

KBank Connect

User Manual

KASIKORNBANK PUBLIC COMPANY LIMITED - HO CHI MINH CITY BRANCH
Tel. (84) 28 3821 8888

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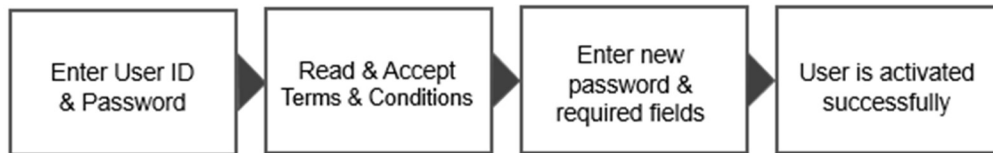
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1. Login and Homepage

Objective: To access the system successfully, view account information and see entitled functions

1.1 Login

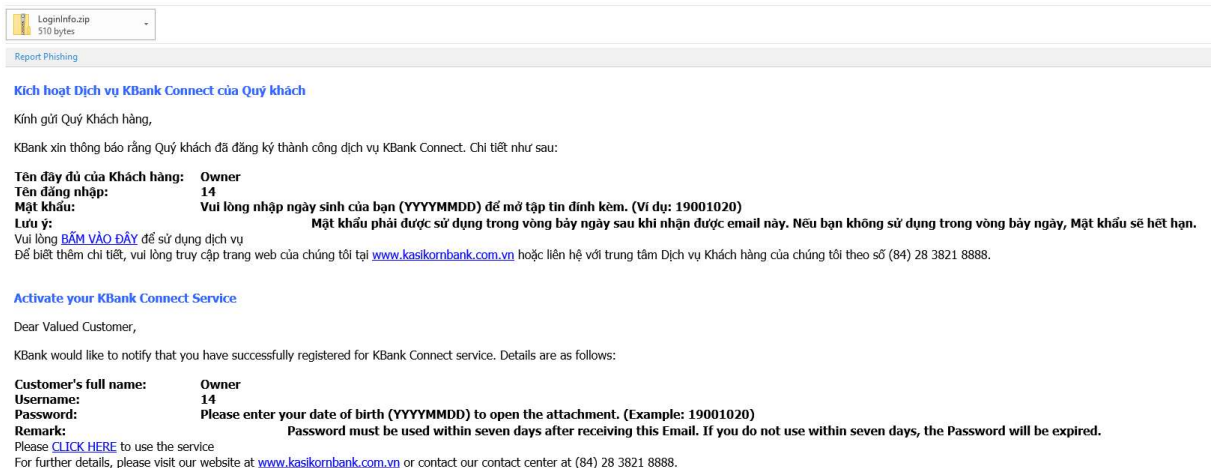
1.1.1 First-time Login



– Take the following steps:

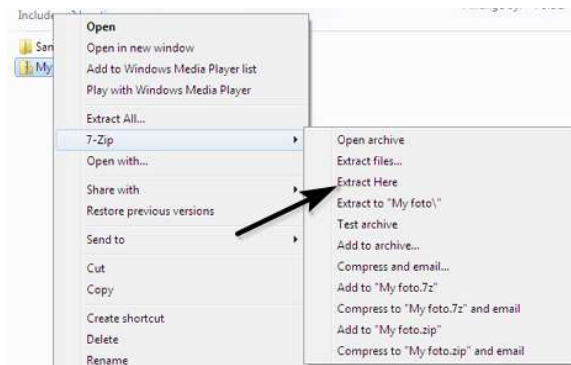
Step 1. Open the email registered with the bank to view mail containing user and temporary password

Step 2. Download temporary password file named **·Logininfo.zip·**



Screen 1.1.1-1: First-time Login Email

Step 3. Open the downloaded file by right-clicking the folder, select your Unzip tool program (7-Zip program is recommended) then click **·Extract here·**



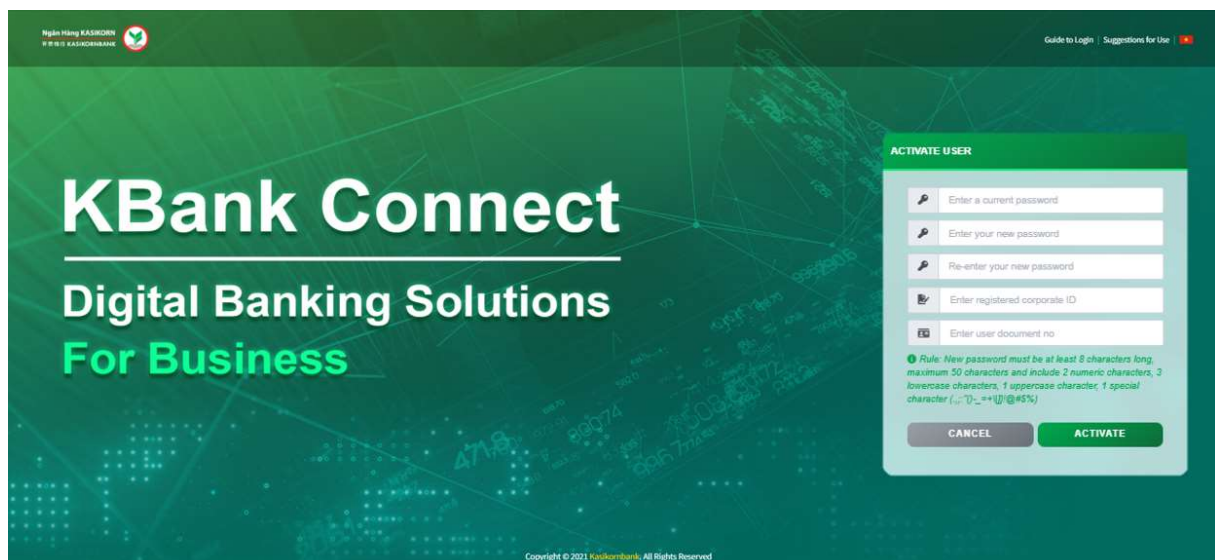
Screen 1.1.1-2: Open Temporary Password File

- Step 4. Enter your date of birth (YYYYMMDD) Example: 19990115 to decrypt the file
- Step 5. Go to Login page



Screen 1.1.1-3: Login page

- Step 6. Enter **User ID** from registered email in the textbox
- Step 7. Enter **Temporary Password** from registered email in the textbox
- Step 8. Click **Log in** button to redirect to activation page
- Step 9. On **Suggestions For Use** pop-up, click **Agree** button to accept and continue
- Step 10. On **Consent for Marketing Purposes** pop-up, select the option to continue

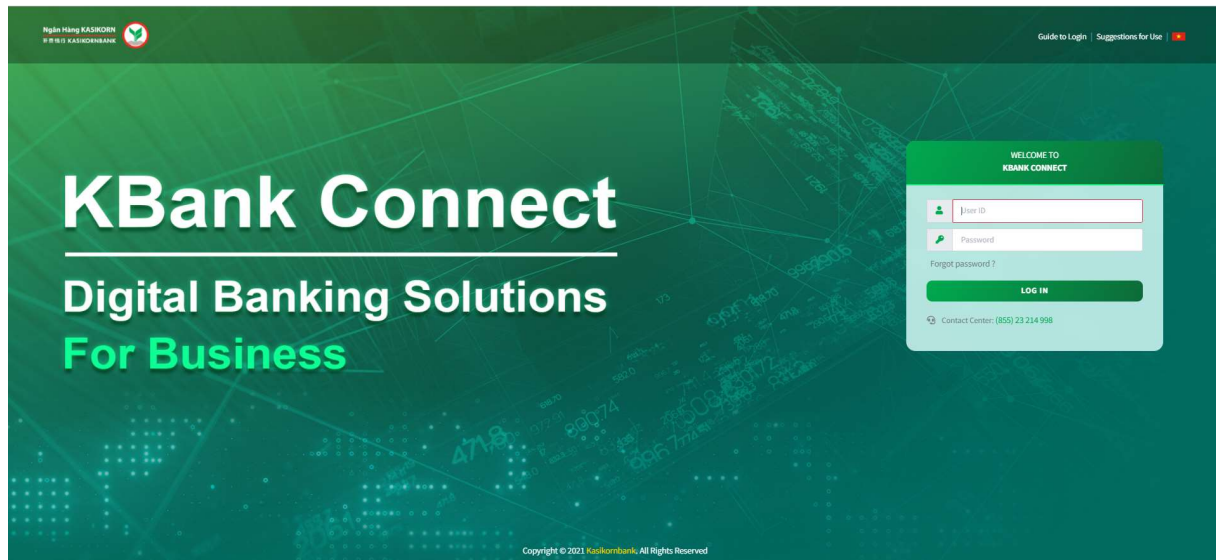


Screen 1.1.1-4: Activation page

- Step 11. Enter valid New Password, Confirm Password, Corporate ID and Citizen ID
- Step 12. Click **Activate** button to confirm
- Step 13. Click **Cancel** button to cancel and return to the login page

- Results:
 - Success: Display the activation screen to change password.
Display success message on this screen.
 - Failed: Unable to activate and cannot access the system.
Display error message on this screen.

1.1.2 Normal Login



Screen 1.1.2-1: Login page

- Take the following steps:
 - Step 1. Go to Login page
 - Step 2. Enter **User ID** or **Username** in the textbox
 - Step 3. Enter **Password** in the textbox
 - Step 4. Click **Login** button
- Results:
 - Success: Go to Homepage
 - Failed: Cannot go to Homepage. Display error message on the screen.

1.1.3 Password Expired

□ Temporary Password Expired

Remarks: Temporary password on registered email will be expired within 7 days after received the email from the bank


- For Corporate Administrator/Approver, please contact KBank Branch
- For user with other roles, please contact your **Corporate Administrator /Approver**.

□ **Normal Password Expired**

Remarks: The password will be expired within 90 days (KBank reserved the rights to change subjected to KBank policy)

– Take the following steps:

- Step 1. Go to Login page
- Step 2. Enter **User ID** or **Username** in the textbox
- Step 3. Enter **Password** in the textbox
- Step 4. Click **Login** button to redirect to Change new password screen



The screenshot shows the KBank Connect interface. On the left, the logo 'KBank Connect' and the text 'Digital Banking Solutions For Business' are displayed. On the right, a 'CHANGE THE PASSWORD' form is overlaid. The form contains the following fields:

- Enter a current password
- Enter your new password
- Re-enter your new password
- Enter registered corporate ID
- Enter user document no.

Below the fields, there is a password rule: 'Rule: New password must be at least 8 characters long, maximum 18 characters and include 2 numeric characters, 2 lowercase character, 2 uppercase character, 1 special character (~!@#\$%^&*~).'. At the bottom of the form are two buttons: 'CANCEL' and 'CHANGE'.

Screen 1.1.3.2-1: Change new password

- Step 5. Enter all required fields correctly
- Step 6. Click **Change** button to verify the information
- Step 7. Click **Cancel** button to cancel and redirect to Login page

– Results:

Success: Can change new password.
Display success message on this screen.

Failed: Cannot change new password.
Display error message on this screen.

1.1.4 Account Locked

Remarks: If user has exceeded maximum unsuccessful login attempts, the account will be locked automatically.

– **For Corporate Administrator/Approver,**

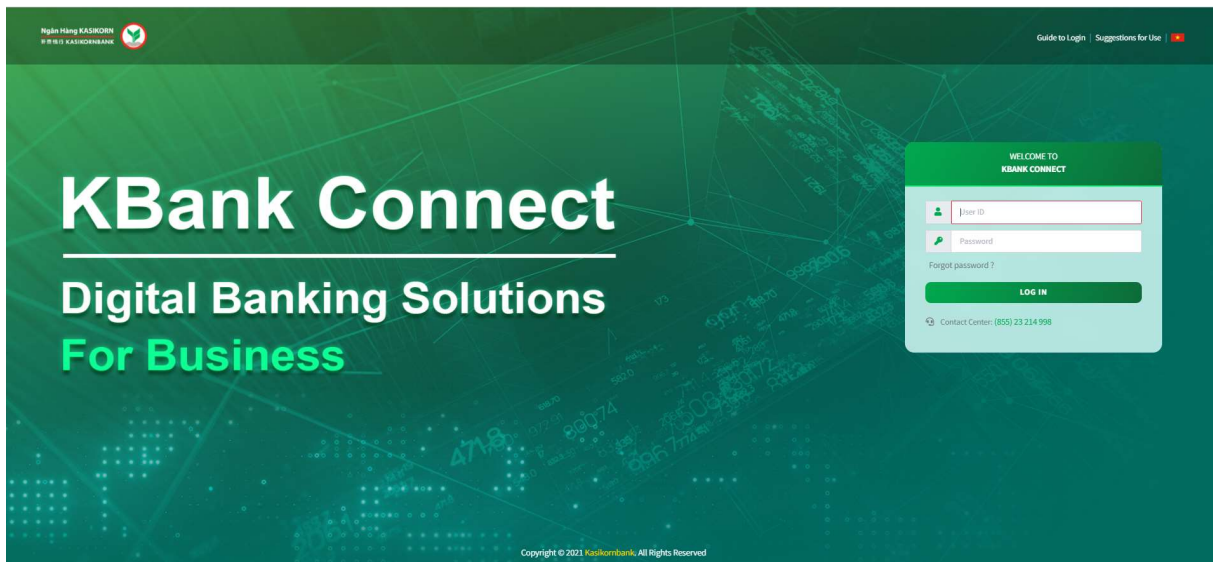
Unlock the account by self-resetting the password (*Refer to 1.2.1 Request to Reset Password*) or contact KBank Branch to submit required documents.

- **For user with other roles**, please contact your Corporate Administrator /Approver.

1.2 Forgot Password

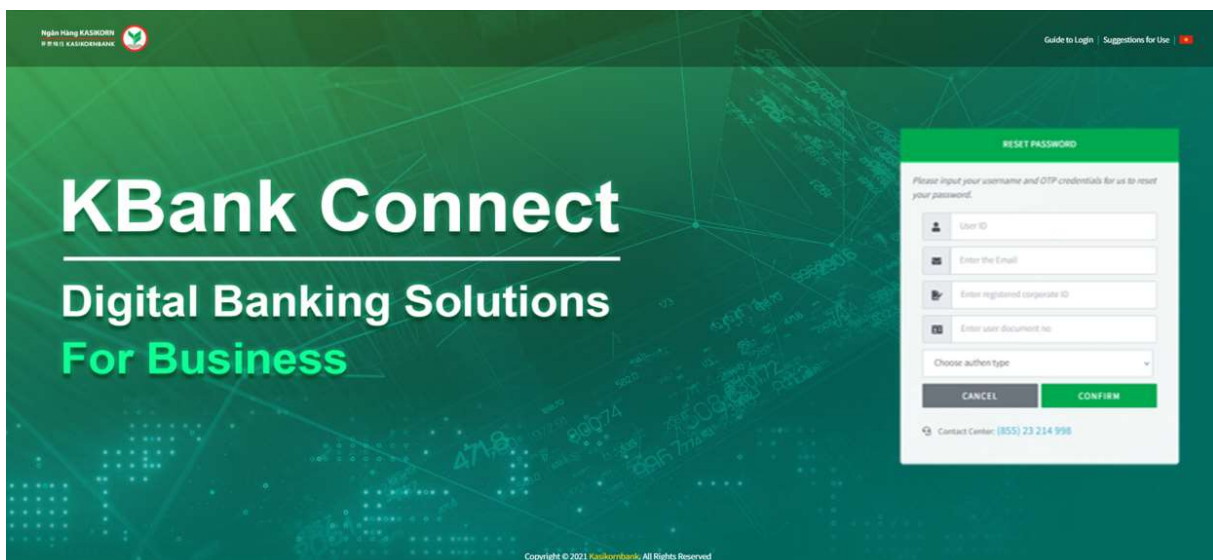
1.2.1 Request to Reset Password

- Remarks: For **Token User** only (Corporate Administrator/Approver)
- Take the following steps:



Screen 1.2.1-1: Login page

- Step 1. Click **Forgot Password** hyperlink on Login Page



Screen 1.2.1-2: Reset Password

- Step 2. Enter **User ID** or **Username** in the textbox to display the exact type of authentication registered with the bank
- Step 3. Enter **Email** in the textbox
- Step 4. Enter document number of corporate (**Corporate ID**) and user (**Citizen ID**)
- Step 5. Select authentication type to verify

Step 6. Click **Confirm** button to reset password

Step 7. Click **Cancel** button to cancel reset password and return to login page

– Results:

Success: The system will automatically reset the password for this account user and send new password via email registered with the bank.

Display success message on this screen

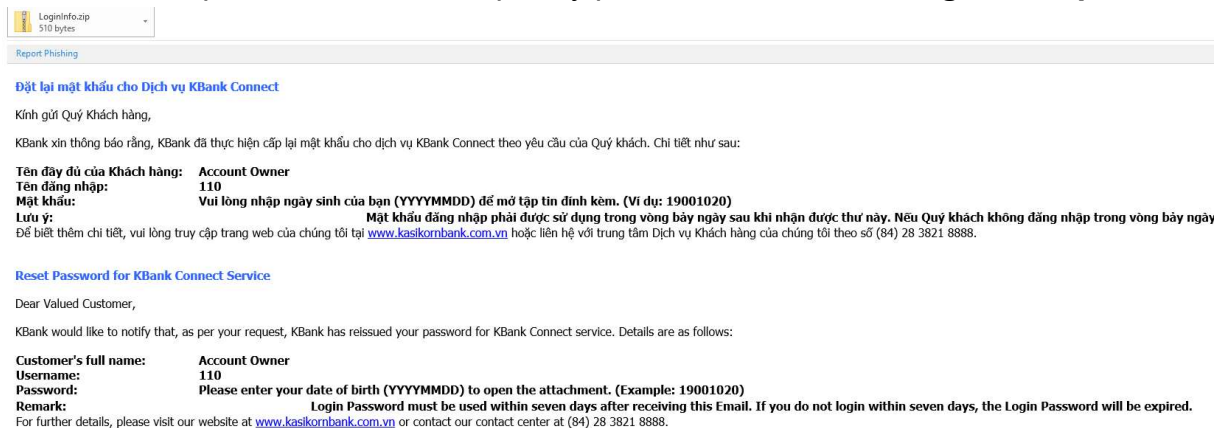
Failed: Display error message on this screen

1.2.2 Login After Reset Password

– Take the following steps:

Step 1. Open the email registered with the bank to view mail containing new temporary password

Step 2. Download temporary password file named ‘**Logininfo.zip**’



Screen 1.2.2-1: Reset Password Email

Step 3. Open the downloaded file by right-clicking the folder, select your Zip tool program (7-Zip program is recommended) then click ‘Extract here’

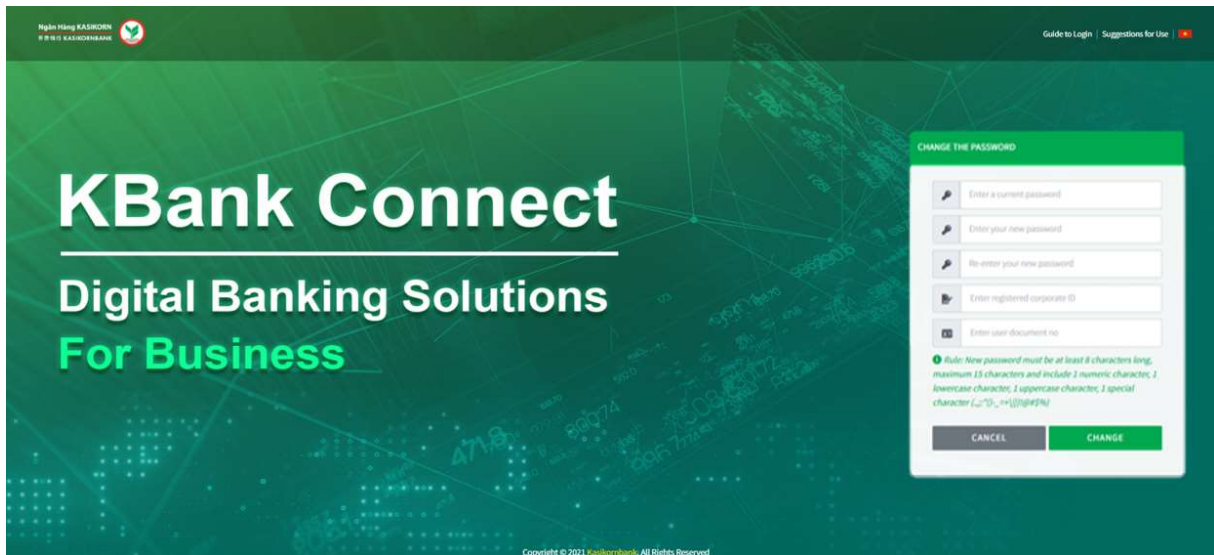
Step 4. Enter your date of birth (YYYYMMDD) Example: 19990115 to decrypt the file

Step 5. Go to Login page

Step 6. Enter **User ID** or **Username** in the textbox

Step 7. Enter **Temporary Password** in the textbox

Step 6. Click **Login** button to redirect to Change new password screen



Screen 1.2.2-2: Change new password

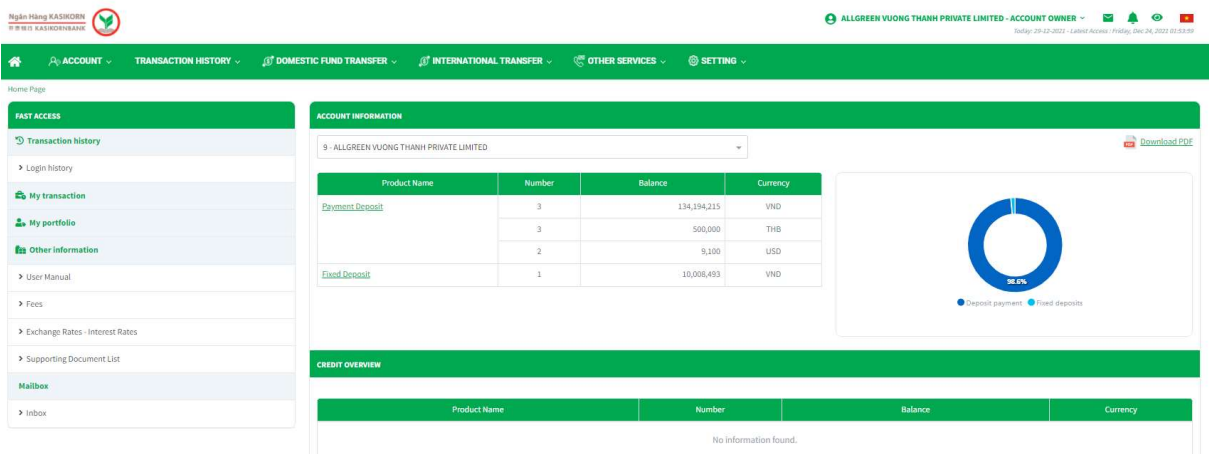
- Step 7. Enter temporary password, new password, document number of corporate (Corporate ID) and user (Citizen ID)
- Step 8. Click **Change** button to verify information
- Step 9. Click **Cancel** button to cancel and redirect to the login page

Results:

Success: Display success message on this screen.

Failed: Display error message on this screen.

1.3 Homepage



Screen 1.3.1-1: Homepage

Take the following steps:

- Step 1. Login the system successfully
- Step 2. See account details and functions
- Step 3. Click hyperlink on the table to redirect to the selected account function
- Step 4. Click **Download PDF** button to export file

2. Account Inquiry

Objective: To view account information and functions

2.1 Payment Deposit

Objective:

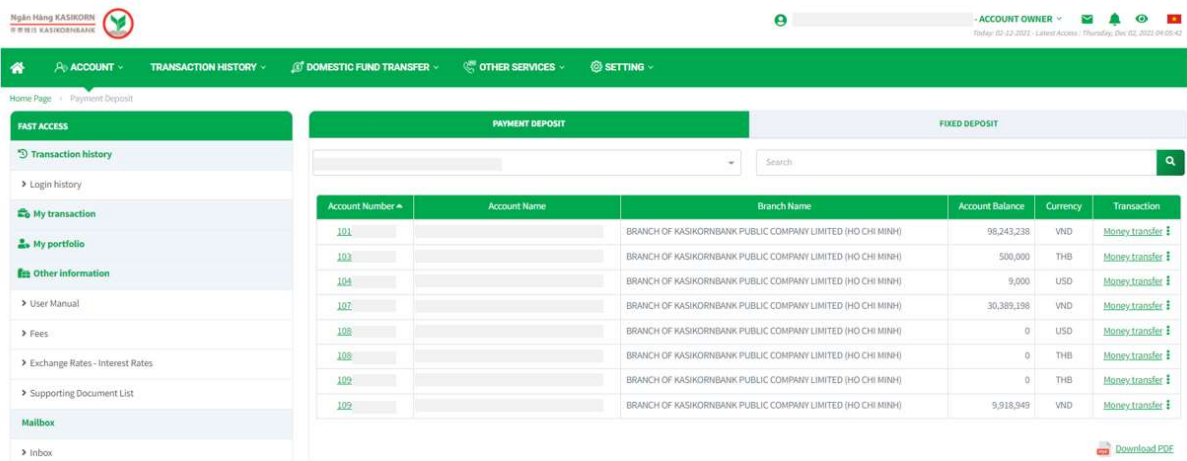
- To query payment deposit accounts of the company
- To view account details.
- To view all pending transactions of this user (if any).
- To query account history.
- To download account statement.

Remarks: To add or remove registered accounts, please contact KBank Branch

2.1.1 Query Account

– Take the following steps:

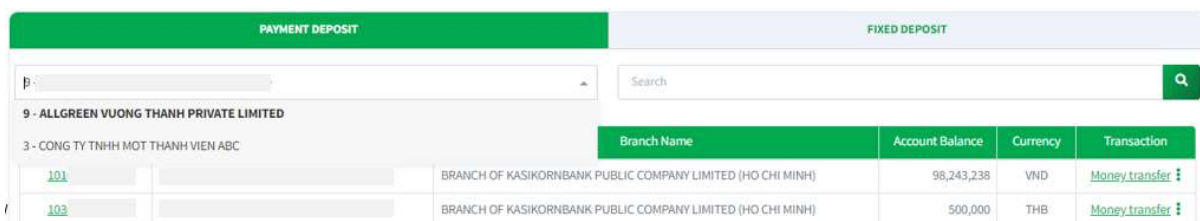
Step 1. Select **Payment Deposit** function



Account Number	Account Name	Branch Name	Account Balance	Currency	Transaction
101		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	98,243,238	VND	Money transfer
103		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	500,000	THB	Money transfer
104		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	9,000	USD	Money transfer
107		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	30,389,198	VND	Money transfer
108		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	0	USD	Money transfer
109		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	0	THB	Money transfer
109		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	0	THB	Money transfer
102		BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	9,918,949	VND	Money transfer

Screen 2.1.1-1: List of payment deposit accounts

Step 2. Select another subsidiary from the dropdown list to view list of accounts (if any)

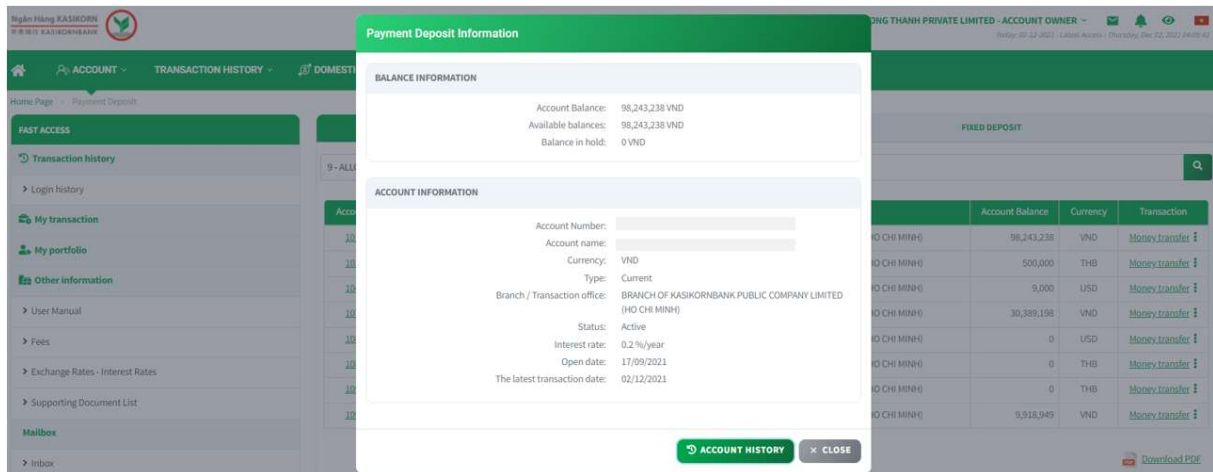


Branch Name	Account Balance	Currency	Transaction
BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	98,243,238	VND	Money transfer
BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	500,000	THB	Money transfer

Screen 2.1.1-2: Query payment deposit accounts of subsidiary

Step 3. Enter search criteria in textbox to search
Search for information:

Step 4. Click hyperlink of the row on **Account Number** column from the table

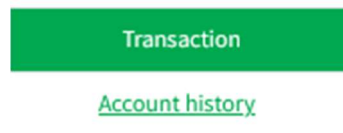


Screen 2.1.1-3: View details

Step 5. Click **Account History** button to redirect to selected account history screen

Step 6. Click **Close** button to close the pop-up

Fast access:



Step 7. Click hyperlink of the row in the **Transaction** column from the table to redirect to function with selected account.

Step 8. Click **Download PDF** button to export the selected file. The file will show information rows on a grid.

Export file:



2.1.2 Query Account History

- Take the following steps:

Step 1. Select **Payment Deposit** function

Step 2. On detail screen, click **Account History** button

The screenshot shows the 'ACCOUNT HISTORY' screen in the Ngân Hàng KASIKORN mobile app. The top navigation bar includes 'ACCOUNT', 'TRANSACTION HISTORY', and 'SETTING'. The main content area is divided into two sections: 'FAST ACCESS' on the left and 'ACCOUNT HISTORY' on the right. The 'ACCOUNT HISTORY' section contains search criteria fields for Account Number (000201020000812), Transaction Type (All), Transaction Period (Choose transaction period), From Date (25/07/2021), and To Date (01/08/2021). Below these fields are buttons for 'Request KBank Statement', 'Refresh', and 'Search'. A 'TRANSACTION LIST' table is shown below, with columns for Transaction Date, Effective Date, Debit Entry, Credit Entry, Balance, and Description. The table currently displays 'No information found.' There are also 'Download PDF' and 'Download E' buttons.

Screen 2.1.2-1: Account history

- Step 3. Enter/ Select search criteria
- Step 4. Click **Search** button to search
- Step 5. Click **Refresh** button to clear all entered criteria and display default search results
- Step 6. Click **Download PDF** to export the selected file. The file will show information rows on a grid.

Export file:



- Step 7. Click **Download KBank Statement** button to download account statement of the selected file.

2.2 Fixed Deposit

Objective:

- To query fixed deposit accounts of the company
- To view account details.
- To query account history.
- To download account statement.

2.2.1 Query Account

- Take the following steps:

- Step 1. Select **Fixed Deposit** function

The screenshot shows the 'FIXED DEPOSIT' screen in the Ngân Hàng KASIKORN mobile app. The top navigation bar includes 'ACCOUNT', 'TRANSACTION HISTORY', 'DOMESTIC FUND TRANSFER', 'OTHER SERVICES', and 'SETTING'. The main content area is divided into two sections: 'PAYMENT DEPOSIT' on the left and 'FIXED DEPOSIT' on the right. The 'FIXED DEPOSIT' section contains a search bar and a table of fixed deposit accounts. The table has columns for Account Number, Account Name, Open Date, Maturity Date, Account Balance, Currency, and Transaction. The table displays one row with the following data: Account Number: 002, Account Name: [redacted], Open Date: 05/10/2021, Maturity Date: 05/11/2021, Account Balance: 10,008,493, Currency: VND, and Transaction: Deposit history. There is a 'Download PDF' button at the bottom right.

Screen 2.2.1-1: List of fixed deposit accounts

- Step 2. Select another subsidiary from the dropdown list to view list of accounts (if any)

PAYMENT DEPOSIT		FIXED DEPOSIT			
0002		Search <input type="text"/>			
0002					
0002					
0002		Maturity Date	Balance	Currency	Transaction
		21/09/2021	1,000	THB	Deposit history

[Download PDF](#)
[Download Excel](#)

Screen 2.2.1-2: Query fixed deposit accounts of subsidiary

- Step 3. Enter search criteria in the textbox to search
Search for information:

- Step 4. Click hyperlink on the row in **Account Number** column
Step 5. Click **Deposit History** button to redirect to Account History screen

Fixed Deposit Information

ACCOUNT INFORMATION

Account Number: 0002
 Account name: KBIG THAI
 Branch:
 Currency: THB
 Interest rate: - %/year
 Next interest period: -
 Term: -
 Open date: -
 Channel open: Online
 Effective date: -
 Maturity date: 21/09/2021

Screen 2.2.1-3: View details

- Step 6. Click **Close** button to close the pop-up
Step 7. Click hyperlink on the row in **Transaction** column to redirect to function with selected account.

Fast access:

Transaction

Deposit history

- Step 8. Click **Download PDF** to export the selected file.
The file will show information rows on a grid.

Export file:



2.2.2 Query Deposit History

- Take the following steps:

- Step 1. Select **Fixed Deposit** function
- Step 2. On detail screen, click **Deposit History** button.

FIXED ACCOUNT

SEARCH INFORMATION

Account:

From Date: 02/09/2021

Transaction Period: The last 3 months

To Date: 02/12/2021

REFRESH
SEARCH

TRANSACTION LIST

[Download PDF](#)

Transaction Date	Transaction Time	Debit Amount	Credit Amount	Balance	Description
05/10/2021	08:33:44 PM	0	10,000,000	10,000,000	402000000011
05/11/2021	00:14:59 AM	0	8,493	10,008,493	

Show Line

Screen 2.2.2-1: Account history

- Step 3. Enter/ Select the search criteria
- Step 4. Click **Search** button to search

Search for information:

- Step 5. Click **Refresh** button to clear all entered criteria and display default search result
- Step 6. Click **Download PDF** to export the selected file.
The file will show information rows on a grid.

Export file:



2.3 Loan Account

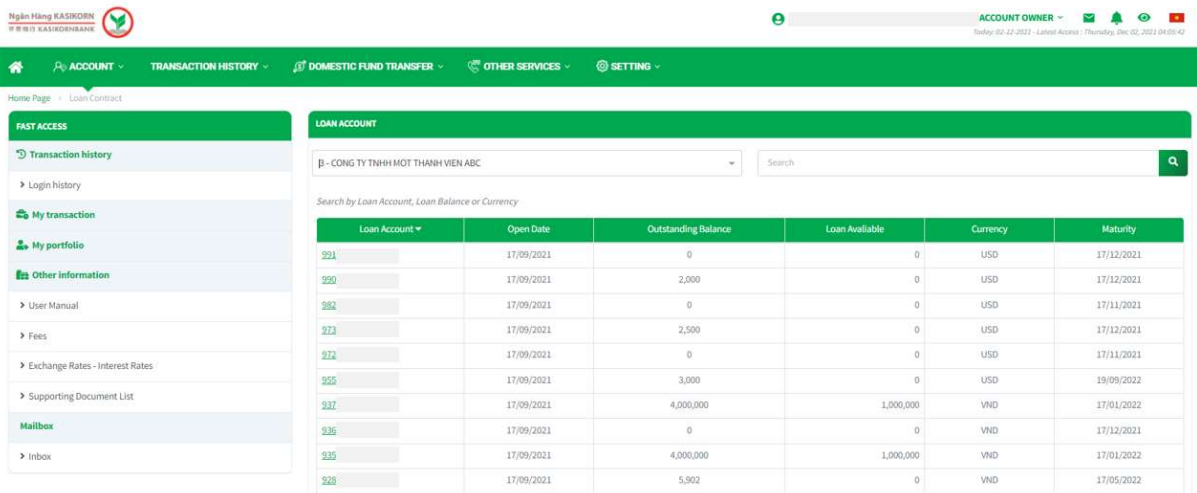
Objective:

- To query loan accounts of the company
- To view account details.

2.3.1 Query Account List

- Take the following steps:

Step 1. Select **Loan Account** function

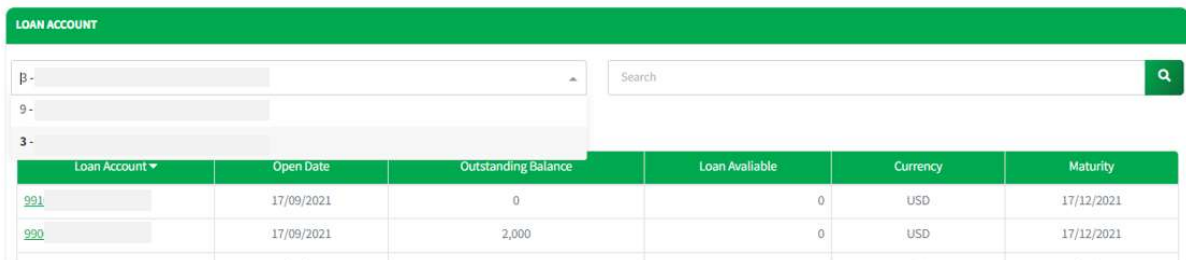


The screenshot shows the 'LOAN ACCOUNT' section of a web application. The subsidiary is set to 'B - CONG TY TNHH MOT THANH VIEN ABC'. A table lists the following loan accounts:

Loan Account	Open Date	Outstanding Balance	Loan Available	Currency	Maturity
991	17/09/2021	0	0	USD	17/12/2021
990	17/09/2021	2,000	0	USD	17/12/2021
982	17/09/2021	0	0	USD	17/11/2021
971	17/09/2021	2,500	0	USD	17/12/2021
972	17/09/2021	0	0	USD	17/11/2021
955	17/09/2021	3,000	0	USD	19/09/2022
937	17/09/2021	4,000,000	1,000,000	VND	17/01/2022
936	17/09/2021	0	0	VND	17/12/2021
935	17/09/2021	4,000,000	1,000,000	VND	17/01/2022
928	17/09/2021	5,902	0	VND	17/05/2022

Screen 2.3.1-1: List of loan accounts

Step 2. Select another subsidiary from the dropdown list to view list of accounts (If any)



The screenshot shows the 'LOAN ACCOUNT' section with a dropdown menu open for selecting a subsidiary. The dropdown list shows options for subsidiaries 9, 3, and 1. The table below shows the results for subsidiary 9:

Loan Account	Open Date	Outstanding Balance	Loan Available	Currency	Maturity
991	17/09/2021	0	0	USD	17/12/2021
990	17/09/2021	2,000	0	USD	17/12/2021

Screen 2.3.1-2: Query loan accounts of subsidiary

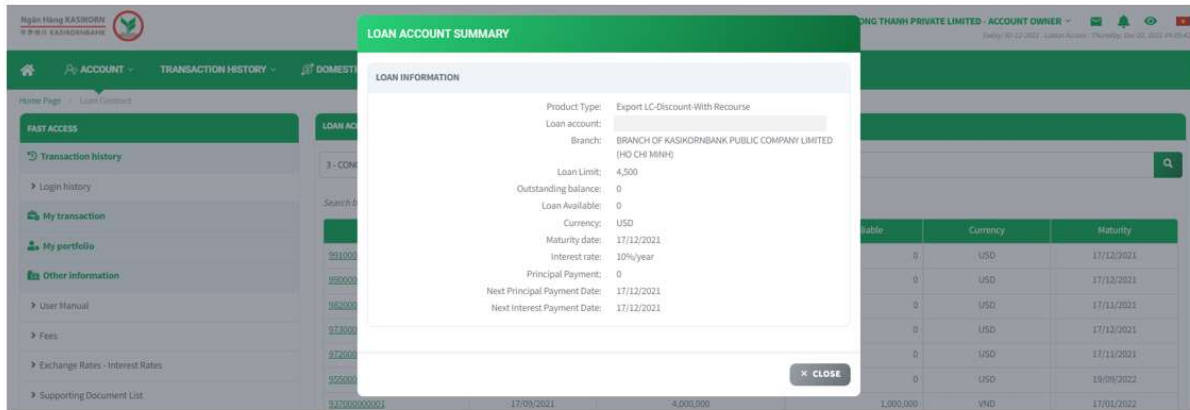
Step 3. Enter search criteria in the textbox to search
Search for information:



The screenshot shows a search input field with the placeholder text 'Search' and a green search button with a magnifying glass icon.

Step 4. Click hyperlink on the row in **Account Number** column

Step 5. Click **Account History** button to redirect to selected account history screen



Screen 2.3.1-3: View details

- Step 6. Click **Close** button to close the pop-up
- Step 7. Click **Download PDF** to export the selected file.
The file will show information rows on a grid..

Export file:



3. Domestic Fund Transfer

Important:

Every transaction requests submitted during **'Service Available Time'** will be processed on the same day; otherwise, it will be processed on the next business day.

To see KBank Connect service available time details, please scan QR Code below.



Screen 3-1: QR Code for Service Available time

3.1 Domestic Fund Transfer

Objective:

- To create domestic fund transfer inside or outside the bank, with single, multiple and future/recurring transactions. (The transfer amount will be debited from sender account by transaction.)
- To save favourite beneficiary
- To save fund transfer template
- To view notice of created transaction

3.1.1 Intrabank Transfer (KBank Account)

Objective: To transfer funds from KBank account to KBank account with same currency (No FX) or cross currency (With FX)

3.1.1.1 Same Currency Transaction (No FX)

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Automatic real-time process
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the **Transaction History** screen to track progress and current approval level (Refer to 4.1 Transaction History).
- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to 4.3 Transaction Approval).
- For future/recurring transactions, after successful approval, Open the **Future Transaction** screen to manage (Refer to 4.2 Future Transaction).

3.1.1.1.1 Create Single Transaction

– Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function

Screen 3.1.1.1-1: Domestic Fund Transfer

- Step 3. At **Create Transaction From Template**: Select **Transfer Template** in dropdown list to create transaction from template.
- Step 4. At Debit Information: Select Debit Account number in dropdown list **Account Number – Balance**.

Step 5. At Beneficiary Information:

- Transfer to: Choose KBank's logo to transfer intrabank
- Account Number:
 - Choose Beneficiary List to select account number

BENEFICIARY INFORMATION

Transfer To *: Ngân Hàng KASIKORN OTHER BANKS

Account Number *: Beneficiary List MY ACCOUNT NEW BENEFICIARY

Beneficiary List *: Choose an account

TRANSACTION INFORMATION

Transfer Amount *: -100

Description *: Enter description

Schedule Type: Once

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.1-2: Beneficiary List

- Choose **My Account** to select same owner account number.

BENEFICIARY INFORMATION

Transfer To *: Ngân Hàng KASIKORN OTHER BANKS

Account Number *: Beneficiary List MY ACCOUNT NEW BENEFICIARY

MY ACCOUNT *: Choose an account

103 - 500,000 THB

104 - 9,000 USD


TRANSACTION INFORMATION

Screen 3.1.1.1-3: My Account List

- Choose **New Beneficiary** to input new account number that not in beneficiary list. User can save new

account number to beneficiary list by check on **Save To Beneficiary List** checkbox and enter **Nickname**

BENEFICIARY INFORMATION

Transfer To *:  OTHER BANKS


Account Number *: **Beneficiary List** **MY ACCOUNT** NEW BENEFICIARY

MY ACCOUNT *: 107 - 30,389,310 VND

Currency: VND

Management Unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

Save To Beneficiary List

Nickname *: Enter Nickname 

Screen 3.1.1.1.4: New Beneficiary

Step 6. At Transaction Information:

- Transfer Amount: Enter transfer amount and select currency.
 - Description: Enter description.
 - Schedule Type:
 - Select **Once** to transfer one time.
 - Others option will be guided in section 3.1.1.1.3-3.
- Create Future Transaction.

TRANSACTION INFORMATION

Transfer Amount *: 100 VND

Transfer Fee: 0 VND

VAT Fee: 10 %

Total Transfer Amount: 100 VND

Description *:

Schedule Type: Once


Screen 3.1.1.1.5: Transaction Information

Step 7. Click on **Continue** button to go to screen **Authentication**.

Besides, user can:

- Click on **Refresh** button to clear all entered information.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Template Name:  **SAVE**

REFRESH **SAVE TEMPLATE** **+ ADD TRANSACTION** **CONTINUE →**

Screen 3.1.1.1.6: Template Information

- Result:

Success: System will go to the next step Authentication.

Failed: System will pop-up the error message. User must check entered information again.

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 101 [redacted],243,238 VND

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 107 [redacted]
 Currency: VND
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 100 VND
 Transfer Fee: 0 VND
 VAT Fee: 10 %
 Total Transfer Amount: 100 VND
 Description: Transfer 100 VND
 Fee Charged To: Sender
 Schedule Type: Once

← BACK CONFIRM →

Screen 3.1.1.1-7: Single Transaction Authentication

Step 8. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect screen **Initialization**.

Step 9. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

The transaction is awaiting for approval.
 Transaction Number: 202112027307523

DEBIT INFORMATION

Account Number - Balance: 101 [redacted]-98,243,238 VND

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 107 [redacted]
 Beneficiary Name: [redacted]
 Currency: VND
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 100 VND
 Transfer Fee: 0 VND
 VAT Fee: 10 %
 Total Transfer Amount: 100 VND
 Description: Transfer 100 VND
 Schedule Type: Once

+ CREATE SAVE TEMPLATE VIEW NOTICE HOME PAGE

Screen 3.1.1.1-8: Single Transaction Complete

- User can click on **Create** button to redirect to Create new transaction screen.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Template Name:

SAVE

+ CREATE


SAVE TEMPLATE

VIEW NOTICE

HOME PAGE

Screen 3.1.1.1-9: Save Template at Complete Screen

- Click on **View Notice** button to view transaction notice.

