KBank Connect

User Manual

Ngân Hàng KASIKORN
开泰银行 **KASIKORNBANK**

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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
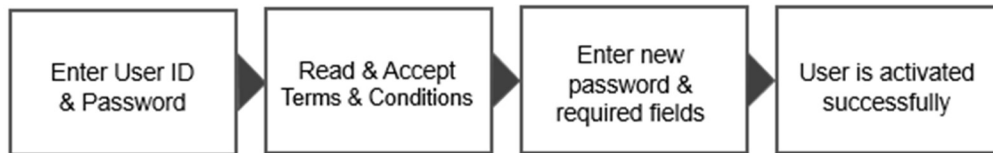
- Take the following steps:

    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**'
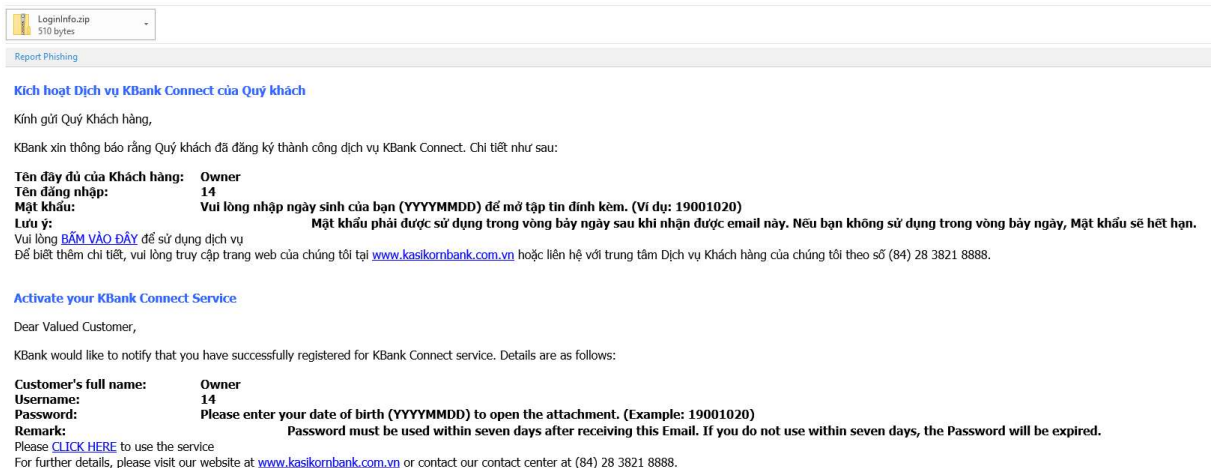
Screen 1.1.1-1: First-time Login Email

    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
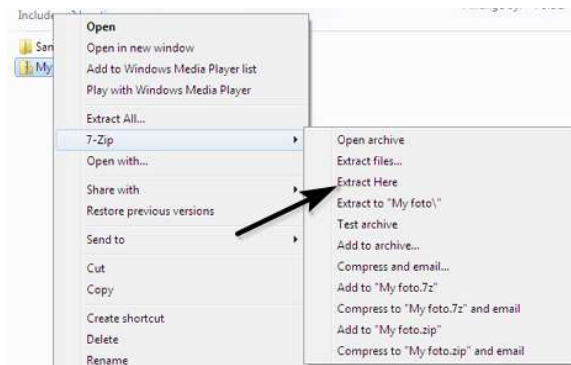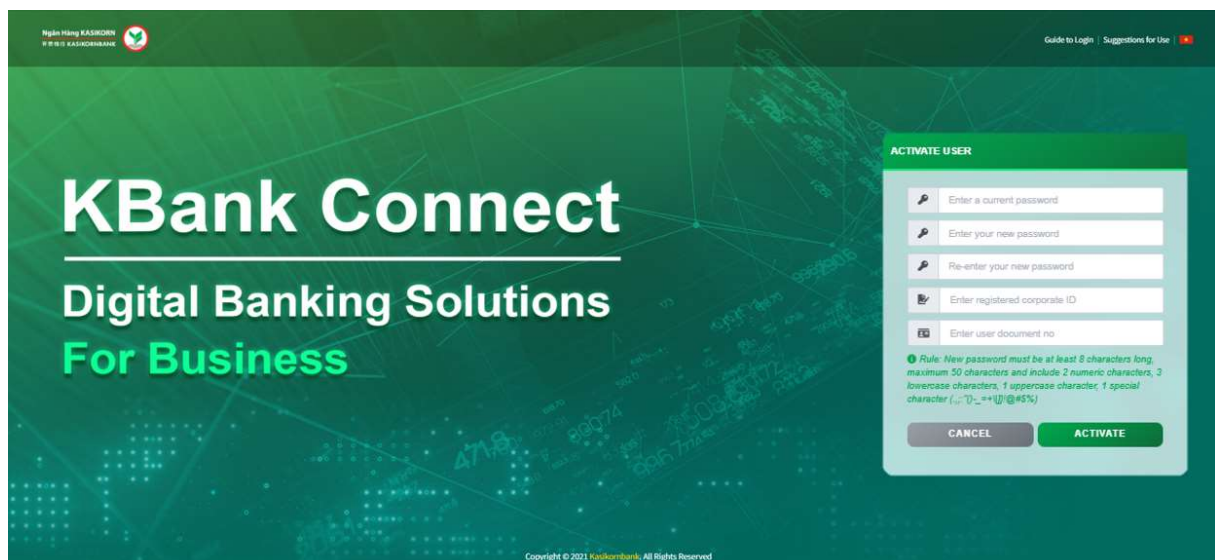

Screen 1.1.1-3: Login page

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
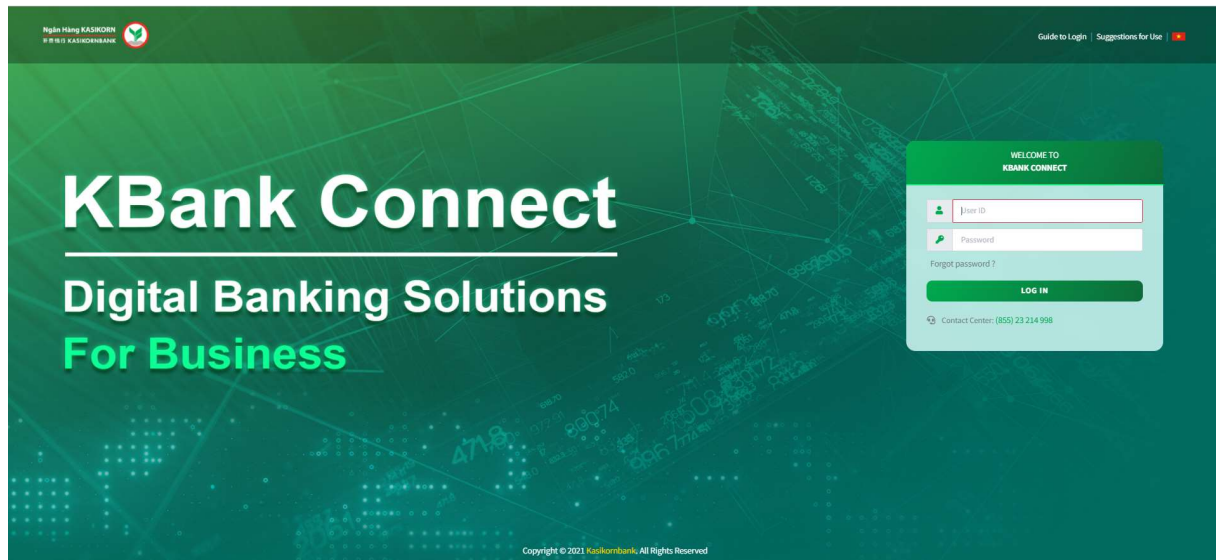
Screen 1.1.2-1: Login page

- 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

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.
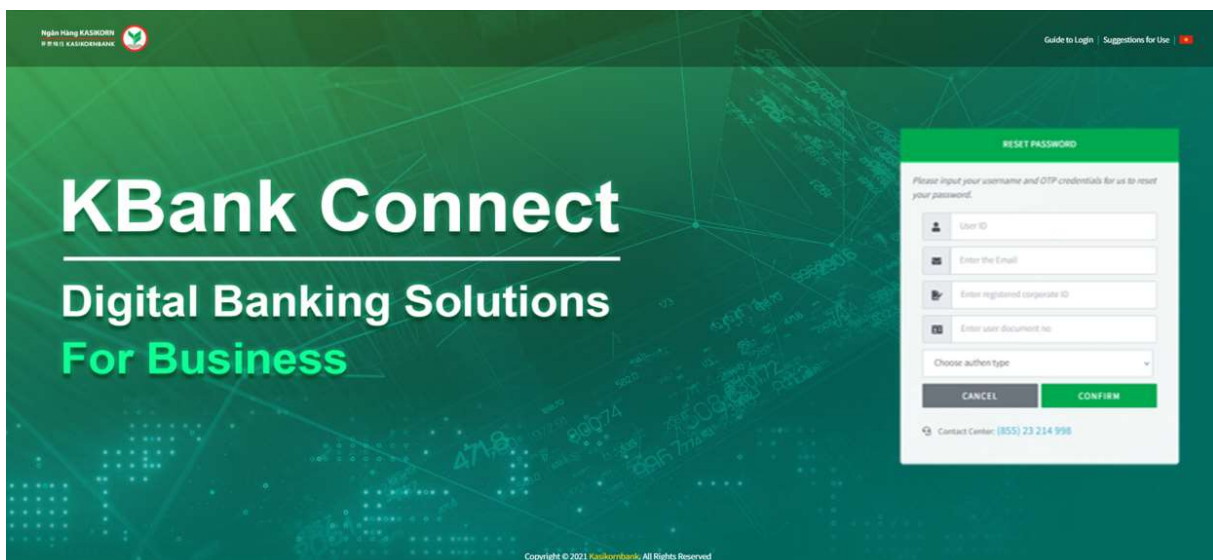
1.2 Forgot Password

1.2.1 Request to Reset Password

– Remarks: For **Token User** only (Corporate Administrator/Approver)

– Take the following steps:
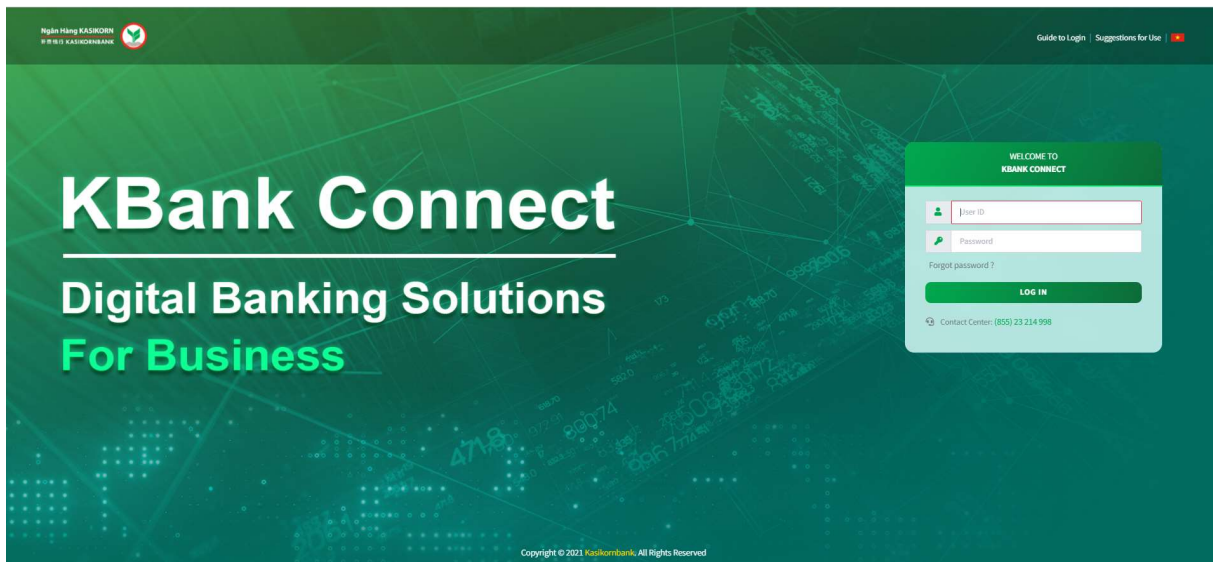
Screen 1.2.1-1: Login page

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
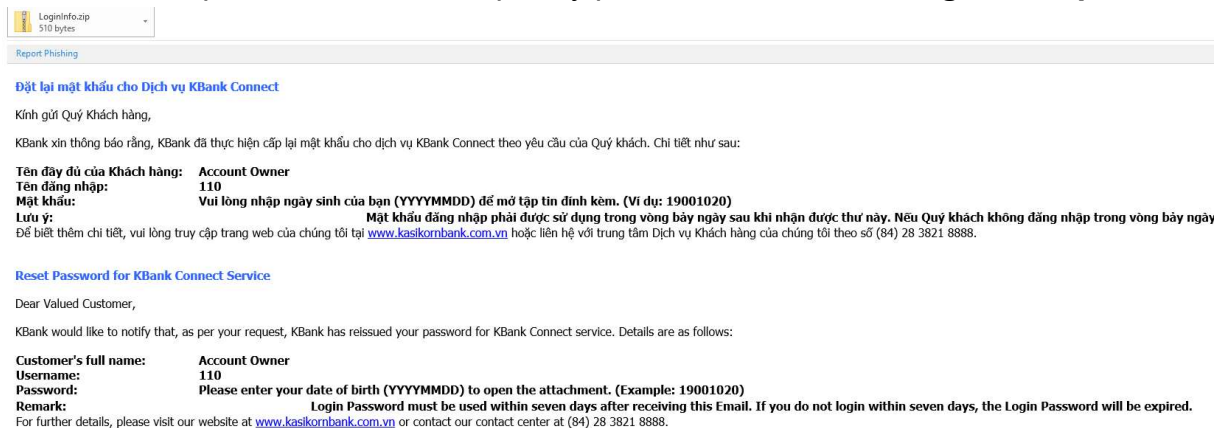
Failed: Display error message on this screen

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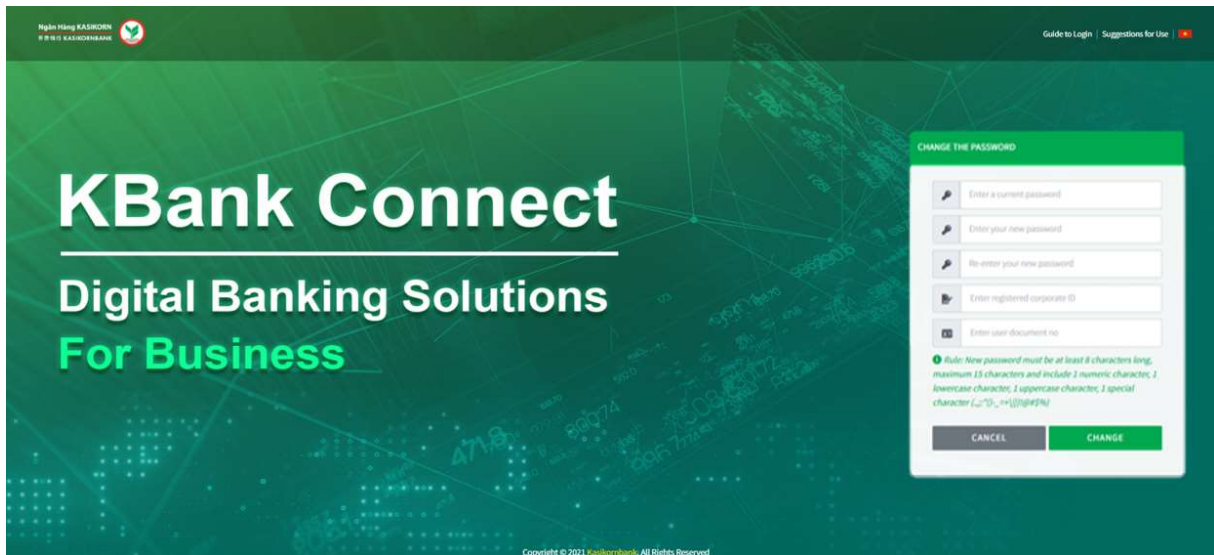
Step 4.   Enter your date of birth (YYYYMMDD) Example: 19990115 to decrypt the file

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
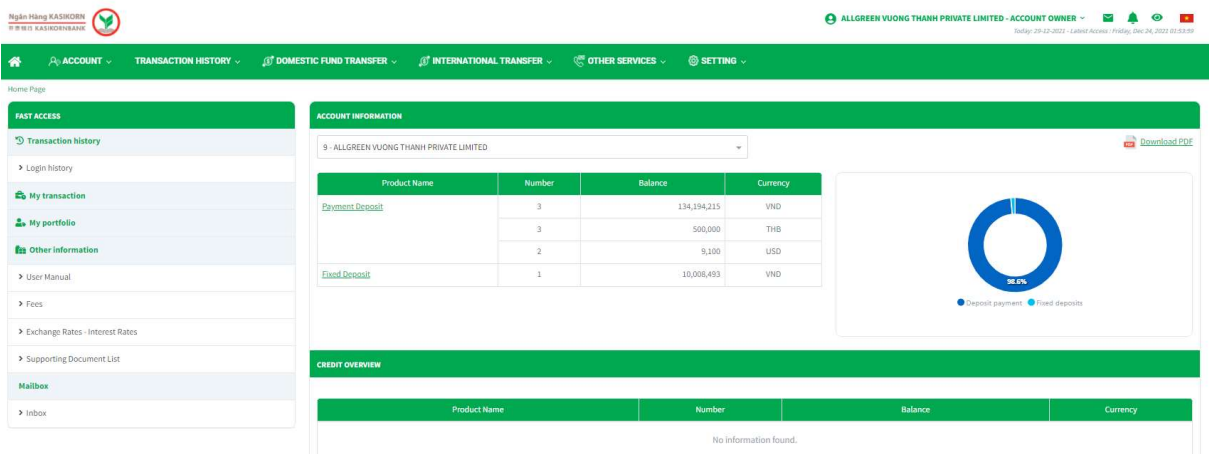
Screen 1.3.1-1: Homepage

−   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

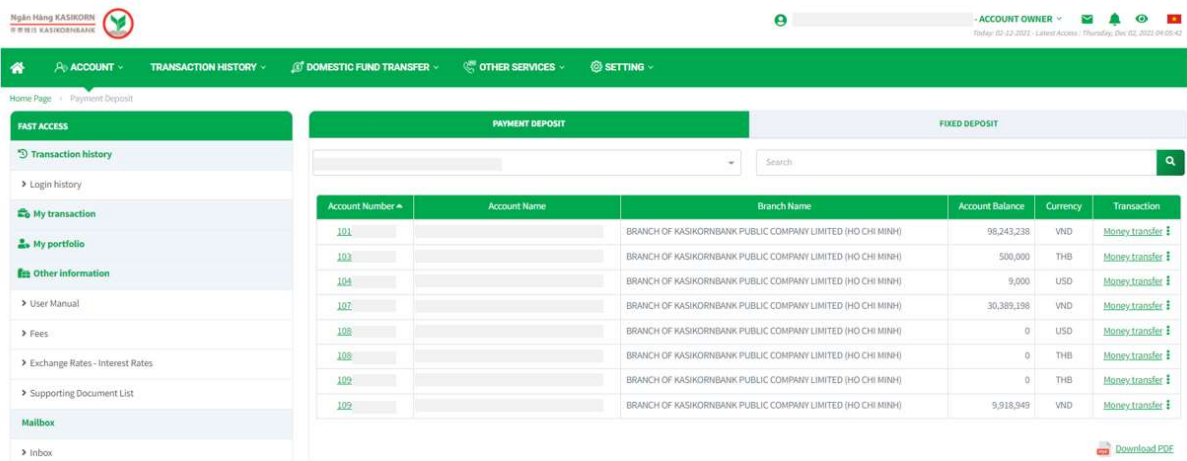## 2.1 Payment Deposit

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
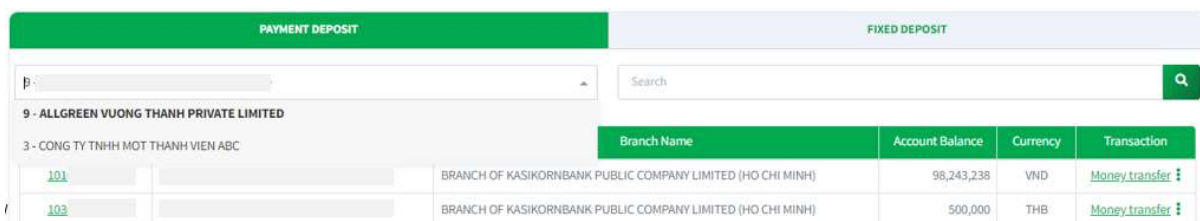
– Take the following steps:

Step 1.   Select **Payment Deposit** function

Screen 2.1.1-1: List of payment deposit accounts

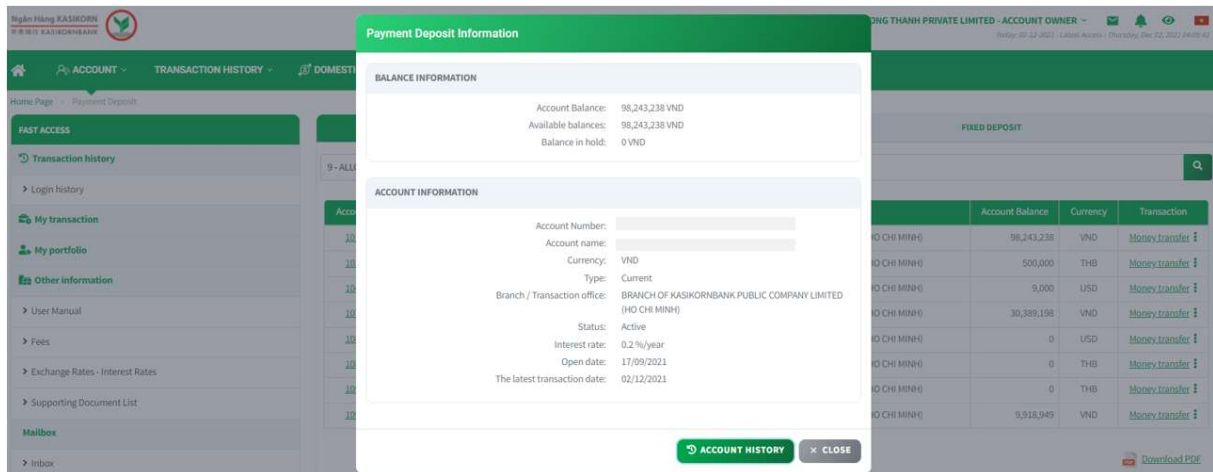Step 2.   Select another subsidiary from the dropdown list to view list of accounts (If any)

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
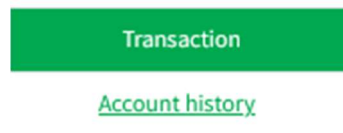
Screen 2.1.1-3: View details

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

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

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)

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

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:

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.

