

Ngân Hàng KASIKORN 开责银行 KASIKORNBANK



KBank Connect

User Manual

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

FKBank Vietnam www.kasikornbank.com.vn Version 1 | September 2021

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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





Screen 1.1.1-1: First-time Login Email



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.
 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,

LoginInfo.zip 510 bytes	
Report Phishing	
Đặt lại mật khẩu cho Dịch vụ H	Bank Connect
Kính gửi Quý Khách hàng,	
KBank xin thông báo rằng, KBank	đã thực hiện cấp lại mật khẩu cho dịch vụ KBank Connect theo yêu cầu của Quý khách. Chi tiết như sau:
Tên đây đủ của Khách hàng: Tên đăng nhập: Mật khẩu: Lưu ý: Để biệt thêm chi tiết, vui lòng truy	Account Owner 110 Vui löng nhập ngày sinh của bạn (YYYYMMDD) để mở tập tin đỉnh kèm. (Ví dụ: 19001020) Mặt khẩu đăng nhập phải được sử dụng trong vòng bảy ngày sau khi nhận được thư này. Nếu Quý khách không đảng nhập trong vòng bảy ngày cập trang web của chúng tối tại <u>www.kasikombank.com.vn</u> hoặc liên hệ với trung tâm Dịch vụ Khách hàng của chúng tối theo số (84) 28 3821 8888.
Reset Password for KBank Cor	inect Service
Dear Valued Customer,	
KBank would like to notify that, as	per your request, KBank has reissued your password for KBank Connect service. Details are as follows:
Customer's full name: Username: Password: Remark: For further details, please visit our	Account Owner 110 Please enter your date of birth (YYYYMMDD) to open the attachment. (Example: 19001020) Login Password must be used within seven days after receiving this Email. If you do not login within seven days, the Login Password will be expired. website at <u>www.kaskombank.com.yn</u> or contact our contact center at (84) 28 3821 8888.

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

IC FUND TRANSFER ~ JO INTERNATION	AL TRANSFER 🗸	🆑 other services 🤟 🍕	🕲 Setting 🗸			
ACCOUNT INFORMATION						
ACCOUNT INFORMATION						
9 - ALLGREEN VUONG THANH PRIVATE LIMITED			÷			Download Pt
and the second se	No.	D.L.		A		
	Number		1 194 215			
	3			ТНВ		
	2		9,100	USD		
Fixed Deposit	1	10,	0,008,493	VND	92.5%	
					Deposit payment Fixed	deposits
CREDIT OVERVIEW						
Product Na	ime		Number		Balance	Currency
			No inform	ation found.		
	CREDIT OVERVIEW	Pryment Depart 3 3 2 Faund Depart 1	Bywment Reposit 3 13 3 3 2 2 1 3	Bymment Denoid 3 134,134,215 3 500,000 2 2 9,100 3 Exited Denoid 3 10,084,493	Dynamic Deposition 3 134,154,25 VHD 3 500,000 THB 3 500,000 THB 2 5,100 USD USD 1 10,000,493 VHD	Perment Decosit 3 134,134,215 VNO 3 500,000 THB 1 1000 1050 Exert Decosit 1 10.008,493 VNO Exert Decosit Exert Decosit

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

gån Häng KASIKORN 💓				- ACCOUNT OWN Today: d3-32-3021-13			NER 👻 🔛 📮 💿 🎫	
AU ACCOUNT - TRANSACTION HISTORY -	🗊 DOMESTIC FUND TRANSFER 🗸	C OTHER SERVICES -	© SETTING →					
ame Page 🕡 Payment Deposit								
FAST ACCESS		PAYMENT DEPOSIT			FIXED DEPOSIT			
3 Transaction history				Search			a	
Login history							_	
S My transaction	Account Number +	Account Name		Branch Name	Account Balance	Currency	Transaction	
A My portfolio	101		BRANCH OF KASIKORNBANK PI	UBLIC COMPANY LIMITED (HO CHI MINH)	98,243,238	VND	Money transfer	
	103		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	500,000	THB	Money transfer	
Cther information	104		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	9,000	USD	Money transfer	
> User Manual	107		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	30,389,198	VND	Money transfer	
> Fees	106		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	0	USD	Money transfer	
Exchange Rates - Interest Rates	108		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	0	THB	Money transfer	
	109		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	0	THB	Money transfer	
 Supporting Document List 	109		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	9,918,949	VND	Money transfer	
Mailbox								

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)

PAYMENT DEPOSIT			FIXED DEPOSIT				
þ.			Search			٩	
9 - ALLGREEN VUONG TH 3 - CONG TY TNHH MOT TH			Branch Name	Account Balance	Currency	Transaction	
101		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	98,243,238	VND	Money transfer	
103		BRANCH OF KASIKORNBANK P	UBLIC COMPANY LIMITED (HO CHI MINH)	500,000	THB	Money transfer	

Screen 2.1.1-2: Query payment deposit accounts of subsidiary

Step 3. Enter search criteria in textbox to search

Search for information:

Search	Q
Sec. (6) (1) (6) (1) (6) (1) (1)	٩

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

Ngàn Hàng KASIKORN	Payment Deposit Information		DNG THANH PRIVATE	LIMITED - ACCOUNT OW Name at LP and		A O I
🗌 🖓 ACCOUNT - TRANSACTION HISTORY - 🗊 DOMESTI	BALANCE INFORMATION					
Home Plage - / Payment Deposit	Account Balance:	98.243.238 VND				
FAST ACCESS	Available balances: Balance in hold:	98,243,238 VND		FIXED DEPOSIT		
Transaction history 9-ALL						٩
> Login history	ACCOUNT INFORMATION					
Ro My transaction	Account Number:					Transaction
La My portfolio	Account number: Account name:		O CHI MINH)	96,243,238	VND	Money.transfer 1
2. My portioso 10	Currency:		O CHI MINH)	500,000	THB	Money transfer
Est Other information 10	Type: Branch / Transaction office:	Current BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED	O CHI MINH)	9,000		Money transfer
> User Manual 10		(HO CHI MINH)	IO CHI MINH)	30,389,198	VND	Money transfer
> Fees 10	Status: Interest rate:	Active 0.2 %/year	ID CHI MINHI			Money transfer
> Exchange Rates - Interest Rates 10	Open date:		ID CHI MINHI	0	THB	Money transfer
10	The latest transaction date:	02/12/2021	O CHI MINH)	0	THB	Money transfer I
Supporting Document List			KO CHI MINH)	9,918,949	WND	Money transfer
Mailbox						
> Inbox		D ACCOUNT HISTORY × CLOSE				Download PDF

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:

Download PDF

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

Ngân Hàng KASIKORN				e	Today Al-44	- Approver 2 - P
A ACCOUNT - TRANSACTION HISTORY - @ SETTI	NG					
Home Page + Payment Deposit	5-					
FAST ACCESS	ACCOUNT HISTORY					
Transaction history	SEARCH INFORMATION					
> Login history	Account			Transaction Type:		
n My transaction	000201020000812			All		
🍰 My portfolio	Transaction Period:			Time:		
Payment Deposit	Choose transaction period			Current date		
Conterinformation	From Date:			To Date:		
> Promotions	25/07/2021			01/08/2021		e
> User Manual	🛓 Request KBank Statement					D Refresh Q Search
> Exchange Rates - Interest Rates	TRANSACTION LIST					Download PDF 🔡 Download E
> Fees	The Previous Balance :		0 VND	The Current Balance :		0.00
Mailbox			Usino.			
> Inbox	Transaction Date	Effective Date	Debit Entry	Credit Entry	Balance	Description
			No informat	tion found.		

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:

Download PDF

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

Ngán Hang KASIKORN			Θ	- ACCOUNT OWNER ~	S 🌲 💿 📧
A AD ACCOUNT - TRANSACTION HISTORY -	₫ DOMESTIC FUND TRANSFER ~	🖑 other services 🗸 🛞 Setting 🗸			
Home Page + Fixed Deposit					
FAST ACCESS		PAYMENT DEPOSIT		FIXED DEPOSIT	
Transaction history	9-		- Search		٩
> Login history					
🚔 My transaction	Account Number 🖛	Account Name	Open Date Maturity Date	Account Balance Currency	Transaction
🍰 My portfolio	402		05/10/2021 05/11/2021	10,008,493 VND	Deposit history
Et: Other information					Download PDF
> User Manual					

Screen 2.2.1-1: List of fixed deposit accounts

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

	PAYMENT DEPOSIT		FIXED D	EPOSIT	
0002		Search			٩
0002					
0002		Maturity Date	Balance	Currency	Transaction
0002		21/09/2021	1,000	тнв	Deposit history
			-	Download Pl	DE 💼 Download Excel

Screen 2.2.1-2: Query fixed deposit accounts of subsidiary

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

Search		
--------	--	--

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

	Fixed Deposit Information		Customer 114 7.87-3823 - Cube
SETTING	ACCOUNT INFORMATION		
	Account Number:	0002	
	Account name:	KETG THAI	
	Branch		
	Curntey	THB	
	Interest rate:	-%/year	Com
	Not: interest period.		000 TH
	Tonar:		
	Open date:		
	Channel open:	Online	and Distant
	Effective data:		
	Maturity date:	21/03/2021	
			_
		D Deposit Hist	ary X Close
			_

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:

Download PDF

2.2.2 Query Deposit History

- Take the following steps:
 - Step 1. Select Fixed Deposit function
 - Step 2. On detail screen, click **Deposit History** button.

FIXED ACCOUNT					
SEARCH INFORMATION					
Account:			Transaction Períod:		
			The last 3 months		•
From Date:			To Date:		
02/09/2021			02/12/2021		ē
					D REFRESH Q SEARCH
TRANSACTION LIST					Download PDF
Transaction Date	Transaction Time	Debit Amount	Credit Amount	Balance	Description
05/10/2021	08:33:44 PM	o	10,000,000	10,000,000	402000000011
05/11/2021	00:14:59 AM	0	8,493	10,008,493	
Show 10 ¢ Line					

Screen 2.2.2-1: Account history

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

Search for information:



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

Export file:

Download PDF

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

Igán Hàng KASIKORN				9	ACCOUNT OWNE Inday: 02-12-2011 - Lab	R 🛩 🔛 🌲 🐵 🖡 est Access : Thursday, Dec 02, 2021 (Act)
A ACCOUNT - TRANSACTION HISTORY -	\mathfrak{g}^{\bullet} domestic fund transfer \vee	C OTHER SERVICES -	⊚ SETTING →			
ame Page 🕕 Loan Contract						
FAST ACCESS	LOAN ACCOUNT					
Transaction history	B - CONG TY TNHH MOT THANH W	IEN ABC	* Se	sirch		<u>م</u>
 Login history 						
So My transaction	Search by Loan Account, Loan Bal					
	Loan Account 🕶	Open Date	Outstanding Balance	Loan Avaliable	Currency	Maturity
La My portfolio	221	17/09/2021	0	0	USD	17/12/2021
Contraction	990	17/09/2021	2,000	0	USD	17/12/2021
> User Manual	<u>982</u>	17/09/2021	0	0	USD	17/11/2021
> Fees	973	17/09/2021	2,500	0	USD	17/12/2021
Exchange Rates - Interest Rates	972	17/09/2021	0	0	USD	17/11/2021
 Dichange Rates - miterest Rates 	955	17/09/2021	3,000	0	USD	19/09/2022
 Supporting Document List 	937	17/09/2021	4,000,000	1,000,000	VND	17/01/2022
Mailbox	936	17/09/2021	0	0	VND	17/12/2021
> Inbox	935	17/09/2021	4,000,000	1,000,000	VND	17/01/2022
	928	17/09/2021	5,902	0	VND	17/05/2022

Screen 2.3.1-1: List of loan accounts

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

LOAN ACCOUNT					
B-		. Se	arch		
9 -					
3 -					
Loan Account -	Open Date	Outstanding Balance	Loan Avaliable	Currency	Maturity
991	17/09/2021	0	0	USD	17/12/2021
990	17/09/2021	2,000	Ö	USD	17/12/2021

Screen 2.3.1-2: Query loan accounts of subsidiary

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



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

Ngán Háng KASINOAN	LOAN ACCOUNT SUMMARY		ONG THANH PRIVATE	ELIMITED - ACCOUNT OWN	IER - 📓 🌲 🎯 🛄
🖀 🙊 Account - Transaction History - 🗊 domesti	LOAN INFORMATION				
Parme Prige + Laur Connect	Product Type: Loan account:	Export LC-Discount-With Recourse			
Transaction history	Branch:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HD CHI MINH)	_		٩
➤ Login history Search 0	Loan Limit: Outstanding balance: Loan Available:	0			
An My transaction	Currency: Maturity date:		fable.	Currency	Maturity
the information	Interest rate: Principal Payment:	10%/year 0	0. 0.		
User Manual	Next Principal Payment Date: Next Interest Payment Date:	17/12/2021 17/12/2021	0	uso	
> Fees 972000			0	USD	
Exchange Rates - Interest Rates Supporting Document List State	00001 -17/09/2021	4.000.000	1.000.000		

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

AD ACCOUNT - TRANSACTION HISTORY -	ø domestic fund transfer 🗸 🖑 other services 🗸 🎯) SETTING ~	
ome Page > Money Transfer			
FAST ACCESS	DOMESTIC FUND TRANSFER		
Transaction history	1 Initialization	2 Authentication) Complete
Login history	Note : Please click 1 For details of the instructions or note		
My transaction	CREATE TRANSACTION FROM TEMPLATE		
My portfolio	Transfer Template:	Select transaction template	*
Other information	DEBIT INFORMATION		
User Manual	Account Number - Balance *:	101 - 98,243,238 VND	*
Fees	BENEFICIARY INFORMATION		
	Transfer To *:		OTHER BANKS
Exchange Rates - Interest Rates	Account Number *:	Beneficiary List MY ACCOUNT	NEW BENEFICIARY
Supporting Document List			
ailbox	Beneficiary List *:	Choose an account	÷
Inbox	TRANSACTION INFORMATION		
	Transfer Amount *:		Enter money VND 🗸
	Description 1:	Enter description	
			1.
	Schedule Type:	Once	Ψ.

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

	OTHER BANKS	61	Ngán Hang KASIKONN B Misi Kabikokhashk	
FICIARY	NEW BENEFICIARY	MY ACCOUNT	Beneficiary List	Account Number *:
			Choose an account	Beneficiary List *:
		- 100		NINFORMATION
		- 102		Transfer Amount *:
			- 106/ Enter description	Description *:
le				
~			Once	Schedule Type:

Screen 3.1.1.1-2: Beneficiary List

 Choose My Account to select same owner account number.

BENEFICIARY INFORMATION					
	Transfer To *:		làng KASIKORN KASIKORNBANK		OTHER BANKS
	Account Number *:	Beneficia	ry List	MY ACCOUNT	NEW BENEFICIARY
	MY ACCOUNT *:	Choose an accourt	nt		
		103	- 500,000 THB		
RANSACTION INFORMATION		104	- 9,000 USD		

Screen 3.1.1.1-3: My Account List

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

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

BENEFICIARY INFORMATION			
Transfer To *:	Ngân Hàng KASIKORN		OTHER BANKS
Account Number *:	Beneficiary List	MYACCOUNT	NEW BENEFICIARY
MY ACCOUNT *:	107 - 30,389,310 VND		× 🗸
Currency:	VND		
Management Unit:	BRANCH OF KASIKORNBANK PUBLIC COMPA	NY LIMITED (HO CHI MINH)	
	Save To Beneficiary List		
Nickname *:	Enter Nickname		

Screen 3.1.1.1-4: New Beneficiary

Step 6. At Transaction Information:

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

RANSACTION INFORMATION		
Transfer Amount *:	100	VND 🗸
Transfer Fee:	0 VND	
VAT Fee:	10%	
Total Transfer Amount:	100 VND	
Description *:	Enter description	
Schedule Type:	Once	-

Screen 3.1.1.1-5: Transaction Information

- Step 7. Click on **Continue** button to go to screen **Authentication**. Besides, user can:
 - Click on **Refresh** button to clear all entered information.
 - □ Click on **Save Template**, enter **Template Name** and click Save to create transaction template.

TEMPLATE INFORMATION			
Template Name:	Enter name template	SAVE	
	REFRESH	+ ADD TRANSACTION	

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.

Initialization	>	Authentication	2	3 Complete
ote : Please click 🚺 For details of the instructions or n	ote			
The transaction is awaiting for approval. Transaction Number: 202112027307523				
EBIT INFORMATION				
Account Number	r - Balance:	101 - 98,243,238 VND		
ENEFICIARY INFORMATION				
	Transfer To:	KASIKORNBANK		
Beneficiary Accou	nt Number:	107		
Benefi	iary Name:			
	Currency:	VND		
Manag	ement unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITE	D (HO CHI MINH)	
RANSACTION INFORMATION				
Trans	fer Amount:	100 VND		
Т	ransfer Fee:	0 VND		
	VAT Fee:	10 %		
Total Trans	fer Amount:	100 VND		
1	Description:	Transfer 100 VND		
Sch	edule Type:	Once		

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.



GIÁY BÁO PHÁT SINH GIAO DỊCH

Transaction Notice

Ngày, giờ giao dịch	02/12/2021 21:31:46	Mã giao dịch Transaction code	202112027307523
Trans. Date, Time		Trạng thái / Status	Waiting for the company to approve
Loại giao dịch Transaction type	Money transfer with Kasi	kornbank	
Thông tin trích chuyển / Debit in	formation		
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 / Benefician	y 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	Noi cấp: Place of issue
Ngân hàng thụ hưởng Beneficiary Bank	BRANCH OF KASIKOR	NBANK PUBLIC COMPANY I	IMITED (HO CHI MINH)
Nội dung giao dịch Transaction Description	Transfer 100 VND		
Thông tin phí dịch vụ / Charge in	nformation		
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.

arne Page > Money Transfer				
FAST ACCESS	DOMESTIC FUND TRANSFER			
Transaction history	Initialization	Authentication) 0	Complete
> Login history	Note : Please click 1 For details of the instructions or note			
My transaction	CREATE TRANSACTION FROM TEMPLATE			
よ My portfolio	Transfer Template:	Select transaction template	-	
D Other information	DEBIT INFORMATION			
> User Manual	Account Number - Balance *:	101 - 98,243,238 VND	2	
	BENEFICIARY INFORMATION			
> Fees	Transfer To ':	Ngàn Hàng KASIKORN	OTHER BANKS	
Exchange Rates - Interest Rates				
Supporting Document List	Account Number*:	Beneficiary List MY ACCOUNT	NEW BENEFICIARY	
Mailbox	Beneficiary List*:	Choose an account	÷	
> Inbox	TRANSACTION INFORMATION			
	Transfer Amount *:		Enter money VND	-
	Description *:	Enter description		
				li.
	Schedule Type:	Once		

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.

