

ProCash Standing Instructions

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1. Standing Instructions

This guide provides you with a detailed explanation on how to create, authorize, reject, or disable/enable a Standing Instruction. For any information about other ProCash modules, please refer to the respective guide.

1.1 Initiation Page

To initiate a Standing Instruction, you must follow the steps below (image 1):

- i) Select the "Payment" tab on the left panel
- ii) Select the "Standing Instruction Management" option under Transactions
- iii) Select "Initiate"

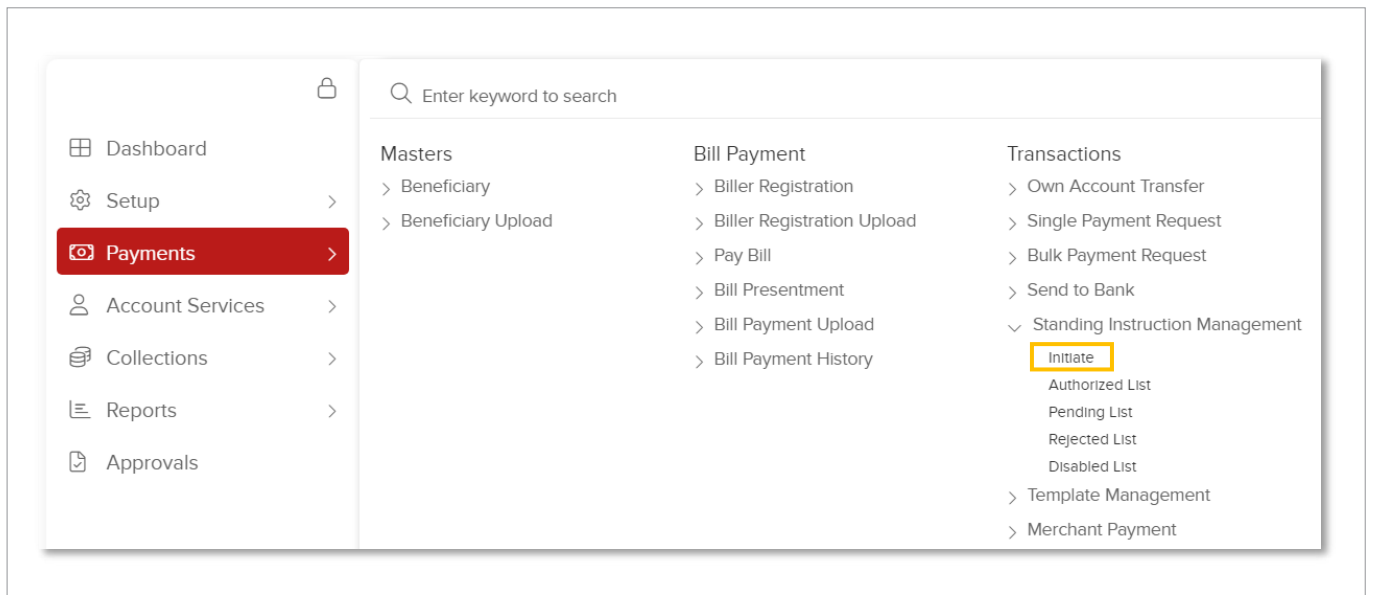


Image 1 – SI management | Initiate Option

You will land on the screen below where you will be required to provide payment details (image 2). When done, click "Next" to proceed to the next page.

Image 2 – SI management | Payment details

On the screen below (image 3), you need to select an existing beneficiary or add a new one.

Image 3 – SI management | Beneficiary & Additional Details

• **Select Beneficiary**

When selecting the “Select Beneficiary” option, a list of beneficiaries is provided from which you can choose a from (image 4).

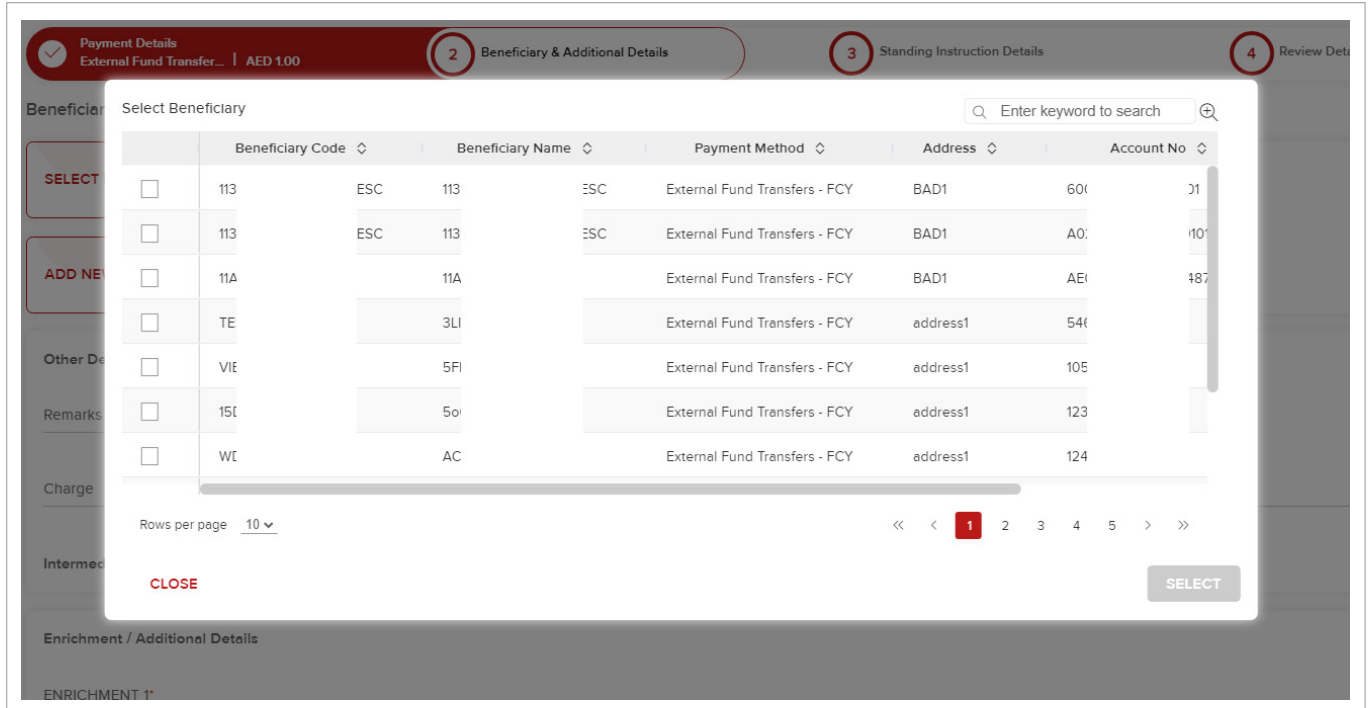


Image 4 – SI management | Beneficiary & Additional Details – Select beneficiary

• **Add New Beneficiary**

In case you select the “Add New Beneficiary” option, you will be required to provide the beneficiary details such as (image 5): Beneficiary type, Beneficiary code, Beneficiary name, Address, and Contact details.