Ngân Hàng KASIKORN 开票银行 KASIKORNBANK  GIẤY BÁO PHÁT SINH GIAO DỊCH
Transaction Notice

Ngày, giờ giao dịch Trans. Date, Time	02/12/2021 21:31:46	Mã giao dịch Transaction code	202112027307523
Loại giao dịch Transaction type	Money transfer with Kasikornbank		
Thông tin trích chuyển / Debit information			
Họ tên khách hàng Customer Name			
Tài khoản trích nợ Debit Account	101	Số tiền trích nợ Debit Amount	100 VND
Thông tin thụ hưởng / Beneficiary information			
Cá nhân / Đơn vị thụ hưởng Beneficiary Individual / Corp.			
Tài khoản ghi có Credit Account	107	Số tiền ghi có Credit Amount	100 VND
Số CMND / Hộ chiếu ID / Passport No.		Ngày cấp: Date of issue	Nơi cấp: Place of issue
Ngân hàng thụ hưởng Beneficiary Bank	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)		
Nội dung giao dịch Transaction Description	Transfer 100 VND		
Thông tin phí dịch vụ / Charge information			
Loại phí Charge code	Free VND	Số tiền phí Charge Amount	0 VND
VAT phí VAT Fee			10 %

Screen 3.1.1.1-10: View transaction notice

- Click on **Home Page** button to redirect to Homepage

3.1.1.1.2 Create Multiple Transaction

Objective: To create multiple transactions at a time (up to 5).

- Take the following steps:

- Step 1. Login to the system successfully
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function.

Screen 3.1.1.1.2-1: Domestic Fund Transfer

- Step 3. Repeat from step 3 to step 6 as section 3.1.1.1.1. **Create Single Transaction.**
- Step 4. Click + **Add Transaction** button to add entered transfer information to **Transaction List**. After click + **Add Transaction** button system will clear all entered information and user can enter transfer information for another transaction by repeat **Step 3** and click + **Add Transaction** button again.

Note: Maximum transaction that user can add to Transaction list is 5 transactions.

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: <input type="text"/> Amount: 100 VND	Account Number: <input type="text"/>	1	Remove
Identification Type 2	Account Number: <input type="text"/> Amount: 101 VND	Account Number: <input type="text"/>	2	Remove

Screen 3.1.1.1.2-2: Create Multiple Transaction

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: <input type="text"/> Amount: 100 VND	Account Number: <input type="text"/>	1	Remove
Identification Type 2	Account Number: <input type="text"/> Amount: 101 VND	Account Number: <input type="text"/>	2	Remove

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.1.2.3: Transaction List

User can click on Hyperlink at **Transaction** column to view transaction details

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: <input type="text"/> Amount: 100 VND	Account Number: <input type="text"/>	1	Remove
Identification Type 2	Account Number: <input type="text"/> Amount: 101 VND	Account Number: <input type="text"/>	2	Remove

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.1.2.4: Transaction Hyperlink

Transaction Information

DEBIT INFORMATION

Account Number - Balance: 101 - 98,243,238 VND

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
Beneficiary Account Number: 107
Currency: VND
Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 100 VND
Transfer Fee: 0 VND
VAT Fee: 10 %
Total Transfer Amount: 100 VND
Description: 1
Fee Charged To: Sender

× CLOSE

Screen 3.1.1.1.2.5: Transaction details

To remove added transaction record in transaction list, click on **Remove** at column Action.

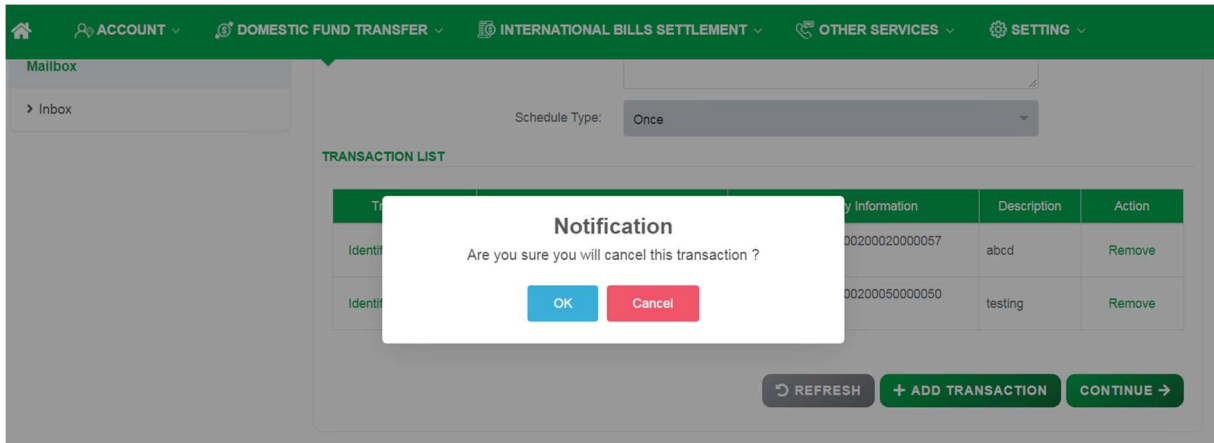
TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: <input type="text"/> Amount: 100 VND	Account Number: <input type="text"/>	1	Remove
Identification Type 2	Account Number: <input type="text"/> Amount: 101 VND	Account Number: <input type="text"/>	2	Remove

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.1.2.6: Remove Transaction from Transaction List

Click on **OK** to remove or **Cancel** to keep this record.



Screen 3.1.1.1.2-7: Remove transaction notification

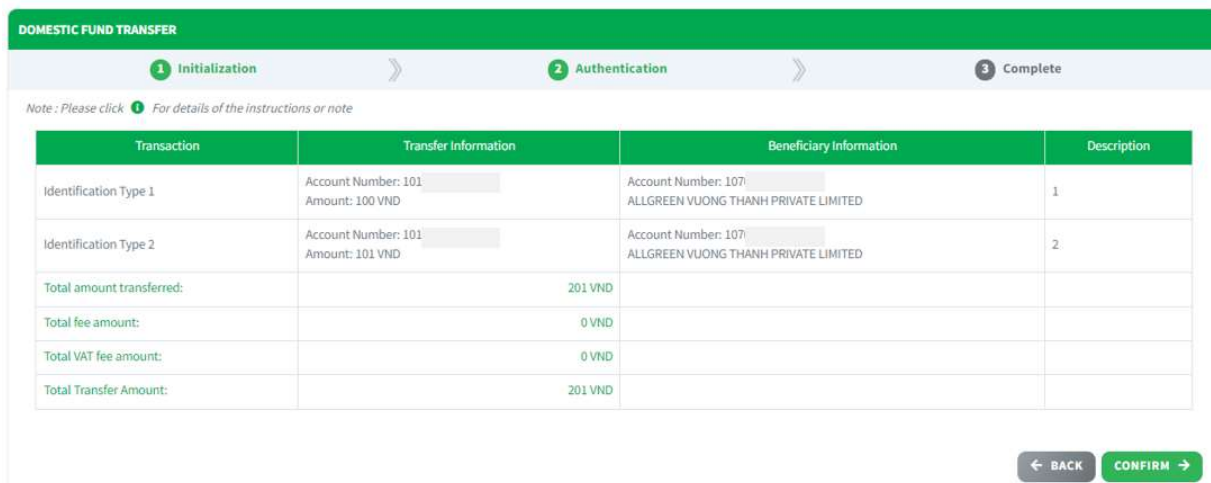
Step 5. Click on Continue button to go to screen Authentication. Besides, user can click on Refresh button to clear all entered information.

Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message.

User must check entered information again.



Screen 3.1.1.1.2-8: Multiple Transaction Authentication

Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.

Step 7. When system redirect to screen Complete like picture below, that means user created transaction successfully.

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click **1** For details of the instructions or note

The transaction is awaiting for approval.

Transaction Number	Transfer Information	Beneficiary Information	Description
202112027307524	Account Number: 101 Amount: 100 VND	Account Number: 107 ALLGREEN VUONG THANH PRIVATE LIMITED	1
202112027307525	Account Number: 101 Amount: 101 VND	Account Number: 107 ALLGREEN VUONG THANH PRIVATE LIMITED	2
Total amount transferred:		201 VND	
Total fee amount:		0 VND	
Total VAT fee amount:		0 VND	
Total Transfer Amount:		201 VND	

+ CREATE **HOME PAGE**

Screen 3.1.1.1.2-9: Multiple Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.1.1.1.3 Create Future Transaction

Objective: To create transaction that will be transfer on the future date (by date/ daily/ weekly or monthly).

– Take the following steps:

- Step 1. Login to the system successfully
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function
- Step 3. Repeat from step 3 to step 5 as section **3.1.1.1.1. Create Single Transaction.**
- Step 4. At Transaction Information:
 - Transfer Amount: Enter transfer amount and select currency.
 - Description: Enter description.
 - Schedule Type: User can select option from dropdown list.

TRANSACTION INFORMATION

Transfer Amount *: USD ▾

Transfer Fee: 0.01 USD

Total Transfer Amount: 10.01 USD

Description *:

Fee Charged To:

Schedule Type:

Date Of Process:

Screen 3.1.1.1.3-1: Future Transaction Information

- Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:

Date Of Process:

Screen 3.1.1.1.3-2: Schedule Type: Future Date

Done every day / Done every week / Done every month: Set a schedule to transfer daily/ monthly/ weekly. Users have to fill Date of process field and End date field and system will depend on that to calculate the date transaction will be executed

Schedule Type:

Date Of Process:

End Date:

Transactions will be executed 3 time(s) on the following dates: 18/12/2021, 19/12/2021, 20/12/2021

Screen 3.1.1.1.3-3: Schedule Type: Done Everyday

Note:

1. User cannot create multiple future transaction by this function.
2. The maximum limit for the schedule end date is 1 year.

Step 5. Click on **Continue** button to go to screen **Authentication**.

Besides, user can click on **Refresh** button to clear all entered information.

– Result:

Success: System will go to the next step Authentication.

Failed: System will pop-up the error message. User must check entered information again.

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 102 -60,236.06 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
Beneficiary Account Number: 106
Beneficiary Name:
Currency: USD
Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 1,000 USD
Transfer Fee: 5 USD
VAT Fee: 0%
Total Transfer Amount: 1,005 USD
Description: Future
Fee Charged To: Sender
Schedule Type: Day 20/12/2021

← BACK CONFIRM →

Screen 3.1.1.1.3-4: Future Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click Back to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and the transaction is waiting for approval.

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

The transaction is awaiting for approval.
Transaction Number: 202112177308051

DEBIT INFORMATION

Account Number - Balance: 102 60,236.06 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
Beneficiary Account Number: 106
Beneficiary Name:
Currency: USD
Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 1,000 USD
Transfer Fee: 5 USD
VAT Fee: 0%
Total Transfer Amount: 1,005 USD
Description: Future
Fee Charged To: Sender
Schedule Type: Day 20/12/2021

+ CREATE HOME PAGE

Screen 3.1.1.1.3-5: Future Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage

3.1.1.2 Cross Currency Transaction (With FX)

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process.
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the Transaction History screen to track progress and current approval level (Refer to 4.1Transaction History).
- Open the Transaction Approval screen to approve or reject the transaction (Refer to 4.3Transaction Approval).
- For future/recurring transactions, after successful approval, Open the Future Transaction screen to manage (Refer to 4.2Future Transaction).

3.1.1.2.1 Create Single Transaction

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function


Screen 3.1.1.2.1-1: Domestic Fund Transfer

- Step 3. At Create Transaction From Template: Select **Transfer Template** in dropdown list to create transaction from template.
- Step 4. At Debit Information: Select Debit Account number in dropdown list **Account Number – Balance**.
- Step 5. At Beneficiary Information:
 - Transfer to: Choose **KBank's** logo to transfer intrabank.

□ Account Number:

- Choose **Beneficiary List** to select account number in beneficiary list.

BENEFICIARY INFORMATION

Transfer To *:  OTHER BANKS


Account Number *: **Beneficiary List** My Account New Beneficiary

Beneficiary List *: Choose an account: ▾

Screen 3.1.1.2.1-2: Beneficiary List

- Choose **My Account** to select same owner account number.

BENEFICIARY INFORMATION

Transfer To *:  OTHER BANKS

Account Number *: Beneficiary List **My Account** New Beneficiary


My Account *: Choose an account: ▾

Save To Beneficiary List

Screen 3.1.1.2.1-3: My Account List

- Choose **New Beneficiary** to input new account number that not in beneficiary list. User can save new account number to beneficiary list by check on **Save To Beneficiary List** checkbox and enter **Nickname**

BENEFICIARY INFORMATION

Transfer To *:  OTHER BANKS

Account Number *: Beneficiary List My Account **New Beneficiary**

Transfer With *: Account

Beneficiary Account Number *: Enter Account Number

Save To Beneficiary List

Screen 3.1.1.2.1-4: New Beneficiary

Step 6. At Transaction Information:

- Transfer Amount: Enter transfer amount and select currency.
- Rate Type (Optional): User can fill anything.
- Description: Enter description.
- Schedule Type:
- Select **Once** to transfer one time.

- Others option will be guided in section **3.1.1.2.3-3. Create Future Transaction.**

TRANSACTION INFORMATION

Transfer Amount *:	<input type="text" value="10,000"/>	THB ▾
Rate Type:	<input type="text" value="Enter Rate Type"/>	
Exchange rate:	22,870 VND/USD	
Inward money transfer amount:	10,000 THB <i>(Estimated inward money transfer amount)</i>	
Transfer Fee:	0 USD	
VAT Fee:	0%	
Total Transfer Amount:	303.892 USD <i>(Estimated total amount in debit account currency)</i>	
Description *:	<input type="text" value="Test"/>	
Schedule Type:	<input type="text" value="Once"/>	

Screen 3.1.2.1-4: Transaction Information

Step 7. Click on **Continue** button to go to screen **Authentication**.

Besides, user can:

- Click on **Refresh** button to clear all entered information.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Template Name:	<input type="text" value="Enter name template"/>	<input type="button" value="SAVE"/>
----------------	--	-------------------------------------

Screen 3.1.1.2.1-5: Template Information

- Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note : Please click 1 For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 102 - 60,236.06 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 109
 Beneficiary Name:
 Currency: THB
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 10,000 THB
 Exchange rate: 22,870 VND/USD
 Inward money transfer amount: 10,000 THB (Estimated Inward money transfer amount)
 Transfer Fee: 0 USD
 VAT Fee: 0 %
 Total Transfer Amount: 303.892 USD (Estimated total amount in debit account currency)
 Description: Test
 Fee Charged To: Sender
 Schedule Type: Once

Screen 3.1.1.2.1-6: Single Transaction (With FX) Authentication

Step 8. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect screen **Initialization**.

Step 9. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note : Please click 1 For details of the instructions or note

The transaction is awaiting for approval.
 Transaction Number: 202112177308050

DEBIT INFORMATION

Account Number - Balance: 102 - 60,236.06 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 109
 Beneficiary Name:
 Currency: THB
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 10,000 THB
 Exchange rate: 22,870 VND/USD
 Inward money transfer amount: 10,000 THB (Estimated Inward money transfer amount)
 Transfer Fee: 0 USD
 VAT Fee: 0 %
 Total Transfer Amount: 303.892 USD (Estimated total amount in debit account currency)
 Description: Test
 Schedule Type: Once

+ CREATE SAVE TEMPLATE VIEW NOTICE HOME PAGE

Screen 3.1.1.2.1-7: Single Transaction (With FX) Complete

- User can click on **Create** button to redirect to Create new transaction screen.

- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Template Name: *Screen 3.1.1.2.1-8: Save Template at Complete Screen*

- Click on **View Notice** button to view transaction notice.
- Click on **Home Page** button to redirect to Homepage

3.1.1.2.2 Create Multiple Transaction**Objective:** To create multiple transactions at a time (up to 5).

- Take the following steps:

Step 1. Login to the system successfully

Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function

Screen 3.1.1.2.2-1: Domestic Fund Transfer

- Step 3. Repeat from step 3 to step 6 as section **3.1.1.2.1-1. Create Single Transaction.**
- Step 4. Click + **Add Transaction** button to add entered transfer information to **Transaction List**. After click + **Add Transaction** button system will clear all entered information and user can enter transfer information for another transaction by repeat **Step 3** and click + **Add Transaction** button again.

Note: Maximum transaction that user can add to Transaction list is 5 transactions.

TRANSACTION INFORMATION

Transfer Amount *: Enter money VND ▾

Description *:

Schedule Type: Once ▾

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 1,000 VND	Account Number: 104	1	Remove
Identification Type 2	Account Number: 101 Amount: 1,001 VND	Account Number: 104	2	Remove

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.2.2-2: Create Multiple Transaction

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 1,000 VND	Account Number: 104	1	Remove
Identification Type 2	Account Number: 101 Amount: 1,001 VND	Account Number: 104	2	Remove

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.2.2-3: Transaction List

User can click on Hyperlink at column **Transaction** to view transaction details

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 1,000 VND	Account Number: 104	1	Remove
Identification Type 2	Account Number: 101 Amount: 1,001 VND	Account Number: 104	2	Remove

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.1.2.2-4: Transaction Hyperlink

Transaction Information

DEBIT INFORMATION

Account Number - Balance: 101/ -98,243,238 VND

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 104
 Currency: USD
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 1,000 VND
 Exchange rate: 22,870 VND
 Inward money transfer amount: 0.044 USD *(Estimated Inward money transfer amount)*
 Transfer Fee: 6,000 VND
 VAT Fee: 10 %
 Total Transfer Amount: 7,600 VND *(Estimated total amount in debit account currency)*
 Description: 1
 Fee Charged To: Sender

× CLOSE

Screen 3.1.1.2.2.4: Transaction details

To remove added transaction record in transaction list, click on **Remove** at column **Action**.

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 1,000 VND	Account Number: 104	1	Remove
Identification Type 2	Account Number: 101 Amount: 1,001 VND	Account Number: 104	2	Remove

↻ REFRESH
+ ADD TRANSACTION
CONTINUE →

Screen 3.1.1.2.2.5: Remove Transaction from Transaction List

Click on **OK** to remove or **Cancel** to keep this record.

ACCOUNT DOMESTIC FUND TRANSFER INTERNATIONAL BILLS SETTLEMENT OTHER SERVICES SETTING

Mailbox

> Inbox

Schedule Type: Once

TRANSACTION LIST

T	y Information	Description	Action
Identif	00200020000057	abcd	Remove
Identif	00200050000050	testing	Remove

Notification

Are you sure you will cancel this transaction ?

OK
Cancel

↻ REFRESH
+ ADD TRANSACTION
CONTINUE →

Screen 3.1.1.2.2.6: Remove transaction notification

Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

– Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

3.1.1.2.3 Create Future Transaction

Objective: To create transaction that will be transfer on the future date (by date/ daily/ weekly or monthly).

– Take the following steps:

Step 1. Click on transaction Login to the system successfully

Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function.

Step 3. Repeat from step 3 to step 5 as section 3.1.1.2.1-1. **Create Single Transaction**.

Step 4. At Transaction Information:

- Transfer Amount: Enter transfer amount and select currency.

- Description: Enter description.

- Schedule Type: User can select option from dropdown list.

The screenshot displays the 'TRANSACTION INFORMATION' form with the following fields and values:


- Transfer Amount *:** 10 USD
- Transfer Fee:** 0.01 USD
- Total Transfer Amount:** 10.01 USD
- Description *:** abcd
- Fee Charged To:** Sender
- Schedule Type:** Future Date (dropdown menu is open showing options: Future Date, Done every day, Done every week, Done every month)
- Date Of Process:** (empty field)

A green 'CONTINUE' button with a right-pointing arrow is located at the bottom right of the form.

Screen 3.1.1.2.3-1: Future Transaction Information

Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.


Schedule Type:


Date Of Process: 


Screen 3.1.1.2.3-2: Schedule Type: Future Date

Done every day / Done every week / Done every month: Set a schedule to transfer daily/ monthly/ weekly. Users have to fill Date of process field and End date field and system will depend on that to calculate the date transaction will be executed.

Schedule Type:

Date Of Process: 

End Date: 

 Transactions will be executed 3 time(s) on the following dates:
28/09/2021, 29/09/2021, 30/09/2021

Screen 3.1.1.2.3-3: Schedule Type: Done Everyday

Note:

1. User cannot create multiple future transaction by this function.
2. The maximum limit for the schedule end date is 1 year.

Step 5. Click on **Continue** button to go to screen **Authentication**.

Besides, user can click on **Refresh** button to clear all entered information.

- Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 109 - 9,918,949 VND

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 106
 Beneficiary Name:
 Currency: USD
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 1,000 USD
 Exchange rate: 22,870 VND
 Inward money transfer amount: 1,000 USD (Estimated Inward money transfer amount)
 Transfer Fee: 0 VND
 VAT Fee: 0%
 Total Transfer Amount: 22,870,000 VND (Estimated total amount in debit account currency)
 Description: Future
 Fee Charged To: Sender
 Schedule Type: Once

← BACK CONFIRM →

Screen 3.1.1.2.3-4: Future Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and the transaction is waiting for approval

DOMESTIC FUND TRANSFER

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

The transaction is waiting for approval.
 Transaction Number: 202112177308052

DEBIT INFORMATION

Account Number - Balance: 109 9,918,949 VND

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 Beneficiary Account Number: 106
 Beneficiary Name:
 Currency: USD
 Management unit: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

TRANSACTION INFORMATION

Transfer Amount: 1,000 USD
 Exchange rate: 22,870 VND
 Inward money transfer amount: 1,000 USD (Estimated Inward money transfer amount)
 Transfer Fee: 0 VND
 VAT Fee: 0%
 Total Transfer Amount: 22,870,000 VND (Estimated total amount in debit account currency)
 Description: Future
 Schedule Type: Once

+ CREATE SAVE TEMPLATE VIEW NOTICE HOME PAGE

Screen 3.1.1.2.3-5: Future Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.1.2 Interbank Transfer (Other Banks Account)

Objective: To transfer funds to other banks accounts with same currency (No FX) or cross currency (With FX)

3.1.2.1 Same Currency Transaction (No FX)

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process for Interbank Transfer (via corebank).
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized.
- Open the Transaction History screen to track progress and current approval level (Refer to 4.1 Transaction History).
- Open the Transaction Approval screen to approve or reject the transaction (Refer to 4.3 Transaction Approval).
- For future/recurring transactions, after successful approval, Open the Future Transaction screen to manage (Refer to 4.2 Future Transaction).

3.1.2.1.1 Create Single Transaction

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function

The screenshot displays the 'DOMESTIC FUND TRANSFER' interface. At the top, there is a navigation bar with options: ACCOUNT, TRANSACTION HISTORY, DOMESTIC FUND TRANSFER, OTHER SERVICES, and SETTING. Below this, a sidebar on the left lists 'FAST ACCESS' items: Transaction history, Login history, My transaction, My portfolio, Other information, User Manual, Fees, Exchange Rates - Interest Rates, Supporting Document List, Mailbox, and Inbox. The main content area is titled 'DOMESTIC FUND TRANSFER' and features a progress bar with three steps: 1. Initialization, 2. Authentication, and 3. Complete. A note below the progress bar reads: 'Note: Please click 1 For details of the instructions or note'. The form is divided into three main sections: 'CREATE TRANSACTION FROM TEMPLATE' with a 'Transfer Template' dropdown; 'DEBIT INFORMATION' with an 'Account Number - Balance' dropdown showing '101 - 98,243,238 VND'; and 'BENEFICIARY INFORMATION' with 'Transfer To' (showing 'Ngân Hàng K&A;N&A;N (K&A;N&A;N) (K&A;N&A;N) (K&A;N&A;N)' and 'OTHER BANKS'), 'Account Number' (with buttons for 'Beneficiary List', 'MY ACCOUNT', and 'NEW BENEFICIARY'), and 'Beneficiary List' (with a 'Choose an account' dropdown). The 'TRANSACTION INFORMATION' section includes 'Transfer Amount' (with 'Enter money VND' and a dropdown), 'Description' (with an 'Enter description' text input), and 'Schedule Type' (with a dropdown showing 'Once'). At the bottom right, there are three buttons: 'REFRESH', 'ADD TRANSACTION', and 'CONTINUE'.

Screen 3.1.2.1.1-1: Domestic Fund Transfer

- Step 3. At Create Transaction From Template: Select **Transfer Template** in dropdown list to create transaction from template.
- Step 4. At Debit Information: Select Debit Account number in dropdown list **Account Number - Balance**.
- Step 5. At Beneficiary Information:

- Transfer to: Choose **Other Banks** to transfer interbank.

ALLGREEN VUONG THANH PRIVATE LIMITED - ACCOUNT OWNER
Today: 02-12-2021 - Lastest Access: Thursday, 02/12/2021 04:03:42

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note: Please click ⓘ For details of the instructions or note

CREATE TRANSACTION FROM TEMPLATE

Transfer Template: Select transaction template

DEBIT INFORMATION

Account Number - Balance *: 101 - 98,243,238 VND

BENEFICIARY INFORMATION

Transfer To *: Ngân Hàng KASIKORN OTHER BANKS

Beneficiary *: Beneficiary List NEW BENEFICIARY

Transfer Method *: Express money transfer

Beneficiary List *: Choose an account

TRANSACTION INFORMATION

Transfer Amount *: Enter money VND

Description *: Enter description

Schedule Type: Once

REFRESH + ADD TRANSACTION CONTINUE →

Screen 3.1.2.1.1-2: Transfer to Other Banks

- Beneficiary:

- Choose **Beneficiary List** to select account number in beneficiary list

BENEFICIARY INFORMATION

Transfer To *: Ngân Hàng KASIKORN OTHER BANKS

Beneficiary *: Beneficiary List NEW BENEFICIARY

Transfer Method *: Express money transfer

Beneficiary List *: Choose an account

TRANSACTION INFORMATION



Transfer Amount *: Test Duplicated 3 - 123456789

Test Duplicate - 123456789

Screen 3.1.2.1.1-3: Other Banks: Beneficiary List

- Choose **New Beneficiary** to input new account number that not in beneficiary list. After input all required fields, user can save new account number to beneficiary list by check on **Save To Beneficiary List** checkbox and enter **Name Reminiscent**.


BENEFICIARY INFORMATION

Transfer To *:	 OTHER BANKS
Beneficiary *:	Beneficiary List NEW BENEFICIARY
Transfer Method *:	Standard money transfer
Transfer With *:	<input checked="" type="radio"/> Account <input type="radio"/> Identity
Receiving Bank *:	NHNN
Branch/ Transaction Office *:	Vụ Tài chính - Kế toán
Beneficiary Account Number *:	<input type="text" value="Enter the recipient's Account Number"/>
Beneficiary Name *:	<input type="text" value="Enter the beneficiary name"/>
Citizen ID /Corporate ID:	<input type="text" value="Enter Citizen ID /Corporate ID"/>
Date Of Birth:	<input type="text" value="Enter Date of Birth dd/mm/yyyy"/> 
Nationality:	<input type="text" value="Enter Nationality"/>
	<input type="checkbox"/> Save To Beneficiary List

Screen 3.1.2.1.1.4: Other Banks: New Beneficiary

- Transfer Method: Choose **Express money transfer** or **Standard money transfer** as type of transfer

BENEFICIARY INFORMATION

Transfer To *:	 OTHER BANKS
Beneficiary *:	Beneficiary List NEW BENEFICIARY
Transfer Method *:	Express money transfer
Transfer With *:	<input checked="" type="radio"/> Express money transfer <input type="radio"/> Standard money transfer

Screen 3.1.2.1.1.5: Transfer Method

Step 6. At Transaction Information:

- Transfer Amount: Enter transfer amount and select currency.
- Description: Enter description.
- Fee Change To: Select from dropdown list.
- Schedule type:
 - Select **Once** to transfer one time.
 - Others option will be guided in section **3.1.2.1.3-3 Create Future Transaction**.

TRANSACTION INFORMATION

Transfer Amount *:	<input type="text" value="10,000"/>	VND
Transfer Fee:	6,000 VND	
VAT Fee:	10%	
Total Transfer Amount:	16,600 VND	
Description *:	<input type="text" value="Test"/>	
Fee Charged To:	Sender	
Schedule Type:	Once	

REFRESH
+ ADD TRANSACTION
CONTINUE →

Screen 3.1.2.1.1-6: Single Transaction Information

Step 7. Click on **Continue** button to go to screen **Authentication**.

Besides, user can:

- Click on **Refresh** button to clear all entered information.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Screen 3.1.2.1.1-7: Save Transaction Template

- Result:

Success: System will go to the next step Authentication.

Failed: System will pop-up the error message. User must check entered information again.

Screen 3.1.2.1.1-8: Single Transaction Authentication

Step 8. User check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.

Step 9. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note: Please click ⓘ For details of the instructions or note

The transaction is awaiting for approval.
Transaction Number: 202112097307655

DEBIT INFORMATION

Account Number - Balance: 003 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
Receiving Bank: [REDACTED]
Beneficiary Account Number: 3888
Beneficiary Name: [REDACTED]

TRANSACTION INFORMATION

Transfer Amount: 10,000 VND
Transfer Fee: 6,000 VND
VAT Fee: 10 %
Total Transfer Amount: 16,600 VND
Description: Test
Fee Charged To: Sender
Schedule Type: Once

+ CREATE SAVE TEMPLATE VIEW NOTICE HOME PAGE

Screen 3.1.2.1.1-9: Single Transaction Complete

- User can click on **Create** button to redirect to Create new transaction screen.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.
- Click on **View Notice** button to view transaction notice.
- Click on **Home Page** button to redirect to Homepage.

3.1.2.1.2 Create Multiple Transaction

Objective: To create multiple transactions at a time (up to 5).

- Take the following steps:

Step 1. Login to the system successfully

Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer Function**

DOMESTIC FUND TRANSFER

1 Initialization > 2 Authentication > 3 Complete

Note: Please click 1 For details of the instructions or note

CREATE TRANSACTION FROM TEMPLATE

Transfer Template: Select transaction template

DEBIT INFORMATION

Account Number - Balance: 100 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To: Ngân Hàng K&D BANK (OTHER BANKS)

Beneficiary: Beneficiary List (NEW BENEFICIARY)

Transfer Method: Express money transfer

Beneficiary List: Choose an account

TRANSACTION INFORMATION

Transfer Amount: Enter money VND

Description: Enter description

Schedule Type: Once

REFRESH + ADD TRANSACTION CONTINUE

Screen 3.1.2.1.2-1: Domestic Fund Transfer

- Step 3. Repeat from step 3 to step 6 as section **3.1.2.1.1 Create Single Transaction**.
- Step 4. Click on **Add Transaction** button to add entered transfer information to **Transaction List**. After click on **Add Transaction** button system will clear all entered information and user can enter transfer information for another transaction by repeat **Step 3** and click on **Add Transaction** button again.

Note: Maximum transaction that user can add to Transaction list is 5 transactions.

DOMESTIC FUND TRANSFER

1 Initialization > 2 Authentication > 3 Complete

Note: Please click 1 For details of the instructions or note

CREATE TRANSACTION FROM TEMPLATE

Transfer Template: Select transaction template

DEBIT INFORMATION

Account Number - Balance: 100 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To: Ngân Hàng K&D BANK (OTHER BANKS)

Beneficiary: Beneficiary List (NEW BENEFICIARY)

Transfer Method: Express money transfer

Beneficiary List: Choose an account

TRANSACTION INFORMATION

Transfer Amount: Enter money VND

Description: Enter description

Schedule Type: Once

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 100 Amount: 1,000 VND	Account Number: 66668888 NGUYEN VAN B.	Text	Remove
Identification Type 2	Account Number: 100 Amount: 1,001 VND	Account Number: 66668888 NGUYEN VAN B.	Text 2	Remove

REFRESH + ADD TRANSACTION CONTINUE

Screen 3.1.2.1.2-2: Create Multiple Transaction

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 100 Amount: 1,000 VND	Account Number: 666 NGUYEN VAN B	Test	Remove
Identification Type 2	Account Number: 100 Amount: 1,001 VND	Account Number: 666 NGUYEN VAN B	Test 2	Remove

Screen 3.1.2.1.2-3: Transaction List

User can click on Hyperlink at column **Transaction** to view transaction details.

TRANSACTION LIST


Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 100 Amount: 1,000 VND	Account Number: 666 NGUYEN VAN B	Test	Remove
Identification Type 2	Account Number: 100 Amount: 1,001 VND	Account Number: 666 NGUYEN VAN B	Test 2	Remove

Screen 3.1.2.1.2.4: Transaction Hyperlink

DEBIT INFORMATION

Account Number - Balance *: 100 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To *:  OTHER BANKS

Beneficiary *: Beneficiary List NEW BENEFICIARY

Transfer Method *: Express money transfer

Beneficiary List *: NAPAS1 6566688888 - 666

Beneficiary Account Number: 666

Receiving Bank: Eastern Asia Commercial Joint Stock Bank

Nickname *:

TRANSACTION INFORMATION

Transfer Amount *: 1,000 VND

Description *: Enter description

Schedule Type: Once

Screen 3.1.2.1.2.5: Transaction Details

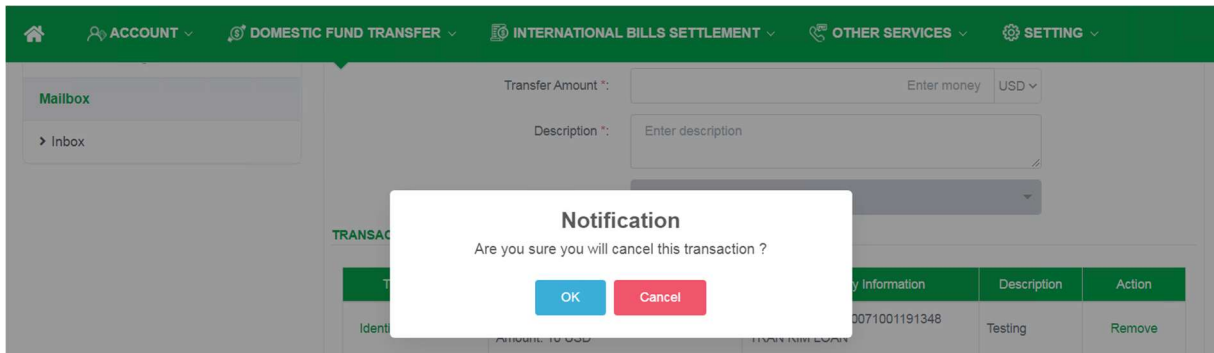
To remove added transaction record in transaction list, click on **Remove** at column **Action**.

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 100 Amount: 1,000 VND	Account Number: 666 NGUYEN VAN B	Test	Remove
Identification Type 2	Account Number: 100 Amount: 1,001 VND	Account Number: 666 NGUYEN VAN B	Test 2	Remove

Screen 3.1.2.1.2-6: Remove Transaction

Click on **OK** to remove or **Cancel** to keep this record



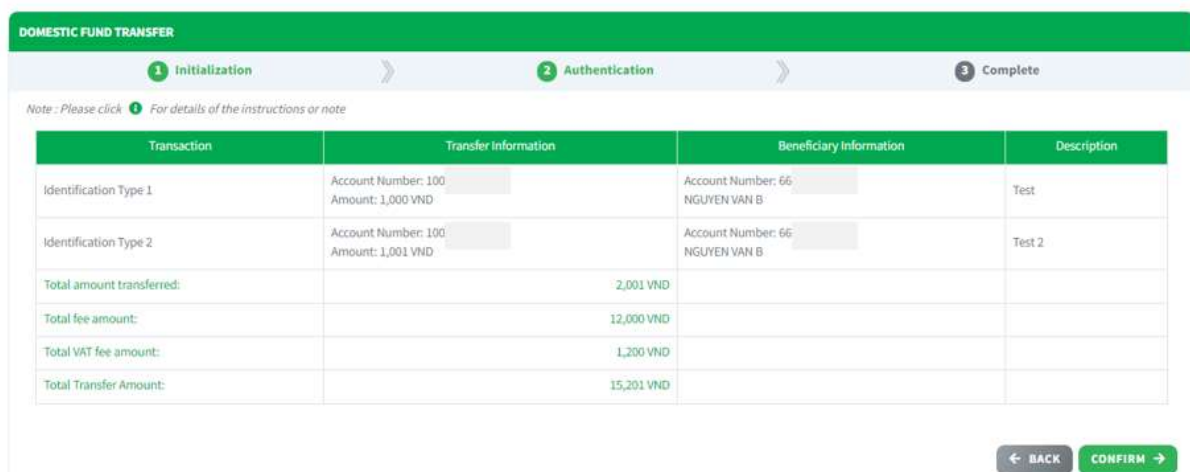
Screen 3.1.2.1.2.7: Remove Transaction Notification

Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

– Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.



Screen 3.1.2.1.2.8: Multiple Transaction Authentication

Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.

Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note: Please click 1 For details of the instructions or note

The transaction is waiting for approval.

Transaction Number	Transfer Information	Beneficiary Information	Description
202112097307656	Account Number: 100 Amount: 1,000 VND	Account Number: 6666 NGUYEN VAN B	Test
202112097307657	Account Number: 100 Amount: 1,001 VND	Account Number: 6666 NGUYEN VAN B	Test 2
Total amount transferred:		2,001 VND	
Total fee amount:		12,000 VND	
Total VAT fee amount:		1,200 VND	
Total Transfer Amount:		15,201 VND	

+ CREATE HOME PAGE

Screen 3.1.2.1.2.9: Multiple Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.1.2.1.3 Create Future Transaction

Objective: To create transaction that will be transfer on the future date (by date/ daily/ weekly or monthly).

- Take the following steps:
 - Step 1. Click on transaction Login to the system successfully
 - Step 2. Select **Domestic Fund Transfer** Function
 - Step 3. Repeat from step 3 to step 5 as section **3.1.2.1.1 Create Single Transaction**.
 - Step 4. At Transaction Information:
 - Transfer Amount: Enter transfer amount and select currency.
 - Description: Enter description.
 - Schedule Type: User can select option from dropdown list.

TRANSACTION INFORMATION

Transfer Amount *: USD

Transfer Fee: 0.5 USD

Total Transfer Amount: 100.50 USD

Description *:

Fee Charged To:

Schedule Type:


Once
Future Date
Done every day
Done every week

CONTINUE →

Screen 3.1.2.1.3-1: Future Transaction Information

- Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.


Schedule Type:


Date Of Process: 


Screen 3.1.2.1.3-2: Schedule Type: Future Date

- Done every day / Done every week / Done every month: Set a schedule to transfer daily/monthly/weekly. Users have to fill Date of process field and End date field and system will depend on that to calculate the date transaction will be executed.

Schedule Type:

Date Of Process: 

End Date: 

 Transactions will be executed 3 time(s) on the following dates:
28/09/2021, 29/09/2021, 30/09/2021

Screen 3.1.2.1.3-3: Schedule Type: Done every day

Note:

1. User cannot create multiple future transaction by this function.
2. The maximum limit for the schedule end date is 1 year.

Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

– Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

Transaction history

- Transaction History
- Future Transaction
- Approve transaction **3**
- Login history
- My Transactions**
- My Categories
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates
- Fees and Charges
- Mailbox**
- Inbox

1 Initialization 2 Authentication 3 Complete

Note : Please click 1 For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
 Receiving Bank: ACLEDA Bank Plc Kariya Ley Srok Phnom Prek BR-487
 Beneficiary Account Number: 1348
 Beneficiary Name: [Redacted]
 Citizen ID/ Passport/ Corporate ID: [Redacted]
 Date of Birth: [Redacted]
 Nationality: VN

TRANSACTION INFORMATION

Transfer Amount: 100 USD
 Transfer Fee: 0.5 USD
 Total Transfer Amount: 100.5 USD
 Description: Interbank
 Fee Charged To: Sender
 Schedule Type: Done every week from 28/09/2021 To Date 24/10/2021

Transactions will be executed 4 time(s) on the following dates: 28/09/2021, 05/10/2021, 12/10/2021, 19/10/2021

← BACK CONFIRM →

Screen 3.1.2.1.3-4: Future Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval.

Transaction history

- Transaction History
- Future Transaction
- Approve transaction **3**
- Login history
- My Transactions**
- My Categories
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates
- Fees and Charges
- Mailbox**
- Inbox

1 Initialization 2 Authentication 3 Complete

Note : Please click 1 For details of the instructions or note

The transaction is awaiting approval.
 Transaction Number: 202109277254366

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
 Receiving Bank: ACLEDA Bank Plc Kariya Ley Srok Phnom Prek BR-487
 Beneficiary Account Number: 1348
 Beneficiary Name: [Redacted]
 Citizen ID/ Passport/ Corporate ID: [Redacted]
 Date of Birth: [Redacted]
 Nationality: VN

TRANSACTION INFORMATION

Transfer Amount: 100 USD
 Transfer Fee: 0.5 USD
 Total Transfer Amount: 100.5 USD
 Description: Interbank
 Fee Charged To: Sender
 Schedule Type: Done every week from 28/09/2021 To Date 24/10/2021

Transactions will be executed 4 time(s) on the following dates: 28/09/2021, 05/10/2021, 12/10/2021, 19/10/2021

+ CREATE HOME PAGE

Screen 3.1.2.1.3-5: Future Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.1.2.2 Cross Currency Transaction (With FX)

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process.
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the Transaction History screen to track progress and current approval level (Refer to *4.1 Transaction History*).
- Open the Transaction Approval screen to approve or reject the transaction (Refer to *4.3 Transaction Approval*).
- For future/recurring transactions, after successful approval, Open the Future Transaction screen to manage (Refer to *4.2 Future Transaction*).

3.1.2.2.1 Create Single Transaction

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** function.

Screen 3.1.2.2.1-1: Domestic Fund Transfer

- Step 3. At **Create Transaction From Template**: Select **Transfer Template** in dropdown list to create transaction from template.
- Step 4. At Debit Information: Select **Debit Account number** in dropdown list **Account Number - Balance**.
- Step 5. At Beneficiary Information:
 - Transfer to: Choose **Other Banks** to transfer interbank.

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note: Please click ⓘ For details of the instructions or note


CREATE TRANSACTION FROM TEMPLATE

Transfer Template: Select transaction template

DEBIT INFORMATION

Account Number - Balance: 101 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To:  OTHER BANKS

Beneficiary: **Beneficiary List** NEW BENEFICIARY

Transfer Method: Standard money transfer

Beneficiary List: CITAD ID - 123456789

ID / Passport No. received: 123456789

Date of issue: 18/11/2021

Place of issue: VN

Beneficiary Name: CITAD ID

Receiving Bank: NHNN

Branch/ Transaction office: CN tỉnh Lào Cai

Nickname: CITAD ID

TRANSACTION INFORMATION


Transfer Amount: Enter money USD

Description: Enter description

Screen 3.1.2.2.1-2: Transfer to Other Banks

- Account Number:
- Choose **Beneficiary List** to select account number in beneficiary list.

BENEFICIARY INFORMATION

Transfer To:  OTHER BANKS

Beneficiary: **Beneficiary List** NEW BENEFICIARY

Transfer Method: Express money transfer

Beneficiary List: Choose an account

TRANSACTION INFORMATION

Transfer Amount: Enter money VND

Description: Enter description


Schedule Type: Once

[REFRESH](#) [+ ADD TRANSACTION](#) [CONTINUE →](#)

Screen 3.1.2.2.1-3: Other Banks: Beneficiary List

- Choose **New Beneficiary** to input new account number that not in beneficiary list. After input all required fields, user can save new account number to beneficiary list by check on **Save To Beneficiary List** checkbox and enter **Name Reminiscent**.

BENEFICIARY INFORMATION

Transfer To *:  **OTHER BANKS**

Beneficiary *: **Beneficiary List** **NEW BENEFICIARY**

Transfer Method *: Express money transfer

Transfer With *: Account Card

Receiving Bank *: An Binh Commercial Joint Stock Bank

Beneficiary Account Number *: Enter the recipient's Account Number

Save To Beneficiary List

Screen 3.1.2.2.1.4: Other Banks: New Beneficiary

Step 6. At Transaction Information:

- Transfer Amount: Enter transfer amount and select currency.
- Rate Type: Enter the rate type information (Optional).
- Description: Enter description.
- Schedule type:
 - Select **Once** to transfer one time.
 - Others option will be guided in section **3.1.2.2.3 Create Future Transaction**.

TRANSACTION INFORMATION

Transfer Amount *: 10 USD

Rate Type: Enter Rate Type

Exchange rate: 22,870 VND

Inward money transfer amount: 10 USD *(Estimated Inward money transfer amount)*

Transfer Fee: 12,000 VND

VAT Fee: 10 %

Total Transfer Amount: 241,900 VND *(Estimated total amount in debit account currency)*

Description *: Enter description

Fee Charged To: Sender

Schedule Type: Once

REFRESH **+ ADD TRANSACTION** **CONTINUE →**

Screen 3.1.2.2.1.5: Single Transaction Information

Step 7. Click on **Continue** button to go to screen **Authentication**.