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
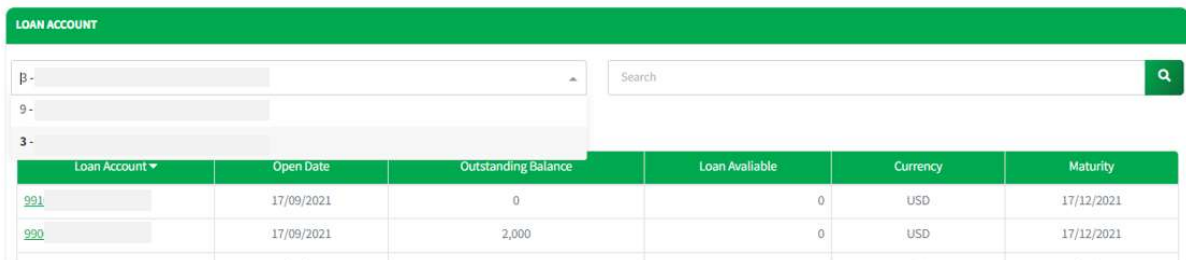
Screen 2.3.1-1: List of loan accounts

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

Screen 2.3.1-2: Query loan 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 **Account History** button to redirect to selected account history screen
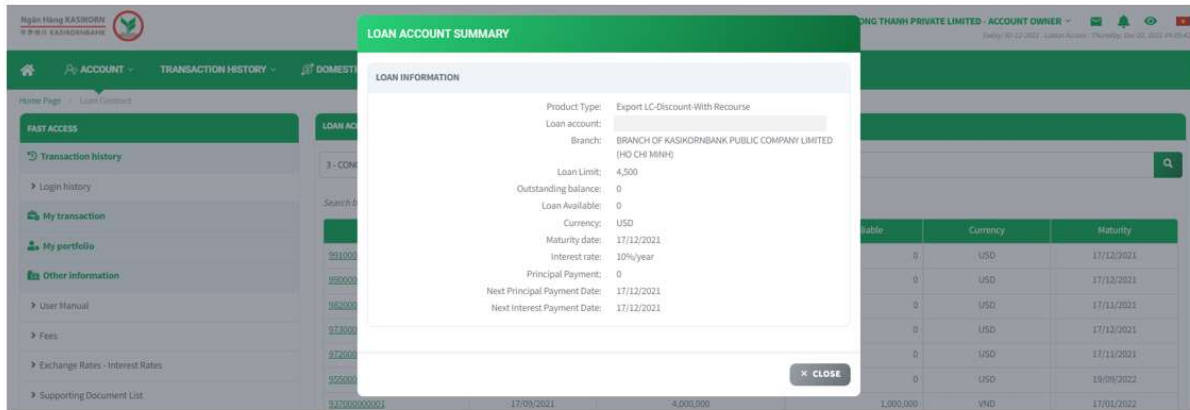
Screen 2.3.1-3: View details

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
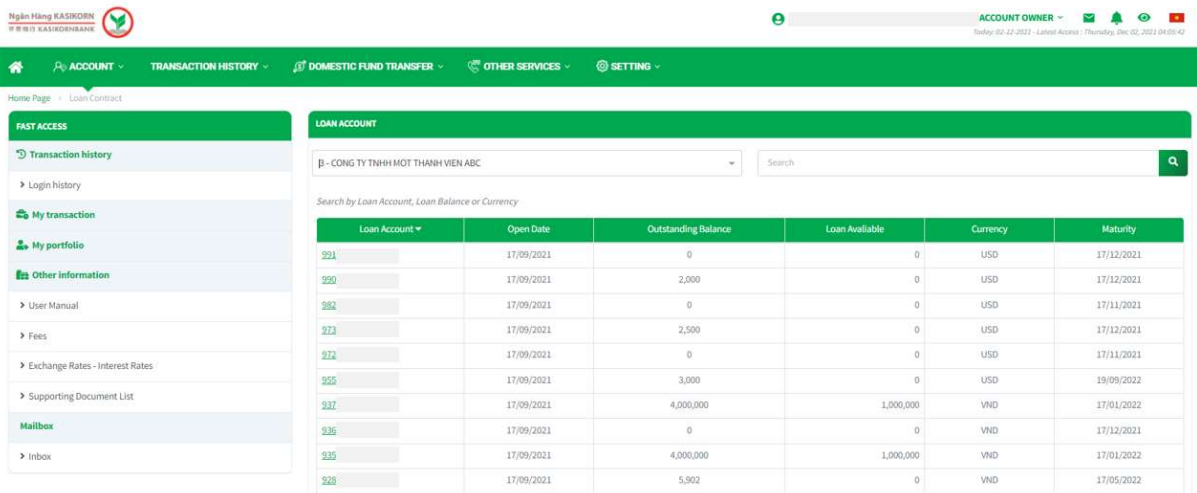
Important:

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 4.1Transaction 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).

3.1.1.1.1 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

Screen 3.1.1.1-2: Beneficiary List

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

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**

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.

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.

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.

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.

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: [Enter name template] 🔖 **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 开泰银行 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
		Trạng thái / Status	Waiting for the company to approve
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 **3.1.1.1.1-1. 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.

Screen 3.1.1.1.2-2: Create Multiple Transaction

Screen 3.1.1.1.2-3: Transaction List

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

Screen 3.1.1.1.2-4: Transaction Hyperlink

Screen 3.1.1.1.2-5: Transaction details

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

Screen 3.1.1.1.2-6: Remove Transaction from Transaction List

Click on **OK** to remove or Cancel to keep this record.
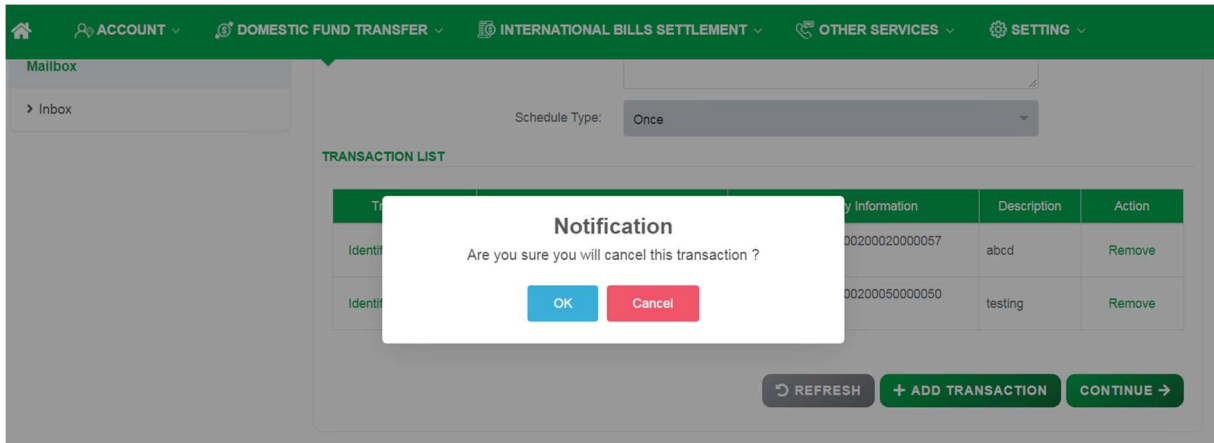
Screen 3.1.1.1.2-7: Remove transaction notification

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.

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 *3.1.1.1.1-1. 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

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.

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

Screen 3.1.1.1.3-3: Schedule Type: Done Everyday

Note:

1. User cannot create multiple future transaction by this function.

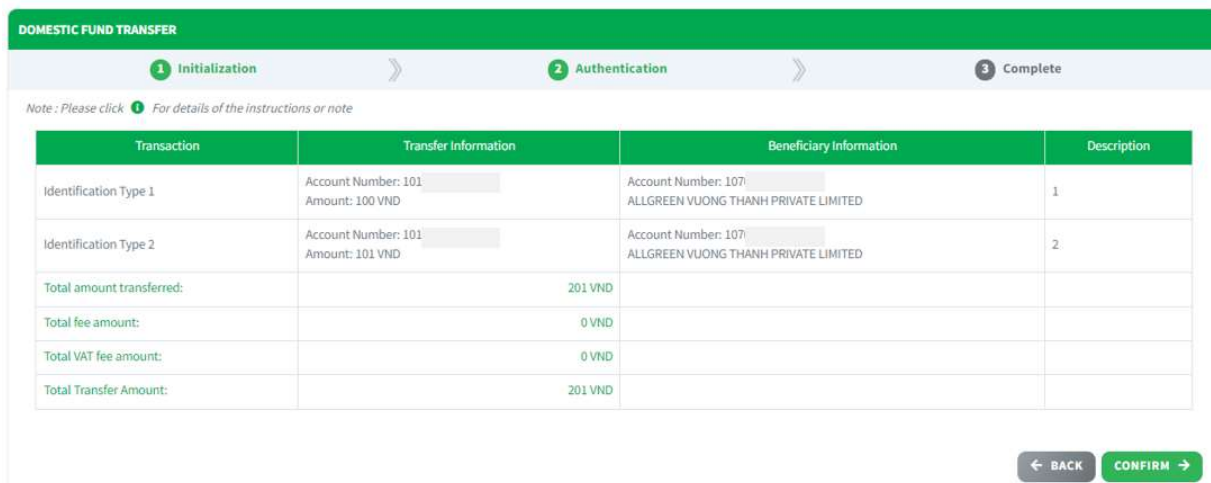2. The maximum limit for the schedule end date is 1 year.

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.

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.

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.

Screen 3.1.1.2.1-2: Beneficiary List

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

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**

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 *:	10,000 THB ∨
Rate Type:	Enter Rate Type
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

⟳ REFRESH + ADD TRANSACTION CONTINUE →

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:	Enter name template 🔖 SAVE

⟳ REFRESH 🖫 SAVE TEMPLATE + ADD TRANSACTION CONTINUE →

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.

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.

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: [Enter name template] 🔖 **SAVE**

+ CREATE | 📄 **SAVE TEMPLATE** | 📄 **VIEW NOTICE** | 🏠 **HOME PAGE**

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.

Screen 3.1.1.2.2-2: Create Multiple Transaction

Screen 3.1.1.2.2-3: Transaction List

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

Screen 3.1.1.2.2-4: Transaction Hyperlink

Screen 3.1.1.2.2-4: Transaction details

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

Screen 3.1.1.2.2-5: Remove Transaction from Transaction List

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

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.

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:	Future Date	▾
Date Of Process:	08/10/2021	🗓

⟳ REFRESH   CONTINUE →

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:	Done every day	▾
Date Of Process:	28/09/2021	🗓
End Date:	30/09/2021	🗓

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

⟳ REFRESH   CONTINUE →

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.

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

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 *4.1Transaction 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*).

3.1.2.1.1 Create Single Transaction

Step 1. Login to the system successfully.

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

Screen 3.1.2.1.1-1: 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.

Screen 3.1.2.1.1-2: Transfer to Other Banks

- Beneficiary:

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

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**.

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

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**.

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

Template Name: [Enter name template]   [🔖]   [SAVE]

[↺ REFRESH]   [🖫 SAVE TEMPLATE]   [+ ADD TRANSACTION]   [CONTINUE →]

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.

DOMESTIC FUND TRANSFER

| ① Initialization | ② Authentication | ③ Complete |

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

DEBIT INFORMATION

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

BENEFICIARY INFORMATION

Transfer To: OTHER BANKS
Receiving Bank:
Beneficiary Account Number: I88
Beneficiary Name:

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

[← BACK]   [CONFIRM →]

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.

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

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.

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 *: Ngân Hàng KASIKORN 泰京銀行 KASIKORNBANK   **OTHER BANKS**

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

Transfer Method *: Express money transfer

Beneficiary List *: NAPAS1 6666688888 - 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
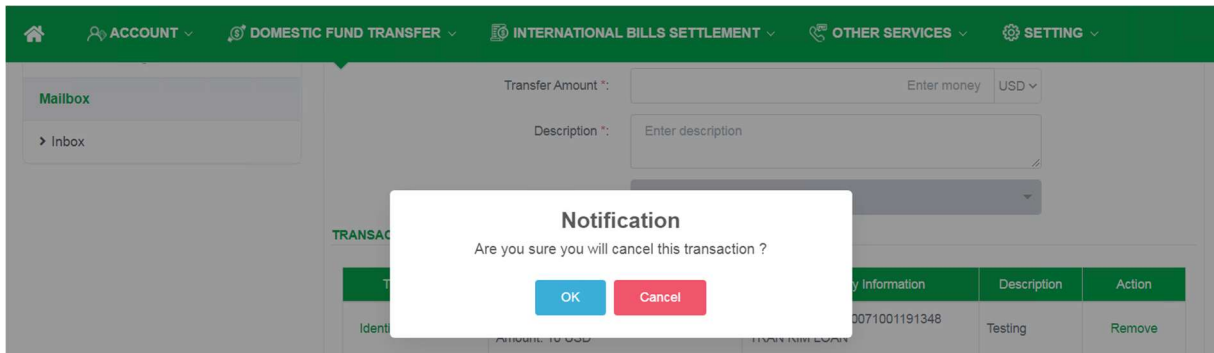
Screen 3.1.2.1.2-7: Remove Transaction Notification

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.

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.

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:	Future Date ▼
Date Of Process:	08/10/2021 📅

↺ REFRESH   CONTINUE →

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:	Done every day ▼
Date Of Process:	28/09/2021 📅
End Date:	30/09/2021 📅

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

↺ REFRESH   CONTINUE →

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.

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.

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 *4.1Transaction 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*).

3.1.2.2.1 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.

Screen 3.1.2.2.1-2: Transfer to Other Banks

- Account Number:

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

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 *:	Ngân Hàng KASIKORN 开泰银行 KASIKORNBANK	**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: [Enter name template] 🔖 **SAVE**

⟲ REFRESH   🖫 SAVE TEMPLATE   + ADD TRANSACTION   CONTINUE →

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 tinh 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.

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.

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

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.

Screen 3.2.2.2-2: Create Multiple Transaction

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

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**.

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.

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, t hat means user created transaction successfully.

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.

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

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.

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.

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 reciepients 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 <mark>green</mark>, 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 3.2.1-2: Intrabank 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:	Future Date ▾
Date Of Process:	29/09/2021 📅

↺ 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.

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

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	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 3.2.2-2 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: | Future Date ▾ |
| Date Of Process: | 29/09/2021 📅 |

↻ REFRESH   CONTINUE →

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.

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.

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.

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.

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 *4.1Transaction History*).

- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to *4.3Transaction Approval*).

- For future transactions, after successful approval, open **the Future Transaction** screen to manage (Refer to *4.2Future 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.

  ⓘ *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 [icon] 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: | Future Date | ▾ |
| Date Of Process: | 29/09/2021 | 📅 |

⟳ REFRESH **CONTINUE →**

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.

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

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 <mark>green</mark>, 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.

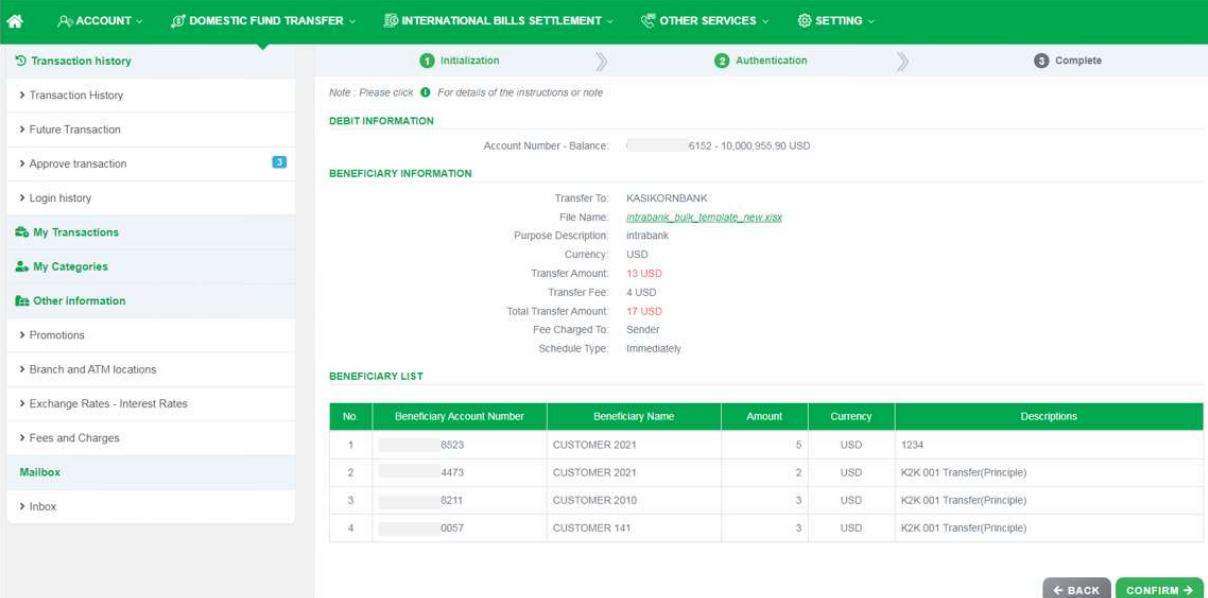| Schedule Type:	Future Date ▼
Date Of Process:	29/09/2021 📅

↺ REFRESH   CONTINUE →

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.
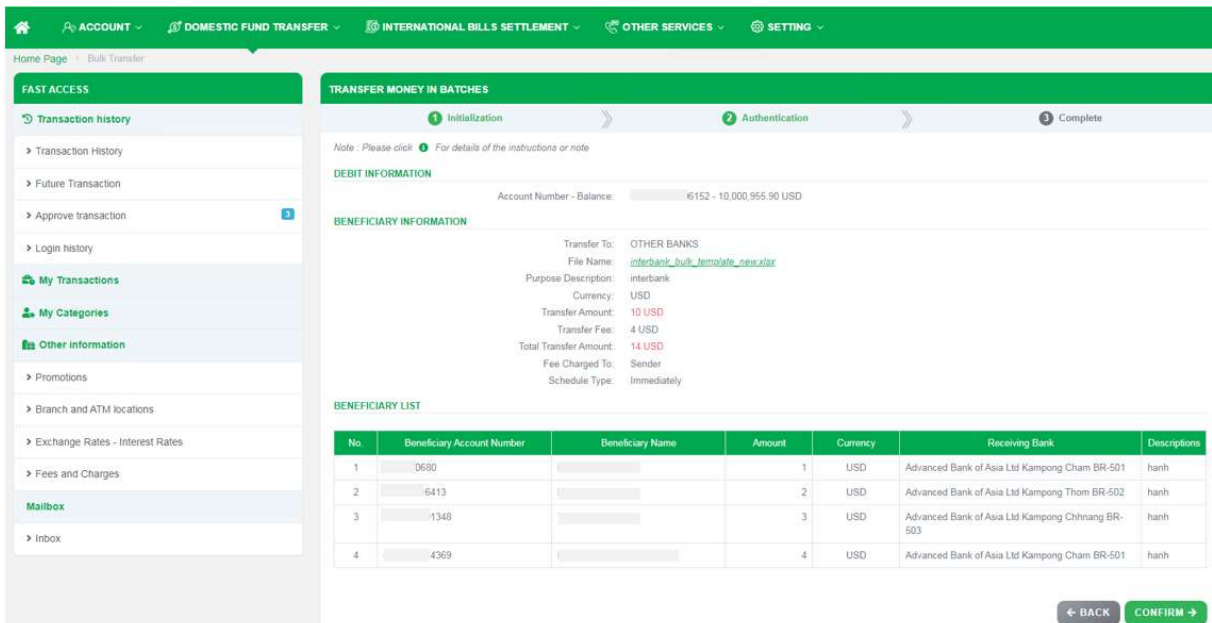
Screen 3.4.2-4: Interbank Bulk Transaction Authentication

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
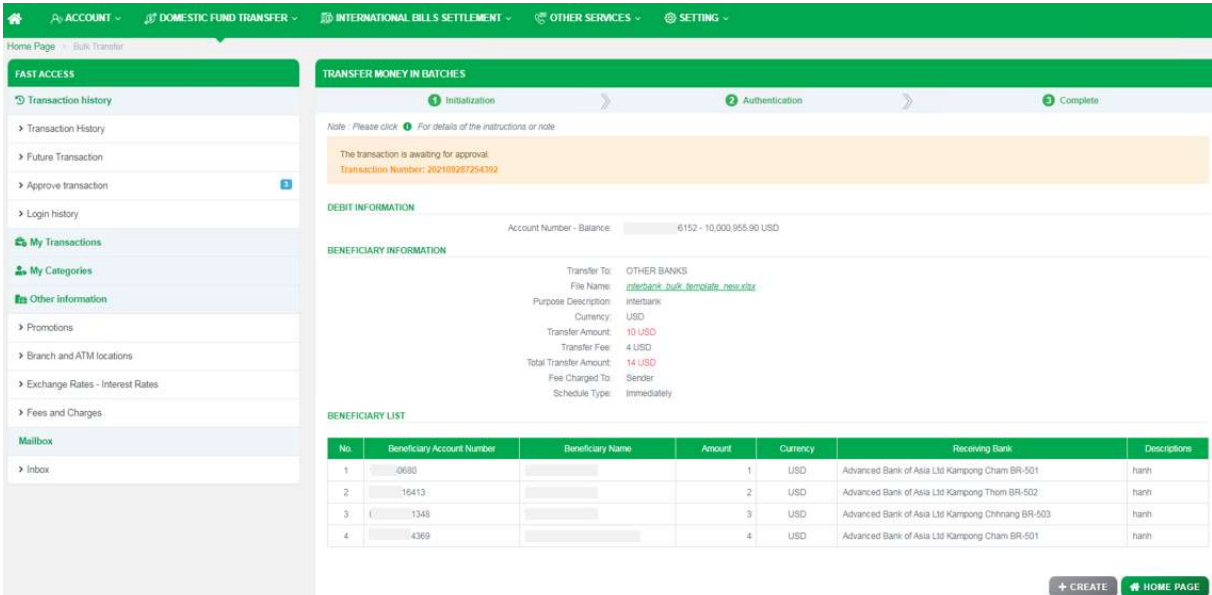
Screen 3.4.2-5: Interbank Bulk Transaction Complete

-   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 *4.1Transaction History*).