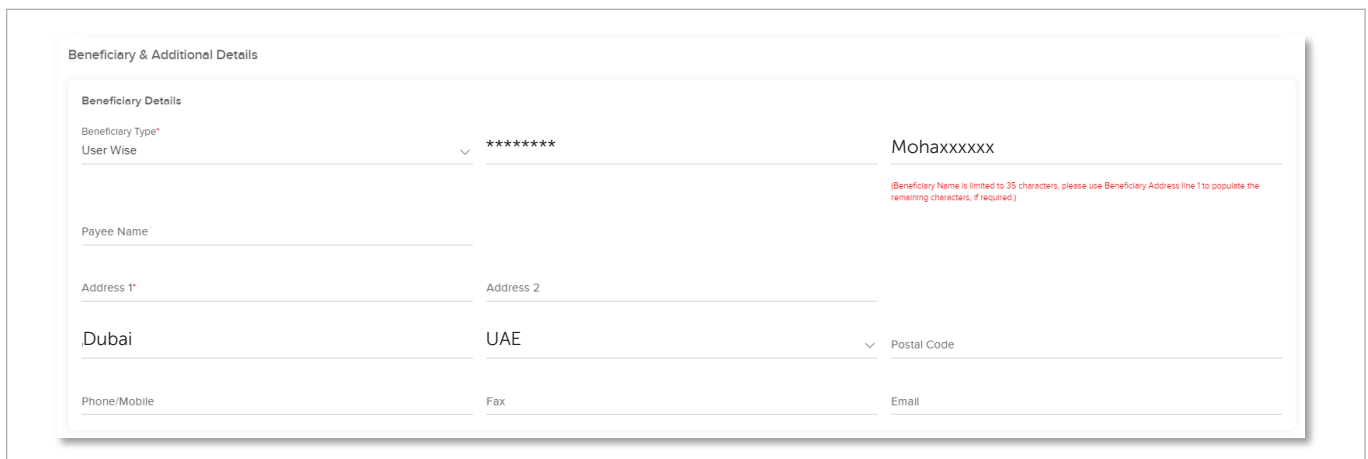


Image 5 – SI management | Beneficiary & Additional Details – Add New Beneficiary

Once all required details are given, click on the “Add” button. You can also cancel the creation process (image 6).

Payment Method Details

***** Q *****

***** Beneficiary Bank Branch Address 1*

Address 2

Bank Sort/Clearing Code

Advise Dispatch Details

Electronic Mode Print Mode

Email SMS Mail Courier Fax

Important: Please read Payments Terms and Conditions [here](#)

CANCEL ADD

CANCEL PREVIOUS NEXT

Image 6 – SI management | Beneficiary & Additional Details – Add New Beneficiary

After adding a beneficiary you will be required to provide the standing instruction details such as (image 7):

- Provide the name for the standing instruction
- Start date: By when the Standing Instruction should start (it might not be the same date when the Standing Instruction is setup)
- End date: By when the Standing Instruction should finish
- Frequency
- Authorization:
 - Yes – authorization is required by you when SI is executed.
 - No – no authorization is required. SI will be processed as per the frequency details.
- If holiday
 - Prepone – SI will be executed on the business day before the holiday.
 - Postpone – SI will be executed on the business day after the holiday.

Image 7 – SI management | Standing Instruction Details

Once all entries are completed click on the “Review” button as shown above. In case all details are correct, proceed with the payment by clicking submit (image 8).

Image 8 – SI management | Review transaction

When submitting, you will need to provide a token OTP (image 9). After that you will get a screen confirming that the Standing Instruction has been created successfully (image 10).

It is important to notice that the payment will be under the Pending List that needs approval to process the payment.