Besides, user can:

- Click on **Refresh** button to clear all entered information.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Template Name:

Screen 3.1.2.2.1-6: Save Transaction Template

- Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

DEBIT INFORMATION

Account Number - Balance: 100 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
 Receiving Bank: NHNN
 Branch/ Transaction office: CN tỉnh Lào Cai
 Beneficiary Name: CITAD ID
 Type: ID
 Code: 123456789
 Place of Issue: VN
 Date of Issue: 18/11/2021
 Date of Birth: -
 Nationality: -

TRANSACTION INFORMATION

Transfer Amount: 10 USD
 Exchange rate: 22,870 VND
 Inward money transfer amount: 10 USD *(Estimated Inward money transfer amount)*
 Transfer Fee: 12,000 VND
 VAT Fee: 10 %
 Total Transfer Amount: 241,900 VND *(Estimated total amount in debit account currency)*
 Description: Test
 Fee Charged To: Sender
 Schedule Type: Once

Screen 3.1.2.2.1-7: Single Transaction Authentication

- Step 8. User check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 9. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.

DOMESTIC FUND TRANSFER

1 Initialization > 2 Authentication > 3 Complete

Note: Please click **1** For details of the instructions or note

The transaction is awaiting for approval.
Transaction Number: 202112097307661

DEBIT INFORMATION

Account Number - Balance: 100 - 36,021,218,134 VND

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
Receiving Bank: NHHN
Branch/ Transaction office: CN tỉnh Lào Cai
Beneficiary Name: CITAD ID
Type: ID
Code: 123456789
Place of Issue: VN
Date of Issue: 18/11/2021
Date of Birth: -
Nationality: -

TRANSACTION INFORMATION

Transfer Amount: 10 USD
Exchange rate: 22,870 VND
Inward money transfer amount: 10 USD (Estimated inward money transfer amount)
Transfer Fee: 12,000 VND
VAT Fee: 10 %
Total Transfer Amount: 241,500 VND (Estimated total amount in debit account currency)
Description: Test
Fee Charged To: Sender
Schedule Type: Once

+ CREATE SAVE TEMPLATE VIEW NOTICE HOME PAGE

Screen 3.1.2.2.1-8: Single Transaction Complete

- User can click on **Create** button to redirect to Create new transaction screen.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Template Name: **SAVE**

+ CREATE SAVE TEMPLATE VIEW NOTICE HOME PAGE

Screen 3.1.2.2.1-9: Save Transaction Template at Complete Screen

- Click on **View Notice** button to view transaction notice.
- Click on **Home Page** button to redirect to Homepage.

3.1.2.2.2 Create Multiple Transaction

Objective: To create multiple transactions at a time (up to 5).

- Take the following steps:

- Step 1. Login to the system successfully
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer Function**

Ngân Hàng KASIKORN
KASIKORN BANK

Taylor Allison Swift - Maker3
Today: 27.12.2022 - Label Account: Phibao, Day: 27.12.2022 09:03:24

ACCOUNT - TRANSACTION HISTORY - DOMESTIC FUND TRANSFER - INTERNATIONAL TRANSFER - OTHER SERVICES - SETTING

Home Page - Money Transfer

FAST ACCESS

- Transaction history
- Login history
- My transaction
- My portfolio
- Other information
- User Manual
- Fees
- Exchange Rates - Interest Rates
- Supporting Document List
- Mailbox
- Inbox

DOMESTIC FUND TRANSFER

1 Initialization 2 Authentication 3 Complete

Note: Please click ⓘ For details of the instructions or note

CREATE TRANSACTION FROM TEMPLATE

Transfer Template: Select transaction template

DEBIT INFORMATION

Account Number - Balance: 102K - 60,236.06 USD

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS

Beneficiary: Beneficiary List NEW BENEFICIARY

Transfer Method: Standard money transfer

Transfer With: Account Identity

Receiving Bank: ABBANK

Branch/ Transaction Office: CN Ha noi

Beneficiary Account Number: Enter the recipient's Account Number

Screen 3.2.2.2-1: Domestic Fund Transfer

- Step 3. Repeat from step 3 to step 6 as section 3.1.2.2.1 **Create Single Transaction**.
- Step 4. Click on **Add Transaction** button to add entered transfer information to **Transaction List**. After click on **Add Transaction** button system will clear all entered information and user can enter transfer information for another transaction by repeat **Step 3** and click on **Add Transaction** button again.

Note: Maximum transaction that user can add to Transaction list is 5 transactions.

Ngân Hàng KASIKORN
KASIKORN BANK

ALLGREEN VUONG THANH PRIVATE LIMITED - Maker3
Today: 28.12.2022 - Label Account: Thanhdao, Day: 28.12.2022 09:03:24

ACCOUNT - TRANSACTION HISTORY - DOMESTIC FUND TRANSFER - INTERNATIONAL TRANSFER - OTHER SERVICES - SETTING

Date Of Birth: Enter Date of Birth dd/mm/yyyy

Nationality: Enter Nationality

Save To Beneficiary List

TRANSACTION INFORMATION

Transfer Amount: Enter money VND

Description: Enter description

Schedule Type: Once

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 10 USD	Account Number: Test	Test	Remove
Identification Type 2	Account Number: 101 Amount: 11 USD	Account Number: Test	Test	Remove

REFRESH + ADD TRANSACTION CONTINUE

Screen 3.2.2.2-2: Create Multiple Transaction

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 10 USD	Account Number: 123 Test	Test	Remove
Identification Type 2	Account Number: 101 Amount: 11 USD	Account Number: 123 Test	Test	Remove

REFRESH + ADD TRANSACTION CONTINUE

Screen 3.2.2.2-3: Transaction List

User can click on Hyperlink at column **Transaction** to view transaction details.

TRANSACTION LIST

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 10 USD	Account Number: 123 Test	Test	Remove
Identification Type 2	Account Number: 101 Amount: 11 USD	Account Number: 123 Test	Test	Remove

REFRESH ADD TRANSACTION CONTINUE →

Screen 3.2.2.2-4: Transaction Hyperlink

Screen 3.2.2.2-5: Transaction Details

To remove added transaction record in transaction list, click on **Remove** at column **Action**.

TRANSACTION LIST

Transaction	Transfer information	Beneficiary information	Description	Action
Identification Type 1	Account Number: 101 Amount: 10 USD	Account Number: 123 Test	Test	Remove
Identification Type 2	Account Number: 101 Amount: 11 USD	Account Number: 123 Test	Test	Remove

REFRESH ADD TRANSACTION CONTINUE →

Screen 3.2.2.2-6: Remove Transaction

Click on **OK** to remove or **Cancel** to keep this record

Screen 3.2.2.2-7: Remove Transaction Notification

- Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

Result:

- Success: System will go to the next step **Authentication**.
- Failed: System will pop-up the error message. User must check entered information again.

Transaction	Transfer Information	Beneficiary Information	Description
Identification Type 1	Account Number: 102 Amount: 100,000 VND	Account Number: Test	test
Identification Type 2	Account Number: 102 Amount: 100,000 VND	Account Number: test 2	test 2
Total amount transferred:		8.745 USD	
Total fee amount:		6 USD	
Total VAT fee amount:		0.6 USD	
Total Transfer Amount:		15.345 USD	

Screen 3.2.2.2-8: Multiple Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.

- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.

Transaction Number	Transfer Information	Beneficiary Information	Description
202112177308053	Account Number: 102 Amount: 100,000 VND	Account Number: 123 Test	test
202112177308054	Account Number: 102 Amount: 100,000 VND	Account Number: 111 test 2	test 2
Total amount transferred:		8.745 USD	
Total fee amount:		6 USD	
Total VAT fee amount:		0.6 USD	
Total Transfer Amount:		15.345 USD	

Screen 3.2.2.2-9: Multiple Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.1.2.2.3 Create Future Transaction

Objective: To create transaction that will be transfer on the future date (by date/ daily/ weekly or monthly).

- Take the following steps:

- Step 1. Click on transaction Login to the system successfully
- Step 2. Select **Domestic Fund Transfer/ Domestic Fund Transfer** Function.
- Step 3. Repeat from step 3 to step 5 as section **3.1.2.2.1 Create Single Transaction**.
- Step 4. At Transaction Information:
 - Transfer Amount: Enter transfer amount and select currency.
 - Description: Enter description.
 - Schedule Type: User can select option from dropdown list.

TRANSACTION INFORMATION

Transfer Amount *: USD

Transfer Fee: 1 USD

Total Transfer Amount:

Description *:

Fee Charged To:

Schedule Type:

Screen 3.1.2.2.3-1: Future Transaction Information

- Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field

Schedule Type:

Date Of Process: 

Screen 3.1.2.2.3-2: Schedule Type: Future Date

- Done every day / Done every week / Done every month: Set a schedule to transfer daily/monthly/weekly. Users have to fill Date of process field and End date field and system will depend on that to calculate the date transaction will be executed.

Date Of Process: 

End Date: 

 Transactions will be executed 8 time(s) on the following dates: 14/10/2021, 15/10/2021, 16/10/2021, 17/10/2021, 18/10/2021...

Screen 3.1.2.2.3-3: Schedule Type: Done every day

Note:

1. User cannot create multiple future transaction by this function.
2. The maximum limit for the schedule end date is 1 year.

Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

Screen 3.1.2.2.3-4: Future Transaction Authentication

Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.

Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval.

The screenshot displays the 'DOMESTIC FUND TRANSFER' interface. At the top, a green navigation bar includes 'ACCOUNT', 'TRANSACTION HISTORY', 'DOMESTIC FUND TRANSFER', 'INTERNATIONAL TRANSFER', 'OTHER SERVICES', and 'SETTING'. Below this, a 'FAST ACCESS' sidebar lists various options like 'Transaction history', 'Login history', 'My transaction', 'My portfolio', 'Other information', 'User Manual', 'Fees', 'Exchange Rates - Interest Rates', 'Supporting Document List', 'Mailbox', and 'Inbox'. The main content area shows a progress bar with three steps: '1 Initialization', '2 Authentication', and '3 Complete'. Below the progress bar, there are three sections: 'DEBIT INFORMATION' (Account Number - Balance: 109 9,918,949 VND), 'BENEFICIARY INFORMATION' (Transfer To: KASIKORN BANK, Beneficiary Account Number: 108, Beneficiary Name, Currency: USD, Management unit: BRANCH OF KASIKORN BANK PUBLIC COMPANY LIMITED (HO CHI MINH)), and 'TRANSACTION INFORMATION' (Transfer Amount: 10,000 VND, Exchange rate: 22,870 VND, Inward money transfer amount: 0.437 USD, Transfer Fee: 0 VND, VAT Fee: 0%, Total Transfer Amount: 10,000 VND, Description: Test, Fee Charged To: Sender, Schedule Type: Day 18/12/2021). At the bottom right, there are 'BACK' and 'CONFIRM' buttons.

Screen 3.1.2.2.3-5: Future Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.2 Direct Credit Transfer

Objective: To make batches of payments to multiple recipients in one transaction at the same time by uploading the file to the system. The transfer amount will be debited from sender account by lump sum.

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process for Interbank Transfer (via corebank).
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the **Transaction History** screen to track progress and current approval level (Refer to 4.1 Transaction History).
- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to 4.3 Transaction Approval).
- For future transactions, after successful approval, open the **Future Transaction** screen to manage (Refer to 4.2 Future Transaction).

3.2.1 Intrabank Direct Credit Transfer (KBank Account)

Objective: To make transaction from KBank account to KBank account by uploading the file to the system

- Take the following steps:

Step 1. Login to the system successfully

Step 2. Select **Domestic Fund Transfer \ Direct Credit** function

Screen 3.2.1-1: Create Intrabank Direct Credit Transaction

Step 3. At Debit Information: Select account number in **Account Number - Balance** dropdown list.


Step 4. At Beneficiary Information:

Transfer To field: Choose **KBank's** logo to transfer intrabank.

- Click on **Direct Credit Transaction Template** hyperlink to download template. [Direct Credit Transaction Template](#)
- Enter all transaction information on the downloaded excel file
 - Columns are highlighted in **green**, are **required** to be filled.
 - Columns are highlighted in **grey**, are **optional** to be filled.

No	FullName of Receiver	Credit Account	Amount	Currency	Customer Reference
1	Example 1	0000000000000001	1	USD	Ref 001
2	Example 2	0000000000000002	2	USD	Ref 002
3	Example 3	0000000000000003	3	USD	Ref 003

Screen 3.2.1-2: Intranbank Direct Credit Template

- **File Name field:** Click  button to upload the transaction file.
- **Purpose Description field:** Enter purpose description.
- **Fee Charged To field:** Select from dropdown list (Sender, Beneficiary).
- **Schedule Type field:** Select from dropdown list.
 - Immediately: Transfer immediately when approval process is completed.
 - Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:

Date Of Process: 

 REFRESH

CONTINUE 

Screen 3.2.1-3: Schedule Type: Future Date

Step 5. Click on **Continue** button to go to screen **Authentication**.

Besides, user can click on **Refresh** button to clear all entered information.

- Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

FAST ACCESS

- Transaction history
 - Transaction History
 - Future Transaction
 - Approve transaction 3
 - Login history
- My Transactions
- My Categories
- Other information
 - Promotions
 - Branch and ATM locations
 - Exchange Rates - Interest Rates
 - Fees and Charges
- Mailbox
 - Inbox

DIRECT CREDIT

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click **1** For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORN BANK
 File Name: [intrabank_direct_transfer_new_xlsx](#)
 Purpose Description: intrabank, immediately
 Currency: USD
 Transfer Amount: 6 USD
 Transfer Fee: 3 USD
 Total Transfer Amount: 9 USD
 Fee Charged To: Sender
 Schedule Type: Immediately

BENEFICIARY LIST

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Descriptions
1	8523	CUSTOMER 2021	1	USD	K2K 001 Transfer(Principle)
2	4473	CUSTOMER 2021	2	USD	K2K 001 Transfer(Principle)
3	8211	CUSTOMER 2010	3	USD	K2K 001 Transfer(Principle)

BACK **CONFIRM**

Screen 3.2.1-4: Intrabank Direct Credit Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval

FAST ACCESS

- Transaction history
 - Transaction History
 - Future Transaction
 - Approve transaction 3
 - Login history
- My Transactions
- My Categories
- Other information
 - Promotions
 - Branch and ATM locations
 - Exchange Rates - Interest Rates
 - Fees and Charges
- Mailbox
 - Inbox

DIRECT CREDIT

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click **1** For details of the instructions or note

The transaction is awaiting approval.
 Transaction Number: 262195287254378

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORN BANK
 File Name: [intrabank_direct_transfer_new_xlsx](#)
 Purpose Description: intrabank, immediately
 Currency: USD
 Transfer Amount: 6 USD
 Transfer Fee: 3 USD
 Total Transfer Amount: 9 USD
 Fee Charged To: Sender
 Schedule Type: Immediately

BENEFICIARY LIST

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Descriptions
1	8523	CUSTOMER 2021	1	USD	K2K 001 Transfer(Principle)
2	4473	CUSTOMER 2021	2	USD	K2K 001 Transfer(Principle)
3	8211	CUSTOMER 2010	3	USD	K2K 001 Transfer(Principle)

+ CREATE **HOME PAGE**

Screen 3.2.1-5: Intrabank Direct Credit Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage

Result: After the transactions are successfully processed by the bank, the system will update the details of the uploaded Excel file back on **Inquiry Direct Credit Transaction Menu** (Refer to 3.3.3 *Direct Credit Transaction Inquiry-Export Files*)

Debit Account	Fee Amount	GL Account	Batch Reference	Transaction Reference	Bank Reference	Bank Process Date	Result Status	Description
200020000109	5	000202296812010000000	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	23092021 15:30	Success	
200020000109	10	000201296811010000000	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	23092021 15:35	Fail	Account Closed

Screen 3.2.1-6: Excel file uploaded by the bank

3.2.2 Interbank Direct Credit Transfer (Other Banks Account)

Objective: To make transaction to other banks accounts by uploading the file to the system

- Take the following steps:

Step 1. Login to the system successfully

Step 2. Select **Domestic Fund Transfer \ Direct Credit** function

Screen 3.2.2-1: Create Interbank Direct Credit Transaction


Step 3. At **Debit Information**: Select account number in **Account Number - Balance** dropdown list.

Step 4. At Beneficiary Information:


- **Transfer To** field: Choose **Other Banks** to transfer interbank.
- Click on **Direct Credit Transaction Template** hyperlink to download template. [Direct Credit Transaction Template](#)
- Enter all transaction information on the downloaded excel file
 - Columns are highlighted in **green**, are **required** to be filled.
 - Columns are highlighted in **grey**, are **optional** to be filled.

No	Full Name of Receiver	Credit Account	Amount	Currency	Payee Bank Code	Payee Branch Code	Customer Reference	Citizen ID/ Passport/ Corporate ID	Nationality	Date of Birth (DDMMYYYY)
1	Example1	00000000001	10,000	VND	002	01201001	Ref 001	111111111	VN	01012000
2	Example2	00000000002	20,000	VND	003	01201002	Ref 002	222222222	VN	01012001
3	Example3	00000000003	30,000	VND	004	01201003	Ref 003	333333333	VN	01012002
4	Example4	00000000004	40,000	VND	005	01201004	Ref 004	444444444	VN	01012003

Screen 3.2.2-2 Interbank Direct Credit Template

- **File Name field:** Click  button to upload the transaction file.
- **Purpose Description field:** Enter purpose description.
- **Fee Charged To field:** Select from dropdown list (Sender, Beneficiary).
- **Schedule Type field:** Select from dropdown list.
 - Immediately: Transfer immediately when approval process is completed.
 - Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:

Date Of Process: 

Screen 3.2.2-3 Schedule Type: Future Date

Step 5. Click on **Continue** button to go to screen **Authentication**.

Besides, user can click on **Refresh** button to clear all entered information.

- **Result:**

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

Home Page > Bulk Transfer

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions
- My Categories
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates
- Fees and Charges
- Mailbox
- Inbox

DIRECT CREDIT

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
 File Name: [interbank_direct_template_new.xlsx](#)
 Purpose Description: interbank, immediately
 Currency: USD
 Transfer Amount: 10 USD
 Transfer Fee: 4 USD
 Total Transfer Amount: 14 USD
 Fee Charged To: Sender
 Schedule Type: Immediately

BENEFICIARY LIST

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Receiving Bank	Descriptions
1	0680		1	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh
2	6413		2	USD	Advanced Bank of Asia Ltd Kampong Thom BR-502	hanh
3	1348		3	USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-503	hanh
4	4369		4	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh

← BACK CONFIRM →

Screen 3.2.2-4: Interbank Direct Credit Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval.

Home Page > Bulk Transfer

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions
- My Categories
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates
- Fees and Charges
- Mailbox
- Inbox

DIRECT CREDIT

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click 1 For details of the instructions or note

The transaction is awaiting for approval.
 Transaction Number: 20210920/254352

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
 File Name: [interbank_direct_template_new.xlsx](#)
 Purpose Description: interbank, immediately
 Currency: USD
 Transfer Amount: 10 USD
 Transfer Fee: 4 USD
 Total Transfer Amount: 14 USD
 Fee Charged To: Sender
 Schedule Type: Immediately

BENEFICIARY LIST

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Receiving Bank	Descriptions
1	0680	NGUYEN THI HUE	1	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh
2	6413	PHAN THI THUY	2	USD	Advanced Bank of Asia Ltd Kampong Thom BR-502	hanh
3	1348	TRAN KIM LOAN	3	USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-503	hanh
4	4369	DANG THI NGOC PHUONG	4	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh

+ CREATE HOME PAGE

Screen 3.2.2-5: Interbank Direct Credit Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

Result: After the transactions are successfully processed by the bank, the system will update the details of the uploaded Excel file back on **Inquiry Direct Credit Transaction Menu** (Refer to 3.3.3 *Direct Credit Transaction Inquiry-Export Files*)

Batch Reference (IB)	Transaction Reference (IB)	Bank Reference	Bank Process Date	Result Status	Description
IB11234567890	IBT1354564654654	Core1345627379	23092021 15:30	Success	
IB11234567890	IBT1354564654655	Core1345627380	23092021 15:30	Fail	Invalid Account Number
IB11234567890	IBT1354564654656	Core1345627381	23092021 15:30	Success	

Screen 3.2.2-6: Excel file uploaded by the bank

3.3 Direct Credit Transaction Inquiry

Objective:

- To see all Direct Credit transactions.
- To see Direct Credit transaction details.
- To export transaction summary file

Remarks: Show only transactions that have completed the company's approval process.

3.3.1 Search for Information

- Take the following steps:
 - Step 1. Login to the system successfully.
 - Step 2. Select **Domestic Fund Transfer\ Inquiry Direct Credit Transaction** function.

Effective Date	Beneficiary Information	Amount	Bank	Note	Status	Reference Number
26/09/2021 21:31:06.0	Account	15 USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hamb	Successful	202106297255008
26/09/2021 21:31:06.0	Account	30 USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hamb	Successful	202106297255008
26/09/2021 21:31:06.0	Account	20 USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-503	hamb	Failed	202106297255008

Screen3.3.1-1 Search information

- Step 3. Enter the search criterias.
- Step 4. Click on **Search** button to search.
- Step 5. Click on **Refresh** button to clear all entered search criterias.

- Search results:

- Data found: Display the correct search results in the table according to all entered search criterias.
- No data found: Display the notification “No Data Found” in the table.

3.3.2 View Details

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Inquiry Direct Credit Transaction** function.
- Step 3. Click on a hyperlink of the row in the **Transaction Information** column from the table.

Effective Date	Beneficiary Information	Amount	Bank	Note	Status	Reference Number
09/11/2021 15:00:58	Account : 1013940680 NGUYEN THI HUE	1 USD	USD	2610295	Successful	202111097258561
09/11/2021 15:00:58	Account : 0841000114369 DANG THI NGOC PHUONG	4 USD	USD	2610295	Successful	202111097258564
09/11/2021 15:00:58	Account : 0071001191348 LALISA MANOBAN	3 USD	USD		Successful	202111097258563

Screen 3.3.2-1 View detail information

- Step 4. Click on **Close** button to close the pop-up.
- Step 5. Click on [DIRECT CREDIT TRANSACTION LIST](#) link to return to the previous screen.

3.3.3 Export Files

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Inquiry Payroll Transaction** function.
- Step 3. Click on **Download PDF** button.

- Results: Export the file on the user's device with the information rows found in the grid.

Screen 3.3.3-1 Export File

3.4 Bulk Transfer

Objective: To make batches of payments to multiple recipients at the same time by uploading the file to the system.

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process for Interbank Transfer (via corebank).
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the **Transaction History** screen to track progress and current approval level (Refer to 4.1 *Transaction History*).
- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to 4.3 *Transaction Approval*).
- For future transactions, after successful approval, open the **Future Transaction** screen to manage (Refer to 4.2 *Future Transaction*).

3.4.1 Intrabank Bulk Transfer (KBank Account)

Objective: To make transaction from KBank account to KBank account by uploading the file to the system

- Take the following steps:

- Step 1. Login to the system successfully
- Step 2. Select **Domestic Fund Transfer \ Bulk Transfer** function

Screen 3.4.1-1: Create Intrabank Bulk Transaction


Step 3. At Debit Information: Select account number in **Account Number - Balance** dropdown list.

Step 4. At Beneficiary Information:

- **Transfer To field:** Choose **KBank's** logo to transfer intrabank.
- Click on **Bulk Transfer Template** hyperlink to download template.
 - [i Bulk Transfer Template](#)
- Enter all transaction information on the downloaded excel file
 - Columns are highlighted in **green**, are **required** to be filled.
 - Columns are highlighted in **grey**, are **optional** to be filled.

No	FullName of Receiver	Credit Account	Amount	Currency	Customer Reference
1	Example 1	000000000000001	1	USD	Ref 001
2	Example 2	000000000000002	2	USD	Ref 002
3	Example 3	000000000000003	3	USD	Ref 003

Screen 3.4.1-2: Intrabank Bulk Template

- **File Name field:** Click  button to upload the transaction file.
- **Purpose Description field:** Enter purpose description.
- **Fee Charged To field:** Select from dropdown list (Sender, Beneficiary).
- **Schedule Type field:** Select from dropdown list.
 - Immediately: Transfer immediately when approval process is completed.
 - Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:

Date Of Process: 

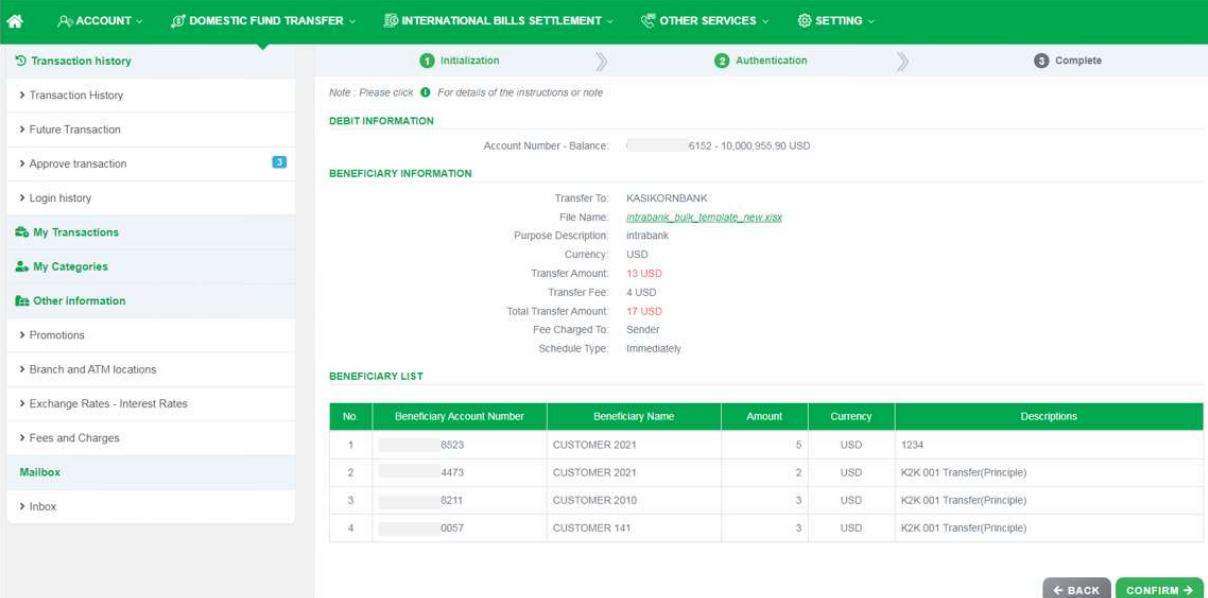
Screen 3.4.1-3: Schedule Type: Future Date

- Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

– Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.



Transaction history

ACCOUNT - DOMESTIC FUND TRANSFER - INTERNATIONAL BILLS SETTLEMENT - OTHER SERVICES - SETTING

1 Initialization 2 Authentication 3 Complete

Note: Please click **1** For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 6152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 File Name: intrabank_bulk_template_new.k2k
 Purpose Description: intrabank
 Currency: USD
 Transfer Amount: 13 USD
 Transfer Fee: 4 USD
 Total Transfer Amount: 17 USD
 Fee Charged To: Sender
 Schedule Type: Immediately

BENEFICIARY LIST

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Descriptions
1	8523	CUSTOMER 2021	5	USD	1234
2	4473	CUSTOMER 2021	2	USD	K2K 001 Transfer(Principle)
3	8211	CUSTOMER 2010	3	USD	K2K 001 Transfer(Principle)
4	0057	CUSTOMER 141	3	USD	K2K 001 Transfer(Principle)

Screen 3.4.1.4: Intrabank Bulk Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval

No	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Descriptions
1	6523	CUSTOMER 2021	5	USD	1234
2	4473	CUSTOMER 2021	2	USD	K2K 001 Transfer(Principle)
3	6211	CUSTOMER 2010	3	USD	K2K 001 Transfer(Principle)
4	6057	CUSTOMER 141	3	USD	K2K 001 Transfer(Principle)

Screen 3.4.1-5: Intrabank Bulk Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.4.2 Interbank Bulk transfer (Other Banks Account)

Objective: To make transaction to other banks accounts by uploading the file to the system

- Take the following steps:

Step 1. Login to the system successfully

Step 2. Select **Domestic Fund Transfer\Bulk Transfer** function

Screen 3.4.2-1: Create Interbank Bulk Transaction

Step 3. At Debit Information: Select account number in **Account Number - Balance** dropdown list.

Step 4. At Beneficiary Information:

- **Transfer To field:** Choose **Other Banks** to transfer interbank.


- Click on **Bulk Transfer Template** hyperlink to download template.

 [Bulk Transfer Template](#)


- Enter all transaction information on the downloaded excel file
 - Columns are highlighted in **green**, are **required** to be filled.
 - Columns are highlighted in **grey**, are **optional** to be filled.

No	Full Name of Receiver	Credit Account	Amount	Currency	Payee Bank Code	Payee Branch Code	Customer Reference	Citizen ID/ Passport/ Corporate ID	Nationality	Date of Birth (DDMMYYYY)
1	Example1	000000000001	10,000	VND	002	01201001	Ref 001	111111111	VN	01012000
2	Example2	000000000002	20,000	VND	003	01201002	Ref 002	222222222	VN	01012001
3	Example3	000000000003	30,000	VND	004	01201003	Ref 003	333333333	VN	01012002
4	Example4	000000000004	40,000	VND	005	01201004	Ref 004	444444444	VN	01012003

Screen 3.4.2.2: Interbank Bulk Template

- **File Name field:** Click  button to upload the transaction file.
- **Purpose Description field :** Enter purpose description.
- Click on **Bulk Transfer Template** hyperlink to download template.
- [Bulk Transfer Template](#)
- **Fee Charged To field:** Select from dropdown list (Sender, Beneficiary).
- **Schedule Type field:** Select from dropdown list.
 - Immediately: Transfer immediately when approval process is completed.
 - Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:

Date Of Process: 

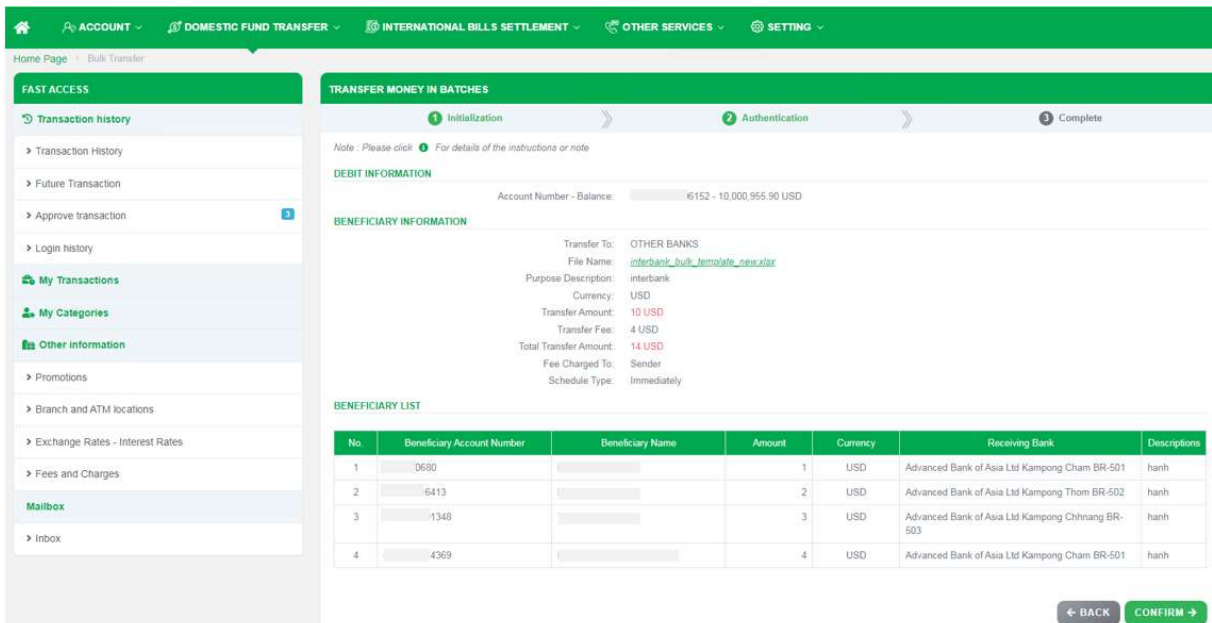
Screen 3.4.2.3: Schedule Type: Future Date

- Step 5. Click on **Continue** button to go to screen **Authentication**. Besides, user can click on **Refresh** button to clear all entered information.

- Result:

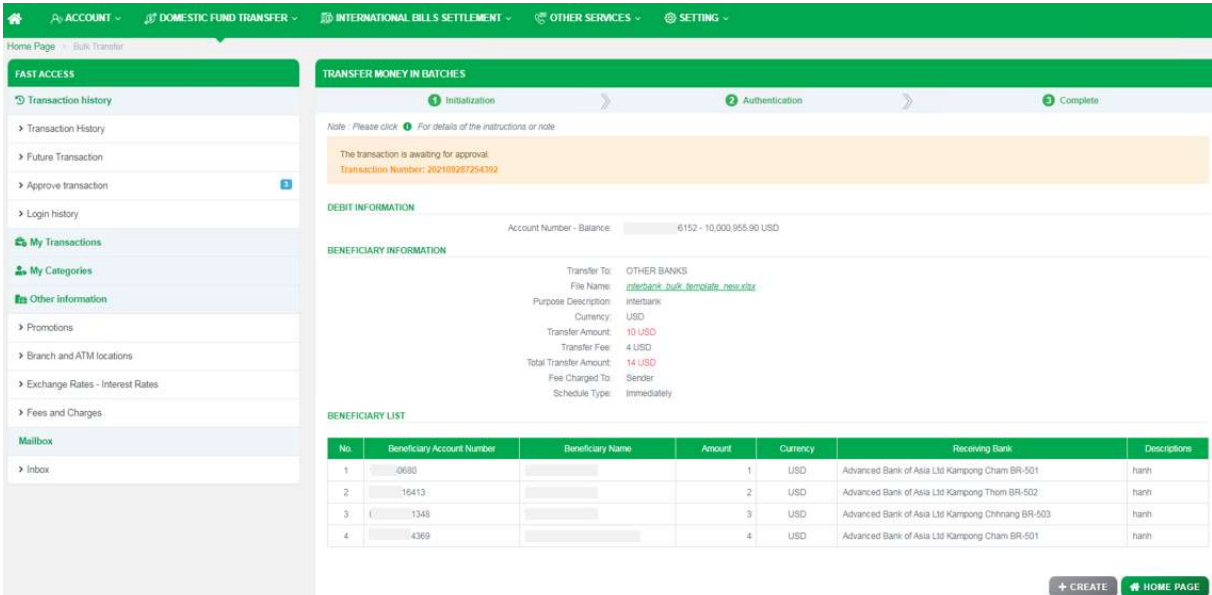
Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.



Screen 3.4.2-4: Interbank Bulk Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval



Screen 3.4.2-5: Interbank Bulk Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

3.5 Payroll Transfer

Objective: To transfer salary from a company account to employees' bank account at the same time by uploading the file to the system. The transfer amount will be debited from sender account by lump sum.

Details:

- Corporate customers need to register the payroll contract with the bank to allow uploading of payroll file.
- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process for Interbank Transfer (via corebank).
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the **Transaction History** screen to track progress and current approval level (Refer to 4.1 Transaction History).
- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to 4.3 Transaction Approval).
- For future transactions, after successful approval, open the **Future Transaction** screen to manage (Refer to 4.2 Future Transaction).

3.5.1 Intrabank Payroll Transfer (KBank Account)

Objective: To make transaction from KBank account to KBank account by uploading the file to the system

- Take the following steps:

Step 1. Login to the system successfully


Step 2. Select **Domestic Fund Transfer \ Payroll Transfer** function

The screenshot displays the 'PAYROLL' screen in a banking application. At the top, there's a navigation bar with options like 'ACCOUNT', 'DOMESTIC FUND TRANSFER', 'INTERNATIONAL BILLS SETTLEMENT', 'OTHER SERVICES', and 'SETTING'. Below this, a 'FAST ACCESS' sidebar is visible on the left. The main content area is titled 'PAYROLL' and features a progress indicator with three steps: '1 Initialization', '2 Authentication', and '3 Complete'. A note below the progress bar says 'Note: Please click [info icon] For details of the instructions or note'. The 'DEBIT INFORMATION' section has a dropdown menu currently showing '6102 - 10,000,955.90 USD'. The 'BENEFICIARY INFORMATION' section includes a 'Transfer To' dropdown set to 'KBank KASIMOR (PBB) KASIMORAN', a 'File Name' field with a 'Choose file' button, a 'Purpose Description' field, and a 'Schedule Type' dropdown set to 'Immediately'. There are also checkboxes for 'Salary Transaction Template' and 'If File Consists Of Sensitive Information, Please Select Checkbox For Security Management'. At the bottom right, there are 'REFRESH' and 'CONTINUE' buttons.

Screen 3.5.1-1: Create Intrabank Payroll Transaction


Step 3. At Debit Information: Select account number in **Account Number - Balance** dropdown list.

Step 4. At Beneficiary Information:

- **Transfer To field:** Choose **KBank's** logo to transfer intrabank.
- Click on **Salary Transaction Template** hyperlink to download template.  [Salary Transaction Template](#)
- Enter all transaction information on the downloaded excel file
 - Columns are highlighted in **green**, are **required** to be filled.
 - Columns are highlighted in **grey**, are **optional** to be filled.

No	FullName of Receiver	Credit Account	Amount	Currency	Customer Reference
1	Example 1	0000000000000001	1	USD	Ref 001
2	Example 2	0000000000000002	2	USD	Ref 002
3	Example 3	0000000000000003	3	USD	Ref 003

Screen 3.5.1-2 Intrabank Payroll Template

- **File Name field:** Click  button to upload the transaction file.
- **Purpose Description field:** Enter purpose description.
- **Fee Charged To field:** Select from dropdown list (Sender, Beneficiary).
- **Schedule Type field:** Select from dropdown list.
 - Immediately: Transfer immediately when approval process is completed.
 - Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:

Date Of Process: 

 REFRESH

CONTINUE 

Screen 3.5.1-3 Schedule Type: Future Date

If the file consists of sensitive information, user can check on the checkbox for security management.

BENEFICIARY INFORMATION

Transfer To * Ngân Hàng KASIKORN OTHER BANKS

File Name *

Purpose Description *

[Salary Transaction Template](#)

Schedule Type

If File Consists Of Sensitive Information, Please Select Checkbox For Security Management

In Case The Enterprise Uses The File Content Control Mechanism, Please Choose The Function To Generate Comparison Hash

Screen 3.5.1.4 Checkbox for security management

Note: System will auto generate Hash code (Security code) when this checkbox is checked, and approver must enter this Hash code when approve/reject transaction request.

Step 5. Click on **Continue** button to go to screen **Authentication**.

Besides, user can click on **Refresh** button to clear all entered information.

– Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

ACCOUNT - DOMESTIC FUND TRANSFER - INTERNATIONAL BILLS SETTLEMENT - OTHER SERVICES - SETTING

FAST ACCESS

- Transaction history
 - Transaction History
 - Future Transaction
 - Approve transaction 3
 - Login history
- My Transactions
- My Categories
- Other information
 - Promotions
 - Branch and ATM locations
 - Exchange Rates - Interest Rates
 - Fees and Charges
- Mailbox
 - Inbox

PAYROLL

1 Initialization >> 2 Authentication >> 3 Complete

Note: Please click [1](#) For details of the instructions or note

DEBIT INFORMATION

Account Number - Balance: 36152 - 10,000,955.90 USD

BENEFICIARY INFORMATION

Transfer To: KASIKORNBANK
 File Name: intrabank_payroll_template_new.xlsx
 Purpose Description: intrabank
 Currency: USD
 Transfer Amount: 6 USD
 Transfer Fee: 0.3 USD
 Total Transfer Amount: 6.3 USD
 Schedule Type: Immediately
 Comparison hash (SHA-256): 89F39BE83E7851C364A74447EBE708BA9EC1CEA244F7949FA077042A47B5334

BENEFICIARY LIST

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Employee ID	Description
1	8523	Customer 2021	1	USD		K2K 001 Transfer(Principle)
2	4473	Customer 2021	2	USD		K2K 001 Transfer(Principle)
3	8211	Customer 2010	3	USD		K2K 001 Transfer(Principle)

Screen 3.5.1.5 Intrabank Payroll Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval.

The screenshot displays the 'PAYROLL' screen with a progress bar at the top indicating three steps: 1. Initialization, 2. Authentication, and 3. Complete. A message states: 'The transaction is awaiting approval. Transaction Number: 202109287254397'. Below this, 'DEBIT INFORMATION' shows 'Account Number - Balance: 6152 - 10,000,965.90 USD'. 'BENEFICIARY INFORMATION' lists details such as 'Transfer To: KASIKORNBANK', 'File Name: intrabank_payroll_templatate_new.xlsx', 'Purpose Description: intrabank payroll', 'Currency: USD', 'Transfer Amount: 6 USD', 'Transfer Fee: 0.3 USD', 'Total Transfer Amount: 6.3 USD', 'Schedule Type: Immediately', and 'Comparison hash (SHA-256): 69F398EB3E7B51C364A74447EBE708BA3EC1CEA244F7B49AFAD770424A7B5334'. A 'BENEFICIARY LIST' table is shown below with columns: No., Beneficiary Account Number, Beneficiary Name, Amount, Currency, Employee ID, and Description. The table contains three rows of beneficiary data.

No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Employee ID	Description
1	8523	Customer 2021	1	USD		K2K 001 Transfer(Principle)
2	4473	Customer 2021	2	USD		K2K 001 Transfer(Principle)
3	8211	Customer 2010	3	USD		K2K 001 Transfer(Principle)

At the bottom right, there are two buttons: '+ CREATE' and 'HOME PAGE'.

Screen 3.5.1.6 Intrabank Payroll Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage.

Result: After the transactions are successfully processed by the bank, the system will update the details of the uploaded Excel file back on **Inquiry Payroll Transaction Menu** (Refer to 3.6.3 Payroll Transaction Inquiry-Export Files)

Debit Account	Fee Amount	GL Account	Batch Reference	Transaction Reference	Bank Reference	Bank Process Date	Result Status	Description
200020000109	5	000202296812010000000	.XXXXXXXXXX	.XXXXXXXXXX	.XXXXXXXXXX	23092021 15:30	Success	
200020000109	10	000201296811010000000	.XXXXXXXXXX	.XXXXXXXXXX	.XXXXXXXXXX	23092021 15:35	Fail	Account Closed

Screen 3.5.1-7: Excel file uploaded by the bank

3.5.2 Interbank Payroll Transfer (Other Banks Account)

Objective: To make transaction to other banks accounts by uploading the file to the system

- Take the following steps:


- Step 1. Login to the system successfully
- Step 2. Select **Domestic Fund Transfer \ Payroll Transfer** function

Screen 3.5.2-1 Create Interbank Payroll Transaction

- Step 3. At Debit Information: Select account number in **Account Number - Balance** dropdown list.
- Step 4. At Beneficiary Information:
- **Transfer To field:** Choose **Other Banks** to transfer interbank.
 - Click on **Salary Transaction Template** hyperlink to download template. [Salary Transaction Template](#)
 - Enter all transaction information on the downloaded excel file
 - Columns are highlighted in **green**, are **required** to be filled.
 - Columns are highlighted in **grey**, are **optional** to be filled.

No	Full Name of Receiver	Credit Account	Amount	Currency	Payee Bank Code	Payee Branch Code	Customer Reference	Citizen ID/ Passport/ Corporate ID	Nationality	Date of Birth (DDMMYYYY)
1	Example1	000000000001	10,000	VND	002	01201001	Ref 001	111111111	VN	01012000
2	Example2	000000000002	20,000	VND	003	01201002	Ref 002	222222222	VN	01012001
3	Example3	000000000003	30,000	VND	004	01201003	Ref 003	333333333	VN	01012002
4	Example4	000000000004	40,000	VND	005	01201004	Ref 004	444444444	VN	01012003

Screen 3.5.2-2 Interbank Payroll Template

- **File Name field:** Click  button to upload the transaction file.
- **Purpose Description field:** Enter purpose description.
- **Fee Charged To field:** Select from dropdown list (Sender, Beneficiary).
- **Schedule Type field:** Select from dropdown list.
 - Immediately: Transfer immediately when approval process is completed.
 - Future date: Set a schedule to transfer at a fixed date in the future, user have to fill that day in Date of Process field.

Schedule Type:


Date Of Process: 

Screen 3.5.2.3 Schedule Type: Future Date



- If the file consists of sensitive information, user can check on the checkbox for security management.

BENEFICIARY INFORMATION

Transfer To *:

File Name *: 

Purpose Description *:

 [Salary Transaction Template](#) 

Schedule Type:

If File Consists Of Sensitive Information, Please Select Checkbox For Security Management

In Case The Enterprise Uses The File Content Control Mechanism, Please Choose The Function To Generate Comparison Hash

Screen 3.5.2.4 Checkbox for security management

Note: System will auto generate Hash code when this checkbox is checked, and approver must enter this Hash code when approve/reject transaction request.

Step 5. Click on **Continue** button to go to screen **Authentication**.

Besides, user can click on **Refresh** button to clear all entered information.

- Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

Screen 3.5.2.5 Intrabank Payroll Transaction Authentication

- Step 6. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect **Initialization** screen.
- Step 7. When system redirect to screen **Complete** like picture below, that means user created transaction successfully and transaction is waiting for approval.

Screen 3.5.2.6 Intrabank Payroll Transaction Complete

- Click on **Create** button to redirect to Create new transaction screen.
- Click on **Home Page** button to redirect to Homepage

Result: After the transactions are successfully processed by the bank, the system will update the details of the uploaded Excel file back on **Inquiry Payroll Transaction Menu** (Refer to 3.6.3 Payroll Transaction Inquiry-Export Files)

Batch Reference (IB)	Transaction Reference (IB)	Bank Reference	Bank Process Date	Result Status	Description
IB11234567890	IBT1354564654654	Core1345627379	23092021 15:30	Success	
IB11234567890	IBT1354564654655	Core1345627380	23092021 15:30	Fail	Invalid Account Number
IB11234567890	IBT1354564654656	Core1345627381	23092021 15:30	Success	

Screen 3.5.2-7 Excel file uploaded by the bank

3.6 Payroll Transaction Inquiry

Objective:

- To see all Payroll transactions.
- To see Payroll transaction details.
- To export transaction summary file

Remarks: Show only transactions that have completed the company's approval process.

