

ProCash Sent to Bank

Table of Contents

1.	Sent to Bank	2
1.1	Initiation	2
1.2	Released / Rejected Entries	4

1. Sent to Bank

This guide provides you with an explanation on how to use the Sent to Bank module in ProCash, and its purpose. For more information on other ProCash modules or other payment types, please refer to their respective guides.

This feature is mainly used as an additional level of approval/validation of a transaction. Meaning, despite having the checker workflow in place, customers can opt for having a second opportunity to approve/process the transaction through "Send to Bank" even if they were approved by the checker.

It's important to mention that the Send to Bank module is not available to all users, but only those who have the respective access.

1.1 Initiation

To see the Initiation page for Sent to Bank, follow the steps below (image 1):

- i) Select "Payments" tab on the left panel
- ii) Select "Sent to Bank" under Transactions
- iii) Select "Initiate"

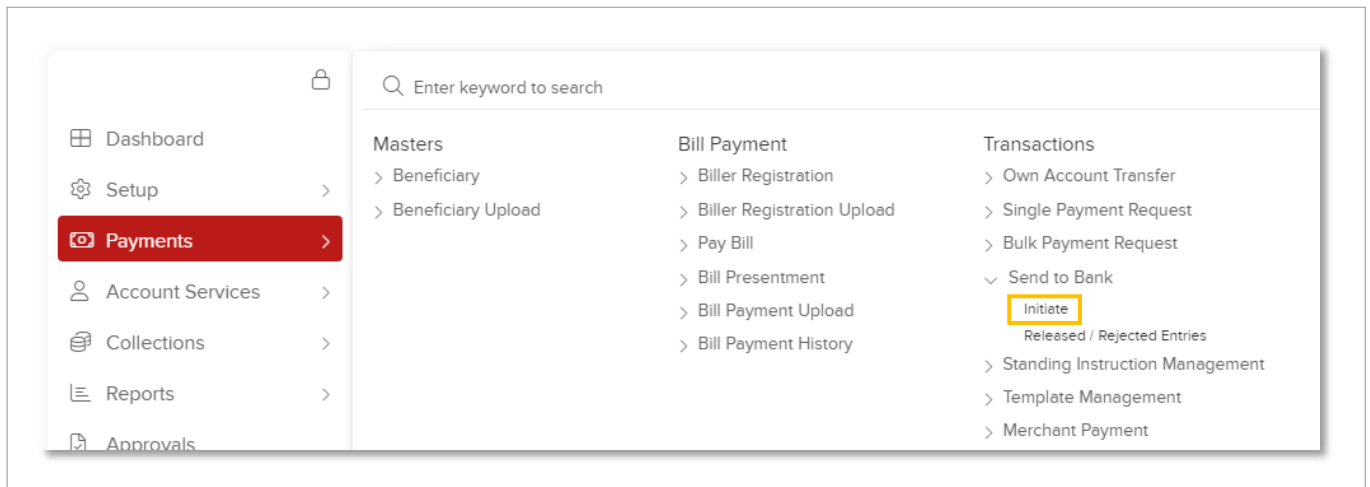


Image 1 – Sent to Bank | Initiate option

When landing on the initiation page, you will be able to (image 2):

- View the Sent to Bank – with/without Account Access that include details like: Payment request, WPS Payment, Term Deposit Request
- View transaction that require actions
- View the sent entries and corporate reject entries by clicking on "Released / Rejected Entries", and it will take you to that page

