

ProCash Single Payments

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1. Single Payment Request

This guide provides you with a detailed explanation on how to perform, authorise or reject Single Payment 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 a Single Payment Request from the Payment tab available on the left panel, you must follow the below steps:

- i) Select Payments tab on the left panel
- ii) Select Single Payment Request option
- iii) Select Initiate option – you will be directed to the Initiate Request page

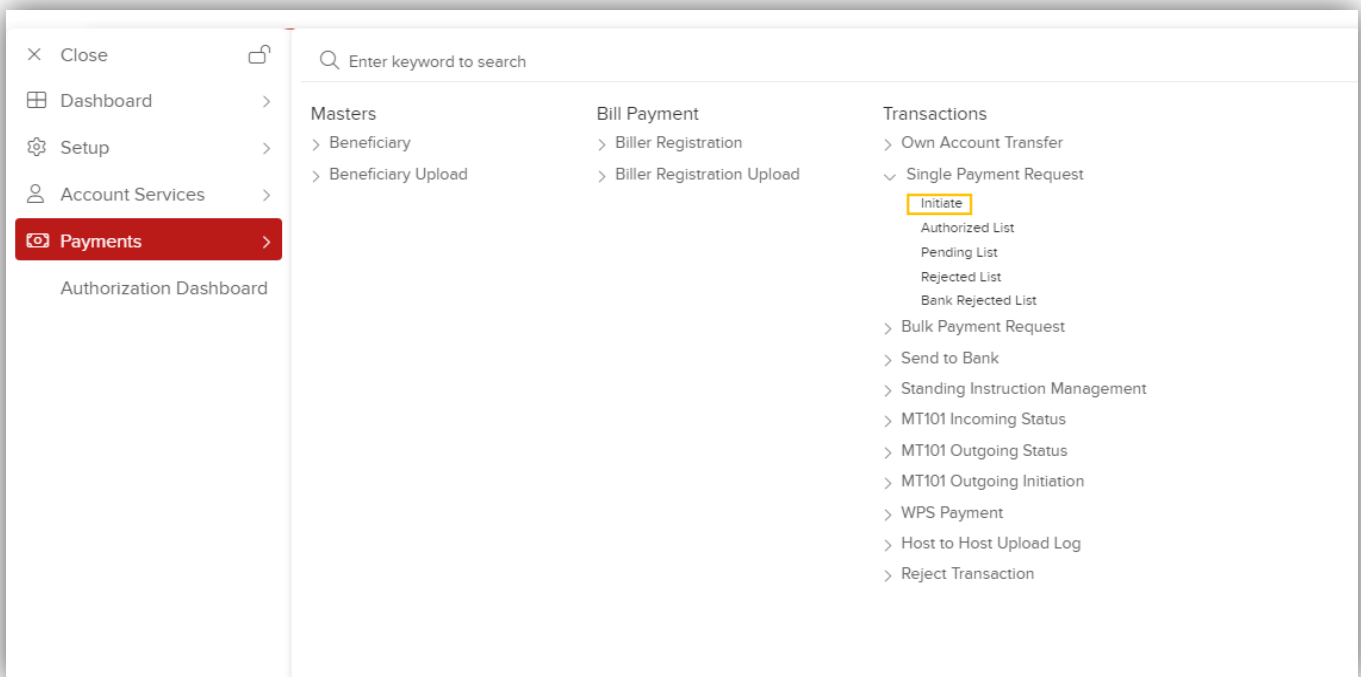


Image 1 – Single Payment Request | Initiate option

When landing on the Initiate page (Image 2) you will be able to:

- Initiate Single Payment transactions by selecting the "Initiate (Payment Method Wise)" option available on the screen in case you prefer to start your payment journey by selecting the payment type. Selecting this option will take you to the Initiation page (refer to chapter 1.2)

- You can also Initiate Single Payment transactions by selecting the “Initiate (Beneficiary wise)” option available on screen in case you want to start your payment journey by selecting the beneficiary. Selecting this option you will take you to the Initiation page (refer to chapter 1.6)
- There is an option to view all electronic and physical transaction statuses with a view of total transaction’ volume and value details. Also, you can see the number of payments that are pending, rejected, processing, authorised and processed for the last 30 days
- You can also use the “Quick Pay” option by entering a few details such as the Beneficiary Name, Account Number and the Payable Amount (refer to chapter 1.7)

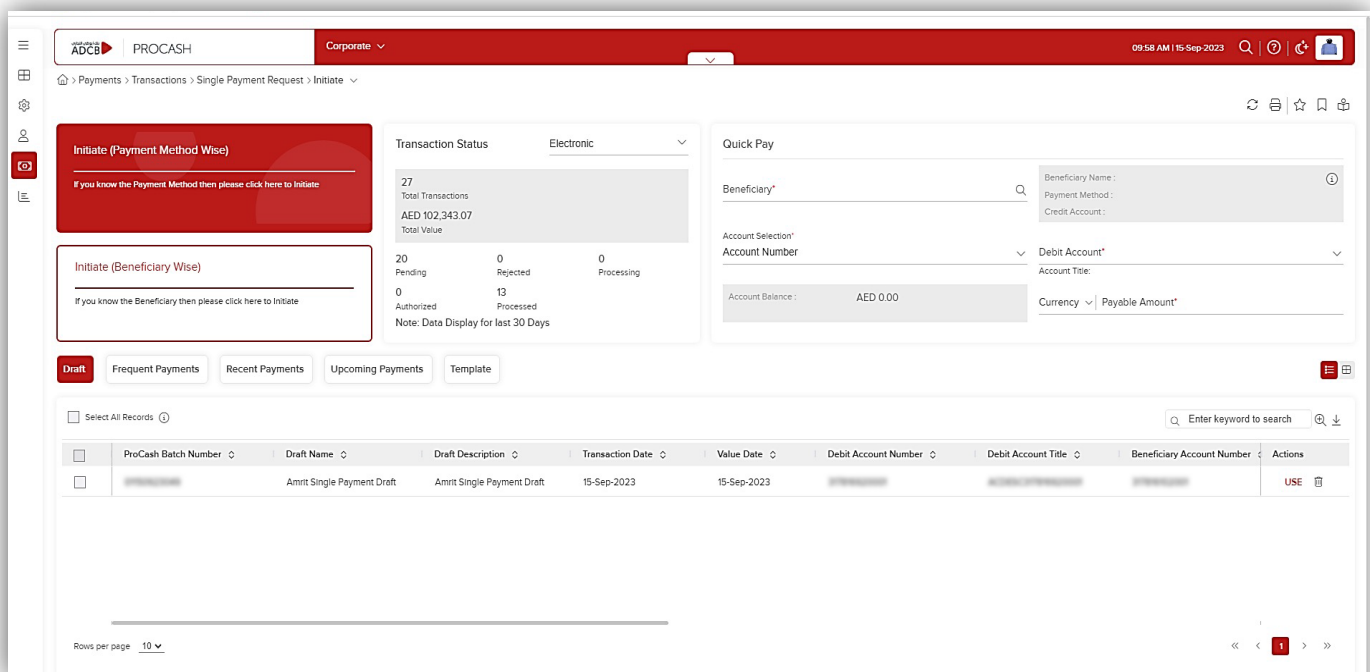


Image 2 – Single Payment Request | Initiate page

Also, on the same page you can:

- See your most frequent transactions by selecting the “Frequent Transactions” option
- See the most recent transactions by selecting the “Recent transactions” option
- See the upcoming transactions by selecting the “Upcoming Transactions” option
- See the saved transactions’ templates that you can reuse anytime in the future by selecting the “Template” option

Additionally, you will be able to see in table format, the transactional data of the frequent, recent and upcoming transactions (Image 3).

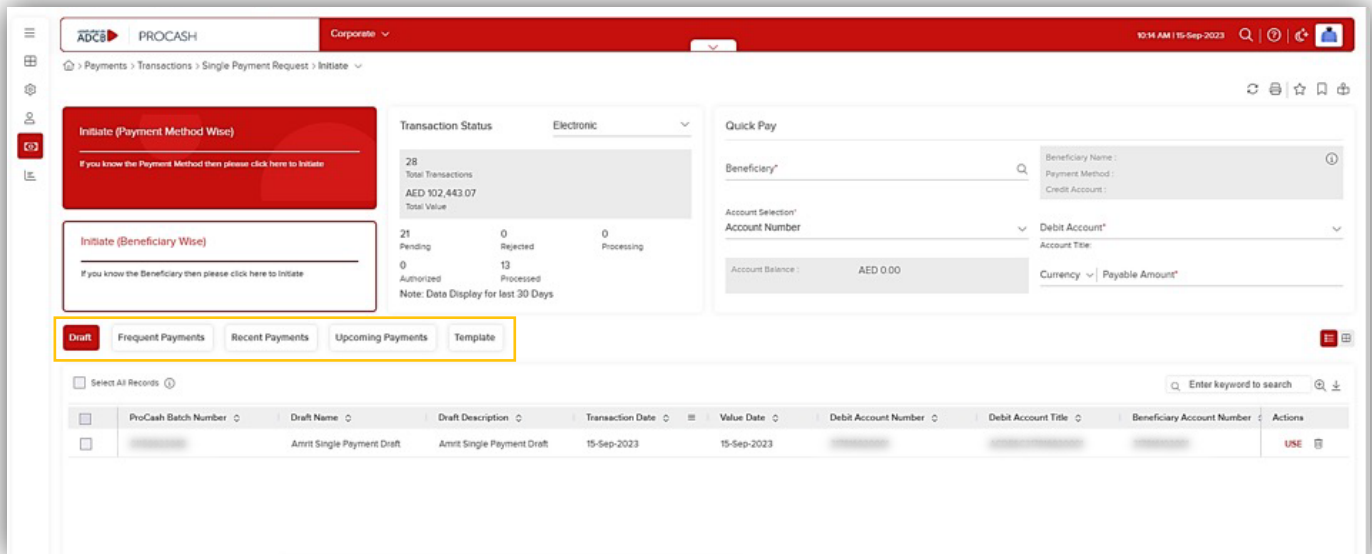


Image 3 – Single Payment Request | Initiate Page – Frequent, Recent, Upcoming tab

The displayed data in table format 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.

