WELCOME TO PROCASH MOBILE
ProCash Mobile App Guide

Features / Options

Now, you can keep you Corporate Internet Banking in the palm of your hands with the ADCB ProCash Mobile Banking App. Fulfil all your corporate banking needs anytime, anyplace.

Here are just a few of the things you can do with ADCB ProCash Mobile App:

1. Account summary: view ADCB relationships for all of your accounts
2. Favourite account management: instantly check pre-selected accounts in the dashboard
3. Mini statement: view the last 10 transactions with a quick tap on the dashboard
4. Detailed statement: view on screen and share PDF by email
5. View debit and credit advice for every transaction
6. Multiple filter based search function
7. Group access and operations
8. Transaction approvals and release (including utility bill payment)
9. Direct Debit transaction approval
10. CCSS approval
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Downloading the App

You can download the app by scanning the QR code below, or visiting one of the app stores based on your mobile operating system. You can use search strings like, ADCB, ProCash, ADCB Online, etc.

Once installed, please tap on the icon to launch the application.

Registering the App

For your security, we have implemented a simple but effective registration process. For all new users, we would be sending ‘Activation Key’ in your which is valid for 120 hours / 5 days. In case you did not receive the ‘Key’ or deleted the SMS you could still generate new ‘Key’ by logging in to our ProCash portal (detailed process is shown below). If your mobile number is not updated with us, please contact your Cash Sales or Customer Service Manager to update the same.
Managing the App from Portal

Generating ‘Activation Key’:

Step 1: Click on Generate Activation Code
Step 2: Type a nickname for your device
Step 3: Click on ‘Generate’ button
Step 4: Use the ‘Activation Key’ received via SMS to register your device.

To deregister a device (as deleting the app from the phone does not automatically deregister the device), please click on ‘Registered Device’ option and then click on ‘De-register’ at the right hand side link (against a device name). Click ‘OK’ on the confirmation dialogue box.
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Login

You can use any of the tokens assigned to you by ADCB Cash Management team to login and approve transaction (if applicable). Default selection is “Device” token and you can select your token type by tapping on the box / arrow at the right of the box. Please refer to the screenshot at the left.

1 Default login is to your main CID accounts. For ‘group user’ type login, you need to switch access type. We will show this later in the document.

Logging Out

To log out from the app first you need to tap on the red arrow at the top right-hand corner of the screen (image next page). App will show a small overlay pop-up with option to tap on ‘LOGOUT’.

Important Information

- You cannot use multiple sessions of ProCash under your user ID.
- To avoid user ID lockout, you should always logout from the app using the logout option shown here (instead of closing / force closing).
- ‘CHANGE SETTINGS’ is applicable for all users to make favourite account for the dashboard and change password for applicable users. Guide is available below for this.
- ‘CHANGE ACCESS TYPE’ is only visible to the user with Group of Companies access rights. Guide is available below for this.
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For First Time User

Terms and Conditions

Post login you will see our mobile app ‘Terms and Conditions’. For a good read you can share the entire contents through email by using your native email client app. To proceed further with your login, you need to agree on the terms and conditions. Disagreeing will take you back to the login page.

Please note, Terms and Conditions screen is a onetime occurrence unless or until you delete the app from device or install the app in a new device.

Overlay Help Screens

Another onetime occurrence is to show you some overlay images over the app, which will give you some ideas about our app and how to use it. At any given point of time you can cancel this however we recommend you go through all the screens.
Sample overlay screen is shown on the left.

**Default Landing Page (For All 🌟 User)**

This is the main screen where you will land in to after login¹. We made it as informative as possible keeping simplicity in mind. We have carefully designed it to show you some basic but important information and quick links. At the top of the screen, you will see your name tapping on which you will get your user information, quick link to go to settings page, etc.

Below that is the dashboard for transactions. Here we will show you the numbers of pending transaction, which you can take action on (if applicable). To make it more helpful we have created three main blocks, namely: Payments, Receivables, and Others. We will discuss about these in later stage of this guide.

After the dashboard, you will see a small table showing your account(s). It can show maximum of five accounts. If you have some frequently used accounts, you can select those to show here. Tap on the ‘Gear wheel’ icon to start selecting your favorite accounts.