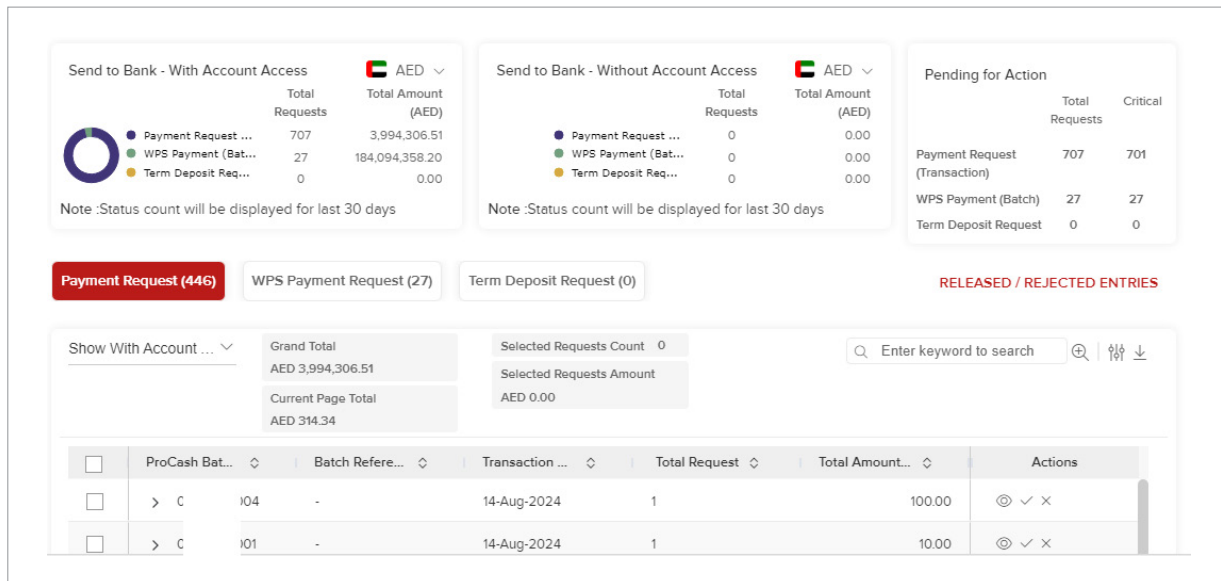


Image 2 – Sent to Bank | Initiate Page - Dashboards

Also, on the same page you can:

- See the list of the following lists of records that fell into the Send to Bank queue (image 3):
 - Payments
 - WPS payments
 - Term Deposits