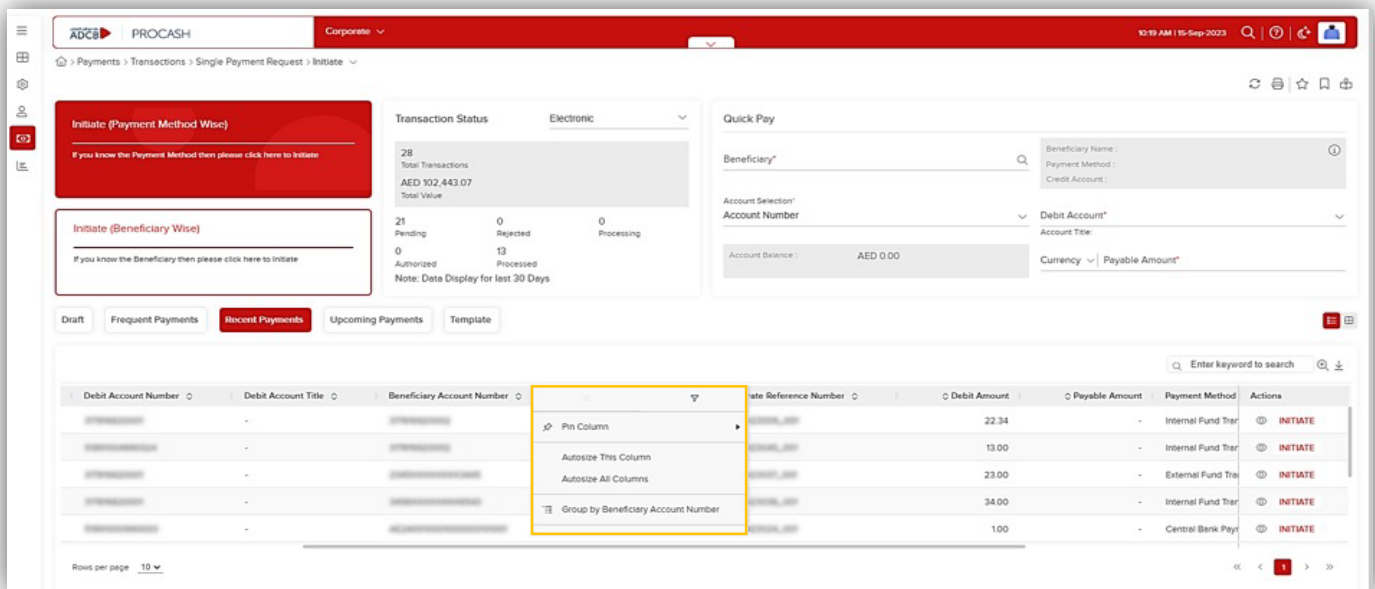


Image 4 – Single Payment Request | Initiate Page – Table format

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

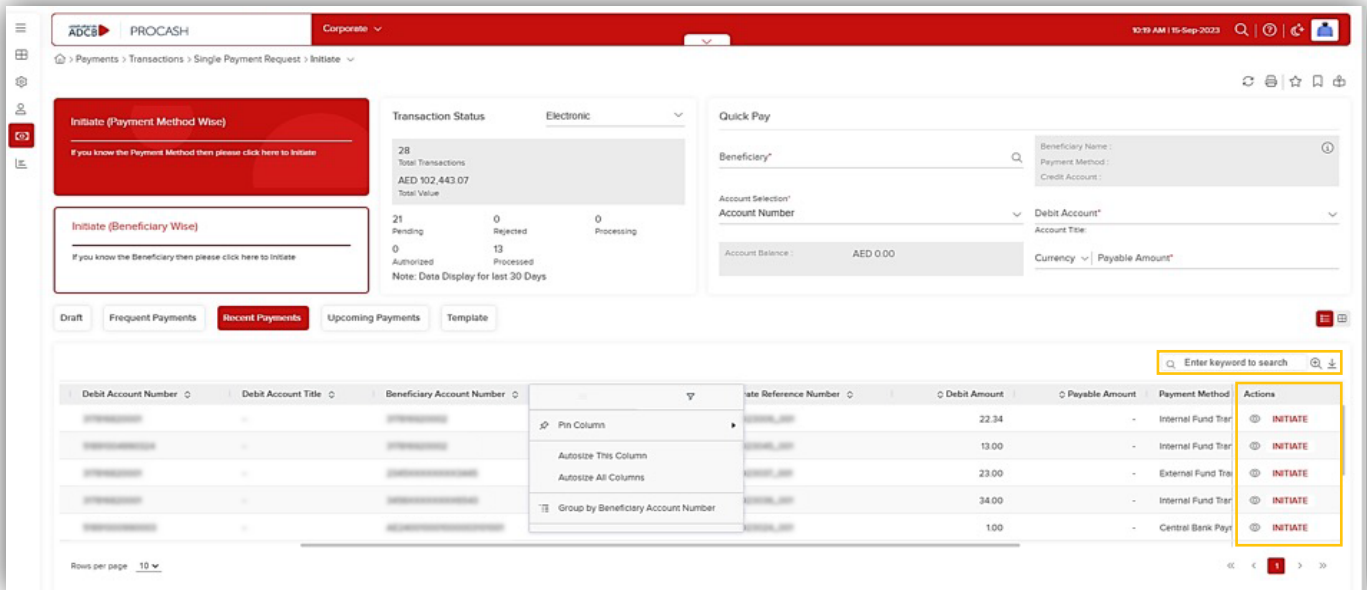


Image 5 – Single Payment Request | Initiate Page – Table actions

1.2. Initiate Single Payment (Payment Method Wise)

To initiate a Single Payment 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 Select Single Payment option
- vi) Select Initiate option (Image 6)
- vii) Select Initiate (Payment Method Wise) (Image 7)

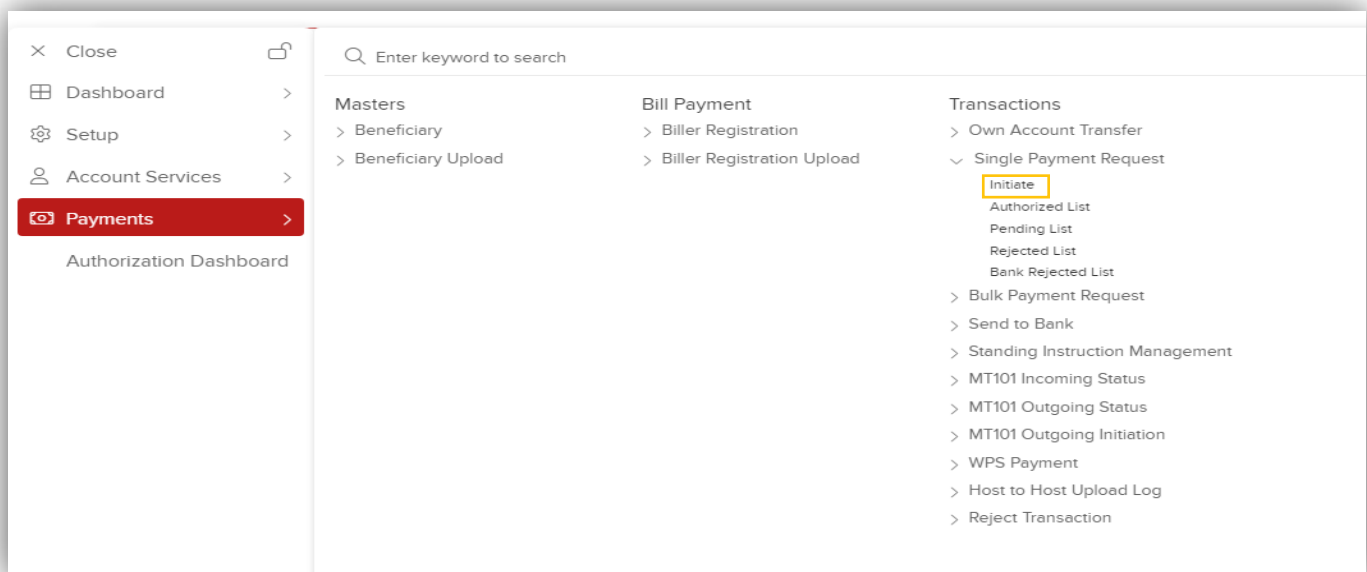


Image 6 – Single Payment Request | Initiate Page

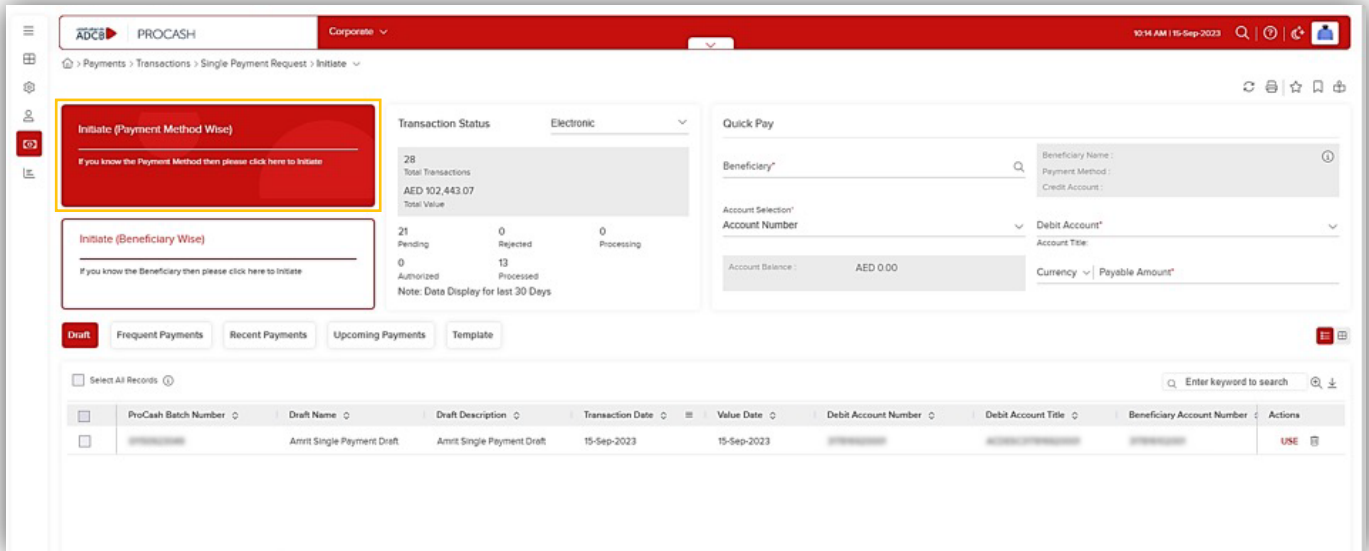


Image 7 – Single Payment Request | Initiate (Payment Method Wise)

1.2.1. Initiate Single Payment (Payment Method Wise) – Payment Details

After selecting the Initiate option, you will land on the screen where the first step is to provide the Payment details like the payment method, debit and credit account, currency, payable or debit amount, corporate reference number, remittance details and remittance code (Image 8).