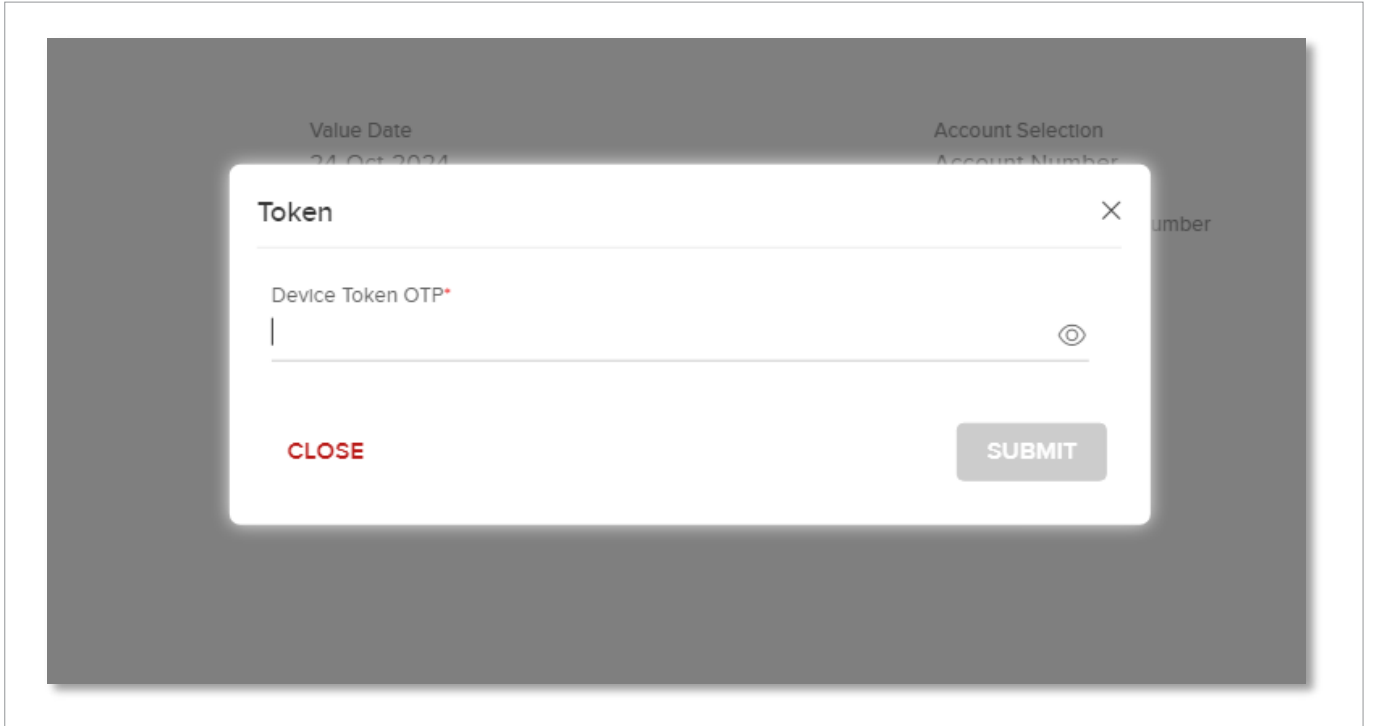


Image 9 – SI management | Token OTP

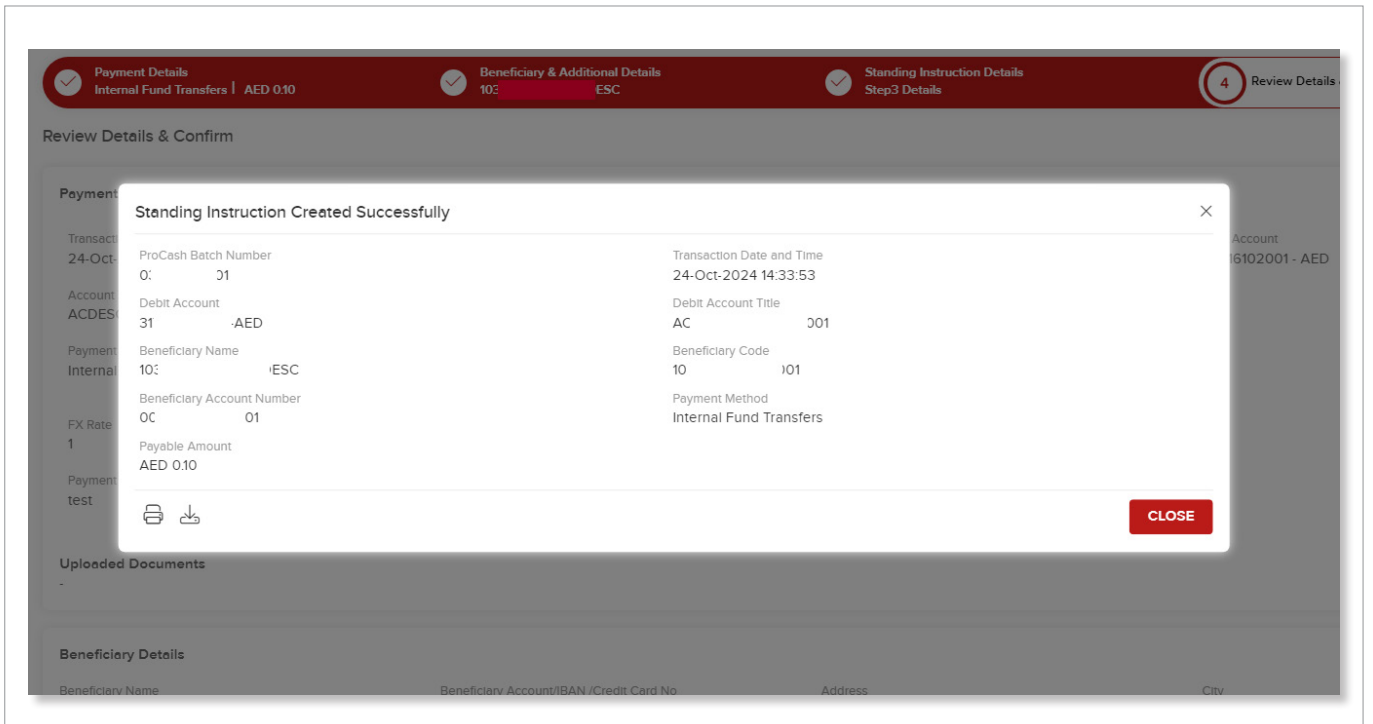


Image 10 – SI management | Confirmation Pop-up

1.2 Authorization List

To view the authorized Standing Instructions, follow the steps below (image 11):

- I. Select the "Payment" tab on the left panel
- II. Select the "Standing Instruction Management" option under Transactions
- III. Select "Authorized List"

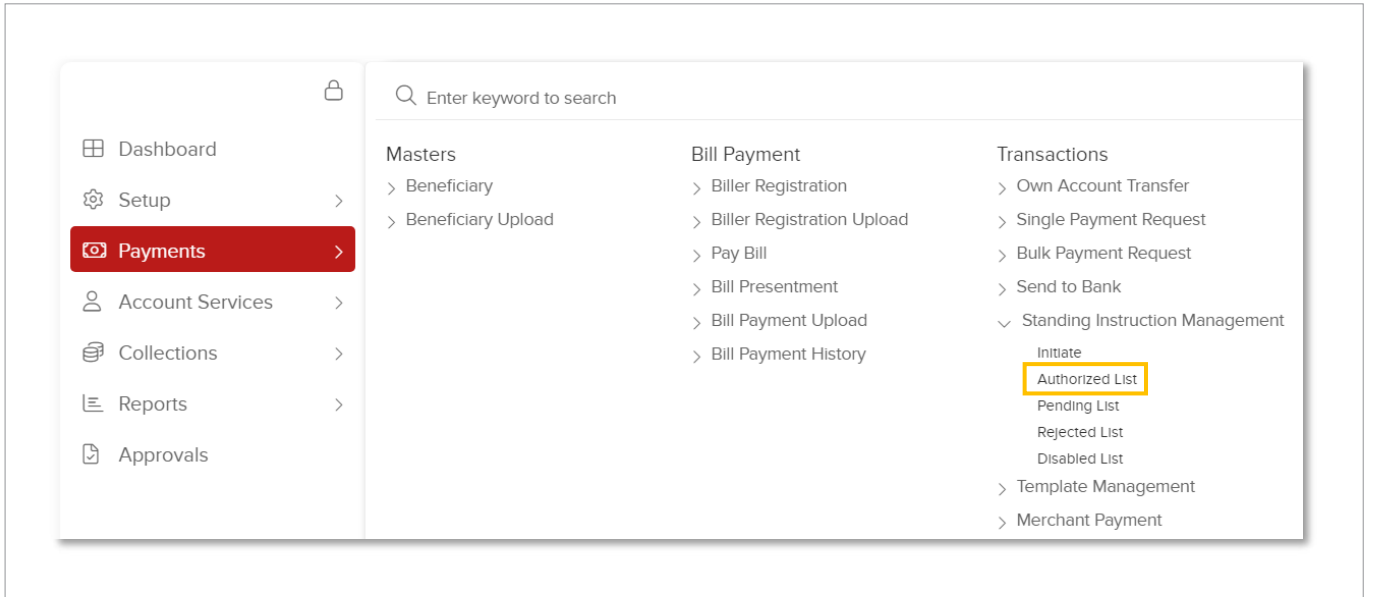


Image 11 – SI management | Authorized List Option

After landing on the Authorized List page, you will be able to see a list with all authorised Standing Instructions in a table format and under the Actions column, where you can view, edit, and disable a transaction (Image 12).