DOMESTIC FUND TRANSFER ~	C OTHER SERVICES - @) Setting ~				
	Transfer To *:	Ngân Hàng KASIKORN		OTHER BANKS		
	Account Number *:	Beneficiary List	MY ACCOUNT	NEW BENEFICIARY		
	MY ACCOUNT *:	Choose an account			*	
TRANSACTION INFORMATION		C Save To Beneficiary List				
	Transfer Amount *:			Enter money V	ND 🛩	
	Description *:	Enter description				
	Schedule Type:	Once			~	
TRANSACTION LIST						
Transaction	Transfer Informat	ion	Beneficiary Information		Description	Action
Identification Type 1	Account Number: Amount: 100 VND	Account Number:		1		Remove
Identification Type 2	Account Number: Amount: 101 VND	Account Number:		2		Remove
				D REFRESH + A	DD TRANSACTION	CONTINUE -

Screen 3.1.1.1.2-2: Create Multiple Transaction

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: Amount: 100 VND	Account Number:	1	Remove
Identification Type 2	Account Number: Amount: 101 VND	Account Number:	2	Remove

Screen 3.1.1.1.2-3: Transaction List

User can click on Hyperlink at $\ensuremath{\text{Transaction}}$ column to view transaction details

TRAN	SACT	ION	LIST	

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: Amount: 100 VND	Account Number:	1	Remove
Identification Type 2	Account Number: Amount: 101 VND	Account Number:	2	Remove

Screen 3.1.1.1.2-4: Transaction Hyperlink

DEBIT INFORMATION	
Account Number - Balance:	101 - 98,243,238 VND
BENEFICIARY INFORMATION	
Transfer To:	KASIKORNBANK
Beneficiary Account Number:	107
Currency:	VND
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HI CHI MINH)
TRANSACTION INFORMATION	
Transfer Amount:	100 VND
Transfer Fee:	0 VND
VAT Fee:	10 %
Total Transfer Amount:	100 VND
Description:	1
Fee Charged To:	Sender

Screen 3.1.1.1.2-5: Transaction details

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

Transaction	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number Amount: 100 VND	Account humber:	3	Remov
Identification Type 2	Account Number: Amount: 101 VNO	Account Number:	2	Remov

Screen 3.1.1.1.2-6: Remove Transaction from Transaction List Click on **OK** to remove or Cancel to keep this record.

ACCOUNT 🗸 🔊 DOMESTIC FUND TRANSFER	V IIII INTERNATIONAL BILLS SETTLEMENT V		SETTING \	
Mailbox			11	
> Inbox	Schedule Type: Once		*	
TRANSACTION LIS	т			
т		y Information	Description	Action
Identif	Notification Are you sure you will cancel this transaction ?	00200020000057	abcd	Remove
Identif	OK Cancel	00200050000050	testing	Remove
		D REFRESH + ADD TR		

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.

Initialization	>	2 Authentica	tion	3 Complete	
: Please click 🧕 For details of the instru	ctions or note				
Transaction	Transfer Information		Beneficiary Information	Descrip	tion
lentification Type 1	Account Number: 101 Amount: 100 VND		count Number: 107 LGREEN VUONG THANH PRIVATE LIMITED	1	
lentification Type 2	Account Number: 101 Amount: 101 VND		count Number: 107 LGREEN VUONG THANH PRIVATE LIMITED	2	
otal amount transferred:		201 VND			
otal fee amount:		0 VND			
otal VAT fee amount:		0 VND			
otal Transfer Amount:		201 VND			

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.

← BACK CONFIRM →

Initialization	>	2 Authen	tication	3 Complete	
: Please click 0 For details of the inst	tructions or note				
The transaction is awaiting for approval.					
Transaction Number	Transfer Information		Beneficiary Information		Description
02112027307524	Account Number: 101 Amount: 100 VND		Account Number: 107 ALLGREEN VUONG THANH PRIVATE LIMITED	1	
02112027307525	Account Number: 101 Amount: 101 VND		Account Number: 107 ALLGREEN VUONG THANH PRIVATE LIMITED	2	
otal amount transferred:		201 VND			
otal fee amount:		0 VND			
otal VAT fee amount:		0 VND			
otal Transfer Amount:		201 VND			

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		
Transfer Amount *:	10	USD ~
Transfer Fee:	0.01 USD	
Total Transfer Amount:	10.01 USD	
Description *:	abcd	
		h
Fee Charged To:	Sender	•
Schedule Type:	Future Date	_
Date Of Process:	Future Date	•
	Done every day	
	Done every week	
	Done every month	•

Screen 3.1.1.1.3-1: Future Transaction Information

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

Schedule Type:	Future Date	*		
Date Of Process:	18/12/2021			
			D REFRESH	

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

chedule Type:	Done every day	×
ite Of Process:	18/12/2021	
End Date:	20/12/2021	(iii)
	Transactions will be executed 3 time(s) on the following date.	18/12/2021, 19/12/2021, 20/12/2021

Screen 3.1.1.1.3-3: Schedule Type: Done Everyday

Note:

- 1. User cannot create multiple future transaction by this function.
- 2. The maximum limit for the schedule end date is 1 year.
- Step 5. Click on Continue button to go to screen Authentication.
 Besides, user can click on Refresh button to clear all entered information.
- Result:

Success: System will go to the next step Authentication.

Failed:

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

DOMESTIC FUND TRANSFER		
Initialization	2 Authentication	3 Complete
Note : Please click () For details of the instructions or note		
DEBIT INFORMATION		
Account Number - Balance:	102 - 60,236.06 USD	
BENEFICIARY INFORMATION		
Transfer To:	KASIKORNBANK	
Beneficiary Account Number:	106	
Beneficiary Name:		
Currency:	USD	
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	
TRANSACTION INFORMATION		
Transfer Amount:	1,000 USD	
Transfer Fee:	5 USD	
VAT Fee:	0.%	
Total Transfer Amount:	1,005 USD	
Description:	Future	
Fee Charged To:	Sender	
Schedule Type:	Day 20/12/2021	
		← BACK CONFIRM →

Screen 3.1.1.1.3.4: Future Transaction Authentication

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

DOMESTIC FUND TRANSFER			
1 Initialization	2 Authentication	>	3 Complete
Note : Please click 0 For details of the instructions or note			
The transaction is awaiting for approval. Transaction Number: 202112177308051			
DEBIT INFORMATION			
Account Number - Balance:	102 60,236.06 USD		
BENEFICIARY INFORMATION			
Transfer To:	KASIKORNBANK		
Beneficiary Account Number:	105		
Beneficiary Name:			
Currency:	USD		
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (H	IO CHI MINH)	
TRANSACTION INFORMATION			
Transfer Amount:	1,000 USD		
Transfer Fee:	5 USD		
VAT Fee:	0 %		
Total Transfer Amount:	1,005 USD		
Description:	Future		
Fee Charged To:	Sender		
Schedule Type:	Day 20/12/2021		
			+ CREATE A HOME PAGE

Screen 3.1.1.1.3-5: Future Transaction Complete

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

3.1.1.2 Cross Currency Transaction (With FX)

Details:

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

31121 Create Single Transaction

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

Ap ACCOUNT - TRANSACTION HISTORY - gf DOMESTIC FUND TRANSFE	R 🗸 🥂 INTERNATIONAL TRANSFER 🖉 🥲 OTHER S	SERVICES 🗸 🔘 SETTING 🗸		
r ACCESS DOMESTIC FUND	TRANSFER			
Transaction history	Initialization	Authentication	3	O Complete
gin history Note : Please clin	s 0 For details of the instructions or note			
y transaction CREATE TRANSA	ACTION FROM TEMPLATE			
y portfolio	Transfer Template	Select transaction template		
ber information	TION			
or Manual	Account Number - Balance *:	102 60,236.06 USD		
BENEFICIARY IN	FORMATION			
**	Transfer To *>		OTHER BANKS	
hange Rates - Interest Rates	Account Number *:	Beneficiary List My Account	New Deneficiary	
porting Document List			and the second se	
	Transfer With 1	Account		
K	Beneficiary Account Number ":	Enter Account Number		
		3 Save To Beneficiary List		
TRANSACTION I	NFORMATION			
	Transfer Amount *:		Enter money	тнв 🗸
	Description *:	Enter description		
	Schedule Type:	Once		*

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.

Transfer To *:	Ngân Hàng KASIKORN		
Account Number *:	Beneficiary List	My Account	New Beneficiary
Beneficiary List *:	Choose an account		

Screen 3.1.1.2.1-2: Beneficiary List

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

Transfer To *:	Ngàn Hàng KASIKORN		OTHER BANKS
Account Number *:	Beneficiary List	My Account	New Beneficiary
My Account *:	Choose an account		

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

Transfer To *:	Ngân Hàng KASIKORN B 2 11/3 KASIKORNAANK	2	OTHER BANKS
Account Number *:	Beneficiary List	My Account	New Beneficiary
Transfer With *:	O Account		
Beneficiary Account Number *:	Enter Account Number		

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	10	
Schedule Type:	Once	*	
	D REEDESH + ADD	TRANSACTIO	

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	
	5) REFRESH	SAVE TEMPLATE	+ ADD TRANSACTION	
	Scre	een 3.1.1.2	1-5: Template Infor	mation	
– Result:					

Success: System will go to the next step Authentication.

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

OMESTIC FUND TRANSFER	
Initialization	2 Authentication
Note : Please click () For details of the instructions or note DEBIT INFORMATION	
Account Number - Balance:	102: -60,236.06 USD
BENEFICIARY INFORMATION	
Transfer To:	KASIKORNBANK
Beneficiary Account Number:	109
Beneficiary Name:	
Currency:	THB
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)
TRANSACTION INFORMATION	
Transfer Amount:	10,000 THB
Exchange rate:	22,870 VND/USD
Inward money transfer amount:	10,000 TH8 (Estimated Inward money transfer amount)
Transfer Fee:	0 USD
VAT Fee:	0.%
Total Transfer Amount:	303.892 USD (Extimated total amount in debit account currency)
Description:	Test
Fee Charged To:	Sender
Schedule Type:	Once

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

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

DOMESTIC FUND TRANSFER	
Initialization	2 Authentication
Note : Please click 0 For details of the instructions or note	
The transaction is awaiting for approval. Transaction Number: 202112177308050	
DEBIT INFORMATION	
Account Number - Balance:	102 - 60,236.06 USD
BENEFICIARY INFORMATION	
Transfer To:	KASIKORNBANK
Beneficiary Account Number:	109
Beneficiary Name:	
Currency:	THB
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)
TRANSACTION INFORMATION	
Transfer Amount:	10,000 THB
Exchange rate:	22,870 VND/USD
Inward money transfer amount:	10,000 THB (Estimated Inward money transfer amount)
Transfer Fee:	0 USD
VAT Fee:	0.96
Total Transfer Amount:	303.892 USD (Estimated total amount in debit account currency)
Description:	Test
Schedule Type:	Once
	+ CREATE 🔯 SAVE TEMPLATE VIEW NOTICE 👫 HOME PAGE

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

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

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



- 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

Rame Page - Municy Transfer				
FAST ACCESS	DOMESTIC FUND TRANSFER			
Transaction history	1 Initialization	Authentication) 0	Complet
 Login history 	Note : Please click 0 For details of the instructions or note			
b My transaction	CREATE TRANSACTION FROM TEMPLATE			
よ My portfolio	Transfer Template.	Select transaction template		
Other information	DEBIT INFORMATION			
> User Manual	Account Number - Balance ":	102 60,236.06 USD	1.2	
> Feets	BENEFICIARY INFORMATION			
Exchange Rates - Interest Rates	Transfer To ":	Ngin Hing A Lington Angin Kang Kalapanan	OTHER BANKS	
Supporting Document List	Account Number *:	Geneficiary List My Account	New Beneficiary	1
Mailbox	Transfer With *:	Account		
> Inbox	Beneficiary Account Number 1			
- 10000,		Save To Beneficiary List		
	TRANSACTION INFORMATION			
	Transfer Amount *:		Enter money THB	
	Description *:	Enter description		
				te :
	Schedule Type:	Once		

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.

	Description *:	Enter description			
	Schedule Type:	Once		*	
ION LIST					
Transaction	Transfer Info	rmation	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 101 Amount: 1,000 VND		Account Number: 104	1	Remove
Identification Type 2	Account Number: 101 Amount: 1,001 VND		Account Number: 104	2	Remove

Screen 3.1.1.2.2-2: Create Multiple Transaction

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

Screen 3.1.1.2.2-3: Transaction List

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

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

Screen 3.1.1.2.2-4: Transaction Hyperlink

DEBIT INFORMATION		
Account Number - Balance:	101	- 98,243,238 VND
ENEFICIARY INFORMATION		
Transfer To:	KASIKOR	NBANK
Beneficiary Account Number:	104	
Currency:	USD	
Management unit:	BRANCH CHI MINH	OF KASIKORNBANK PUBLIC COMPANY LIMITED (HC I)
RANSACTION INFORMATION		
Transfer Amount:	1,000 VN	2
Exchange rate:	22,870 VI	1D
Inward money transfer amount:	0.044 USI	D (Estimated Inward money transfer amount)
Transfer Fee:	6,000 VN	2
VAT Fee:	10 %	
Total Transfer Amount:	7,600 VNI currency	D (Estimated total amount in debit account I
Description:	1	
Fee Charged To:	Sender	

Screen 3.1.1.2.2-4: Transaction details

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

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

D REFRESH + ADD TRANSACTION CONTINUE +

Screen 3.1.1.2.2-5: Remove Transaction from Transaction List Click on **OK** to remove or **Cancel** to keep this record.

*		,© DOMESTIC	FUND TRANSFER \sim		BILLS SETTLEMENT \vee	$\ensuremath{\mathbb{C}}^{\mathbb{C}}$ other services $\ensuremath{{\scriptstyle\vee}}$	③ SETTING ~	
Mailb	ox						10	
> Inbo	хс			Schedule Type:	Once			
			TRANSACTION LIST					
			т			y Information	Description	Action
			Identif	Notific Are you sure you will ca		00200020000057	abcd	Remove
			Identif	ок	Cancel	00200050000050	testing	Remove
			1000			-		
					6	D REFRESH + ADD TRA		

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:

TRANSACTION INFORMATION

- 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.

INARSACTION INFORMATION				
Transfer Amount *:		10	USD ~	
Transfer Fee:	0.01 USD			
Total Transfer Amount:	10.01 USD			
Description *:	abcd			
			11	
Fee Charged To:	Sender		•	
Schedule Type:	Future Date			
Date Of Process:	Future Date		^	
	Done every day			
	Done every week			
	Done every month		*	

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		
		D REFRESH	

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	İ	
End Date:	30/09/2021	iii (
	Transactions will be executed 3 time(s) on the following dates: 28/09/2021, 29/09/2021, 30/09/2021		
	5 RE	FRESH	

Screen 3.1.1.2.3-3: Schedule Type: Done Everyday

Note:

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

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

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

- Result:

Success: System will go to the next step Authentication.

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

DOMESTIC FUND TRANSFER		
1 Initialization	2 Authentication	Complete
Note : Please click 0 For details of the instructions or note		
DEBIT INFORMATION		
Account Number - Balance:	109 - 9,918,949 VND	
BENEFICIARY INFORMATION		
Transfer To:	KASIKORNBANK	
Beneficiary Account Number:	106	
Beneficiary Name:		
Currency:	USD	
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MIN	H)
TRANSACTION INFORMATION		
Transfer Amount:	1,000 USD	
Exchange rate:	22,870 VND	
Inward money transfer amount:	1,000 USD (Estimated Inward money transfer amount)	
Transfer Fee:	0 VND	
VAT Fee:	0.%	
Total Transfer Amount:	22,870,000 VND (Estimated total amount in debit account currency)	
Description:	Future	
Fee Charged To:	Sender	
Schedule Type:	Once	
		← BACK CONFIRM →

Screen 3.1.1.2.3-4: Future Transaction Authentication

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

DOMESTIC FUND TRANSFER	
Initialization	2 Authentication
Note : Please click 0 For details of the Instructions or note	
The transaction is availing for approval. Transaction Number: 202112177308052	
DEBIT INFORMATION	
Account Number - Balance:	109 9,918,949 VND
BENEFICIARY INFORMATION	
Transfer To:	KASIKORNBANK
Beneficiary Account Number:	106
Beneficiary Name:	
Currency:	USD
Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)
TRANSACTION INFORMATION	
Transfer Amount:	1,000 USD
Exchange rate:	22,870 VND
Inward money transfer amount:	1,000 USD (Estimated Inward money transfer amount)
Transfer Fee:	0 VND
VAT Fee:	0%
Total Transfer Amount:	22,870,000 VND (Estimated total amount in debit account currency)
Description:	Future
Schedule Type:	Once
	+ CREATE B SAVE TEMPLATE VIEW NOTICE A HOME PAGE
	🕂 CREATE 🛛 🔀 SAVE TEMPLATE 🔂 VIEW NOTICE 🖌 HOME PAGE

Screen 3.1.1.2.3-5: Future Transaction Complete

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

3.1.2 Interbank Transfer (Other Banks Account)

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

3.1.2.1 Same Currency Transaction (No FX)

Details:

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

DOMESTIC FUND TRANSFER		
Initialization	2 Authentication	Complete
Note : Please click 1 For details of the instructions or note		
CREATE TRANSACTION FROM TEMPLATE		
Transfer Template:	Select transaction template	~
DEBIT INFORMATION		
	101 -98,243,238 VND	
Harris I.	B B CS KAGROFINAAN	OTHER BANKS
Account Number *:	Beneficiary List MY ACCOUNT	NEW BENEFICIARY
Beneficiary List *:	Choose an account	-
TRANSACTION INFORMATION		
Transfer Amount ':		Enter money VND 🗸
Description *:	Enter description	
Schedule Type:	Once	
	Initialization Note: Please click For details of the instructions or note CREATE TRANSACTION FROM TEMPLATE Transfer Template: DEBIT INFORMATION Account Number - Balance *: BENEFICIARY INFORMATION Transfer To *: Account Number *: Beneficiary List *: TRANSACTION INFORMATION Transfer Amount *: Description *:	Initialization Image: Comparison of the instructions or note CREATE TRANSACTION FROM TEMPLATE Select transaction template DEBIT INFORMATION Select transaction template DEBIT INFORMATION 101 - 98,243,238 VHD BENEFICIARY INFORMATION Transfer Tor 1: Account Number - Balance ?: 101 - 98,243,238 VHD BENEFICIARY INFORMATION Transfer Tor 1: Account Number ?: Choose an account Transfer Tor 1: Description 1: Choose an account Enverticiary List

Screen 3.1.2.1.1-1: Domestic Fund Transfer

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

- Transfer to: Choose Other Banks to transfer interbank.