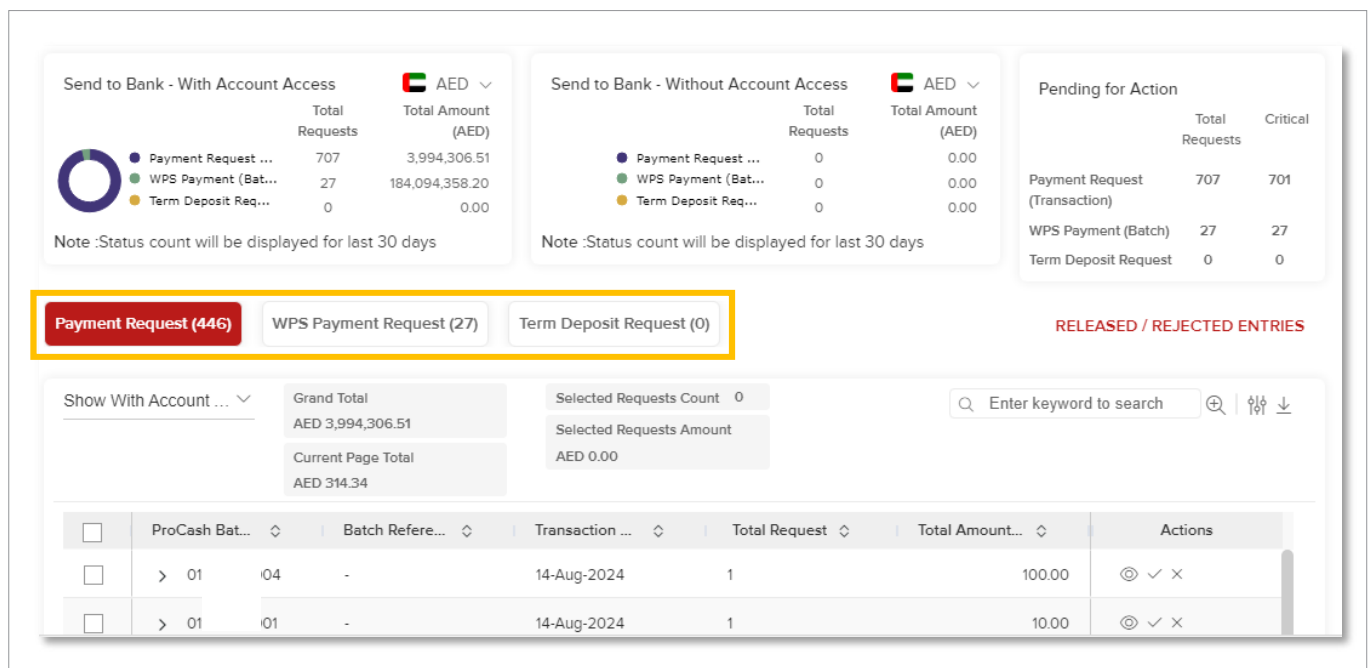


Image 3 – Sent to Bank | Initiate Page - Lists

- Use the action column to (image 4):
 - View the respective transaction details by selecting the Eye icon
 - End the transaction to bank processing by selecting the Check icon
 - Reject the “Send to Bank” request by selecting the Cross icon

Current Page Total		AED 0.00					
AED 314.34							
<input type="checkbox"/>	ProCash Bat...	Batch Refere...	Transaction ...	Total Request	Total Amount...	Actions	
<input type="checkbox"/>	> 01	04	-	14-Aug-2024	1	100.00	👁️ ✓ ✕
<input type="checkbox"/>	> 01	01	-	14-Aug-2024	1	10.00	👁️ ✓ ✕
<input type="checkbox"/>	> 4C	02	-	12-Aug-2024	1	25.00	👁️ ✓ ✕
<input type="checkbox"/>	> 01	13	-	12-Aug-2024	1	20.00	👁️ ✓ ✕
<input type="checkbox"/>	> 01	11	-	12-Aug-2024	1	100.00	👁️ ✓ ✕
<input type="checkbox"/>	> 01	10	-	12-Aug-2024	1	10.00	👁️ ✓ ✕
<input type="checkbox"/>	> 01	05	317	23 10-Aug-2024	3	27.04	👁️ ✓ ✕

Rows per page 10

Navigation: << < 1 2 3 4 5 > >>

Image 4 – Sent to Bank | Initiate Page – Actions column

1.2 Released / Rejected Entries

To view the list of the Released / Rejected entries, follow the steps below (image 5):

- i) Select “Payments” tab on the left panel
- ii) Select “Sent to Bank” under Transactions
- iii) Select “Released / Rejected Entries”

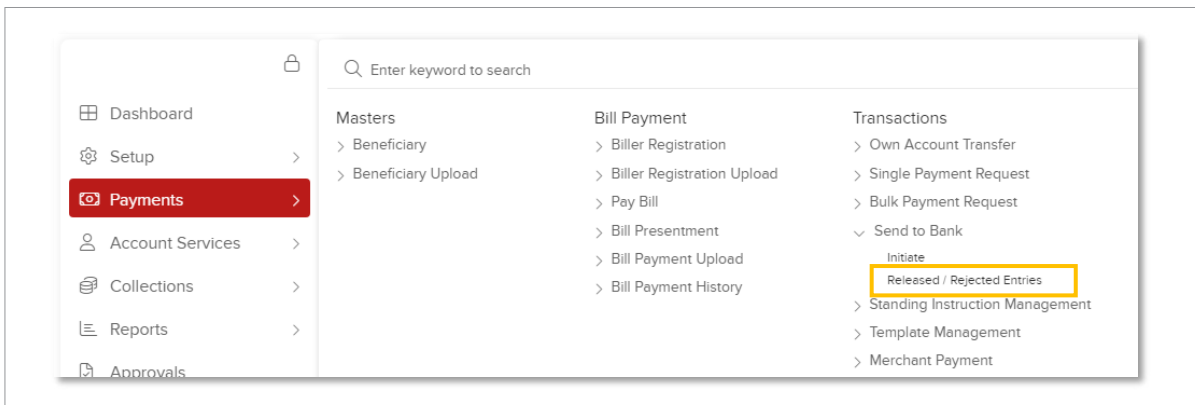


Image 5 – Sent to Bank | Released / Rejected Entries Option

When landing on the “Released/Rejected Entries” page, you will see a summary with the released and rejected entries and a summary panel with the overall status of the requests (image 6).