Authorized List (34)								Pending List (10)		Rejected List		Disabled List (3)		+ INITIATE		
Standing Instruction Name	ProCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit Ac	Actions										
Test	03 31	24-Oct-2024	24-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
sdfsharaf	03 19	04-Oct-2024	04-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
gv	03 15	04-Oct-2024	04-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
dfgdfg	03 34	04-Oct-2024	04-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
sdf	03 03	04-Oct-2024	04-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
Sluioop	03 01	04-Oct-2024	04-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
asasdfer	03 05	02-Oct-2024	02-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
testsl2	03 02	02-Oct-2024	02-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
TESTHARSH	03 01	02-Oct-2024	02-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										
Sluio	03 13	01-Oct-2024	01-Oct-2024	31 01	ACDESC...	👁️ ✎️ 🗑️										

Image 12 – SI management | Authorized List Page

To view the details of a specific transaction, you just need to select the Eye icon under the Actions columns. Then a screen with all information on the selected Standing Instruction will come up (image 13).

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

Review Details & Confirm

Payment Details

Transaction Date 24-Oct-2024	Value Date 24-Oct-2024	Account Selection Account Number	Debit Account 317 - AED
Account Title ACI 01	Corporate Reference Number TEST		
Payment Method Internal Fund Transfers	Payable Amount AED 0.10	Debit Amount AED 0.10	
FX Rate 1.0			
Payment Instruction 1 test			

Uploaded Documents
-

Beneficiary Details [VIEW DETAILS](#)

Beneficiary Name 103 SC	Beneficiary Account/IBAN /Credit Card No 00 001	Address test, -	City dubai
Country United Arab Emirates			

Other Details

Remarks	Remittance Category	Remittance Code
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Image 13 – SI management | Payment Details

On the Standing Instructions details page, you will be able to edit and disable the Standing Instruction (image 14).

Standing Instruction Details

Name Test	Authorization Yes
Start Date 28-Oct-2024	End Date 04-Nov-2024
Frequency Fortnightly	Frequency Details -
If Holiday Postpone	

Maker Checker Details

Maker ADC N2	Maker Date Time 24-Oct-2024 14:33:53
Checker AD N2	Checker Date Time 24-Oct-2024 14:33:54

CANCEL
BACK

DISABLE
EDIT

Image 14 – SI management | Authorized list – View option

To Edit a Standing Instruction, you must select the Edit icon (image 12) and once this option is selected you will land on the respective Initiation page wherein you can change any detail and initiate the Standing Instruction again (image 15).

The screenshot displays the 'Standing Instruction' initiation form. At the top, there are dropdown menus for 'Internal Fund Transfers' (set to TEST) and 'ACD' (set to 01), along with a total amount of AED 999,993,502,650.55. A red warning message states: 'Supporting documents uploaded are for your reference only. Bank does not make use of these documents to process your payments.' The main form area has two radio buttons: 'Payable Amount' (selected) and 'Debit Amount'. Both are set to 'Amount' 0.10 AED. An 'Exchange Detail' section shows 'FX Rates 1' with a red note: 'Note: The exchange rate provided on this transaction is subject to change according to the rate applicable at the time of processing the payment.' A 'Payment Instructions' section contains a single instruction 'test'. Below this is the 'Maker Checker Details' section with fields for Maker (AL AN2), Maker Date Time (24-Oct-2024 14:33:53), Checker (AD N2), and Checker Date Time (24-Oct-2024 14:33:54). An important note at the bottom says: 'Important: Please read Payments Terms and Conditions here'. At the very bottom are three buttons: 'CANCEL', 'BACK', and 'NEXT'.

Image 15 – SI management | Authorized List – Edit option

To disable a Standing Instruction, you must select the Lock icon (image 12). When selecting this option, a pop-up will be displayed and you need to confirm by clicking the "Disable" button (image 16).

The screenshot shows a table titled 'Authorized List' with columns: 'Standing Instruction Name', 'ProCash Batch Number', 'Transaction Date', 'Value Date', and 'Debit Account Number'. The table contains several rows of data. A white 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to disable it?'. The dialog has a 'CLOSE' button and a 'DISABLE' button, which is highlighted with a yellow rectangular box.

Standing Instruction Name	ProCash Batch Number	Transaction Date	Value Date	Debit Account Number
Te			2024	317: 001
sc raf			2024	317: 001
gv			2024	317: 001
df			2024	317: 001
sc			2024	317: 001
SI	03C 001	04-Oct-2024	04-Oct-2024	317: 001
as er	03C 005	02-Oct-2024	02-Oct-2024	317: 001
te	03C 002	02-Oct-2024	02-Oct-2024	317: 001

Image 16 – SI management | Authorized List – Disable option

1.3 Pending List

To view the pending list of Standing Instructions requests, follow the steps below (image 17):

- I. Select the "Payment" tab on the left panel
- II. Select the "Standing Instruction Management" option under Transactions
- III. Select "Pending List"

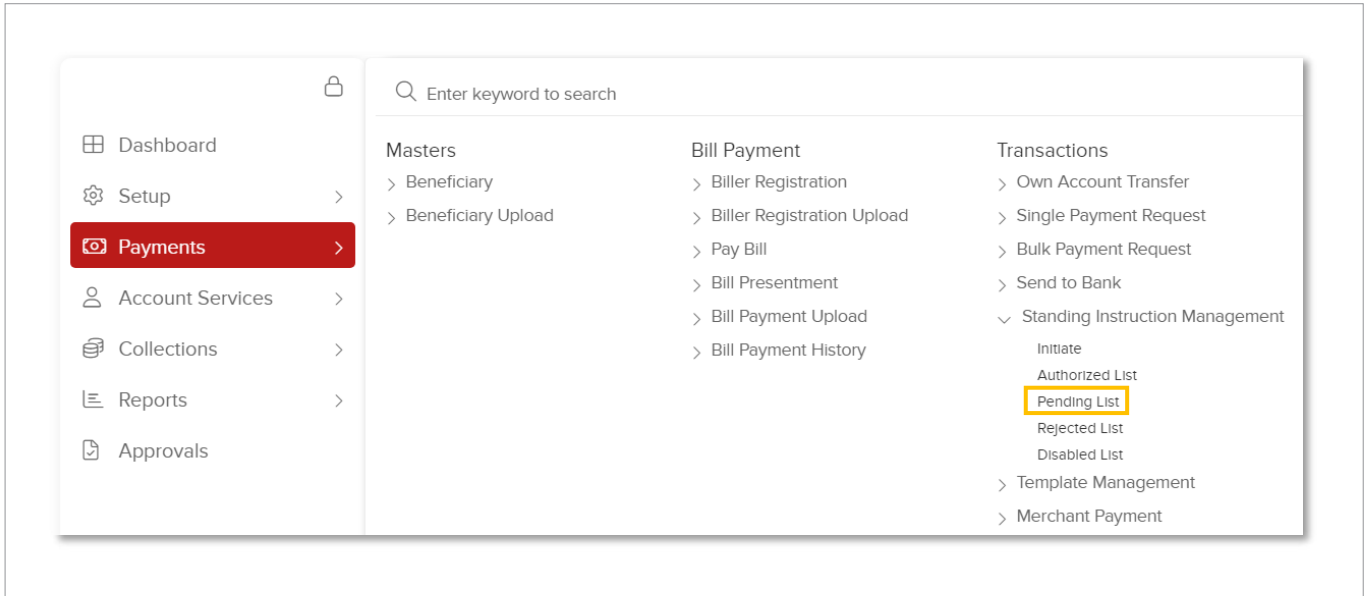


Image 17 – SI management | Pending List option

After landing on the pending list page, you can see a list in a table format with all Standing Instructions that are pending to be authorised. You can also perform some actions available in the last column such as reject, view details, and view authorizers, if applicable (Image 18).