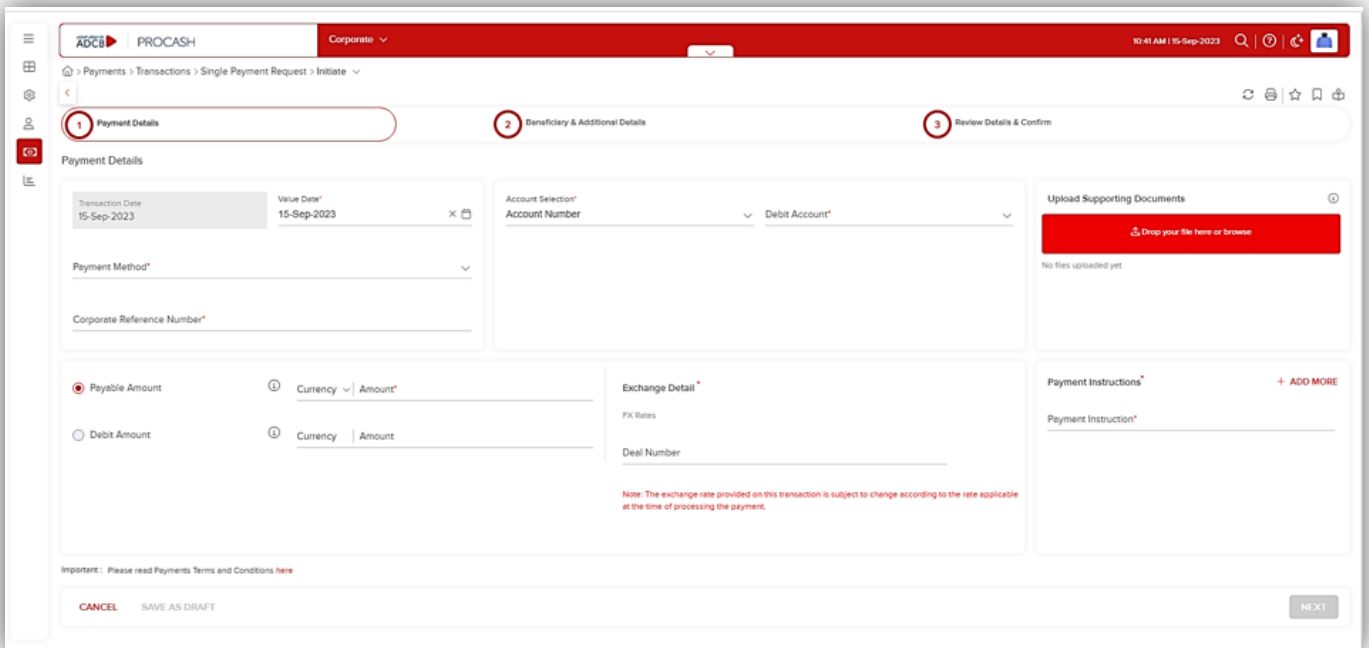


Image 8 – Single Payment Request | Initiate (Payment Method Wise) – Payment details

Under the Payment Method option you can select the below payments (Image 9):

- I. Internal Fund Transfers (IFT)
- II. External Fund Transfers (UAEFTS)
- III. External Fund Transfers (FCY)
- IV. Corporate Salary Transfers (CST)
- V. Central Bank Payments (CBFT)

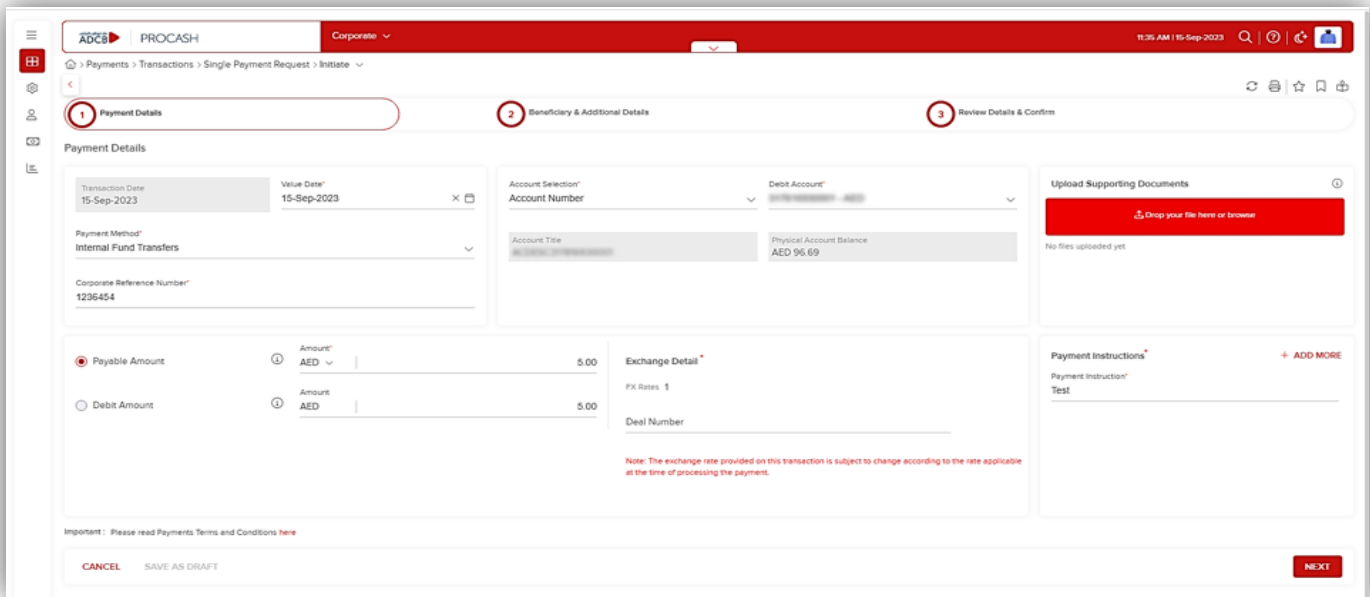


Image 9 – Single Payment Request | Initiate Page

1.2.2. Initiate Single Payment (Payment Method Wise) – Beneficiary & Additional Details

After providing all payment details, the “Next” button becomes enabled and once it is selected you will land on the screen where you can either select an existing beneficiary or add a new one (Image 10).

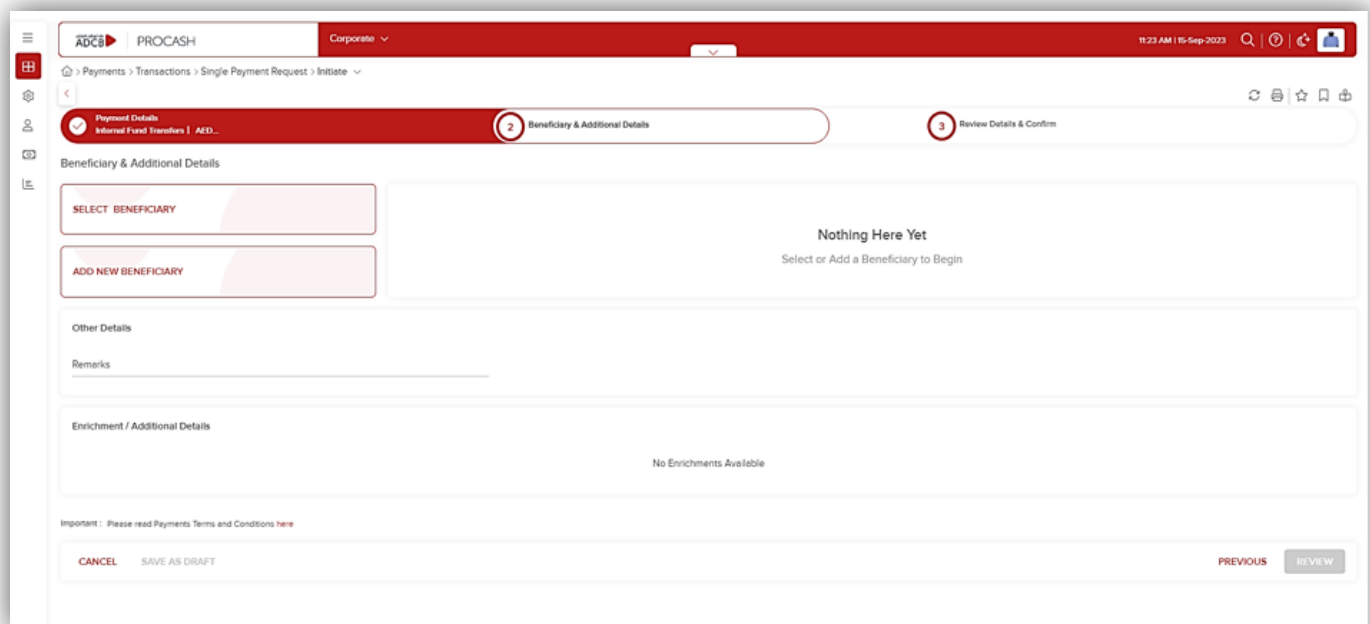


Image 10 – Single Payment Request- Beneficiary & Additional Details | Initiate Page

1.2.2.1. Initiate Single Payment (Payment Method Wise) – Beneficiary & Additional Details – SELECT BENEFICIARY

In case you click the “SELECT BENEFICIARY” option, a list with your beneficiaries is provided from which you can choose the respective beneficiary (Image 11).