3.6.1 Search for Information

- Take the following steps:
 - Step 1. Login to the system successfully.
 - Step 2. Select **Domestic Fund Transfer\ Inquiry Payroll Transaction** function.

Transaction Date	Date Of Process	Transaction Information	Sender Information	Transaction Description	Status
29/09/2021	29/09/2021 21:31:06.0	202109297255055 Interbank payroll	Account Number: 08523 Amount: 60 USD	Sep29-Release Note	Processed
29/09/2021	29/09/2021 21:30:31.0	202109297255051 Intrabank Payroll	Account Number: 08523 Amount: 6 USD	Sep29-Release Note	Received and waiting for processing
29/09/2021	29/09/2021 18:39:55.0	202109297254993 Interbank payroll	Account Number: 8523 Amount: 60 USD	Sep29-F8-Payroll	Processed

Screen 3.6.1-1 Search information

- Step 3. Enter the search criterias.
 - Step 4. Click on **Search** button to search.
 - Step 5. Click on **Refresh** button to clear all entered search criterias.
- Search results:
 - Data found: Display the correct search results in the table according to all entered search criterias.

- No data found: Display the notification “No Data Found” in the table.

3.6.2 View Details

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Inquiry Payroll Transaction** function.
- Step 3. Click on a hyperlink of the row in the **Transaction Information** column from the table.

Effective Date	Beneficiary Information	Amount	Bank	Note	Status	Reference Number
29/09/2021 21:31:00.0	Account : [REDACTED]	15 USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hash	Successful	202109297255056
29/09/2021 21:31:00.0	Account : [REDACTED]	30 USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hash	Successful	202109297255059
29/09/2021 21:31:00.0	Account : [REDACTED]	25 USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-503	hash	Failed	202109297255058

Screen 3.6.2. View detail information

- Step 4. Click on **Close** button to close the pop-up.
- Step 5. Click on [PAYROLL TRANSACTION LIST](#) > link to return to the previous screen.

3.6.3 Export Files

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Inquiry Payroll Transaction** function.
- Step 3. Click on **Download PDF**

- Results: Export the file on the user's device with the information rows found in the grid.

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions**
- Interbank transfer
- Intrabank transfer
- Interbank payroll
- Interbank Direct Credit
- Interbank Batch transfer
- My Categories
- Other information

INQUIRY PAYROLL TRANSACTION

SEARCH INFORMATION

Payroll No: 202109290005406

Reference Number:

Status: All

Beneficiary Account:

REFRESH **SEARCH**

PAYROLL TRANSACTION LIST > PAYROLL TRANSACTION DETAIL

Effective Date	Beneficiary Information	Amount	Bank	Note	Status	Reference Number
29/09/2021 21:31:00.0	Account : <input type="text"/>	15 USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh	Successful	202109297255056
29/09/2021 21:31:00.0	Account : <input type="text"/>	30 USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh	Successful	202109297255059
29/09/2021 21:31:00.0	Account : <input type="text"/>	25 USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-503	hanh	Failed	202109297255058

Download PDF

Screen 3.6.3-1 Export File

3.7 Beneficiary Management

Objective:

- To manage the list of Beneficiary inside and outside the bank.
 - To add new, edit, delete Beneficiary.
 - To export beneficiary summary file.
- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Domestic Fund Transfer** \ **Beneficiary Management** function.

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions**
- Interbank transfer
- Intrabank transfer
- Interbank payroll
- Interbank Direct Credit
- Interbank Batch transfer
- My Categories
- Other information
- Promotions

BENEFICIARY LIST

SEARCH INFORMATION

Transaction Type: All Transaction Type

Account Number:

Beneficiary Name:

Nickname:

REFRESH **SEARCH**

BENEFICIARY LIST

	Beneficiary Name	Account Number	Nickname	Transaction Type
<input type="checkbox"/>	abc - NBC	abc	test	Transfer To Other Banks
<input type="checkbox"/>	Anh Hoang - NBC	anhhoip	eddfdfg5555	Transfer To Other Banks
<input type="checkbox"/>	Customer 2021	4473	abc	Transfer Within KBank
<input type="checkbox"/>	Customer 790	6478	0087604020 1212	Transfer Within KBank
<input type="checkbox"/>	gabob - NBC	stf	bn nn	Transfer To Other Banks

Download PDF

Screen 3.7-1 Search information

Step 3. Enter the search criterias.

Step 4. Click on **Search** button to search.

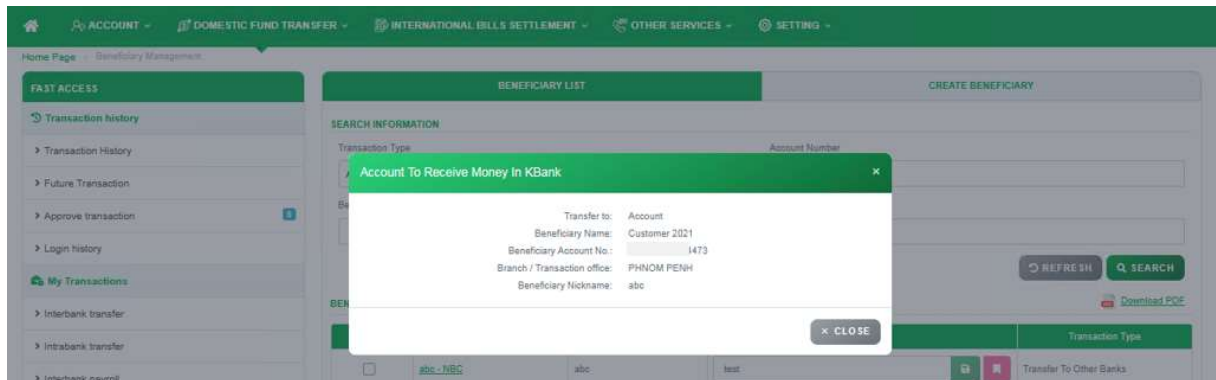
Step 5. Click on **Refresh** button to clear all entered search criterias.

- Search results:
 - Data found: Display the correct search results in the table according to all entered search criterias.
 - No data found: Display the notification “No Data Found” in the table.

3.7.1 View Details

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Beneficiary Management** function.
- Step 3. Click on a hyperlink of the row in the **Beneficiary Name** column from the table.



Screen 3.7.1. View detail information

- Step 4. Click on **Close** button to close the pop-up.

3.7.2 Create Beneficiary

Remarks:

- Don't allow to save the existing beneficiary in the list of this user.
- Don't allow to save a new beneficiary with an existing nickname in the list of this user.

3.7.2.1 Intrabank Beneficiary

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Beneficiary Management** function.
- Step 3. Select **Create Beneficiary** tab.


Screen 3.7.2.1-1 Create Intrabank beneficiary (1)

Step 4. Select **KBank** tab

Step 5. Enter the account number to search beneficiary information

Screen 3.7.2.1-2 Create intrabank beneficiary (2)

Step 6. Enter an easy-to-remember nickname.

Step 7. Click on  button to save with your favorite beneficiary (Optional).

Step 8. Click on **Create** button to save.

Step 9. Click on **Refresh** button to not save and clear all entered fields.

3.7.2.2 Interbank Beneficiary

- Take the following steps:


Step 1. Login to the system successfully.

Step 2. Select **Domestic Fund Transfer\ Beneficiary Management** function.

Step 3. Select **Create Beneficiary** tab.

Step 4. Select **OTHER BANKS** tab

Screen 3.7.2.2.1 Create Interbank beneficiary

- Step 5. Enter/ Select all required fields.
- Step 6. Enter an easy-to-remember nickname.
- Step 7. Click on  button to save with your favorite beneficiary (Optional).
- Step 8. Click on **Create** button to save.
- Step 9. Click on **Refresh** button to not save and clear all entered fields.

3.7.3 Edit Beneficiary

Remarks: Cannot enter the same name as existing nickname in the list of this user.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer/ Beneficiary Management** function.

	Beneficiary Name	Account Number	Nickname	Transaction Type
<input type="checkbox"/>	abc - NBC	abc	test123	Transfer To Other Banks
<input type="checkbox"/>	Anh Hoang - NBC	anhhip	sddsfdg5555	Transfer To Other Banks
<input type="checkbox"/>	Customer 2021	4473	abc	Transfer Within KBank
<input type="checkbox"/>	Customer 799	6478	0987894920 1212	Transfer Within KBank
<input type="checkbox"/>	ebbah - NBC	sfd	bn nn	Transfer To Other Banks

Screen 3.7.3.1 Update nickname

- Step 3. Click on the nickname field.
- Step 4. Enter the new nickname to edit.

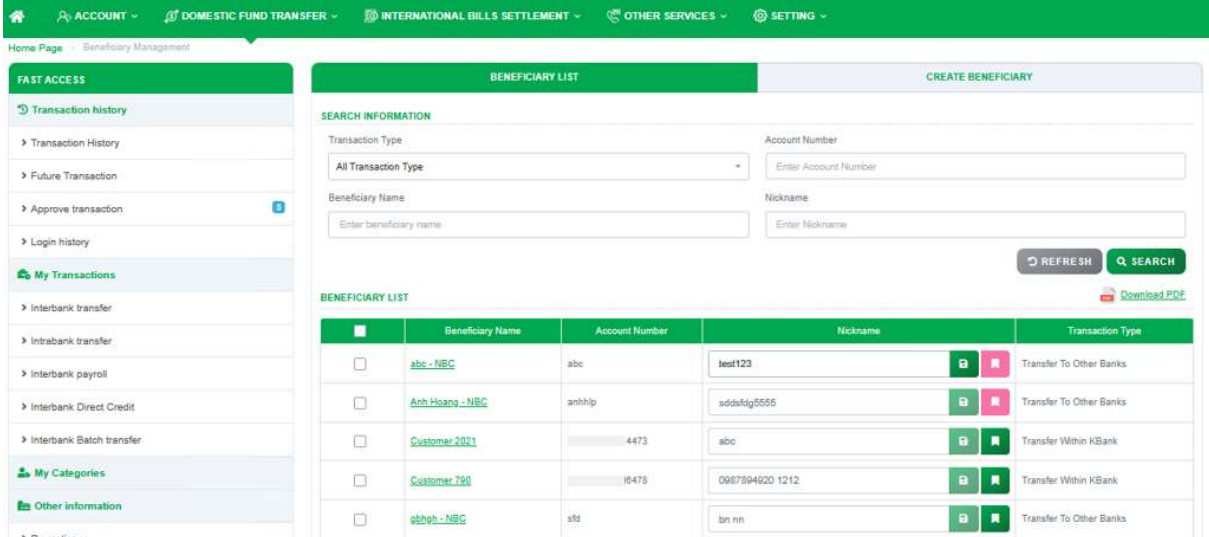
Step 5. Click on  button to save.

3.7.4 Update Favorite Beneficiary

- Take the following steps:

Step 1. Login to the system successfully.


Step 2. Select **Domestic Fund Transfer\ Beneficiary Management** function.



The screenshot shows the 'BENEFICIARY LIST' page. On the left is a 'FAST ACCESS' sidebar with options like 'Transaction history', 'My Transactions', and 'My Categories'. The main area has a 'SEARCH INFORMATION' section with fields for 'Transaction Type' (set to 'All Transaction Type'), 'Beneficiary Name', 'Account Number', and 'Nickname'. Below this is a table of beneficiaries:

<input type="checkbox"/>	Beneficiary Name	Account Number	Nickname	Transaction Type
<input type="checkbox"/>	abc - NBC	abc	test123	Transfer To Other Banks
<input type="checkbox"/>	Anh Hoang - NBC	anhho	sddsfq5555	Transfer To Other Banks
<input type="checkbox"/>	Customer 2021	4473	abc	Transfer Within KBank
<input type="checkbox"/>	Customer 790	0478	0087894620 1212	Transfer Within KBank
<input type="checkbox"/>	qbhgh - NBC	sfd	bn nn	Transfer To Other Banks

Screen 3.7.4.1 Update favorite beneficiary

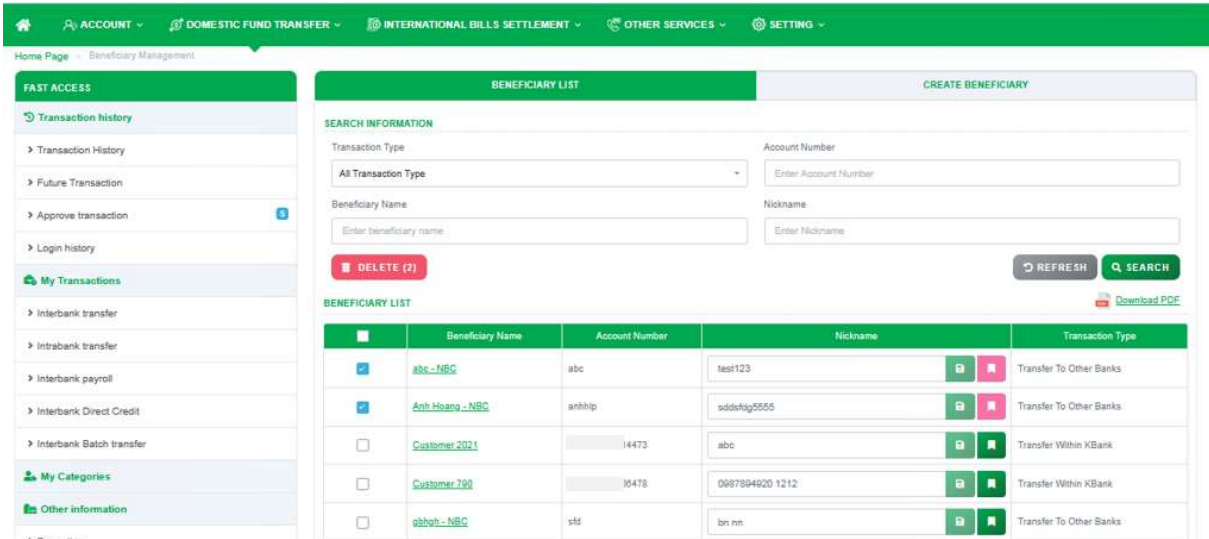
Step 3. Click on  button to save with a favorite beneficiary. The button will be changed color.

3.7.5 Delete Beneficiary

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Domestic Fund Transfer\ Beneficiary Management** function



This screenshot is similar to the previous one but shows a red 'DELETE (2)' button in the search area, indicating that two beneficiaries are selected. In the table below, the checkboxes for the first two rows ('abc - NBC' and 'Anh Hoang - NBC') are checked.

<input checked="" type="checkbox"/>	Beneficiary Name	Account Number	Nickname	Transaction Type
<input checked="" type="checkbox"/>	abc - NBC	abc	test123	Transfer To Other Banks
<input checked="" type="checkbox"/>	Anh Hoang - NBC	anhho	sddsfq5555	Transfer To Other Banks
<input type="checkbox"/>	Customer 2021	4473	abc	Transfer Within KBank
<input type="checkbox"/>	Customer 790	0478	0087894620 1212	Transfer Within KBank
<input type="checkbox"/>	qbhgh - NBC	sfd	bn nn	Transfer To Other Banks

Screen 3.7.5-1 Delete beneficiary

- Step 3. Tick the checkboxes on the list row or tick the list title to select all rows to visible the **Delete** button.
- Step 4. Click on **Delete** button to remove the selected rows.

3.7.6 Export Files

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Beneficiary Management** function.
- Step 3. Click on **Export File** button.

- Results: Export the file on the user's device with the information rows found in the grid.

The screenshot displays the 'BENEFICIARY LIST' page. On the left is a 'FAST ACCESS' sidebar with options like 'Transaction history', 'Login history', 'My Transactions', 'My Categories', 'Other information', 'Exchange Rates - Interest Rates', 'Fees', 'User Manual', and 'Supporting Document List'. The main area has a 'SEARCH INFORMATION' section with a 'Transaction Type' dropdown (set to 'All Transaction Type'), an 'Account Number' input field, and a 'Nickname' input field. Below this is a 'BENEFICIARY LIST' table with columns for Beneficiary Name, Account Number, Nickname, and Transaction Type. A single row is visible with Account Number '11111' and Nickname 'Lisa'. At the bottom right of the table are 'Download PDF' and 'Download Excel' buttons.

Screen 3.7.6-1 Export Files

3.8 Transfer Template Management

Remarks: The templates are created on the Domestic Fund Transfer screen.

Objective:

- To query saved transaction template to reuse.
- To refer transaction template to create new transaction.
- To view transaction template details.
- To export file

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Transfer Template Management** function.

The screenshot displays the 'TEMPLATE MANAGEMENT' page. On the left is a 'FAST ACCESS' sidebar with options like 'Transaction history', 'My Transactions', and various transfer types. The main area is titled 'TEMPLATE MANAGEMENT' and contains a 'SEARCH INFORMATION' section with dropdowns for 'Transaction Type' (set to 'All kinds of transactions') and 'Account Number' (set to 'All'). A text input field for 'Template Name' contains 'Enter transaction template name'. There are 'REFRESH' and 'SEARCH' buttons. Below is a 'TRANSACTION TEMPLATE LIST' table with columns for selection, template name, transaction type, transfer information, beneficiary information, status, and favourite.

	Template Name	Transaction Type	Transfer Information	Beneficiary Information	Status	Favourite
<input type="checkbox"/>	test	Money transfer out of KBank	Account Number: 0543 Amount: 0.01 KHR	Account Number: test test	Template	
<input type="checkbox"/>	test.usd.usd	Money transfer out of KBank	Account Number: 0523 Amount: 0.2 USD	Account Number: test test	Template	

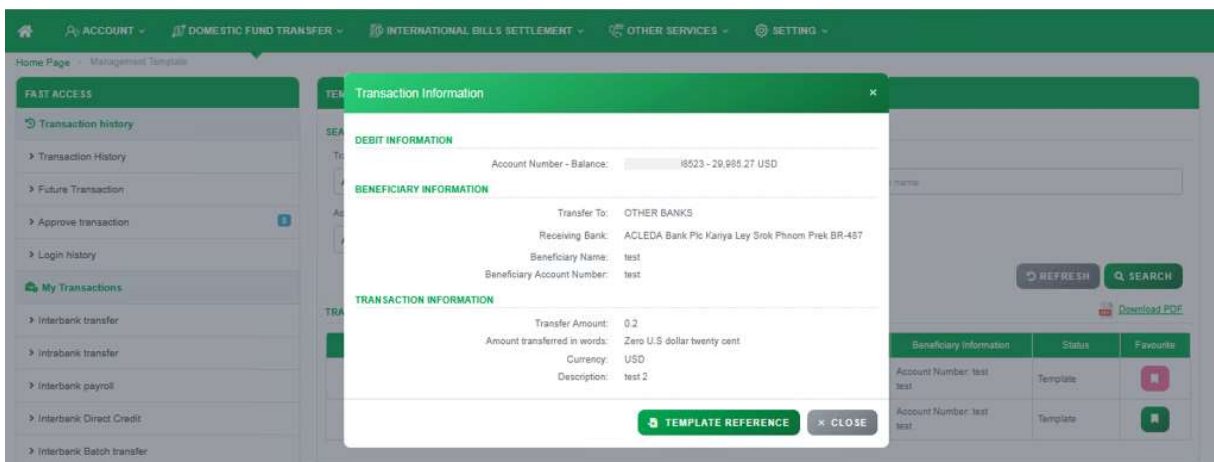
Screen 3.8-1 Search information

- Step 3. Enter the search criterias.
- Step 4. Click on **Search** button to search.
- Step 5. Click on **Refresh** button to clear all entered search criterias.

- Search results:
 - Data found: Display the correct search results in the table according to all entered search criterias.
 - No data found: Display the notification “No Data Found” in the table.

3.8.1 View Details

- Take the following steps:
 - Step 1. Login to the system successfully.
 - Step 2. Select **Domestic Fund Transfer\ Transfer Template Management** function.
 - Step 3. Click on a hyperlink of the row in the **Beneficiary Name** column from the table.



Screen 3.8.1-1 View detail information

- Step 4. Click on **Template Reference** to redirect to the Domestic Fund Transfer screen and fill out with all the information of this template.
- Step 5. Click on **Close** button to close the pop-up.

3.8.2 Update Favorite Template

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Domestic Fund Transfer\ Transfer Template Management** function.

The screenshot shows the 'TEMPLATE MANAGEMENT' page. On the left is a 'FAST ACCESS' sidebar with options like 'Transaction history', 'Future Transaction', 'Approve transaction', 'Login history', and 'My Transactions'. The main area has a 'SEARCH INFORMATION' section with filters for 'Transaction Type' (All kinds of transactions) and 'Account Number' (All). Below is a 'TRANSACTION TEMPLATE LIST' table:

	Template Name	Transaction Type	Transfer Information	Beneficiary Information	Status	Favourite
<input type="checkbox"/>	test	Money transfer out of KBank	Account Number: 0543 Amount: 0.01 KHR	Account Number: test test	Template	
<input type="checkbox"/>	test usd usd	Money transfer out of KBank	Account Number: 8523 Amount: 0.2 USD	Account Number: test test	Template	

Screen 3.8.2.1 Update favorite template

- Step 3. Click on button to save with a favorite template. The color on the button will be changed.

3.8.3 Delete Template

- Take the following steps:

- Step 1. Login to the system successfully.
 Step 2. Select **Domestic Fund Transfer\ Transfer Template Management** function.

The screenshot shows the 'TEMPLATE MANAGEMENT' page with the 'DELETE (1)' button highlighted in red. The table below shows the first row selected with a blue checkbox:

	Template Name	Transaction Type	Transfer Information	Beneficiary Information	Status	Favourite
<input checked="" type="checkbox"/>	test	Money transfer out of KBank	Account Number: 0543 Amount: 0.01 KHR	Account Number: test test	Template	
<input type="checkbox"/>	test usd usd	Money transfer out of KBank	Account Number: 8523 Amount: 0.2 USD	Account Number: test test	Template	

Screen 3.8.3.1 Delete template

- Step 3. Tick the checkboxes on the list row or tick the list title to select all rows to visible the **Delete** button.
 Step 4. Click on **Delete** button to remove the selected rows.

3.8.4 Export Files

- Take the following steps:

- Step 1. Login to the system successfully.
 Step 2. Select **Domestic Fund Transfer\ Transfer Template Management** function.
 Step 3. Click **Download PDF** button.

- Results: Export the file on the user's device with the information rows found in the grid.

Screen 3.8.4.1 Export File

4. Transaction History

Objective:

- To query all transaction logs of user.
- To view transaction details.
- To view notice of money transfers.
- To reuse transaction template for money transfers immediately.
- To export transaction history summary file

4.1 Transaction History

Objective:

- To query all transaction activities of the company
- To view transaction details.
- To view notice of money transfers.
- To reuse transaction template for money transfers immediately
- To export transaction history file

Remark:

- For financial transactions, show only transactions in this user's approval flow and all transactions created by this user.
- For non-financial transactions, only this user's transactions are shown.
- Some features as View balance, View grid, Export file are only visible if this user is authorized to use.

4.1.1 Search for Information

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Transaction History\ Transaction History** function.

Screen 4.1.1.1 Search information

Transaction Date	Transaction Information	Transfer Information	Beneficiary Information	Description	Status	Next Approval Level
27/09/2021 15:29:15	20210927254383 Interbank transfer	Account No.: 10523 Amount: 0.2 USD	Account No.: test test	test 2	Waiting for the company to approve	Finance Director
27/09/2021 15:29:14	20210927254381	Account No.: 10543	Account No.: test	test	Waiting for the company to approve	Finance Director

Screen 4.1.1.1 Search information

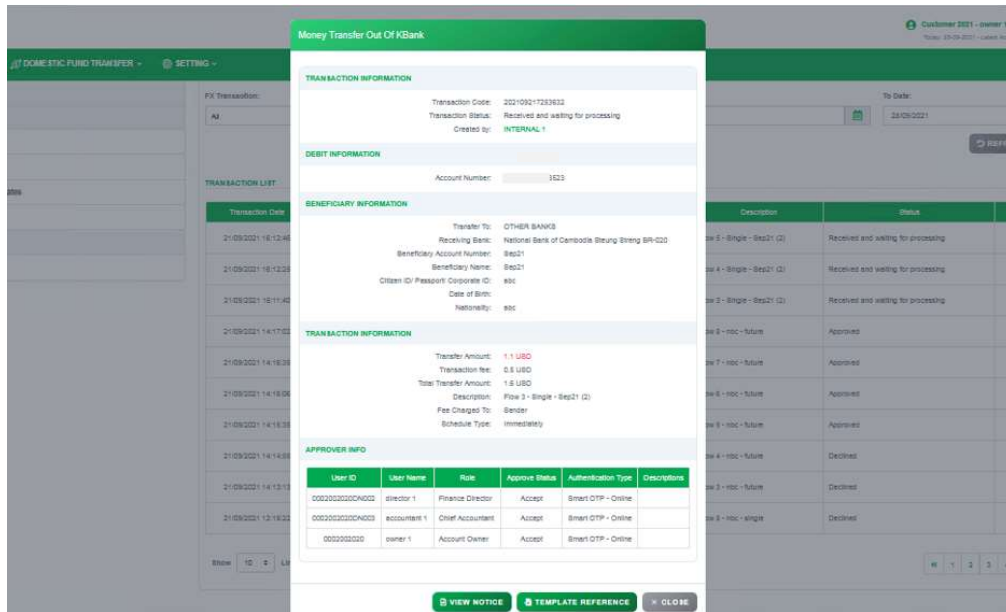
- Step 3. Enter the search criterias.
 - Step 4. Click on **Search** button to search.
 - Step 5. Click on **Refresh** button to clear all entered search criterias.
- Search results:
- Data found: Display the correct search results in the table according to all entered search criterias.
 - No data found: Display the notification “No Data Found” in the table.

4.1.2 View Details

Objective: View notice and reuse transaction template feature only display for single money transfer immediately.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Transaction History\ Transaction History** function.
- Step 3. Click on a hyperlink of the row in the **Transaction Information** column from the table.



Screen 4.1.3-1 View detail information

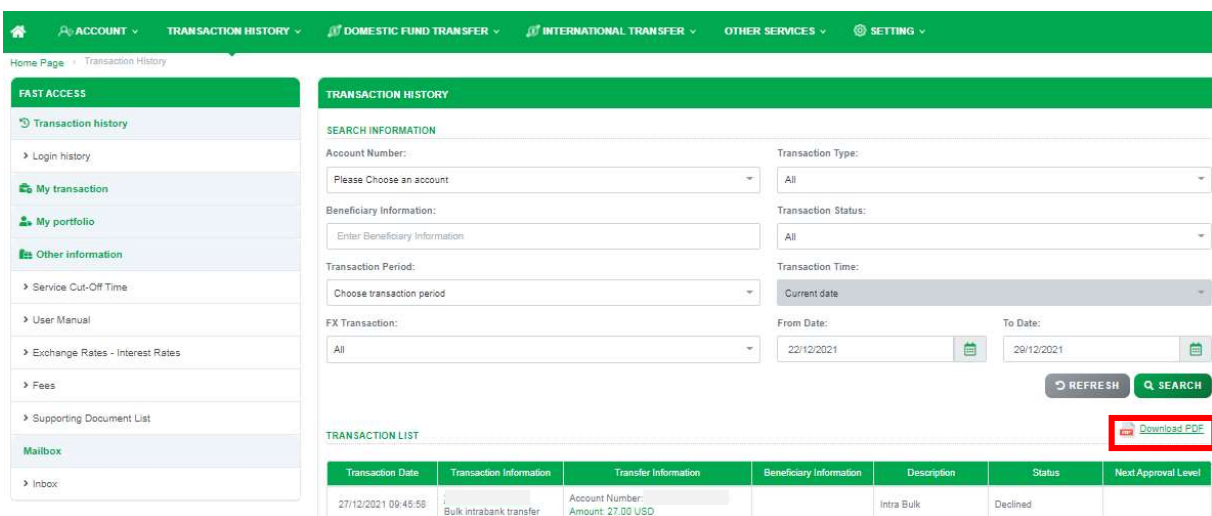
- Step 4. Click on **Close** button to close the pop-up.
- Step 5. Click on **View Notice** button to open the transfer notice.
- Step 6. Click on **Template Reference** to redirect to the Domestic Fund Transfer screen and fill out with all the information of this template.

4.1.3 Export Files

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Transaction History\ Transaction History** function.
- Step 3. Click on **Download PDF** button.

- Results: Export the file on the user's device with the information rows found in the grid.



Screen 4.1.3-1 Export File

4.2 Future Transaction

Objective:

- To query all scheduled transactions of the company
- To view transaction details.
- To cancel the scheduled transactions.

Details:

- Display all the scheduled transactions of corporate.
- Allow user to cancel the scheduled transactions.
- Some features as View balance, View grid, Export file are only visible if this user is authorized to use.

4.2.1 Search for Information

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Future Transaction** function.

The screenshot displays the 'FUTURE TRANSACTION' search interface. It includes a search form with the following fields and values:

- Account Number:** Please Choose an account
- Transaction Type:** All transactions
- Beneficiary Information:** Enter Beneficiary Information
- Transaction Status:** Waiting for Processing
- Transaction Period:** Choose transaction period
- From Date:** 28/09/2021
- To Date:** 05/10/2021

Below the search form is a 'TRANSACTION LIST' table with the following data:

	Transaction Date	Transaction Information	Transfer Information	Beneficiary Information	Description
<input type="checkbox"/>	28/09/2021 SCHEDULE0001021	Order date: 14/09/2021 Money transfer out of Kasikombank	Account Number: 38523 Amount: 113 USD	Account Number: abcd abcd	PA - Normal Process - NBC (Daily)
<input type="checkbox"/>	28/09/2021 SCHEDULE0001087	Order date: 21/09/2021 Money transfer out of Kasikombank	Account Number: 38523 Amount: 100.1 USD	Account Number: Sep21 Sep21	Flow 6 - Daily - Sep21
<input type="checkbox"/>	28/09/2021 SCHEDULE0001086	Order date: 21/09/2021 Money transfer out of Kasikombank	Account Number: 38523 Amount: 120.1 USD	Account Number: Sep21 Sep21	Flow 5 - Daily - Sep21

Screen 4.2.1-1 Search information

Step 3. Enter the search criterias.

Step 4. Click on **Search** button to search.

Step 5. Click on **Refresh** button to clear all entered search criterias.

- Search results:

- Data found: Display the correct search results in the table according to all entered search criterias.
- No data found: Display the notification "No Data Found" in the table.

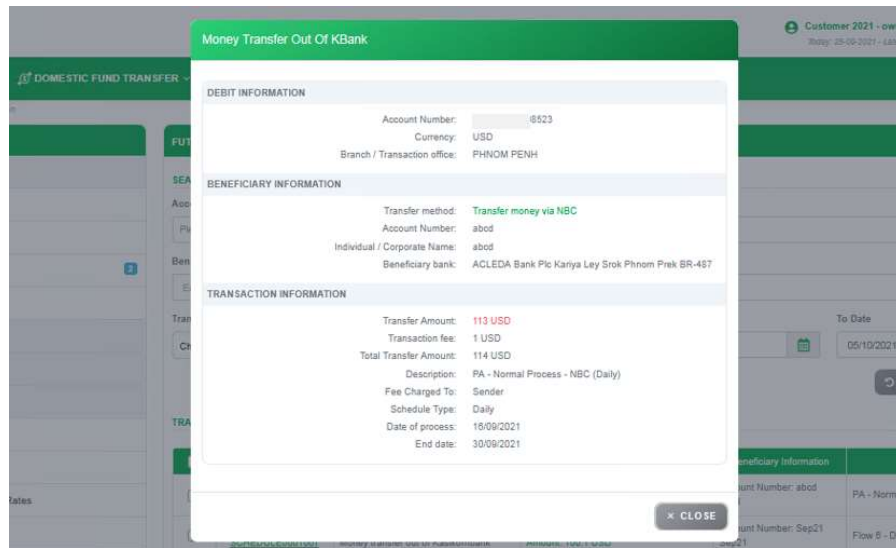
4.2.2 View Details

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Future Transaction** function.

Step 3. Click on a hyperlink of the row in the **Transaction Date** column from the table.



Screen 4.2.2-1 View detail information

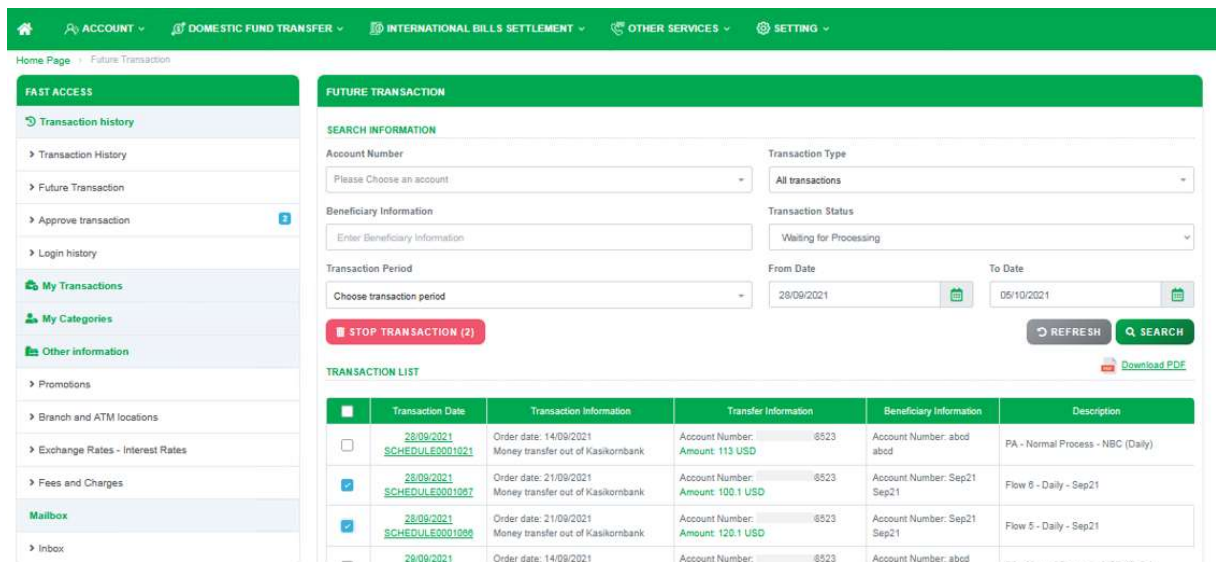
Step 4. Click on **Close** button to close the pop-up.

4.2.3 Stop Transactions

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Future Transaction** function.



Screen 4.2.3-1 Stop transactions

Step 3. Tick the checkboxes on the list row or tick the list title to select all rows to visible the **Stop Transactions** button.

Step 4. Click on **Stop Transactions** button to cancel the scheduled transactions.

4.2.4 Export Files

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Transaction History\ Future Transaction** function.
- Step 3. Click on **Export File** button.

- Results: Export the file on the user's device with the information rows found in the grid.

4.3 Transaction Approval

Objective:

- To query all pending transactions of the company
- To view transaction details.
- To approve/reject transactions.

Details:

- To approve a transaction, you must be logged in as an authorized user to use this functionality and be in the approval flow.
- If the creator and approver are the same person, the checkbox will be hidden. This rule only applies to Dual Control.
- Allow to approve/reject multiple transactions at the same time. Except Payroll Transaction with Hash code.
- For Payroll Transaction with Hash code, the approver needs to enter the Hash code in the details screen to approve or reject. This code is displayed in step 3 of the creation screen and automatically generated by the system.
- For financial transactions: After successful creation, the transaction will go into the flow of one of the approval processes with the following authorized limit:
 - Normal approval process
 - Advance approval process
 - Internal approval process → Normal approval process
 - Internal approval process → Advance approval process
- For non-financial transactions: After successful creation, the transaction only needs to be approved by Account Owner.
- Some features as View balance, View grid, Export file are only visible if this user is authorized to use.

4.3.1 Search for Information

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Transaction Approval** function.

Home Page | Pending Approval

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions
- My Categories
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates
- Fees and Charges
- Mailbox
- Inbox

PENDING APPROVAL

SEARCH INFORMATION

Account Number: Transaction Type:

Beneficiary Information: User ID:

Transaction Number: Transaction Period:

From Date: To Date:

TRANSACTION LIST [Download PDF](#)

	Transaction Date	Transaction Information	Transfer Information	Beneficiary Information	Description
<input type="checkbox"/>	23/09/2021 17:18:41	2021092317253806 Interbank transfer	Account Number: 8523 Amount: 60.1 USD	Account Number: anhlp Anh Hoang	88
<input type="checkbox"/>	23/09/2021 13:33:17	2021092317253782 Interbank transfer	Account Number: 8523 Amount: 1.7 USD	Account Number: Sep21 Can71	Sep23 test token

Screen 4.3.1-1 Search information

Step 1. Click on **Search** button to search.

Step 2. Click on **Refresh** button to clear all entered search criterias.

- Search results:

- Data found: Display the correct search results in the table according to all entered search criterias.
- No data found: Display the notification "No Data Found" in the table.

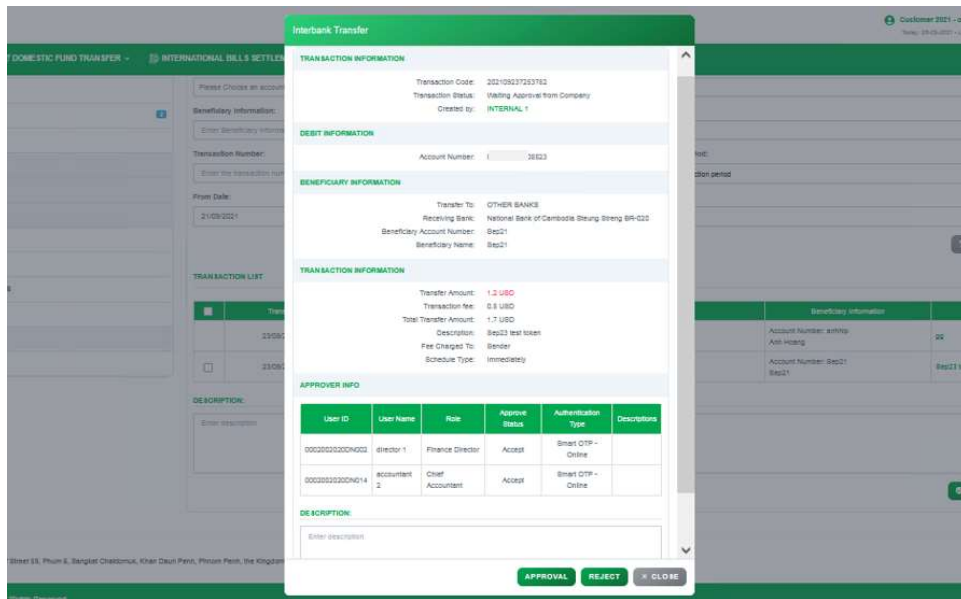
4.3.2 View Details

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Transaction Approval** function.

Step 3. Click on a hyperlink of the row in the **Transaction Information** column from the table.



Screen 4.3.2-1 View detail information

Step 4. Click on **Close** button to close the pop-up.

4.3.3 Approve Transaction

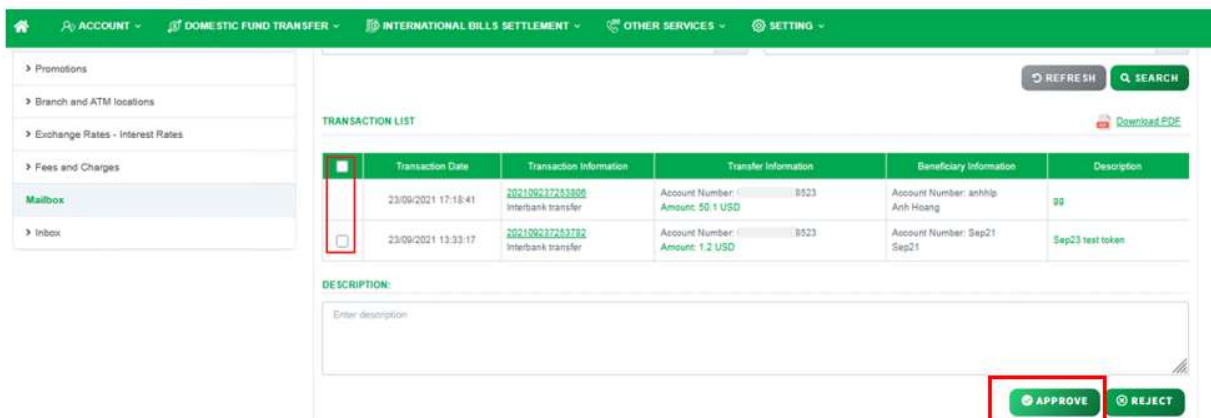
Details:

- Normal/Advance approval process: Need token to complete.
- Internal approval process: No need for token. The Corporate Admin needs to set a limit so that internal approvers can see pending transactions.
- Authentication type: Display according to the bank's configuration.
- For Payroll Transaction with Hash code, the approver needs to enter the Hash code in the details screen for approval. This code is displayed in step 3 of the creation screen and automatically generated by the system.

- Take the following steps:

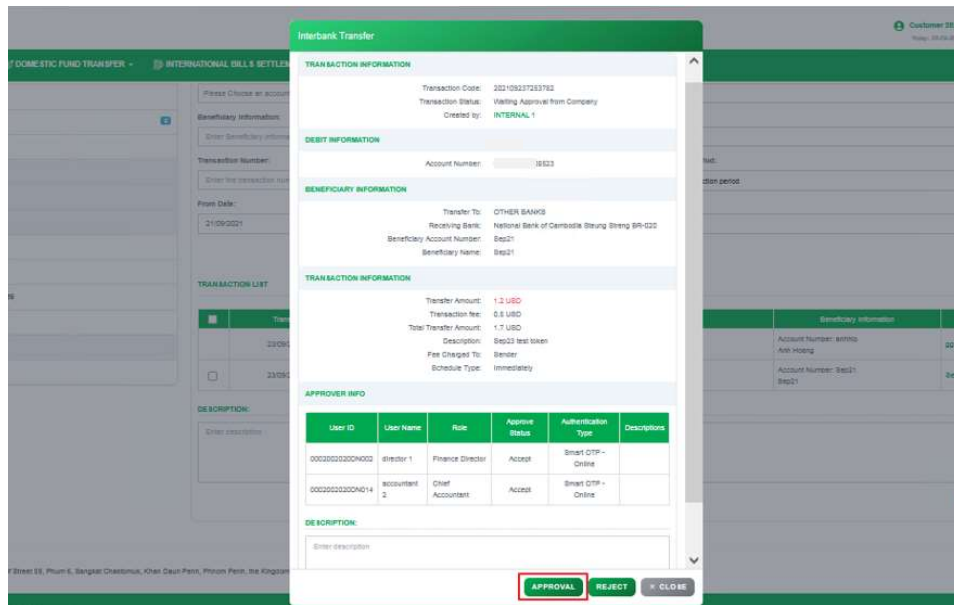
Step 1. Login to the system successfully.

Step 2. Select **Transaction History** \ **Transaction Approval** function.



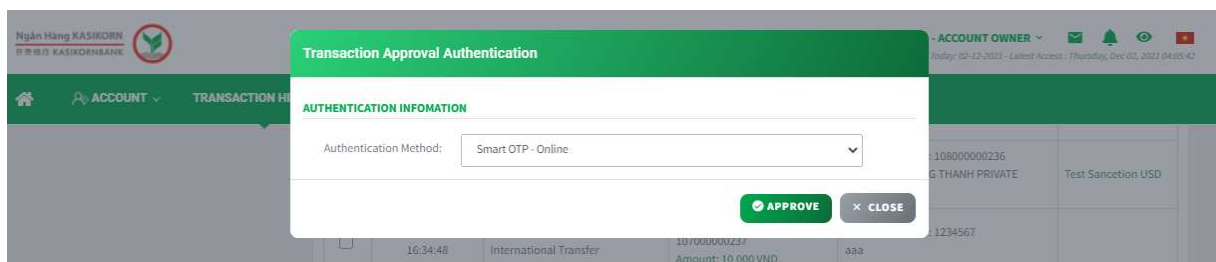
Screen 4.3.3.1 Approve the transactions

- Approve 1 or multiple transactions from the list.
- Step 3. Tick the checkboxes on the list row or tick the list title to select all rows.
- Step 4. Enter the comment for approval (optional).
- Step 5. Click on **Approve** button.
- Approve 1 transaction from the detail pop-up screen:



Screen 4.3.3.2 Approve a transaction

- Step 6. Click on a hyperlink of the row in the **Transaction Information** column from the table.
- Step 7. Enter the comment for approval (optional).
- Step 8. Click on **Approve** button.



Screen 4.3.3.3 Authentication

- Step 9. Select authentication type to approve.
- Step 10. Click the **Approve** button to confirm the transaction. (Refer to each authentication type in the function *0.9. Authentication*)
- Step 11. Click on **Cancel** button to close this pop-up.

- Results:

Success:

- The system approves all selected transactions.
- Save and update information for the next approval level. If the final approver has approved it successfully, the process on the corporate side is complete.
- Display the success message on this screen.