Standing Instruction Name	ProCash Batch Number	Transaction Date	Value Date	Debit Account Number	Debit	Actions
siname3	03 7	26-Sep-2024	26-Sep-2024	3 11	ACDES	👁️ ✓ ✕ 🔄
TESTSICRCCY	03 2	20-Feb-2024	20-Feb-2024	3 11	ACDES	👁️ ✓ ✕ 🔄
SARA	03	10-Oct-2023	10-Oct-2023	3 11	ACDES	👁️ 🗑️
adsfdf	03	11-Oct-2023	11-Oct-2023	3 11	ACDES	👁️ 🗑️
SANDE	03	21-May-2023	21-May-2023	3 11	ACDES	👁️ 🗑️
TEST19112020	03	21-Dec-2023	21-Dec-2023	3 11	ACDES	👁️ 🗑️
qwertert	03	09-Nov-2014	09-Nov-2014	3 11	ACDES	👁️ ✓ ✕ 🔄
Varun	03	17-Sep-2014	17-Sep-2014	3 11	ACDES	👁️ ✓ ✕ 🔄
noelsi	03	11-Sep-2014	11-Sep-2014	3 11	ACDES	👁️ ✓ ✕ 🔄
NOELSI	03	31-Aug-2014	31-Aug-2014	3 11	ACDES	👁️ ✓ ✕ 🔄

Image 18 – SI management | Pending List Page

To view each Standing Instruction details you must select the “Eye” icon. Once this option is selected, a page with respective payment details is displayed as shown below (image 19)

Review Details & Confirm

Payment Details

Transaction Date 26-Sep-2024	Value Date 26-Sep-2024	Account Selection Account Number	Debit Account 31: - AED
Account Title ACI 01	Corporate Reference Number FGH		
Payment Method External Fund Transfers - UAEFTS	Payable Amount AED 12.00	Debit Amount AED 12.00	
FX Rate 1.0			

Uploaded Documents
-

Beneficiary Details [VIEW DETAILS](#)

Beneficiary Name .UNUUJ.ENRRNN	Beneficiary Account title not found <small>Account Holder Name as per Beneficiary Bank Record</small>	IBAN/Credit Card/Salary Card Payment AE2 01	Routing Code 8C 06
Beneficiary Bank FIRST ABU DHABI BANK	Address address1, address2	City address3	Country -

Other Details

Remarks -	Charge SHA	Instant Payment(s) Yes	Remittance Purpose Corporate card payments
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Remittance Details

Image 19 – SI management | Pending List – View Payment Details

In the same page you will be able to perform different actions such as: View Authorizers, Reject the payment, and Authorize the payment (image 20)

Remittance Details
Any Reference

Enrichment / Additional Details
ENRICHMENT 1
gdf

Standing Instruction Details

Name siname3	Authorization Yes
Start Date 26-Sep-2024	End Date 31-Oct-2024
Frequency Daily	Frequency Details -
If Holiday Postpone	

Maker Checker Details

Maker JA' 05	Maker Date Time 26-Sep-2024 12:37:59
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CANCEL
BACK
POWERED BY Aomi
VIEW AUTHORIZERS
REJECT
AUTHORIZE

Image 20 – SI management | Pending List – View Payment Details – Options for Action

To approve a Standing Instruction request you must select the “Check” icon (image 18). When choosing this option, the OTP must be provided before you click “Submit” (image 21).

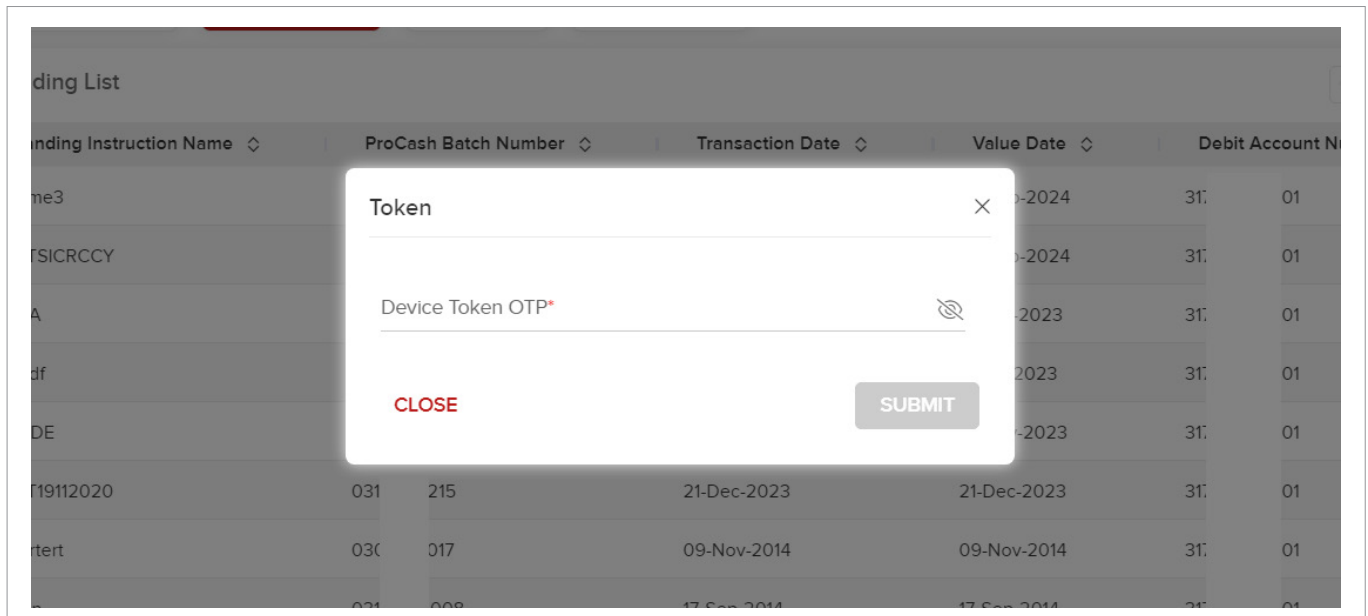


Image 21 – SI management | Pending List – Approve Payment – Token OTP

In case you want to reject a Standing Instruction request you must select the “x” icon (Image 18). When rejecting a payment, a reason for the rejection is required (image 22).