– Open the **Transaction Approval** screen to approve or reject the transaction (Refer to *4.3Transaction Approval*).

– For future transactions, after successful approval, open the **Future Transaction** screen to manage (Refer to *4.2Future 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

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 <mark>green</mark>, 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 3.5.1-2 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: | Future Date ▾ |

Date Of Process: | 29/09/2021 🗓 |

⟳ 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.

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.

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.

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. ℹ️ *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 [upload icon] 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.

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.

Screen 3.5.2-4 Checkbox for security management

<u>Note</u>: 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.

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.

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.

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.

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.
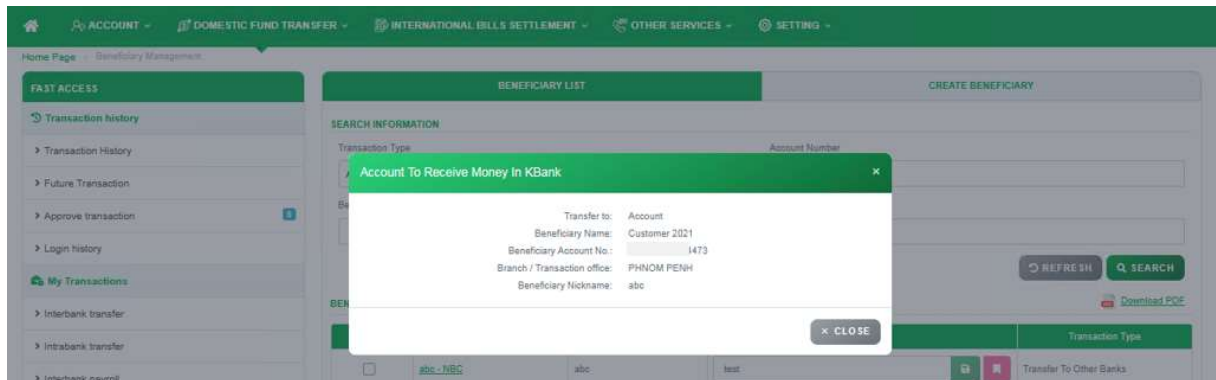
Screen 3.7.1- View detail information

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.

Screen 3.7.3-1 Update nickname

Step 3. Click on the nickname field.

Step 4. Enter the new nickname to edit.
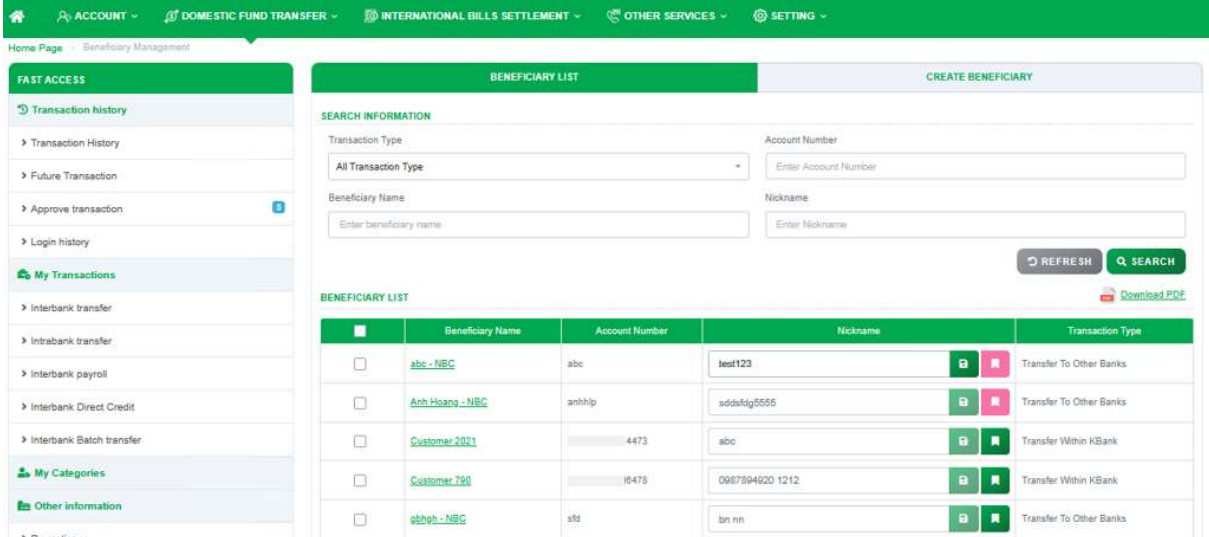
Step 5.   Click on 🔒 button to save.

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.

Screen 3.7.4-1 Update favorite beneficiary
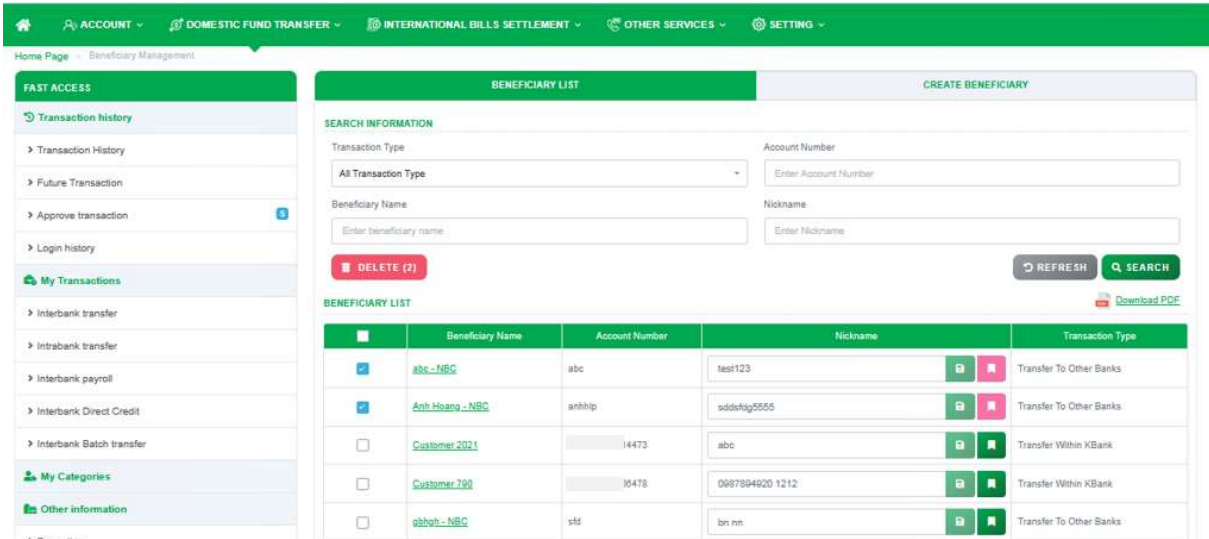
Step 3.   Click on 🔖 button to save with a favorite beneficiary. The button will be changed color.

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

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.

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.

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.
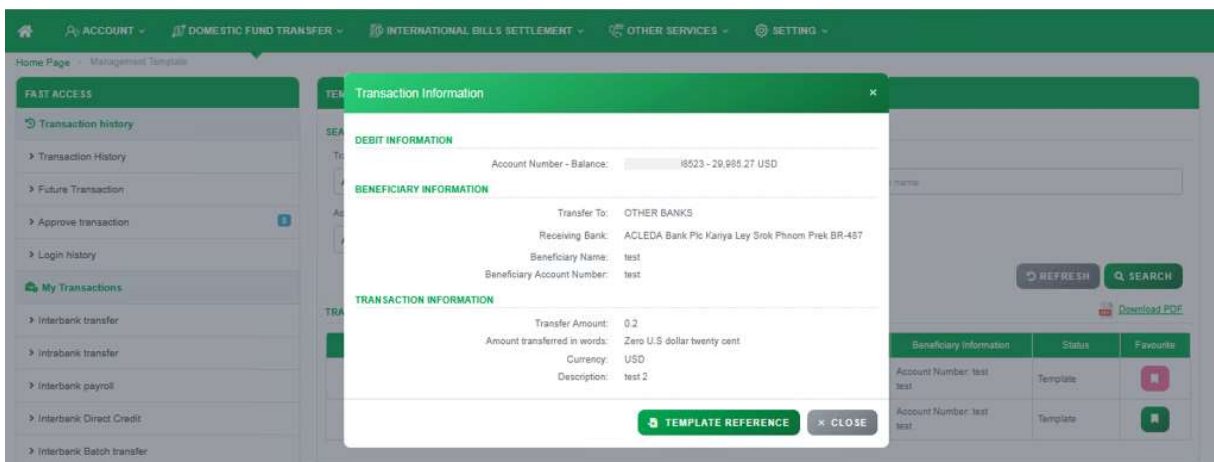
Screen 3.8.1-1 View detail information

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.

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.

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

  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.
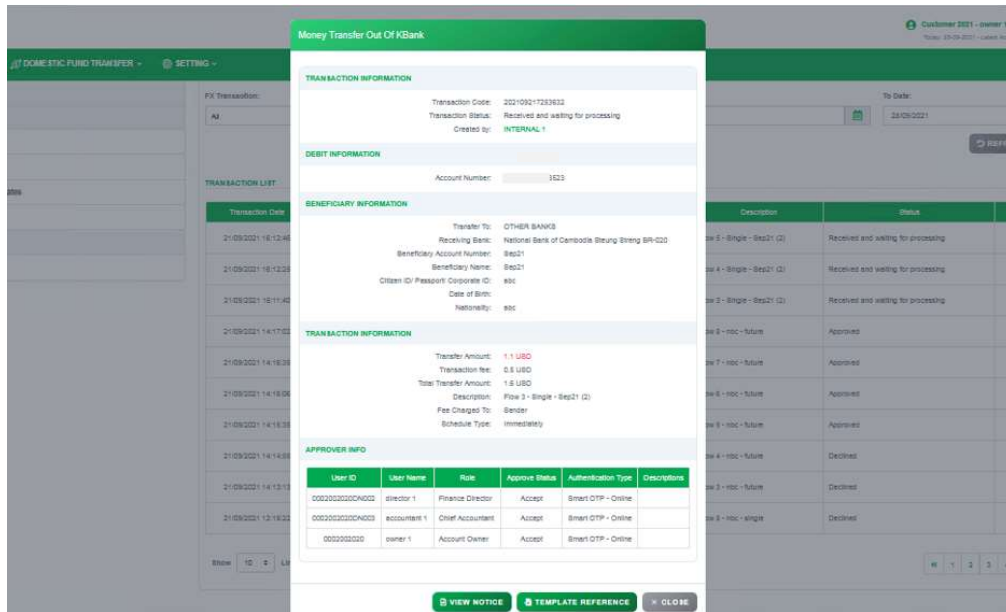
Screen 4.1.3-1 View detail information

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.
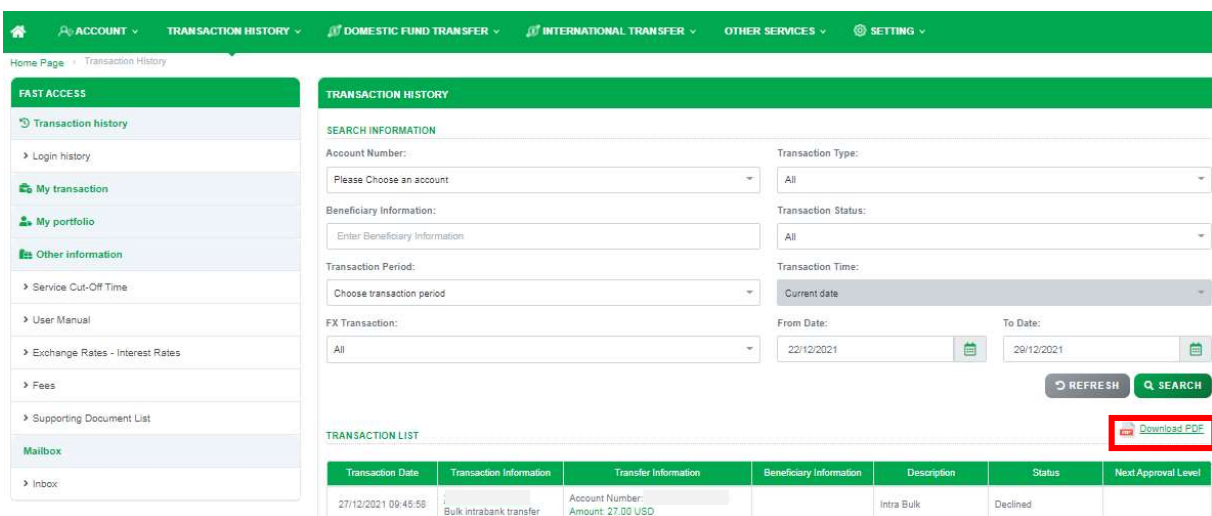
Screen 4.1.3-1 Export File

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.

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.
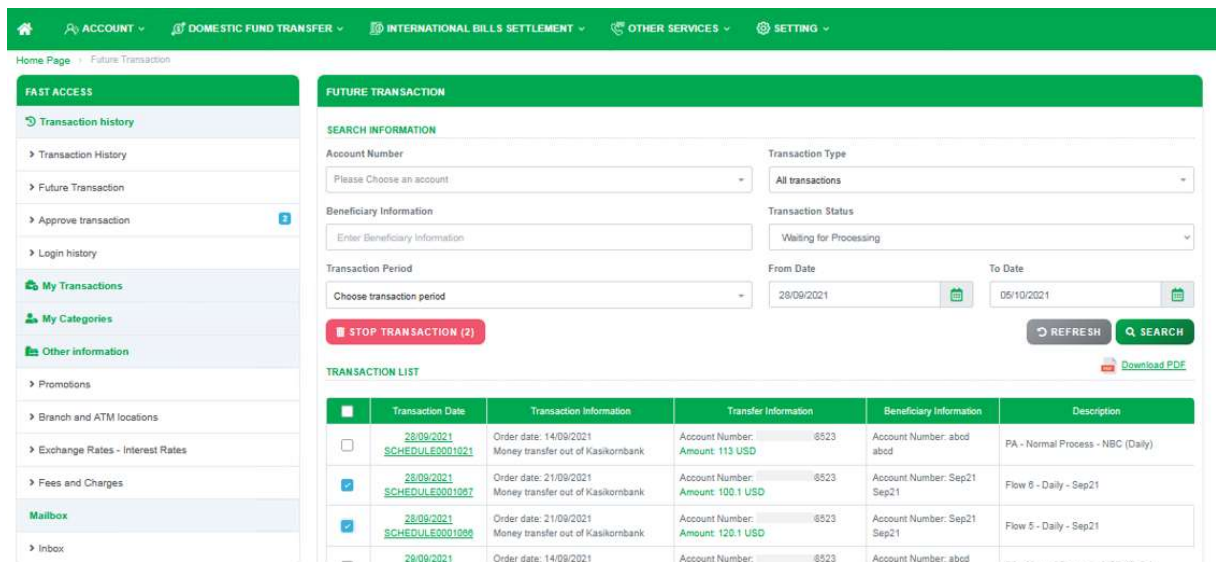
Screen 4.2.3-1 Stop transactions

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.

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.

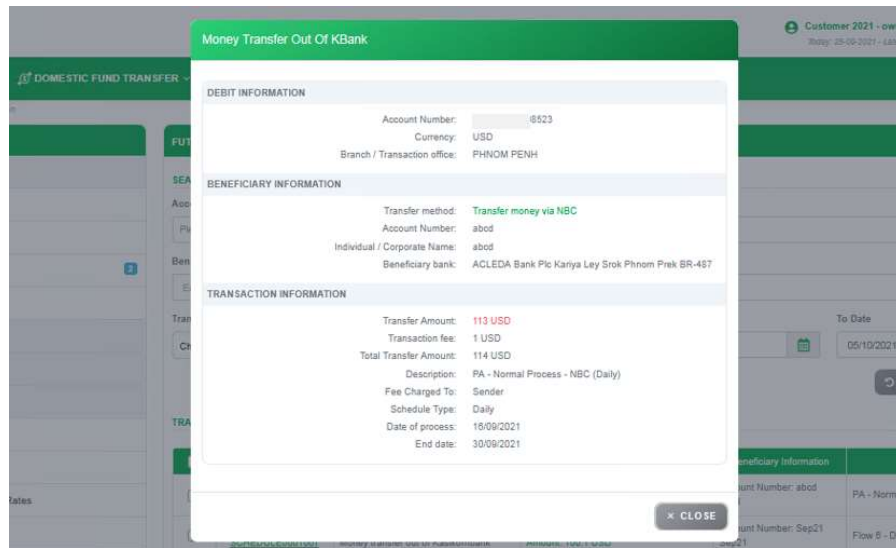 - No data found: Display the notification "No Data Found" in the table.

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.
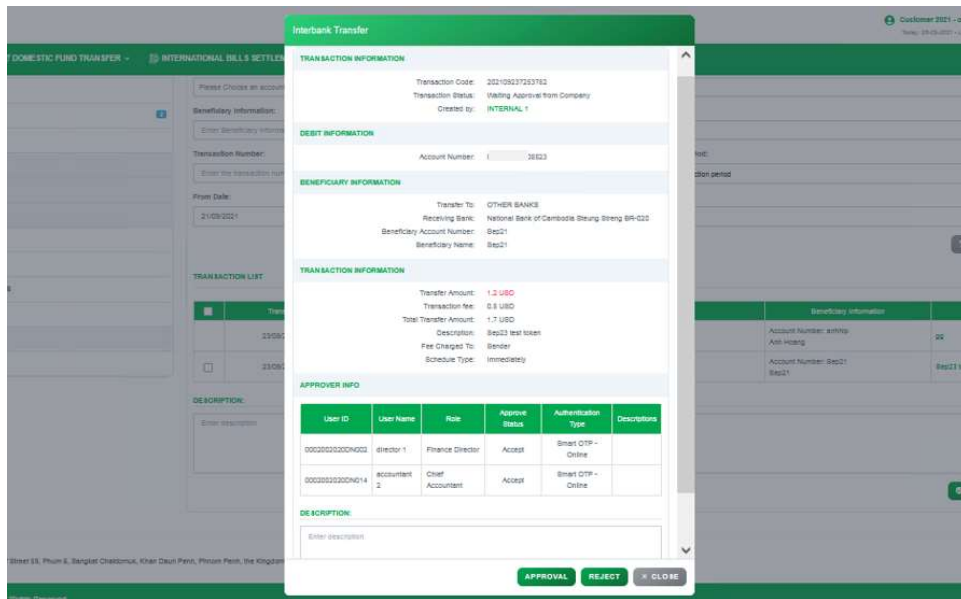
Screen 4.3.2-1 View detail information

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.
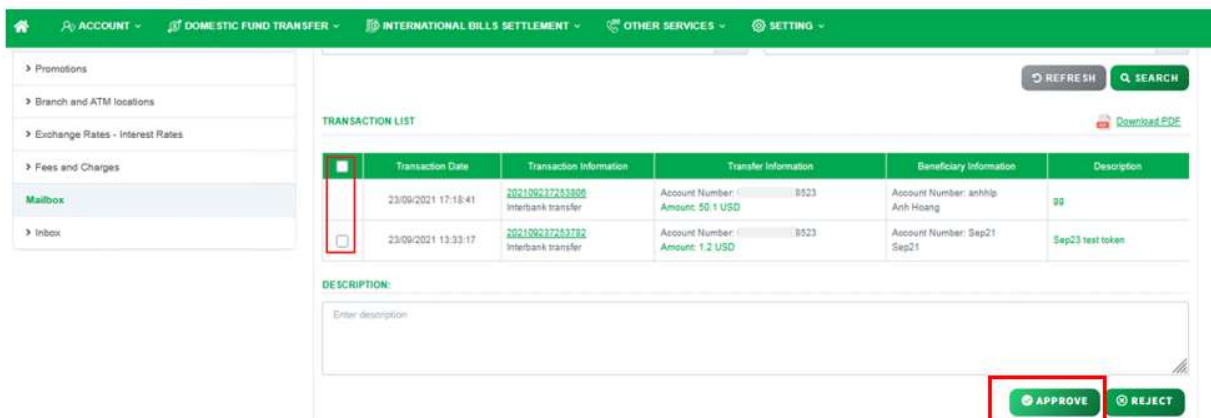
Screen 4.3.3-1 Approve the transactions