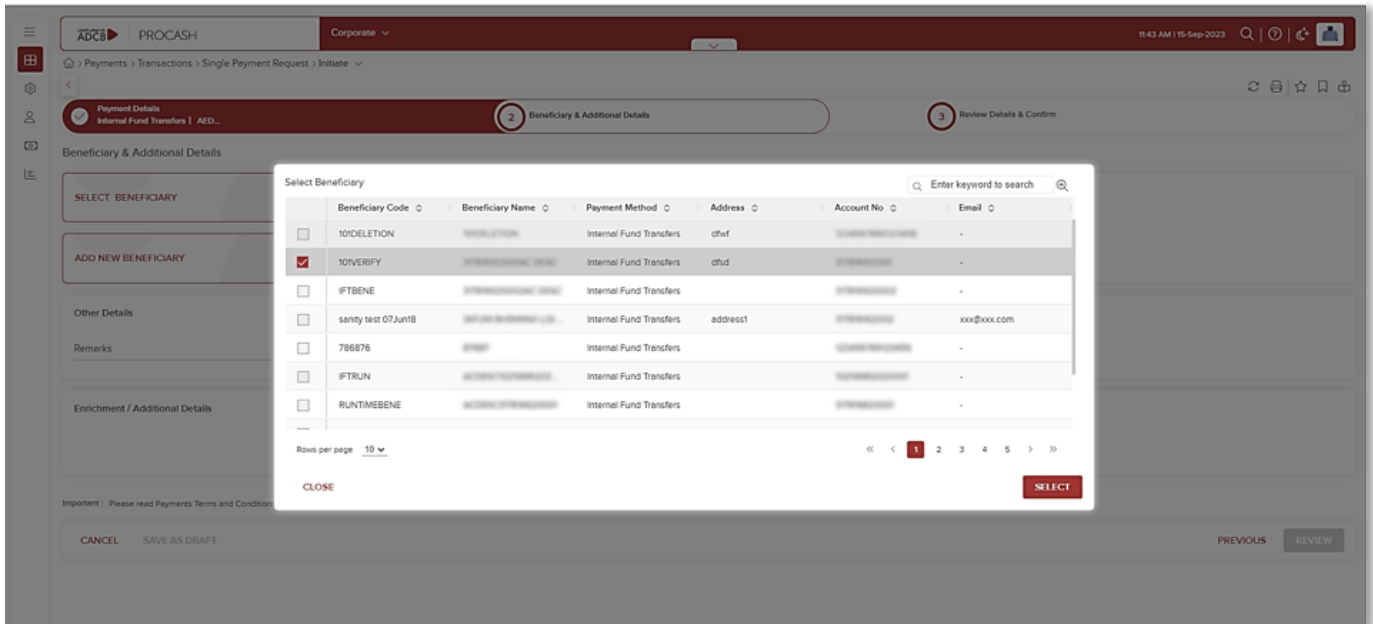


Image 11 – Single Payment Request – Beneficiary & Additional Details | Select Beneficiary | Initiate Page

To proceed with the transaction, you must select the “Review” option available at the below right corner (Image 12) to review the information of the beneficiary that was selected.

Also, before submitting, you are always able to modify the selected beneficiary details. Go to the previous screen, cancel and save the present transaction as a draft in case you want to come back later to this transaction; it will be saved under “Save as draft” list (see Image 2).

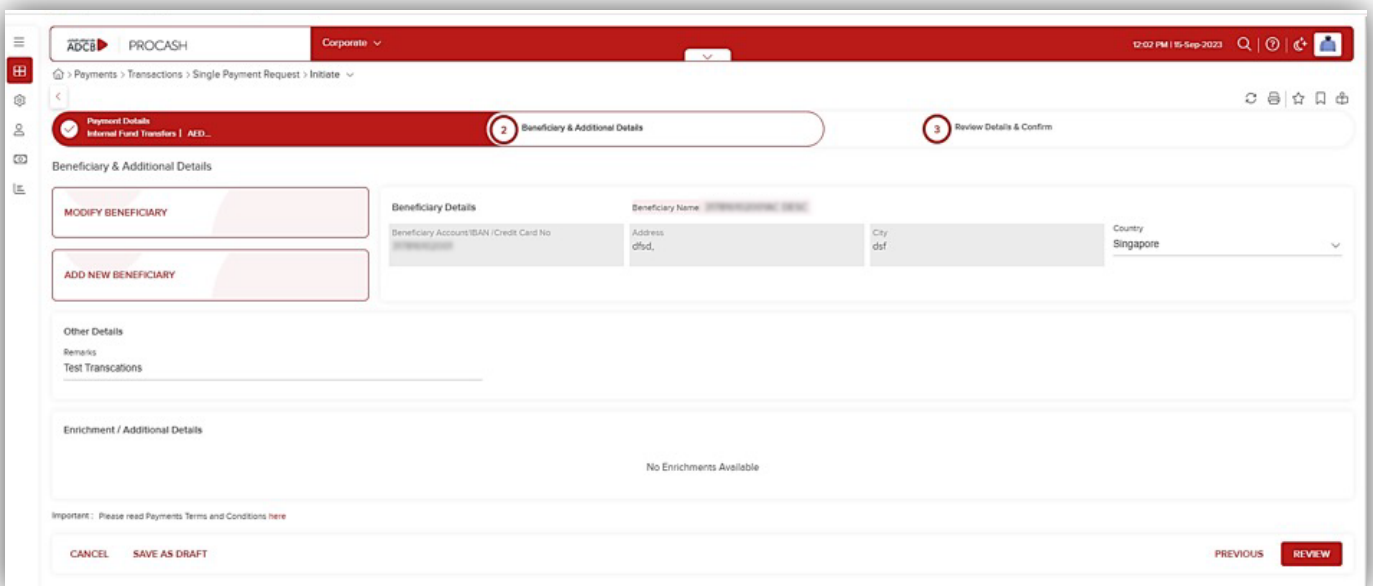


Image 12 – Single Payment Request – Beneficiary & Additional Details | Select Beneficiary | Initiate Page

1.2.2.2. Initiate Single Payment (Payment Method Wise) – Beneficiary & Additional Details – ADD NEW BENEFICIARY

In case you click “ADD NEW BENEFICIARY”, you will be required to provide the following beneficiary details (Image 15):

- I. Beneficiary Type which can be:
 - o Generic – Beneficiary details will be accessible to all ProCash users
 - o User Wise – Beneficiary details will be only accessible to the user who has created the beneficiary
- II. Bene Code (unique beneficiary code), beneficiary name, beneficiary account no or IBAN or card number (in case of credit card payment)
- III. Choose the Advice dispatch option in case you need beneficiary details to be sent electronically or to be printed

Once all the required information is given, select “Add” to create/add the newly created beneficiary. In case you want to cancel the beneficiary creation process, you can select “Cancel” or you can also go to the previous tab by selecting the “Previous” option.

The screenshot shows the PROCASH web interface for adding a new beneficiary. The page title is "Beneficiary & Additional Details" and it is part of a "Single Payment Request" process. The form is divided into three main sections:

- Beneficiary Details:**
 - Beneficiary Type: Generic
 - Beneficiary Code: 007
 - Beneficiary Name: Amr/Anshu Tiwari
 - Payee Name: Amr/it
 - Address 1, Address 2, City, Country, Postal Code, Phone/Mobile, Fax, and Email fields.
- Payment Method Details:**
 - Beneficiary Account (IBAN / Credit Card No): 12345678901234
 - Actual Beneficiary Name: [Redacted]
- Advice Dispatch Details:**
 - Electronic Mode: Email, SMS
 - Print Mode: Mail, Courier, Fax

At the bottom right, there are "CANCEL" and "ADD" buttons. A note at the bottom left says "Important: Please read Payments Terms and Conditions here".

Image 13 – Single Payment Request – Beneficiary & Additional Details | Add Beneficiary | Initiate Page

1.2.3. Initiate Single Payment (Payment Method Wise) – Payment Details

To proceed with the payment after adding the beneficiary you need to press the “Review” button.

Then, in case all information is correct, you just need to press “Submit” (Image 14) to proceed with the payment. You can also save these details as a template by selecting the “Save as template” button.

The screenshot shows the 'Review Details & Confirm' page in the PROCASH system. The page is divided into several sections:

- Payment Details:**
 - Transaction Date: 15-Sep-2023
 - Value Date: 15-Sep-2023
 - Account Selection: Account Number
 - Debit Account: [Redacted]
 - Account Title: [Redacted]
 - Account Balance: AED 96.69
 - Corporate Reference Number: 1236454
 - Payment Method: Internal Fund Transfers
 - Payable Amount: AED 5.00
 - Debit Amount: AED 5.00
 - Deal Number: -
 - FX Rate: 1
 - Payment Instruction 1: Test
- Beneficiary Details:**
 - Beneficiary Name: [Redacted]
 - Beneficiary Account/IBAN /Credit Card No: [Redacted]
 - Address: dfdf.
 - City: dfdf
 - Country: Singapore
- Other Details:**
 - Remarks: Test Transactions
- Enrichment / Additional Details:**
 - No Enrichments Available

At the bottom of the page, there are three buttons: CANCEL, PREVIOUS, and SAVE AS TEMPLATE, and a prominent red SUBMIT button.

Image 14 – Single Payment Request – Beneficiary & Additional Details | Initiate Page

Once a request has been submitted, you will get a payment confirmation pop up with relevant payment details like ProCash batch number, debit account number and title, beneficiary name and code, payable amount, payment method, transaction date and time (Image 14).

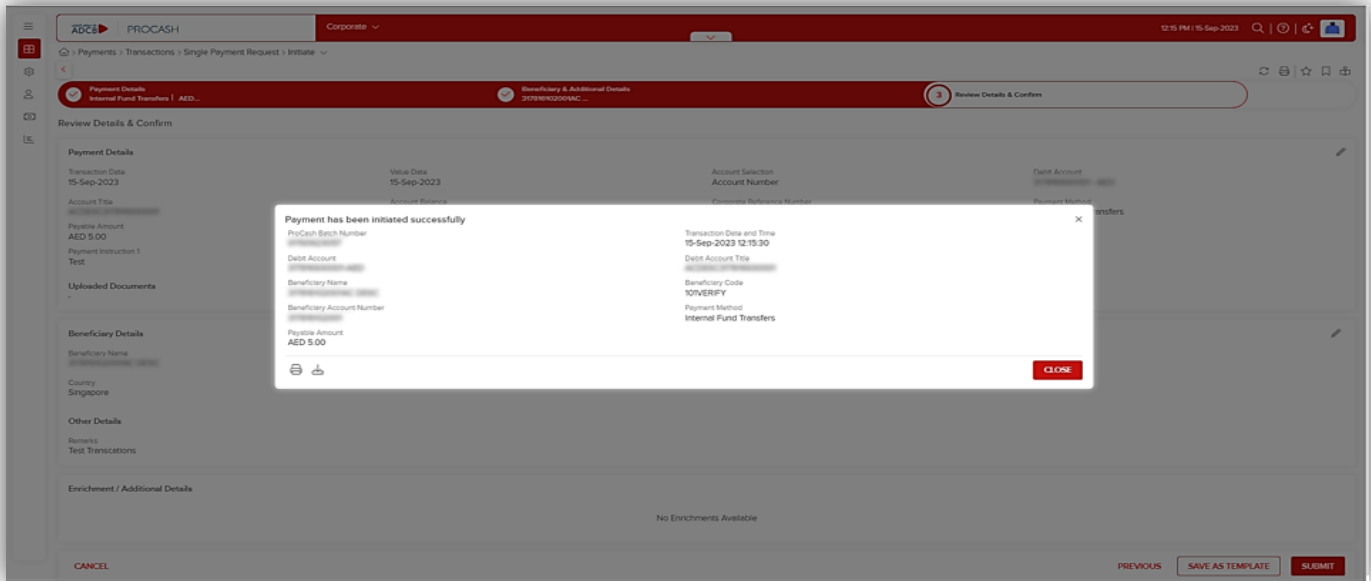


Image 15 – Single Payment Request – Payment Confirmation Message| Initiate Page

After adding the beneficiary, you need to review all payment details. In case all is correct, then you just need to press the “Submit” button to proceed (Image 13) and the payment request is submitted.