Image 22 – SI management | Pending List – Reject Payment – Reason for Rejection

To view the authorisers you must select the “Users” icon (image 18). Upon selection of this icon, a list with the authoriser’s details is displayed (image 23).

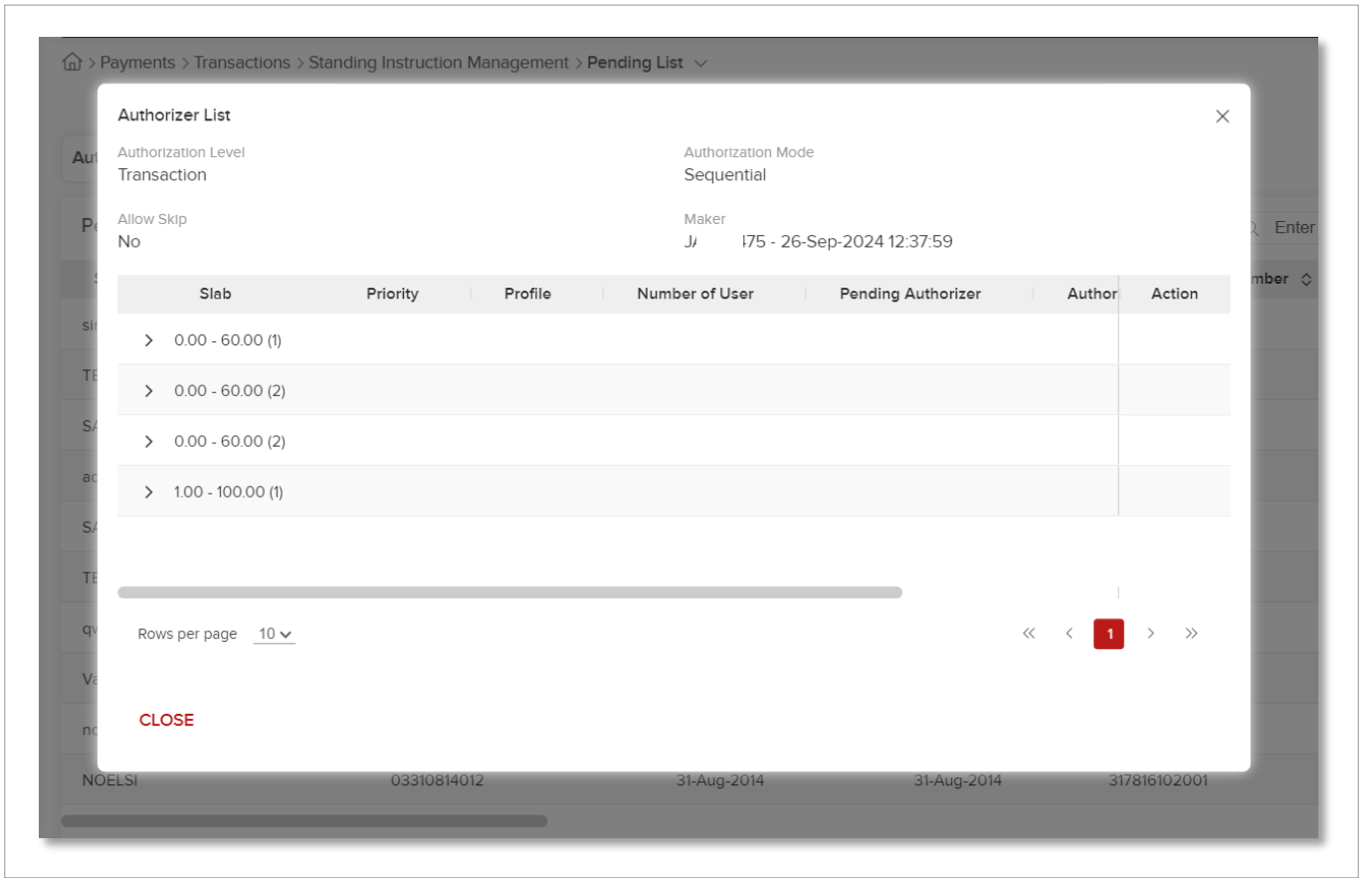


Image 23 – SI management | Pending List – View Authorizers

1.4 Rejected List

To view the Rejected Standing Instructions, follow the steps below (image 24):

- I. Select the "Payment" tab on the left panel
- II. Select the "Standing Instruction Management" option under Transactions
- III. Select "Rejected List"

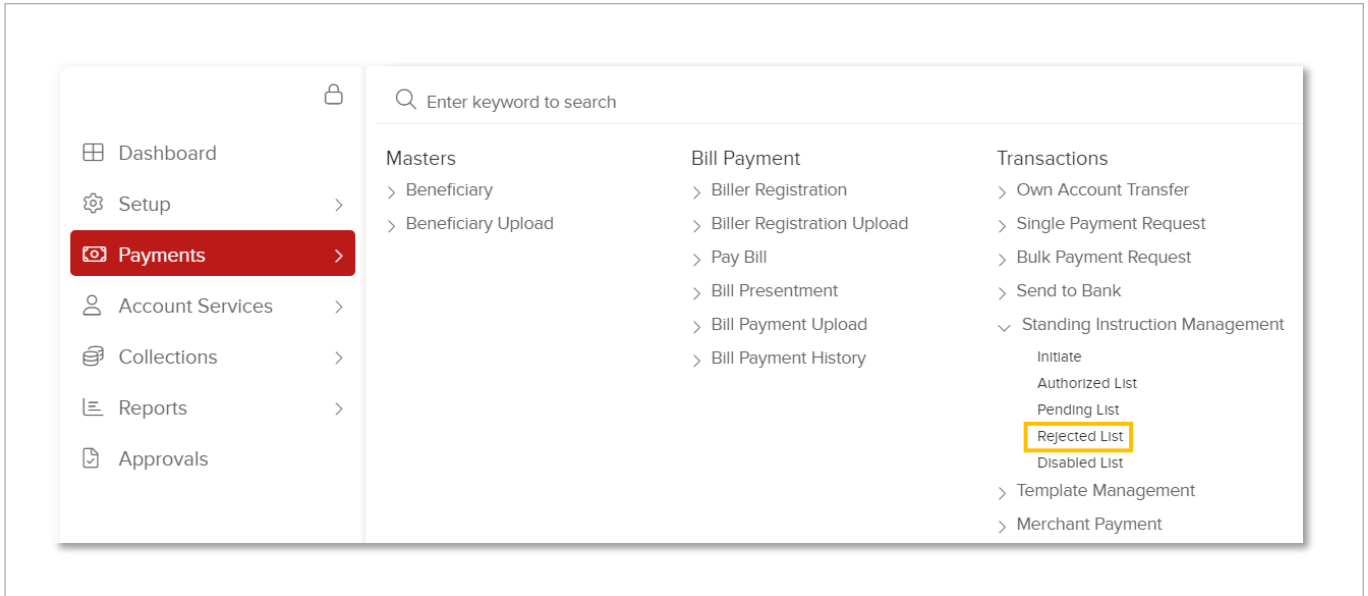


Image 24 – SI management | Rejected List Option

Similarly to the previous chapters, after landing on the Rejected List page you can see a list in a table format with all payment that are rejected. You can also perform some actions available in the last column of this table (Image 25).

