FCY
- Corporate Salary Transfer - CST
- WPS
- Central Bank Payments - CBFT
- Own Account Transfer – OAT

ii) Cheque Payments

- Own Cheques – OCK
- Corporate cheques – CCK
- Bankers cheques – BCK

iii) Others

- Outgoing MT101
- Merchant Payment

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