☐ 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:
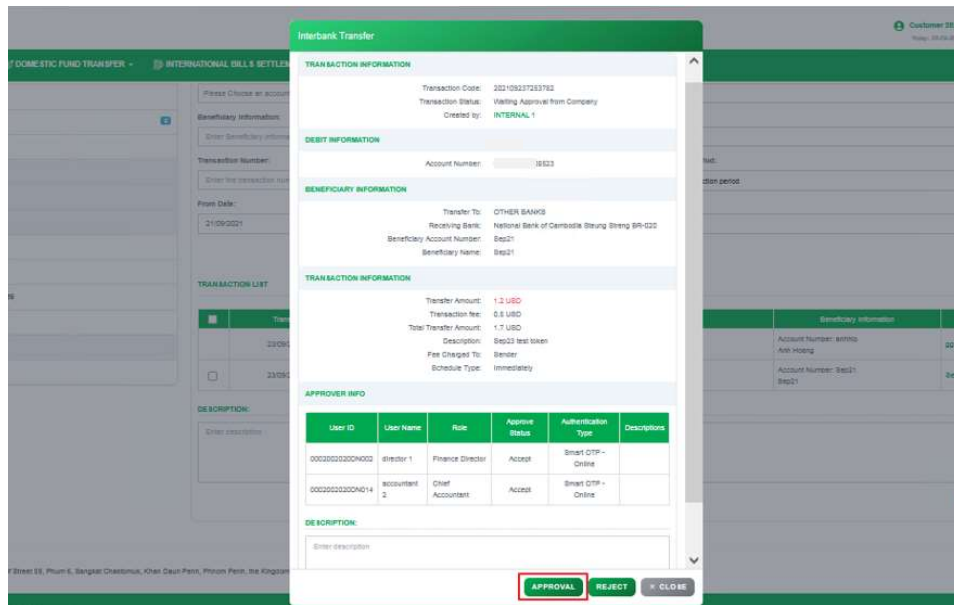
Screen 4.3.3-2 Approve a transaction

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.
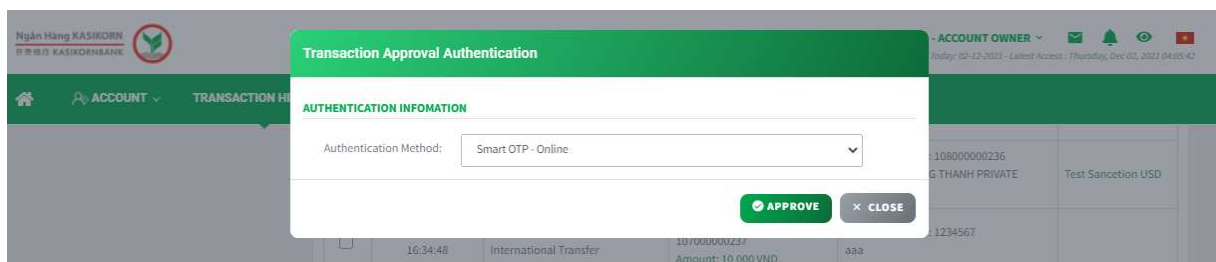
Screen 4.3.3-3 Authentication

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:
  - o Exceeding the total transaction limit per day.
  - o Exceeding the total number of transactions per day.
  - o Transaction approved during cut-off time.
  - o Transaction approval during the holiday.
  - o Futures transactions have invalid transactions (Example: Approval date coincides with the execution date of futures transactions)
  - o 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.
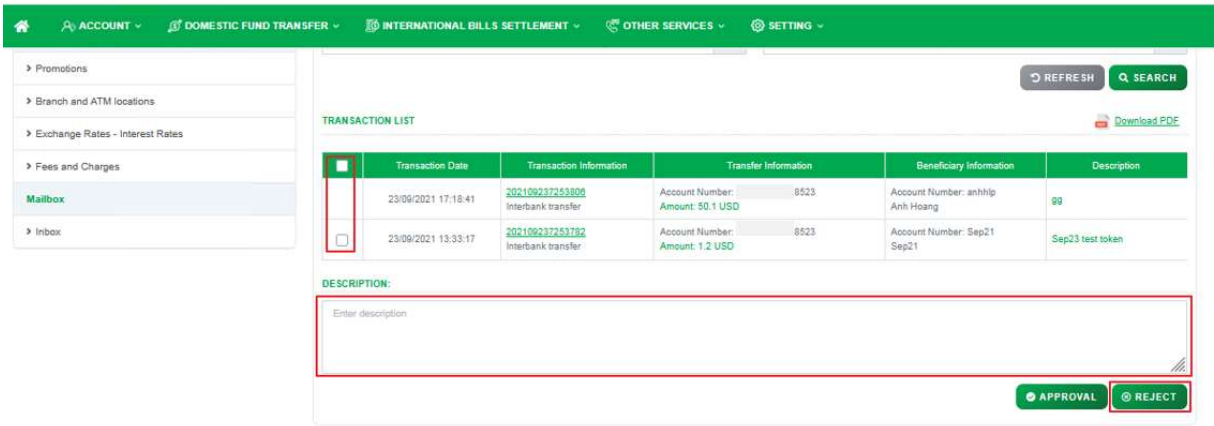
Screen 4.3.4-1 Reject the transactions

☐ 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:
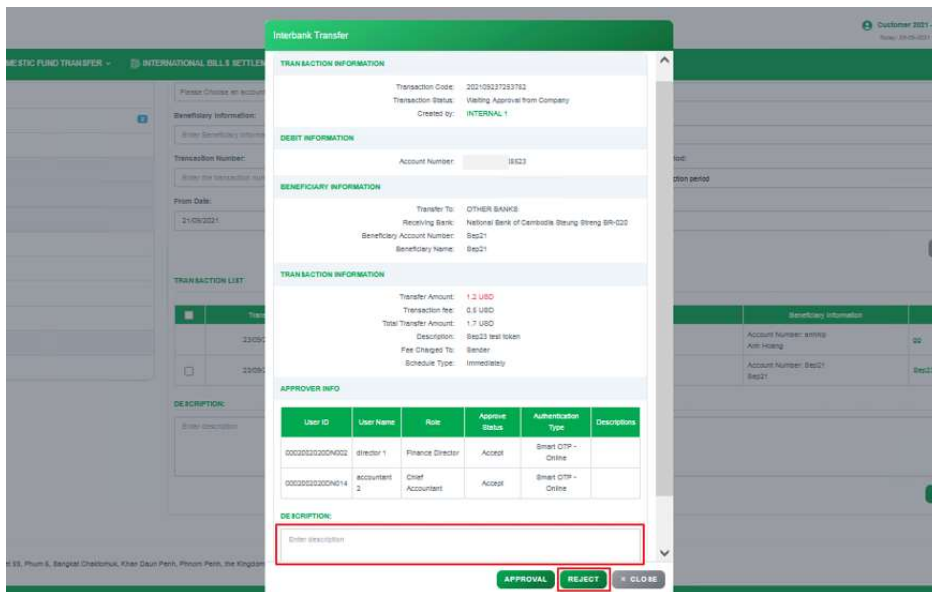
Screen 4.3.4-2 Reject a transaction

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.
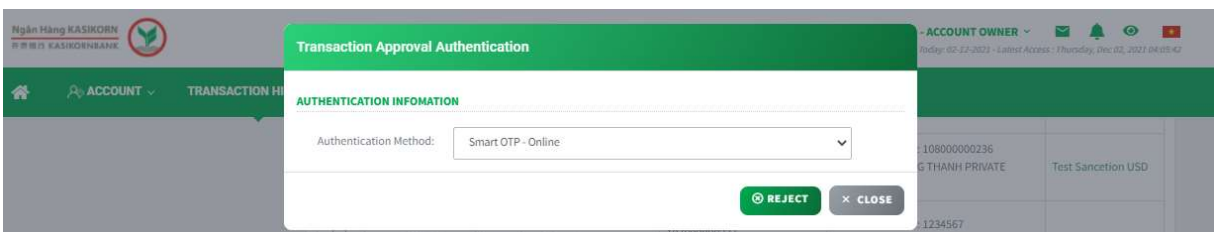
Screen 4.3.4-3 Authentication

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.

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**

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.

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.

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

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

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

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 🔍 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 5.1.1-2 Intermediary Bank Information – Swift Code

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

Screen 5.1.1-3 Intermediary 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.

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 **Q 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 **Q 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 **Q 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 5.1.1-7 Intermediary Bank Information – Other

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

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.

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

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

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

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

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 acount number or IBAN number.

Screen 5.1.1-12 Beneficiary Information

Step 11. At Loan Information:

- Select **No**:

Screen 5.1.1-13 Loan Information - No

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

LOAN INFORMATION

Loan Purpose*:	○ No ● Yes
Loan Account No*:	Enter
Principal Pay*:	Enter
Interest Pay*:	Enter
Other Pay*:	Enter
Maturity Borrow*:	Enter

Screen 5.1.1-14 Loan Information - Yes

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

REMITTANCE INFORMATION

Remittance Information*:	Enter

Step 13. At Payment License:

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

PAYMENT LICENSE

Supporting Document*:   Support file type jpg, gif, pdf, png with total maximum file size 50 MB   🔼 UPLOAD

No.	File Name	Size	
1	0002-2021-DN023804_17092021.pdf	0 MB	🗑
2	TransactionLog_27092021.pdf	0.228 MB	🗑

☑ I Accept Term And Condition To Use International Fund Transfer, For More Details Please *Click*

o Click on 🗑 button to remove the uploaded file.

o 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*:	Enter

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

TEMPLATE INFORMATION

Template Name*:	Enter 🔖 SAVE

↻ REFRESH   🖫 SAVE TEMPLATE   🖫 SAVE BENEFICIARY   CONTINUE →

Screen 5.1.1-15 Template Information

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

Screen 5.1.1-16 Beneficairy 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 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.
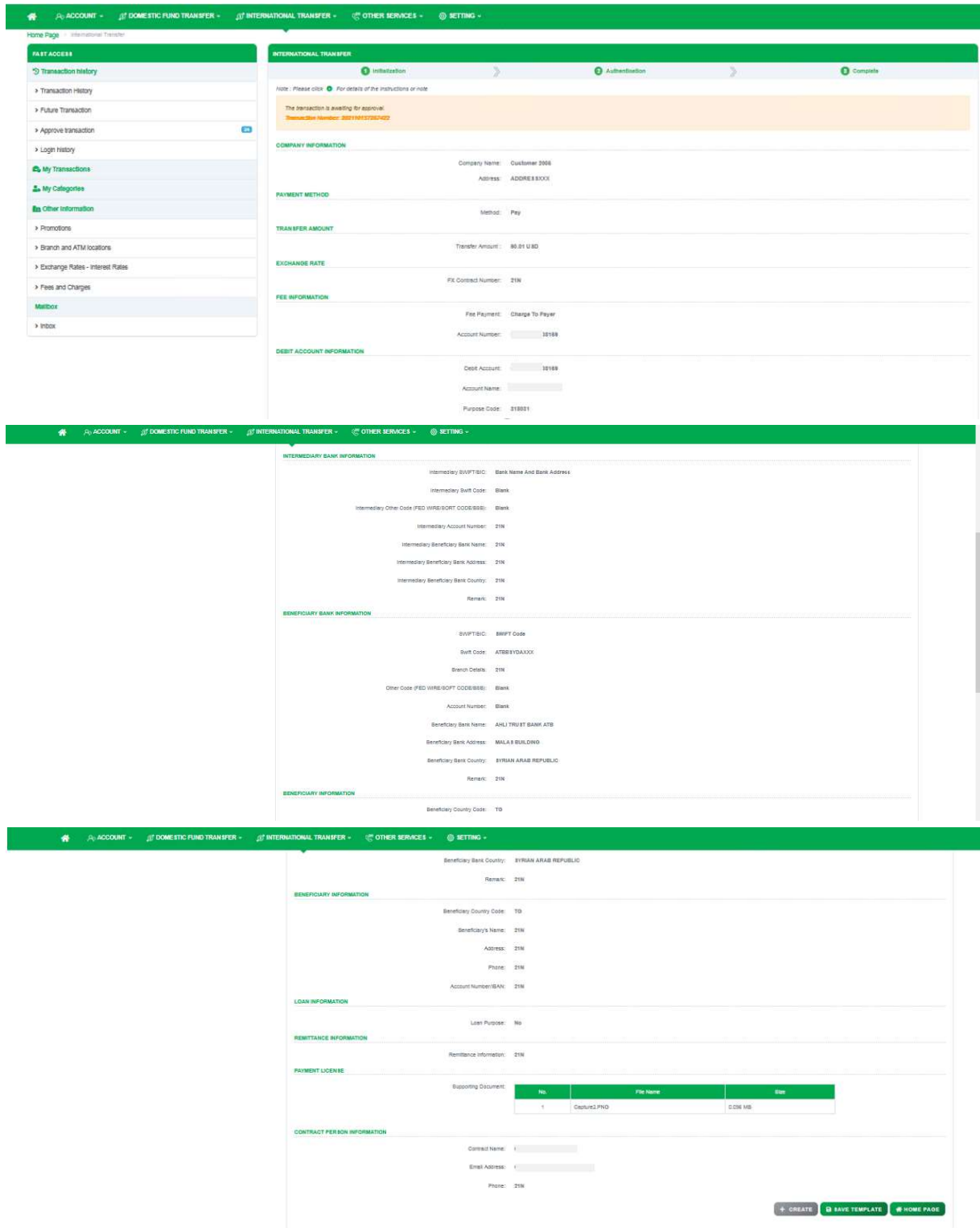
Screen 5.1.1-18 International Transaction Complete

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

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

Screen 5.1.1-19 Save Template at Complete Screen

- o 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 *4.1Transaction History*).

- Open the **Transaction Approval** screen to approve or reject the transaction (Refer to *4.3Transaction 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**

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**

Screen 6.1.2-1 Upload Document

Step 3. Click on **Download PDF** button to export Customer Document list.
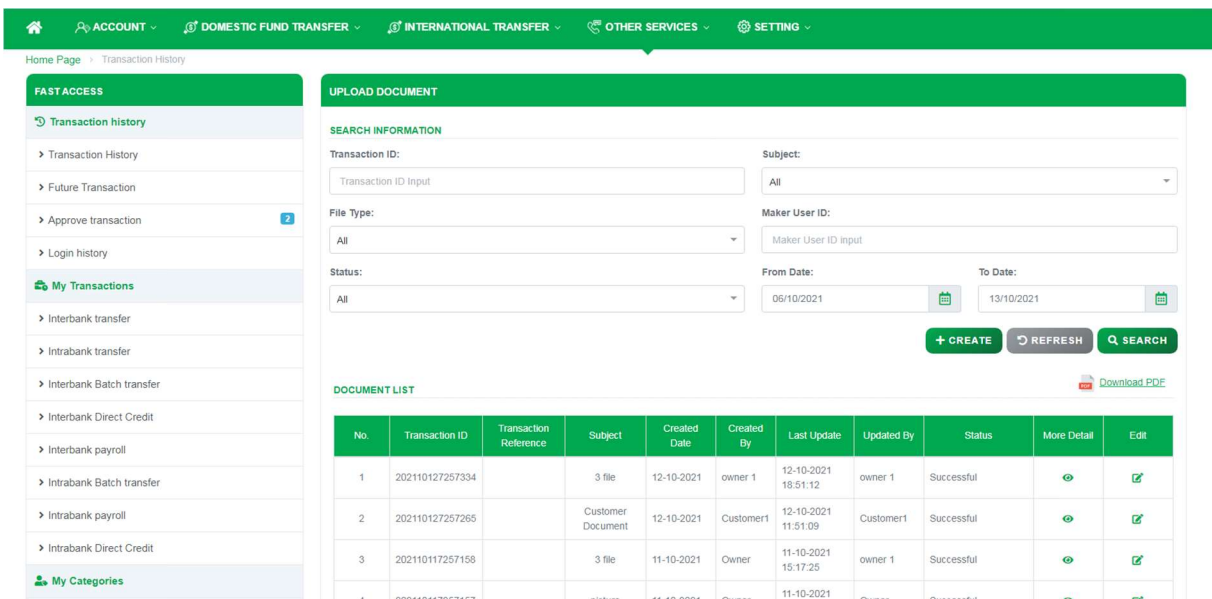
- Results: Export the file on the user's device with the information rows found in the grid.

6.1.3 Transaction Details

- Take the following steps:

Step 1. Login to the system successfully.

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

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.

Screen 6.1.3-2 Upload Document Detail

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Step 4.   Click on **Delete** button to remove transaction from the **Document List**. Click on **OK** to confirm or **Cancel** to cancel confirmation.
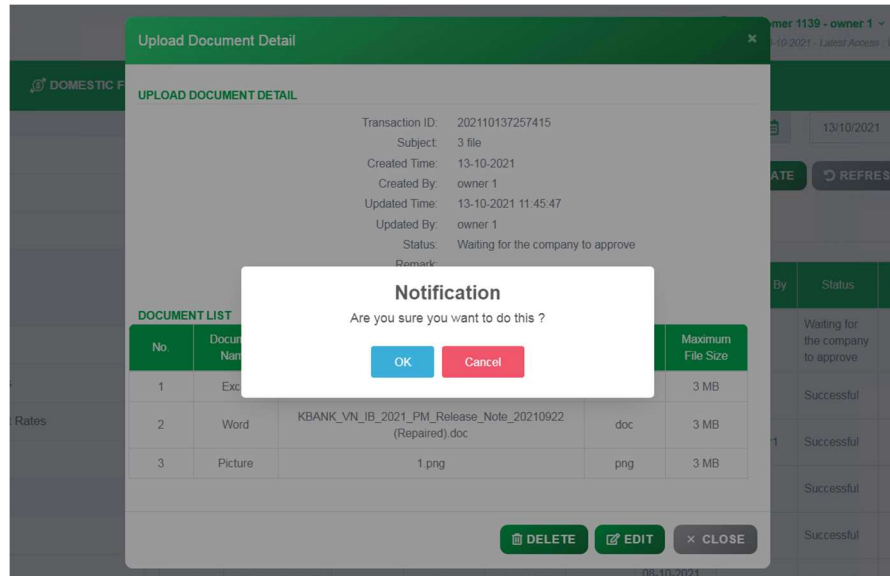
Screen 6.1.3-3 Delete Transaction

Step 5.   Click on **Edit** button to edit transaction. More detail will be mentioned at *6.1.3. Edit Transaction*.
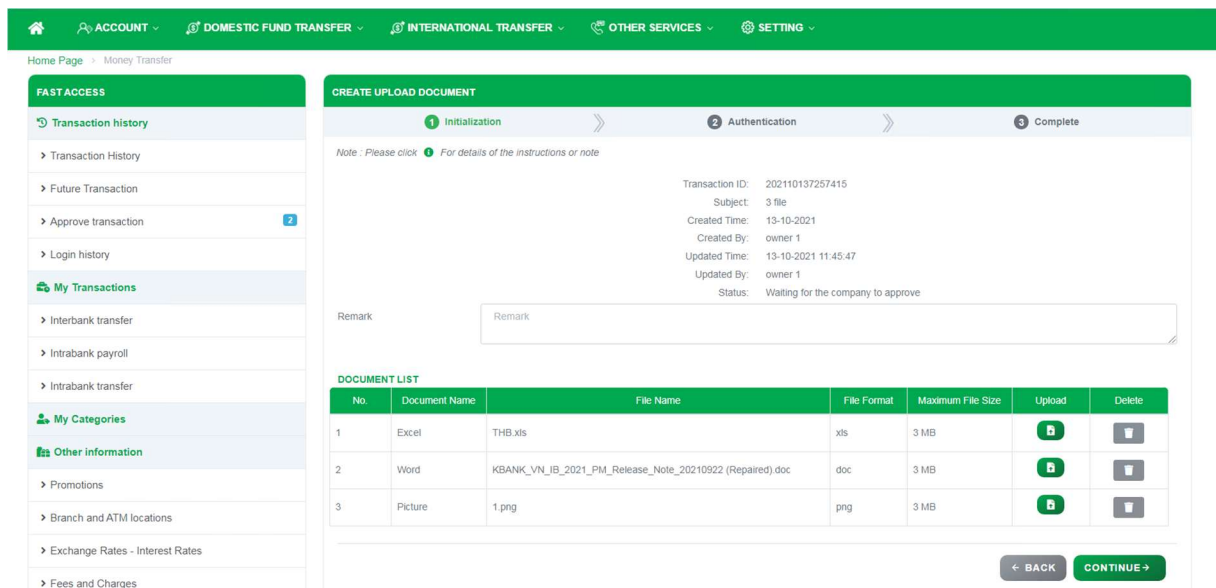
Screen 6.1.1.3-4 Edit Transaction

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**

Screen 6.2-1 Upload Document

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

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.
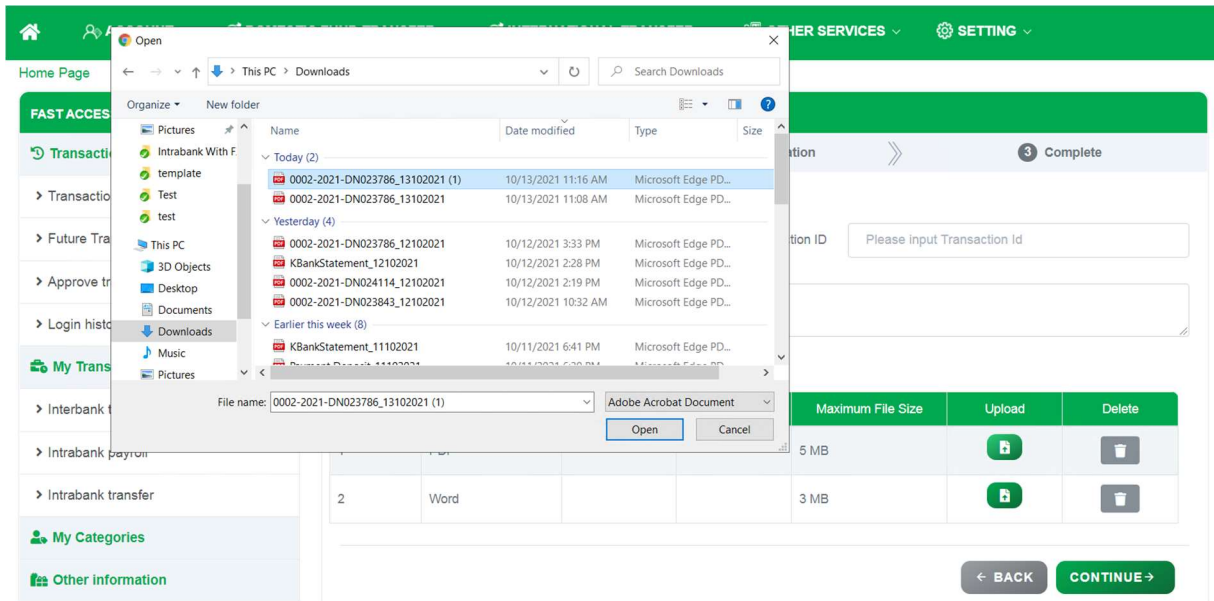
Screen 6.2-3 Upload Files

Step 6.   Click on **Delete** icon [trash 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.