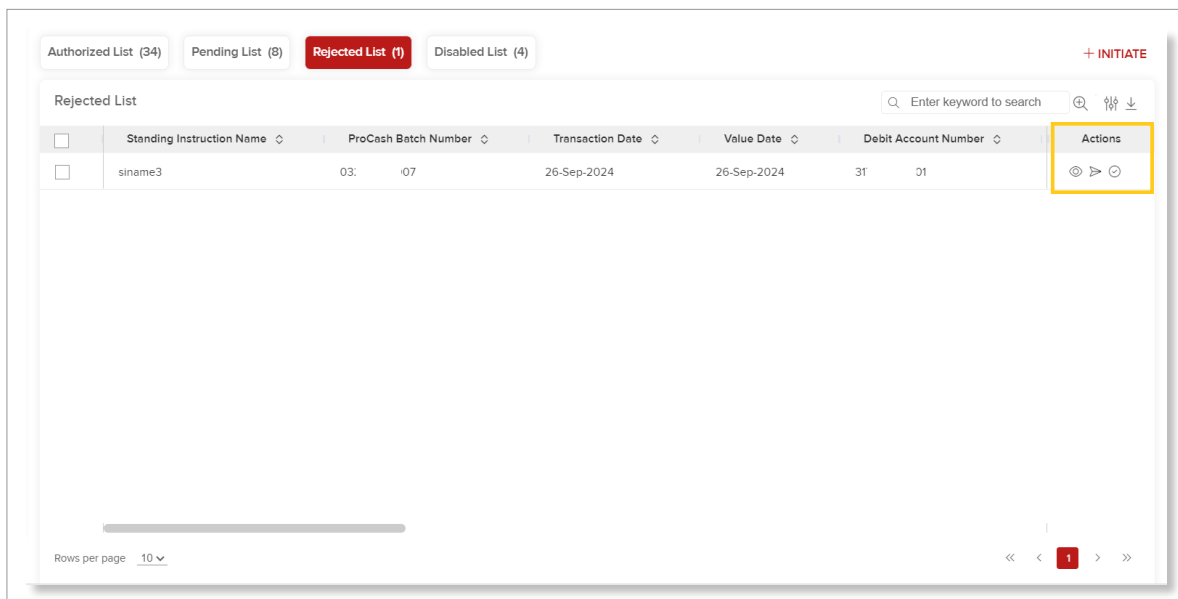


Image 25 – SI management | Rejected List Page

In this page you can:

- View each payment's details by selecting the "Eye" icon. Once this option is selected, a page with the respective payment's details is displayed. On this page, you are also able to accept the rejection, r submit the transaction or go back to the previous list screen
- Resubmit by selecting the "Arrow" icon. After selecting the arrow icon to resubmit a transaction you will land on the transaction initiation screen where you can confirm your review by selecting the "R view" button or go back to the previous screen by selecting the "Back" button (image 26).
- Accept rejection by selecting the "Check mark" icon. After accepting the rejection, the payment will be removed from the Rejected List

The screenshot displays the PROCASH payment initiation interface, divided into four main sections: 1. Payment Details, 2. Beneficiary & Additional Details, 3. Standing Instruction Details, and 4. Review Details & Confirm.

Payment Details: Transaction Date (05-Nov-2024), Value Date (05-Nov-2024), Payment Method (External Fund Transfers - UAEFTS), Corporate Reference Number (FGH), Account Selection (Account Number: 311, Debit Account: -AED), Account Title (AC J01), Physical Account Balance (AED:513,32712).

Upload Supporting Documents: No files uploaded yet. Supporting documents uploaded are for your reference only. Bank does not make use of these documents to process your payments.

Payable/Debit Amount: Payable Amount (AED) 12.00, Debit Amount (AED) 12.00.

Exchange Detail: FX Rates 1. Note: The exchange rate provided on this transaction is subject to change according to the rate applicable at the time of processing the payment.

Payment Instructions: Payment instruction: dfg.

Maker Checker Details: Maker (JA '5), Maker Date Time (26-Sep-2024 12:37:59), Checker (AD1 '12), Checker Date Time (05-Nov-2024 15:46:22).

Important: Please read Payments Terms and Conditions [here](#).

Navigation: CANCEL, BACK, POWERED BY ADIB, NEXT.

Image 26 – SI management | Rejected List – Resubmit Payment

1.5 Disable List

To view the disable Standing Instructions, follow the steps below (image 27):

- I. Select "Payment" tab on the left panel
- II. Select "Standing Instruction Management" option under Transactions
- III. Select "Disable List" option