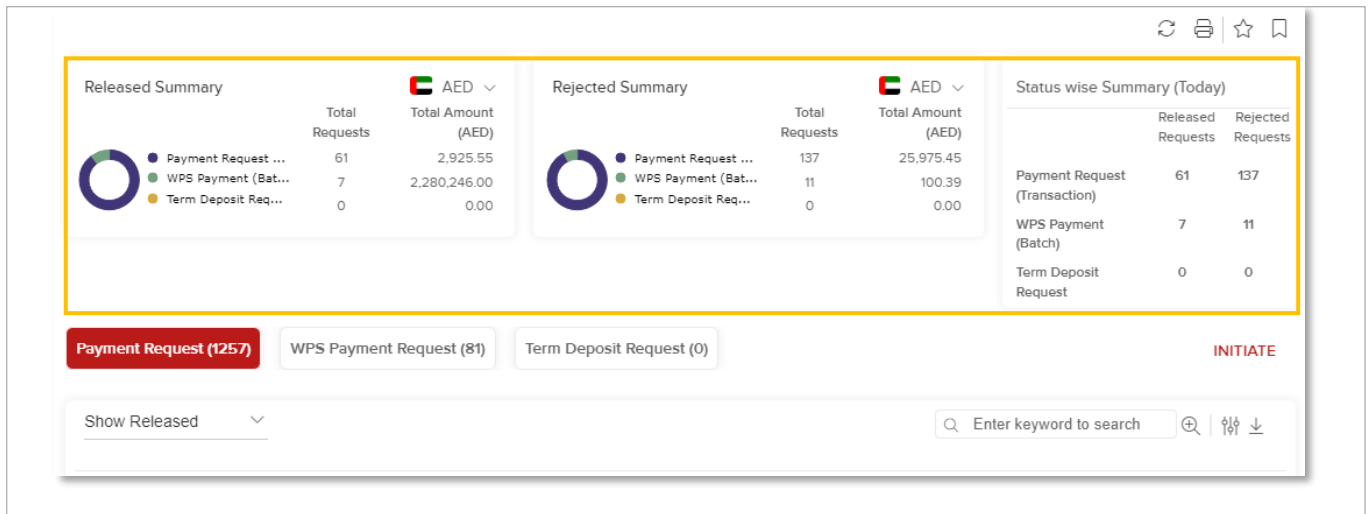


Image 6 – Sent to Bank | Released / Rejected Entries Page

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.