		ALLGREEN VUONG THANH PRIVATE LIMITED - ACCOUNT body CP 42-33	OWNER 🛩 📓 🌲 🥝 121 - Lameit Automa (Thursday, Dee 40, 2022 DA
FUND TRANSFER 🗸 🖑 OTHER SERVICES 🧹 🌐 SETTING 🦂			
DMESTIC FUND TRANSFER			
1 Initialization	Authentication) 0 .	omplete
Note : Please click O For details of the instructions or note REATE TRANSACTION FROM TEMPLATE			
Transfer Template:	Select transaction template	*	
Account Number - Balance *:	101 - 98,243,238 VND	-	
SENEFICIARY INFORMATION			
Transfer To *:	Higher thing #AABCOBR	OTHER BANKS	
Beneficiary*:	Beneficiary List	NEW BENEFICIARY	
Transfer Method ":	Express money transfer		
Beneficiary List *:	Choose an account		
RANSACTION INFORMATION			
Transfer Amount ":		Entér money VIID 🛩	
Description *:	Enter description		
Schedule Type:	Once	-	
		D REFRESH + ADD	TRANSACTION CONTINUE

Screen 3.1.2.1.1-2: Transfer to Other Banks

- Beneficiary:

Choose Beneficiary List to select account number in beneficiary list

BENEFICIARY INFORMATION		
Transf	ег То *: <u>Наран напр казиковни</u> 💓	OTHER BANKS
Benefi	iary *: Beneficiary List	NEW BENEFICIARY
Transfer Me	hod ": Express money transfer	*
Beneficiary	List *: Choose an account	
TRANSACTION INFORMATION	Other beneficiaries	
Transfer Am	Test Duplicated 3 - 123456789	
	Test Duplicate - 123456789	

Screen 3.1.2.1.1-3: Other Banks: Beneficiary List

□ Choose **New Beneficiary** to input new account number that not in beneficiary list. After input all required fields,

user can save new account number to beneficiary list by check on **Save To Beneficiary List** checkbox and enter **Name Reminiscent**.

SENEFICIARY INFORMATION		
Transfer To *:	Ngân Hâng KASIKORN TETETI KASIKORNAJK	OTHER BANKS
Beneficiary *:	Beneficiary List	NEW BENEFICIARY
Transfer Method *:	Standard money transfer	*
Transfer With *:	Account O Identity	
Receiving Bank *:	NHNN	*
Branch/ Transaction Office *:	Vụ Tài chính - Kế toàn	*
Beneficiary Account Number *:	Enter the recipient's Account Number	
Beneficiary Name *:	Enter the beneficiary name	
Citizen ID /Corporate ID:	Enter Citizen ID /Corporate ID	
Date Of Birth:	Enter Date of Birth dd/mm/yyyy	
Nationality:	Enter Nationality	
	Save To Beneficiary List	

Screen 3.1.2.1.1-4: Other Banks: New Beneficiary

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

Transfer To *:	Ngân Hàng KASIKOIN II II III II KASIKOINIANK	OTHER BANKS
Beneficiary *:	Beneficiary List	NEW BENEFICIARY
Transfer Method *:	Express money transfer	
Transfer With *:	Express money transfer	
	Standard money transfer	

Screen 3.1.2.1.1-5: Transfer Method

Step 6. At Transaction Information:

BENEFICIARY

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

TRANSACTION INFORMATION		
Transfer Amount *:	10,000	VND 🗸
Transfer Fee:	6,000 VND	
VAT Fee:	10 %	
Total Transfer Amount:	16,600 VND	
Description *:	Test	
		<i>li</i>
Fee Charged To:	Sender	*
Schedule Type:	Once	*
	D REFRESH	+ ADD TRANSACTION CONTINUE >

Screen 3.1.2.1.1-6: Single Transaction Information

- Step 7. Click on **Continue** button to go to screen **Authentication**. Besides, user can:
 - Click on **Refresh** button to clear all entered information.
 - Click on **Save Template**, enter **Template Name** and click **Save** to create transaction template.

TEMPLATE INFORMATION				
Template Na	ame: Enter name	e template	SAVE	
	ື REFRESH	SAVE TEMPLATE	+ ADD TRANSACTION	
Sc	reen 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.

1 Initialization	>	2 Authentication	>	3 Complete
Note : Please click 🟮 For details of the instructions or note				
DEBIT INFORMATION				
Account Number - Ba	lance: 003 36	5,021,218,134 VND		
BENEFICIARY INFORMATION				
Trans	fer To: OTHER BANKS			
Receiving	Bank:			
Beneficiary Account Nu	mber: 188			
Beneficiary	Name:			
TRANSACTION INFORMATION				
Transfer Arr	ount: 10,000 VND			
Transfe	er Fee: 6,000 VND			
VA	T Fee: 10 %			
Total Transfer An	10unt: 16,600 VND			
Descri	ption: Test			
Fee Charg	ed To: Sender			
Schedule	Type: Once			

Screen 3.1.2.1.1-8: Single Transaction Authentication

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

DOMESTIC FUND TRANSFER				
1 Initialization	>	2 Authentication	>	3 Complete
Note : Please click 🟮 For details of the instructions or note				
The transaction is awaiting for approval. Transaction Number: 202112097307655				
DEBIT INFORMATION				
Account Number - Ba	lance: 003	36,021,218,134 VND		
BENEFICIARY INFORMATION				
Trans	fer To: OTHER BANKS			
Receiving	Bank:			
Beneficiary Account Nu	mber: 3888			
Beneficiary	Name:			
TRANSACTION INFORMATION				
Transfer Ar	ount: 10,000 VND			
Transf	er Fee: 6,000 VND			
V	T Fee: 10 %			
Total Transfer An	iount: 16,600 VND			
Descr	ption: Test			
Fee Charg	ed To: Sender			
Schedule	Type: Once			
			+ CREATE	AVE TEMPLATE 🕒 VIEW NOTICE 👫 HOME PAGE

Screen 3.1.2.1.1-9: Single Transaction Complete

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

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

- Click on View Notice button to view transaction notice.

- Click on Home Page button to redirect to Homepage.

3.1.2.1.2 Create Multiple Transaction

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

- Take the following steps:

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

IOMESTIC FUND TRANSFER				
Initialization	>	Authentication	>	Complete
Note : Please click 0 For details of the instructions or note				
CREATE TRANSACTION FROM TEMPLATE				
	Transfer Template:	Select transaction template		
DEBIT INFORMATION				
Account N	umber - Balance *:	100 36,021,218,134 VND		
BENEFICIARY INFORMATION				
	Transfer To *:	Higdon Higang XA SIRCORD	OTHER BANKS	
		T W IL (AAADODINAADH	O THEN BRITED	
	Beneficiary *:	Beneficiary List	NEW BENEFICIARY	
	Transfer Method *:	Express money transfer		+
	Beneficiary List ":	Ehoose an account		*
TRANSACTION INFORMATION				
	Transfer Amount *:		Entermoney VN	0 🗸
	Description *:	Enter description		
	Schedule Type:			

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.

Enitialization)		Authentication)	O Complete	
lease click O For details of the instructions or note . TRANSACTION FROM TEMPLATE						
INFORMATION	Transfer Template:	Select transaction	s template		-	
	Account Number - Balance *:	100	38.001,218.134 VND		•	
CLARY INFORMATION	Transfer To ";			OTHER BANKS	1	
	Beneficiary *:		Resellclary List	NEW BEREFICIA	αγ	
	Transfer Method *:	Express money to	ansfer		÷	
ISACTION INFORMATION	Reneficiary List *:	Choose an account	nt		2	
	Transfer Ansount*:				Intermoney VID.	
	Description *:	Ditse description				
	Schedule Type:	Once			-	
LACTION LIST						
Transaction	Transfer is	formation	Denefici	ary information	Description	Action
	nt Number: 100 nt: 1,089 VND		Account Number: 6666688888 NGUYEN WM E		Text	Famore
	nt Number: 500 nt: 1,003 VND		Account Number: 66666888588 NGLIVEN WAY III		Test 2	Bernove

Screen 3.1.2.1.2-2: Create Multiple Transaction

TRANSACTION LIST

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	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 *:	Ngan Hang KASIKORM	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	Transfer Information	Beneficiary Information	Description	Action
Identification Type 1	Account Number: 100 Amount: 1,000 VND	Account Number: 666 NGLYEN VAN B	Test	Remove
Identification Type 2	Account Number; 100 Amount: 1,001 VND	Account Number: 666 NGUYEN VAN 8	Test 2	Remove

Screen 3.1.2.1.2-6: Remove Transaction

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

*	A ACCOUNT ∨	© DOMESTIC FUND TR	ANSFER -	BILLS SETTLEMENT \vee	$\langle\!\langle\!\langle$ other services ${\scriptstyle\lor}$	۞ SETTING	
N	lailbox		Transfer Amount *:		Enter money	USD ¥	
>	Inbox		Description *:	Enter description			
					_		
		TRANSAG	Are you sure you will ca				
			ок	Cancel	y Information	Description	Action
		Ident	Anount 10 03D		0071001191348	Testing	Remove

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.

Initialization	>	Authentication	>	Complete
Please click 0 For details of the instruction				
Transaction	Transfer	Information	Beneficiary Information	Description
entification Type 1	Account Number: 100 Amount: 1,000 VND		Account Number: 66 NGUYEN VAN B	Test
entification Type 2	Account Number: 100 Amount: 1,001 VND		Account Number: 66 NGUYEN VAN B	Test 2
tal amount transferred:		2,001 VND		
tal fee amount:		12,000 VND		
tal VAT fee amount:		1,200 VND		
tal Transfer Amount:		15,201 VND		

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.

Initialization	>	2 Authentication	>	Complete
: Please click 0 For details of the instruct	ions or note			
he transaction is awaiting for approval.				
Transaction Number	Transfer	Information	Beneficiary Information	Description
12112097307656	Account Number: 100 Amount: 1,000 VND		Account Number: 6666 NGUYEN VAN B	Test
12112097307657	Account Number: 100 Amount: 1,001 VND		Account Number: 6666 NGUYEN VAN B	Test 2
stal amount transferred:		2,001 VND		
otal fee amount:		12,000 VND		
otal VAT fee amount:		1,200 VND		
stal Transfer Amount:		15,201 VND		

+ CREATE A HOME PAGE

Screen 3.1.2.1.2-9: Multiple Transaction Complete

- Click on Create button to redirect to Create new transaction screen.

- Click on Home Page button to redirect to Homepage.

3.1.2.1.3 Create Future Transaction

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

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

TRANSACTION INFORMATION		
Transfer Amount *:	100	USD V
Transfer Fee:	0.5 USD	
Total Transfer Amount:	100.50 USD	
Description *:	Interbank	
		1
Fee Charged To:	Sender	•
Schedule Type:	Once	*
-	Once	
	Future Date	
	Done every day	
	Done every week	•

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

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.

A PO ACCOUNT - go DOMESTIC FU	ND TRANSFER 🗸 🛛 \iint INTERNATIONAL BILLS SE	ETTLEMENT ~ 🖑 O	THER SERVICES ~	🕲 SETTING ~	
Transaction history	1 initialization	🕜 Auth	nentication	> 0	Complete
> Transaction History	Note : Please click 0 For details of the instructions of	or note			
> Future Transaction	DEBIT INFORMATION				
Approve transaction	Account Number - Balance: BENEFICIARY INFORMATION	6152 - 10,0	100,955 90 USD		
Login history	Transfer To:				
🔹 My Transactions	Receiving Bank: Beneficiary Account Number	1348	a Ley Srok Phnom Prek B	R-487	
L. My Categories	Beneficiary Name Citizen ID/ Passport/ Corporate ID Date of Birth				
fe Other information	Nationality.				
> Promotions	TRANSACTION INFORMATION				
> Branch and ATM locations	Transfer Amount: Transfer Fee				
> Exchange Rates - Interest Rates	Total Transfer Amount Description				
> Fees and Charges	Fee Charged To Schedule Type		3/09/2021 To Date 24/10/	2021	
Mailbox		Transactions will be e. 19/10/2021	cecuted 4 time(s) on the f	ollowing dates: 28/09/2021, 05/1	0/2021, 12/10/2021,
> Inbox				(+ E	ACK CONFIRM ->

Screen 3.1.2.1.3-4: Future Transaction Authentication

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

Transaction history	1 Initialization	2 Authentication	> Complete
 Transaction History 	Note : Please click O For details of the instructions or note		
> Future Transaction	The transaction is awaiting for approval.		
> Approve transaction	Transaction Number: 202109277254366		
Login history	DEBIT INFORMATION		
🕏 My Transactions	Account Number - Balance BENEFICIARY INFORMATION	6152 - 10,000,955 90 USD	
L My Categories	Transfer To:	OTHER BANKS	
to Other information	Receiving Bank: Beneficiary Account Number:	ACLEDA Bank Pit Kariya Ley Srok Phnom Prek BR-487 1348	
> Promotions	Beneficiary Name: Citizen ID/ Passport/ Corporate ID		
 Branch and ATM locations 	Date of Birth Nationality	VN	
> Exchange Rates - Interest Rates	TRANSACTION INFORMATION		
> Fees and Charges	Transfer Amount. Transfer Fee	100 USD 0.5 USD	
Mailbox	Total Transfer Amount	100.5 USD	
	Description	Interbank	
> Inbox	Fee Charged To:	Sender	
	Schedule Type.	Done every week from 28/09/2021 To Date 24/10/2021	
		O Transactions will be executed 4 time(s) on the following	ng dates. 28/09/2021, 05/10/2021, 12/10/2021, 19/10/2021

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.

OMESTIC FUND TRANSFER			
1 Initialization	> O Authentication) 0	Complete
Note : Please click 0 For details of the instructions or note			
Transfer Yempl	ate: Select transaction template	-	
EBIT INFORMATION			
Account Number - Balani	# "- 100 36,021,218,134 VND		
ENEFICIARY INFORMATION			
Transfer 1	0 *: Bigden Hideng KASARDINA.	OTHER BANKS	
Beneficia	9 12 Beneficiary List	NEW BENEFICIARY	
Transfer Mothe	d 1: Express money transfer		
Beneficiary Li	t": Choose an account		
RANSACTION INFORMATION			
Transfer Amou	11 (5)	Entur monuy USD 🗸	
Descriptio	n "r Enter description		
Schedule 7	pe: Once		
		D REFRESH	ADD TRANSACTION CONTINUE

Screen 3.1.2.2.1-1: Domestic Fund Transfer

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

- Transfer to: Choose Other Banks to transfer interbank.

DOMESTIC FUND TRANSFER			
1 Initialization	Authentication	>	O Complet
Note : Please click 🟮 For details of the instructions or note			
CREATE TRANSACTION FROM TEMPLATE			
Transfer Tumplat	E Select transaction template		
DEBIT INFORMATION			
Account fumber - Ealance	*) 10/ 36,021,218,134 VND		
BENEFICIARY INFORMATION			
Transfer To		OTHER BANKS	
		Street and a	
Beneficiary	Beneficiary List	NEW BENEFICIARY	
Transfer Method	* Standard money transfer		-
Beneficiary List	"I CITAD ID - 123496789		8. w
ID / Passport No, receive	d: 123456788		
Date of two	e: 18/11/2021		
Place of two	e: VN		
Beneficiary Nam	e: CITAD ID		
Receiving Ban	k: NHNN		
Branch/ Transaction offic	e: CN tinh Lào Cai		
Nickrathe	CITAG ID		
TRANSACTION INFORMATION	en Massisan		
Tratofer Arouunt			
Tabler Amount		Enter money	050 🗸
Description	*2. Enter description		

Screen 3.1.2.2.1-2: Transfer to Other Banks

- Account Number:

BENEFICIARY INFORMATION

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

	Transfer To *:	Ngán Hàng KASIKORN	OTHER BANKS
	Beneficiary *:	Beneficiary List	NEW BENEFICIARY
	Transfer Method *:	Express money transfer	
	Beneficiary List *:	Choose an account	2.
TRANSACTION INFORMATION			
	Transfer Amount *:		Enter money VND
	Description *:	Enter description	

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.

BENEF	ICIARY	INFORMATION	

Transfer To *:	Ngån Häng KASIKORN IT IT 10/2 KASIKORNBANK	OTHER BANKS
Beneficiary *:	Beneficiary List	NEW BENEFICIARY
Transfer Method *:	Express money transfer	
Transfer With *:	• Account O Card	
Receiving Bank *:	An Binh Commercial Joint Stock Bank	
Seneficiary Account Number*:	Enter the recipient's Account Number	



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.

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 %	
8. 151 8 8		
Total Transfer Amount:	241,900 VND (Estimated total amount in debit account currency)	
Total Transfer Amount: Description *:	241,900 VND (Estimated total amount in debit account currency) Enter description	
		<i>I</i>
		~

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	
	C REFRESH	+ ADD TRANSACTION	

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.