You will get a payment confirmation message with all the required details like ProCash batch number, debit account number and title, beneficiary name and code, payable amount, payment method, transaction date and time (Image 9).

1.3. Initiate Single Payment Request (Beneficiary Wise)

Another option to initiate a single payment request is by selecting the “Initiate Single Payment Request (Beneficiary Wise)” option (Image 16).

This option is very useful in case you already know to which beneficiary you’ll be making the payment.

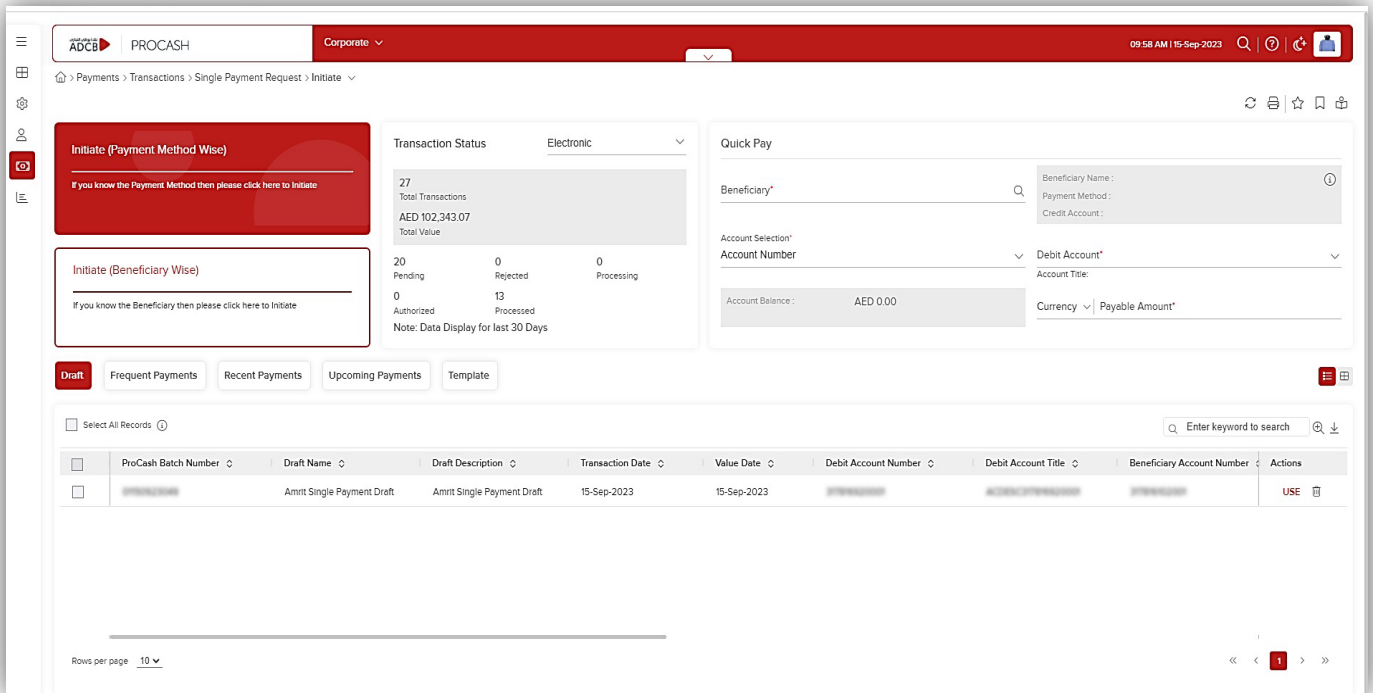


Image 16 – Single Payment Request | Initiate (Beneficiary Wise) | Initiate Page

After selecting this option, you will be required to select a beneficiary by clicking on the “Select Beneficiary” option (Image 17). Then you need to choose a beneficiary from a list that is displayed (Image 11).

With the beneficiary already selected, you can proceed with the payment details and click on review and submit (Image 12).

Finally, you will get the payment confirmation message with all the relevant details (Image 15).

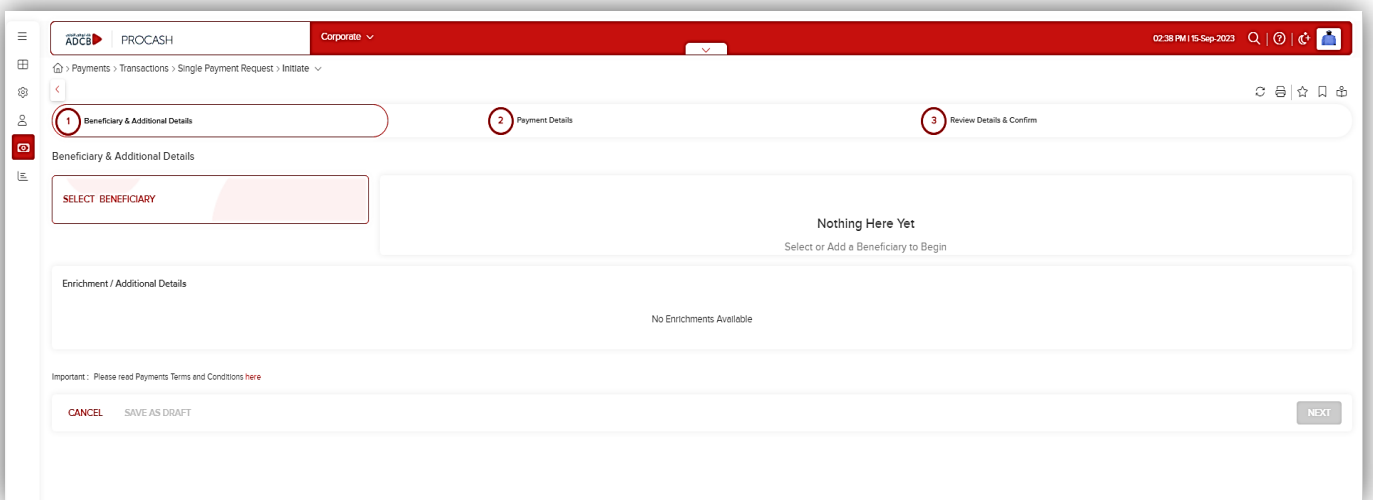


Image 17 – Single Payment Request | Initiate (Beneficiary Wise) | Initiate Page

1.4. Quick Pay Module

If you want to perform a simple payment with minimum clicks, you can use the Quick Pay module available at the top right corner of the Initiate screen of Single Payments (Image 18).

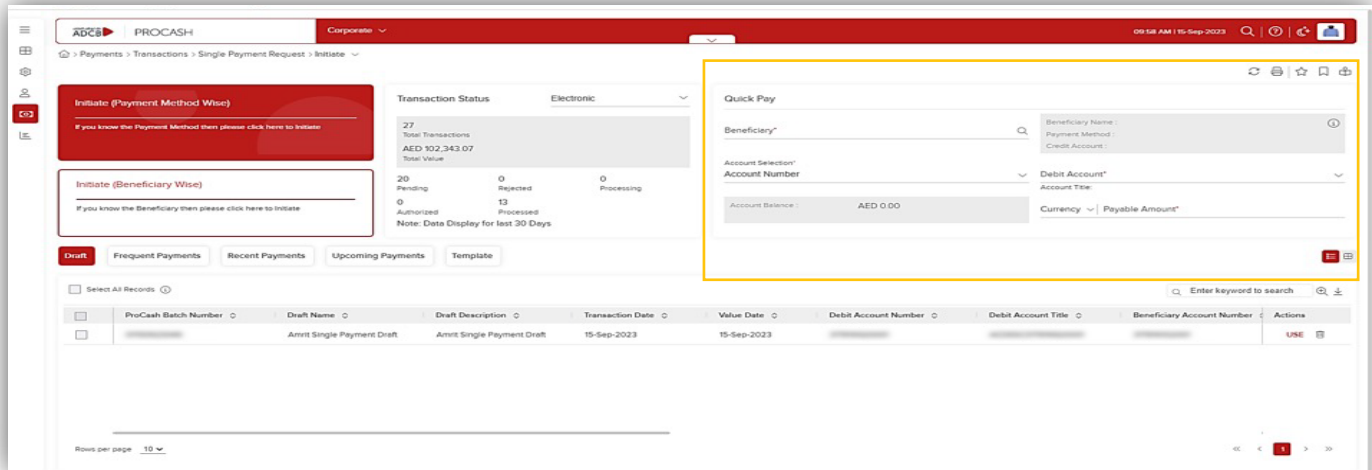


Image 18 – Single Payment Request | Quick Pay | Initiate Page

To perform a single payment through this module, you just need to provide basic information such as the beneficiary, debit account number, payable balance, corporate reference number, payment instruction, remittance category and code.

To cancel or to clean all details, you can click on the “Cancel” button. In case all information is correct, you can proceed with the quick pay request by simply clicking the “Pay” button (Image 19).