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**

Screen 6.3-1 Upload Document

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

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.

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.

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**

Screen 6.4-1 Upload Document

Step 3.　Click on icon 👁 at column **More Detail** of transaction that user want to Delete.
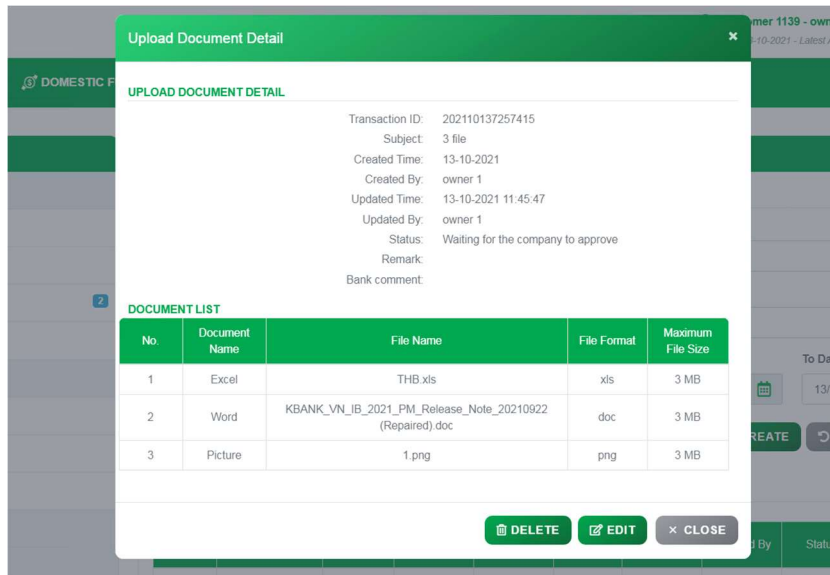
Screen 6.4-2 Upload Document Details

Step 4. Click on **Delete** button to remove transaction from the **Document List**. Click on **OK** to confirm or **Cancel** to cancel confirmation.
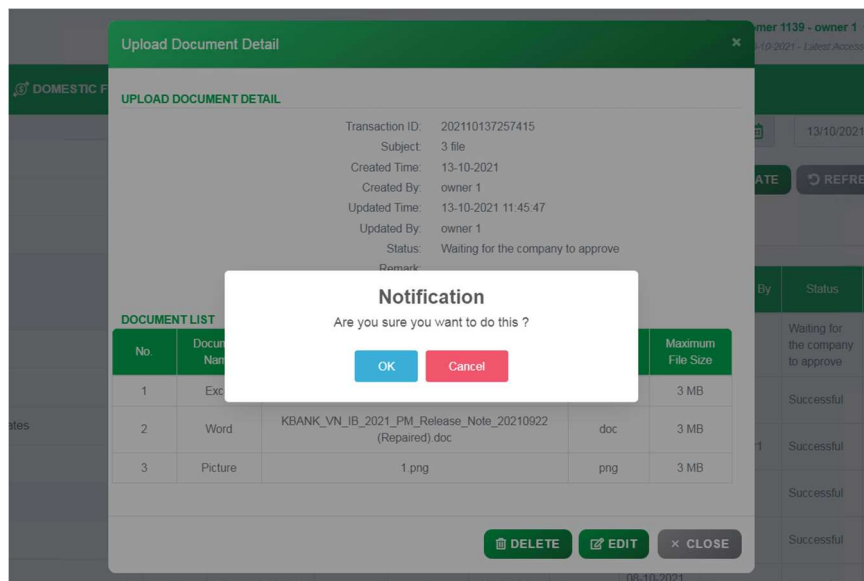
Screen 6.4-3 Delete Transaction Confirmation
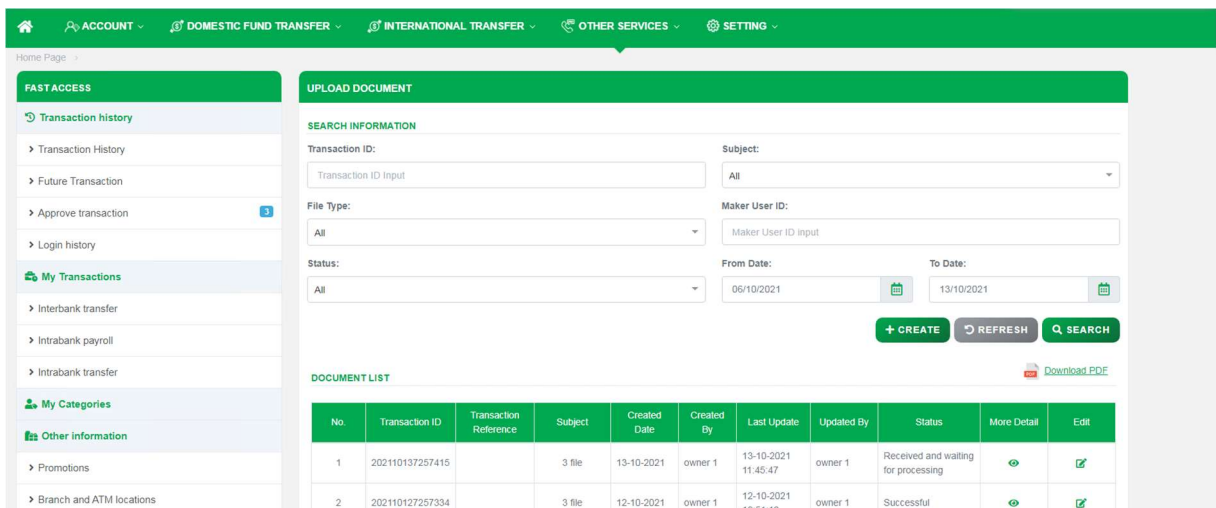
Screen 6.4.4 Delete Transaction Successfully

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
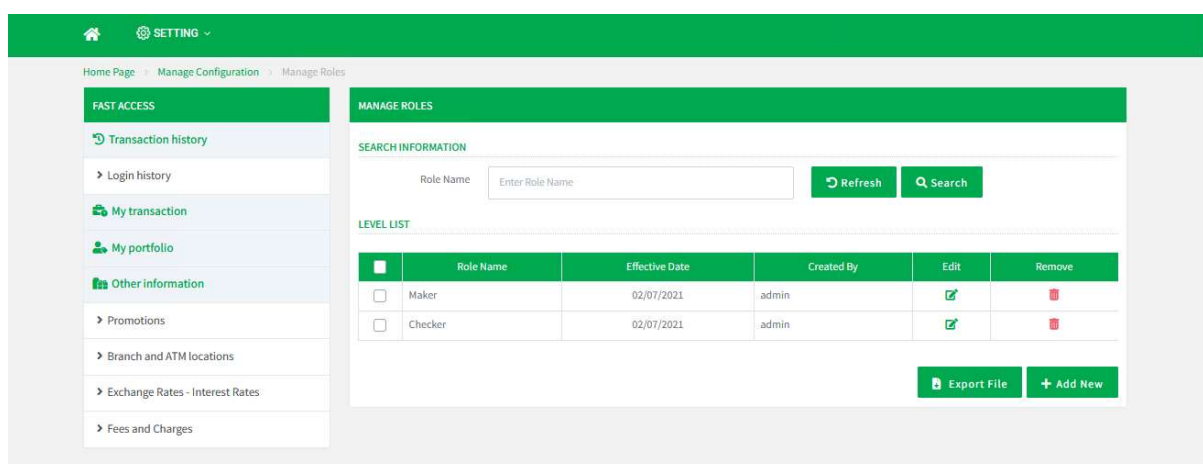
Screen 7.1.1.-1: Search information

      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
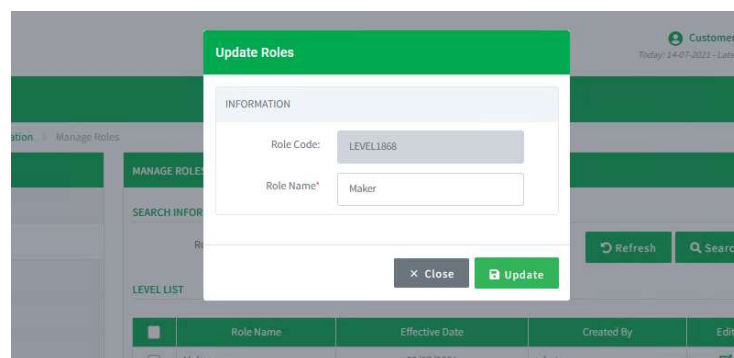
Screen 7.1.3-1: Update role

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:
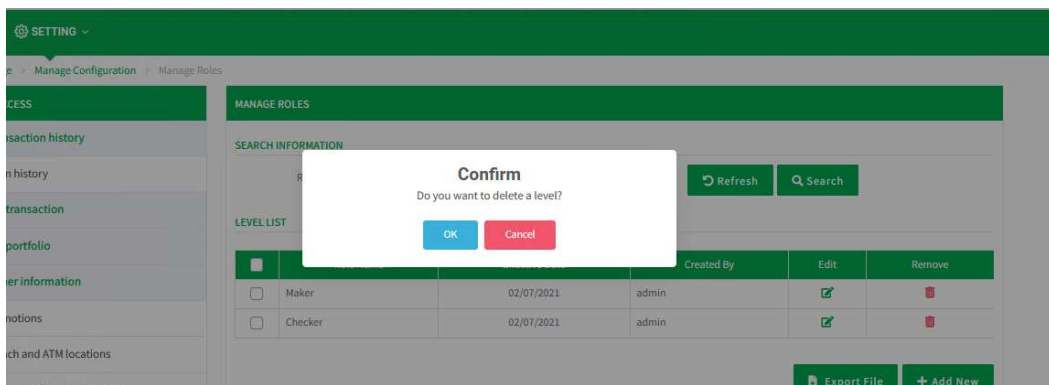
Screen 7.1.4-1: Delete row by row

Step 3.   Click 🗑 button on the table

Step 4.   Click **OK** to confirm or **Cancel** to cancel the confirmation

Delete multiple rows:
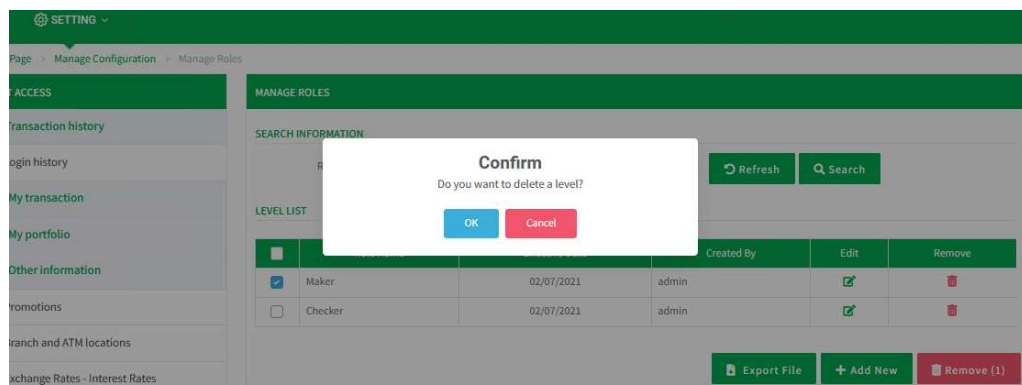
Screen 7.1.4-2: Delete some rows

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

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

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

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
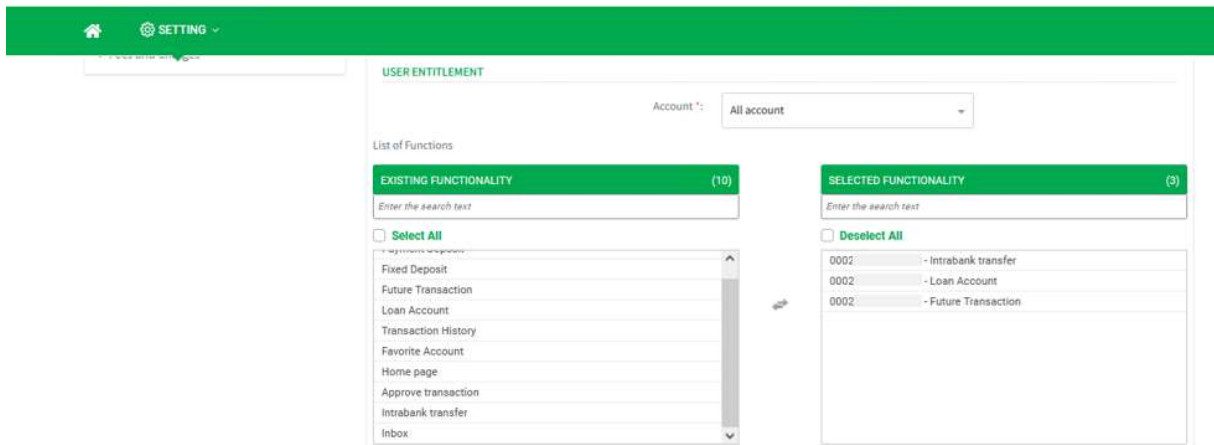
Screen 7.2.2-3: Add new internal user (step 2)
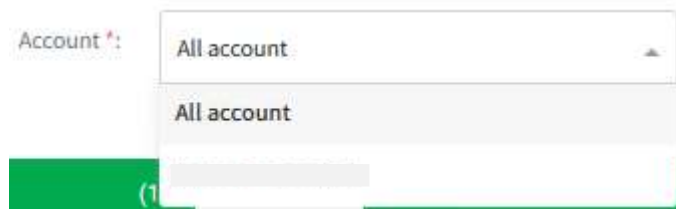
Step 9. Choose All Account or one account in the list

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
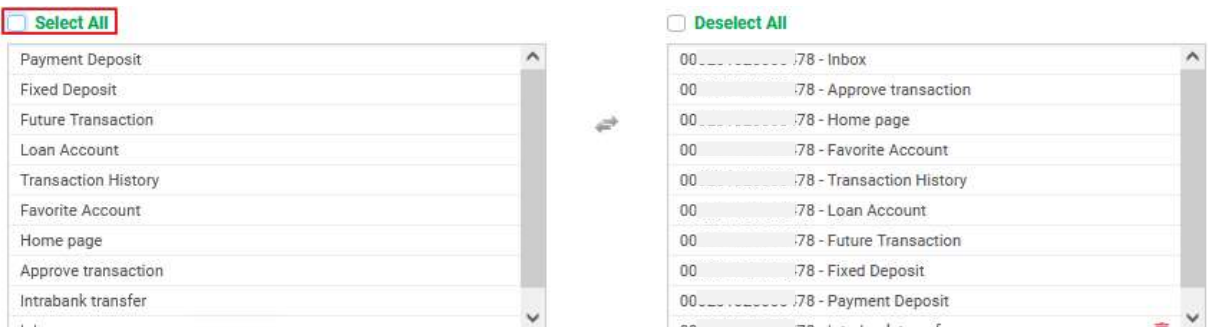
Step 12. Check ☐ **Deselect All** to remove all functions on the right side list
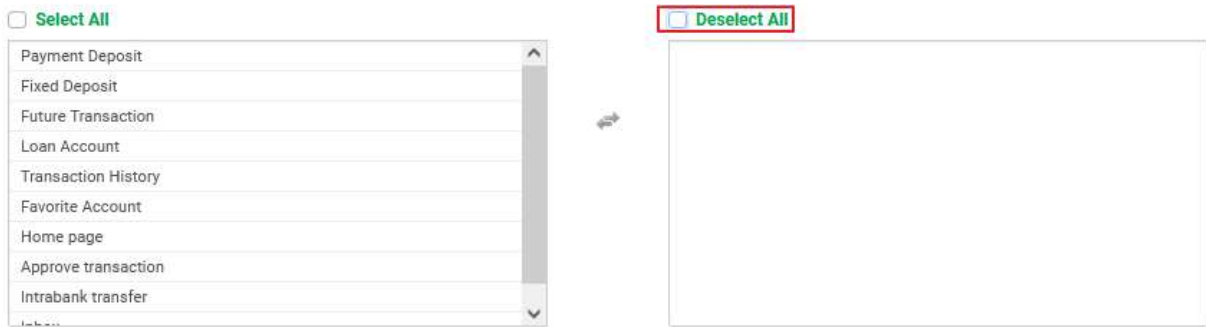
Add or remove **each** function:

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.
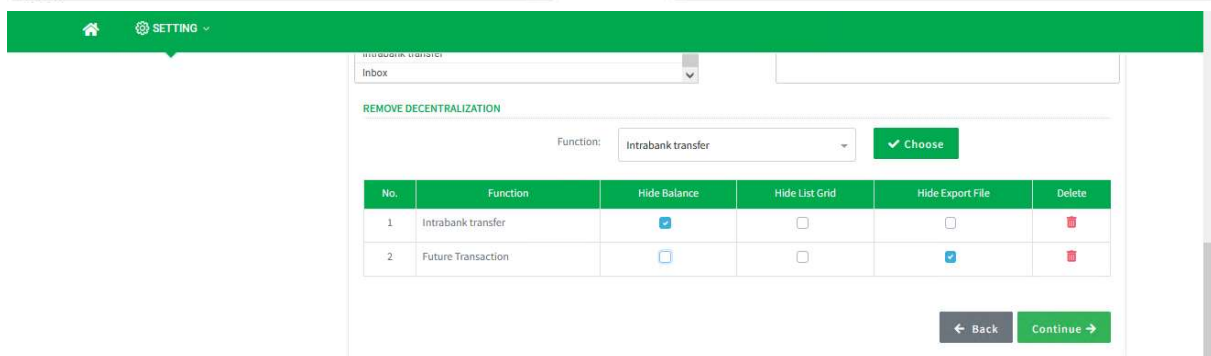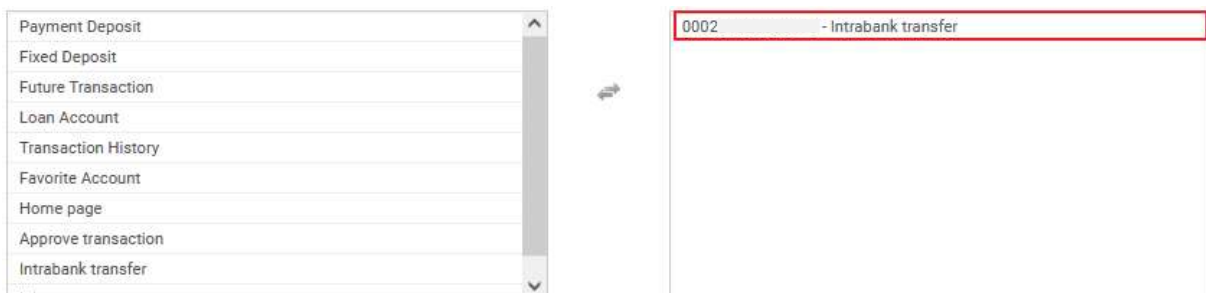
Screen 7.2.2-4: Add new internal user (step 2.3)

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
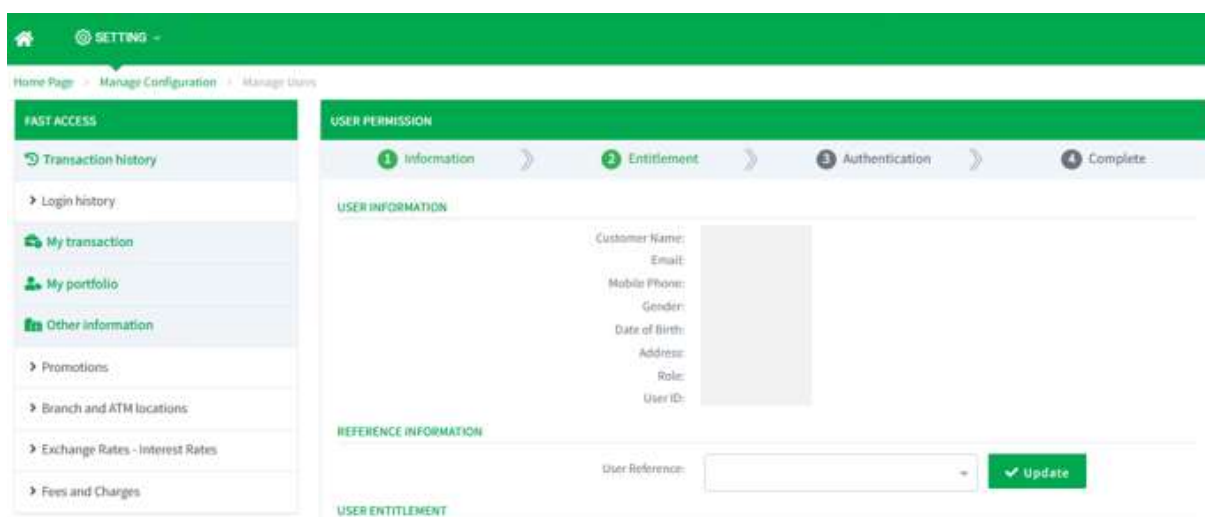
Screen 7.2.4-2: Update internal user (step 2)

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

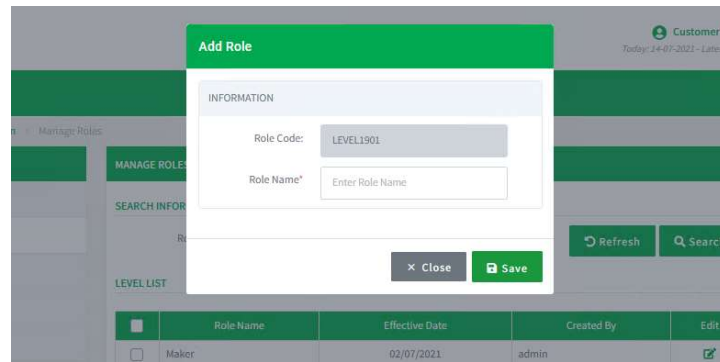Objective: To change user·s status by locking or unlocking the selected user

- Take the following steps:

> Step 1.   Select **Setting** function

> Step 2.   Select **Manage Configuration**/ **Manage User** function
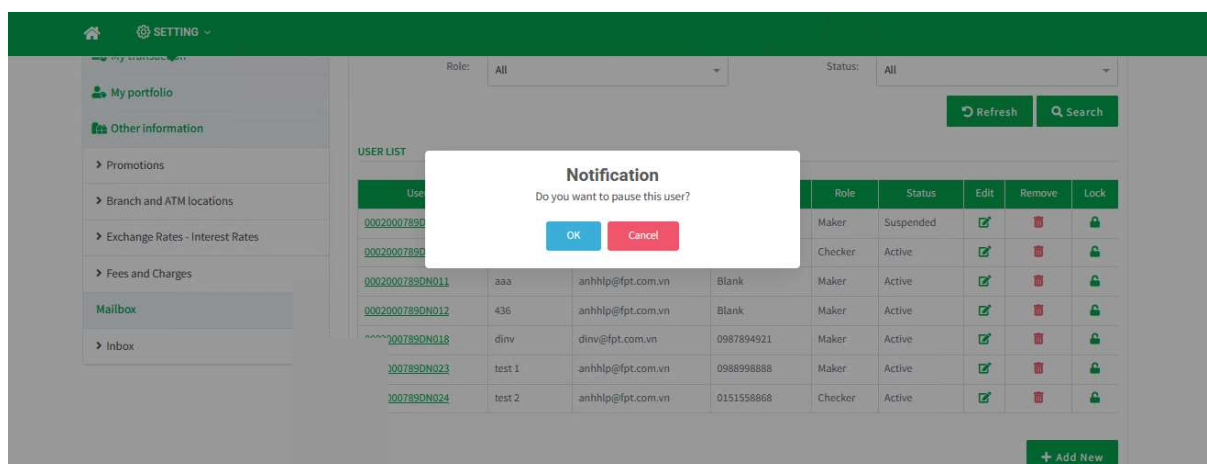
Screen 7.2.6-1: Lock internal user

> 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
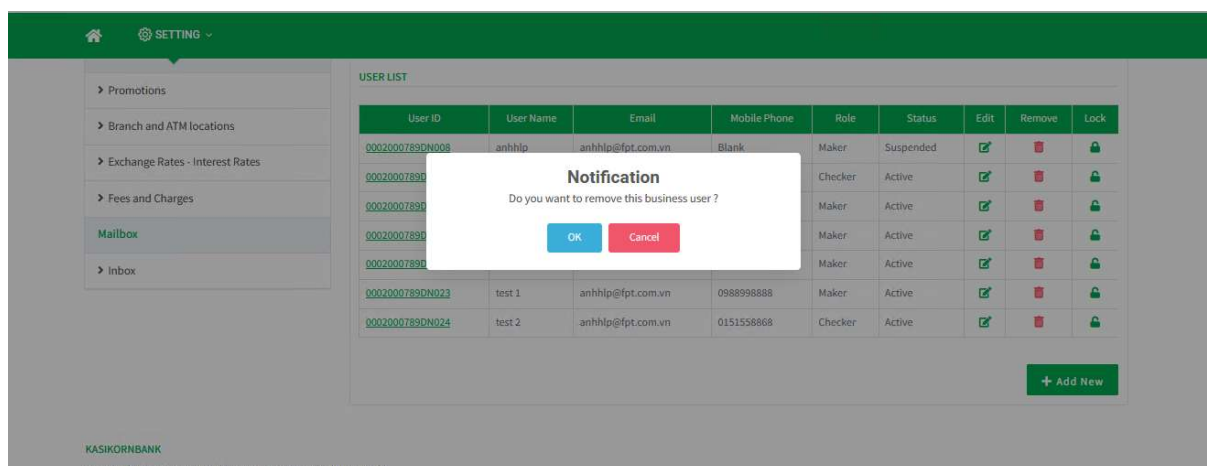
Screen 7.2.7-1: Terminate internal user

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

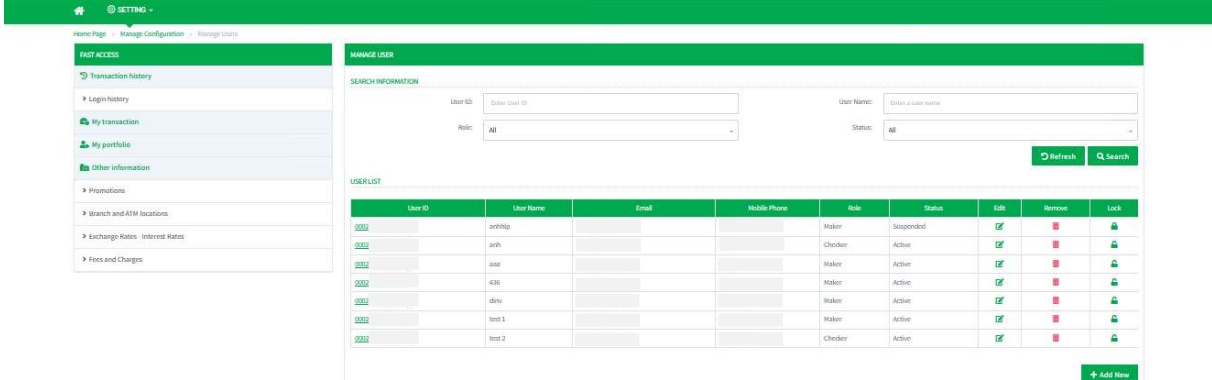- Results: The exported file will show information rows in a grid

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.
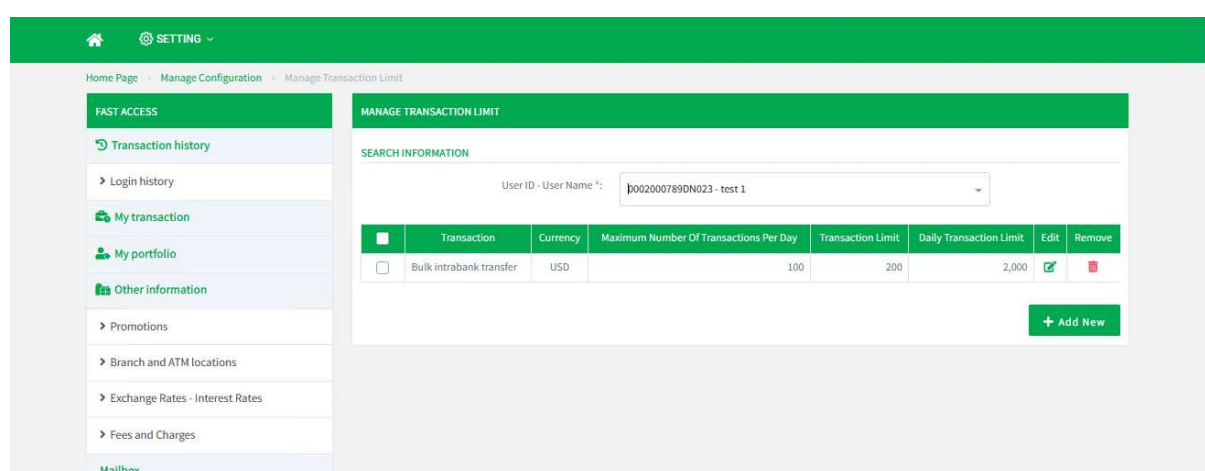
Screen 7.3.1-1: Search information

> 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 >= Transaction limit

    - Daily transaction limit <= Daily transaction limit of the corporate

    - Transaction limit <= Transaction limit of the corporate

    - Transaction per day <= 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 creen.

  – 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
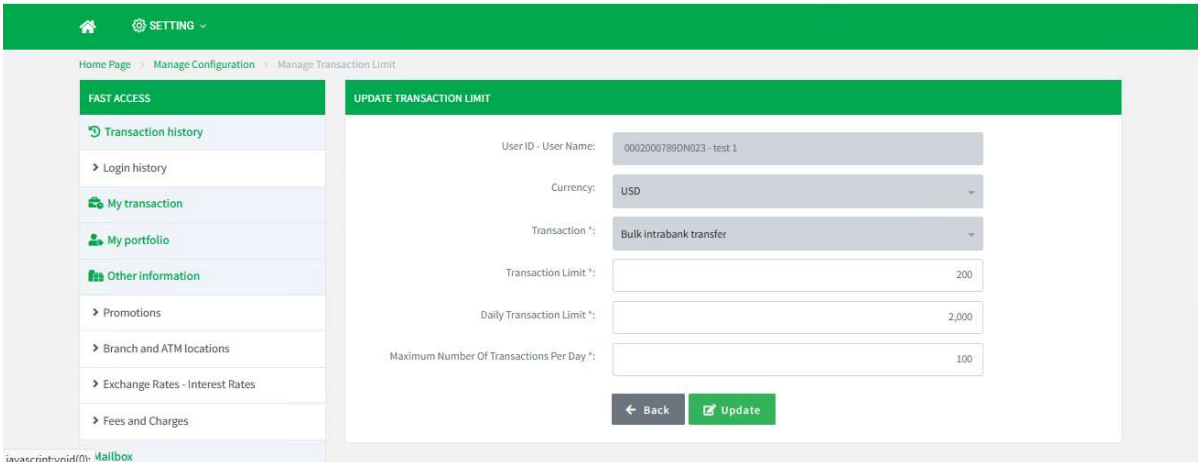
- **Details**:

Rules:

    ☐   Daily transaction limit >= Transaction limit

    ☐   Daily transaction limit <= Daily transaction limit of the corporate

    ☐   Transaction limit <= Transaction limit of the corporate

    ☐   Transaction per day <= 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.

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 creen.

- 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.
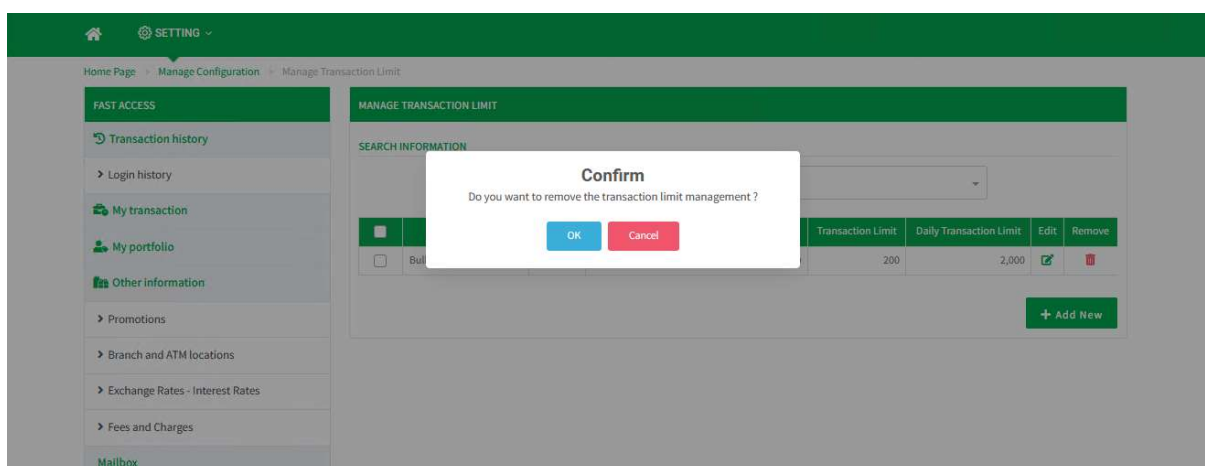
☐ Delete row by row:

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.
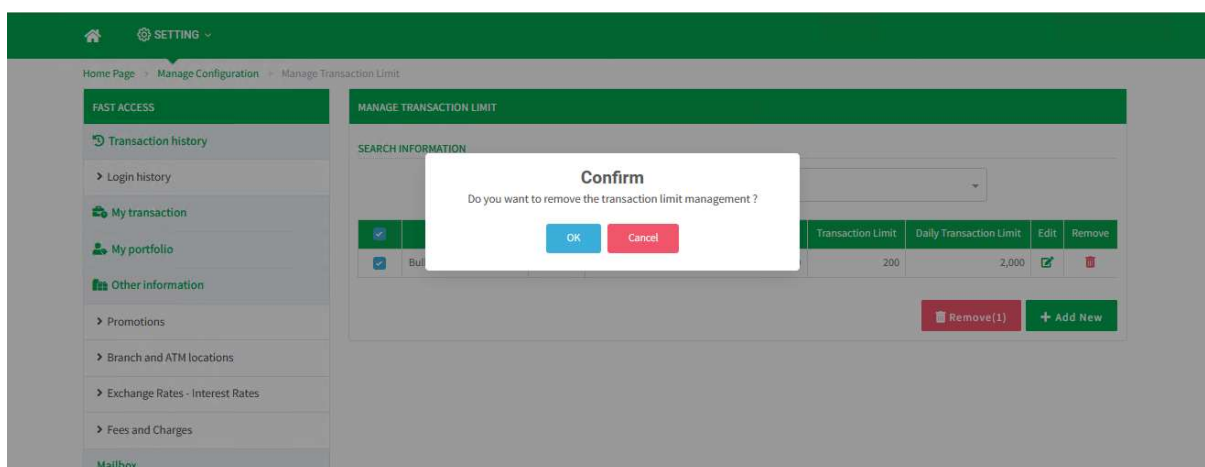
☐ Delete some rows:

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.
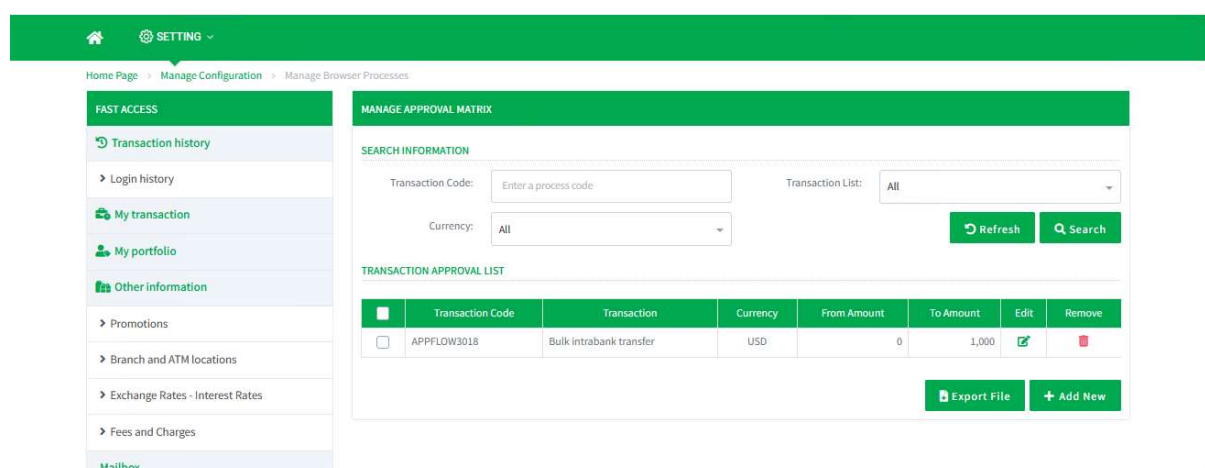
Screen 7.4.1-1: Search information

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.

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:
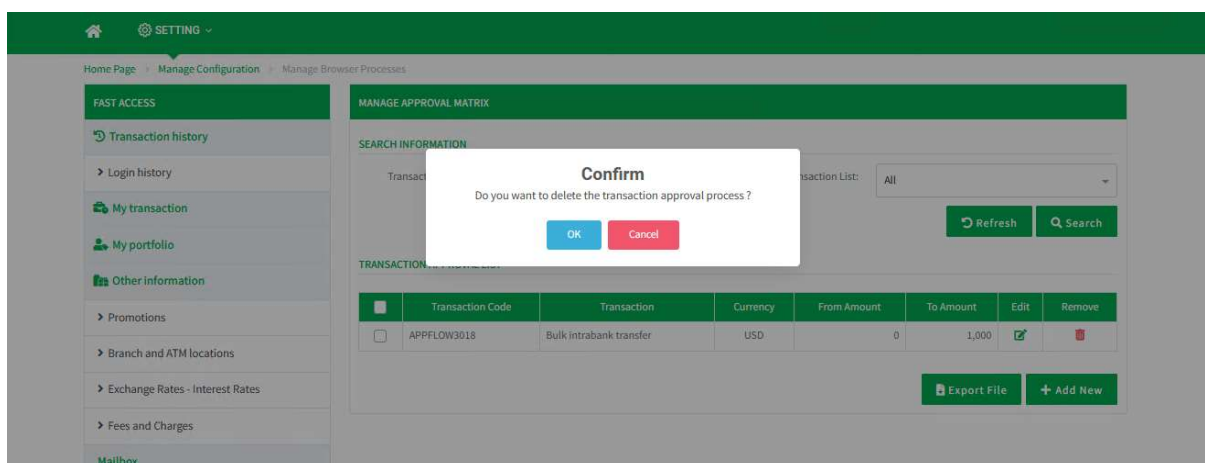
Screen 7.4.4-1: Delete row by row

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.
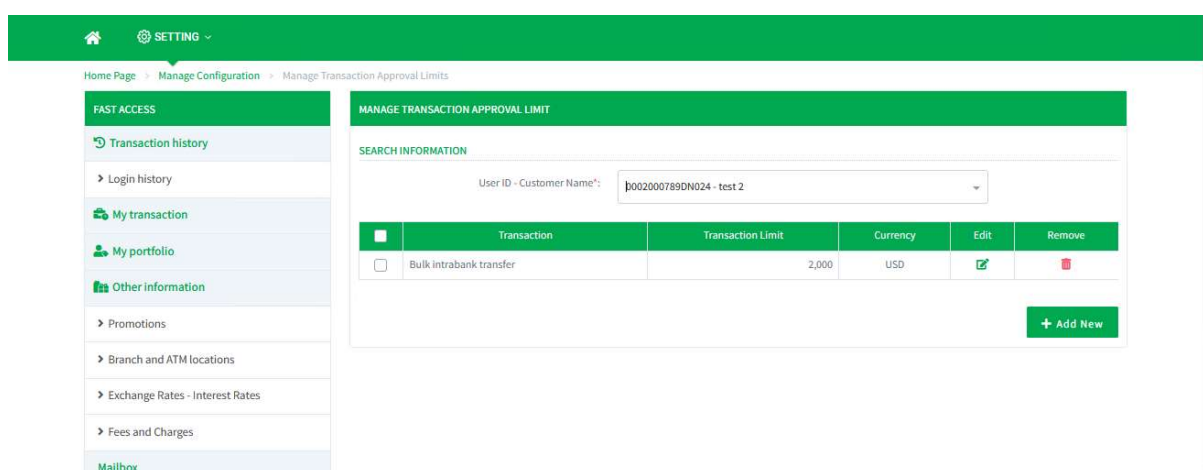
Screen 7.5.1-1: Search information

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 creen.

–   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.

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 creen.

−   Results:

Success:

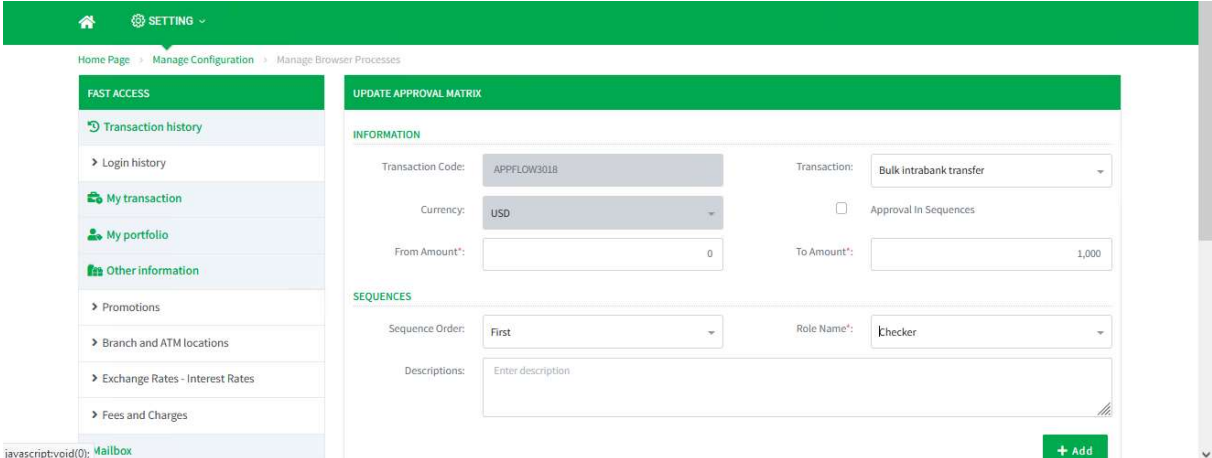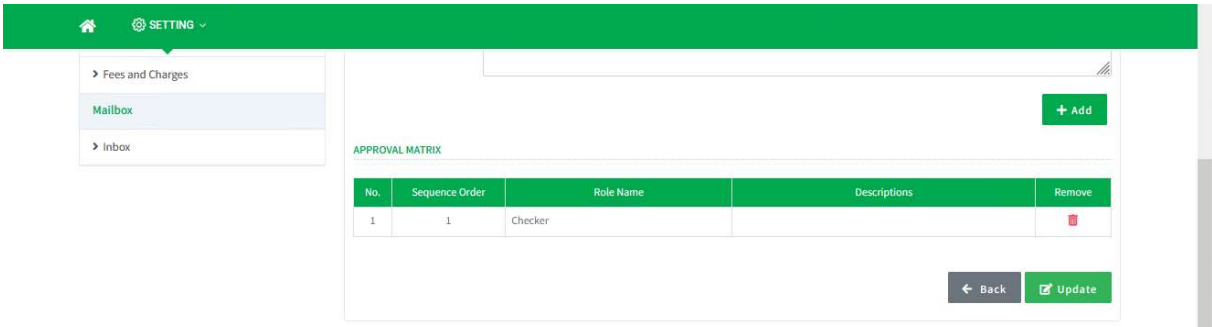☐   The system will update transaction approval limit of this corporate company to the Database.