Account Number - Balance	e: 100 36,021,218,134 VND
BENEFICIARY INFORMATION	
Transfer T	D: OTHER BANKS
Receiving Ban	k: NHNN
Branch/ Transaction office	e: CN tinh Lào Cai
Beneficiary Nam	e: CITAD ID
Тур	e: ID
Code	e: 123456789
Place of issue	e: VN
Date of Issue	e: 18/11/2021
Date of Birtl	n: ·
Nationalit	y: •
TRANSACTION INFORMATION	
Transfer Amoun	t: 10 USD
Exchange rati	e: 22,870 VND
Inward money transfer amoun	t: 10 USD (Estimated inward money transfer amount)
Transfer Fe	e: 12,000 VND
VAT Fe	e: 10 %
Total Transfer Amoun	t: 241,900 VND (Estimated total amount in debit account currency)
Description	n: Test
Fee Charged To	b: Sender
Schedule Typ	e: Once

Screen 3.1.2.2.1.7 Single Transaction Authentication

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

DOMESTIC FUND TRANSFER				
Initialization	>	2 Authentication	>	3 Complete
Note : Please click 0 For details of the instruction	ons or note			
The transaction is awaiting for approval. Transaction Number: 202112097307661				
DEBIT INFORMATION				
	Account Number - Balance:	100 36,021,218,134 VND		
BENEFICIARY INFORMATION				
	Transfer To:	OTHER BANKS		
	Receiving Bank:	NENIN		
	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		
This	ward 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		
			+ CREATE	SAVE TEMPLATE

Screen 3.1.2.2.1-8: Single Transaction Complete

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

Template Name:	Enter name template	SAVE	

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

Avaccount - TRANSACTION HISTO	DRY $\sim \mathscr{G}$ domestic fund transfer $\sim \mathscr{G}$ international transfer	- 🦿 other services - 🔘 setting -		
ome Page - Alterney Dunche				
FAST ACCESS	DOMESTIC FUND TRANSFER			
Transaction history	1 Initialization	Authentication	>	Complete
Login history	Note : Please click () For details of the instructions or note			
B My transaction	CREATE TRANSACTION FROM TEMPLATE			
My portfolio	Transfer Template:	Select transaction template		
Other information	DEBIT INFORMATION			
> User Manual -	Account Number - Balance ": BENEFICIARY INFORMATION	102/ -60,236.06 USD		(*)
Fees	BENEFICIARY INFORMATION Transfer To *			
Exchange Rates - Interest Rates	subset of 1	Ngan Ugag GASHD399	OTHER BANKS	
Supporting Document List	Beneficiary *:	Beneficiary List	New Beneficiary	
Mailbox	Transfer Method ":	Standard money transfer		
• Inbox	Transfer With ":	Account O Identity		
	Receiving Bank *:	ABBANK		-
	Branch/ Transaction Office "1	CN Ha noi		(
	Beneficiary Account Number *:	Enter the recipient's Account Number		

Screen 3.2.2.2-1: Domestic Fund Transfer

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

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

ey setting v	RVICES -	 C OTHER SER 	S INTERNATIONAL TRANSFER	DOMESTIC FUND TRANSFER +	TRANSACTION HISTORY ~	Po ACCOUNT -
e	Uningyyyy	Enter Date of Birth dd/	Date Of Birth:			
		Enter Nationality	Nationality			
	List	Save To Beneficiary		TRANSACTION INFORMATION		
Enter manney VND 🕶			Transfer Amount *:			
		Enter description	Description ":			
		Once	Schedule Type:			
				TRANSACTION LIST		
Beneficiary Information Description Ac	Beneficia	ormation	Transfer Info	Transaction		
	Account Number: Test		Account Number: 101 Amount: 10 USD	Identification Type 1		
ount Number: Test Ren	Account Number: Test		Account Number: 101 Amount: 11 USD	identification Type 2		

Screen 3.2.2.2.2: Create Multiple Transaction

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

"> REFRESH + ADD TRANSACTION CONTINUE →

TRANSACTION LIST

Screen 3.2.2.2.3: Transaction List

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

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

Screen 3.2.2.2.4: Transaction Hyperlink

D REFRESH

D REFRESH

+ ADD TRANSACTION CONTINUE ->

+ ADD TRANSACTION

940 Hà 市田市 K			Transaction Information			Taylor Alison Swift - Maker3 Store 17 12 2011 - Law	nt Account, Printing, Dent AC, 2011 (PA)
		∯ DOMESTI	DEBIT INFORMATION				
			Account Number - Balance:	1021 - 60,236.06 USD		Ċ	
			BENEFICIARY INFORMATION				
			Transfer To:	OTHER BANKS			
			Beneficiary Name:	Test			
		TRANS	Beneficiary Account Number:	123456789			
		TRATES	Currency:	VND			
			Receiving Bank:			Enter moticy USD ~	
			Branch/Transaction office:	CN Ha noi			
			Citizen ID /Corporate ID:				
			Date of Birth:				
			Nationality:				
			TRANSACTION INFORMATION				
		TRANSAC	Transfer Amount:	100,000 VND	-		
			Exchange rate:	22,870 VND			
			Inward money transfer amount::	100,000 VND (Estimated Inward money transfer amount)	mation		
			Transfer Fee:				Remove
			VAT Fee:				
				7.673 USD (Estimated total amount in debit account currency)			
			Description:	test		REFRESH + ADD TRANSACT	
			Fee Charged To:	Sender			
				× CLOSE			

Screen 3.2.2.2.5: Transaction Details

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

TRANSACTION LIST

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

Screen 3.2.2.2-6: Remove Transaction

Click on OK to remove or Cancel to keep this record

Branch and ATM locations	Transfer Method *:	Transfer money via NBC		•
> Exchange Rates - Interest Rates	Beneficiary List *.	Choose an account		•
> Fees and Charges	TRANSACTION INFORMATION			
Mailbox		cation ancel this transaction ?	Enter money USD	*
> Inbox				
	ск	Cancel		li.
	Schedule Type:	Once		

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.

ne Page 🚯 Money Transfer					
AST ACCESS	DOMESTIC FUND TRANSFER				
) Transaction history	(1) Initialization	>	Authentication	>	Complete
Login history	Note : Please click 0 For details of the instruction	ns or note			
My transaction	Transaction	Trans	fer information	Beneficiary Information	Description
My portfolio	Identification Type 1	Account Number: 102 Amount: 100,000 VND		Account Number: Test	test
Other information	Identification Type 2	Account Number: 102 Amount: 100,000 VND		Account Number; test 2	test 2
UserManual	Total amount transferred:		8.745 USD		
Fees	Total fee amount:		6 USD		
Exchange Rates - Interest Rates	Total VAT fee amount:		0.6 USD		
Supporting Document List	Total Transfer Amount:		15.345 USD		
failbox					

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.

me Page 🔗 Money Transfer					
AST ACCESS	DOMESTIC FUND TRANSFER				
) Transaction history	1 Initialization	>	2 Authentication	>	3 Complete
Login history	Note : Please click 0 For details of the instruction	ons or note			
My transaction	The transaction is awaiting for approval.				
My portfolio	Transaction Number	Trans	fer Information	Beneficiary Information	Description
Other information	202112177308053	Account Number: 102 Amount: 100.000 VND		Account Number: 123	test
User Manual		Account Number: 102		Account Number: 111	
Fees	202112177308054	Amount: 100,000 VND		test 2	test 2
Exchange Rates - interest Rates	Total amount transferred:		8.745 USD		
	Total fee amount:		6 USD		
Supporting Document List	Total VAT fee amount:		0.6 USD		
ailbox	Total Transfer Amount:		15.345 USD		
Inbox					

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.

Transfer Amount *:		1	USD ~
Transfer Fee:	1 USD		
Total Transfer Amount:	Once		
Description *:	Future Date		
	Done every day		
	Done every week		
Fee Charged To:	Done every month		
Schedule Type:	Once		

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

e Of Process:	14/10/2021	
	Screen 3.1.2.2.3-2: Schedule Type: Future	Date
	Done every day / Done every w	week / Done every m
	Set a schedule to transfer dail have to fill Date of process fiel system will depend on that to transaction will be executed.	d and End date field
ate Of Process:	have to fill Date of process fiel system will depend on that to	d and End date field

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.

me Page 🔹 Money Transfer			
FAST ACCESS	DOMESTIC FUND TRANSFER		
Transaction history	Initialization	2 Authentication	Complete
Login history	Note : Please click 0 For details of the instructions or note		
My transaction	DEBIT INFORMATION		
e My transaction	Account Number - Balance:	109 9,918,949 VND	
My portfolio	BENEFICIARY INFORMATION		
Other information	Transfer To:	KASIKORNBANK	
	Beneficiary Account Number:	108	
 User Manual 	Beneficiary Name:		
> Fees	Currency:	USD	
- 1963	Management unit:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (HO CHI MINH)	
Exchange Rates - Interest Rates	TRANSACTION INFORMATION		
Supporting Document List	Transfer Amount:	10,000 VND	
	Exchange rate:	22,870 VND	
Mailbox		0.437 USD (Estimated Inward money transfer amount)	
• Inbox	Transfer Fee:		
- 11004	VAT Fee:		
		10,000 VND (Estimated total amount in debit account currency)	
	Description: Fee Charged To:		
		Sender Day 18/12/2021	

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 *4.1Transaction 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 4.2 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

e Page () Direct Credit				
STACCESS	DIRECT CREDIT			
Transaction history	Initialization	Authentication	>	O Complete
Login history	DEBIT INFORMATION			
My Transactions	Account Number - Balance *:	3135 - 2,049.41 USD		2.94
My Categories	BENEFICIARY INFORMATION			
Other Information	Transfer To *:	Ngân Hang KASIKOAN V THU KASIKOANAK	OTHER BANKS	
Exchange Rates - Interest Rates	File Name *:	Choose file		•
ees	Purpose Description *	Enter Purpose Description		
User Manual	- upoor brackpoor -	runn i mboor resembnin		
Supporting Document List		O Direct Credit Transaction Template		
ailbox	Fee Charged To *:	Sender		*
Inbox	Schedule Type:	Immediately		

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 ¹ <u>Direct Credit Transaction Template</u>
- 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.

110 1	uliname of Receiver	Credit Account	Amount	Currency	Customer Reference
1 E)	xample 1	0000000000000001	1	USD	Ref 001
2 E)	xample 2	000000000000002	2	USD	Ref 002
3 E)	xample 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		
		් REFRE	SH 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.

FASTACCESS	DIRECTO	REDIT							
3 Transaction history		1 Initialization	>		2 Authentication) Com	plete	
 Transaction History 	Note : Pie	ase click 🟮 For details of the instri	uctions or note						
> Future Transaction	DEBIT IN	FORMATION							
Approve transaction	3 BENEFIC	Account Nu	mber - Balance	6152	- 10,000,955.90 USD				
Login history			Transfer To:	KASIKORNBANK					
My Transactions		File Name. Purpose Description.			intrabank_direct_template_new.xlsx intrabank, immediately				
My Categories		Currency: Transfer Amount.							
Other information		Total T	Transfer Fee: ransfer Amount	3 USD 9 USD					
> Promotions		F	ee Charged To: Schedule Type:	Sender					
> Branch and ATM locations	BENEFIC	IARY LIST	deneouse type.	minedialety					
> Exchange Rates - Interest Rates	No	Beneficiary Account Number	Benr	ficiary Name	Amount	Gurrency	Descriptions		
Fees and Charges	1	(6523	CUSTOMER :		1	USD	K2K 001 Transfer(Principle)		
Mailbox	2	4473	CUSTOMER	2021	2	USD	K2K 001 Transfer(Principle)		
> Inbox	3	8211	CUSTOMER	2010	3	USD	K2K 001 Transfer(Principle)		

Screen 3.2.1-4: Intrabank Direct Credit Transaction Authentication

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

FAST ACCESS	DIRECT CREI	лт					
3 Transaction history		1 Initialization	>	2 Authentic	ation	>	O Complete
Transaction History	Note : Please	click 0 For details of the instructions or no	te				
Future Transaction		ction is awaiting for approval m Number: 202109267254378					
Approve transaction 3							
> Login history	DEBIT INFOR	Account Number - E	Infances	6152 - 10.000 955 90 1	190		
My Transactions	BENEFICIAR	Account Number - t	salance:	6152 + 10,000,955 90 0	050		
My Categories				SIKORNBANK			
Cther information		File Purpose Des		abank_direct_template_new.xlsx abank, immediately			
			urrency: USI				
Promotions		Transfer / Trans	Amount: 6U fer Fee: 3U				
Branch and ATM locations		Total Transfer					
Exchange Rates - Interest Rates			rged To: Sen le Type: Imm				
Fees and Charges	BENEFICIAR		ie type. iitot	and and a second s			
Mailbox	No.	Beneficiary Account Number	в	eneficiary Name	Amount	Currency	Descriptions
Inbox	1	8523	CUSTOM		1	USD	K2K 001 Transfer(Principle)
INDOX	2	4473	CUSTOM	ER 2021	2	USD	K2K 001 Transfer(Principle)
	3	8211	CUSTOM	FR 2010	3	USD	K2K 001 Transfer(Principle)

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

+ CREATE

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	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	23092021 15:30	Success	
200020000109	1	0 000201296811010000000	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	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

AV ACCOUNT - 🗊 DOMESTIC F	UND TRANSFER - 🛛 🔯 INTERNATIONAL BILLS SET	TLEMENT - 🖑 OTHER SERVICES -	© SETTING ∼
iome Page 🕐 Bulk Transfer			
FASTACCESS	DIRECT CREDIT		
Transaction history	1 Initialization	Authentication	Complete
> Transaction History	DEBIT INFORMATION		
> Future Transaction	Account Number - Balance *	6152 - 10,000,955 90 USD	
Approve transaction	BENEFICIARY INFORMATION		
Login history	Transfer To *	Ngàn Hàng KASIKORN	OTHER BANKS
My Transactions	File Name *	Choose lile	•
My Categories	Purpose Description *	Enter Purpose Description	
the Other Information	Purpose Description	Cunick and been reacted and	
> Promotions		O Direct Credit Transaction Template	
Branch and ATM locations	Fee Charged To *:	Sender	•
Exchange Rates - Interest Rates	Schedule Type:	Immediately	
Fees and Charges			D REFRESH

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 Ful	I Name of Receiver	Credit Account	Amount	Currency	Payee Bank Code	Payee Branch Code	Customer Reference	Citizen ID/ Passport/ Corporate ID	Nationality	Date of Birth (DDMMYYYY)
1	Example1	00000000001	10,000	VND	002	01201001	Ref 001	11111111	VN	01012000
2	Example2	00000000002	20,000	VND	003	01201002	Ref 002	22222222	VN	01012001
3	Example3 Example4	00000000003	30,000 40,000	VND VND	004	01201003 01201004	Ref 003 Ref 004	33333333 44444444	VN VN	01012002 01012003
			S	creen	n 3.2.2-2 In	terbank D	irect Credi	it Template		
		-	File	e Nai	me field	Click	butto	n to upload the	trans	action file.
		-	Pu	rpos	e Descr	iption fie	Id : Enter	purpose descr	iptior	1.
		-		e Ch a nefici	•	o field: Se	elect from	n dropdown list	(Sen	der,
		-	Scl	hedu	ile Type	field: Se	lect from	dropdown list.		
						ately։ Tra is compl		nediately when	appr	roval
								le to transfer a I that day in Da		

Schedule Type:	Future Date	•	
Date Of Process:	29/09/2021	i	
		් REFRE	

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.

ASTACCESS	DIRECTOR	In the second								
	DIRECTOR				0					
3 Transaction history		Initialization	7		2 Authentication		Complete			
 Transaction History 	Note : Plea	se click O For details of the ins	structions or note							
Future Transaction	DEBIT INF	ORMATION								
	_	Acco	unt Number - Balance:	6152 -	10,000,955 90 USD					
Approve transaction	BENEFICI	ARY INFORMATION								
Login history			Transfer To:	OTHER BANKS						
My Transactions			File Name. Purpose Description	interbank direct ten interbank immediate	irrect, temolate, new xilox nmediately					
			Currency.	USD	35 					
My Categories			Transfer Amount Transfer Fee	10 USD 4 USD						
Other information			Total Transfer Amount	14 USD						
> Promptions			Fee Charged To:	Sender						
			Schedule Type:	Immediately						
 Branch and ATM locations 	BENEFICIA	ARY LIST								
> Exchange Rates - Interest Rates	No.	Beneficiary Account Numbe	er Ben	ficiary Name	Amount	Currency	Receiving Bank	Description		
> Fees and Charges	1	.0680			1	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh		
	2	6413			2	USD	Advanced Bank of Asia Ltd Kampong Thom BR-502	hanh		
Mailbox	3	1348			3	USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-	hanh		
> Inbox							503			
	4	4369			4	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh		

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.

FASTACCESS	DIRECT CR	EDIT					
D Transaction history		1 Initialization	>	0	uthentication	> 0	Complete
Transaction History	Note : Pleas	er click 0 For defails of the instr	uctions or note				
Future Transaction		saction is awaiting for approval.					
Approve transaction	Transac	tion Number: 202109207254382					
Login history	DEBIT INFO	DRMATION					
My Transactions	BENEFICIA	RY INFORMATION	Account Number - Balance:	6152 - 10,000,955	90 USD		
My Categories			Transfer To:	OTHER BANKS			
Other information			File Name: <u>interbenk direct template new stor</u> Purpose Description: interbank, immediately				
Promotions			Currency: Transfer Amount	USD 10 USD			
Branch and ATM locations			Transfer Fee: Total Transfer Amount	4 USD			
Exchange Rates - Interest Rates			Fee Charged To:	Sender			
Fees and Charges	BENEFICIA		Schedule Type	Immediately			
	BENEFICIA	RYLIST					
Asilbox	No.	Beneficiary Account Number	Beneficiary N	ime Amount	Currency	Receiving Bank	Description
Inbox	1	0680	NGUYEN THI HUE		USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	banb
	2	6413	PHAN THI THUY		USD	Advanced Bank of Asia Ltd Kampong Thom BR-502	hanh
	3	/1348	TRAN KIM LOAN		USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-503	hanh
	4	4359	DANG THI NGOC PHUC	NG	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh

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	A second residence of the second s

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.

ome Page - Inquity Payroli								
FASTACCESS		DIT TRANSACTION						
Transaction history	SEARCH INFORMATION							
Login history	Transfer Bange			Status				
C. My Transactions	All		AD					
L. My Categories	From Date:		To Dote:					
Diver Information	83/11/2021		10/11/2021					
Exchange Rates - Interest Rates						1	OREFRES	Q SEARCH
> Fees	DIRECT CREDIT TRANS	ACTION LIST						Download Pi
User Manual	Effective Date	Beneficiary Information	Amount		Daria	Nile	Stinus	Reference Number
 Supporting Document List 		Account						
Mailbox	2000/2021 21:31:06.0		15 050	Advanced Bar	rik of Asia Ltd Kampong Cham 88-501	hanh	Successful	202109297256058
	28/09/2021 21:31 00:0	Account	30 USD	Advanced Bar	rik of Asia Ltd Kampong Cham BH-501	hanh	Successful	202106297255058
	26/06/2021 21 31 06.0	Account :	The Code		rik of Asia Ltd Kampong Chinang BR-503	hanh	Faled	202109297255058

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.