Failed:

- The system does not approve all selected transactions (do not save and update new information).
- The cases of error warnings from the system are:
 - Exceeding the total transaction limit per day.
 - Exceeding the total number of transactions per day.
 - Transaction approved during cut-off time.
 - Transaction approval during the holiday.
 - Futures transactions have invalid transactions (Example: Approval date coincides with the execution date of futures transactions)
 - Payroll with Hash code transactions are not allowed to approve multiple transactions at the same time.
- Display the error message on this screen.

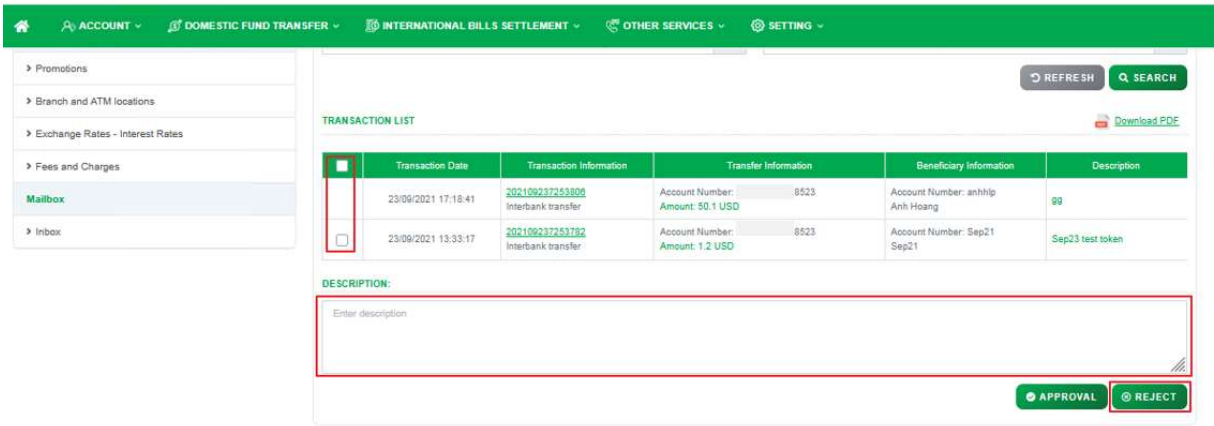
4.3.4 Reject Transaction

Details:

- Normal/Advance approval process: Need token to complete.
- Internal approval process: No need for token. The Corporate Admin needs to set a limit so that internal approvers can see pending transactions.
- Authentication type: Display according to the bank's configuration.
- For Payroll Transaction with Hash code, the approver needs to enter the Hash code in the details screen to reject. This code is displayed in step 3 of the creation screen and automatically generated by the system.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Transaction History\ Transaction Approval** function.



Screen 4.3.4.1 Reject the transactions

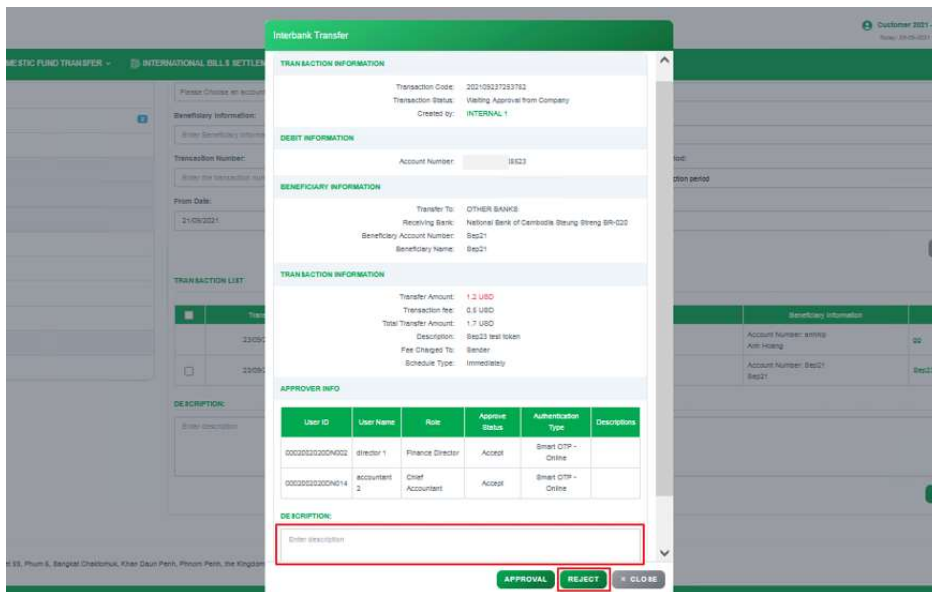
- ☐ Reject 1 or multiple transactions from the list.

Step 3. Tick the checkboxes on the list row or tick the list title to select all rows.

Step 4. Enter the comment for approval (mandatory).

Step 5. Click on **Reject** button.

- ☐ Reject 1 transaction from the detail pop-up screen:

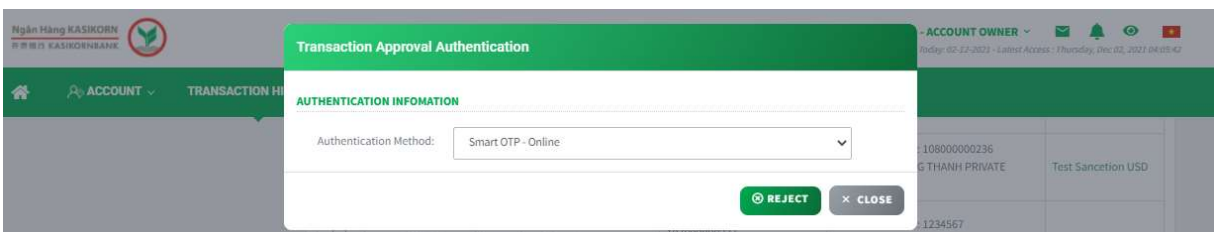


Screen 4.3.4.2 Reject a transaction

Step 6. Click on a hyperlink of the row in the **Transaction Information** column from the table.

Step 7. Enter the comment for approval (mandatory).

Step 8. Click on **Reject** button.



Screen 4.3.4.3 Authentication

Step 9. Select authentication type to approve.

Step 10. Click the **Reject** button to cancel the transaction. (Refer to each authentication type in the function *0.9. Authentication*)

Step 11. Click on **Cancel** button to close this pop-up.

- Results:

Success:

- The system rejects all selected transactions (Cancel all transactions).
- Display the success message on this screen.

Failed:

- The system does not reject all selected transactions (do not save and update new information).
- The cases of error warnings from the system are:
 - Exceeding the total transaction limit per day.
 - Exceeding the total number of transactions per day.
 - Transaction approved during cut-off time.
 - Transaction approval during the holiday.
 - Futures transactions have invalid transactions (Example: Approval date coincides with the execution date of futures transactions)
 - Payroll with Hash code transactions are not allowed to approve multiple transactions at the same time.
- Display the error message on this screen.

4.3.5 Export Files

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Transaction Approval** function.

Step 3. Click on **Export File** button.

- Results: Export the file on the user's device with the information rows found in the grid.

4.4 Login History

Objective:

- To query login activities of the company
- To export login history summary file

4.4.1 Search for Information

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Login History** function.

Login Date	User ID	IP Address	Login Status	Error Description
2021-09-28 14:51:29.0	0002002020	10.42.128.148	Success	
2021-09-28 14:09:33.0	0002002020	10.42.128.148	Success	
2021-09-28 14:03:06.0	0002002020	10.42.128.148	Success	
2021-09-28 11:19:03.0	0002002020	10.42.128.148	Success	
2021-09-28 01:51:57.0	0002002020	N/A	Success	
2021-09-28 01:50:32.0	0002002020	N/A	Success	
2021-09-28 01:43:53.0	0002002020	N/A	Success	
2021-09-27 23:45:41.0	0002002020	N/A	Success	
2021-09-27 23:37:38.0	0002002020	N/A	Success	
2021-09-27 17:43:22.0	0002002020	10.42.128.148	Success	

Screen 4.4.1-1 Search information

Step 3. Enter the search criterias.

Step 4. Click on **Search** button to search.

Step 5. Click on **Refresh** button to clear all entered search criterias.

- Search results:

- Data found: Display the correct search results in the table according to all entered search criterias.
- No data found: Display the notification “No Data Found” in the table.

4.4.2 Export Files

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Transaction History\ Login History** function.

Step 3. Click on **Export File** button.

- Results: Export the file on the user's device with the information rows found in the grid.

5. International Transfer

Important:

Every transaction requests submitted during **Service Available Time** will be processed on the same day; otherwise, it will be processed on the next business day.

To see KBank Connect service available time details, please scan QR Code below.



Screen 5-1: QR Code for Service Available time

Objective: To create overseas fund transfer inside or outside the bank, with single, multiple and future/recurring transactions. (The transfer amount will be debited from sender account by transaction.)

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process.
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the **Transaction History** screen to track progress and current approval level (Refer to *4.1 Transaction History*).
- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to *4.3 Transaction Approval*).
-

5.1. International Transfer

5.1.1 Create transaction

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **International Transfer\ International Transfer** function.

ACCOUNT DOMESTIC FUND TRANSFER INTERNATIONAL TRANSFER OTHER SERVICES SETTING

Home Page > International Transfer

FAST ACCESS

- Transaction History
- Transaction History
- Future Transaction
- Approve Transaction
- Login History
- My Transactions
- My Categories
- Other Information
- Promotions
- Branch and ATM Locations
- Exchange Rates - Interest Rates
- Fees and Charges
- Mailbox
- Index

INTERNATIONAL TRANSFER

Initiation Authentication Complete

Note: Please click [?](#) For details of the instructions or note

CREATE TRANSACTION FROM TEMPLATE

Transfer Template:

COMPANY INFORMATION

Company Name: Customer 2006
Address: ADDR9 8000

PAYMENT METHOD

Method: Pay

TRANSFER AMOUNT

Transfer Amount:

EXCHANGE RATE

FX Contract Number:

FEE INFORMATION

Fee Payment:
Account Number:

DEBIT ACCOUNT INFORMATION

Debit Account:
Account Name: Customer 2006
Purpose Code:

ACCOUNT DOMESTIC FUND TRANSFER INTERNATIONAL TRANSFER OTHER SERVICES SETTING

INTERMEDIARY BANK INFORMATION

Intermediary SWIFT/BIC:

Intermediary Swift Code:

Intermediary Other Code (FED WIRE/SOFT CODE/BBB):

Intermediary Account Number:

Intermediary Beneficiary Bank Name:

Intermediary Beneficiary Bank Address:

Intermediary Beneficiary Bank Country:

Remark:

BENEFICIARY BANK INFORMATION

Beneficiary List:

SWIFT/BIC:

Swift Code:

Branch Details:

Other Code (FED WIRE/SOFT CODE/BBB):

Account Number:

Beneficiary Bank Name:

Beneficiary Bank Address:

Beneficiary Bank Country:

Remark:

ACCOUNT DOMESTIC FUND TRANSFER INTERNATIONAL TRANSFER OTHER SERVICES SETTING

BENEFICIARY INFORMATION

Beneficiary Country Code:

Beneficiary's Name:

Address:

Phone:

Account Number/IBAN:

LOAN INFORMATION

Loan Purpose: No Yes

Loan Account No:

Principal Pay:

Interest Pay:

Other Pay:

Maturity Source:

REMITTANCE INFORMATION

Remittance Information:

PAYMENT LICENSE

Supporting Document:

I Accept Term And Condition To Use International Fund Transfer. For More Details Please [Click](#)

The screenshot shows a web form for an international transfer. At the top, there is a navigation bar with options: ACCOUNT, DOMESTIC FUND TRANSFER, INTERNATIONAL TRANSFER (selected), OTHER SERVICES, and SETTING. The form is divided into several sections:

- LOAN INFORMATION:** Includes a radio button for 'Loan Purpose' (No/Yes), and input fields for Loan Account No., Principal Pay, Interest Pay, Other Pay, and Maturity Bonus.
- REMITTANCE INFORMATION:** Includes a text input field for Remittance Information.
- PAYMENT LICENSE:** Includes a text input field for Supporting Document and an 'UPLOAD' button.
- CONTRACT PERSON INFORMATION:** Includes input fields for Contract Name, Email Address, and Phone.

At the bottom of the form, there are buttons for REFRESH, SAVE TEMPLATE, SAVE BENEFICIARY, and CONTINUE.

Screen 5.1.1-1 International Transfer

- Step 3. At **Create Transaction From Template**: Select **Transfer Template** in dropdown list to create transaction from template.
- Step 4. At **Transfer Amount**: Enter the amount and select the currency to transfer from the list.

TRANSFER AMOUNT

Transfer Amount*: USD

- Step 5. At **Exchange Rate**: Enter the exchange rate (Optional).

EXCHANGE RATE

FX Contract Number:

- Step 6. At **Fee Information**: Select the fee payment and the fee debit account

Fee Payment*:

Account Number*:

- Step 7. At **Debit Information**: Select Debit Account number in dropdown list **Account Number - Balance**. And select the purpose code from the list (Optional).

DEBIT ACCOUNT INFORMATION

Debit Account*:

Account Name*:

Purpose Code:

- Step 8. At **Intermediary Bank Information**:
- Select SWIFT Code**: Select and enter all required fields.

INTERMEDIARY BANK INFORMATION

Intermediary SWIFT/BIC: SWIFT Code

Intermediary Swift Code*: Enter

Intermediary Other Code (FED WIRE/SORT CODE/BSB): Enter

Intermediary Account Number: Enter

Intermediary Beneficiary Bank Name: Enter

Intermediary Beneficiary Bank Address: Enter

Intermediary Beneficiary Bank Country: Enter

Remark: Enter

Screen 5.1.1-2 Intermediary Bank Information – Swift Code

- Click on **Search** button to find the code.

Search Swift Code

BIC: Enter

Institution Name: Enter

City: Enter

Country: Choose Country

Screen 5.1.1-3 Intermediary Bank Information – Swift Code (2)

- Select /Enter search criterias and click on **Search** button.
- Tick a row from the search list and click on **Accept** button to choose.

Search Swift Code

BIC: Enter

Institution Name: Enter

City: Enter

Country: THAILAND

	BIC	Search Code	Institution Name	City	Country Name
<input type="checkbox"/>	AKAETHB1	XXX	ASIA PLUS SECURITIES PUBLIC...	BANGKOK	THAILAND
<input type="checkbox"/>	ACBETHB1	XXX	AGL SECURITIES CO. LTD.	BANGKOK	THAILAND
<input type="checkbox"/>	ADKETHB1	XXX	COUNTRY GROUP SECURITIES...	BANGKOK	THAILAND
<input checked="" type="checkbox"/>	ADBETHB1	XXX	MERCHANT PARTNERS SECURIL...	BANGKOK	THAILAND
<input type="checkbox"/>	ADVINTB1	XXX	ADVANCE FINANCE PUBLIC CO...	BANGKOK	THAILAND
<input type="checkbox"/>	ABETHB1	XXX	AMERICAN EXPRESS BANK LTD.	BANGKOK	THAILAND
<input type="checkbox"/>	AFTTETH1	XXX	AIG-RETAIL BANK PUBLIC CO.,L...	BANGKOK	THAILAND
<input type="checkbox"/>	ADRTHB1	XXX	CAISSE NATIONALE DU CREDIT...	BANGKOK	THAILAND
<input type="checkbox"/>	AIACTH8K	XXX	AIA COMPANY LIMITED	BANGKOK	THAILAND
<input type="checkbox"/>	AIACTH81	010	AIA COMPANY LIMITED	BANGKOK	THAILAND

Showing 1 - 10 of 254

Screen 5.1.1-4 Intermediary Bank Information – Swift Code (3)

- Select **Bank Name and Bank Address**: Select and enter all required fields.

INTERMEDIARY BANK INFORMATION

Intermediary SWIFT/BIC:	Bank Name and Bank Address
Intermediary Swift Code*:	Enter <input type="button" value="SEARCH"/>
Intermediary Other Code (FED WIRE/SORT CODE/BSB):	Enter
Intermediary Account Number:	Enter
Intermediary Beneficiary Bank Name:	Enter
Intermediary Beneficiary Bank Address:	Enter
Intermediary Beneficiary Bank Country:	Enter
Remark:	Enter

Screen 5.1.1-5 Intermediary Bank Information - Bank Name and Bank Address

- Select **Other**: Select and enter all required fields.

INTERMEDIARY BANK INFORMATION

Intermediary SWIFT/BIC:	Other
Intermediary Swift Code*:	Enter <input type="button" value="SEARCH"/>
Intermediary Other Code (FED WIRE/SORT CODE/BSB):	Enter
Intermediary Account Number:	Enter
Intermediary Beneficiary Bank Name:	Enter
Intermediary Beneficiary Bank Address:	Enter
Intermediary Beneficiary Bank Country:	Enter
Remark:	Enter

Screen 5.1.1-6 Intermediary Bank Information - Other

Step 9. At Beneficiary Bank Information:

- Select **Beneficiary List** from the dropdown list to display all saved beneficiary information (Optional).
- Select **SWIFT Code**: Select and enter all required fields.
- Choose **My Account** to select same owner account number.

BENEFICIARY BANK INFORMATION

Beneficiary List:	Select Beneficiary List
SWIFT/BIC:	SWIFT Code
Swift Code*:	Enter <input type="button" value="SEARCH"/>
Branch Details:	Enter
Other Code (FED WIRE/SORT CODE/BSB):	Enter
Account Number:	Enter
Beneficiary Bank Name:	Enter
Beneficiary Bank Address:	Enter
Beneficiary Bank Country:	Enter
Remark:	Enter

Screen 5.1.1-7 Intermediary Bank Information – Other

- Click on **Search** button to find the code.

The screenshot shows a modal window titled 'Search Swift Code' with the following fields:

- BIC: Enter
- Institution Name: Enter
- City: Enter
- Country: Choose Country

Buttons: SEARCH, ACCEPT →

Screen 5.1.1-8 Beneficiary Bank Information – Swift Code (2)

- Select /Enter serach criterias and click on **Search** button.
- Tick a row from the search list and click on **Accept** button to choose.

The screenshot shows the search results table with the following data:

BIC	Branch Code	Institution Name	City	Country Name
<input checked="" type="checkbox"/> AAABTH1	XXX	ABA PLUS SECURITIES PUBLIC...	BANGKOK	THAILAND
<input type="checkbox"/> ACBOTH1	XXX	ACL SECURITIES CO. LTD.	BANGKOK	THAILAND
<input type="checkbox"/> ADKOTH1	XXX	COUNTRY GROUP SECURITIES...	BANGKOK	THAILAND
<input type="checkbox"/> ADCOTH1	XXX	MERCHANT PARTNERS SECURIL...	BANGKOK	THAILAND
<input type="checkbox"/> ADVNTH1	XXX	ADVANCE FINANCE PUBLIC CO...	BANGKOK	THAILAND
<input type="checkbox"/> ABETH1	XXX	AMERICAN EXPRESS BANK LTD	BANGKOK	THAILAND
<input type="checkbox"/> AFTOTH1	XXX	AIG RETAIL BANK PUBLIC CO., L...	BANGKOK	THAILAND
<input type="checkbox"/> ADRTH1	XXX	CAISSE NATIONALE DU CREDIT ...	BANGKOK	THAILAND
<input type="checkbox"/> AAATHK	XXX	AIA COMPANY LIMITED	BANGKOK	THAILAND
<input type="checkbox"/> AAATHK	QID	AIA COMPANY LIMITED	BANGKOK	THAILAND

Buttons: SEARCH, ACCEPT →

Screen 5.1.1-9 Beneficiary Bank Information – Swift Code (3)

- Select **Bank Name and Bank Address**: Select and enter all required fields.

The screenshot shows the 'BENEFICIARY BANK INFORMATION' screen with the following fields:

- Beneficiary List: Select Beneficiary List
- SWIFT/BIC: Bank Name and Bank Address
- Swift Code*: Enter
- Branch Details: Enter
- Other Code (FED WIRE/SOFT CODE/BSB): Enter
- Account Number: Enter
- Beneficiary Bank Name: Enter
- Beneficiary Bank Address: Enter
- Beneficiary Bank Country: Enter
- Remark: Enter

Buttons: SEARCH

Screen 5.1.1-10 Intermediary Bank Information - Bank Name and Bank Address

- Select Other:** Select and enter all required fields.

BENEFICIARY BANK INFORMATION

Beneficiary List:	Select Beneficiary List
SWIFT/BIC:	Other
Swift Code*:	Enter SEARCH
Branch Details:	Enter
Other Code (FED WIRE/SOFT CODE/BSB):	Enter
Account Number:	Enter
Beneficiary Bank Name:	Enter
Beneficiary Bank Address:	Enter
Beneficiary Bank Country:	Enter
Remark:	Enter

Screen 5.1.1-11 Intermediary Bank Information - Other

Step 10. At Beneficiary Information: Select and enter all required fields.

- Beneficiary Country Code: Select the code from the dropdown list.
- Beneficiary's Name: Enter the beneficiary's name.
- Address: Enter the beneficiary address.
- Phone: Enter the phone number of beneficiary (Optional).
- Account Number / IBAN: Enter the account number or IBAN number.

BENEFICIARY INFORMATION

Beneficiary Country Code*:	<input type="text" value="x"/>
Beneficiary's Name*:	Enter
Address *:	Enter
Phone:	Enter
Account Number/IBAN*:	Enter

Screen 5.1.1-12 Beneficiary Information

Step 11. At Loan Information:

- **Select No:**

LOAN INFORMATION

Loan Purpose*:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Loan Account No*:	Enter
Principal Pay*:	Enter
Interest Pay*:	Enter
Other Pay*:	Enter
Maturity Borrow*:	Enter

Screen 5.1.1-13 Loan Information - No

- Select **Yes**: Select and enter all required fields

LOAN INFORMATION

Loan Purpose*: No Yes

Loan Account No*:

Principal Pay*:

Interest Pay*:

Other Pay*:

Maturity Borrow*:

Screen 5.1.1-14 Loan Information - Yes

- Step 12. At Remittance Information: Enter the required field.

REMITTANCE INFORMATION

Remittance Information*:

- Step 13. At Payment License:

- Click on **Upload** button to choose the upload file. Multiple file uploads are allowed, but the total cannot exceed 50MB.

PAYMENT LICENSE

Supporting Document*:

No.	File Name	Size	
1	0002-2021-DN023804_17092021.pdf	0 MB	<input type="button" value="Remove"/>
2	TransactionLog_27092021.pdf	0.228 MB	<input type="button" value="Remove"/>

I Accept Term And Condition To Use International Fund Transfer, For More Details Please [Click](#)

- Click on button to remove the uploaded file.
- Tick the checkbox to accept the T&C (Mandatory).

- Step 14. At Contact Person Information: Displays default company information and allows editing.

CONTRACT PERSON INFORMATION

Contract Name*:

Email Address*:

Phone*:

- Step 15. Click on **Save Template**, enter **Template Name** and click Save to create transaction template.

TEMPLATE INFORMATION

Template Name*:

Screen 5.1.1-15 Template Information

- Step 16. Click on **Save Beneficiary**, enter **Nickname** and click Save to create transaction template.

BENEFICIARY INFORMATION

Nickname*:

Screen 5.1.1-16 Beneficiary Information

- Result:

Success: System will go to the next step **Authentication**.

Failed: System will pop-up the error message. User must check entered information again.

INTERNATIONAL TRANSFER

Note: Please click **1** For details of the instructions or note

COMPANY INFORMATION

Company Name: Customer 2004
Address: ADORER@XXXX

PAYMENT METHOD

Method: Pay

TRANSFER AMOUNT

Transfer Amount: 80.01 USD

EXCHANGE RATE

FX Contract Number: 21N

FEE INFORMATION

Fee Payment: Change To Payer
Account Number: 0189

DEBIT ACCOUNT INFORMATION

Debit Account: 0189
Account Name:
Purpose Code: 318001

INTERMEDIARY BANK INFORMATION

Intermediary SWIFT/BIC: Bank Name And Bank Address
Intermediary Swift Code: Blank
Intermediary Other Code (FED WIRE/SOFT CODE/SBS): Blank

BENEFICIARY BANK INFORMATION

SWIFT/BIC: SWIFT Code
Swift Code: ATBBYDXXXX
Branch Details: 21N
Other Code (FED WIRE/SOFT CODE/SBS): Blank
Account Number: Blank
Beneficiary Bank Name: AHLI TRUST BANK ATB
Beneficiary Bank Address: MALA BUILDING
Beneficiary Bank Country: MYRAN ARAB REPUBLIC
Remark: 21N

BENEFICIARY INFORMATION

Beneficiary Country Code: YG
Beneficiary's Name: 21N
Address: 21N
Phone: 21N
Account Number/BAN: 21N

LOAN INFORMATION

Loan Purpose: No

REMITTANCE INFORMATION

Remittance Information: 21N

Beneficiary Country Code: YG
Beneficiary's Name: 21N
Address: 21N
Phone: 21N
Account Number/BAN: 21N

LOAN INFORMATION

Loan Purpose: No

REMITTANCE INFORMATION

Remittance Information: 21N

PAYMENT LICENSE

No.	File Name	Size
1	Capture1.PNG	0.0K MB

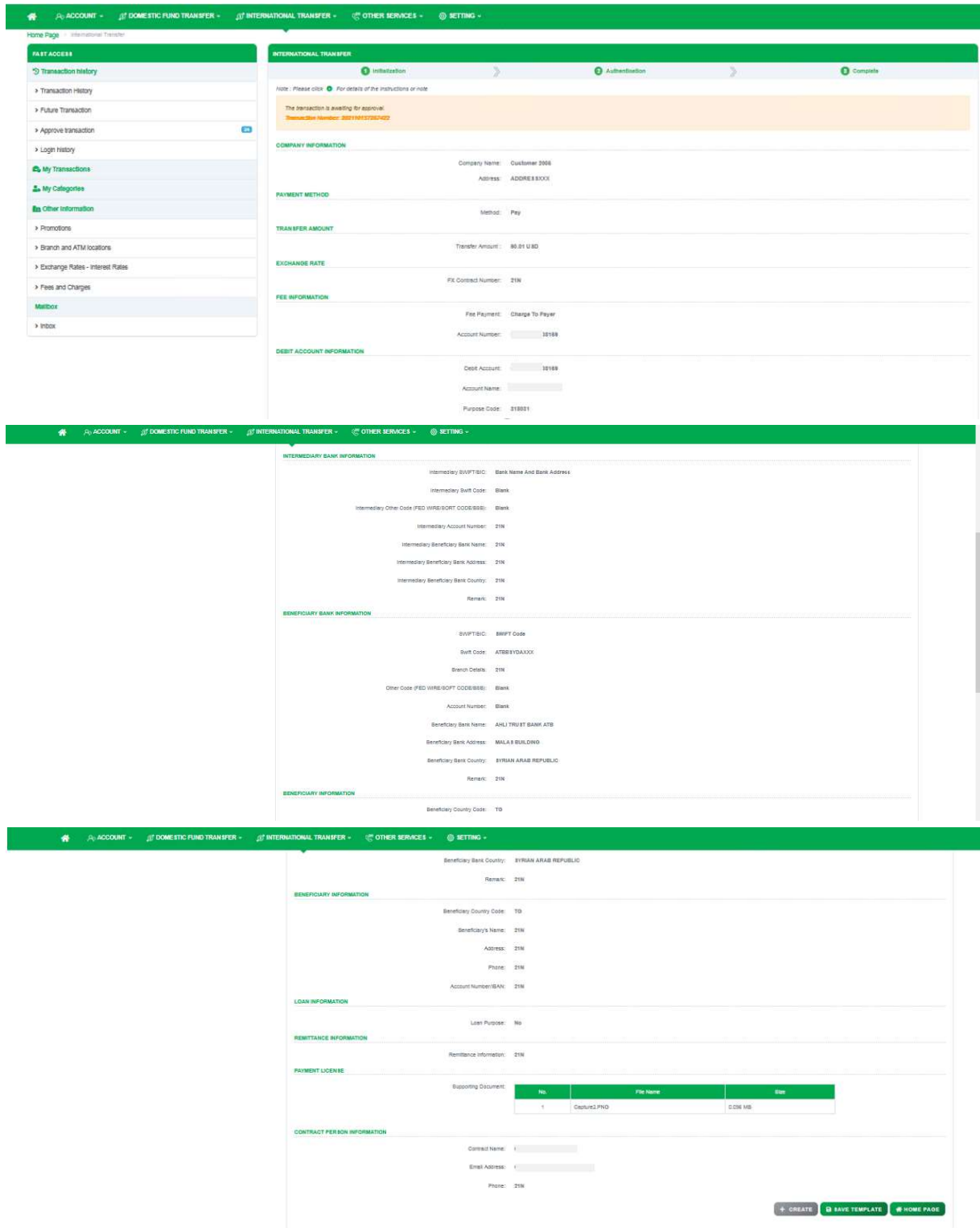
CONTRACT PERSON INFORMATION

Contract Name:
Email Address:
Phone: 21N

Screen 5.1.1-17 International Transaction Authentication

Step 17. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect screen **Initialization**.

Step 18. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.



Screen 5.1.1-18 International Transaction Complete

- User can click on **Create** button to redirect to Create new transaction screen.
- Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION

Screen 5.1.1-19 Save Template at Complete Screen

- Click on **Home Page** button to redirect to Homepage.

6. File Upload

Objective:

- To manage all uploaded file of transactions.
- To create / edit / delete transaction.
- To export file.

Details:

- This function only visible if this user is authorized to use.
- Automatic real-time process
- After successful creation, transaction will be waiting for Account Owner approval.
- Open the **Transaction History** screen to track progress and current approval level. (Refer to 4.1 Transaction History).
- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to 4.3 Transaction Approval).

6.1 File Upload Management

6.1.1 Search for information

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Other Services \ Upload Document**

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions**
 - Interbank transfer
 - Intrabank transfer
 - Interbank Batch transfer
 - Interbank Direct Credit
 - Interbank payroll
 - Intrabank Batch transfer
 - Intrabank payroll
 - Intrabank Direct Credit
- My Categories

UPLOAD DOCUMENT

SEARCH INFORMATION

Transaction ID: Subject:

File Type: Maker User ID:

Status: From Date: To Date:

+ CREATE **REFRESH** **SEARCH**

DOCUMENT LIST [Download PDF](#)

No.	Transaction ID	Transaction Reference	Subject	Created Date	Created By	Last Update	Updated By	Status	More Detail	Edit
1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful	View	Edit
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful	View	Edit
3	202110117257158		3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successful	View	Edit
4	202110117257157		nature	11-10-2021	Owner	11-10-2021	Owner	Successful	View	Edit

Screen 6.1.1-1 Search Upload Document

Step 3. Enter the search criterias.

Step 4. Click on **Search** button to search.

Step 5. Click on **Refresh** button to clear all entered search criterias.

- Search results:

- Data found: Display the correct search results in the table according to all entered search criterias.
- No data found: Display the notification “No Data Found” in the table.

6.1.2 Export File

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Other Services \ Upload Document**

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions**
 - Interbank transfer
 - Intrabank transfer
 - Interbank Batch transfer
 - Interbank Direct Credit
 - Interbank payroll
 - Intrabank Batch transfer
 - Intrabank payroll
 - Intrabank Direct Credit
- My Categories

UPLOAD DOCUMENT

SEARCH INFORMATION

Transaction ID: Subject:

File Type: Maker User ID:

Status: From Date: To Date:

+ CREATE **REFRESH** **SEARCH**

DOCUMENT LIST [Download PDF](#)

No.	Transaction ID	Transaction Reference	Subject	Created Date	Created By	Last Update	Updated By	Status	More Detail	Edit
1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful	View	Edit
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful	View	Edit
3	202110117257158		3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successful	View	Edit
4	202110117257157		nature	11-10-2021	Owner	11-10-2021	Owner	Successful	View	Edit

Screen 6.1.2-1 Upload Document

Step 3. Click on **Download PDF** button  [Download PDF](#) to export Customer Document list.

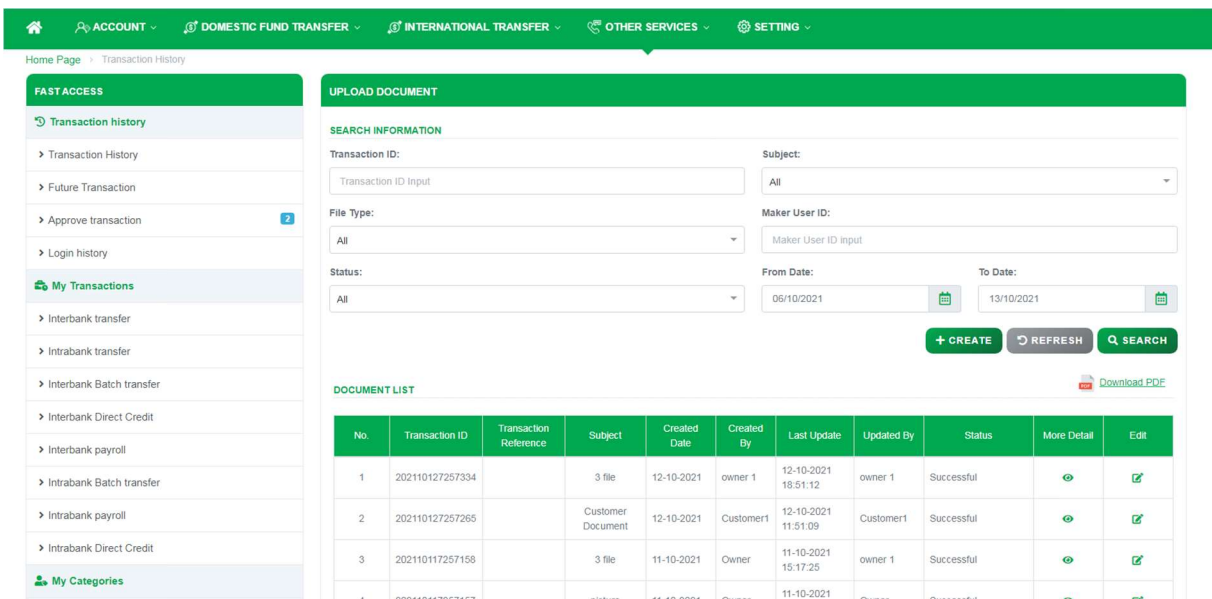
- Results: Export the file on the user's device with the information rows found in the grid.

6.1.3 Transaction Details









- Take the following steps:

Step 1. Login to the system successfully.


Step 2. Select **Other Services \ Upload Document**

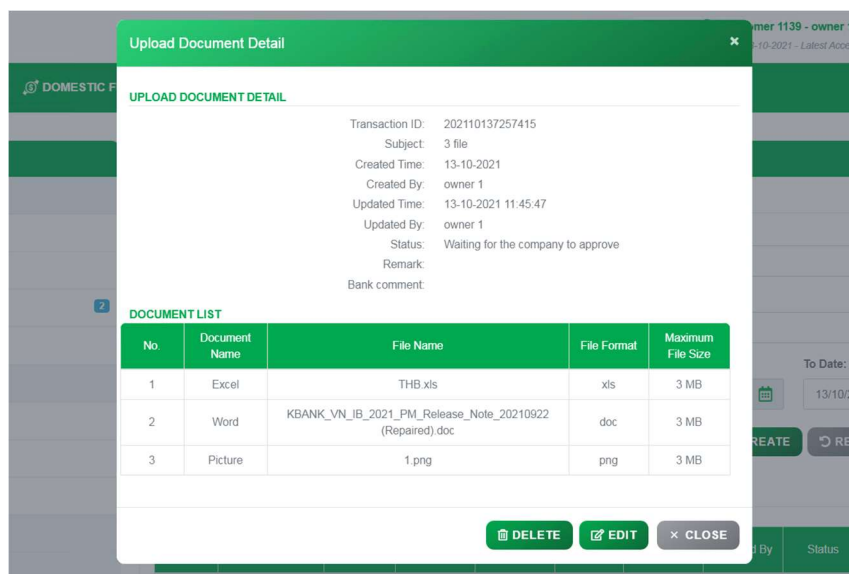


The screenshot shows the 'Upload Document' page with a search filter section and a document list table. The search filters include Transaction ID, Subject, File Type, Maker User ID, Status, From Date, and To Date. The document list table has the following data:

No.	Transaction ID	Transaction Reference	Subject	Created Date	Created By	Last Update	Updated By	Status	More Detail	Edit
1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful		
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful		
3	202110117257158		3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successful		
4	202110117257157		picture	11-10-2021	Owner	11-10-2021	Owner	Successful		

Screen 6.1.3-1 Upload Document

Step 3. Click on icon  at column **More Detail** of transaction that user want to see more details.



The screenshot shows the 'Upload Document Detail' modal with the following details:

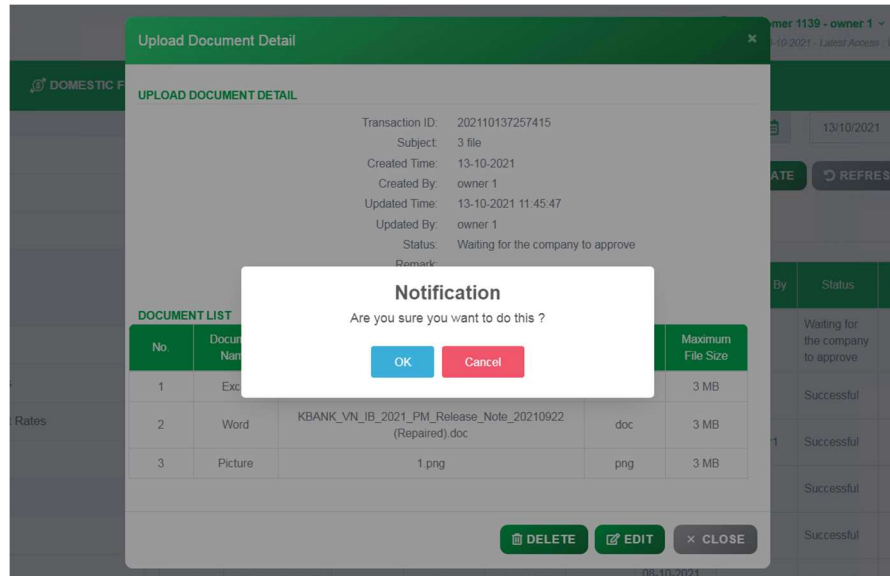
Transaction ID: 202110137257415
 Subject: 3 file
 Created Time: 13-10-2021
 Created By: owner 1
 Updated Time: 13-10-2021 11:45:47
 Updated By: owner 1
 Status: Waiting for the company to approve
 Remark:
 Bank comment:

The document list table has the following data:

No.	Document Name	File Name	File Format	Maximum File Size
1	Excel	THB.xls	xls	3 MB
2	Word	KBANK_VN_IB_2021_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB
3	Picture	1.png	png	3 MB

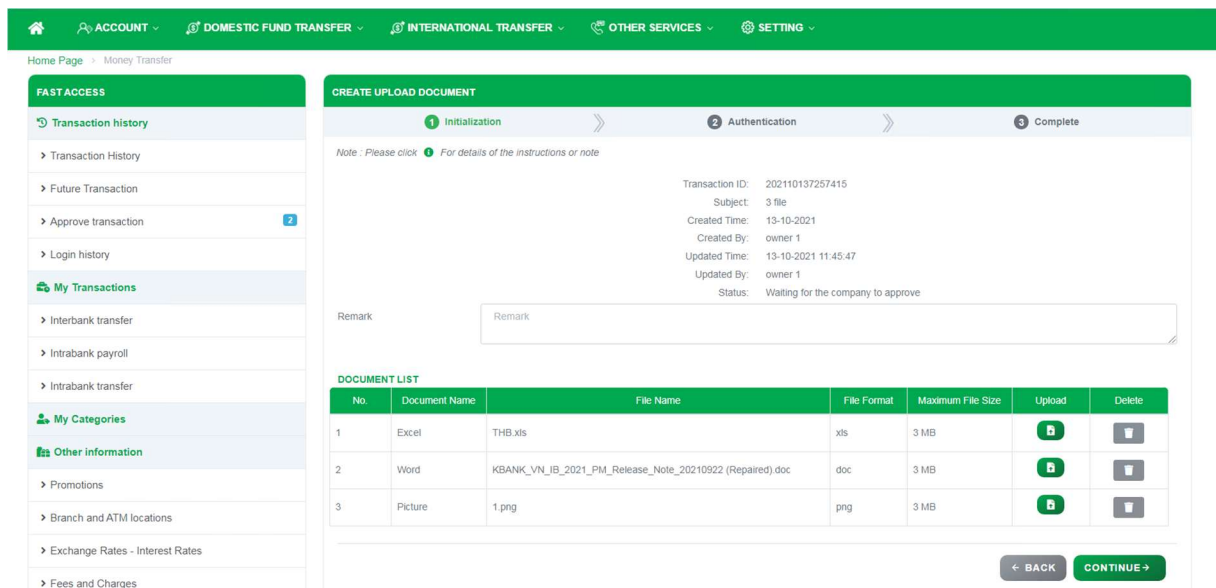
Screen 6.1.3-2 Upload Document Detail

- Step 4. Click on **Delete** button to remove transaction from the **Document List**. Click on **OK** to confirm or **Cancel** to cancel confirmation.



Screen 6.1.3.3 Delete Transaction

- Step 5. Click on **Edit** button to edit transaction. More detail will be mentioned at **6.1.3. Edit Transaction**.



Screen 6.1.1.3.4 Edit Transaction

- Step 6. Click on **Close** button to close **Upload Document Detail** pop-up window.

Remarks: User only can Delete or Edit transaction when transaction status is 'Waiting for the company to approve'.

6.2 Create Transaction

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Other Services \ Upload Document**

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions**
 - Interbank transfer
 - Intrabank transfer
 - Interbank Batch transfer
 - Interbank Direct Credit
 - Interbank payroll
 - Intrabank Batch transfer
 - Intrabank payroll
 - Intrabank Direct Credit
- My Categories

UPLOAD DOCUMENT

SEARCH INFORMATION

Transaction ID: Subject:

File Type: Maker User ID:

Status: From Date: To Date:

+ CREATE **REFRESH** **SEARCH**

DOCUMENT LIST [Download PDF](#)

No.	Transaction ID	Transaction Reference	Subject	Created Date	Created By	Last Update	Updated By	Status	More Detail	Edit
1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful		
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful		
3	202110117257158		3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successful		
4	202110117257157		picture	11-10-2021	Owner	11-10-2021	Owner	Successful		

Screen 6.2-1 Upload Document

Step 3. Click on **Create** button to create new Upload Document transaction. System will redirect to **Initialization** screen.

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction
- Login history
- My Transactions**
 - Interbank transfer
 - Intrabank payroll
 - Intrabank transfer
- My Categories
- Other information

CREATE UPLOAD DOCUMENT

1 Initialization **2 Authentication** **3 Complete**

Note : Please click **1** For details of the instructions or note

Subject: Transaction ID:

Remark:

DOCUMENT LIST

No.	Document Name	File Name	File Format	Maximum File Size	Upload	Delete
1	PDF			5 MB		
2	Word			3 MB		

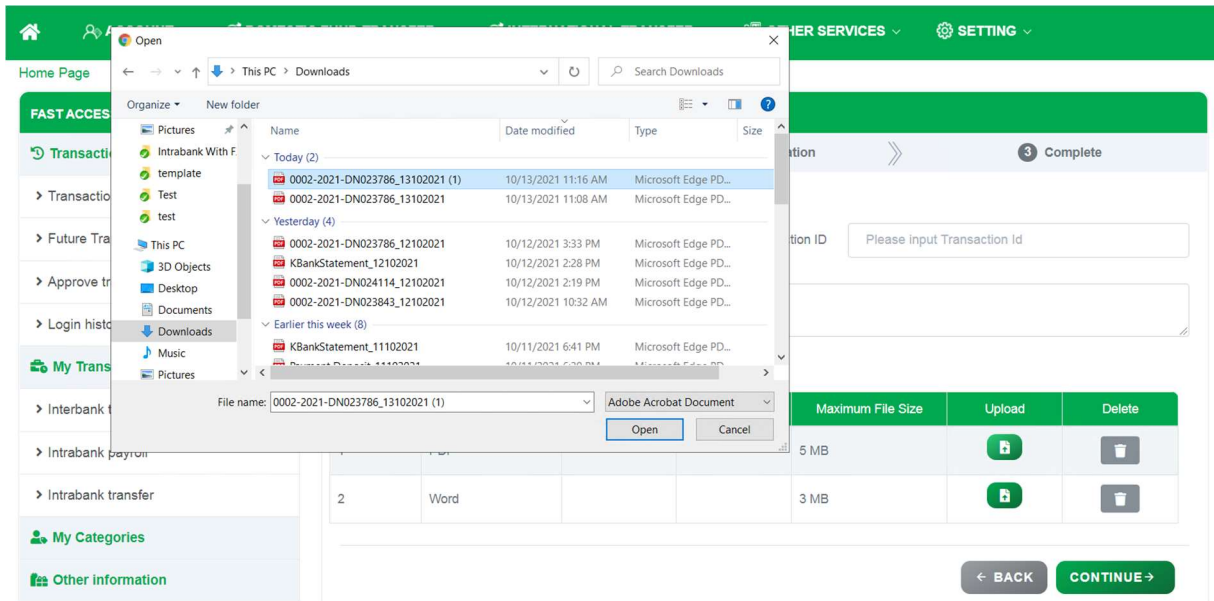
← BACK **CONTINUE →**

Screen 6.2-2 Create upload document transaction (Step 1)

Step 4. **Subject**, select subject from the dropdown list.

- At **Transaction ID**, input transaction reference ID (optional).
- At **Remark**, input transaction remark (optional).