¹ Login is required to access any features of the ProCash Mobile App.
You can see account details, mini statement, and detailed statement by tapping any of the accounts listed here.

At the bottom of the screen through an organized navigation bar, you can quickly navigate to different sections of the app.

Swiping left on the row for each account (CASA) will give you option to generate detailed statement. Tapping on the ‘Detailed Statement’ badge will load a new screen to give you option to select different criteria of generating detailed statement (shown later in the guide).

Tapping on the row of an account will show the basic information (shown below) of the account along with five latest transactions happened in the account.

Tips - Default landing page will show you quick tips about functionalities offered by ProCash Mobile app whenever available. You can decide not to show this or keep it as it is. If you decide not to show this again, these tips will not reappear unless you delete and reinstall the app or install it in a new device.
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Generate Detailed Statement

- Step 1: Tap on detailed statement button (2nd image above).
- Step 2: Tap on the dropdown menu item for 'Date Range' (3rd image above) and then select any predefined option or keep the selection 'Specific Date Range'.
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- Step 2.1: Applicable if you select ‘Specific Date Range’ (4th and 5th image next page). Select date from popped up calendars for both ‘From’ and ‘To’ date.

- Step 3: Optional selection as default is pre-selected as ‘All’ (6th image previous page). Tap on the dropdown menu to select ‘Transaction Type’ you want to see for your statement. I.e. you can select to view ‘All’ or ‘Credit’ or ‘Debit’. Based on your selection it will show the transactions available within your selected date range of the statement once generated.

- Step 4: Optional selection. If you want to look for a specific transaction based on the amount then tap on the ‘Amount Starting Value’ field to input starting amount and then tap on the ‘Amount Ending Value’ to input ending amount for your search range. Starting and ending amount input value could be same; however ending amount cannot be less than the starting amount.

- Step 5: Tap on ‘GENERATE’ to see the statement on screen or tap on ‘DOWNLOAD AS’ to share the auto generated statement in PDF format through your internal email client.

Tip: at any given point of time to clear your inputs, you can tap on ‘CLEAR’ button.
Relationship / Account Summary  View

Second navigation button at the bottom of the app (as highlighted in the image – left hand side). Tapping on this will navigate to the below screen. You can tap on the + sign to expand the respective block to see your accounts / loans / other bank relationship (MT940 based statements).

** Account related information is only loaded based on the access rights given to you through your subscription request during ProCash application.
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Group Account Access (when applicable):

If you are a group user, you can access your different entity accounts following below steps.

- Tap on your name showing at the top right hand corner
- Tap on “CHANGE ACCESS TYPE”
- You will see below screen (next page)
- Select the ‘Group’ name from dropdown
- Select the CID you want to access. Please note to access another CID, you need to first go back to your normal access and follow the steps mentioned above. This is applicable for Dashboard screen only. To access group transactions, you do not need to repeat the access type for multiple CIDs.
Transaction Approval Payables

You can approve all kinds of payment requests including transaction release function.

When you tap into the navigation option of ‘TRANSACTIONS’, ‘PAYABLES’ will be shown by default.

To understand Payments we have added different ‘status icons’ against each record which will be embedded with each transaction record. Please refer to below table for icon specific descriptions:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Pending for Approval</td>
</tr>
<tr>
<td>✔️</td>
<td>Pending for Release / Send to Bank</td>
</tr>
<tr>
<td>✔️</td>
<td>Pending for Debit</td>
</tr>
<tr>
<td>✔️</td>
<td>Partially Authorized</td>
</tr>
</tbody>
</table>

Send to Bank

If you are subscribed to ‘Send to Bank’, apply the filter in the pending transaction listing page to load the pending for release transaction(s). If a transaction is showing this icon please swipe again from right to left to release the transaction.