A ACCOUNT - TRANSACTION HIS	TORY 🗸 📑 DOMESTIC FUND	TRANSFER - 🥵 INTERNATIONAL	- TRANSFER 🗸 🛛 🦁 O			3 ~			
Home Page >> Inquiry Payroll									
FASTACCESS	INQUIRY DIRECT CREDIT	TRANSACTION							
3 Transaction history	SEARCH INFORMATION								
Login history	Payroll No		Ref	Reference Number					
B My Transactions	202111090005822		т	Type reference number					
> Interbank transfer	Status		Ben	Beneficiary Account					
> Intrabank transfer	All		• T	ype beneficiary acco	unt				
💄 My Categories						D REI	RESH Q SEARCH		
> Payment Deposit	DIRECT CREDIT TRANSAC	TION LIST > DIRECT CREDIT TRANSACTION	ON DETAIL				Download PDF		
> Fixed Deposit	Effective Date	Beneficiary Information	Amount	Bank	Note	Status	Reference Number		
> Loan Account	09/11/2021 15:00:58	Account : 1013940680	1 USE	USD	26102995	Successful	202111097258561		
fee Other Information	03/11/2021 13:00:36	NGUYEN THI HUE	1032	030	26102353	Succession	202111057236361		
> Exchange Rates - Interest Rates	09/11/2021 15:00:58	Account : 0841000114369	4 USD	USD	26102995	Successful	202111097258564		
> Fees		DANG THI NGOC PHUONG Account :							
> User Manual	09/11/2021 15:00:58	0071001191348 LALISA MANOBAN	3 USE	USD		Successful	202111097258563		

Screen 3.3.2-1 View detail information

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

3.3.3 Export Files

- Take the following steps:

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

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

INQUIRY PAYROLL TRANSACTION				
SEARCH INFORMATION				
Transfer Range		Status		
All		.≁ All		Ψ.
From Date:		To Date:		
22/12/2021		29/12/2021		ė
			S RE	FRESH Q SEARCH
PAYROLL TRANSACTION LIST				Download PDF
Transaction Date Date Of Process	Transaction Information	Sender Information	Transaction Description	Status
		The list is empty		

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

gån Hång KASIKORN 81817 KASIKORNBANK		ALLGREEN VUONG THANH PR		T OWNER - 🔛 🌲 🐵 2023 - Latent Access : Thurnality, Dec 12, 20
🛊 🗛 ACCOUNT 🗸 TRANSACTI	DN HISTORY 🗸 🧊 DOMESTIC FUND TRANSFER 🗸 🧒	OTHER SERVICES 🗸 🛞 SETTING 🗸		
me Page 🕡 Bulli Transfer				
FAST ACCESS	TRANSFER MONEY IN BATCHES			
⁽¹⁾ Transaction history	1 Initialization	2 Authentication	>	Complete
> Login history	DEBIT INFORMATION			
B My transaction	Account Number - Balance *:	101 -98,243,238 VND		-
🔓 My portfolio	BENEFICIARY INFORMATION			
to Other information	Transfer To ":		OTHER BANKS	
> User Manual	File Name *:	Choose file		•
> Fees				
Exchange Rates - Interest Rates	Purpose Description *:	Enter Purpose Description		le le
 Supporting Document List 		Bulk Transfer Template		
Mailbox	Fee Charged To *:	Sender		

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	0000000000000001	1	USD	Ref 001
2	Example 2	000000000000002	2	USD	Ref 002
3	Example 3	000000000000003	3	USD	Ref 003

Screen 3.4.1-2: Intrabank Bulk Template

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

Schedule Type:	Future Date	•	
Date Of Process:	29/09/2021		
		"D REFRE	

Screen 3.4.1-3: Schedule Type: Future Date

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

Success: System will go to the next step Authentication.

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

Transaction history		1 Initialization	>	e	Authentication		>	Complete
Transaction History	Note : Plea	se click 0 For details of the instru	ictions or note					
Future Transaction	DEBITIN	ORMATION						
Approve transaction	BENEFIC	Account Nur	nber - Balance:	6152 -	10.000,955.90 USD			
Login history			Transfer To:	0: KASIKORNBANK				
My Transactions		Purpo	File Name: se Description: Currency:	i intrabank				
My Categories		Tran		USD 13 USD				
Other information		Transfer Fee Total Transfer Amount						
Promotions		Fee Charged To: Schedule Type:						
Branch and ATM locations	BENEFICI			Immediately				
Exchange Rates - Interest Rates	No.	Beneficiary Account Number	Bene	ficiary Name	Amount	Currency		Descriptions
Fees and Charges		8523	CUSTOMER 2	2021	5	USD	1234	
failbox	2	4473	CUSTOMER 2	2021	2	USD	K2K 001 Transfer(Principl	e)
	3	8211	CUSTOMER 2	2010	3	USD	K2K 001 Transfer(Princip)	e)
Inbox			CUSTOMER 1		3	USD	K2K 001 Transfer(Principl	

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

Transaction history		Initialization							
Transaction History	Note : Please	click 0 For details of the instructions or no	te						
Future Transaction		ction is awaiting for approval. on Number: 202109267254387							
Approve transaction	B	50 Number: 202105257254387							
Login history	DEBIT INFOR	MATION							
reductorated		Account Number - E	Balance 6152	10,000,955.90 USD					
My Transactions	BENEFICIAR	Y INFORMATION							
My Categories			sfer To KASIKORNBANK						
			e Name: intrabank_bulk_tem	olate_new.xiax					
Other information		Purpose Des	cription intrabank urrency USD						
Promotions		Transfer /							
		Trans	fer Fee: 4 USD						
Branch and ATM locations		Total Transfer							
Exchange Rates - Interest Rates		Fee Cha	rged To Sender le Type Immediately						
Exemple nates - mercar nates			ie type. immediately						
Fees and Charges	BENEFICIAR	YLIST							
Malibox	No.	Beneficiary Account Number	Beneficiary Name	Amount	Currency	Descriptions			
Inbox	1	8523	CUSTOMER 2021		5 USD	1234			
	2	4473	CUSTOMER 2021		2 USD	K2K 001 Transfer(Principle)			
	3	8211	CUSTOMER 2010		3 USD	K2K 001 Transfer(Principle)			
	4	0057	CUSTOMER 141		3 USD	K2K.001 Transfer(Principle)			

Screen 3.4.1-5: 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

Ngàn Hàng KASIKORN		ALLGREEN VUONG THANH PR		WHER - 🔛 🌲 📀 🛛
🐴 🖓 ACCOUNT 🗸 TRANSACT	ION HISTORY 🗸 🦪 DOMESTIC FUND TRANSFER 🗸 🦉	OTHER SERVICES 🗸 🔘 SETTING 🗸		
ome Page 👔 Bulk Transfer				
FAST ACCESS	TRANSFER MONEY IN BATCHES			
Transaction history	1 Initialization	2 Authentication	>	Complete
Login history	DEBIT INFORMATION			
Co My transaction	Account Number - Balance *:	101 98,243,238 VND		
🍰 My portfolio	BENEFICIARY INFORMATION			
fn Other information	Transfer To *:	Ngán Háng RASIRORN	OTHER BANKS	
> User Manual	File Name *:	Choose file		•
> Fees				
Exchange Rates - Interest Rates	Purpose Description ":	Enter Purpose Description		
 Supporting Document List 		0 Bulk Transfer Template		
Mailbox	Fee Charged To *:	Sender		· • .

Screen 3.4.2-1: Create Interbank Bulk Transaction

- Step 3. At Debit Information: Select account number in **Account Number Balance** dropdown list.
- Step 4. At Beneficiary Information:
- Transfer To field: Choose Other Banks to transfer interbank.

- Click on Bulk Transfer Template hyperlink to download template.
 Bulk Transfer Template
- Enter all transaction information on the downloaded excel file
 - Columns are highlighted in green, are required to be filled.
 - Columns are highlighted in grey, are optional to be filled.

No	Full Name of Receiver	Credit Account	Amount	Currency	Payee Bank Code	Payee Branch Code	Customer Reference	Citizen ID/ Passport/ Corporate ID	Nationality	Date of Birth (DDMMYYYY)
1	Example1	00000000001	10,000	VND	002	01201001	Ref 001	11111111	VN	01012000
2	Example2	00000000002	20,000	VND	003	01201002	Ref 002	22222222	VN	01012001
3	Example3	00000000003	30,000	VND	004	01201003	Ref 003	33333333	VN	01012002
4	Example4	00000000004	40,000	VND	005	01201004	Ref 004	4444444	VN	01012003



- File Name field: Click for 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	iii ii	
		"D REFRE	SH 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: Sy	stem will go to the next step Authentication .
-------------	---

Failed: System will pop-up the error message. User must check entered information again.
ome Page 🕐 Bulk Transfer	_								
FASTACCESS		RANSFER MON	EY IN BATCHES						
Transaction history		Initialization			2 Authentication		Complete		
Transaction History		Note : Please click	For details of the	e instructiona or note					
Future Transaction		DEBIT INFORMAT	TON						
	-			6152	10,000,955.90 USD				
Approve transaction		BENEFICIARY INF	ORMATION						
Login history				Transfer To:	OTHER BANKS				
My Transactions				interbank_bulk_tem interbank	plate_new.xlax				
				Currency:	USD				
My Categories				Transfer Amount: Transfer Fee	10 USD 4 USD				
Dther information				Total Transfer Amount	4 USD 14 USD				
> Promotions				Fee Charged To:	Sender				
Promotions				Schedule Type:	Immediately				
 Branch and ATM locations. 		BENEFICIARY LIS	IT						
Exchange Rates - Interest Rates		No. B	meliciary Account N	imber Ben	oficiary Name	Amount	Currency	Receiving Bank	Descrip
Fees and Charges		1	0680			1	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh
		2	6413			2	USD	Advanced Bank of Asia Ltd Kampong Thom BR-502	hanh
Mailbox		3	1348			3	USD	Advanced Bank of Asia Ltd Kampong Chhnang BR-	hanh
Inbox								503	
		4	4369			4	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh

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

FAST ACCESS	TRANSFE	R MONEY IN BATCHES						
D Transaction history		Initialization	>		O Auth	intication	> 0	Iomplete
Transaction History	Nate : Plei	se click 0 For details of the inst	ructions or note					
Future Transaction		nsaction is awaiting for approval.						
Approve transaction	Transa	ction Number: 202100287254392						
Login history	DEBIT IN	ORMATION						
• My Transactions	BENEFIC	ARY INFORMATION	Account Number - Balance:	61	52 - 10,000,955.90 (JSD		
My Categories				OTHER BANKS				
Other information			File Name: Purpose Description:	interbank	ternolate_nevextax			
Promotions			Currency: Transfer Amount:					
Branch and ATM locations			Transfer Fee Total Transfer Amount	4 USD 14 USD				
Exchange Rates - Interest Rates			Fee Charged To Schedule Type:	Sender				
Fees and Charges	BENEFIC	ARY LIST	acreate type.	anandonatory				
failbox	No.	Beneficiary Account Number	Beneficiary N	ame	Amount	Currency	Receiving Bank	Descriptio
Inbox	1				1	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh
	2:	16413			2	USD	Advanced Bank of Asia Ltd Kampong Thom BR-582	hanh
	3	1348			3	USD	Advanced Bank of Asia Ltd Kampong Chinnang BR-503	hanh
	1	4369			4	USD	Advanced Bank of Asia Ltd Kampong Cham BR-501	hanh

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

ACCOUNT - Of DOMESTIC	FUND TRANSFER •	INTERNATIONAL BILLS SETTLEMEN			3.4	
ome Page 🕕 Slamry						
FASTACCESS	PAYRO					
Transaction history		1 Initialization	Authe	ntication	>	Complete
> Transaction History	Note : P	Please click 0 For details of the instructions or not	e			
 Future Transaction 	DEBIT	NFORMATION				
> Approve transaction	Ð	Account Number - Balance	6152 - 10.0	00.955.90 USD		: *)
Login history	BENEF	ICIARY INFORMATION				
B My Transactions		Transfer To	Pagan Hang KASKORN	2	OTHER BANKS	
🍰 My Categories		File Narrie	Choose file			•
In Other Information		Purpose Description	* Enter Purpose Description			
> Promotions			O Salary Transaction Templat	z		le
 Branch and ATM locations 		Schedule Typ	0 Immediately			*
> Exchange Rates - Interest Rates			If File Consists Of Sensit	Ive Information, Ple	ase Select Checkbox For	Security
> Fees and Charges			Management		and a ferrar resident. Physical of the	
Mailbox			Function To Generate Compan		uu wechanism, Piease Chi	SONG 110E
> Inbox						DREFRESH

Screen 3.5.1-1: Create Intrabank Payroll Transaction

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

Step 4. At Beneficiary Information:

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

No	FullName of Receiver	Credit Account	Amount	Currency	Customer Reference
1	Example 1	0000000000000001	1	USD	Ref 001
2	Example 2	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	Ē	
		D REFR	ESH 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.

ENEFICIARY INFORMATION			
Transfer To *	Ngán Hàng KASIKORN	OTHER BANKS	
File Name *	Choose file	•	
Purpose Description *:	Enter Purpose Description		
	Salary Transaction Template	0	
Schedule Type	Immediately		
(If File Consists Of Sensitive Informa Security Management	tion, Please Select Checkbox For	
	In Case The Enterprise Uses The File Con The Function To Generate Comparison Ha		
	The Function To Generate Compansion Ha		
		D REFRESH	CONTINUE

Screen 3.5.1-4 Checkbox for security management

<u>Note</u>: 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.

STACCESS	PAYROLL							
Transaction history		1 Initialization	>		Authentication		>	Complete
Transaction History	Note : Please	click 0 For details of the instru	ections or note					
Future Transaction	DEBIT INFO	RMATION						
Approve transaction		Account Number - Balance			16152 - 10,000,955.90 USD			
Approve transaction 3	BENEFICIAR	Y INFORMATION						
Login history		Transfer To:						
My Transactions		File Name.			mplate_new.xisx			
a my manademonia	Purpose Description: Currency:			intrabank USD				
My Categories		T	ansfer Amount	6 USD				
			Transfer Fee:	0.3 USD				
Other information		Total Tr	ansfer Amount	6.3 USD				
Promotions			Schedule Type:	Immediately				
1101100010		Comparison h	ash (SHA-256):	89F39BEB3E7B51C364A74447EBE708BA9EC1CEA244F7949AFA0770424A7B5334				
Branch and ATM locations	BENEFICIAR	IY LIST						
Exchange Rates - Interest Rates	No	Beneficiary Account Number	Bene	ficiary Name	Amount	Currency	Employee ID	Description
Fees and Charges	1 0	0523	Customer 202		1	USD		K2K 001 Transfer(Principle)
failbox	2 0	4473	Customer 202	1	2	USD		K2K 001 Transfer(Principle)
Inbox	3 (8211	Customer 201	0	3	USD		K2K 001 Transfer(Principle)

Screen 3.5.1-5 Intrabank Payroll Transaction Authentication

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

AST ACCESS	PAYROLL							
) Transaction history		1 Initialization	>		Authentication		>	Complete
Transaction History	Note : Plea	Note : Please click 0 For details of the instructions or note						
Future Transaction		nsection is awaiting for approval. tion Number: 202109287254397						
upprove transaction	Transac	2009 Number: 202109287254397						
ogin history	DEBIT INF	ORMATION						
My Transactions	BENEFICI	Account N	lumber - Balance:	1 6152	- 10,000,955.90 USD			
My Categories		Transfer To: KASIKO						
Other information		Pur	File Name: pose Description					
romotions			Currency: Transfer Amount	USD 6 USD				
ranch and ATM locations		Total	Transfer Fee: Transfer Amount	0.3 USD 6.3 USD				
exchange Rates - Interest Rates		Companion	Schedule Type: hash (SHA-256)	Immediately 89F39RFB3F7B51	C364A74447EBE708BA5	FC1CFA244F794	AFA0770424A7R5334	
Fees and Charges	BENEFICI		and the second	our consideration and the				
libox	No.	Beneficiary Account Number	Ben	eficiary Name	Amount	Currency	Employee ID	Description
ibax	1	18523	Customer 202	1	1	USD		K2K 001 Transfer(Principle)
	2	4473	Customer 202		2	USD		K2K 001 Transfer(Principle)
	3	18211	Customer 2010	9.	3	USD		K2K 001 Transfer(Principle)

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)



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

A Ry ACCOUNT - JS DOMESTIC FUN	D TRANSFER + ID INTERNATIONAL BILLS SETTLEMENT -	COTHER SERVICES - O SETTING	
Home Page () Salary			
FASTACCESS	PAYROLL		
Transaction history	1 Initialization	Authentication	> O Comple
> Transaction History	Note : Please click 0 For details of the instructions or note		
> Future Transaction	DEBIT INFORMATION		
Approve transaction	Account Number - Balance *	6152 - 10,000.955.90 USD	¥
Login history	BENEFICIARY INFORMATION		
Co My Transactions	Transfer To *:	Ngàn Nang KASRONN	OTHER BANKS
L My Categories	File Name *	Choose Tile	•
fn Other information	Purpose Description *	Enter Purpose Description	
> Promotions		O Salary Transaction Template	k
Branch and ATM locations	Schedule Type:	Immediately	÷.
Exchange Rates - Interest Rates		🗇 if File Consists Of Sensitive Information, Piec	ase Select Checkbox For Security
> Fees and Charges		Management	
Mailbox		In Case The Enterprise Uses The File Content Cont Function To Generate Comparison Hash	rol Mechanism, Please Choose The
> Inbox			D REFRESH

Screen 3.5.2-1 Create Interbank Payroll Transaction

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

No	Full Name of Receiver	Credit Account	Amount	Currency	Payee Bank Code	Payee Branch Code	Customer Reference	Citizen ID/ Passport/ Corporate ID	Nationality	Date of Birth (DDMMYYYY)
1	Example1	00000000001	10,000	VND	002	01201001	Ref 001	11111111	VN	01012000
2	Example2	00000000002	20,000	VND	003	01201002	Ref 002	222222222	VN	01012001
3	Example3	0000000003	30,000	VND	004	01201003	Ref 003	33333333	VN	01012002
4	Example4	00000000004	40,000	VND	005	01201004	Ref 004	44444444	VN	01012003

Screen 3.5.2-2 Interbank Payroll Template

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

Schedule Type:	Future Date	•	
Date Of Process:	29/09/2021	Ē	
		D REFRE	sh Continue →

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.

Transfer To *:	Ngán Hàng KASIKOBH	OTHER BANKS
File Name *	Choose file	•
Purpose Description *:	Enter Purpose Description	
	Salary Transaction Template	ingån Pikrg KASIRDER
Schedule Type	Immediately	-
[If File Consists Of Sensitive Inform Security Management	nation, Please Select Checkbox For
~	In Case The Enterprise Uses The File Co The Function To Generate Companison H	ontent Control Mechanism, Please Choose lash

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.

FASTACCESS	PAYROLL							
③ Transaction history		1 initialization	>		Authentication		>	G Complete
 Transaction History 	Note : Ple	ase click 🧿 For details of the inst	ructions or note					
> Future Transaction	DEBITIN	FORMATION						
		Account Nu	mber - Balance:	16152 -	10,000,955.90 USD			
Approve transaction	BENEFIC	IARY INFORMATION						
Login history			Transfer To:	KASIKORNBANK				
My Transactions		Dum	File Name: ose Description:	intrabank_payroli_te intrabank	mplate_new.x/sx			
		Pulp	Currency:	USD				
My Categories		1	ransfer Amount	6 USD				
Other information			Transfer Fee:	0.3 USD				
			fransfer Amount:	6.3 USD				
Promotions			Schedule Type: hash (SHA-256)	Immediately 89F39BEB3E7B51C	20 44 7 4 4 470 00 7000		70404540770454476	699.4
Branch and ATM locations	BENEFIC	IARY LIST	iasii (aniw-zoo).	60F30BE03EFD31G	2018/07-01881/CDC71200	A950 105A244P	1.04.0417401104244410	00004
> Exchange Rates - Interest Rates	Transa II				- management	1204-1404-14	and a strength of the strength of the	
Fees and Charges	NO.	Beneficiary Account Number	25,000	ficiary Name	Amount	Currency	Employee ID	Description
	1	8523	Customer 202	1	3	USD		K2K 001 Transfer(Principle)
Mailbox	2	4473	Customer 202	11	2	USD		K2K 001 Transfer(Principle)
Inbox	3	8211	Customer 201	0	3	USD		K2K 001 Transfer(Principle)

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.