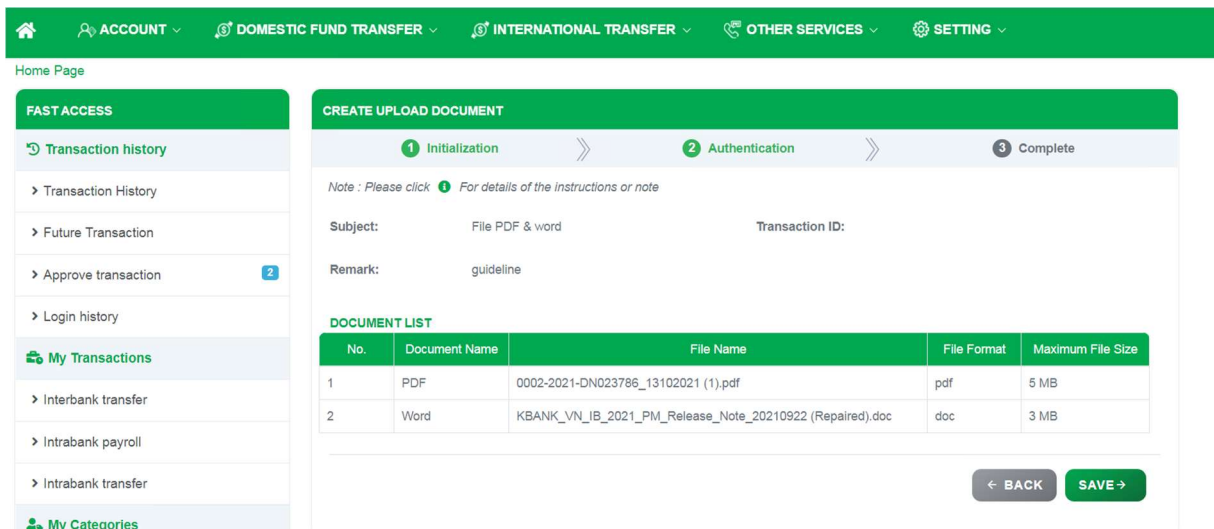
Step 5. Click on Upload icon  and choose the file to upload.



Screen 6.2.3 Upload Files

Step 6. Click on **Delete** icon  to delete the file that user just upload.

Step 7. Click on **Continue** button to redirect to **Authentication** screen.



Screen 6.2.4 Create upload document transaction (Step 2)

Step 8. User check information again and click on **Save** button to move to **Step 3**. or click on **Back** button to redirect to **Initialization** screen.

Home Page

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction **2**
- Login history
- My Transactions**
- Interbank transfer
- Intrabank payroll
- Intrabank transfer
- My Categories**
- Other information

CREATE UPLOAD DOCUMENT

1 Initialization >> 2 Authentication >> 3 Complete

Note : Please click **1** For details of the instructions or note

The transaction is awaiting for approval.
Transaction Number:202110137257416

Subject: File PDF & word
Transaction ID:
Remark: guideline

DOCUMENT LIST

No.	Document Name	File Name	File Format	Maximum File Size
1	PDF	0002-2021-DN023786_13102021 (1).pdf	pdf	5 MB
2	Word	KBANK_VN_IB_2021_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB

DOCUMENT LIST

Screen 6.2-4 Create upload document transaction (Step 3)

Step 9. Click on **Document List** to redirect to **Upload Document** screen.

6.3 Edit Transaction

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Other Services \ Upload Document**

Home Page > Transaction History

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction **2**
- Login history
- My Transactions**
- Interbank transfer
- Intrabank transfer
- Interbank Batch transfer
- Interbank Direct Credit
- Interbank payroll
- Intrabank Batch transfer
- Intrabank payroll
- Intrabank Direct Credit
- My Categories**

UPLOAD DOCUMENT

SEARCH INFORMATION

Transaction ID: Transaction ID Input Subject: All

File Type: All Maker User ID: Maker User ID input

Status: All From Date: 06/10/2021 To Date: 13/10/2021

+ CREATE **REFRESH** **SEARCH**

DOCUMENT LIST [Download PDF](#)

No.	Transaction ID	Transaction Reference	Subject	Created Date	Created By	Last Update	Updated By	Status	More Detail	Edit
1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful		
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful		
3	202110117257158		3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successful		
4	202110117257157		note	11-10-2021	Owner	11-10-2021	Owner	Successful		

Screen 6.3-1 Upload Document

Step 3. Click on **Edit** button to edit transaction. System will redirect to **Initialization** screen.

FAST ACCESS

- Transaction history
 - Transaction History
 - Future Transaction
 - Approve transaction **3**
 - Login history
- My Transactions
 - Interbank transfer
 - Intrabank payroll
 - Intrabank transfer
- My Categories
- Other information
 - Promotions
 - Branch and ATM locations
 - Exchange Rates - Interest Rates

CREATE UPLOAD DOCUMENT

1 Initialization >> 2 Authentication >> 3 Complete

Note : Please click 1 For details of the instructions or note

Transaction ID: 202110137257416
 Subject: File PDF & word
 Created Time: 13-10-2021
 Created By: owner 1
 Updated Time: 13-10-2021 12:37:28
 Updated By: owner 1
 Status: Waiting for the company to approve

Remark: guideline

DOCUMENT LIST

No.	Document Name	File Name	File Format	Maximum File Size	Upload	Delete
1	PDF	0002-2021-DN023786_13102021 (1).pdf	pdf	5 MB		
2	Word	KBANK_VN_IB_2021_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB		

← BACK CONTINUE →

Screen 6.3-2 Edit upload document transaction (Step 1)

Step 4. User can edit transaction remark and change uploaded file in this screen.

Step 5. Click on **Continue** button to redirect to **Authentication** screen.

FAST ACCESS

- Transaction history
 - Transaction History
 - Future Transaction
 - Approve transaction **2**
 - Login history
- My Transactions
 - Interbank transfer
 - Intrabank payroll
 - Intrabank transfer
- My Categories

CREATE UPLOAD DOCUMENT

1 Initialization >> 2 Authentication >> 3 Complete

Note : Please click 1 For details of the instructions or note

Subject: File PDF & word Transaction ID:
 Remark: guideline

DOCUMENT LIST

No.	Document Name	File Name	File Format	Maximum File Size
1	PDF	0002-2021-DN023786_13102021 (1).pdf	pdf	5 MB
2	Word	KBANK_VN_IB_2021_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB

← BACK SAVE →

Screen 6.3-3 Edit upload document transaction (Step 2)

Step 6. User check information again and click on **Save** button to move to **Step 3**. or click on **Back** button to redirect to **Initialization** screen.

Home Page

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction **2**
- Login history
- My Transactions**
- Interbank transfer
- Intrabank payroll
- Intrabank transfer
- My Categories**
- Other information

CREATE UPLOAD DOCUMENT

1 Initialization >> 2 Authentication >> 3 Complete

Note : Please click 1 For details of the instructions or note

The transaction is awaiting for approval.
Transaction Number:202110137257416

Subject: File PDF & word
Transaction ID:
Remark: guideline

DOCUMENT LIST

No.	Document Name	File Name	File Format	Maximum File Size
1	PDF	0002-2021-DN023786_13102021 (1).pdf	pdf	5 MB
2	Word	KBANK_VN_IB_2021_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB

DOCUMENT LIST

Screen 6.3.4 Edit upload document transaction (Step 3)

Step 7. Click on **Document List** to redirect to **Upload Document** screen.

Remarks: User only can Edit transaction when transaction status is
-Waiting for the company to approve:

6.4 Delete Transaction

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Other Services \ Upload Document**

Home Page > Transaction History

FAST ACCESS

- Transaction history
- Transaction History
- Future Transaction
- Approve transaction **2**
- Login history
- My Transactions**
- Interbank transfer
- Intrabank transfer
- Interbank Batch transfer
- Interbank Direct Credit
- Interbank payroll
- Intrabank Batch transfer
- Intrabank payroll
- Intrabank Direct Credit
- My Categories**

UPLOAD DOCUMENT

SEARCH INFORMATION

Transaction ID: Transaction ID Input Subject: All

File Type: All Maker User ID: Maker User ID Input

Status: All From Date: 06/10/2021 To Date: 13/10/2021

+ CREATE REFRESH SEARCH

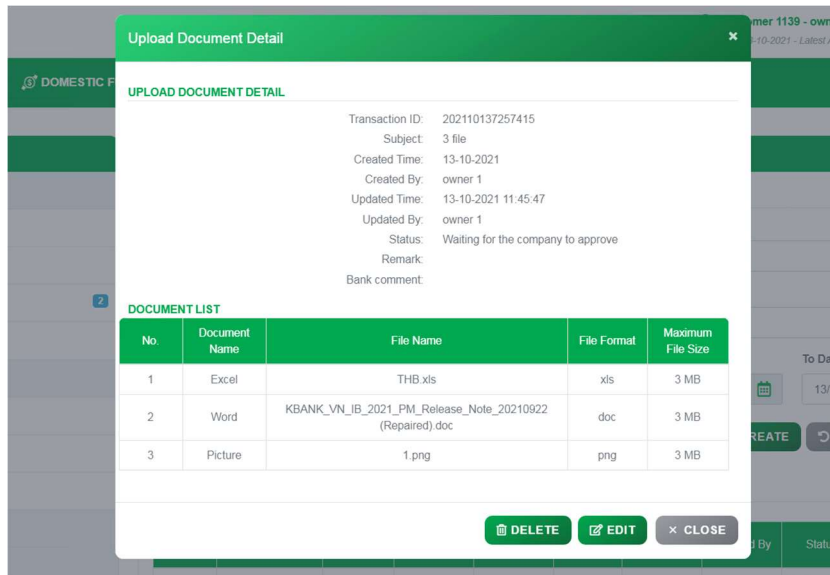
Download PDF

DOCUMENT LIST

No.	Transaction ID	Transaction Reference	Subject	Created Date	Created By	Last Update	Updated By	Status	More Detail	Edit
1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful		
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful		
3	202110117257158		3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successful		
4	202110117257157		picture	11-10-2021	Owner	11-10-2021	Owner	Successful		

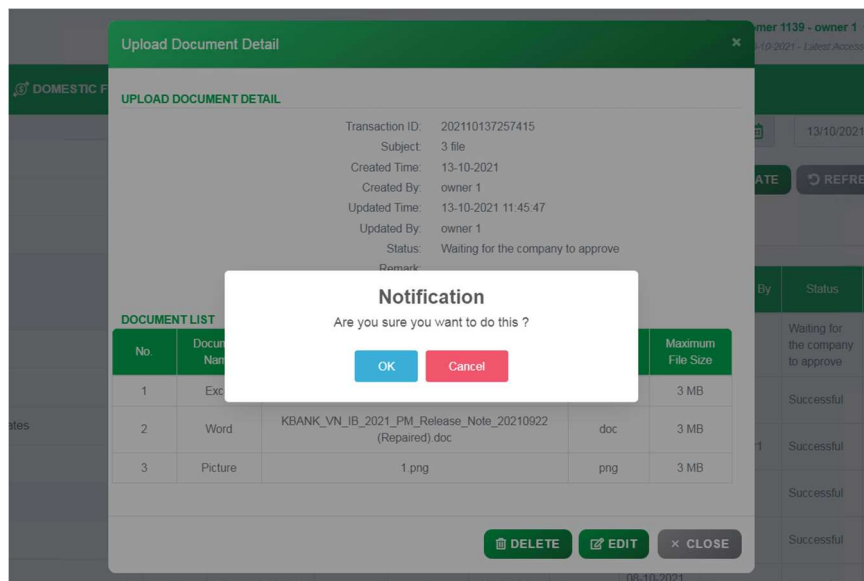
Screen 6.4.1 Upload Document

Step 3. Click on icon at column **More Detail** of transaction that user want to Delete.

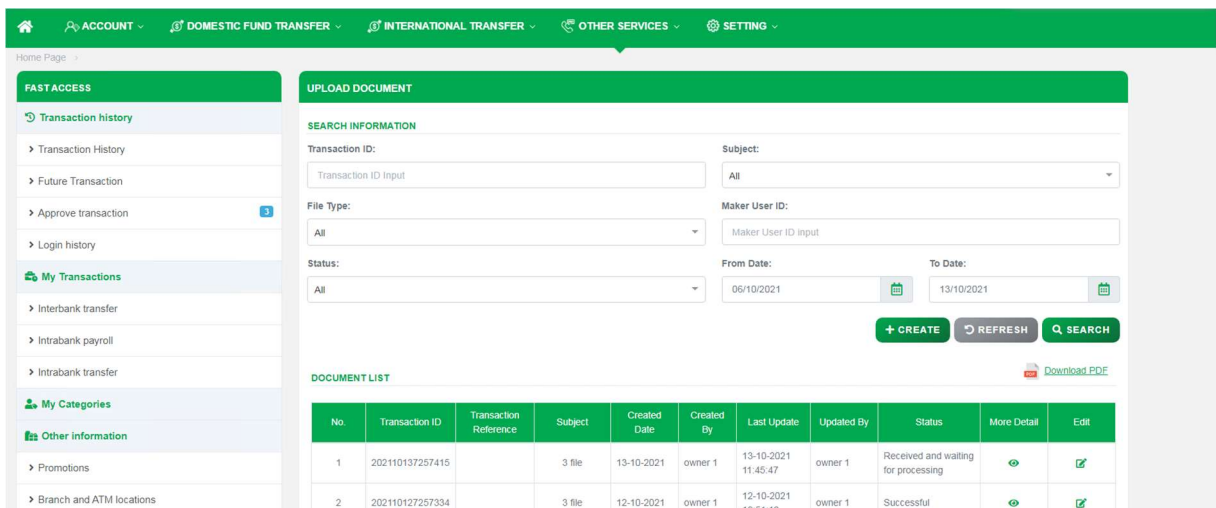


Screen 6.4.2 Upload Document Details

Step 4. Click on **Delete** button to remove transaction from the **Document List**. Click on **OK** to confirm or **Cancel** to cancel confirmation.



Screen 6.4.3 Delete Transaction Confirmation



Screen 6.4.4 Delete Transaction Successfully

Notes: User only can Delete transaction when transaction status is 'Waiting for the company to approve':

7. Setting

Objective: To manage user's role, entitlement and information. User can add, edit and favorite frequently-used account and menu.

7.1 Manage Role

Objective: To initially create and manage all roles needed for the company (Example: Maker/Checker)

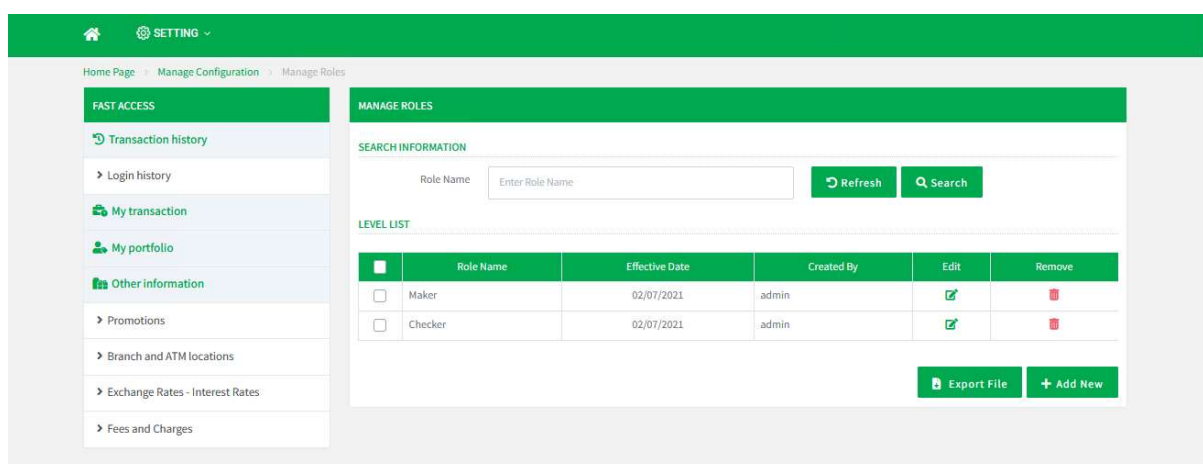
Remarks: The function is entitled for **Corporate Administrator** only

7.1.1 Search For Information

– Take the following steps:

Step 1. Select **Setting** function

Step 2. Select **Manage Configuration/Manage Role** function



Screen 7.1.1.-1: Search information

Step 3. Enter the role name to search

Step 4. Click **Search** button to search

Step 5. Click **Refresh** button to clear all entered search criteria

– Search results:

Data found: Display correct search results on the table according to all entered search criteria

No data found: Display notification "No Data Found" on the table

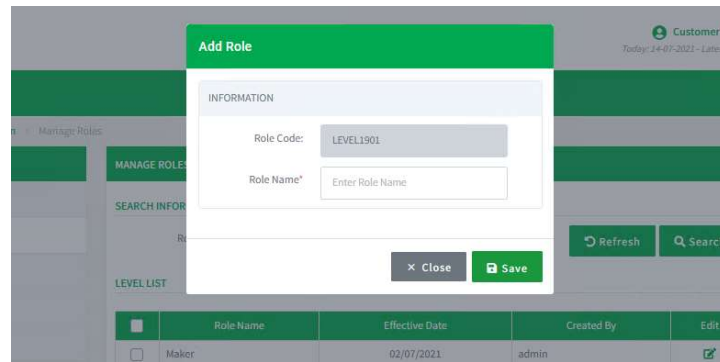
7.1.2 Add New Role

– Take the following steps:

Step 1. Select **Setting** function

Step 2. Select **Manage Configuration/Manage Role** function

Step 3. Click **Add New** button



Screen 7.1.2-1: Add new role

- Step 4. Enter new role name in the textbox
- Step 5. Click **Save** button
- Step 6. Click **Close** button to cancel and close the pop-up

– Results:

Success:


New role of this corporate company is saved
Display success message on this screen

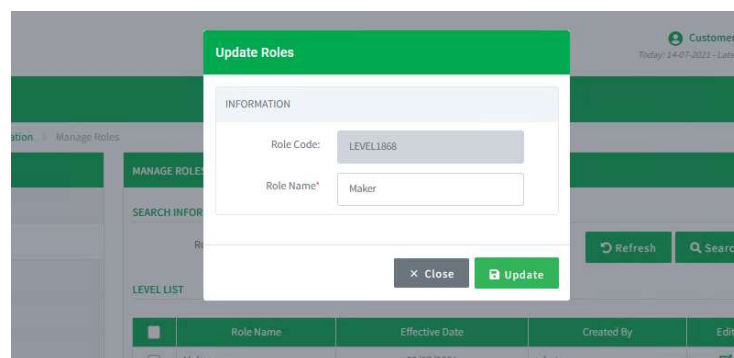
Failed:

New role of this corporate company is not saved
Display error message on this screen

7.1.3 Update Role

– Take the following steps:

- Step 1. Select **Setting** function
- Step 2. Select **Manage Configuration/Manage Role** function
- Step 3. Click  button on **Edit** Column from the table



Screen 7.1.3-1: Update role

- Step 4. Enter the information that needs to change
- Step 5. Click **Update** button

Step 6. Click **Close** button to cancel and close the pop-up

– Results:

Success:

The system will update role name of this corporate company
Display success message on this screen

Failed:

The system does not update role name of this corporate company. Display error message on this screen

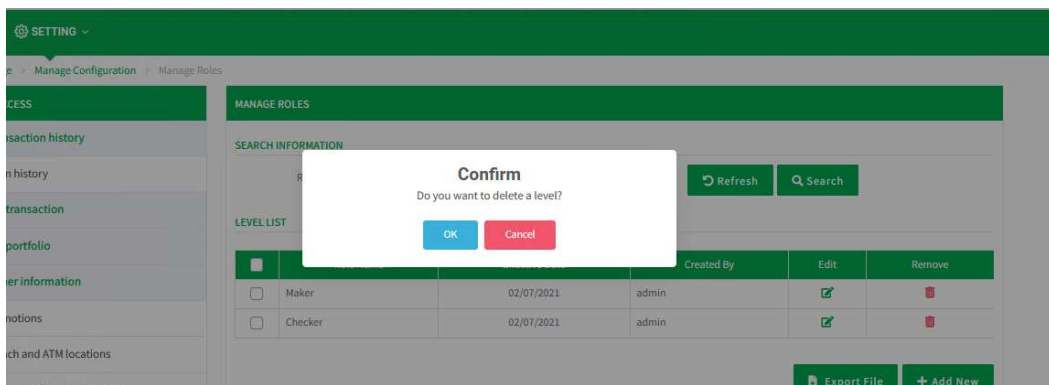
7.1.4 Delete Role

– Take the following steps:

Step 1. Select **Setting** function

Step 2. Select **Manage Configuration/Manage Role** function

Delete row by row:

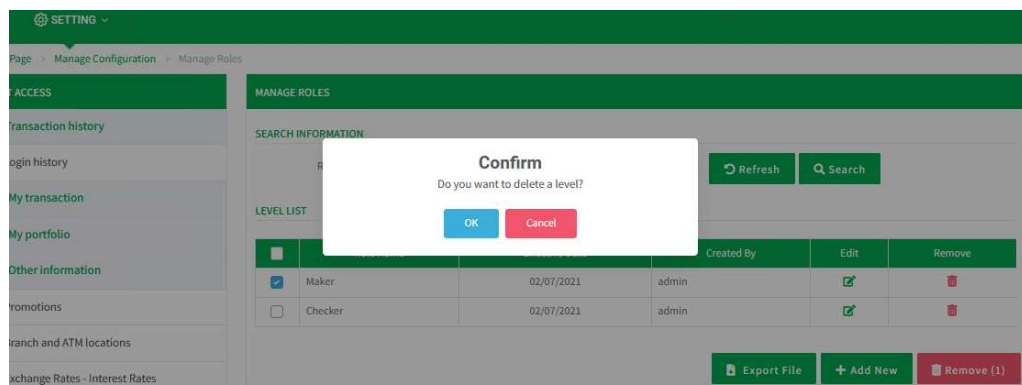


Screen 7.1.4-1: Delete row by row

Step 3. Click button on the table

Step 4. Click **OK** to confirm or **Cancel** to cancel the confirmation

Delete multiple rows:



Screen 7.1.4-2: Delete some rows

Step 5. Check the boxes of roles that need to delete

Step 6. Click **Remove** button

Step 7. Click **OK** to confirm or **Cancel** to cancel the confirmation

- Results:
Success:
The system deletes selected role of this corporate company
Display success message on this screen
- Failed:
The system does not delete selected role of this corporate company. Display error message on this screen

7.1.5 Export File

- Take the following steps:
 - Step 1. Select **Setting** function
 - Step 2. Select **Manage Configuration/Manage Role** function
 - Step 3. Click **Export File** button
- Results: The exported file shows information rows in a grid

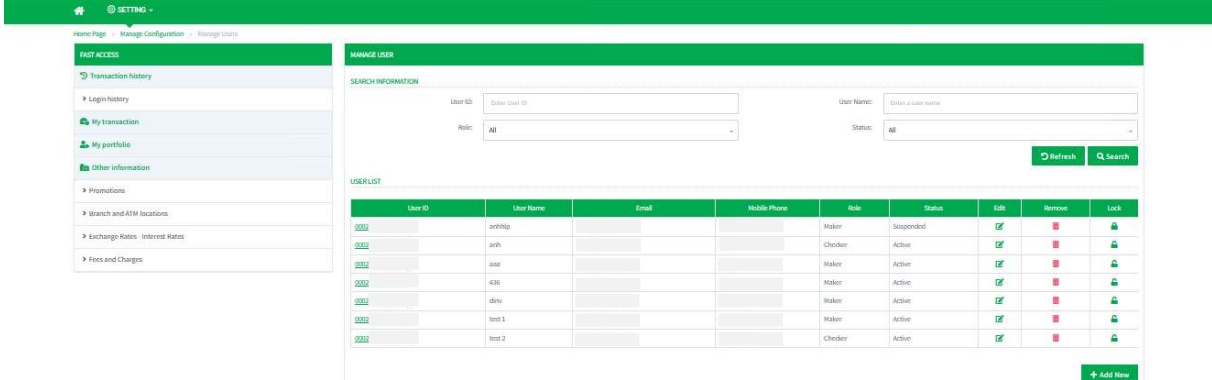
7.2 Manage User

Objective: To create, entitle, assign and manage all internal users needed for the company (Example: Maker User /Checker User)

Remark: The function is entitled for **Corporate Administrator** only

7.2.1 Search For Information

- Take the following steps:
 - Step 1. Select **Setting** function
 - Step 2. Select **Manage Configuration/Manage User** function



The screenshot displays the 'MANAGE USER' interface. On the left is a sidebar with navigation options. The main area contains search filters for User ID, User Name, Role, and Status, along with 'Refresh' and 'Search' buttons. Below the filters is a table with the following data:

User ID	User Name	Email	Mobile Phone	Role	Status	Edit	Remove	Lock
0001	sdhhd			Maker	Suspended			
0002	sdh			Checker	Active			
0003	aaa			Maker	Active			
0004	436			Maker	Active			
0005	dhu			Maker	Active			
0006	test 1			Maker	Active			
0007	test 2			Checker	Active			

Screen 7.2.1-1: Search information

- Step 3. Enter search criteria
 - Step 4. Click **Search** button to search
 - Step 5. Click **Refresh** button to clear all entered search criteria
- Search results:
Data found:

Display correct search results on the table according to all entered search criteria

No data found: Display notification “No Data Found” on the table

7.2.2 Add New Internal User

Remarks: Create the role before using this function

– Take the following steps:

- Step 1. Select **Setting** function
- Step 2. Select **Manage Configuration/Manage User** function
- Step 3. Click **Add New** button

The screenshot shows the 'ADD USERS' form in the 'Information' step. The form is divided into two main sections: 'USER INFORMATION' and 'LOGIN INFORMATION'. The 'USER INFORMATION' section contains the following fields: Customer Name (user), Email (user@gmail.com), Gender (Male), Date of Birth (01/01/2021), Address (Enter the address), Mobile Phone (Enter the mobile phone), Role (Maker), and Document No. (123456789). The 'LOGIN INFORMATION' section contains a User ID field (empty). At the bottom right, there are 'Back' and 'Continue' buttons.

Screen 7.2.2-1: Add new internal user (step 1)

- Step 4. Enter all required fields
- Step 5. Click **Continue** button to redirect to the next step screen
- Step 6. Click **Back** button to cancel and return to the previous screen

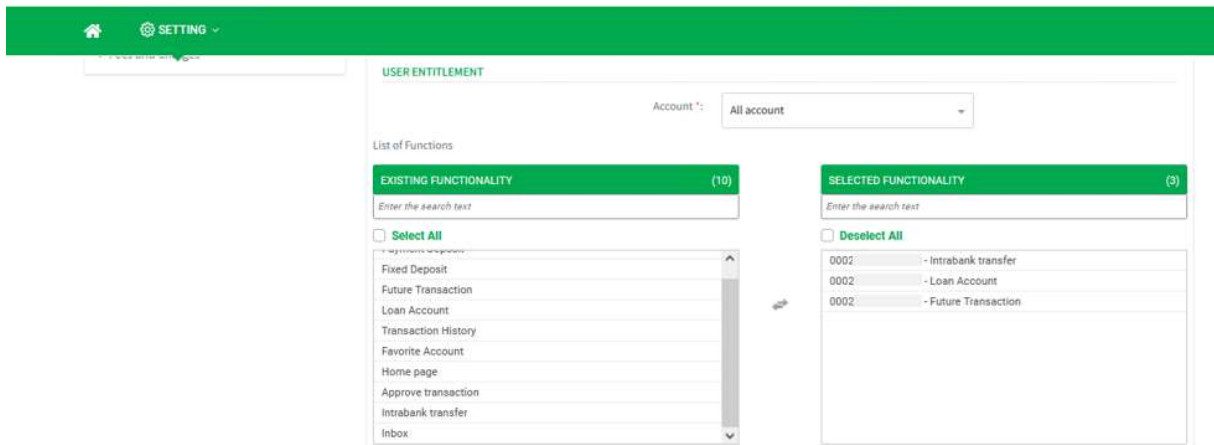
The screenshot shows the 'ADD USERS' form in the 'Entitlement' step. The form displays the user information entered in the previous step: Customer Name: USER, Email: user@gmail.com, Mobile Phone: -, Gender: male, Date of Birth: 01/01/2021, Address: -, Role: Maker, and User ID: [empty]. The 'REFERENCE INFORMATION' section is highlighted, showing a 'User Reference' dropdown menu and an 'Update' button. The 'USER ENTITLEMENT' section is also visible at the bottom.

Screen 7.2.2-2: Add new internal user (step 2)

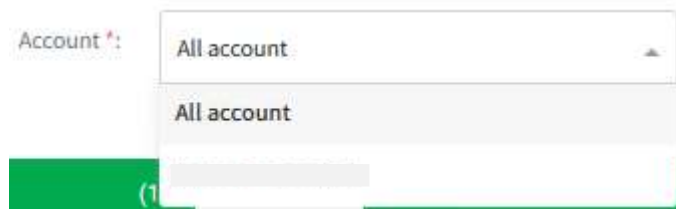
- Step 7. Select **User Reference** (if any)

Remarks: User Reference feature is optional. The data will appear when internal users with the same role already exist in corporate company

Step 8. Click **Update** button to fill in existing functions of the selected user



Screen 7.2.2-3: Add new internal user (step 2)

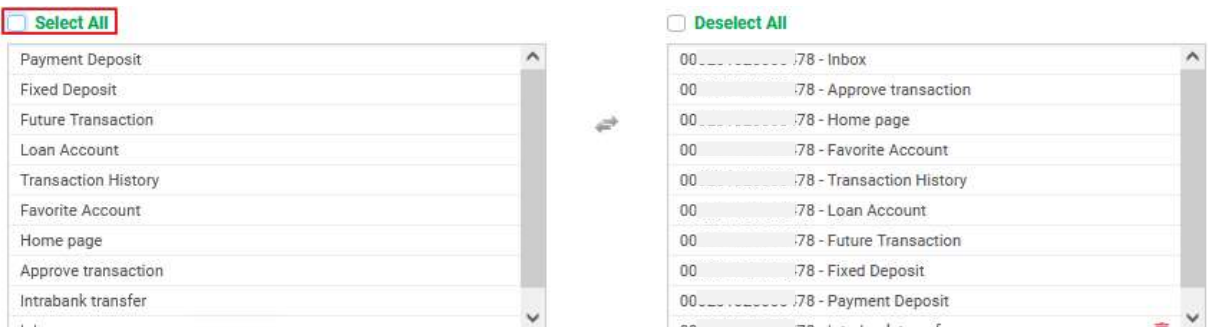


Step 9. Choose All Account or one account in the list

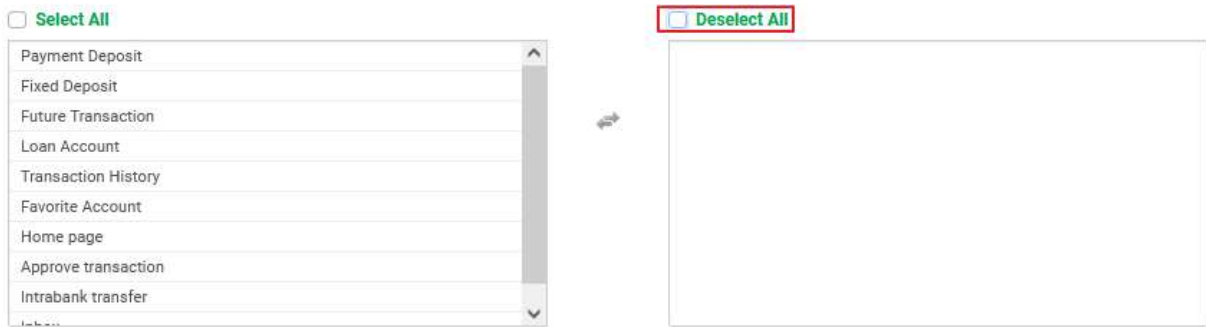


Step 10. Enter function name to search in the list below
Add or remove **all** functions:

Step 11. Check **Select All** box to add all functions to the right side list for each selected account



Step 12. Check **Deselect All** to remove all functions on the right side list

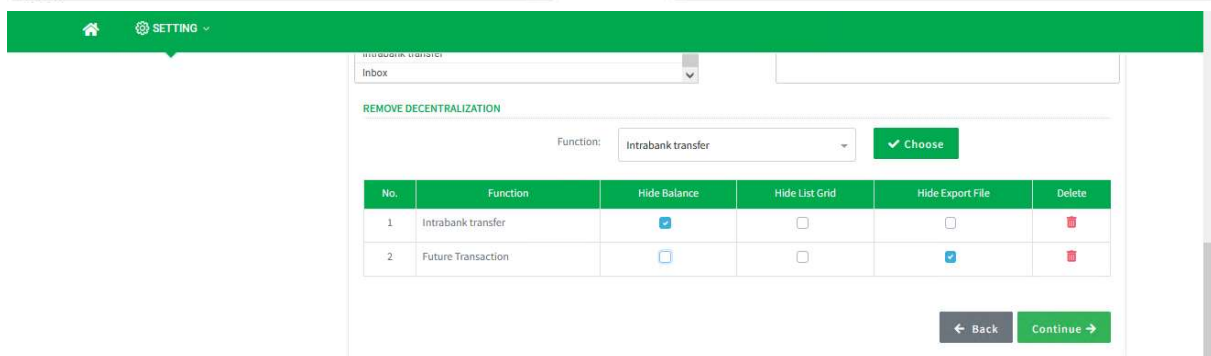
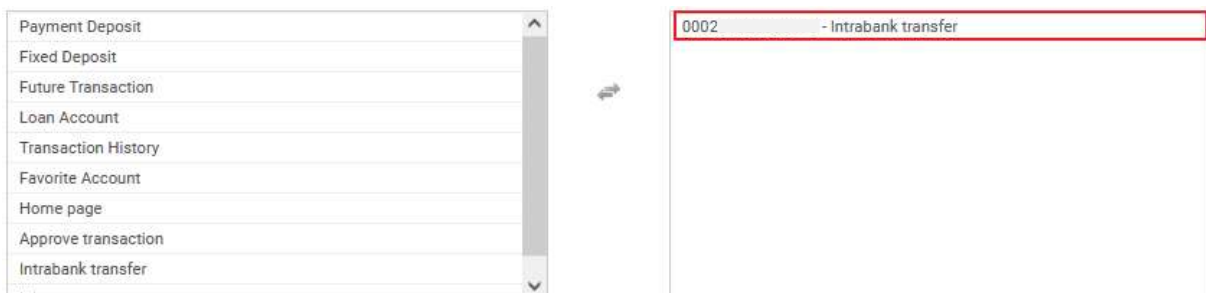


Add or remove **each** function:

Step 13. Select any functions from the left side list to add to the right side list for each selected account.



Step 14. Select any functions on the right side list to remove.



Screen 7.2.2.4: Add new internal user (step 2.3)

Notes: Remove Decentralization feature is optional. The function list shows only added functions on the right side list of the upper section.

Step 15. Select any function and click **Choose** button to add to the list below

Step 16. Check the box to hide information on the function screen

Step 17. Click **Continue** button to redirect to the next step screen

Step 18. Click **Back** button to return to the previous screen

Screen 7.2.2-5: Add new internal user (step 3)

Step 19. Enter all required fields

Step 20. Select authentication type to verify

Step 21. Click **Continue** button to verify the request and go to the next step screen to show the result of request

Step 22. Click **Back** button to return to the previous screen

Screen 7.2.2-6: Add new internal user (step 4)

Step 23. Click **Back** button to redirect to management screen

- Results:

Success:

The system saves new internal user of this corporate company and send activation information via mail of internal user.

Display success message on this screen

Failed:

The system does not save new internal user of this corporate company and does not send mail.

Display error message on this screen

7.2.3 View Detail Information

- Take the following steps:


- Step 1. Select **Setting** function
- Step 2. Select **Manage Configuration/Manage User** function
- Step 3. Click hyperlink of the row in the **User ID** column on the table

Screen 7.2.3-1: View detail information

- Step 4. Click **Close** button to close the pop-up

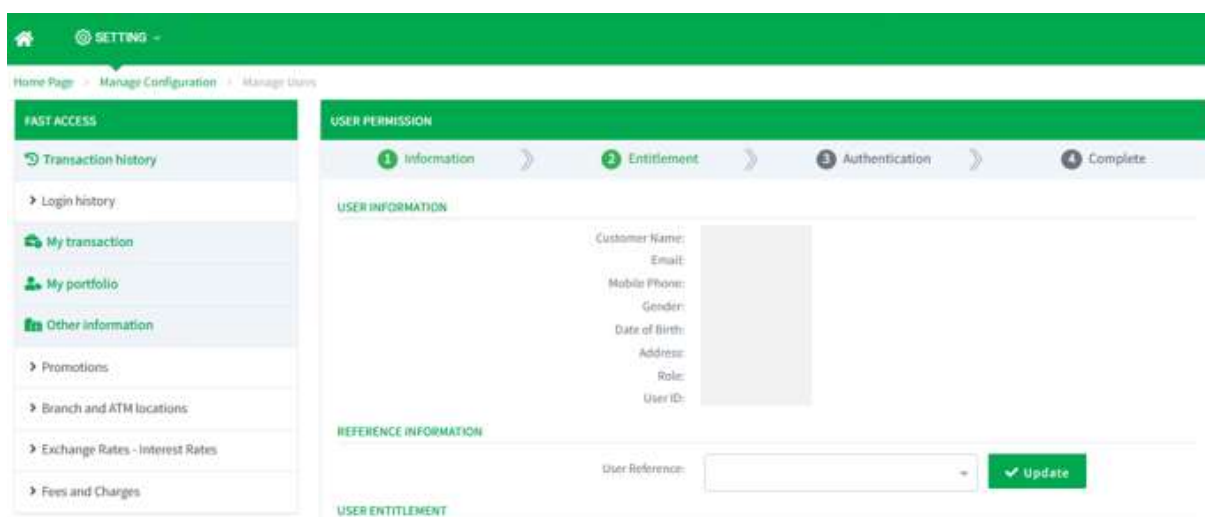
7.2.4 Update Internal User

- Take the following steps:

- Step 1. Select **Setting** function
- Step 2. Select **Manage Configuration/Manage User** function
- Step 3. Click  button from the table

Screen 7.2.4.1: Update internal user (step 1)

- Step 4. Enter information that needs to change
- Step 5. Click **Continue** button to redirect to the next step screen
- Step 6. Click **Back** button to cancel and return to the previous screen



Screen 7.2.4-2: Update internal user (step 2)

Step 7. Select new entitlement information that needs to change.

**Remarks: Continue to refer to 7.2.2 Add New Internal User (steps 7 to 16).*

Step 8. Click **Continue** button to verify the request and go to next step screen to show result of request

Step 9. Click **Back** button to return to the previous screen

Step 10. In **Step 3**, enter all required fields

Step 11. Select authentication type to verify

Step 12. Click **Continue** button to redirect to the next step screen

Step 13. Click **Back** button to return to the previous screen

Step 14. In **Step 4**, click **Back** button to redirect to management screen

- Results:

Success:

The system updates internal user of this corporate company on the database

Display success message on this screen

Failed:

The system does not update internal user of this corporate company on the database

Display the error message on this screen

7.2.5 Resend Password

- Take the following steps:

Step 1. Select **Setting** function

Step 2. Select **Manage Configuration/Manage User** function

Step 3. Click  button from the table

Screen 7.2.5-1: Update internal user (step 1)

Step 4. Click **Resend Password** button

Screen 7.2.5-2: Resend password

Step 5. Enter all required fields

Step 6. Select authentication type to verify.

Step 7. Click **Resend Password** button to verify the request

Step 8. Click **Cancel** button to cancel and close the pop-up

Results:

Success:

The system resets and resends new password to the selected internal user via registered email

Display success message on this screen

Failed:

The system does reset password and does not send the selected internal user via the registered email

Display error message on this screen

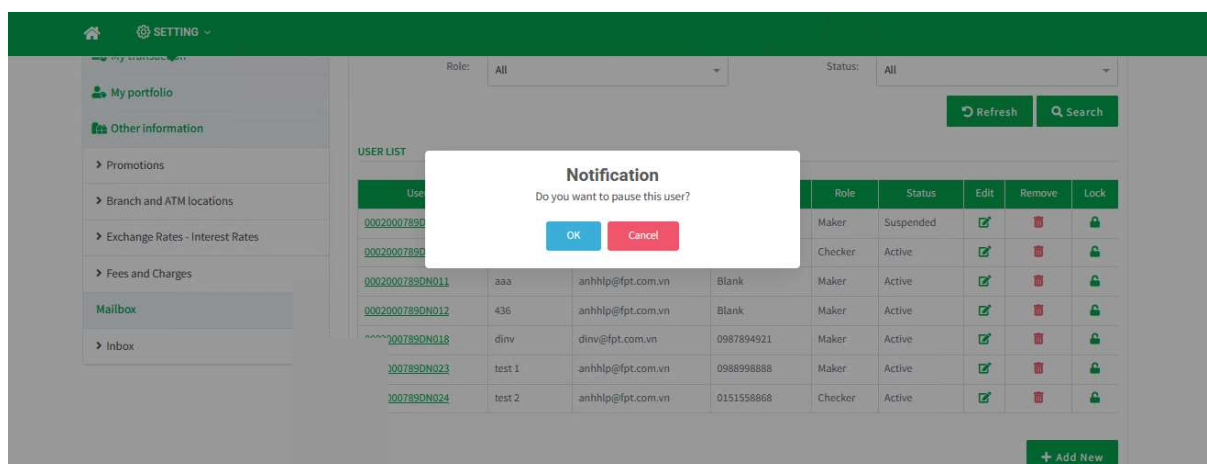
7.2.6 Manage User Status

Objective: To change user's status by locking or unlocking the selected user

- Take the following steps:

Step 1. Select **Setting** function

Step 2. Select **Manage Configuration/ Manage User** function



Screen 7.2.6-1: Lock internal user

Step 3. Click button to lock or click button to unlock the user

Step 4. Choose **OK** to confirm or **Cancel** to cancel the confirmation

Results:

Success:

The system locks/unlocks the selected internal user of this corporate company

Display success message on this screen

Failed:

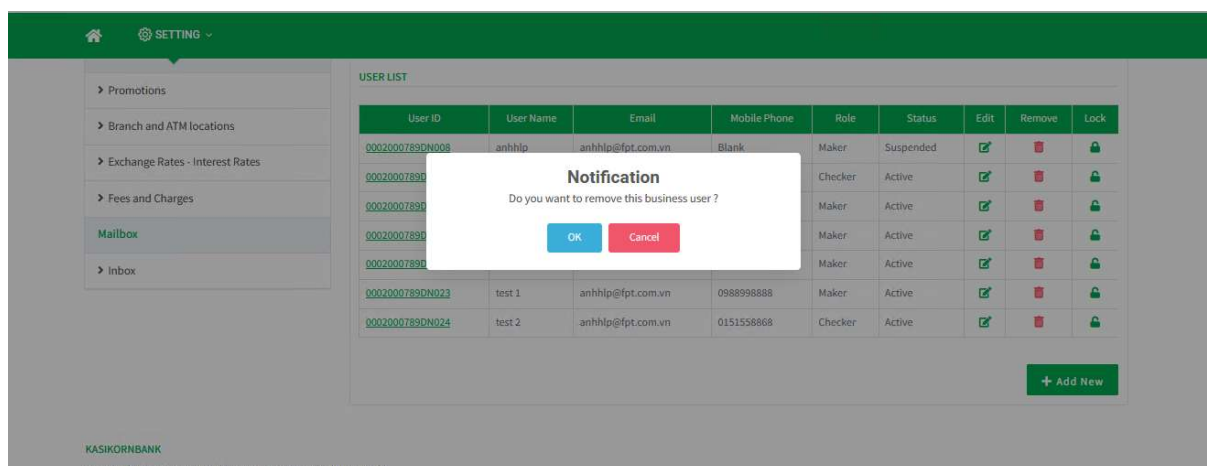
The system does not lock/unlock the selected internal user of this corporate company. Display error message on this screen.

7.2.7 Terminate Internal User

- Take the following steps:

Step 1. Select **Setting** function

Step 2. Select **Manage Configuration/ Manage User** function



Screen 7.2.7-1: Terminate internal user

- Step 3. Click button to remove the user
- Step 4. Choose **OK** to confirm or **Cancel** to cancel the confirmation

Results:

Success:

The system removes the selected internal user of this corporate company.

All buttons of the deleted rows will be disabled



Display success message on this screen

Failed:

The system does not remove the selected internal user of this corporate company. Display error message on this screen

7.2.8 Export File

- Take the following steps:

- Step 1. Select **Setting** function
- Step 2. Select **Manage Configuration/Manage User** function
- Step 3. Click **Export File** button

- Results: The exported file will show information rows in a grid

7.3 Manage Transaction Limit

Objective: To manage all transaction limit for users of the company, both daily limit for each user and for the whole company.