☐   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.
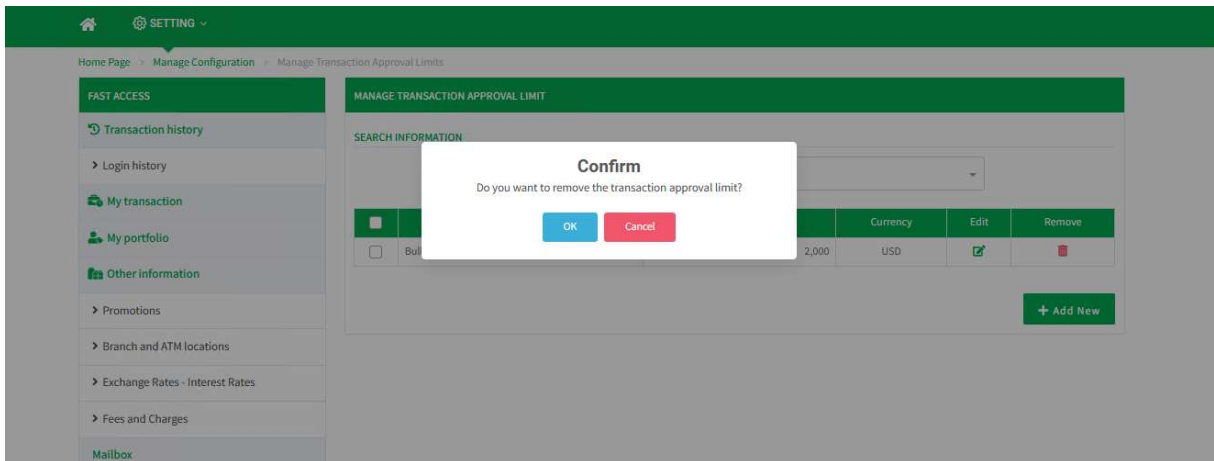
☐   Delete row by row:

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.
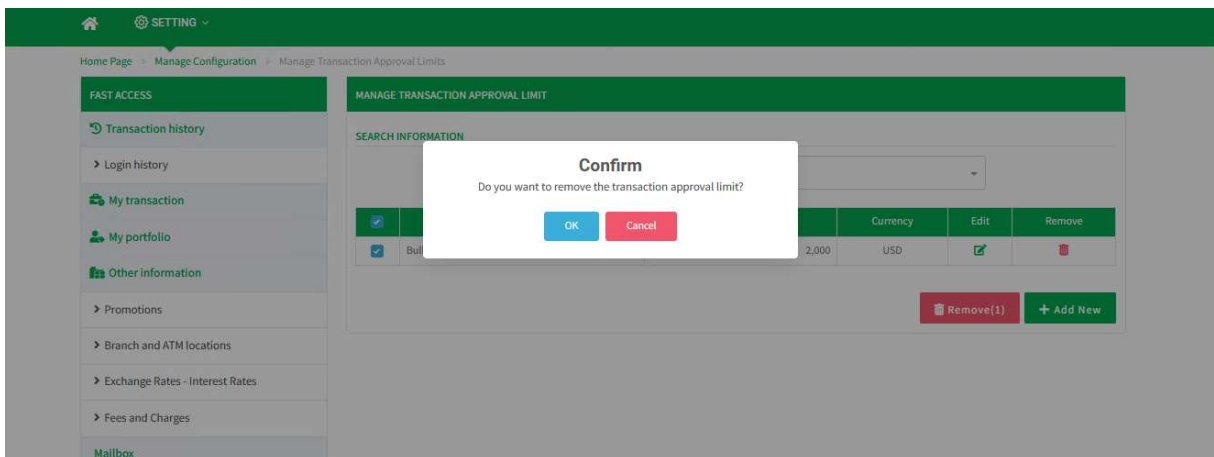
☐   Delete some rows:

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:

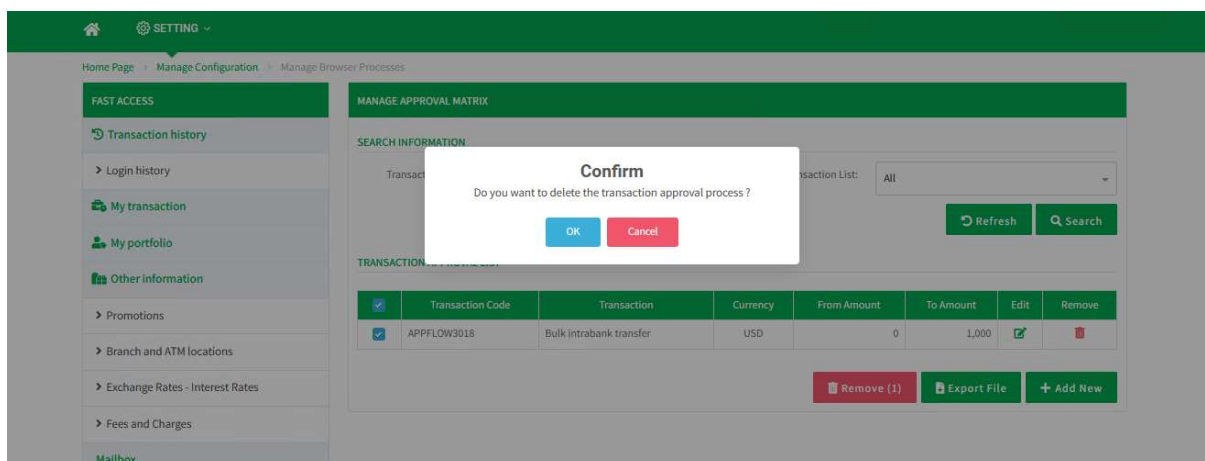☐   The system does not delete the selected transaction approval limit of this corporate company to the Database.

☐   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.
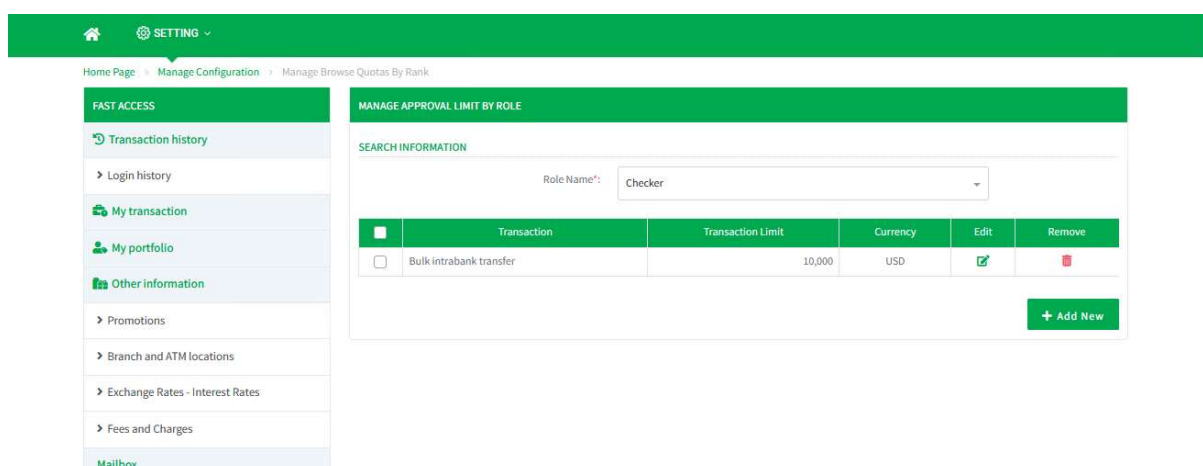
Screen 7.6.1-1: Search information

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.

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 creen.

  – 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 creen.

- 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.
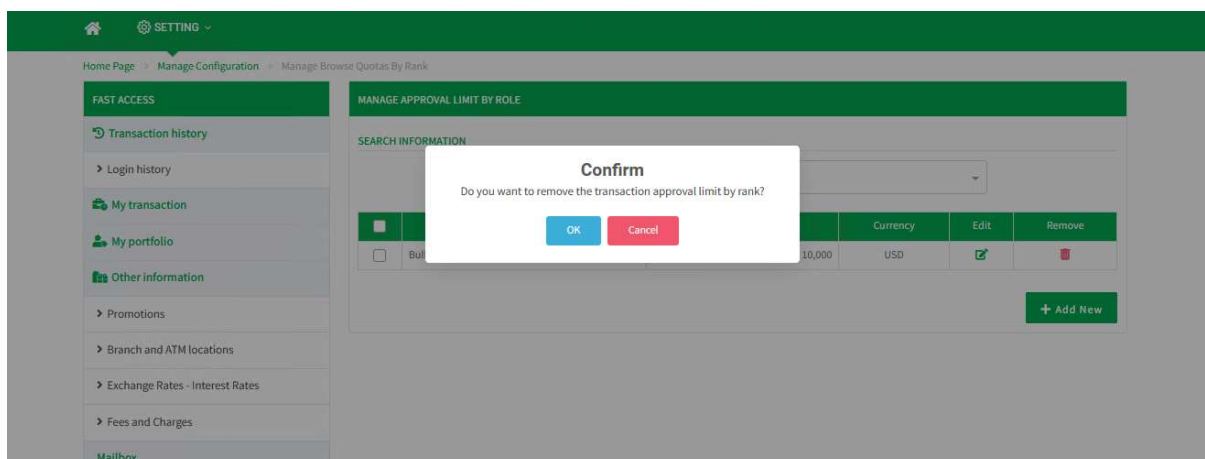
☐ Delete row by row:

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.
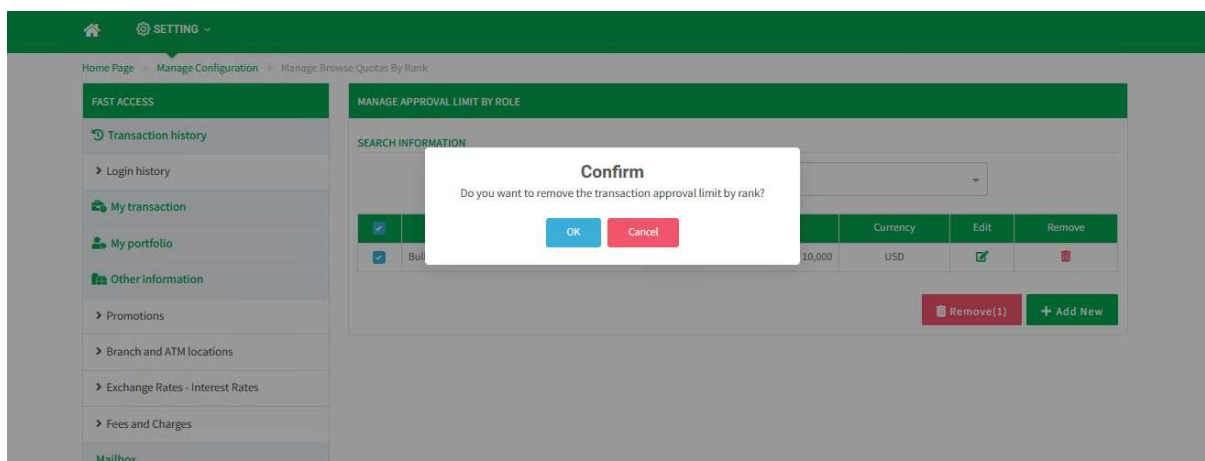
☐   Delete some rows:

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
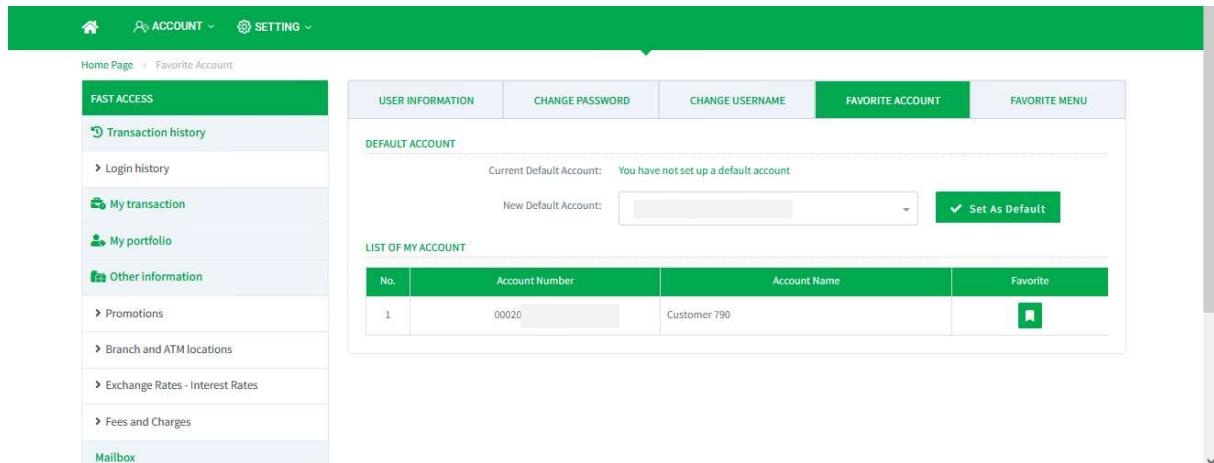
Screen 7.7.1-1: Set up default account

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

Screen 7.7.2-1: Set up favorite account

Step 2. Click [icon] 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

Screen 7.7.3-1: Set up normal account

Step 2. Click [icon] 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 fpr 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
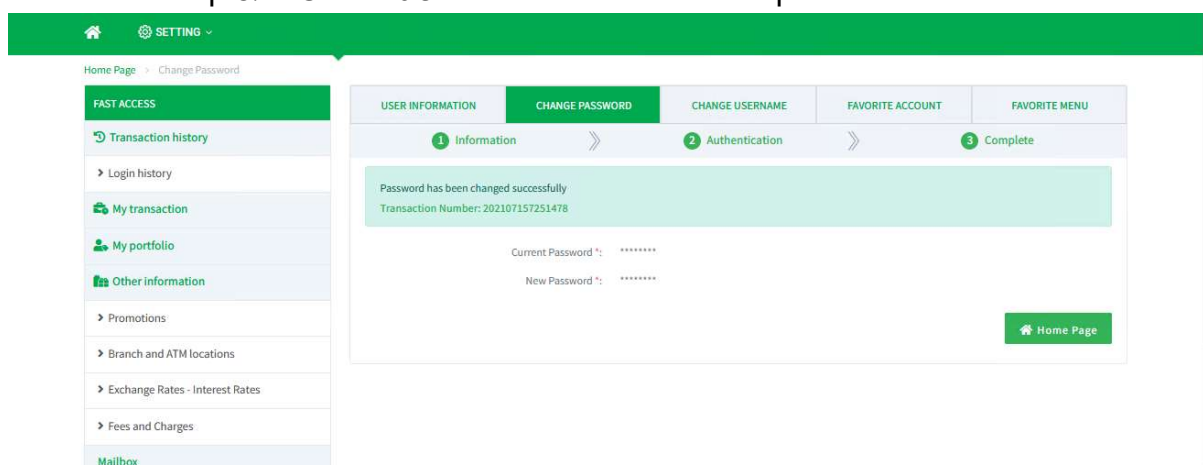
Screen 7.9.2-3: Change password for internal user (step 3)

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
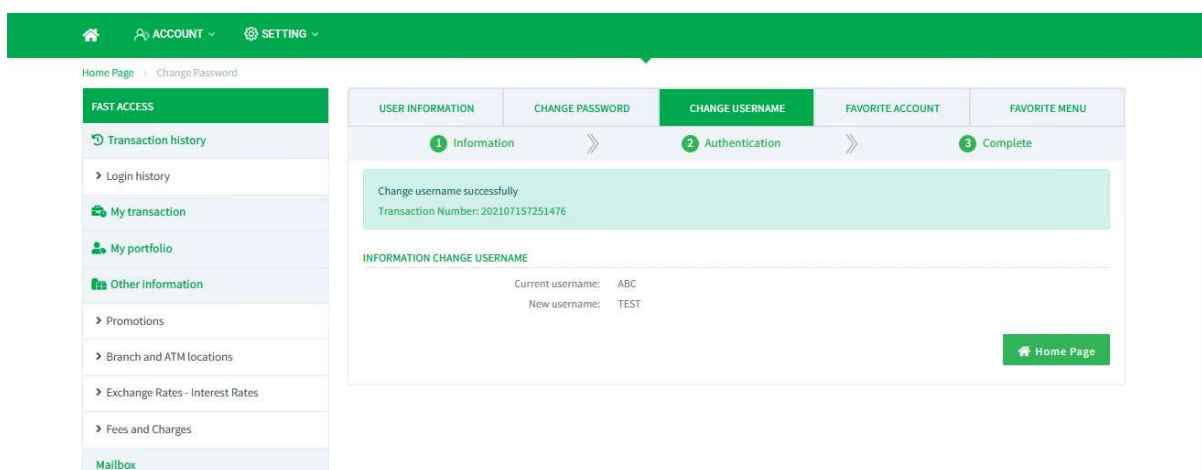
Screen 7.10.1-3: Change username for corporate user (step 3)

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
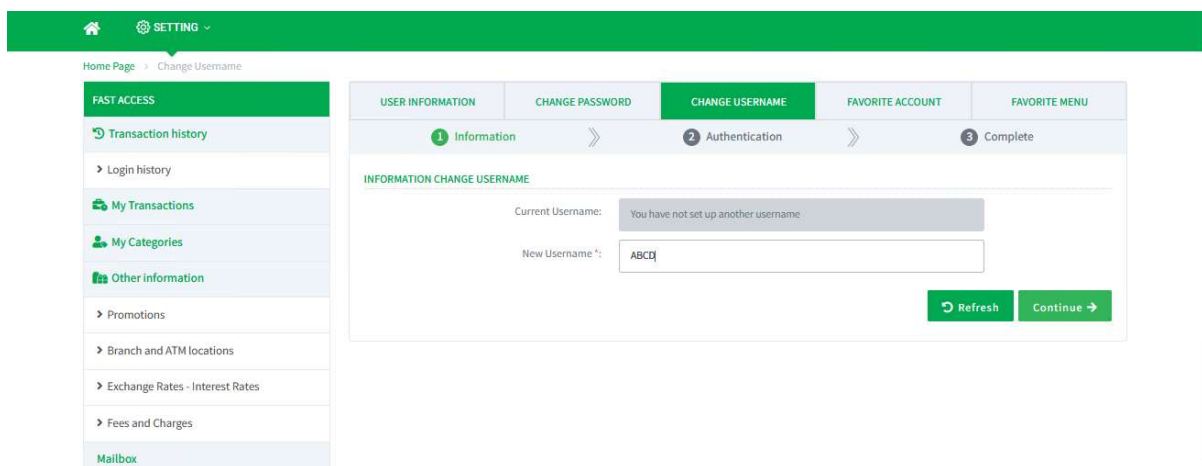
Screen 7.10.2-1: Change username for internal user (step 1)

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
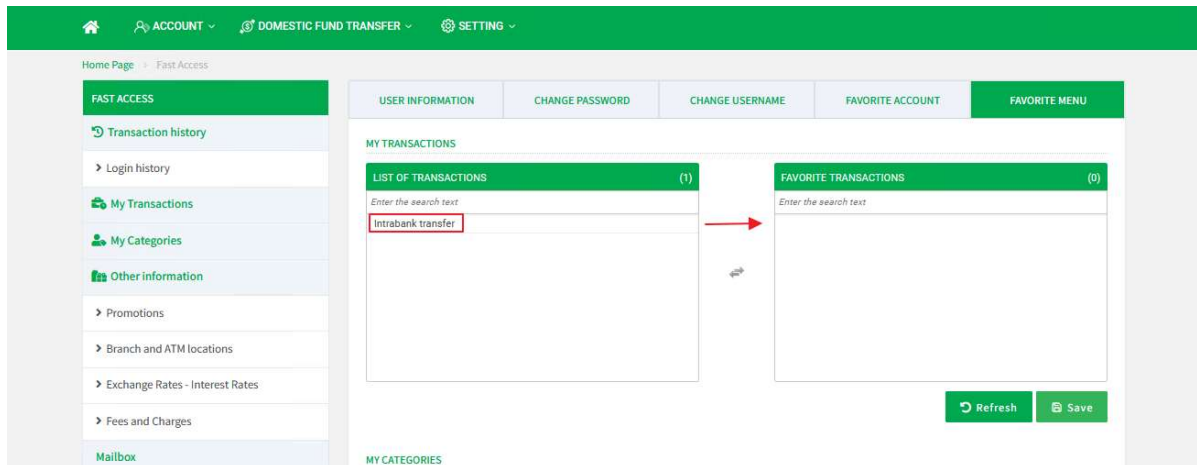
Screen 7.11.1-1: Favorite transactions (1)

    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
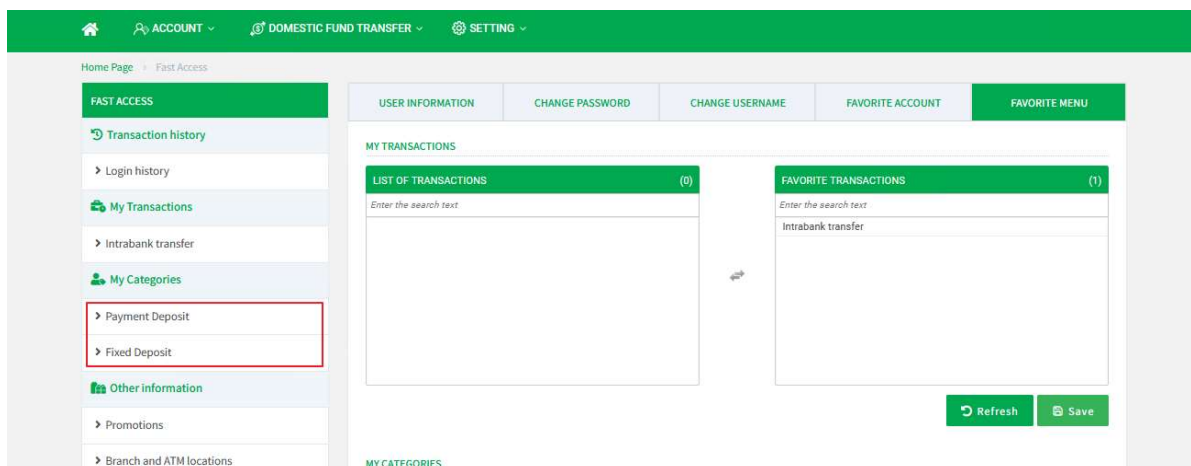
Screen 7.11.2-2 Favorite categories (2)