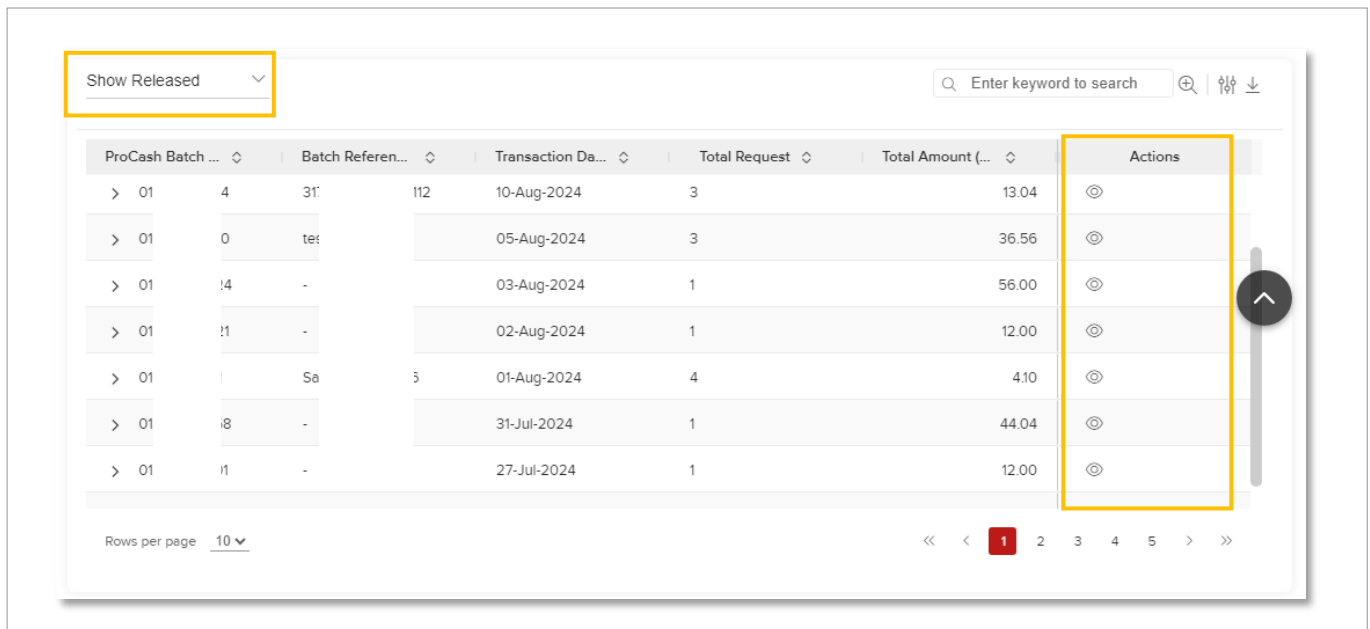


Image 7 – Sent to Bank | Released / Rejected Entries Page – Lists & Actions Column

Moreover, there are two ways to view the details of a particular transaction, either by selecting the small arrow on the left side or by selecting the eye icon under Actions column (image 8). On images 9 and 10, you have an illustration of the transaction details page.

ProCash Batch Number	Batch Reference Number	Transaction Date	Total Request	Total Amount (AED)	Actions	
0120824005	-	12-Aug-2024	1	10.00		
Value Date 14-Aug-2024	Pa Ex	- FCY	Beneficiary Name KXKYO	Beneficiary Account Number / IBAN / Credit Card 1234567	Payable Currency AED	View More
> 012	004	-	12-Aug-2024	1	100.00	
> 01K	004	:	10-Aug-2024	3	13.04	
> 010	010	t	05-Aug-2024	3	36.56	
> 010	024	-	03-Aug-2024	1	56.00	
> 010	021	-	02-Aug-2024	1	12.00	

Image 8 – Sent to Bank | Released / Rejected Entries Page – view Details

Payment Details

Transaction Date: 12-Aug-2024

Value Date: 14-Aug-2024

Account Selection: Account Number 31 - AED

Account Title: 317 : DESC

Corporate Reference Number: MOI 0681

Payment Method: External Fund Transfers - FCY

Debit Account: 31 - AED

Payable Amount: AED 10.00

Debit Amount: AED 10.00

Deal Number: -

FX Rate: 1.0

Payment Instruction 1: PAYMENT

Uploaded Documents: -

Beneficiary Details

Beneficiary Name: KXKYO

Beneficiary Account/IBAN: 1234567

Beneficiary BIC: SE 2

Beneficiary Bank: STATE BANK OF INDIA

Beneficiary Bank Country: India

Address: agadhj, dbdjc

City: Mumbai

Country: India

[VIEW DETAILS](#)

Other Details

Remarks: -

Bank Sort/Clearing Code: -

Charge: SHA

Remittance Category: Payments to Employees

Remittance Code: Advance Payment Against EOS

Image 9 – Sent to Bank | Released / Rejected Entries Page – view Details

Intermediary Bank Details			
BIC CODE	Sort Code	Bank Name	Branch Name
-	-	-	-
Address			
-			
Enrichment / Additional Details			
ENRICHMENT 1			
-			
Maker Checker Details			
Maker		Maker Date Time	
J#	5	12-Aug-2024 11:18:05	
Checker		Checker Date Time	
J#	5	12-Aug-2024 11:18:05	
Send To Bank		Send To Bank Date	
AD	N2	12-Aug-2024 11:27:31	

Image 10 – Sent to Bank | Released / Rejected Entries Page – view Details

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