ASTACCESS	PAYROLL							
Transaction history		1 Initialization	>		2 Authentication		>	Complete
Transaction History	Note : Please	click 0 For details of the instruc	tions or note					
Future Transaction		action is awaiting for approval. In Number: 202109287254397						
Approve transaction		n Number: 202109287254397						
Login history	DEBIT INFO	RMATION						
		Account	Number - Balance:	06152 -	10,000,955.90 USD			
My Transactions	BENEFICIAR	Y INFORMATION						
My Categories			Transfer To:	BANK				
			File Name:	intrabank_payroll_te	mplate_new.xlax			
Other information		Pu	rpose Description Currency:	intrabank payroll USD				
Promotions			Transfer Amount:	6 USD				
Branch and ATM locations		Tabl	Transfer Fee: Transfer Amount:	0.3 USD 6.3 USD				
		TOTA	Schedule Type:	Immediately				
Exchange Rates - Interest Rates		Companisor	n hash (SHA-256):	89F39BEB3E7B51C	364A74447EBE708BA9	EC1CEA244F7949	AFA0770424A7B5334	
Fees and Charges	BENEFICIAR	IY LIST						
failbox	No,	Beneficiary Account Number	Ben	eficiary Name	Amount	Currency	Employee ID	Description
Inbox	1	8523	Customer 202	1	1	USD		K2K 001 Transfer(Principle)
	2	4473	Customer 202	1	2	USD		K2K 001 Transfer(Principle)
	3	8211	Customer 201	D	3	USD		K2K 001 Transfer(Principle)

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	Class Construction and Schutchenker and the

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.

iome Page							
FAST ACCESS		INQUIRY PAYROL	L TRANSACTION				
S Transaction history		SEARCH INFORMA	TION				
Transaction History		Transfer Range			Status		
> Future Transaction		A8			 All		
> Approve transaction	8	From Date:			To Date:		
Login history		23/09/2021			30/09/2021		Ċ
Co My Transactions							C REFRESH Q SEARC
> Interbank transfer		PAYROLL TRANSA	CTION LIST				Download P
		PAYROLL TRANSA	CTION LIST Date Of Process	Transaction Information	Sender Information	Transaction Description	Cownload f
Interbank transfer		Transaction Date	Date Of Process	202109297255055	Account Number.		Status
Interbank transfer Intrabank transfer						Transaction Description	The second se
Interbank transfer Intrabank transfer Intrabank payroll		Transaction Date	Date Of Process	202109297255055	Account Number: 08523		Status
Interbank transfer Interbank payroll Interbank Direct Credit		Transaction Date 29/09/2521	Date Of Process 29/09/2021 21:31:06.0	202186297255055 Interbank payroll 202106297255051	Account Number: 08523 Amount: 90 USD Account Number: 08523	Sep29-Release Note	Status

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.

ome Page									
FAST ACCESS		INQUIRY PAYROLL TRA	ANSACTION						
C Transaction history		SEARCH INFORMATION							
Transaction History		Payroli No				Reference Number			
Future Transaction		202109290005406				Type reference number			
Approve transaction	8	Status				Beneficiary Account			
		All			3	Type beneficiary account			
Login history									
								D REFRESH	Q SEARCH
Login history My Transactions Interbank transfer		PAYROLL TRANSACTION	N LIST > PAYROLL TRANSACTION	OETAIL				D REFRESH	
& My Transactions > Interbank transfer		PAYROLL TRANSACTION	N LIST > FAYROLL TRANSACTION Beneficiary Information	I DETAIL Amount		Bank	Note	C REFRESH	Download P
My Transactions		Effective Date		Amount	Advanced Ba			Status	Reference Num
My Transactions Interbank transfer Intrabank transfer Intrabank payroll			Beneficiary Information	Amount	Advanced Ba	Bank nk of Asia Ltd Kampong Cham BR-501	Note		Reference Numb
My Transactions Interbank transfer Interbank transfer Interbank payroll Interbank Direct Credit		Effective Date	Beneficiary Information	Amount 15 USD				Status	Q. SEARCH Image: Download P Reference Numb 20210929725505 20210929725505
C My Transactions		Effective Date	Beneficiary Information	Amount 15 USD		nk of Aaia Ltd Kampong Citam BR-501	hanh	Status Successful	Download F Reference Num 2021092972550

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.

🗌 🙊 Account - 🧭 domestic fund tra	NSFER 👻 🔯 INTERNAT	IONAL BILLS SETTLEMENT ~	C OTHER SERV	ICES v	@ setting √			
Home Page								
FAST ACCESS	INQUIRY PAYROLL TRA	AN SACTION						
Transaction history	SEARCH INFORMATION							
> Transaction History	Payroli No				Reference Number			
Future Transaction	202109290005406				Type reference number			
> Approve transaction	Status				Beneficiary Account			
> Login history	All			3	Type beneficiary account			
C My Transactions							D REFRESH	Q SEARCH
> Interbank transfer	PAYROLL TRANSACTION	NLIST > PAYROLL TRANSACTION	DETAIL				<u> </u>	Download PDF
> Intrabank transfer	Effective Date	Beneficiary Information	Amount		Bank	Note	Status	Reference Number
> Interbank payroll	29/09/2021 21:31:05.0	Account :	151(50	Advanced Ba	nk of Asia Ltd Kampong Cham BR-501	hanh	Successful	202109297255058
> Interbank Direct Credit								
> Interbank Batch transfer	29/09/2021 21:31:06.0	Account :	30 USD	Advanced Ba	nk of Asia Ltd Kampong Cham BR-501	hanh	Successful	202109297255059
🛃 My Categories		Account :						
Contraction	29/09/2021 21:31:06.0		25 USD	Advanced Ba	nk of Asia Ltd Kampong Chhnang BR-503	hanh	Falled	202109297255058

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.

AST ACCESS		BENEFICIA	RY LIST		CREA	ATE BENEFICIARY
C Transaction history	SEARCH INFOR	RMATION				
Transaction History	Transaction Ty				Account Number	
Future Transaction	All Transactio	on Type			Enter Account Number	
Approve transaction	Beneficiary Na	me			Nickname	
> Login history	Enter benef	iciary narrie			Enter Nickname	
						🤉 REFRESH 🔍 Q SEAR
My Transactions Interbank transfer	BENEFICIARY	JST				🔿 REFRESH 🔍 SEAR
My Transactions	BENEFICIARY L	UST Beneficiary Name	Account Number		Nickname	
My Transactions Interbank transfer Intrabank transfer			Account Number	test	Nckame	Downloa
My Transactions Intrabank transfer Intrabank transfer Intrabank payroll		Beneficiary Name		test oddsfdg		Downloa Transaction Type
My Transactions		Beneficiary Name	abc		6565	E Download Transaction Type Transfer To Other Banks
My Transactions Interbank transfer Interbank psyroll Interbank Direct Credit		Beneficiary Name abs_NBC Anh Hoang_NBC	abs anhhip	sddsfdg abc	6555	Download Transaction Type Transaction Type Transfer To Other Banks Transfer To Other Banks

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.

🗌 🗛 Ассоинт - 🎢 DOMESTIC FUND TRANS			
Home Page - Beneficiary Management			
FASTACCESS	BENEFICIARY LIST		CREATE BENEFICIARY
S Transaction history	SEARCH INFORMATION		
Transaction History	Transaction Type	Account Number	
> Future Transaction	Account To Receive Money In KBank	*	
Approve transaction	Ba Transfer to:		
> Login history	Beneficiary Name: Beneficiary Account No.:	1473	
Sh My Transactions	Branch / Transaction office: Beneficiary Nickname:		O REFRESH Q SEARCH
> Interbank Insister	SEN		Completed RDE
> Intrabana transfer		× CLOSE	Transaction Type
Interbank psyroli	abc -1980 abc	hust	Transfer To Other Banks

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

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

me Page 🕤 Beneficiary Management			
FAST ACCESS	BENEFICIARY LIST		CREATE BENEFICIARY
3 Transaction history	BENEFICIARY INFORMATION		
Login history	Scope Of Transfer *:	Ngán Hàng KASIKORN	OTHER BANK
My transaction	Transfer To ":	O Account	
My portfolio	Beneficiary Account *:	Enter Beneficiary Account	
Other information	Nickname*:	Enter Nickname	
• User Manual			
> Fees			D REFRESH + CR
Exchange Rates - Interest Rates			

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

AD ACCOUNT - TRANSACT	TION HISTORY 🗸 🦪 DOMESTIC FUND TRANSFER 🗸 🥂	OTHER SERVICES 🗸 🔞 SETTING 🤟		
Home Page 3 Beneficiary Management	· · · · · · · · · · · · · · · · · · ·			
FAST ACCESS	BENEFICIARY LIST		CREATE BENEFICIARY	
Transaction history	BENEFICIARY INFORMATION			
> Login history	Scope Of Transfer *:	Ngân Hàng KASIKOliN II THUI KASIKOKHRANK	OTHER BANK	
😂 My transaction	Transfer To *:	• Account		
🌲 My portfolio	Beneficiary Account *:	000000000000		
fm Other information	Nickname*:	Customer A		
> User Manual				
> Fees			D REFRESH +	CREATE

Screen 3.7.2.1-2 Create intrabank beneficiary (2)

- Step 6. Enter an easy-to-remember nickname.
- Step 7. Click on **I** 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

- 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

Beneficiary Management BENEFICIARY LIST CREATE BENEFIC s BENEFICIARY LIST CREATE BENEFIC story BENEFICIARY INFORMATION Scope Of Transfer *: Nylan Manage KASWORK OTHER BANK
Second
Nory Scope Of Transfer *: Main Mang KASIKOBIN SCOPE OT HER BANK
ssaction Mode Of Transfer *: Express money transfer
tfolio Transfer To *: O Account O Card
nformation Beneficiary Bank*: An Binh Commercial Joint Stock Bank
nual Beneficiary Account *: Enter Beneficiary Account
Nickname*: Enter Nickname
Rates - Interest Rates
ing Document List

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 Dutton 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.

FAST ACCESS		BENEFICIA	RYLIST		0	REATE BENEFICE	ARY
Transaction history							
	SEARCH INFO				Account Number		
Transaction History							
> Future Transaction	All Transact			*	Enter Account Number		
> Approve transaction 5	Beneficiary Na				Nickname		
> Login history	Enter bene	fictary name			Enter Nickname		
& My Transactions							D REFRESH Q SEAR
	BENEFICIARY	UST					Download
> Interbank transfer	BENEFICIARY	LIST Beneficiary Name	Account Number		Nickname		Download
Interbank transfer Intrabank transfer			Account Number	lest123	Nickname	8	
Interbank transfer Interbank transfer Interbank psyroll		Beneficiary Name	A Second State Second	lest123		•	Transaction Type
Interbank transfer Interbank transfer Interbank payroll Interbank Direct Credit		Beneficiary Name	abc	-			Transaction Type
Interbank transfer Interbank transfer Interbank Direct Credit Interbank Batch transfer		Beneficiary Name abo - NBC Anh Hoang - NBC	abe anbhip	addsfdg		8	Transaction Type Transfer To Other Banks Transfer To Other Banks
Any ransactions Interbank transfer Interbank transfer Interbank Direct Credit Interbank Direct Credit Interbank Batch transfer My Categories Other information		Béneficiary Name abis - NBC Anh Hoang - NBC Customer 2021	abo ashhip 4473	addsfdg	5555		Transaction Type Transfer To Other Banks Transfer To Other Banks Transfer Within KBank

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 D 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.

A ACCOUNT ~ 🖉 DOMESTIC FUND TRAN	sfer - 🔊 🔊	ITERNATIONAL BILLS SETTLEM	MENT - 🦉 OTHER SERV	ICES -	🕲 setting ~			
ome Page - Beneficiary Management	192							
ASTACCESS		BENEFICIA	RYLIST		CREATE BEI	NEFICIARY		
Transaction history	SEARCH INFO	RMATION						
Transaction History	Transaction Ty	pe			Account Number			
Future Transaction	All Transacti	on Type			Enter Account Number			
Approve transaction	Beneficiary Na	me			Nickname			
Login history	Enter berter	forary name			Enter Nickname			
My Transactions						C REFRESH Q SEAR		
Interbank transfer	BENEFICIARY	LIST				Downloa		
Intrabank transfer		Beneficiary Name	Account Number		Niskname	Transaction Type		
Interbank payroll		abc - NBC	abc	test123	8	Transfer To Other Banks		
Interbank Direct Credit		Anh Hoang - NBC	anhhip	sddsfdg	5555	Transfer To Other Banks		
Interbank Batch transfer		Customer 2021	4473	sbc		Transfer Within KBank		
My Categories		Customer 790	(6478	0987894	1920 1212 B	Transfer Within KBank		
Other information	0	abhah - NBC	std	bn nn	в	Transfer To Other Banks		
> Promotions	Name?	COLORADO CONTRA						

Screen 3.7.4-1 Update favorite beneficiary

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

3.7.5 Delete Beneficiary

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

me Page · Baneficiary Management							
AST ACCESS		BENEFICIA	RY LIST			CREATE BENEFIC	IARY
S Transaction history	SEARCH INFOR	MATION					
> Transaction History	Transaction Ty	pe			Account Number		
> Future Transaction	All Transaction	on Type		Enter Account Number			
> Approve transaction	Beneficiary Na			Nickname			
> Login history	Enter binet	ficiary name		Enter Nickname			
S My Transactions	I DELET	E (2)					D REFRESH Q SEARC
My Transactions Interbank transfer	BENEFICIARY I						O REFRESH Q SEARC
	1000 2012 1000 2012		Account Number		Nickname		
> Interbank transfer > Intrabank transfer	BENEFICIARY	LIST	Account Number	tesi123	Niskname	P	Download I
> Interbank transfer		LIST Beneficiary Name		tesi123 siddsfög5	- 556 <u>PM-1188</u>	8	Transaction Type
Interbank transfer Interbank transfer Interbank payroll	BENEFICIARY I	Beneficiary Name	abc		- 556 <u>PM-1188</u>		Transaction Type Transfer To Other Banks
Interbank transfer Interbank transfer Interbank peyroll Interbank Direct Credit	BENEFICIARY I	Beneficiary Name abc - NBC Antr Hoang - NBC	abc anhhip	sddsfdg5	865	•	Countered I Translet To Other Banks Translet To Other Banks

Screen 3.7.5.1 Delete beneficiary

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

3.7.6 Export Files

- Take the following steps:

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

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

A ALACCOUNT - TRANSACTION	HISTORY - AT DOMESTIC FUND TRANSFER -	of international transf	ER 4	Ther services - 🕘 Setting	ia ~ .	
Home Page > Deneticary Management						
FASTACCESS	BENEFICIAR	YLIST		CREATE BENEFICIARY		
S Transaction history	SEARCH INFORMATION					
Login history	Transaction Type			Account Number		
S My Transactions	Mil Transaction Type		Enter Account Number			
L My Categories	All Transaction Type			Nickname		
E Other Information	Transfer Within KBank Transfer To Other Banks			Enter Nickhame		
> Exchange Rates - Interest Rates					D REFRESH Q SEARCH	
≯ Fees	BENEFICIARY LIST				a Download PDE a Download Excel	
> User Manual	Beneficiary Name	Account Number		Nickname	Transaction Type	
> Supporting Document List		11115	1.88		Transfer To Other Banks	

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 Template Management** function.

ome Page / Managament Template							
FAST ACCESS	TEMPLATE MANAGEMENT						
3 Transaction history	SEARCH INFORMATION						
Transaction History	Transaction Type			Template Name			
Future Transaction	All kinds of transactions			Enter transaction template name			
	Account Number						
> Approve transaction	Account Number						
1	Adcount Number						
Approve transaction Login history My Transactions			*				Q SEARCH
Login history			.*		(Q SEARCH
Login history My Transactions	Al	Transaction Type		sfer Information	Beneficiary Information		
Login history My Transactions Interbank transfer	AS	Transaction Type Money transfer out of KBank		zfer Information 0343		-	Download Pl

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 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 Template Management** function.

ome Page > Management Template	_							
FAST ACCESS	TEMPLATE	MANAGEMENT						
Transaction history	SEARCH INF	ORMATION						
Transaction History	Transaction	Туре			Template Name			
Future Transaction	All kinds o	f transactions			Enter transaction terr	iplate name		
> Approve transaction	Account Number							
Login history	All			*				_
C My Transactions							D REFRESH	Q SEARCI
> Interbank transfer	TRANSACTI	ON TEMPLATE LIST					-	Download 9
> Intrabank transfer		Template Name	Transaction Type	Trar	sfer Information	Beneficiary Information	Status	Favour
Interbank payroll	0	test	Money transfer out of KBank	Account Number: Amount: 0.01 KHR	0543	Account Number: test test	Template	
> Interbank Direct Credit		test usd usd	Money transfer out of KSank	Account Number: Amount: 0.2 USD	6523	Account Number: test	Template	

Screen 3.8.2-1 Update favorite template

Step 3. Click on **I** 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 Template Management** function.

ome Page 🕖 Management Template								
FAST ACCESS	TEMPLATE	MANAGEMENT						
9 Transaction history	SEARCH INF	ORMATION						
> Transaction History	Transaction	Туре			Template Name			
> Future Transaction	All kinds o	f transactions		Enter transaction template name				
Approve transaction	Account Nu	count Number						
Login history	AI			*				
My Transactions	DELE	TE (1)				(D REFRESH	Q SEARCH
> Interbank transfer	TRANSACTI	ON TEMPLATE LIST					-	Download P
> Intrabank transfer		Template Name	Transaction Type	Tran	sfer Information	Beneficiary Information	Status	Favourit
> Interbank payroll		test	Money transfer out of KBank	Account Number Amount: 6.01 KHR	0543	Account Number: test test	Template	0
Interbank Direct Credit	0	test usd usd	Money transfer out of KBank	Account Number: Amount: 0.2 USD	8523	Account Number: test test	Template	

Screen 3.8.3-1 Delete template

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

3.8.4 Export Files

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

ome Page > Template Management					
FAST ACCESS	TEMPLATE MANAGEMENT				
Transaction history	SEARCH INFORMATION				
> Login history	Transaction Type		Template Name		
So My transaction	All kinds of transactions		Enter transaction template name		
S My portfolio	Account Number				
Cther information	All	*			
 Service Cut-Off Time 				D REFRESH	SEARCH
> User Manual	TRANSACTION TEMPLATE LIST			Do	wnload PD
> Exchange Rates - Interest Rates	Template Name Transaction Type	Transfer Infon	mation Beneficiary Information	Status	Favourite
> Fees		The list is	empty		
Supporting Document List					

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.