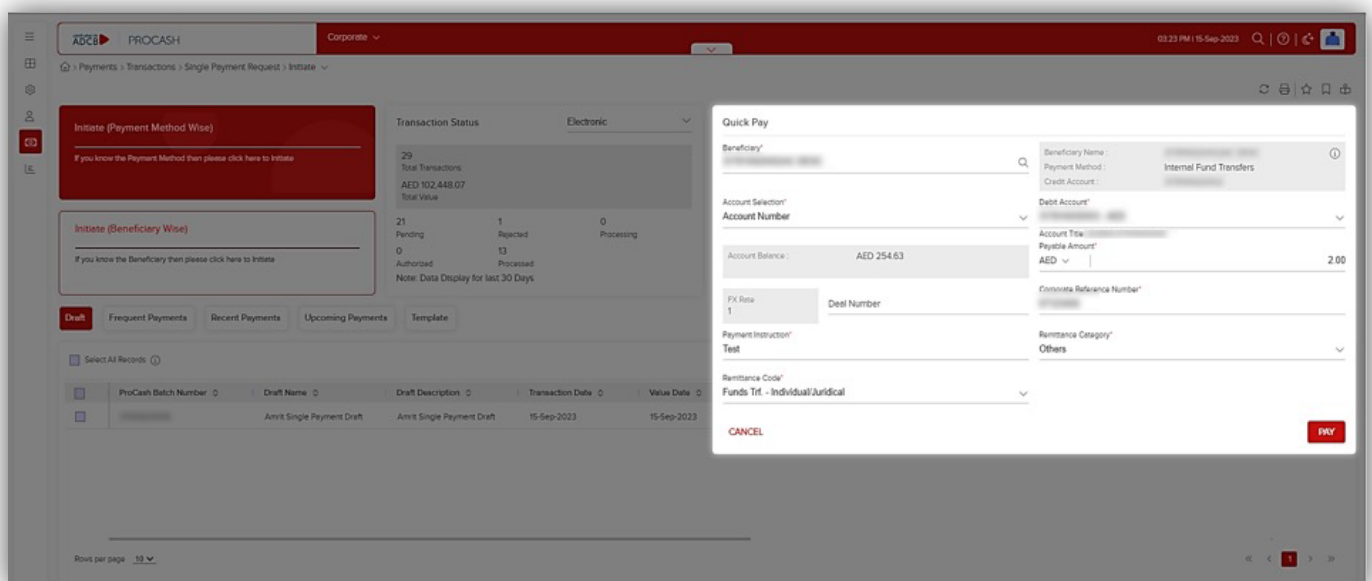


Image 19 – Single Payment Request | Quick Pay | Initiate Page

Once- the request has been submitted, you will get a payment confirmation pop up with all the required details like ProCash batch number, debit account number and title, beneficiary name and code, payable amount, payment method, transaction date and time (Image 20).

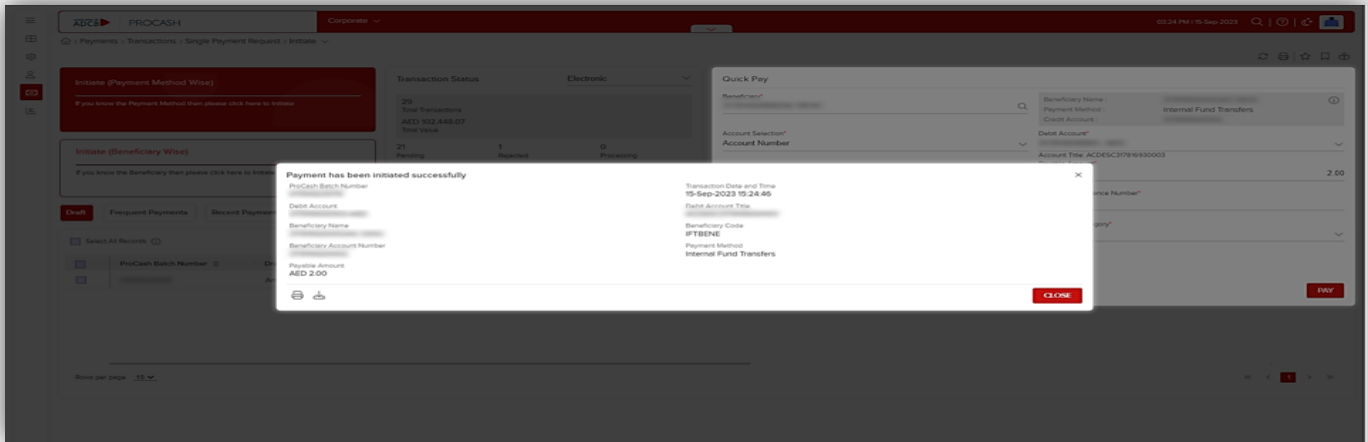


Image 20 – Single Payment Request | Quick Pay | Initiate Page

1.5. Authorization List

To see single payment requests that are authorised, you must follow the below steps:

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

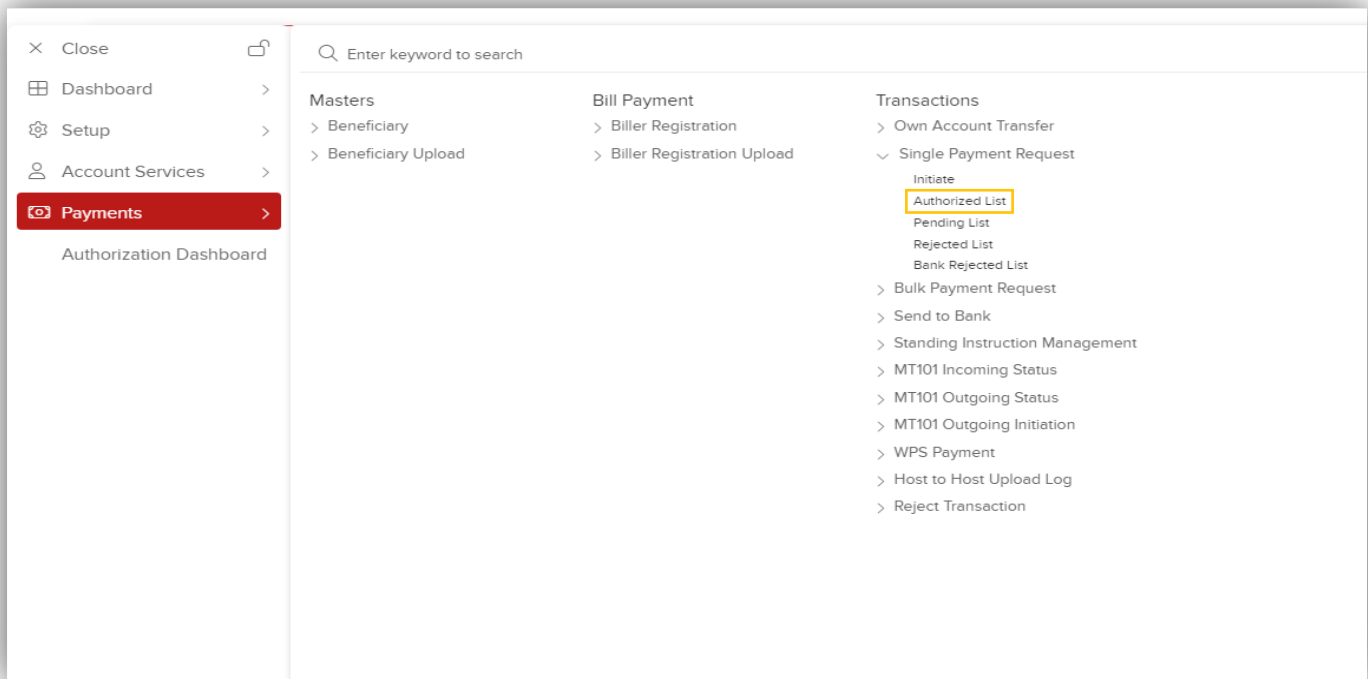


Image 21 – Single Payment Request | Authorized List option

After landing on the Authorized List page (Image 22), you will be able to view a list of all authorised transactions

in a table format. Under the Actions column you can 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
-	-	-	15-Sep-2023	1115	WEB	1	Manual	Corporate	18-Sep-2023	👁️
-	-	-	15-Sep-2023	73.80	SWIFT	1	Upload	Corporate	15-Sep-2023	👁️
-	-	-	15-Sep-2023	500.00	WEB	2	Manual	Corporate	15-Sep-2023	👁️
-	WildPA_SetAutm_123	XXXXXXXXXX.XXXXXXXXXX	14-Sep-2023	703.66	WEB	21	Upload	Corporate	14-Sep-2023	👁️
-	-	-	14-Sep-2023	500.00	WEB	2	Manual	Corporate	14-Sep-2023	👁️
-	WildPA_SetAutm_1	XXXXXXXXXX.XXXXXXXXXX	13-Sep-2023	697.66	WEB	21	Upload	Corporate	14-Sep-2023	👁️
-	WildPA_SetAutm_12	XXXXXXXXXX.XXXXXXXXXX	13-Sep-2023	539.83	WEB	21	Upload	Corporate	14-Sep-2023	👁️
-	WildPA_SetAutm	XXXXXXXXXX.XXXXXXXXXX	12-Sep-2023	69777	WEB	21	Upload	Corporate	13-Sep-2023	👁️
-	-	-	12-Sep-2023	44.44	WEB	2	Manual	Corporate	13-Sep-2023	👁️
-	Etc_02	XXXXXXXXXX.XXXXXXXXXX	12-Sep-2023	1540.66	WEB	3	Upload	Corporate	13-Sep-2023	👁️

Image 22 – Single Payment Request | 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 will come up.

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

Transaction Date: 15-Sep-2023

Account Title: [REDACTED]

Amount to be Paid: [REDACTED]

Payable Amount: AED 1115

FX Rate: 1.00

Payment Instruction 1: [REDACTED]

Value Date: 15-Sep-2023

Corporate Reference Number: 2

Payable Amount: AED 1115

Immediate Payment(s): No

Account Selection: [REDACTED]

Account Number: [REDACTED]

Payment Method: External Fund Transfers - UAEFTS

Debit Amount: AED 1115

Debit Account: [REDACTED]

Debit Number: [REDACTED]

Beneficiary Details

Beneficiary Name: S0570

Beneficiary Bank: Abu Dhabi Islamic Bank

Country: Singapore

Beneficiary Name Validation: Account title not found

Beneficiary Bank Branch: HEAD OFFICE

Payment Type: IBAN/Credit Card Salary Card Payment

Address: address1, address2

Branch Code: [REDACTED]

City: address3

Other Details

Remarks: Charges: OUB

Remittance Purpose: [REDACTED]

Remittance Details: [REDACTED]

Enrichment / Additional Details

No Enrichments Available

Maker/Checker Details

Maker Name: [REDACTED]

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

Checker Name: [REDACTED]

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 23 – Single Payment Request | 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 and to go back to the Authorized List page, just press "Close" button.