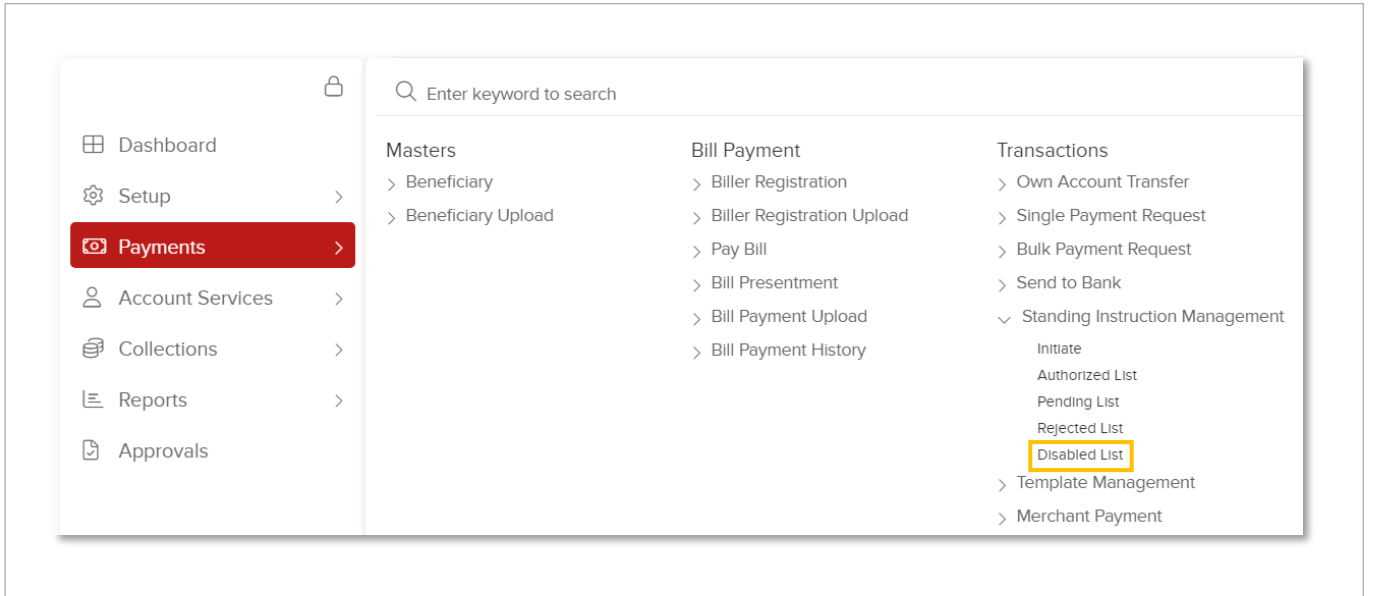


Image 27 – SI management | Disable List Option

In the disabled list page, you can see a list in a table format of all disabled standing instruction. In this page, you can also perform some actions available in the last column (Image 28).

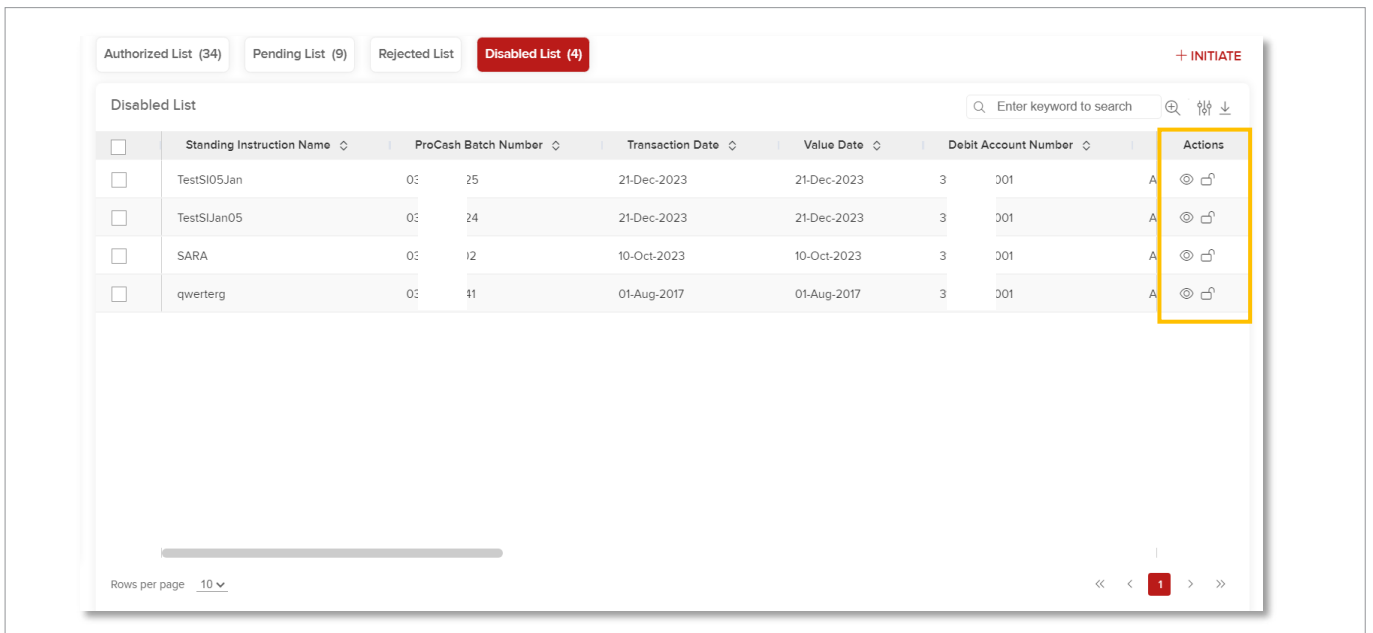


Image 28 – SI management | Disable List Page

As previous chapters, you can view each Standing Instructions' details by selecting the "Eye" icon. Once this option is selected, a page with respective details is displayed.

To enable a Standing Instruction, you must select the "Lock" icon. After selecting this option, you will have to confirm by clicking on "Enable" button (image 29).

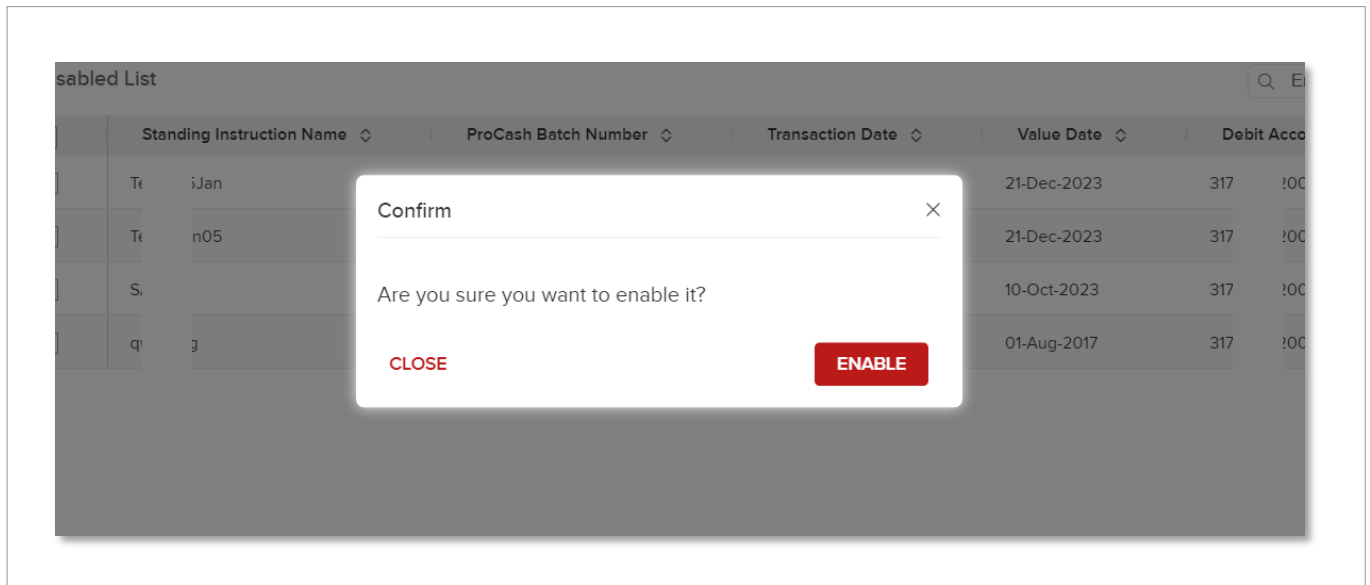


Image 29 – SI management | Disable List – Enabling Standing Instruction

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