FAST ACCESS	TRANSACTION HIST	ORY								
Transaction history	SEARCH INFORMATIO	N								
> Transaction History	Account Number:				Transaction Type:					
> Future Transaction	Please Choose an acc	ount			- AI					
> Approve transaction	Beneficiary Informatio	n:		Transactio	on Status:					
> Login history	Enter Beneficiary Info	Enter Beneficiary Information					Al			
	Transaction Period:				Transaction Time:					
🔓 My Transactions	Choose transaction pe	riod		+	Current date -					
🍰 My Categories	FX Transaction:				From Date	e:		To Date:		
Conter information	All			×	21/09/2	021		28/09/2021		
> Promotions								D REFRE	SH Q SEARCH	
Branch and ATM locations										
> Exchange Rates - Interest Rates	TRANSACTION LIST								Download PDF	
> Fees and Charges	Transaction Date	Transaction Information	Transfer Information	Beneficiary In	formation	Description		Status	Next Approval Leve	
Mailbox	27/09/2021 15:29:15	202109277254383 Interbank transfer	Account No.: 1 8523 Amount: 0.2 USD	Account No.: test	test	test 2	Waiting for t	he company to approve	Finance Director	
> Inbax		202109277254361	Account Nn.: ID543	Account No.:	test	test		he company to approve		

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.

- 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.

		Money Transfer Out O	f KBank					Tony 15-05-001 - co
оме этис роно тнамартая — 🛛 🕤	SETTING +	TRANSACTION INFORM	ATION					
	PX Transaolion:					13 sting for processing		To Date:
	-1	DEBIT INFORMATION						
	TRANSACTION LIST		~	ccount Number	36	8		
	Transaction Date	BENEFICIARY INFORMA	TION				Description	Print
	21/08/2021 16:12:46					Cambodia Steurg Streng BR-020	na 5 - Bitgle - Bep21 (2)	Received and waiting for processing
	21092031181228	CH		neficiary Name: It Corporate (D:			our 4 - Börgile - Bép2ri (2.)	Received and waiting for processing
	21082021363134			Dele of Brb: Netionality:	208		an 2 - Brigle - Bes2Y (2)	Received and waiting for processing
	2109202114-1702	TRAN SACTION INFORM	ATION				aw 8 - noc - tutum	Approved
	21/09/2021 14:18:26			ransfer Amount. Transaction fee:	0.5 UBD		ow 7 - noc - tuture	Accroined
	21/08/2021 14:18:08			Description: Description: Ree Charged To:	Flow 3 - Single -	Seg21 (2)	tan II. + 1000 + Tutham	Approvel
	21092001141635			Bchedule Type:	immediately		ow 8 - moc - future	Approved
	2109/2021 14/14/8	APPROVER INFO					the 4 - Hits - Nature	Decivez
	21/08/2021 14 12:12	1956.00	User Name	Rale Finance Director	Approve Blatus	Authentication Type Description	aw 3 + ritic - future	Declines
	21/09/2021 12 18 22			Chief Accountant	Accept	Broart OTIP - Online	na 1 - mic - singre	Declares
	anos 10 a La	0002002020 0	uner 1 /	Account Owner	Accept	Brent OTP - Online		w 1 2

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.

me Page Transaction History						
AST ACCESS	TRANSACTION HISTORY					
Transaction history	SEARCH INFORMATION					
> Login history	Account Number:	Account Number: Ti				
My transaction	Please Choose an account	•	All			
My portfolio	Beneficiary Information:		Transaction Status:			
B Other information	Enter Beneficiary Information		All Transaction Time:			
> Service Cut-Off Time	Choose transaction period	•	Current date			
> User Manual	FX Transaction:		From Date:		To Date:	
Exchange Rates - Interest Rates	All	τ.	22/12/2021		29/12/2021	Ē
> Fees					ි REF	RESH Q SEARCH
Supporting Document List						Download PD
Mailbox	TRANSACTION LIST					ALL R
Inbox	Transaction Date Transaction Information Transfer Information	В	Seneficiary Information	Description	Status	Next Approval Leve

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.

A ACCOUNT - 🦪 DOMESTIC FUND TRAN	SFER 🖌 🛛 🚺 INTERN	IATIONAL BILLS SETTLEMENT ~	C OTHER SERVICES -	© SETTING →			
Home Page + Future Transaction							
FAST ACCESS	FUTURE TRANSACT	TION					
3 Transaction history	SEARCH INFORMATI	ON					
Transaction History	Account Number			Transaction Type			
> Future Transaction	Please Choose an ac	count	-	All transactions		•	
> Approve transaction	Beneficiary Informati	on		Transaction Status			
> Login history	Enter Beneficiary In	formation		Waiting for Processing			
6 My Transactions	Transaction Period			From Date To Date			
tee my transactions	Choose transaction p	eriod	.*)	28/09/2021			
L My Categories						D REFRESH Q SEARCH	
Le Other information						Bownload PDF	
> Promotions	TRANSACTION LIST					Connou tor	
Branch and ATM locations	Transa	ction Date Transaction Ir	formation Transf	er Information	Beneficiary Information	Description	
> Exchange Rates - Interest Rates		9/2021 Order date: 14/09/202 ILE0001021 Money transfer out of I		18523	Account Number: abod abod	PA - Normal Process - NBC (Daily)	
> Fees and Charges		9/2021 Order date: 21/09/202 EE0001067 Money transfer out of 1			Account Number: Sep21 Sep21	Flow 6 - Daily - Sep21	
Mailbox		9/2021 Order date: 21/09/202 LE0001085 Money transfer out of I			Account Number: Sep21 Sep21	Flow 5 - Daily - Sep21	
S Tabas							

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.

		Money Transfer Out Of KBank			omer 2021 - or 25-06-2021 - G
	FER ~	DEBIT INFORMATION			
		Account Number:	6523		
	-	Currency:	USD		
	FUT	Branch / Transaction office:	PHNOM PENH		
	SEA	BENEFICIARY INFORMATION			
	App	Transfer method	Transfer money via NBC		
	FM	Account Number	abod		
		Individual / Corporate Name:	abod		
8	Ben	Beneficiary bank:	ACLEDA Bank Plo Kanya Ley Srok Phnom Prek 8R-487		
	8	TRANSACTION INFORMATION			
	Tran	Transfer Amount	113 USD		To Date
	O.	Transaction fee:	1 USD		
	Ch	Total Transfer Amount:	114 USD		05/10/2
		Description:	PA - Normal Process - NBC (Daily)		1
		Fee Charged To:	Sender		
	1000	Schedule Type:	Daily		
	TRA	Date of process:	16/09/2021		
		End date:	30/09/2021	eneficiary Information	
				unt Number: abod	PA-N
	1		× CLOSE		PA+3
	1 Friend		× CLOSE	unt Number: Sep21	Fiow 8

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.

Avaccount - 🦪 domestic fund trai	NSFER -	INTERNATIONAL B	ILLS SETTLEMENT - 🦉 OTHER	R SERVICES	⊚ setting ∽					
me Page > Future Transaction	1									
FAST ACCESS	FUTURE	TRANSACTION								
Transaction history	SEARCH	INFORMATION								
> Transaction History	Account	Number			Transaction Type					
Future Transaction	Please	Choose an account		•	All transactions -					
Approve transaction	Beneficia	ry Information			Transaction Status					
Login history	Enter Beneficiary Information					Waiting for Processing				
	Transacti	on Period		From Date		To Date				
My Transactions	Choose	transaction period			28/09/2021		05/10/2021			
My Categories	TI STO	P TRANSACTION (2)	1				O REFRESH	Q SEARCH		
Cther information								Download PDF		
Promotions	TRANSA	CTION LIST						Download PDP		
Branch and ATM locations		Transaction Date	Transaction Information	Transfe	r Information	Beneficiary Information	Descripti	on		
Exchange Rates - Interest Rates		28/09/2021 SCHEDULE0001021	Order date: 14/09/2021 Money transfer out of Kasikornbank	Account Number. Amount 113 USD	6523	Account Number, abod abod	PA - Normal Process - Ni	BC (Daily)		
Fees and Charges		28/09/2021 SCHEDULE0001067	Order date: 21/09/2021 Money transfer out of Kasikombank	Account Number Amount 100.1 US	6523 D	Account Number: Sep21 Sep21	Flow 6 - Daily - Sep21			
failbox		28/09/2021 SCHEDULE0001066	Order date: 21/09/2021 Money transfer out of Kasikombank	Account Number Amount 120.1 US	6523 D	Account Number: Sep21 Sep21	Flow 5 - Daily - Sep21			
Inbox		29/09/2021	Order date: 14/09/2021	Account Number:	8523	Account Number: abod	DI 0 10 10	00/0-34		

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 \rightarrow Normal approval process
 - Internal approval process \rightarrow 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.

A Po ACCOUNT - I DOMESTIC FUND TRANS	SFER - 👘 INTERNATIONAL BILL	.S SETTLEMENT - 🥂 OTH		🖏 setting 🗸		
Home Page + Pending Approval						
FAST ACCESS	PENDING APPROVAL					
Transaction history	SEARCH INFORMATION					
> Transaction History	Account Number:			Transaction Type:		
> Future Transaction	Please Choose an account		*	All		~
> Approve transaction	Beneficiary Information:			User ID:		
> Login history	Enter Beneficiary Information			Enter User ID		
S My Transactions	Transaction Number:			Transaction Period:		
My Categories	Enter the transaction number			Choose transaction pe	riod	*
	From Date:			To Date:		
e Other information	21/09/2021			28/09/2021		
Promotions					6	D REFRESH Q SEARCH
> Branch and ATM locations					-	
> Exchange Rates - Interest Rates	TRANSACTION LIST					Download PDF
> Fees and Charges	Transaction Date	Transaction Information	Transf	er Information	Beneficiary Information	Description
Mailbox	23/09/2021 17:18:41	202109237253908 Interbank transfer	Account Number: Amount: 50.1 USD	8523	Account Number: anhhip Anh Hoang	99
> Inbox	23/09/2021 13:33:17	202109237253782 Interbank transfer	Account Number	8623	Account Number: Sep21	Sep23 test token

Screen 4.3.1-1 Search information

- Step 1. Click on **Search** button to search.
- Step 2. Click on **Refresh** button to clear all entered search criterias.
- Search results:
 - Data found: Display the correct search results in the table according to all entered search criterias.
 - □ No data found: Display the notification "No Data Found" in the table.

4.3.2 View Details

- 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.

			Interbank Transfer								O Costomer 2021 - can Tene: 2010-000
DOMESTIC FUND TRANSPER -	10 MIL	HNATIONAL BILL'S SETT	TRANSACTION INFO	NOITAMIN					^		
		Family Choose an acc Deneficiary Information			Trensection Code: Densection Status Created by:						
	-		DEBIT REPORMATIO								
		Tiensaulion Rumber.			Account Number:	1 20	23		NOC		
			BENEFICIARY INFO	MATION					ction period		
		Prom Dale:			Transfer To:	OTHER BANKS					
		20092021			Receiving Bank: Account Number Beneficiary Name	Sep21	(Cambotia Sieung B	9eng 84-020			D
		TRANSACTION LIST	TRAN BACTION INFO	RMATION							
•		-			Transfer Amount: Transaction fee:	8.5 UBD				Beneficing Informatio	-
		- 23	085		Description: Fee Gharged To	Bep23 test toke Bender				Account Number anning Anti-Hoang	-
		C 23	APPROVER INFO		Schedule Type:	Immediately				Account Number: Sep21 Bap21	Rept21 tes
		DESCRIPTION:	APPROVEN NOT								
			User ID:	UserName	Rate	Approve Etatus	Authentication Type	Descriptions			
			000200202004002	director 1	Finance Director	Accept	Briant 07P - Online				
			00030030200NQ14	accountant 2	Chief Accountent	Accept	Brief OTF - Online				
			DESCRIPTION								_
			Enter descrution						~		
Timer S1, Phan S, Targlet Chattenox,	Char Dauli P	fent, Phron Pent, the King	3 mm			AP	ROVAL	ECT X CL			

Screen 4.3.2-1 View detail information



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.

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

Promotions Branch and ATM locations						6	D REFRESH Q SEARC
Exchange Rates - Interest Rates	TRANSAC	TION LIST					Cownional El
Fees and Charges		Transaction Date	Transaction Information	Transfer	nformation	Beneficiary Information	Description
Aailbox		23/09/2021 17:18:41	202109237253806 Interbank transfer	Account Number: 1 Amount: 50 1 USD	8523	Account Number: anbhlp Anh Hoang	99
Inbox	0	23/09/2021 13:33:17	202109287253782 Interbank transfer	Account Number: Amount: 1.2 USD	8523	Account Number: Sep21 Sep21	Sep23 test token
	DESCRIP	TION:					
	Enter d	escription					
						2	

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:

										e	Customer 2021
FOOME STIC FUND TRUM SPER -	10 MT	RINATIONAL BILL & SETTLES	TRAN BACTION INFO	MMATION				^			
		Parce Chicas an account			Transaction Code: Inmaction Distus:	Waiting Approve					
	0	Enterflatery Information:	DEBIT INFORMATION		Creeted by:	INTERNAL 1		- 1			
		Transaction Number			Account Number	101	23		ue		
		White the personality nur		MATION					sion period		
		Prom Date:			Transfer To:	OTHER BANKS					
		21/09/2021			Receiving Bank: Account Number Beneficiary Name	Beg21	Cambodia Strung Strang BR	020			
		TRANSACTION LIST	TRANSACTION INFO	RMATION							
•				2010	Trensfer Amount: Trensection fee: Trensfer Amount:	deu a.o				Breeficity Information	
		2108			Description: Fee Charged To:	Sep23 test toke Bender				Account Number antitics Anth Hoong	80
		23/06/			Bohedule Type:	Immediately				Account Number Bestin Beptin	8 es 2
		DE SCRIPTION:	APPROVER INFO					_			
		Sinter executions	USEF ID	User Name		Approve Bintus	Authentication Description	ptors			
			0002002020004002	director 1	Finance Director	Accept	Smart OTP - Online				
			0002002000014	accountant 2	Chief Accountant	Accept	Brief DTP - Online				1
		L	DESCRIPTION:					_			2
			Sinter description								
Fähren 19, Phum 6, Sangsar Chartonus,	Chan Geun 2	fenn, Phrion Penn, me Kingson				API	ROVAL	11.356			

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.

		Transaction Approval Au	thentication			• ACCOUNT OWNER	Coess : Thursday, Oec 02, 2021 04:05:42
	TRANSACTION HI	AUTHENTICATION INFOMATIO	N				
		Authentication Method:	Smart OTP - Online		~	10800000236 G THANH PRIVATE	Test Sancetion USD
				@ APPROVE	× CLOSE	1234567	
		16:34:48	International Transfer	107000000237 Amount: 10,000 VND	aaa		

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.
 - Exceeding the total number of transactions per day.
 - Transaction approved during cut-off time.
 - Transaction approval during the holiday.
 - Futures transactions have invalid transactions (Example: Approval date coincides with the execution date of futures transactions)
 - Payroll with Hash code transactions are not allowed to approve multiple transactions at the same time.
- Display the error message on this screen.

4.3.4 Reject Transaction

Details:

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

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

Promotions							D REFRESH Q SEARC
Branch and ATM locations							
Exchange Rates - Interest Rates	TRANSAC	CTION LIST					Download Pl
Fees and Charges		Transaction Date	Transaction Information	Transfer Inform	nation	Beneficiary Information	Description
failbox		23/09/2021 17:18:41	202109237253808 Interbank transfer	Account Number: Amount: 50.1 USD	8523	Account Number: anhhlp Anh Hoang	99
Inbox		23/09/2021 13:33:17	202109237253782 Interbank transfer	Account Number: Amount: 1.2 USD	8523	Account Number: Sep21 Sep21	Sep23 test token
	DESCRIP	TION:					
	Enter d	escription					

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:

		Interbank Transfer								Rep (19-05-02)
	TERNATIONAL BILLS SETTLES	TRAN BACTION INFO	RMATION					^		
	Please Charge at Account			Transaction Code: Innsection Status Created by:						
u	Anny Salaritany ana an	DEBIT INFORMATION								
	Trancestion Number:			Account Number:	18.5	13		loc.		
	Anny for beneating our	BENEFICIARY INFOR	MATION					ction period		
	Prism Date:			Transfer To:	OTHER BANKS					
	21/06/2021			Receiving Bank: Account Number: Beneficiary Name:	Sep21	Cembodie Steung 9	treng 619-020			
	TRANSACTION LIST	TRAN BACTION INFO	RMATION							
				Transfer Amount: Transaction fee:					Bentlan Mandal	-
	1305		Total	Transfer Arrount: Description: Fee Charged To:	Bep23 test token				Account Number: antitig Am Hoang	
	[] 23095			Bchedule Type:					Account Number: DesCr Bestr	÷.
		APPROVER INFO								
	DESCRIPTION:	User 10	User Name	Rote	Approve Status	Authentication Type	Descriptions			
		000201202004002	director 1	Finance Director	Accept	Breat 07P - Online				
	1	00020520200N014	accountant 2	Crief Accountant	Accept	Smart OTH - Online				
		DESCRIPTION:								
		Drive description						~		
Phum S. Bangkal Chaldonius, Khan Das	n Penh, Phnon Penn, me Kingdom	<u> </u>			APP		ECT + CLO	10.000		

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.

			Transaction Approval Au	Ithentication		- ACCOUNT OWNER	creess - Thursday, Dec 02, 2021 D4:05:40
*	ρ_0 account \sim	TRANSACTION HI	AUTHENTICATION INFOMATIO	N			
			Authentication Method:	Smart OTP - Online	~	: 108000000236 G THANH PRIVATE	Test Sancetion USD
					◎ REJECT × CLO 107000000237	. 1234567	

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.