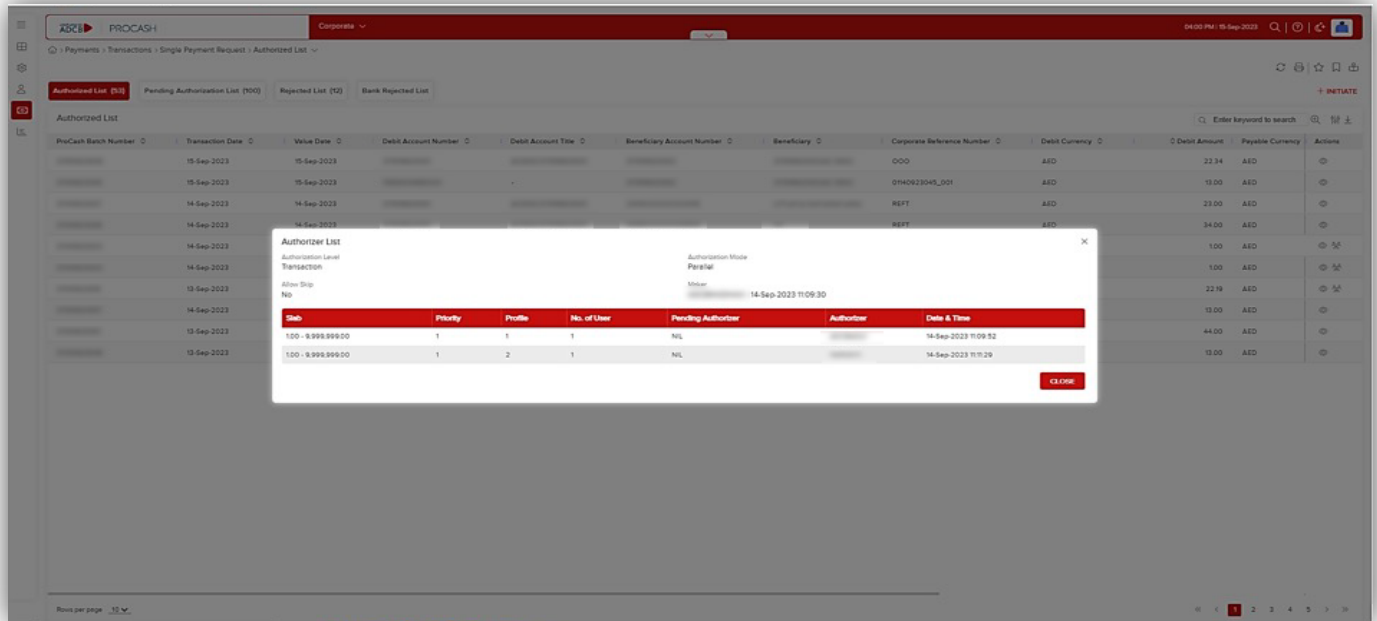


Image 24 – Single Payment Request | Authorizers from Authorized List

1.6. Pending List

To see the Pending Single Payment Request, you must follow the below steps:

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

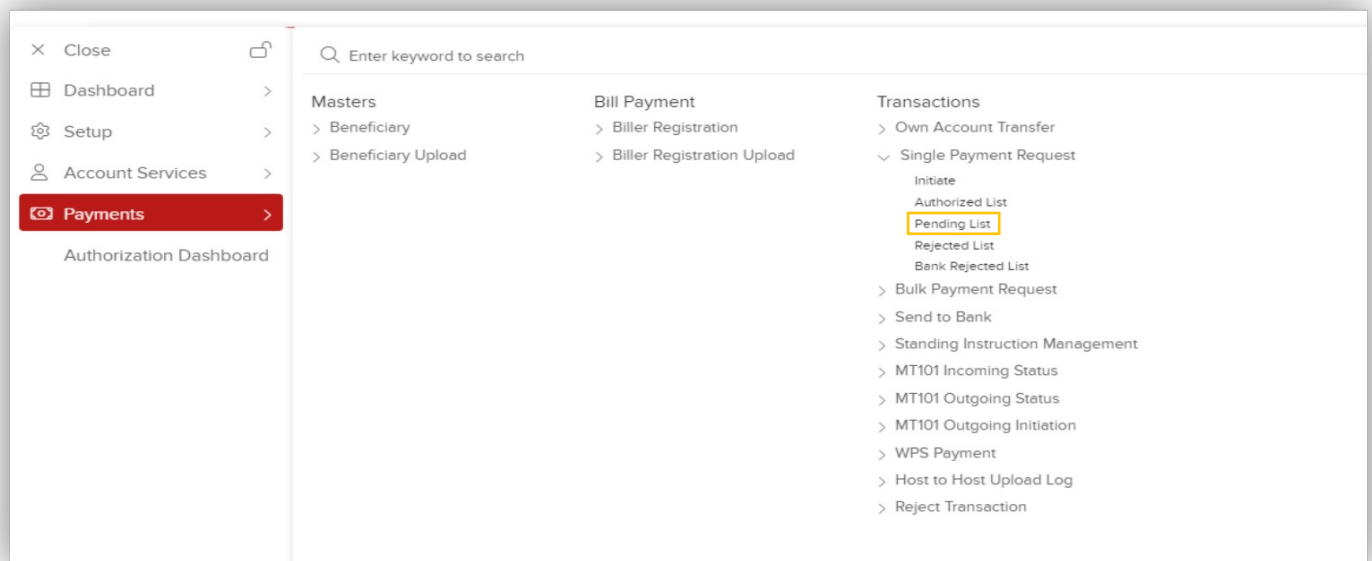


Image 25 – Single Payment Request | Pending Authorization List option

After landing on the Pending Authorization List page (Image 26), 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.

PreCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit Account Title	Beneficiary Account Number	Beneficiary	Corporate Reference Number	Debit Currency	Debit Amount	Actions
	15-Sep-2023	15-Sep-2023					0702456	AED	2.00	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					826DF	AED	100.00	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					JHSJMS	AED	2,866.24	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					MVHJG	AED	100	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					RWE	AED	3,662.00	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					DFP	AED	44.30	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					CVSJKVX	AED	332.00	View Edit Delete Refresh
	15-Sep-2023	15-Sep-2023					DF	AED	100	View Edit Delete Refresh
	14-Sep-2023	14-Sep-2023					SPDP	AED	100.00	View Edit Delete Refresh
	14-Sep-2023	14-Sep-2023					SCFSD	AED	12.00	View Edit Delete Refresh

Image 26 – Single Payment Request | Pending Authorization List option

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

Under the Actions column (last column of the table presented 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 this same page, you are also able to edit, delete, view authorizers, resend alerts or go back to previous list screen (Image 27)

Payment Details			
Transaction Date	15-Sep-2023	Value Date	15-Sep-2023
Account Title	DFG	Corporate Reference Number	DFG
Payable Amount	AED 12.00	Debit Amount	AED 12.00
Payment Instruction 1	DFG	Account Selection	Account Number
		Payment Method	Internal Fund Transfers
		Deal Number	-
		FX Rate	1.0
Beneficiary Details			
Beneficiary Name		Beneficiary Account/BANK Credit Card No	
Country	Singapore	Address	#5D, -
		City	dif
Other Details			
Remittance		Remittance Category	
		Remittance Code	
Enrichment / Additional Details			
No Enrichments Available			
Maker/Checker Details			
Maker		Mitar Date Time	15-Sep-2023 16:10:10

Image 27 – Single Payment Request | Transaction details from Pending Authorization List page

- Edit a transaction by selecting the edit icon (Image 28): Once this option is selected, you will land on the respective transaction initiation page wherein you can change any details and initiate again the transaction (for a more detailed explanation about the transaction initiation process, please refer to chapter 1.2)

Image 28 – Single Payment Request | Edit transaction from Pending Authorization List page

- Approve a transaction by selecting the check icon: When selecting this option, the OTP must be provided and then Submit option must be selected
- Reject a transaction by selecting the cross icon: When rejecting a transaction, a reason for the rejection needs to be provided
- Delete a transaction by selecting the bin icon: When deleting a transaction, it is required to confirm it by selecting “Ok” (Image 29)

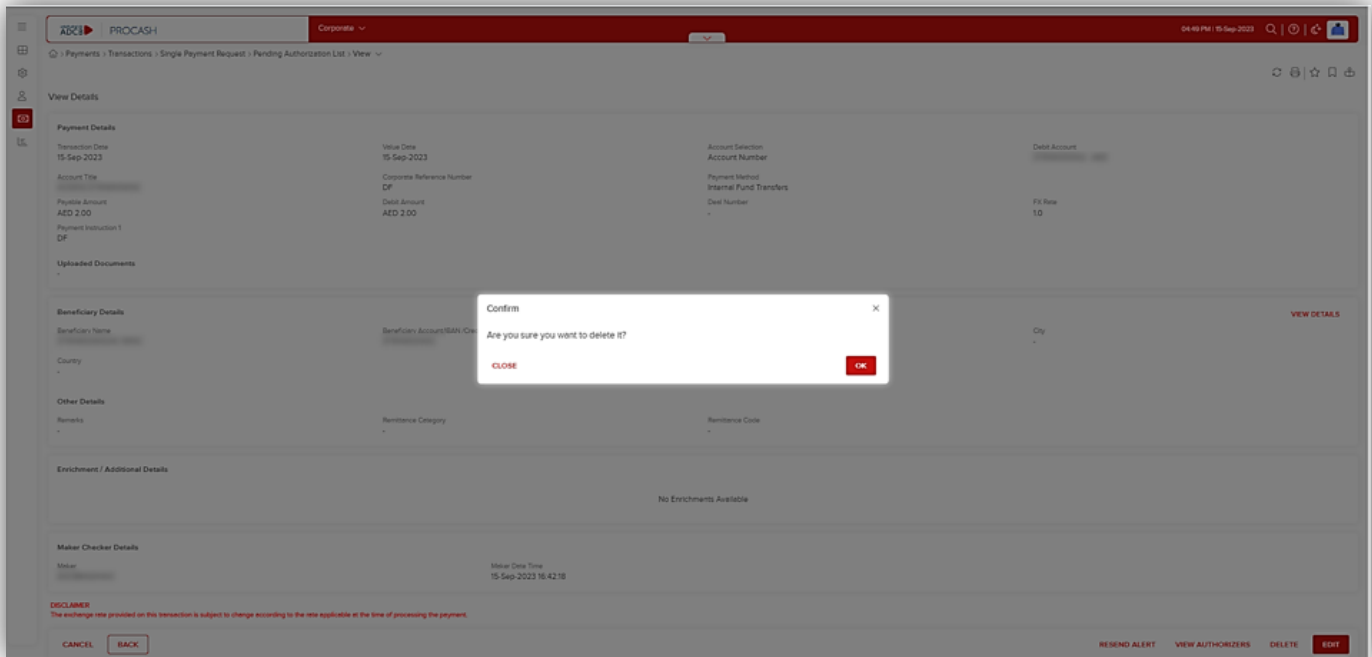


Image 29 – Single Payment Request | Delete a transaction from Pending Authorization list page