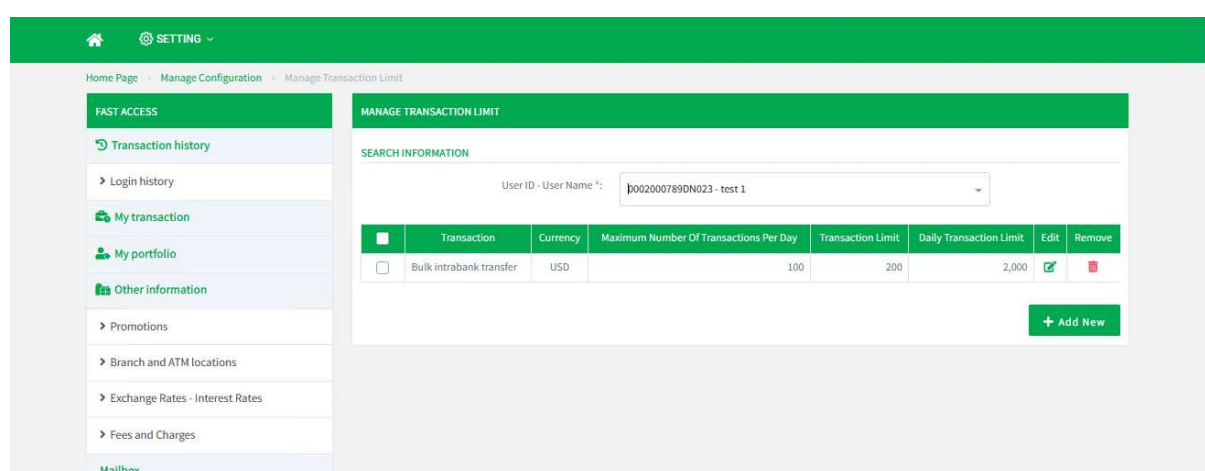
Important: Transaction limit applies only to the principal amount. The limit does not include fee amount.

Remarks: The function is entitled for corporate system administrator.

7.3.1 Search for information

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Transaction Limit** function.



Screen 7.3.1-1: Search information

- Step 3. Select internal user from the dropdown list to search.

Note: Only display the list of users who are entitled to use the functions that allow to create transactions.

- Search results:
 - Data found: Display the correct search results in the table according to all entered search criterias.
 - No data found: Display the notification "No Data Found" in the table.

7.3.2 Add new transaction limit

- Details:

- Create the internal user before using this function.
- Rules:
 - Daily transaction limit \geq Transaction limit
 - Daily transaction limit \leq Daily transaction limit of the corporate
 - Transaction limit \leq Transaction limit of the corporate
 - Transaction per day \leq Transaction per day of the corporate

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Transaction Limit** function.
- Step 3. Select the internal user from the dropdown.
- Step 4. Click on **Add New** button.

Screen 7.3.2-1 Add new transaction limit

- Step 5. Select the transaction from the dropdown.
- Step 6. Enter all required fields.
- Step 7. Click on **Save** button.
- Step 8. Click on **Back** button to cancel and return to the previous screen.

- Results:

Success:

- The system will save new transaction limit of this corporate company to the database.
- Display the success message on this screen.

Failed:

- The system does not save new transaction limit of this corporate company to the database.
- Display the error message on this screen.


7.3.3 Update transaction limit

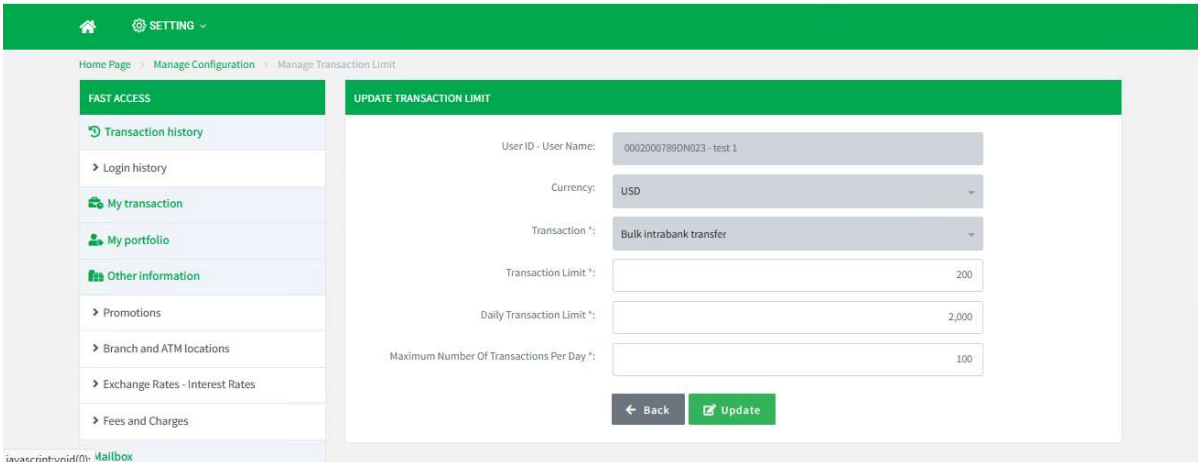
- Details:

Rules:

- Daily transaction limit \geq Transaction limit
- Daily transaction limit \leq Daily transaction limit of the corporate
- Transaction limit \leq Transaction limit of the corporate
- Transaction per day \leq Transaction per day of the corporate

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Transaction Limit** function.
- Step 3. Select the internal user from the dropdown.
- Step 4. Click on  button from the table.



The screenshot shows a web application interface for updating transaction limits. The page title is 'UPDATE TRANSACTION LIMIT'. The form includes the following fields and values:

User ID - User Name:	0002000789DN023 - test 1
Currency:	USD
Transaction *:	Bulk intrabank transfer
Transaction Limit *:	200
Daily Transaction Limit *:	2,000
Maximum Number Of Transactions Per Day *:	100

At the bottom of the form, there are two buttons: 'Back' and 'Update'.

Screen 7.3.3-1: Update transaction limit

- Step 5. Enter the information that needs to change.
- Step 6. Click on **Update** button.
- Step 7. Click on **Back** button to cancel and return to the previous screen.

- Results:

Success:

- The system will update transaction limit of this corporate company to the Database.
- Display the success message on this screen.

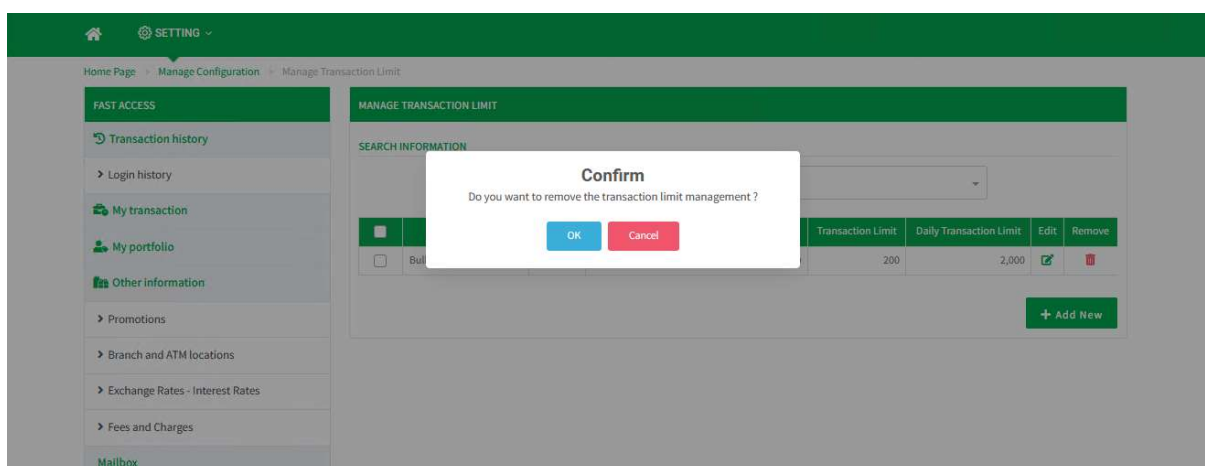
Failed:

- The system does not update transaction limit of this corporate company to the Database.
- Display the error message on this screen.


7.3.4 Delete transaction limit

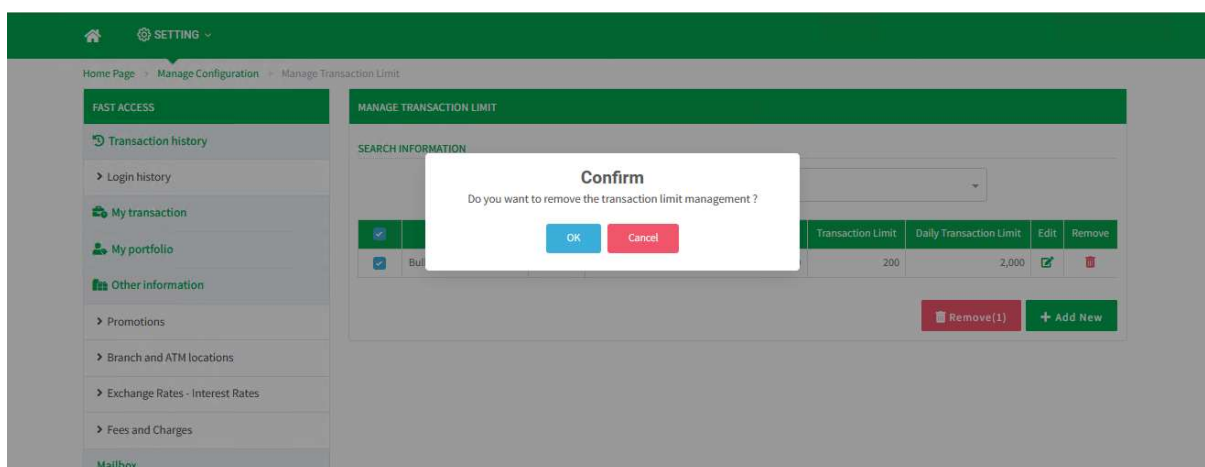
- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Transaction Limit** function.
- Step 3. Select the internal user from the dropdown.
 - Delete row by row:



Screen 7.3.4-1: Delete row by row

- Step 4. Click on  button from the table.
- Step 5. Choose **OK** to confirm or **Cancel** to cancel confirmation.
- Delete some rows:



Screen 7.3.4-2: Delete some rows

- Step 6. Tick the checkboxes of the rows need to delete.
- Step 7. Click on **Delete** button.
- Step 8. Choose **OK** to confirm or **Cancel** to cancel confirmation.

- Results:

Success:

- The system will delete the selected transaction limit of this corporate company to the database.
- Display the success message on this screen.

Failed:

- The system does not delete the selected transaction limit of this corporate company to the database. Display the error message on this screen.

7.4 Manage Approval Matrix

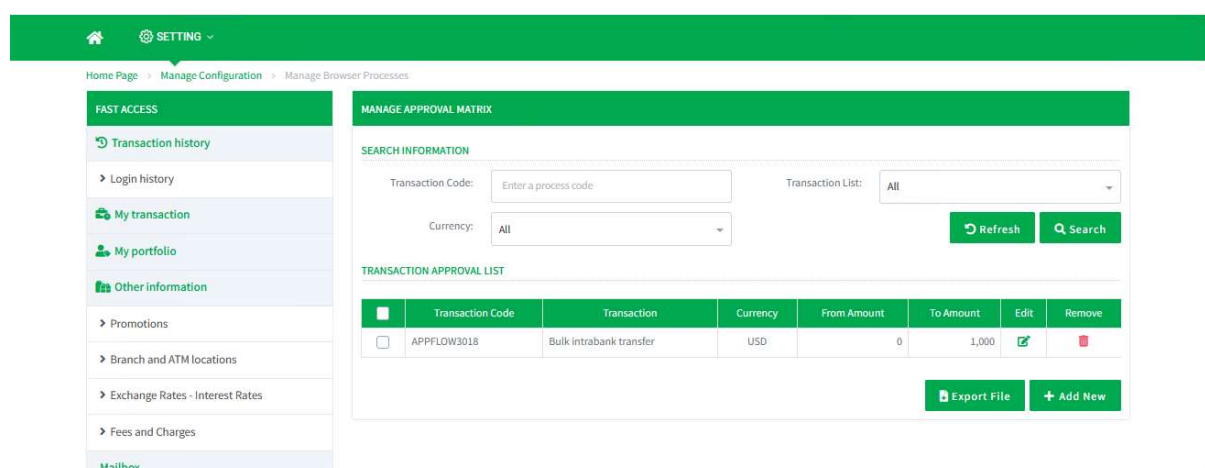
Objective: To manage approval level or the approval sequencel of the company before the transaction will be processed by the bank

Remarks: The function is entitled for corporate system administrator.

7.4.1 Search for information

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Matrix** function.



Screen 7.4.1-1: Search information

- Step 3. Enter the role name to search.
 - Step 4. Click on **Search** button to search.
 - Step 5. Click on **Refresh** button to clear all entered search criterias.
- Search results:
- Data found: Display the correct search results in the table according to all entered search criterias.
 - No data found: Display the notification “No Data Found” in the table.

7.4.2 Add new approval matrix

- **Details:**

- Create the role before using this function.
- Allow to add approval matrix with different limit for the same transaction type.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Matrix** function.
- Step 3. Click on **Add New** button.

Screen 7.4.2-1: Add new approval matrix (1)

- Step 4. Select the transaction from the dropdown.
- Step 5. Tick the checkbox **Approval In Sequences** to allow higher level to pass approval matrix (optional).
- Step 6. Enter all required fields.

No.	Sequence Order	Role Name	Descriptions	Remove
1	1	Checker		

Screen 7.4.1-2: Add new approval matrix (2)

Notes:

- Sequence order: Only allow to select from 1st.*
- Role name: Not allow to add the role already exists in the list below.*

- Step 7. Select the sequence order and role name from the dropdown.
- Step 8. Enter description in the textbox (optional).
- Step 9. Click on **Add** button to add the approval level to the list below.
- Step 10. Click on **Save** button.
- Step 11. Click on **Back** button to cancel and return to the previous screen.

– Results:

Success:


- The system will save new approval matrix of this corporate company to the Database.
- Display the success message on this screen.

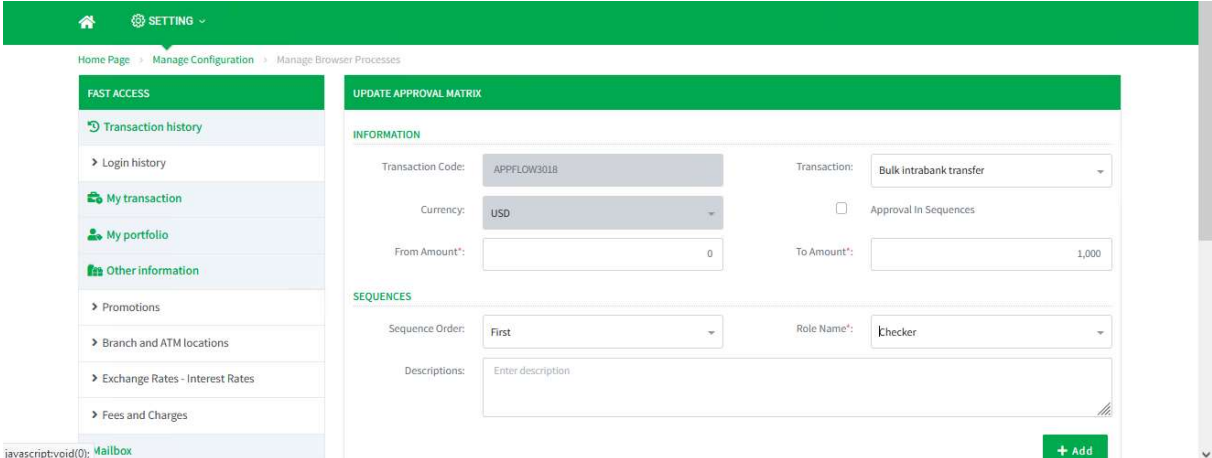
Failed:

- The system does not save new approval matrix of this corporate company to the Database.
- Display the error message on this screen.

7.4.3 Update approval marix

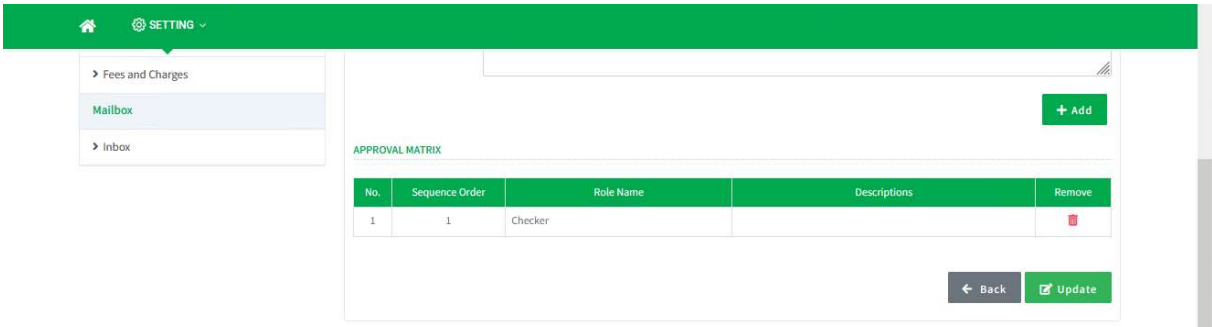
- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Matrix** function.
- Step 3. Click on  button from the table.



Screen 7.4.3-1: Update approval matrix


- Step 4. Select the transaction from the dropdown list that needs to change.
- Step 5. Tick the checkbox **Approval In Sequences** to allow higher level to pass approval matrix that needs to change (optional).
- Step 6. Enter the information that needs to change.



Screen 7.4.3-2: Update approval matrix (2)

Notes:

- Sequence order: Only allow to select from 1st.*
- Role name: Not allow to add the role already exists in the list below.*

- Step 7. Click on  button from the table that needs to change (optional).

- Step 8. Select the sequence order and role name from the dropdown list that needs to add more level.
- Step 9. Enter description in the textbox that needs to change (optional).
- Step 10. Click on **Add** button to add the approval level to the list below.
- Step 11. Click on **Update** button.
- Step 12. Click on **Back** button to cancel and return to the previous screen.

- Results:

Success:

- The system will update approval matrix of this corporate company to the Database.
- Display the success message on this screen.

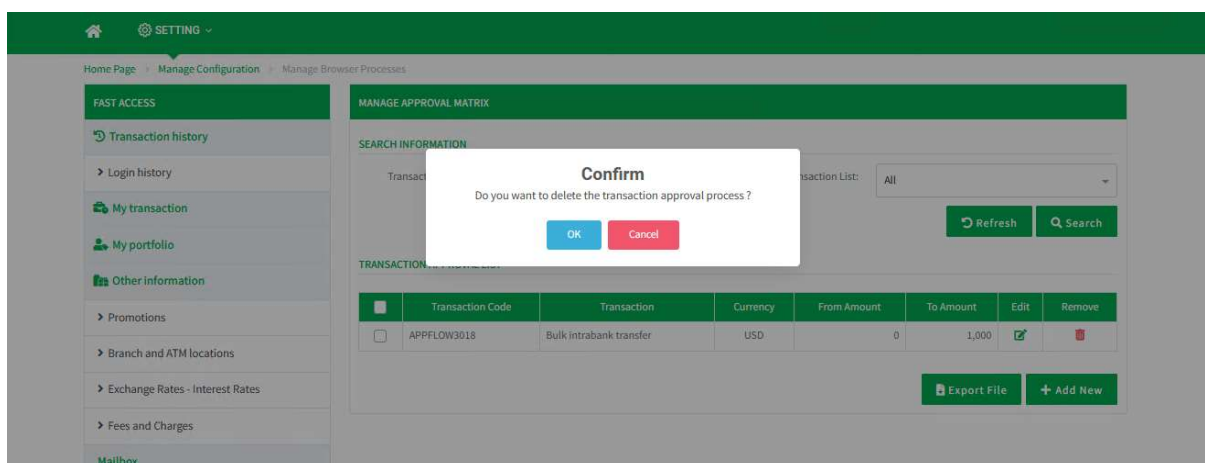
Failed:

- The system does not update approval matrix of this corporate company to the Database.
- Display the error message on this screen.


7.4.4 Delete approval matrix

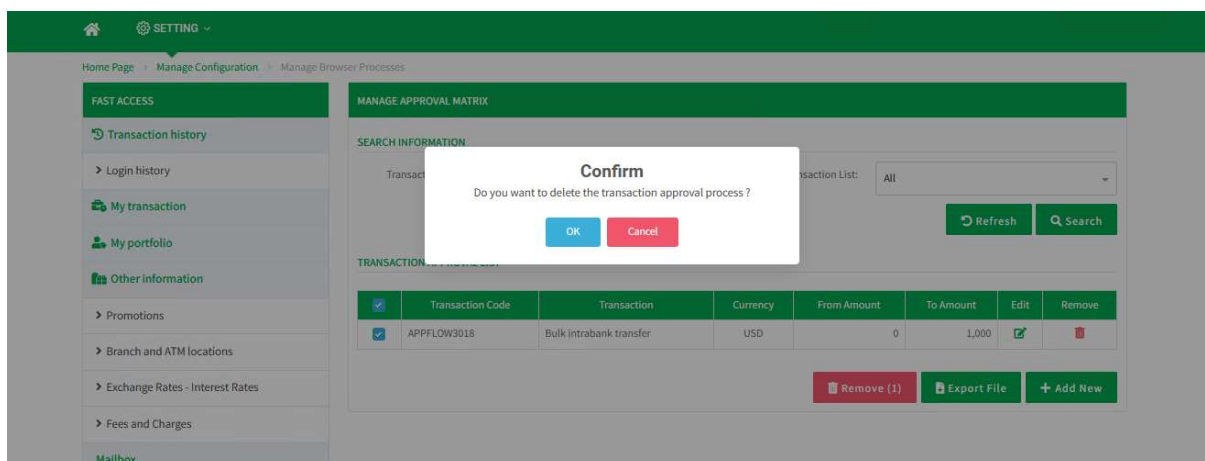
- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Matrix** function.
- Delete row by row:



Screen 7.4.4-1: Delete row by row

- Step 3. Click on  button from the table.
- Step 4. Choose **OK** to confirm or **Cancel** to cancel confirmation.
- Delete some rows:



Screen 7.4.4-2: Delete some rows

- Step 5. Tick the checkboxes of the rows need to delete.
- Step 6. Click on **Delete** button.
- Step 7. Choose **OK** to confirm or **Cancel** to cancel confirmation.

- Results:

Success:

- The system will delete the selected approval matrix of this corporate company to the Database.
- Display the success message on this screen.

Failed:

- The system does not delete the selected approval matrix of this corporate company to the Database.
- Display the error message on this screen.

7.4.5 Export file

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Matrix** function.
- Step 3. Click on **Export File** button.

- Results: Export the file on the user's device with the information rows found in the grid.

7.5 Manage Transaction Approval Limit

Objective: To manage transaction approval limit of the selected user and selected transaction type

Important: Transaction limit applies only to the principal amount.
The limit does not include fee amount.

Remarks:

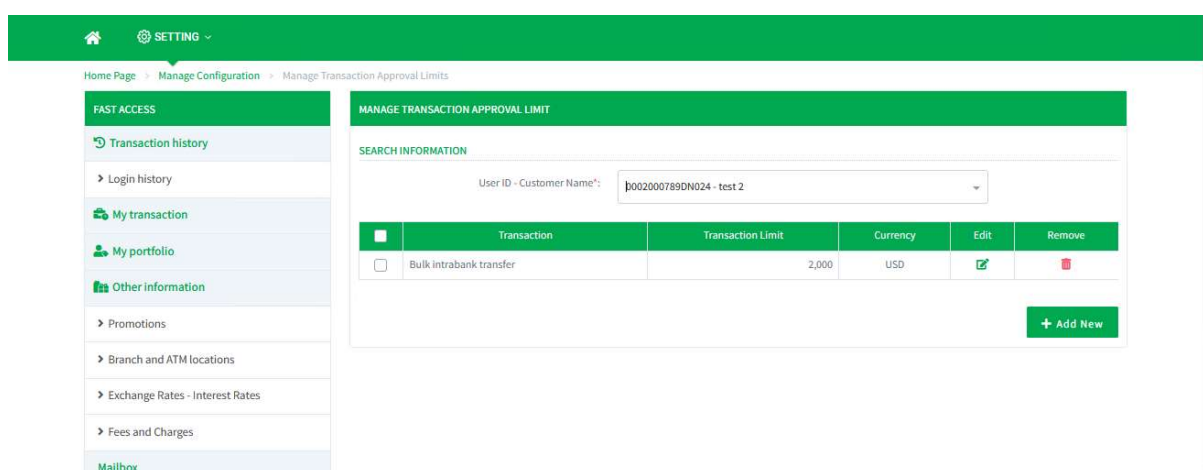
- The function is entitled for corporate system administrator.
- This is a required feature so that internal approvers can see pending transactions.

7.5.1 Search for information

- Take the following steps:

Step 1. Login to the system successfully.

Step 2. Select **Manage Configuration\ Manage Transaction Approval Limit** function.



Screen 7.5.1-1: Search information

Step 3. Select internal user from the dropdown list to search.

*Note: Only display the list of users who belong to the role exist in the created approval matrix.

- Search results:

- Data found: Display the correct search results in the table according to all entered search criterias.
- No data found: Display the notification "No Data Found" in the table.

7.5.2 Add new transaction approval limit

- Remarks: Create the internal user and approval matrix before using this function.

- Take the following steps:

Step 1. Login to the system successfully.

- Step 2. Select **Manage Configuration\ Manage Transaction Approval Limit** function.
- Step 3. Select the internal user from the dropdown.
- Step 4. Click on **Add New** button.

Screen 7.5.2.1: Add new transaction approval limit

- Step 5. Select the transaction from the dropdown list.
- Step 6. Enter all required fields.
- Step 7. Click on **Save** button.
- Step 8. Click on **Back** button to cancel and return to the previous screen.

- Results:

Success:

- The system will save new transaction approval limit of this corporate company to the database.
- Display the success message on this screen.


Failed:

- The system does not save new transaction approval limit of this corporate company to the database.
- Display the error message on this screen.

7.5.3 Update transaction approval limit

- Remarks: Create the internal user and approval matrix before using this function.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Transaction Approval Limit** function.
- Step 3. Select the internal user from the dropdown.
- Step 4. Click on  button from the table.

Home Page > Manage Configuration > Manage Transaction Approval Limits

FAST ACCESS

- Transaction history
- Login history
- My transaction
- My portfolio
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates
- Fees and Charges

UPDATE TRANSACTION APPROVAL LIMIT

User ID - Customer Name: 0002000788DN024 - test 2

Currency: USD

Transaction *: Bulk intrabank transfer

Transaction Limit *: 2,000

Descriptions: Enter description

Back Update

javascript:void(0); Mailbox

Screen 7.5.3-1: Update transaction limit

Step 5. Enter the information that needs to change.

Step 6. Click on **Update** button.

Step 7. Click on **Back** button to cancel and return to the previous screen.

– Results:

Success:

- The system will update transaction approval limit of this corporate company to the Database.
- Display the success message on this screen.

Failed:

- The system does not update transaction approval limit of this corporate company to the Database.
- Display the error message on this screen.

7.5.4 Delete transaction approval limit

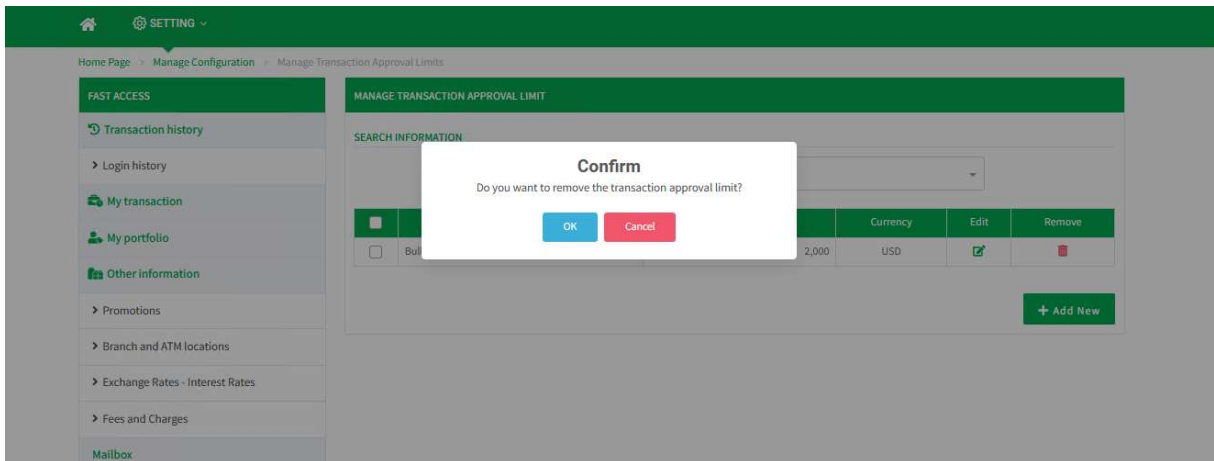
- Take the following steps:

Step 1. Login to the system successfully.


Step 2. Select **Manage Configuration \ Manage Transaction Approval Limit** function.

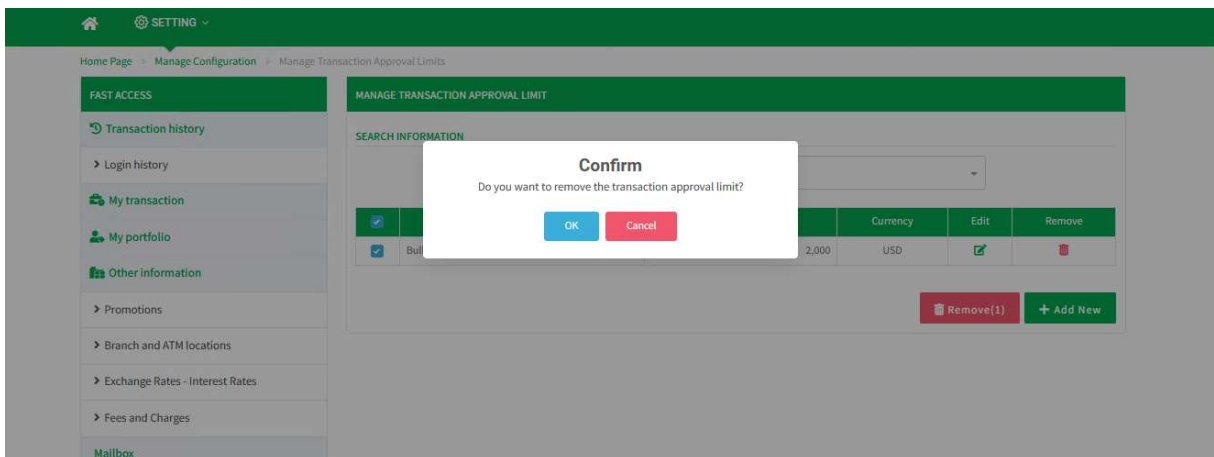
Step 3. Select the internal user from the dropdown.

- Delete row by row:



Screen 7.5.4-1: Delete row by row

- Step 4. Click on  button from the table.
- Step 5. Choose **OK** to confirm or **Cancel** to cancel confirmation.
- Delete some rows:



Screen 7.5.3-2: Delete some rows

- Step 6. Tick the checkboxes of the rows need to delete.
- Step 7. Click on **Delete** button.
- Step 8. Choose **OK** to confirm or **Cancel** to cancel confirmation.

- Results:

Success:

- The system will delete the selected transaction approval limit of this corporate company to the Database.
- Display the success message on this screen.

Failed:

- The system does not delete the selected transaction approval limit of this corporate company to the Database.
- Display the error message on this screen.

7.6 Manage Approval Limit by Role

Objective: To manage approval limit of the selected role and selected transaction type

Important: Transaction limit applies only to the principal amount.
The limit does not include fee amount.

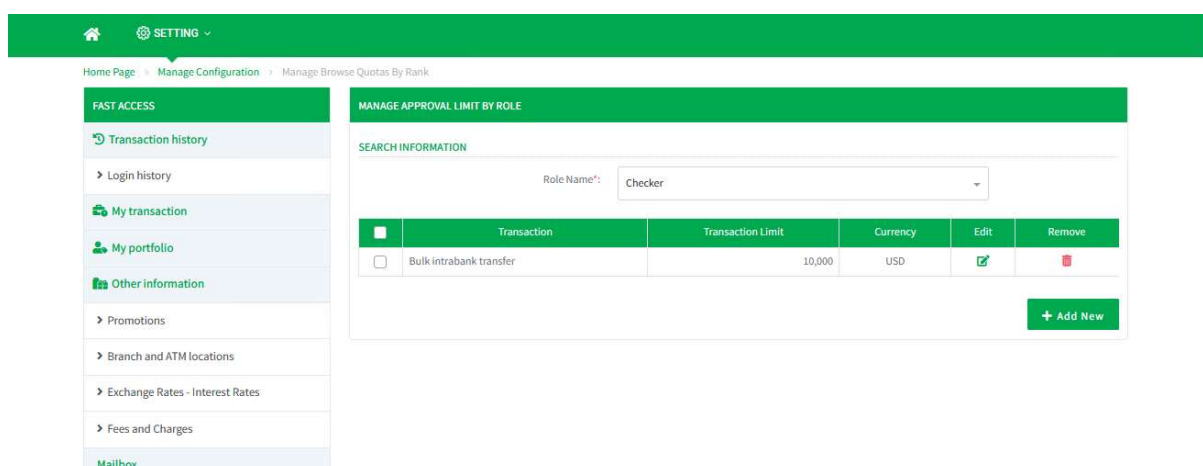
Remarks:

- The function is entitled for corporate system administrator.
- This is an optional feature.

7.6.1 Search for information

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Limit by Role** function.



Screen 7.6.1-1: Search information

- Step 3. Select role from the dropdown list to search.
- Search results:
 - Data found: Display the correct search results in the table according to all entered search criterias.
 - No data found: Display the notification “No Data Found” in the table.

7.6.2 Add new transaction limit

- Remarks: Create the role before using this function.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Limit by Role** function.
- Step 3. Select the role from the dropdown.
- Step 4. Click on **Add New** button.

The screenshot shows a web application interface with a green header. The breadcrumb trail is: Home Page > Manage Configuration > Manage Browse Quotas By Rank. On the left, there is a 'FAST ACCESS' sidebar with items like Transaction history, Login history, My transaction, My portfolio, Other information, Promotions, Branch and ATM locations, Exchange Rates - Interest Rates, Fees and Charges, and Mailbox. The main content area is titled 'ADD NEW APPROVAL LIMIT BY ROLE' and contains the following form fields:

- Role Name: Checker (dropdown)
- Currency: USD (dropdown)
- Transaction: Bulk intrabank transfer (dropdown)
- Transaction Limit: Enter limit amount (text input)
- Descriptions: Enter description (text area)

At the bottom of the form, there are two buttons: 'Back' (grey) and 'Add' (green).

Screen 7.6.2-1: Add new approval limit by role

- Step 5. Select the transaction from the dropdown.
- Step 6. Enter all required fields.
- Step 7. Click on **Save** button.
- Step 8. Click on **Back** button to cancel and return to the previous screen.

- Results:

Success:

- The system will save new approval limit by role of this corporate company to the Database.
- Display the success message on this screen.


Failed:

- The system does not save new approval limit by role of this corporate company to the Database.
- Display the error message on this screen.

7.6.3 Update transaction limit

- Remarks: Create the role before using this function.

- Take the following steps:

- Step 1. Login to the system successfully.
- Step 2. Select **Manage Configuration\ Manage Approval Limit by Role** function.
- Step 3. Select the role from the dropdown.
- Step 4. Click on  button from the table.

Screen 7.6.3-1: Update approval limit by role

Step 5. Enter the information that needs to change.

Step 6. Click on **Update** button.

Step 7. Click on **Back** button to cancel and return to the previous screen.

- Results:

Success:

- The system will update approval limit by role of this corporate company to the Database.
- Display the success message on this screen.

Failed:

- The system does not update approval limit by role of this corporate company to the Database.
- Display the error message on this screen.

7.6.4 Delete transaction limit

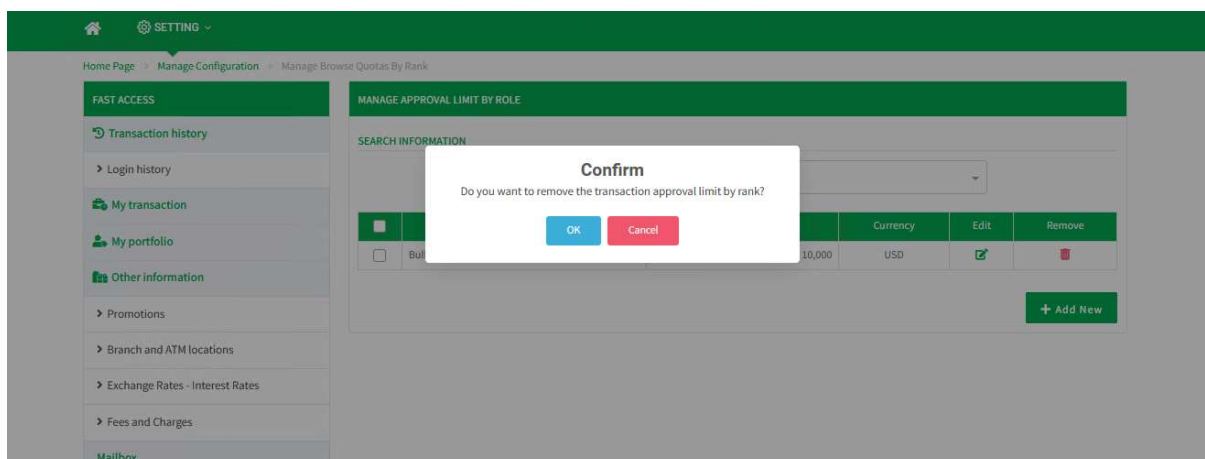
- Take the following steps:

Step 1. Login to the system successfully.


Step 2. Select **Manage Configuration\ Manage Approval Limit by Role** function.

Step 3. Select the role from the dropdown.

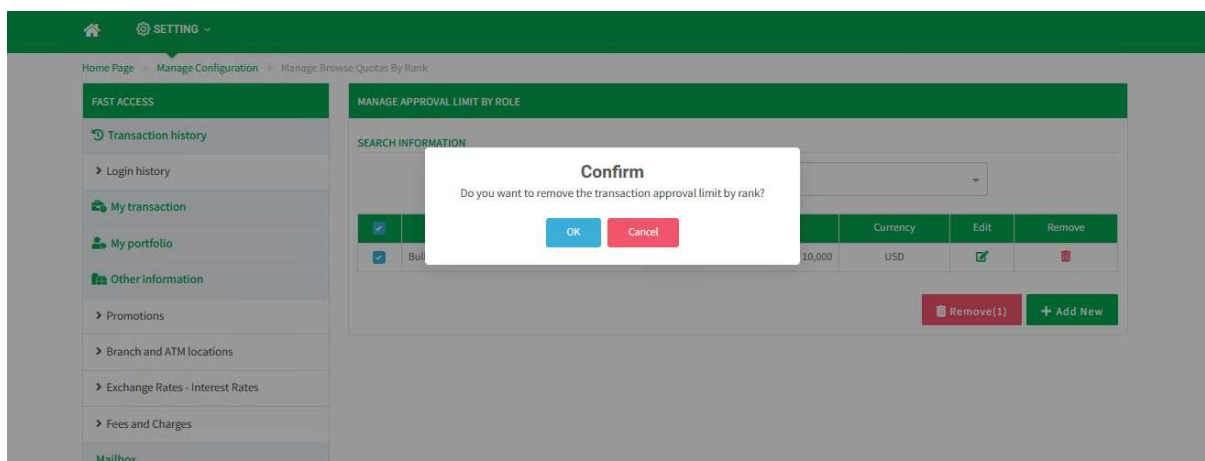
- Delete row by row:



Screen 7.6.4-1: Delete row by row

- Step 4. Click on  button from the table.
- Step 5. Choose **OK** to confirm or **Cancel** to cancel confirmation.

- Delete some rows:



Screen 7.6.4-2: Delete some rows

- Step 6. Tick the checkboxes of the rows need to delete.
- Step 7. Click on **Delete** button.
- Step 8. Choose **OK** to confirm or **Cancel** to cancel confirmation.

- Results:

Success:

- The system will delete the selected approval limit by role of this corporate company to the Database.
- Display the success message on this screen.

Failed:

- The system does not delete the selected approval limit by role of this corporate company to the Database.
- Display the error message on this screen.

7.7 Favorite Account

Objective: To save favorite account and default account into the system

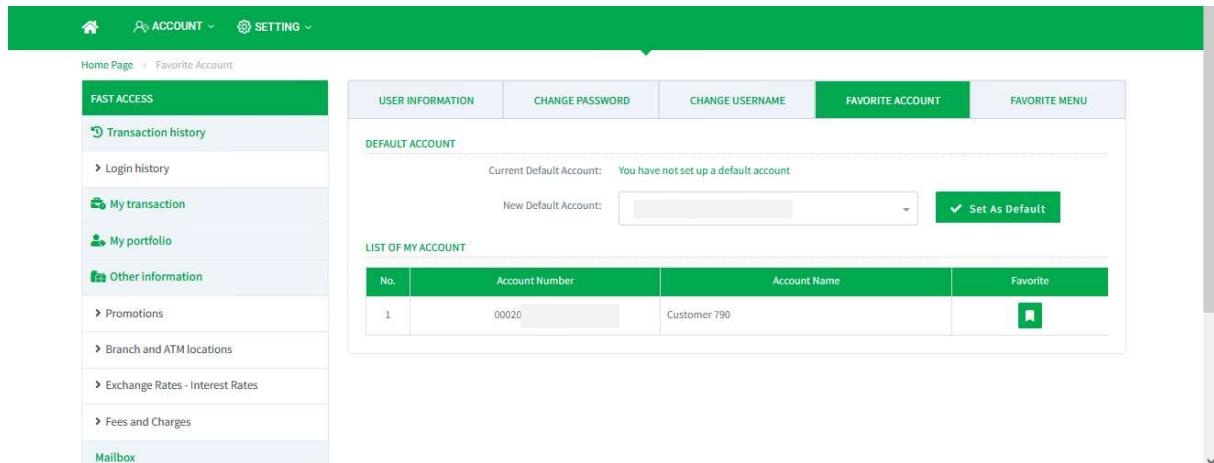
Remarks: The function is entitled for all users of the **Maker** role.