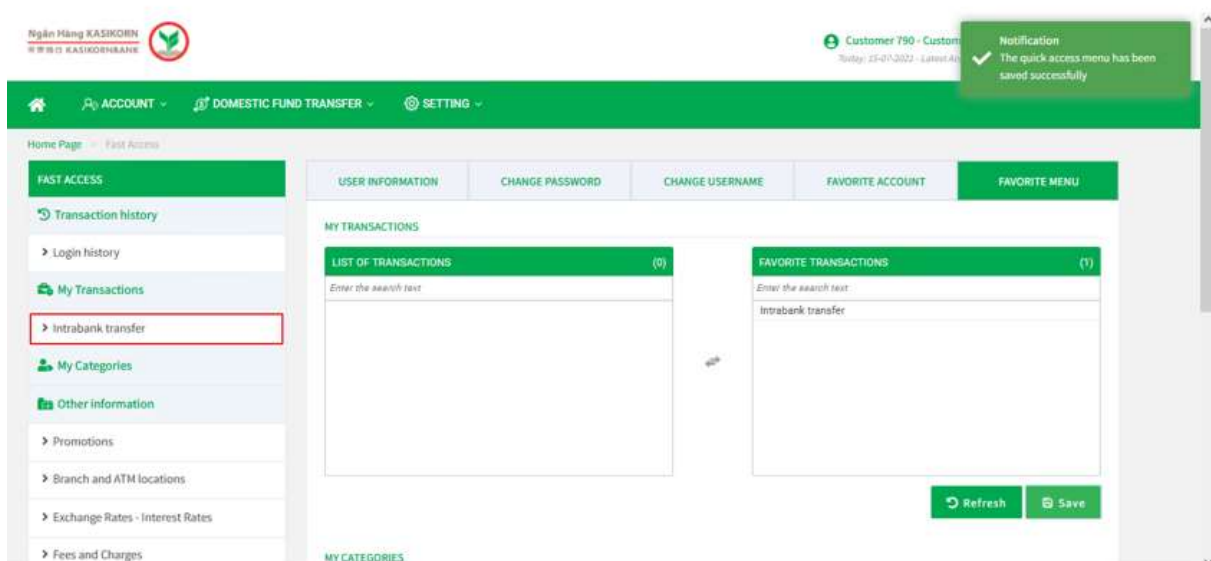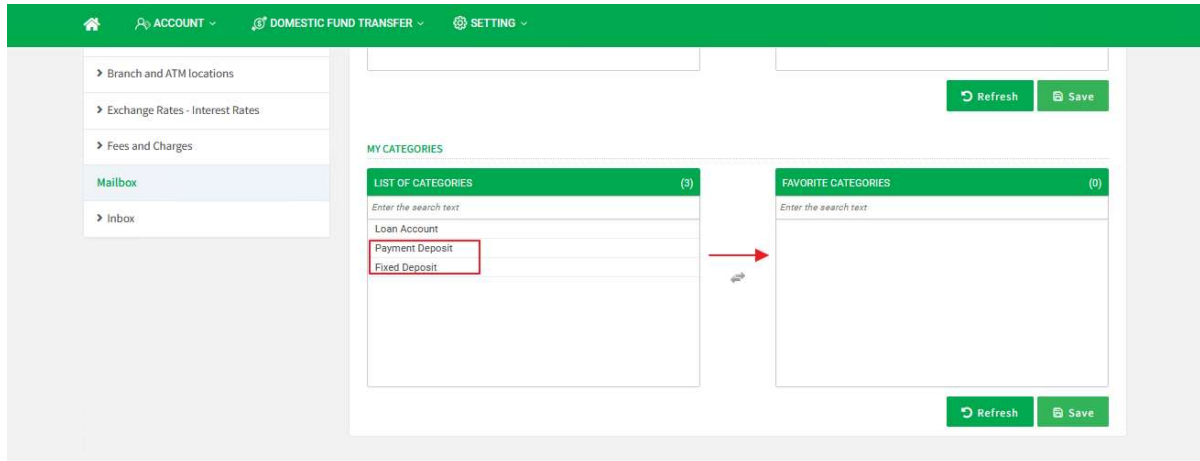Failed: Does not change and display error message on this screen

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
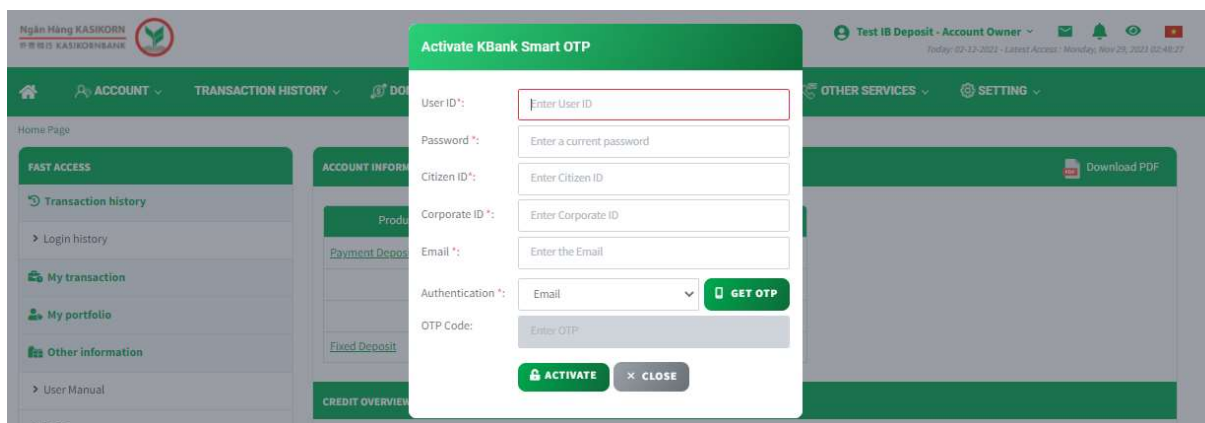
Screen 7.12.1-2: Get OTP to activate token

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 '**OTPInfo.zip**' by entering you Date of Birth (YYYYMMDD) example: 19990115 to decrypt the file

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**"
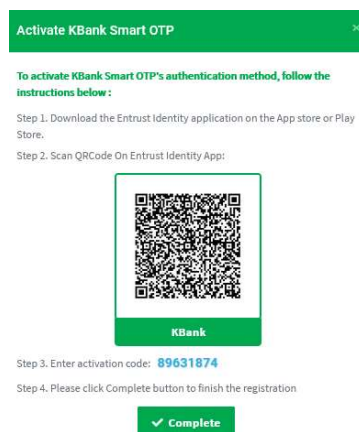
Screen 7.12.1-3: Scan QR Code to activate token

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**
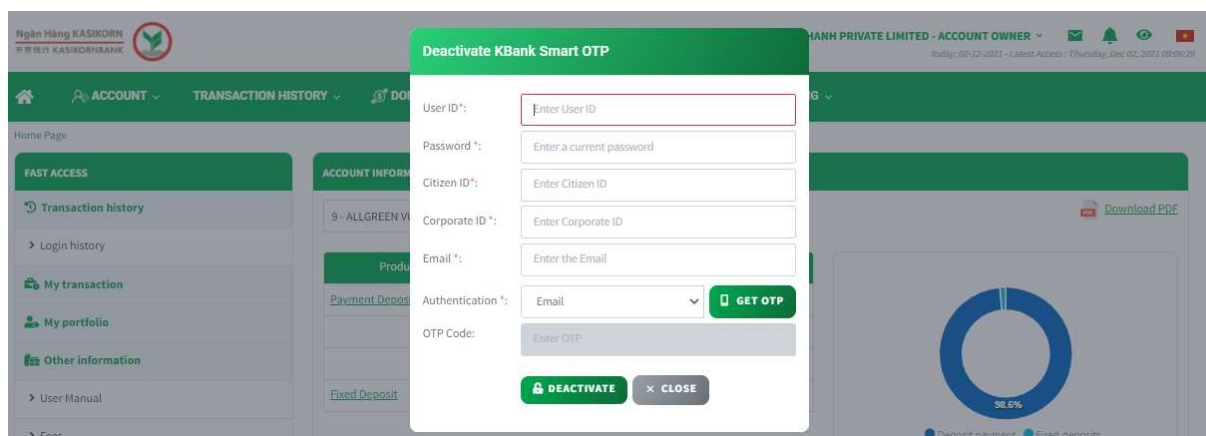   -   Display authentication type to choose functions that need to verify transactions with token

    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 ·**OTPInfo.zip**· by entering your Date of Birth (YYYYMMDD) example: 19990115 to decrypt the file

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
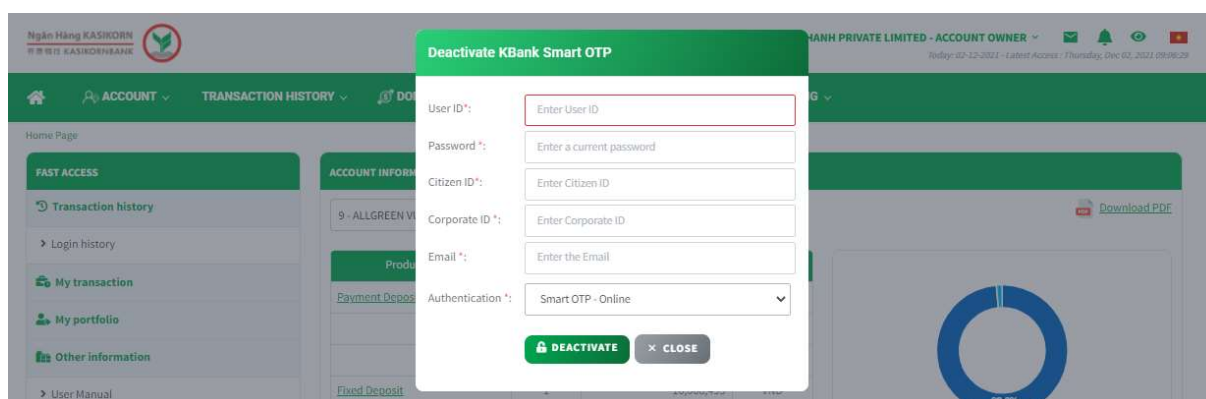
*Screen 7.12.2-3: Get OTP to deactivate token via Smart OTP - Online*

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**"
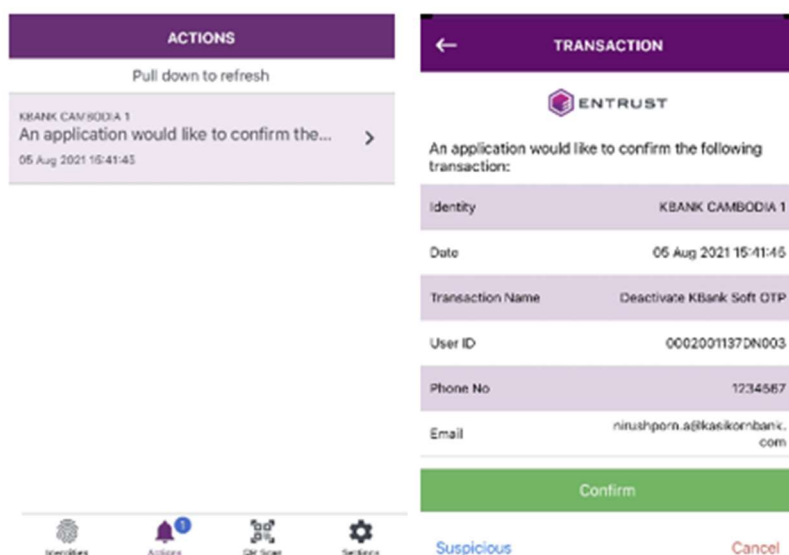
Screen 7.12.2-4: Entrust Identity Mobile Application

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
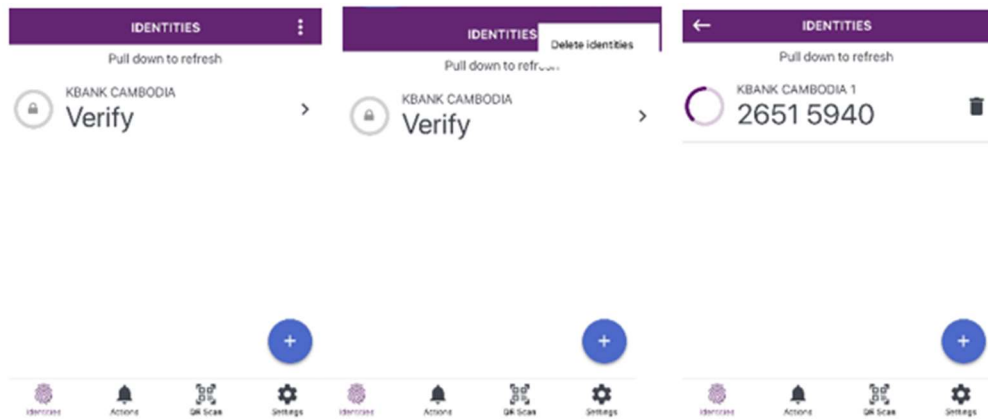
Screen 7.12.2-5: Entrust Identity Mobile Application

- 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

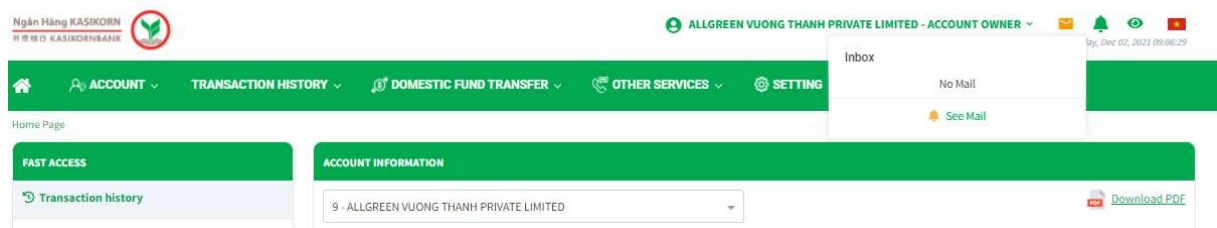   Failed: Display error message on this screen

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

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 [mail] 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
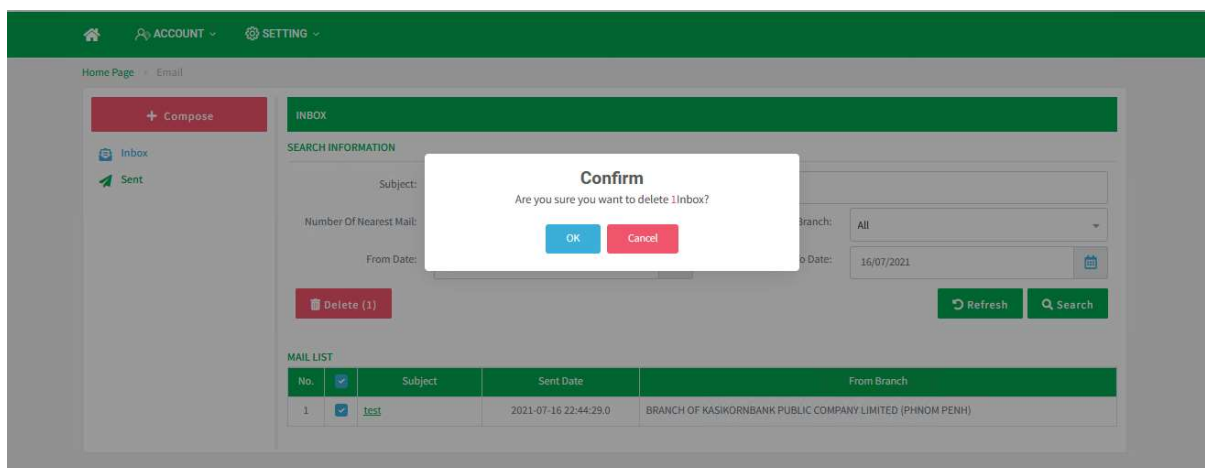

Screen 8.1.2-1: Mail detail

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
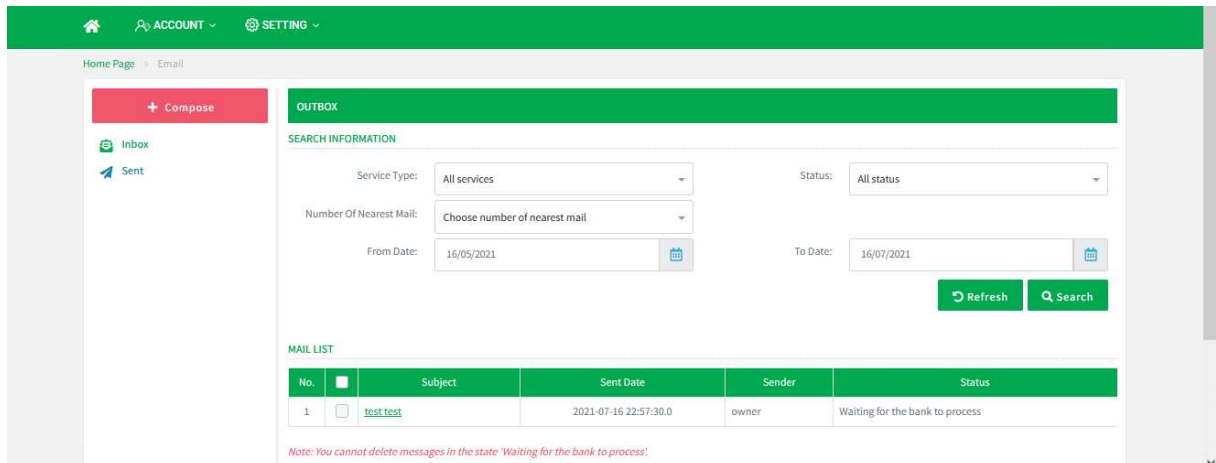
      Failed: Does not remove the selected mails. Display error message on this screen

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
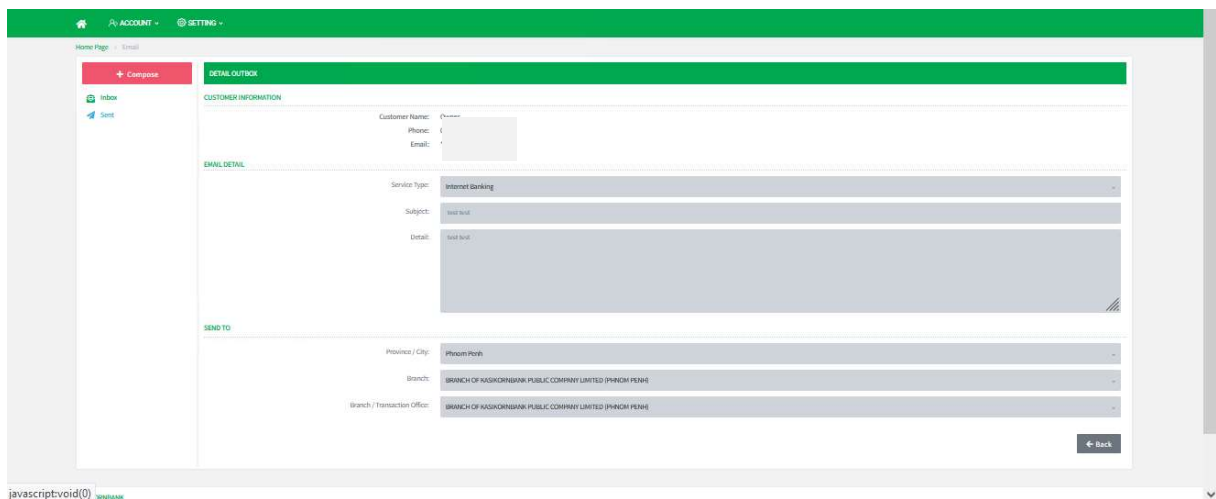
Screen 8.2.2-1: Mail detail

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
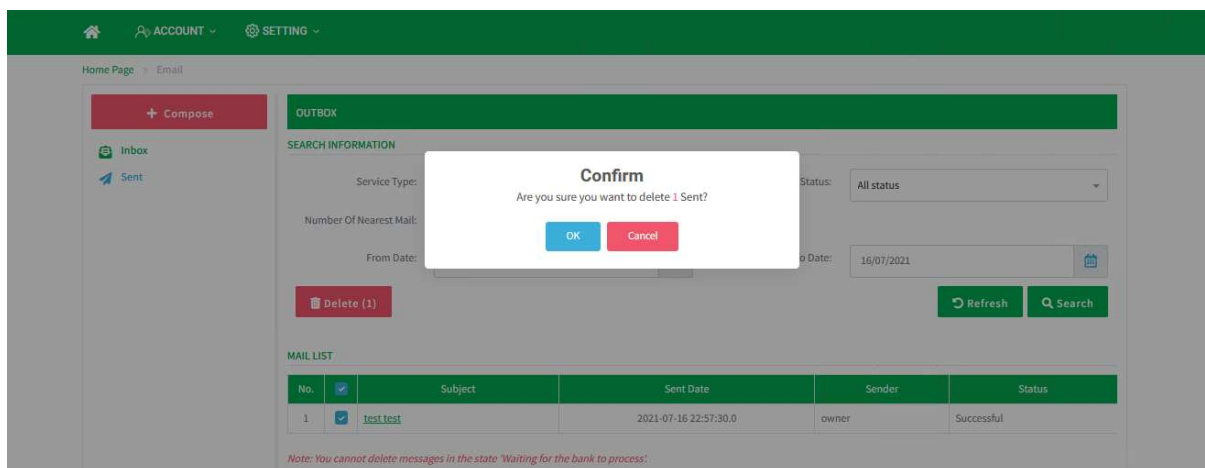
Screen 8.2.3-2: Delete mail

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 *:	Enter
Corporate ID *:	Enter
Authentication Type *:	Smart OTP - Online

← Back   Confirm →

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

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