- View the respective authorizers by selecting the users icon: When selecting the Authorizers List icon, a list with the authorisers details is displayed (Image 30)

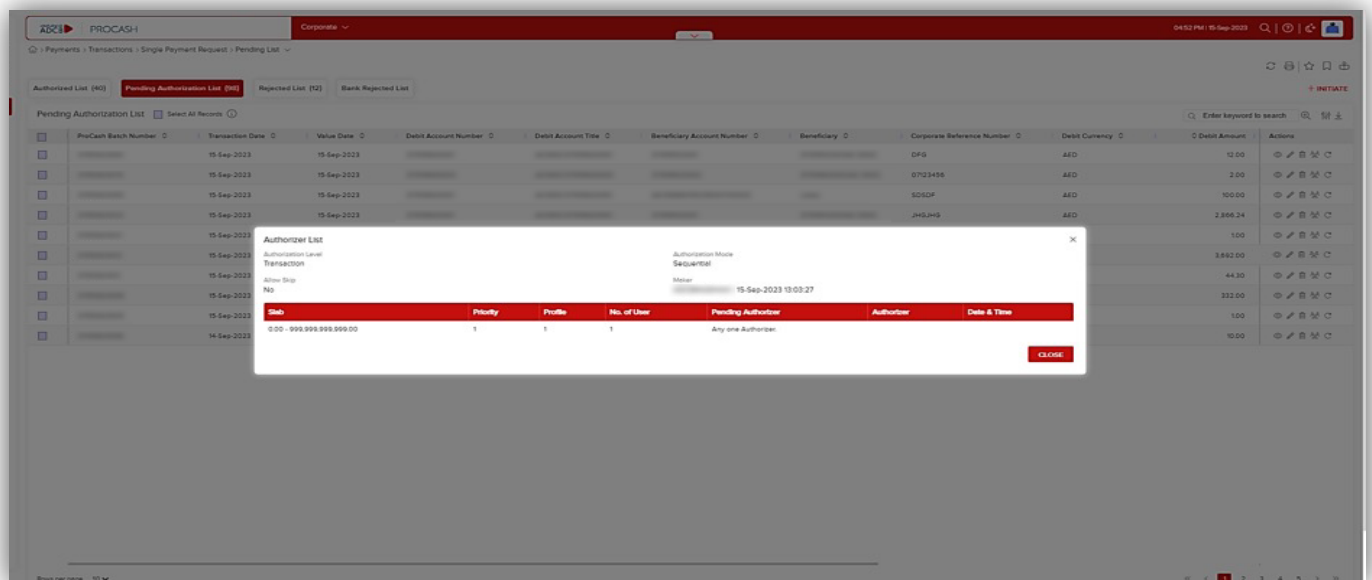


Image 30 – Single Payment Request | View Authorizer from Pending Authorization List

- Send a notification to the remaining authorisers to authorise the transaction by selecting the Refresh icon (Image 31)

Alert has been sent successfully.

ProCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit Account Title	Beneficiary Account Number	Credit Account Title	Corporate Reference Number	Actions
XXXXXXXXXX	29-May-2023	29-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	F5DF	⊗ ⊗ ⊗ ⊗
XXXXXXXXXX	29-May-2023	29-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	EJ8	⊗ ⊗ ⊗ ⊗
XXXXXXXXXX	26-May-2023	26-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	REF1	⊗ ⊗ ⊗ ⊗
XXXXXXXXXX	25-May-2023	25-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	JFHUF	⊗ ⊗ ⊗ ⊗
XXXXXXXXXX	25-May-2023	25-May-2023	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	SADDASD	⊗ ⊗ ⊗ ⊗

Image 31 – Single Payment Request | Notification of transaction from Pending Authorisation List

2. Rejected List

To see the Rejected Single Payment Request, you must follow the below steps:

- Select Payments tab on the left panel
- Select Single Payment Request option
- Select Rejected List option

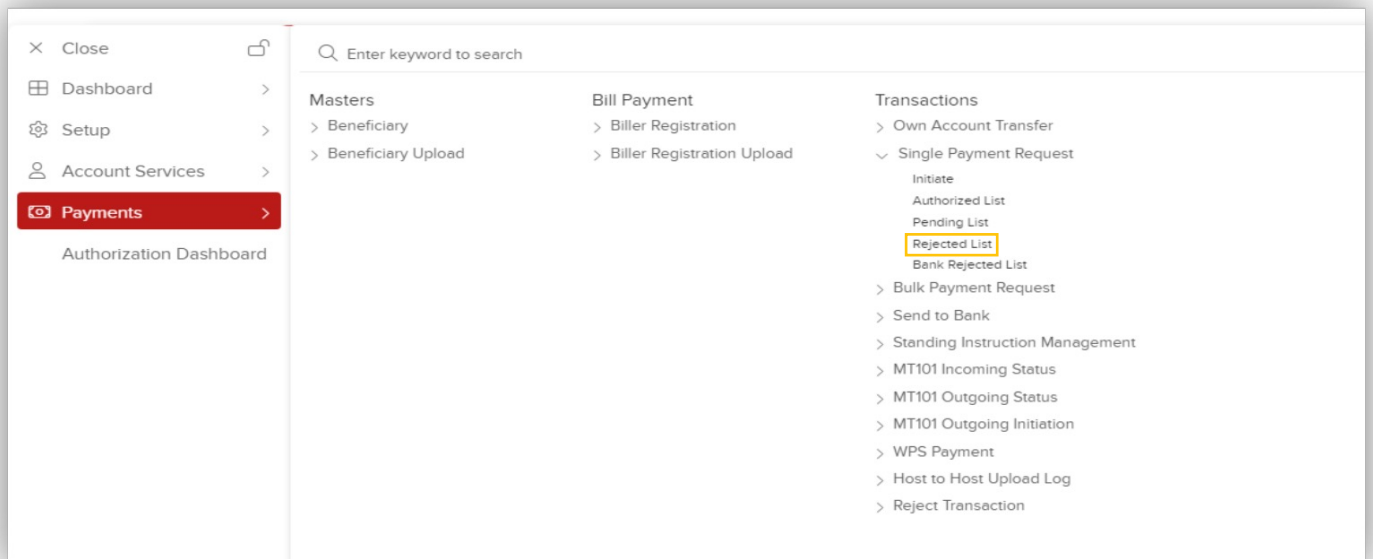


Image 32 – Single Payment Request | Rejected List option

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

ProCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit Account Title	Beneficiary Account Number	Beneficiary	Corporate Reference Number	Debit Currency	Debit Amount	Actions
	15-Sep-2023	15-Sep-2023						AED	5	👁️ ↻️ 🗑️
	14-Oct-2022	15-Oct-2022						AED	0	👁️ ↻️ 🗑️
	23-Apr-2022	25-Apr-2022						AED	0	👁️ ↻️ 🗑️
	10-Dec-2021	11-Dec-2021						AED	0	👁️ ↻️ 🗑️
	23-Sep-2021	25-Sep-2021						AED	1	👁️ ↻️ 🗑️
	21-Jun-2021	21-Jun-2021						AED	0	👁️ ↻️ 🗑️
	21-Jun-2021	21-Jun-2021						AED	0	👁️ ↻️ 🗑️
	21-Jun-2021	21-Jun-2021						AED	0	👁️ ↻️ 🗑️
	08-Jun-2021	08-Jun-2021						AED	1	👁️ ↻️ 🗑️
	17-Sep-2020	17-Jan-2021						AED	0	👁️ ↻️ 🗑️

Image 33 – Single Payment Request | Rejected List page

Under Actions column (last column on Image 34) 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 this same page, you will be able to accept the rejection, resubmit the transaction OR go back to the previous list screen

Payment Details

Transaction Date 15-Sep-2023	Value Date 15-Sep-2023	Account Selection Account Number	Debit Account
Account Title	Corporate Reference Number 1235454	Payment Method Internal Fund Transfers	
Received Amount AED 5.00	Debit Amount AED 5.00	Deal Number	FX Rate 1.0
Payment Instruction 1 Test			

Beneficiary Details

Beneficiary Name	Beneficiary Account/Bank Credit Card No	Address	City
Country Singapore		dftd -	dft

Other Details

Remittance Category	Remittance Code
Test Transactions	-

Enrichment / Additional Details

No Enrichments Available

Maker/Checker Details

Maker	Maker Date Time 15-Sep-2023 12:15:30
Checker	Checker Date Time 15-Sep-2023 14:43:33

DISCLAIMER
The exchange rate provided on this transaction is subject to change according to the rate applicable at the time of processing the payment.

CANCEL BACK ACCEPT REJECT RESUBMIT

Image 34 – Single Payment Request | Transaction details from Rejected 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

The screenshot displays the PROCASH system interface for a 'Single Payment Request'. The interface is organized into three main sections: 'Payment Details', 'Beneficiary & Additional Details', and 'Review Details & Confirm'. The 'Payment Details' section includes fields for Transaction Date (15-Sep-2023), Value Date (15-Sep-2023), Payment Method (Internal Fund Transfers), and Corporate Reference Number (K236454). The 'Beneficiary & Additional Details' section includes Account Selector, Account Number, Debit Account, and Physical Account Balance (AED 95.69). The 'Review Details & Confirm' section includes a table for Payable/Debit Amount (both AED 5.00), Exchange Deal (FX Rate: 1, Deal Number), and Payment Instructions (Test). At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons.

Image 35 – Single Payment Request | 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 moved to the Authorization List

PROCASH



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