7.7.1 Set Up Default Account

Remarks: Display only authorized payment deposit accounts of each user

- Take the following steps:

Step 1. Select **Favorite Account** function



Screen 7.7.1-1: Set up default account

Step 2. Select one account from dropdown

Step 3. Click **Set As Default** button to change

- Results:

Success:

The current default account is the one that has just been set up

Display success message on this screen

Failed: Display error message on this screen

7.7.2 Set Up Favorite Accounts

Remarks: Display only authorized payment deposit accounts for each user

- Take the following steps:

Step 1. Select **Favorite Account** function

Ngân Hàng KASIROBN
WWW.KASIROBN.BANK

Customer 790 - Custom
Today: 25-07-2021 - Latest All

Notification
Account added to favorites
successfully

ACCOUNT - SETTING -

Home Page > Favorite Account

FAST ACCESS

- Transaction history
- Login history
- My transaction
- My portfolio
- Other information
- Promotions
- Branch and ATM locations
- Exchange Rates - Interest Rates

USER INFORMATION **CHANGE PASSWORD** **CHANGE USERNAME** **FAVORITE ACCOUNT** **FAVORITE MENU**

DEFAULT ACCOUNT

Current Default Account: 0002 - \$0.21 USD

New Default Account: **Set As Default**

LIST OF MY ACCOUNT

No.	Account Number	Account Name	Favorite
1	0002	Customer 790	

Screen 7.7.2-1: Set up favorite account

Step 2. Click button of the row on the table to set up

Results:

Success:

Favorite accounts move to the top and under default account
Display success message on this screen

Failed: Display error message on this screen

7.7.3 Set Up Normal Accounts

Remarks: Display only authorized payment deposit accounts of each user

- Take the following steps:

Step 1. Select **Favorite Account** function

LIST OF MY ACCOUNT

No.	Account Number	Account Name	Favorite
1	0002		
2	0002		
3	0002		
4	0002		

Screen 7.7.3-1: Set up normal account

Step 2. Click button on the table to switch to normal account

- Results:

Success:

Normal accounts move under the favorite accounts
Display success message on this screen

Failed: Display error message on this screen

7.8 User Information

Objective: To see user details of the company

Remarks: The function is entitled for **All Users**

7.8.1 View User Information

- Take the following steps:

Step 1. Select **User Information** function

Screen 7.8.1-1: User information

7.9 Change Password

Objective: To change new password for corporate user and internal user

7.9.1 Change Password For Corporate User

Remarks: For **Corporate Administrator/Approver** (Requires OTP token to verify)

- Take the following steps:

Step 1. Login with Corporate Administrator/Approver user account

Step 2. Select **Change Password** function

Screen 3.9.1-1: Change password for corporate user (step 1)

- Step 3. Enter all required fields
- Step 4. Click **Continue** button to redirect to the next step screen
- Step 5. Click **Refresh** button to clear all entered search criteria

Screen 7.9.1-2: Change password for corporate user (step 2)

- Step 6. Enter all required fields
- Step 7. Select the authentication type to verify
- Step 8. Click **Continue** button to verify the request and go to the next step screen to show the result of change
- Step 9. Click **Back** button to return to the previous screen

Screen 7.9.1-3: Change password for corporate user (step 3)

- Step 10. Click **Home Page** button to redirect to homepage function

- Results:

Success: Change new password and display success message on this screen

Failed: Does not change new password and display error message on this screen

7.9.2 Change Password For Internal User

Remarks: For all roles without Token (Does not require OTP token to verify)

- Take the following steps:

Step 1. Login the system with internal user account

Step 2. Select **Change Password** function

Screen 7.9.2-1: Change password for internal user (step 1)

Step 3. Enter all required fields

Step 4. Click **Continue** button to redirect to the next step screen

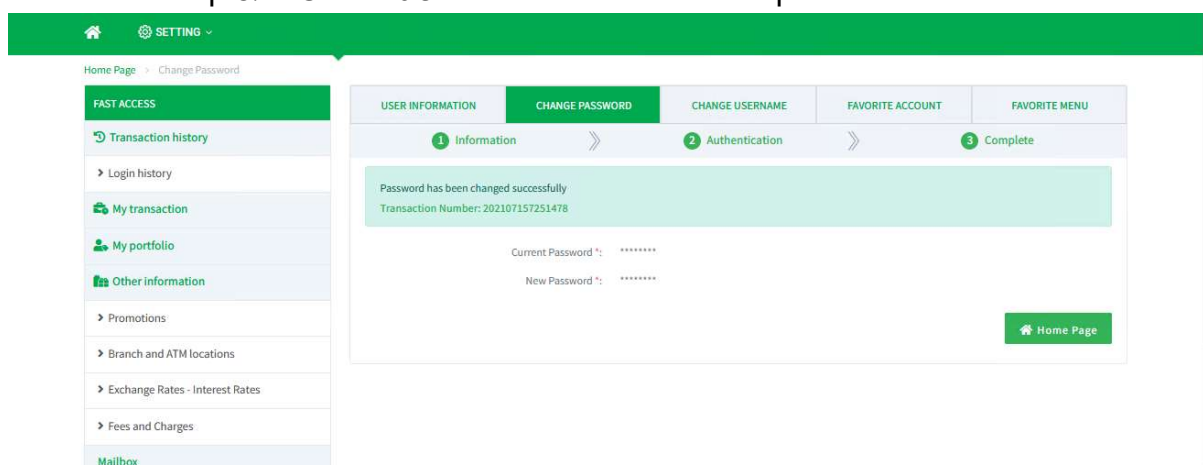
Step 5. Click **Refresh** button to clear all entered search criteria

Screen 7.9.2-2: Change password for internal user (step 2)

Step 6. Enter all required fields

Step 7. Click **Continue** button to verify the request and go to the next step screen to show result of change

Step 8. Click **Back** button to return to the previous screen



Screen 7.9.2-3: Change password for internal user (step 3)

Step 9. Click **Home Page** button to redirect to Homepage

- Results:

Success: Change new password successfully and display success message on this screen

Failed: Cannot change new password and display error message on this screen

7.10 Change Username

Objective: User can create username and use as an alternative to login to the account

Remarks: The function is entitled for **All Users**

7.10.1 Change Username For Corporate User

Remarks: For **Corporate Administrator/Approver** (Requires OTP token to verify)

Recommendation:

- To avoid duplicating username with others, the recommended username is Abbreviated company name followed by name or keyword
- Please remember your **User ID** carefully for user's verification and authentication when contact the bank

- Take the following steps:

Step 1. Login the system with Corporate User Account

Step 2. Select **Change Username** function

Screen 7.10.1-1: Change username for corporate user (step 1)

Step 3. Enter all required fields

Remarks: The new username must not already exist in the system

Step 4. Click **Continue** button to redirect to the next step screen

Step 5. Click **Refresh** button to clear all entered search criteria

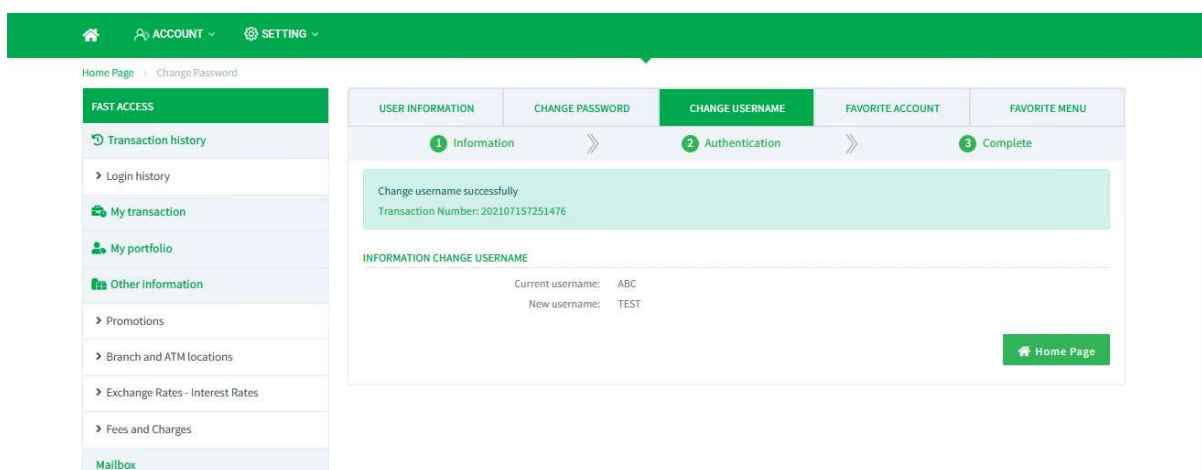
Screen 7.10.1-2: Change username for corporate user (step 2)

Step 6. Enter all required fields

Step 7. Select the authentication type to verify

Step 8. Click **Continue** button to verify the request and go to the next step screen to show result of change

Step 9. Click **Back** button to return to the previous screen



Screen 7.10.1-3: Change username for corporate user (step 3)

Step 10. Click **Home Page** button to redirect to Homepage function

- Results:

Success: Change new username successfully and display success message on this screen

Failed: Cannot change new username and display error message on this screen

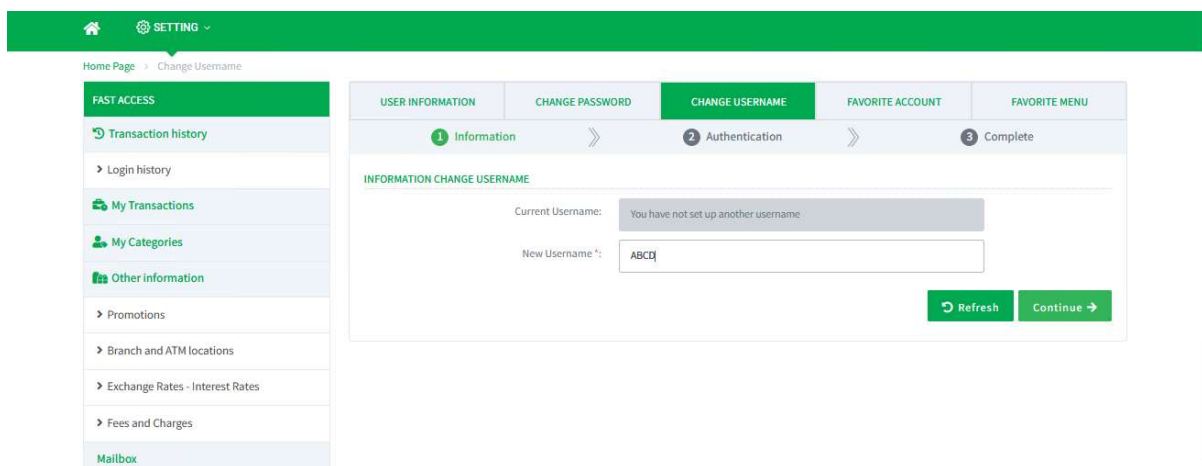
7.10.2 Change Username For Internal User

Remarks: For all roles without Token (Does not require OTP token to verify)

- Take the following steps:

Step 1. Login the system with internal user account

Step 2. Select **Change Username** function



Screen 7.10.2-1: Change username for internal user (step 1)

Step 3. Enter all required fields.

Remarks: The new username must not already exist in the system

Step 4. Click **Continue** button to redirect to the next step screen

Step 5. Click **Refresh** button to clear all entered search criteria

Screen 7.10.2-2: Change username for internal user (step 2)

- Step 6. Enter all required fields
- Step 7. Select the authentication type to verify
- Step 8. Click **Continue** button to verify the request and go to the next step screen to show the result of change
- Step 9. Click **Back** button to return to the previous screen

Screen 7.10.2-3: Change username for internal user (step 3)

- Step 10. Click **Home Page** button to redirect to homepage function

- Results:

- Success: Change new username successfully and display success message on this screen
- Failed: Cannot change new username and display error message on this screen

7.11 Favorite Menu

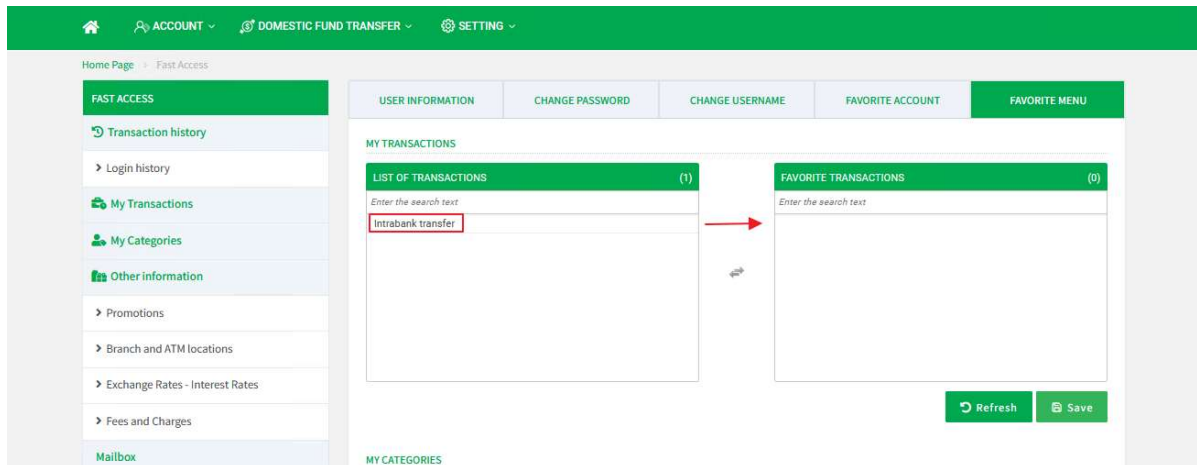
Objective: To add favorite functions/menu on Fast Access tab

Remarks: The function is entitled for **All Users**

7.11.1 Set Up Favorite Transactions Type

- Take the following steps:

Step 1. Select **Setting/Favorite Menu** function



Screen 7.11.1-1: Favorite transactions (1)

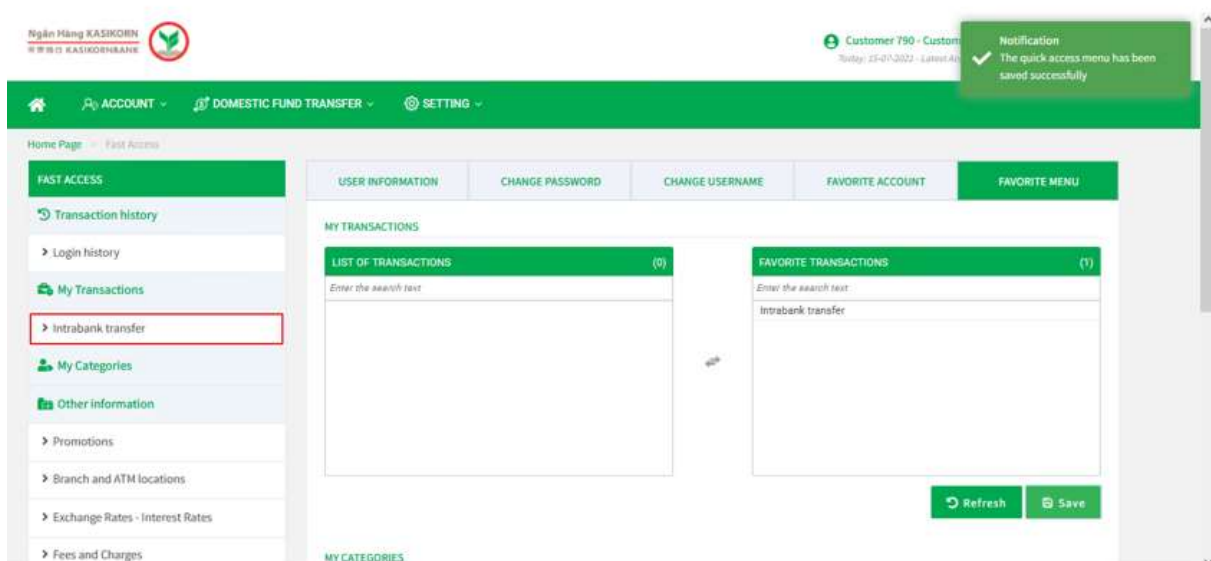
Step 2. In **My Transactions** list, click each row from the list on the left side to move to the list on the right side

Step 3. Click **Save** button

Step 4. Click **Refresh** button to clear all entered search criteria

- Results:

Success: Display all selected transactions in the list on the right side in the vertical menu (Fast Access) and display the success message on this screen.



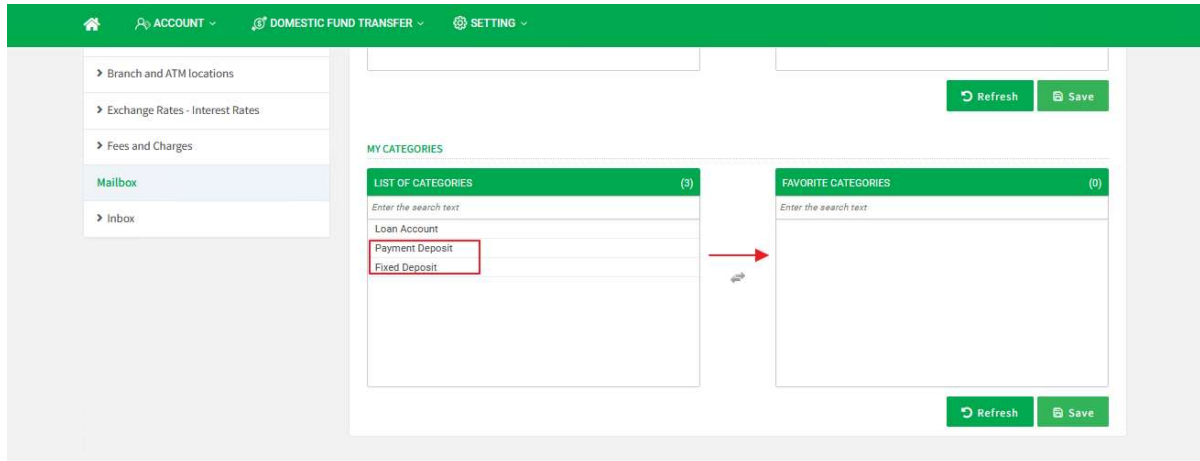
Screen 7.11.1-2: Favorite transactions (2)

Failed: Does not change and display the error message on this screen.

7.11.2 Set Up Favorite Account Type

- Take the following steps:

Step 1. Select **Favorite Menu** function



Screen 7.11.2-1: Favorite categories (1)

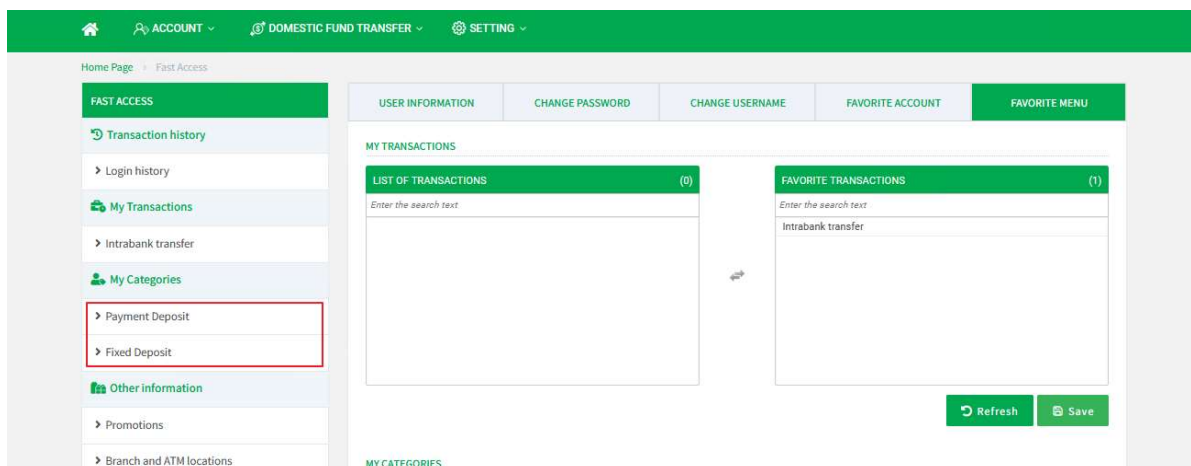
Step 2. In **My Categories** list, click each row from left side list to move to the right side list

Step 3. Click **Save** button

Step 4. Click **Refresh** button to clear all entered search criteria

- Results:

Success: Display all selected categories on the right side list in the vertical menu (Fast Access) and display success message on this screen



Screen 7.11.2-2 Favorite categories (2)

Failed: Does not change and display error message on this screen

7.12 Activate/Deactivate Smart OTP Token

Objective: To manage smart OTP token before using related functions such as creating internal users, password change or approving transactions.

Remarks: The function is entitled for **Corporate Administrator/Approver** managed by bank

7.12.1 Activate OTP Token

Remarks: Before activate the OTP Token, the user is required to download and install “**Entrust Identity**” mobile application by taking the following steps:

- Step 1. Download “**Entrust Identity**” mobile application provided by Entrust Inc. from app store on customer’s mobile phone.

For Android



For iOS

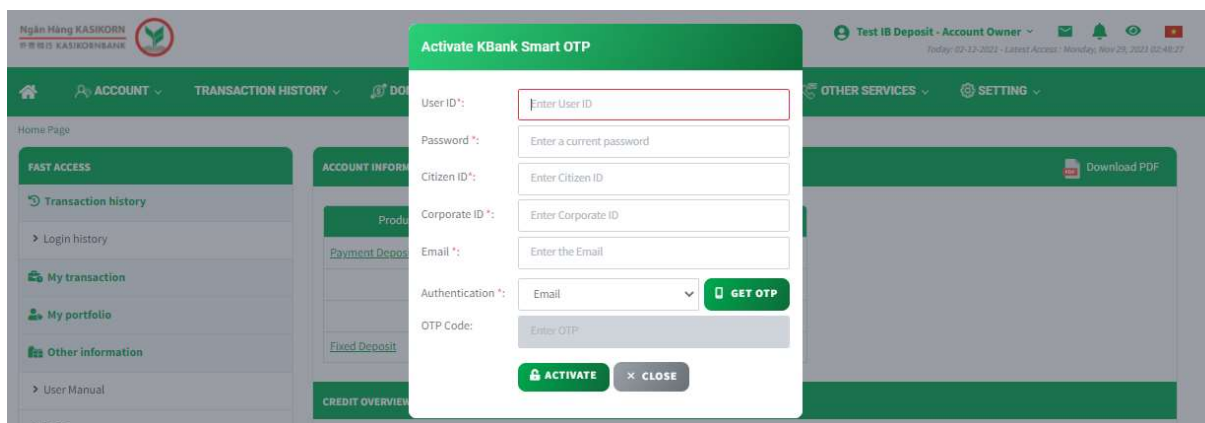


Screen 7.23.1-1 QR Code for ‘Entrust Identity’ Application Installation

- Step 2. Install the downloaded application

- Take the following steps:

- Step 1. Select **Setting / Activate OTP Token** function



Screen 7.12.1-2: Get OTP to activate token

- Step 2. Enter all required fields
- Step 3. Click **Get OTP** button
- Step 4. Open the email registered with the bank to view mail containing OTP Code file
- Step 5. Download and open OTP Code file ‘**OTPIInfo.zip**’ by entering you Date of Birth (YYYYMMDD) example: 19990115 to decrypt the file



Report Phishing

Thông tin xác thực cho KBank Connect (Kích hoạt KBank Smart OTP)

Kính gửi Quý khách hàng,

Để kích hoạt KBank Smart OTP, vui lòng nhập mã OTP đính kèm trong vòng 5 phút để xác nhận kích hoạt.

Mã xác minh OTP:

Vui lòng nhập ngày sinh của bạn (YYYYMMDD) để mở tệp đính kèm. (Ví dụ: 19001020)

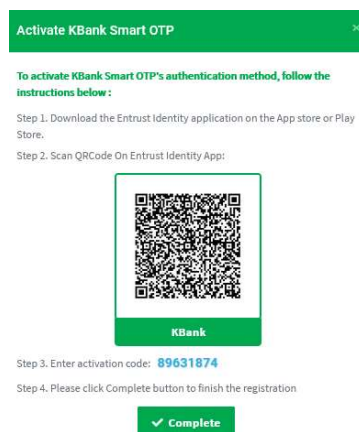
Để biết thêm chi tiết, vui lòng truy cập trang web của chúng tôi tại www.kasikornbank.com.vn hoặc liên hệ với trung tâm hỗ trợ khách hàng của chúng tôi theo số (84) 28 3821 8888

Đây là thông báo tự động. Vui lòng không trả lời email này trực tiếp.

Trân trọng,
Ngân Hàng Đại Chúng TNHH Kasikornbank – Chi Nhánh Thành Phố Hồ Chí Minh

Screen 7.12.1-2: OTP Code via Email

- Step 6. Open the downloaded file by right-clicking the folder, select your Zip tool program (7-Zip program is recommended) then click 'Extract here'
- Step 7. Enter your date of birth (YYYYMMDD) Example: 19990115 to decrypt the file
- Step 8. Enter OTP code on the screen
- Step 9. Click **Activate** button to continue
- Step 10. Access “**Entrust Identity**” mobile application
- Step 11. Scan QR code using “**QR Scan**” function on “**Entrust Identity**”



Screen 7.12.1-3: Scan QR Code to activate token

- Step 12. Enter Activation Code (Blue number on *Screen 3.8.1-3*) into “**Entrust Identity**” and follow the steps to complete
- Step 13. Click **Complete** button on the screen

- Results:

Success:

- Display success message on this screen
- Menu name on **Setting** function changed to **Deactivate OTP Token**
- Display authentication type to choose functions that need to verify transactions with token

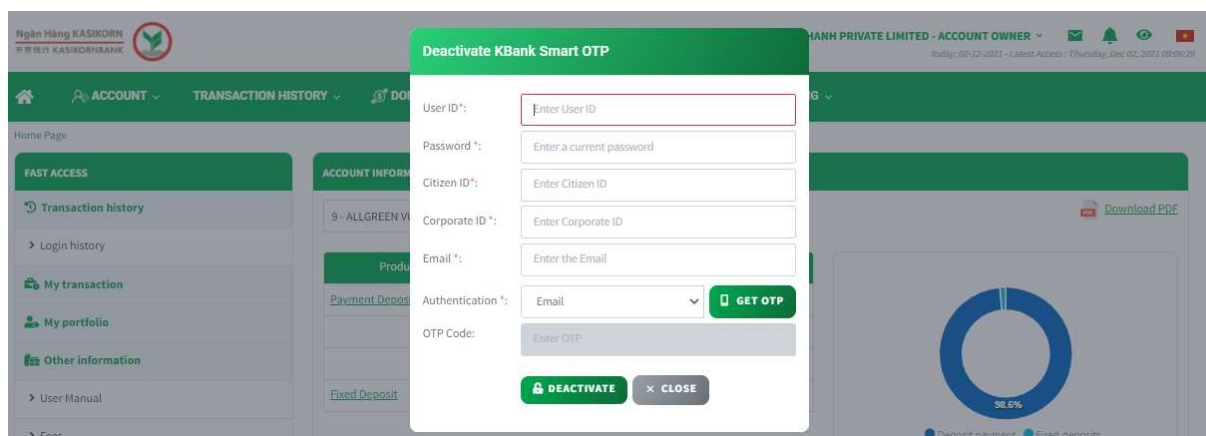
Failed: Display error message on this screen

7.12.2 Deactivate OTP Token

Deactivate OTP Token via Email

- Take the following steps:

Step 1. Select **Setting / Deactivate OTP Token** function



Screen 7.12.2-1: Get OTP to deactivate token via Email

- Step 2. Enter all required fields
- Step 3. Click **Get OTP** button
- Step 4. Open the email registered with the bank to view mail containing OTP Code file
- Step 5. Download and open OTP Code file **·OTPIInfo.zip** by entering your Date of Birth (YYYYMMDD) example: 19990115 to decrypt the file



Report Phishing

Thông tin xác thực cho KBank Connect (Hủy kích hoạt KBank Smart OTP)

Kính gửi Quý khách hàng,

Để hủy kích hoạt KBank Smart OTP của bạn, vui lòng nhập mã OTP đính kèm trong vòng 5 phút để xác nhận việc hủy kích hoạt.

Mã xác minh OTP: Vui lòng nhập ngày sinh của bạn (YYYYMMDD) để mở tệp đính kèm. (Ví dụ: 19001020)

Để biết thêm chi tiết, vui lòng truy cập trang web của chúng tôi tại www.kasikornbank.com.vn hoặc liên hệ với trung tâm hỗ trợ khách hàng của chúng tôi theo số (84) 28 3821 8888

Đây là thông báo tự động. Vui lòng không trả lời email này trực tiếp.

Trân trọng,
Ngân Hàng Đại Chúng TNHH Kasikornbank – Chi Nhánh Thành Phố Hồ Chí Minh

Screen 7.12.2-2: OTP Code via Email

- Step 6. Open the downloaded file by right-clicking the folder, select your Zip tool program (7-Zip program is recommended) then click **·Extract here**
- Step 7. Enter your date of birth (YYYYMMDD) Example: 19990115 to decrypt the file
- Step 8. Enter OTP code on the screen
- Step 9. Click **Deactivate** button on the screen

- Results:

Success:

- Display success message on this screen

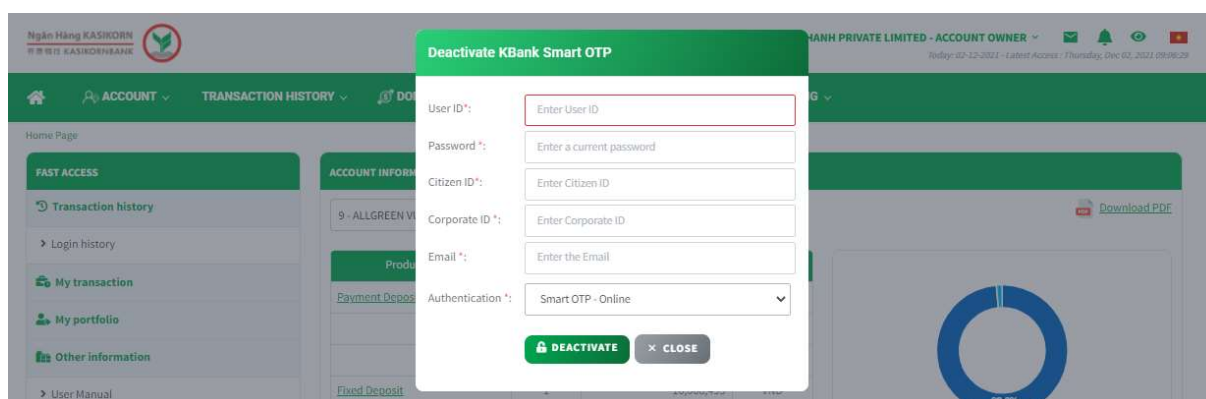
- Menu name on **Setting** function changed to **Activate OTP Token**
- Does not display authentication type to choose functions that need to verify transactions with OTP Token

Failed: Display error message on this screen

Deactivate OTP Token via Smart OTP - Online

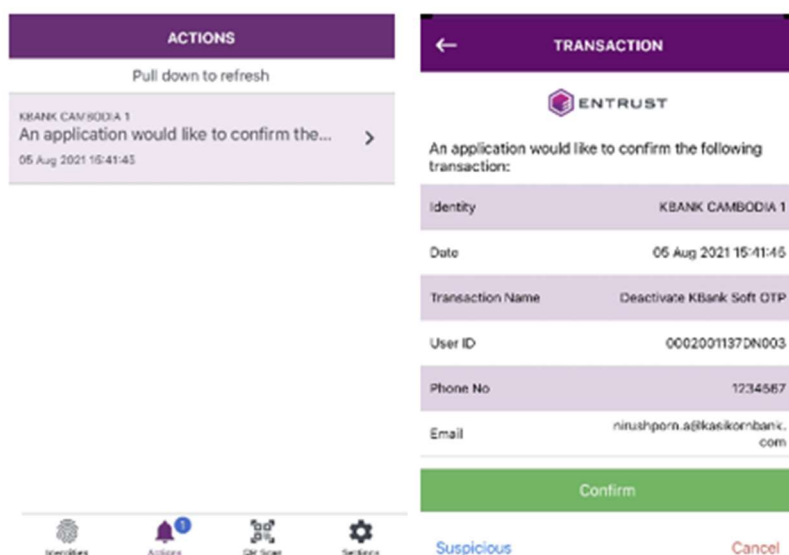
- Take the following steps:

Step 1. Select **Setting / Deactivate OTP Token** function



Screen 7.12.2.3: Get OTP to deactivate token via Smart OTP - Online

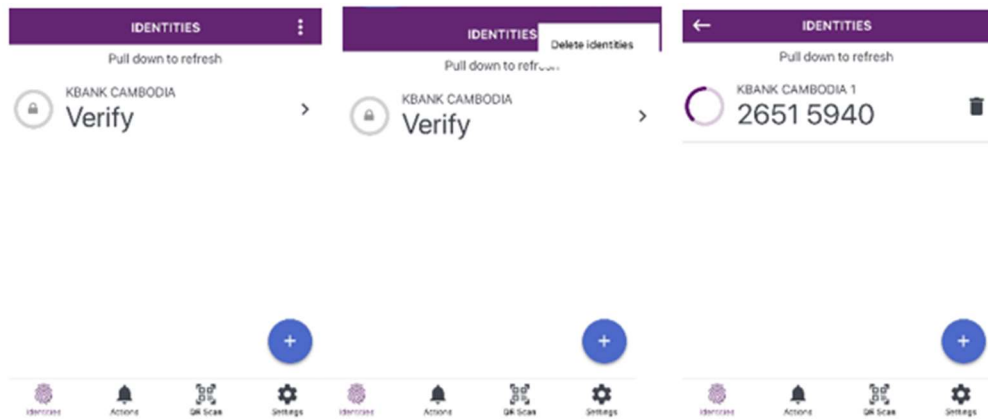
- Step 2. Enter all required fields
- Step 3. Select **Smart OTP - Online** in the Authentication box
- Step 4. Click **Deactivate** button
- Step 5. Access “**Entrust Identity**” mobile application
- Step 6. Click **Actions** Button on “**Entrust Identity**”



Screen 7.12.2.4: Entrust Identity Mobile Application

- Step 7. Select the latest action to see the details
- Step 8. Click **Confirm** button on “**Entrust Identity**”
- Step 9. Click **Identities** button to see the deactivated Token

Step 10. Click  / Delete identities and  button to complete



Screen 7.12.2-5: Entrust Identity Mobile Application

- Results:

Success:

- Menu name changed to **Activate OTP Token**
- Does not display authentication type to choose functions that need to verify transactions with OTP Token
- Display success message on this screen

Failed:

Display error message on this screen

8. Mailbox

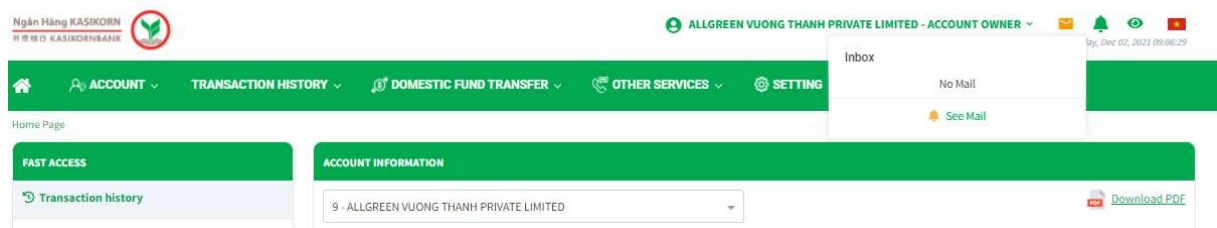
Remarks: The function is entitled for **All Users**

8.1 Inbox

Objective: To see the latest announcement or updated information from the bank

8.1.1 Search For Information

- Take the following steps:



Screen 8.1.1-1: Mailbox

Step 1. Click  button

Step 2. Click **View more** button to redirect to **Inbox** screen

Step 3. Click  **Inbox** button

Ngân Hàng KASIKORN
KASIKORNBANK

ALLGREEN VUONG THANH PRIVATE LIMITED - ACCOUNT OWNER
Today: 02-12-2021 - Latest Access: Thursday, Dec 02, 2021 09:06:29

ACCOUNT TRANSACTION HISTORY DOMESTIC FUND TRANSFER OTHER SERVICES SETTING

Home Page > Email

+ COMPOSE

Inbox
Sent

INBOX

SEARCH INFORMATION

Subject: Enter Subject

Number Of Latest Mail: Choose number of latest mail

From Branch: All

From Date: 02/10/2021

To Date: 02/12/2021

REFRESH SEARCH

MAIL LIST

No.		Subject	Sent Date	From Branch
1	<input type="checkbox"/>	Test Service Maintenance 2	02/12/2021 16:06:45	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

Screen 8.1.1-2: See mail

- Step 4. Enter search criteria
- Step 5. Click **Search** button to search
- Step 6. Click **Refresh** button to clear all entered search criteria

- Search results:

Data found: Display correct search results on the table according to all entered search criteria

No data found: Display the notification “No Data Found” on the table

8.1.2 View Details

- Take the following steps:

- Step 1. Click button.
- Step 2. Click **View more** button to redirect to **Inbox** screen
- Step 3. Click **Inbox** button
- Step 4. Click hyperlink of the row in the **Subject** column on the table

Ngân Hàng KASIKORN
KASIKORNBANK

ALLGREEN VUONG THANH PRIVATE LIMITED - ACCOUNT OWNER
Today: 02-12-2021 - Latest Access: Thursday, Dec 02, 2021 09:06:29

ACCOUNT TRANSACTION HISTORY DOMESTIC FUND TRANSFER OTHER SERVICES SETTING

Home Page > Email

+ COMPOSE

Inbox
Sent

MAIL DETAILS

Test Service Maintenance

KBankConnect_Vietnam@kasikornbank.com 02/12/2021
From: BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)

Dear KBank Connect valued customer, KBank Connect would like to inform of a service efficiency improvement.

The system will be temporary unavailable on 17/12/2021 during 08:00 p.m. - 12:00 a.m.

Please plan necessary activity in advance. We sincerely apologize for any inconvenience caused.



BACK REPLY

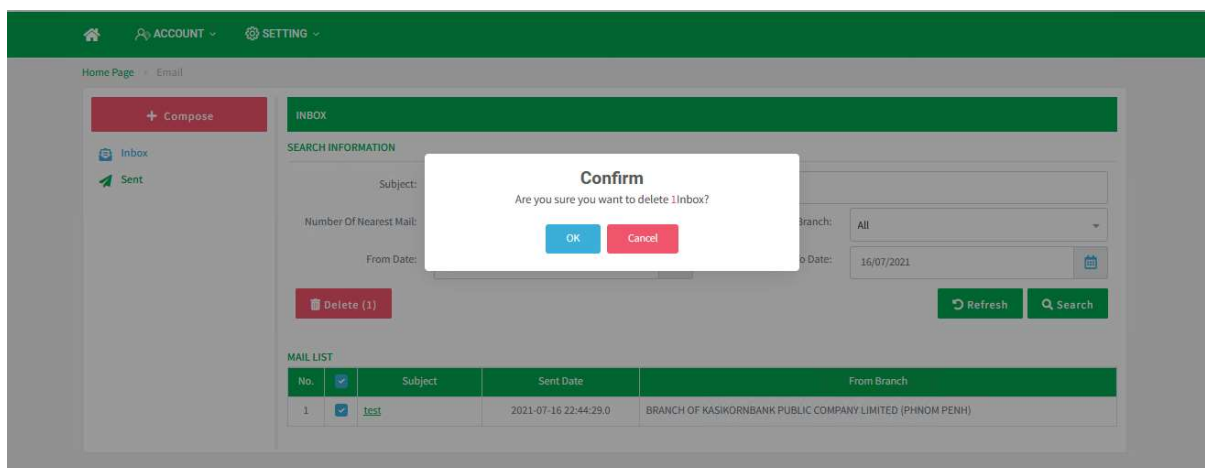
Screen 8.1.2.1: Mail detail

- Step 5. Click **Reply** button to redirect to compose mail screen
- Step 6. Click **Back** button to return the previous screen


8.1.3 Delete Mail

- Take the following steps:

- Step 1. Click  button
- Step 2. Click **View more** button to redirect to **Inbox** screen
- Step 3. Click  **Inbox** button



Screen 8.1.3-1: Delete mail

- Step 4. Check the boxes of the rows need to delete
- Step 5. Click  button.

- Results:



Success: Remove the selected mails. Display success message on this screen

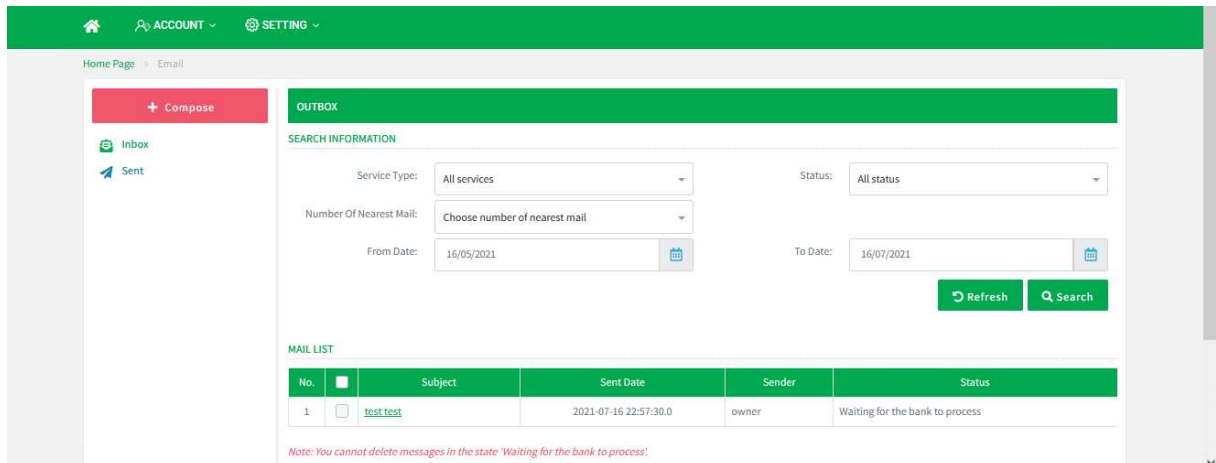
Failed: Does not remove the selected mails. Display error message on this screen

8.2 Outbox

8.2.1 Search For Information

- Take the following steps:

- Step 1. Click  button
- Step 2. Click **View more** button to redirect to **Inbox** screen
- Step 3. Click  **Sent** button



Screen 8.2.1-1: Outgoing mail

- Step 4. Enter the search criteria
- Step 5. Click **Search** button to search
- Step 6. Click **Refresh** button to clear all entered search criteria



- Search results:

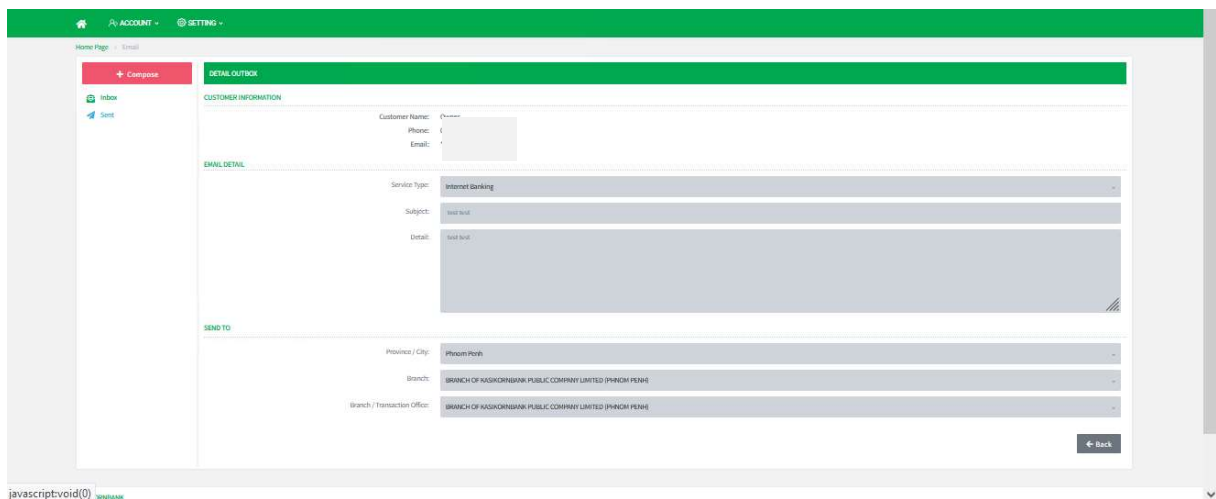
Data found: Display correct search results on the table according to all entered search criteria

No data found: Display notification “No Data Found” on the table

8.2.2 View Details

- Take the following steps:

- Step 1. Click  button
- Step 2. Click **View more** button to redirect to **Inbox** screen
- Step 3. Click  **Sent** button
- Step 4. Click hyperlink of the row in the **Subject** column from the table





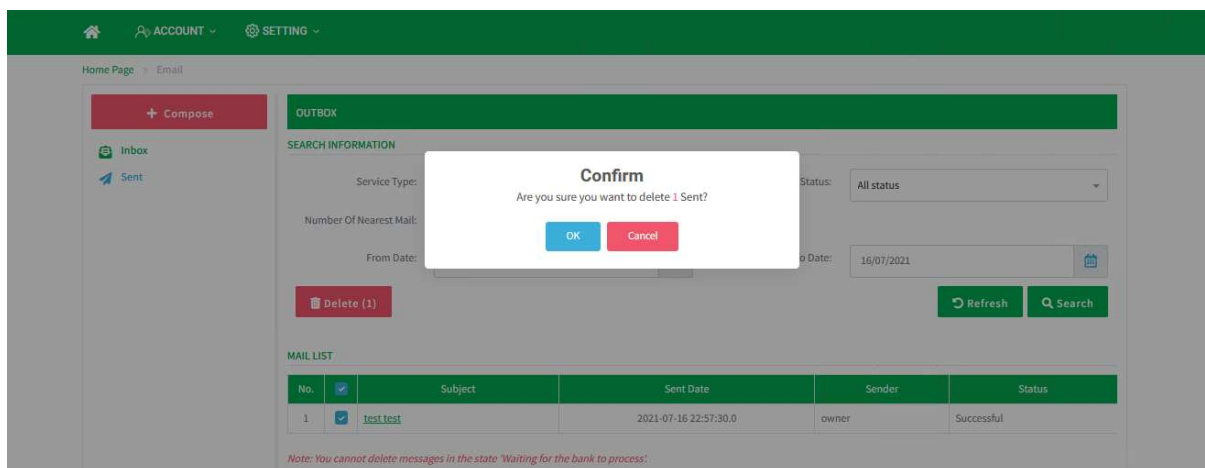
Screen 8.2.2-1: Mail detail

- Step 5. Click **Reply** button to redirect to compose mail screen.
- Step 6. Click **Back** button to return the previous screen.


8.2.3 Delete Mail

- Take the following steps:

- Step 1. Click  button
- Step 2. Click **View more** button to redirect to **Inbox** screen
- Step 3. Click  **Sent** button



Screen 8.2.3-2: Delete mail

- Step 4. Check the boxes of the rows need to delete
- Step 5. Click  button

- Results:


Success: Remove the selected mails successfully. Display success message on this screen

Failed: Cannot remove the selected mails. Display error message on this screen

8.3 Compose

8.3.1 Send Mail To The Bank

- Take the following steps:

- Step 1. Click  button
- Step 2. Click **View more** button to redirect to **Inbox** screen
- Step 3. Click **Compose** button

Screen 8.3.1-1: Compose mail

- Step 4. Enter all required fields
- Step 5. Select Branch and Branch/ Transaction Office
- Step 6. Click **Send Mail** button to search
- Step 7. Click **Refresh** button to clear all entered fields

Results:

Success: Send the mail to the bank and wait for the bank process.
Display success message on this screen.

Failed: Cannot send the mail. Display error message on this screen

9. Authentication

Objective: To verify and confirm any actions related to token usage by using “Entrust Identity” application such as creating internal users, password change or approving transactions.

Remarks: The function is entitled for all corporate users managed by bank. The token must be activated successfully.

9.1 Verify transaction by OTP Online

- Take the following steps:

- Step 1. Go to the function that need to verify transactions with token. (Example: Forgot Password, Change Password, Change Username, etc.)

AUTHENTICATION INFORMATION

Citizen ID *:	<input type="text" value="Enter"/>
Corporate ID *:	<input type="text" value="Enter"/>
Authentication Type *:	<input type="text" value="Smart OTP - Online"/>

Screen 9.1-1: Online token

- Step 2. Enter all required fields.
- Step 3. Select **Smart OTP – Online** from the dropdown list Authentication Type.
- Step 4. Click on **Confirm** button to verify with token.
- Step 5. Notification will be pushed to the “**Entrust Identity**” application.
- Step 6. On customer mobile phone, select the notification or open the authentication app to redirect to the confirmation screen.
- Step 7. Select **Confirm** or **Cancel** button from the app to complete the transaction.

- Results:

Success:

- Confirm: Display the success message on this screen.
- Cancel: Display the cancel message on this screen.

Failed: Display the error message on this screen.



Ngân Hàng KASIKORN

开泰银行 KASIKORNBANK