How to apply the filter

- In the pending for approval transaction listing page, tap on this icon.
- Select the filter for Status.
- Tap on the selection box against the label ‘Send To Bank’.
- Tap on ‘APPLY’ (at the top right-hand corner)
- App will load available transactions for ‘Send to Bank’
- You can swipe right to left to get the option to release the transaction.
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Receivables

Direct Debit System (DDS)

You can approve all your direct debit related transactions through the app. Please follow below steps to proceed with the review and approval process:

- **Step 1:** From your dashboard tap on ‘RECEIVABLES’ or if you are in the transaction ‘PAYABLES’ screen already then tap on ‘PAYABLES’ dropdown and select ‘RECEIVABLES’ from the dropdown. (Note: default selection for ‘TRANSACTION’ screen is ‘Payables’).
- **Step 2:** Once ‘RECEIVABLES’ screen is loaded, tap on the ‘CCSS’ drop down menu and select ‘DDS’ to load all your pending DDS transaction.

You can tap on any of the transactions to view details and approve or reject from the detailed view screen (refer to 2nd screen below). Alternatively, you can also swipe the transaction row from the listing page to approve or reject the transaction.
Corporate Cheque Scanning Solutions (CCSS)

You can approve Cheque deposit transaction through the app. Please follow below steps to proceed with the review and approval process:

- **Step 1:** From your dashboard tap on ‘RECEIVABLES’ or if you are in the transaction ‘PAYABLES’ screen already then tap on “PAYABLES’ dropdown and select ‘RECEIVABLES’ from the dropdown. (Note: default selection for TRANSACTION screen is ’Payables’).
- **Step 2:** Once ‘RECEIVABLES’ screen is loaded you will see all CCSS pending for approval transaction is loaded in the screen.

You can tap on any of the transactions to view details including cheque image and approve or reject from the detailed view screen (refer to 2nd screen below). Alternatively, you can also swipe the transaction row from the listing page to approve or reject the transaction.
Others

Cheque Book Request Biller Registration

Cheque book or any consumer number registration request can be approved from the mobile app by going to ‘OTHERS’ menu item from the dropdown menu in ‘TRANSACTIONS’. Please follow below steps to approve or reject a single maintenance for cheque book or consumer number registration.

▶ Step 1: Tap on ‘PAYABLES’ dropdown. (Note: default selection for ‘TRANSACTION’ screen is ‘Payables’). Now, from the menu tap on ‘OTHERS’. (refer to 1st screen below)
▶ Step 2: Once ‘OTHERS’ screen is loaded, you can tap on any of the transactions to view details and approve or reject from the detailed view screen (refer to 2nd and 3rd screens below). Alternatively, you can also swipe the transaction row from the listing page to approve or reject the transaction.

▶ Step 3: Based on your selection for approving the transaction, you will see an OTP dialogue box (1st image). Please enter OTP from your token (2nd screenshot below) with which you have logged in to the App.
▶ Step 4: Tap on “SUBMIT” to approve. If OTP is validated successfully, you will see a confirmation message from the App (3rd screenshot below).
Step 5: Tap on the 'X' icon to reject a transaction. You need to enter comment for rejection and tap on "OK" to submit the reject request. A confirmation dialogue box will be shown upon successful rejection of the transaction.
### Sample Cheque book request screen

<table>
<thead>
<tr>
<th>Transaction Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>380011318601</td>
</tr>
<tr>
<td>No. of Cheque Books</td>
<td>10</td>
</tr>
<tr>
<td>Request Date</td>
<td>04 MAY 2016</td>
</tr>
<tr>
<td>Account Name</td>
<td>acifhflubmohk5cash rx</td>
</tr>
<tr>
<td>Collection Mode</td>
<td>Collect at home branch</td>
</tr>
</tbody>
</table>
Notification Management

For each and every transaction which are actionable for you, App will send you an alert. Please note that, this alert will not be a pop alert rather, you may check those inside the App under ‘NOTIFICATION’ navigation option.

You can click on any of the notification messages to directly go to the pending transaction associated with that. Once you have taken action, you may also delete the notification in single or in bulk. To delete notification one by one, please swipe from right to left, or to delete in bulk tap the tick boxes available at the header row and then tap on the ‘Delete’ button.
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More

Favorite Account Management

You can select / set your five or less favorite accounts from this screen. Just tap on the icon to mark it favorite. Once accepted by the App, it will show this icon against the favorite account number. Tap on ‘DONE’ button to save your changes.

You can also search for an account if you have multiple accounts from the search option.