Home Page > Login History						
FAST ACCESS		LOGIN HISTORY				
D Transaction history		SEARCH INFORMATION				
Transaction History		Login Status:		From Date:		To Date:
Future Transaction		All		+ 28/08/2021		28/09/2021
Approve transaction	0					D REFRESH Q SEARCH
> Login history		LIST OF LOGIN HISTORY				Download PDE
Co My Transactions		Login Date	User ID	IP Address	Login Status	Error Description
A My Categories						
a my our gones		2021-09-28 14:51:29.0	0002002020	10.42.128.148	Success	
		2021-09-28 14:51:29.0 2021-09-28 14:06:33.0	0002002020	10.42.128.148		
Conter information					Success	
Conterinformation		2021-09-28 14:06:33.0	0002002020	10.42.128.148	Success Success	
Conterinformation Promotions Branch and ATM locations		2021-09-28 14:00:33.0 2021-09-28 14:03:06.0	0002002020	10.42.128.148	Success Success Success	
Conterinformation		2021-09-28 14:08:33.0 2021-09-28 14:03:06.0 2021-09-28 11:18:03.0	0002002020 0002002020 0002002020	10.42.128.148 10.42.128.148 10.42.128.148	Success Success Success Success	
Conterinformation Promotions Branch and ATM locations		2021-09-28 14:06:33.0 2021-09-28 14:03:06 0 2021-09-28 11:18:03.0 2021-09-28 01:51:57.0	0002002020 0002002020 0002002020 0002002	10.42.128.148 10.42.128.148 10.42.128.148 N/A	Success Success Success Success Success	
Conter information Promotions Branch and ATM locetions Exchange Rates - Interest Rates		2021-09-28 14:06:33.0 2021-09-28 14:03:06:0 2021-09-28 11:18:03.0 2021-09-28 01:61:67.0 2021-09-28 01:61:67.0	0002002020 000200200 000200200 000200200	10.42.128.148 10.42.128.148 10.42.128.148 N/A N/A N/A	Success Success Success Success Success Success	

Screen 4.4.1-1 Search information

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

4.4.2 Export Files

- Take the following steps:

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

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

5. International Transfer

Important:

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

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



Screen 5-1: QR Code for Service Available time

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

Details:

- Balance and Debit account are only visible if this user is authorized to use.
- Need bank's process.
- After successful creation, based on the transaction amount, follow the approval process flow with the authorized limit.
- Open the Transaction History s creen 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).

-

5.1. International Transfer

5.1.1 Create transaction

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

ACCOUNT + If DOMESTIC FUND TRANSFER + If INTE	RNATIONAL TRANSFER + 🦙 OTHER SERVICES - 🛞 SETTING +		
te Page > International Transfer			
AST ACCESS	INTERNATIONAL TRANSFER		
Transaction history	O initiatization	Authentication	O Complete
Transaction History	Note : Please click 0 For details of the Instructions or note		
Uure Transaction	CREATE TRANSACTION FROM TEMPLATE		
	Transfer Tempiate:	Select metaaction templete	*
	COMPANY INFORMATION		
gin history	Company Name:		
ly Transactions		ADDREBENCK	
ty Categorian	PAYMENT METHOD		
ther Information	Method**	O Pay	
motions	TRANSFER AMOUNT		
anch and ATM locations	EXCHANGE RATE		s uto -
change Rates - Interest Rates	EXCHANCE HATE	Emiler FX Contract Number	
es and Charges	FEE INFORMATION	timer # x Constant Human	
box	Fee Payment*	Charge to Payer	х.,
03%			
	Account Number*	2165 - 4,516.65 UBD	х
	DEBIT ACCOUNT INFORMATION Debit Accountry Debit Accountry	816年 - 414.8年 U20	х.
			100 M
	Account Name*;		
	Purpose Code:	Belled Purpose Code	*
A ACCOUNT + M DOMESTIC RUND TRANSFER +	🕼 INTERNATIONAL TRANSFER - 🛛 🦿 OTHER SERVICES - 🛞 SETTING -		
	Intermediary SWIFTIBIC:	BMIFT Code	
	Intermediary Bwitt Code-	Enter Q search	
	Intermediary Other Code (FED WRE/BORT CODE/B08):	Der	
	Intermediary Account Number:	Ethy	
	Internediary Beneficiary Bank Name:	Enter Enter	
	intermediary Beneficiary Bank Address:	2-M	
	Intermediary Beneficiary Bank Country.	The second s	
		Enter	
	(because)		
	EENEFICIARY BANK INFORMATION		
		Beled Beneficary Lat +	
	SWIFTEIC:	BIMFT Code *	
	Swift Code*;		
		Enter	
	Other Code (FED WIRE/SOFT CODE/S68):	bre	
	Account Number	riw.	
	Beneficiary Benk Name:	Day	
	Beneficiery Bank Address:	Ethy	
	Beneficiary Bank Country:	Brite	
	Remark: General Anno Anno Anno Anno Anno Anno Anno Ann		
A ACCOUNT + of DOMESTIC BIND TRANSFER -	🗊 INTERNATIONAL TRANSFER - 🖑 OTHER SERVICES - 🛞 SETTING -	· · · · · · · · · · · · · · · · · · ·	
A STREAM AND AND A STREAM AND	Alletan and and and and and and and and and a	Entry Control of Contr	
	Remarc	Martinet * 1/2 / 2	
	BENEFICIARY INFORMATION	li.	
	BENEFICIARY INFORMATION Beneficiary Country Code**	×.	
	Beneficiary's Name'r		
	Address		
		4	
	Prane:	Refer	
	Account Number IBAN*		
	Account NUMBER BRAY		
		О но О уна	
	Loss Account Not:		
	Principal Pay*	and a second	
	internal Pay"	tan	
	outroit ray". Other Pay"	Inc	
	printer Parameter		
	Metanby Borows:		
	Maturty Sonzar: REMITTANCE INFORMATION Remitiance information:	Etter	
	REMITTANCE INFORMATION	Enter	
	REMITTANCE INFORMATION Remittance Information*:	Enter	

LOXN INFORMATION	
Loan Purpose**	O No: O Yes
Loen Account No*-	Tree
Principal Pay*:	law control of the second s
Interest Pay*:	Ent
Gitter Pay":	lenir
Maturity Borrow-:	Los .
REMITTANCE INFORMATION	
Revitance information*:	. Erter
PAYMENT LICEN NE	
Supporting Document*	Kannal Reiser op, gel ant ang with land maximum the size of ins
LAssept Term And Condition To Use International Fund Transfer, For More Data	de Place dilla
CONTRACT PERSON INFORMATION	
Contract Name*:	0022-0231-0N024039
Email Address*	OZDDPLCOBA@YAHOD.COM
Phone*:	Crite

Screen 5.1.1-1 International Transfer

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

```
    Transfer Amount *:
    0
    USD ~

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

TRANSFER AMOUNT

	F	X Contract Number:	Enter FX Contract Number	
	Step 6.	At Fee	Information: Select the fee payme	ent and the fee debit
		accoun	t	
Fee Payment*: Account Number*:		nent": Charg	e to Payer	×
		nber*:	18169 - 4,916.69 USD	× *
	Step 7.	At Deb	it Information: Select Debit Accou	Int number in dropdow
		list Acc	count Number - Balance. And sele	ect the purpose code
		from the	e list (Optional).	

Debit Account*:	8169 - 4,916.69 USD	× •
Account Name*:	Customer 2005	
Purpose Code:	Select Purpose Code	*

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

Intermediary SWIFT/BIC:	SWIFT Code	
Intermediary Swift Code*:	Enter	Q SEARCH
Intermediary Other Code (FED WIRE/SORT CODE/BSB):	Entor	
Intermediary Account Number:	Einter	
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.

BIC: Enter	
Institution Name: Enler	
City. Enter	
Country: Chose Country	*

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.

INTERMED							
	BIC: Institution Name City:		Enter				
			Enter Enter				
			Country		THALAND		
						B BEARCH ACCEPT +	
		BIC	Branch Code	Institution Name		Country Name	
	0	AAASTHB1	XXX	ASIA PLUB SECURITIES PUBLIC	BANGKOK	THALAND	
		AC8CTH61	XXX	ADL BECURITIES CO. LTD	BANGKOK	THAILAND	
		ADK8TH81	XXX	COUNTRY GROUP SECURITIES	BANOKOK	THALAND	
		ADD/CTH01	XXX	MERCHANT PARTNERS SECURI	BANGKOK	THAILAND	
EMERICIA		ADVINTHB1	XXX	ADVANCE FINANCE PUBLIC CO	BANGKOK	THALAND	
		AEIBTHB1	ххх	AMERICAN EXPRESS BANK LTD	BANGKOK	THAILAND	
		AFTCTH81	XXX	AIG RETAIL BANK PUBLIC CO., L	BANGKOK	THALAND	
		AGR/THE1	3008	CAIBBE NATIONALE DU CREDIT	BANGKOK	THALAND	
		AIACTHEK	XXXX	ALA COMPANY LIMITED	BANGKOK	THAILAND	
		AIACTHRI	010	ALA COMPANY LIMITED	BANGKOK	THALAND	

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):	Erter	
Intermediary Account Number:	Enter	
Intermediary Beneficiary Bank Name:	Enter	
Intermediary Beneficiary Bank Address:	Enter	
Intermediary Beneficiary Bank Country:	Enter	
Remark:	Enter	
		11

Screen 5.1.1-5 Intermediary Bank Information – Bank Name and Bank Address Select **Other**: Select and enter all required fields.

Intermediary SWIFT/BIC:	Dther	
Intermediary Swift Code*:	Enter	Q SEARCH
ntermediary Other Code (FED WIRE/SORT CODE/BSB):	Enter	
Intermediary Account Number:	Extor	
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 List:	Select Beneficiary List	*
SWIFT/BIC:	SWIFT Code	53
Swift Code*:	Entier	Q SEARCH
Branch Details:	Enter	
Other Code (FED WIRE/SOFT CODE/BSB):	Enlar	
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.

BENEFICIAI	RY BANK INFORMATION		
	Beneficiary List	Select Beneficiary List	_
Q Search Swift C			×
-	1		
BIC:	Enter		
Institution Name:	Enter		
City:	Enter		
Country:	Chose Country		~
		B SEARCH AC	серт >
	Beneficiary Bank Country.	Emr	

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.

BENEFICIA						
	BIC:		Enter -			
	Institution	Name	Enter			
	City:		Enter			
	Country:		THAILAND			× -
						ACCEPT 4
		BIC	Branch Code	Institution Name	City	Country Name
		AAASTHE1	300X	ASIA PLUS SECURITIES PUBLIC	BANGKOK	THAILAND
		ACSCTH61	XXX	ACL BECURITIES CO. LTD	BANGKOK	THALAND
		ADK8TH81	3000	COUNTRY GROUP SECURITIES	BANSKOK	THAILAND
		ADSCTH81	XXX	MERCHANT PARTNERS BEOURI	BANGKOK	THAILAND
		ADVNTHB1	XXX	ADVANCE FINANCE PUBLIC CO	BANDKOK	THALAND
		AEIETHE1	XXX	AMERICAN EXPRESS BANK LTD	BANGKOK	THAILAND
BENEFICIA		AFTCTH81	30XX	AIG RETAIL BANK PUBLIC CO., L.,	BANGKOK	THAILAND
		AGR/THE1	-3XX	CAIBBE NATIONALE DU CREDIT	BANGKOK	THAILAND
		AIACTHEK	3000	ALA COMPANY LIMITED	BANGKOK	THAILAND
		AIACTHRI	610	ALA COMPANY LIMITED	BANGKOK	THALAND
	Show	10 v Line	Stowing 1 - 10 of 2	54	R 1 2 3	z 4 5 25 W
1				Prone: Enter		

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

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

*	Select Beneficiary List	Beneficiary List:
	Bank Name and Bank Address	SWIFT/BIC:
Q SEARCH	Enter	Swift Code*:
	Enter 1	Branch Details:
	Entar	Other Code (FED WIRE/SOFT CODE/BSB):
	Enler	Account Number:
	Enter	Beneficiary Bank Name:
	Enter	Beneficiary Bank Address:
	Enter	Beneficiary Bank Country:
	Enter	Remark:

BENEFICIARY BANK INFORMATION

Beneficiary List:	Select Beneficiary List	
SWIFT/BIC:	Dther	
Swift Code*:	Entac	Q SEARCH
Branch Details:	Ether	
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 5.1.1-10 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.

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

ENEFICIARY INFORMATION		
Beneficiary Country Code*:		× .
Beneficiary's Name*:	Enter	
Address *:	Enter	
		16.
Phone:	Enter	
Account Number/IBAN*:	Enter	

Screen 5.1.1-12 Beneficiary Information

- Step 11. At Loan Information:
 - o Select No:

LOAN INFORMATION

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

Screen 5.1.1-13 Loan Information - No

LOAN INFORMATION	
Loan Purpose*:	O No O Yes
Loan Account No*:	Enter
Principal Pay*:	Enter
Interest Pay*:	Enter
Other Pay*:	Enter
Maturity Borrow*:	Enter

o Select Yes: Select and enter all required fields

Screen 5.1.1-14 Loan Information - Yes

Step 12.	At Remittance	Information: Enter t	he required field.
----------	---------------	----------------------	--------------------

REMITTANCE INFORMATION		
Remittance Information*:	Enter	

- Step 13. At Payment License:
- Click on **Upload** button to choose the upload file. Multiple file uploads are allowed, but the total cannot exceed 50MB.

Supporting Documen	1. Supp	ort Ne type jog, pit, pill, ping with total meanium Ne	size 50 MB	PLOAD	
	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 Fu	ıd Transfer, f	For More Details Please Click			
-					
 Click on 	butto	n to remove the uploa	aded file.		
 Tick the che 	ckbo>	k to accept the T&C (M	landatory).		
		·		lt compony	
•		Person Information: Dis	splays delau	it company	
informa	ation a	and allows editing.			
ONTRACT PERSON INFORMATION					
ONTRACT PERSON INFORMATION	•:				
Contract Name					
Contract Name	•	r			
Contract Name Email Address Phone	*: Ente		emplate Nar	ne and click	Save
Contract Name Email Address Phone Step 15. Click o	n Sav	ve Template , enter Te	emplate Nar	ne and click	Save
Contract Name Email Address Phone Step 15. Click o to creat	n Sav		emplate Nar	ne and click	Save
Contract Name Email Address Phone Step 15. Click o	n Sav	ve Template , enter Te	emplate Nar	ne and click	Save
Contract Name Email Address Phone Step 15. Click o to creat	n Sav te tra	ve Template , enter Te nsaction template.	emplate Nar	me and click	Save
Contract Name Email Address Phone Step 15. Click o to creat MPLATE INFORMATION	n Sav te tra	ve Template , enter Te nsaction template.		SAVE	Save

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.

ge - Mentalizael Transfer								
00000	INTERNATION							
saction history	Annal Marcal	Initialization	7	O Authentia	1001	7	O Completi	
iction History	COMPANY IN							
Transaction			Company Name:	Customer 2006				
e transaction	8			ADDREBBOOK				
hilory	PAYMENT ME	THOD						
ansactione			Method	Рау				
legories	TRANSFER A	MOUNT						
Information			Transfer Amount :	60.01 U 8D				
lona	EXCHANGE R		FX Contract Number:					
and ATM locations	FEE INFORM		PA Contract Number:	218				
ge Rates - interest Rates			Fee Payment	Charge To Payer				
nd Charges				18189				
	DEBIT ACCO	JNT INFORMATION	Account Number:					
			Debit Account:	\$168				
			Purpose Code					
	INTE CASE PLAT	RY BANK INFORMATION	Purpose Code	212021				
			emediary EWIFT/BIC:	Bank Name And Bank Addrecc				
			ermediary Bwift Code					
		Intermediary Other Code (FED WR						
		Interneties drive cope (Let) who	2/00/01/0000/00000	Didnik				
Av ACCOUNT + gf DOMESTIC FUND TRANSFER	ER - AT INTERNATIONA	L TRANSFER - COTHER SERVICES -	⊚ SETTING -					
	BENE	FICIARY BANK INFORMATION						
			SWIFTING:	SWIFT Code				
				ATER BYDAXXX				
			Branch Details:					
		Other Code (FED V		Slank				
		Other Code (FED V)	REPORT CODE 858):					
			Account Number:	Blank				
			Account Number: Beneficiary Bank Name:	Blank Ahli Thust Bank ate				
		в	Account Number: Beneficiary Bank Name: eneficiary Bank Address	Blank Ahli trust eann ate Malas Building				
		в	Account Number: Beneficiary Bank Name: eneficiary Bank Address	BINK AHLI TRUST BANK ATB MALA E BUILDING INVILAN ARAB REPUBLIC				
	EDX	в	Account Number: Account Number: Beneficiary Bank Name eneficiary Bank Address: eneficiary Bank Country:	BINK AHLI TRUST BANK ATB MALA E BUILDING INVILAN ARAB REPUBLIC				
	EDA	B B IPCARY INFORMATION	INE BOPT CODE BBB) Account Number Beneficiary Bank Address: eneficiary Bank Address: eneficiary Bank Country Remark: eneficiary Country Code	Blank: AALI TRUST BARK ATB MULA E DULONG EVYDAN ARAB REPUBLIC 219				
	Box	B B IPCARY INFORMATION	INE BOPT CODE/BBB) Account Number Beneficiary Benk Address eneficiary Bank Country Remark eneficiary Country Code: Beneficiary's Name	BINK ANJ TRUTT BANK ATE MULAI ERUCINO EVITANA ANAR REPORTO 21N 20N				
	EDS	B B IPCARY INFORMATION	ACCOUNT NUTVER ACCOUNT NUTVER Beneficary Bank Name: enerticary Bank Nountry. Remark: enerticary Country Code Beneficiary's Name: Address:	BINK: ANUTHOT BANKATE NULLA EDUCINO EVITURA AAAB REPORTO 21N 21N 21N				
	EEN	D POLATY INFORMATION D	MEBOOT COOLBEB); Account Number: Beneficary Benk Name: enerticary Benk Name: enerticary Benk Country Remark; enerticary Country Code: Beneficiary's Name: Address; Phone;	Bink: Arki TRUT BANK ATB MALA I RUILDING KYMANA AAAB MEYVELIG 21N 70 21N 21N 21N				
		a nounr arosanton B	ACCOUNT NUTVER ACCOUNT NUTVER Beneficary Bank Name: enerticary Bank Nountry. Remark: enerticary Country Code Beneficiary's Name: Address:	Bink: Arki TRUT BANK ATB MALA I RUILDING KYMANA AAAB MEYVELIG 21N 70 21N 21N 21N				
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Screen 5.1.1-17 International Transaction Authentication

- Step 17. Check transfer information again and click on **Confirm** button to go to next screen **Complete** or click **Back** to redirect screen **Initialization**.
- Step 18. When system redirect to screen **Complete** like picture below, that means user created transaction successfully.



Screen 5.1.1-18 International Transaction Complete

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

Template Na	me*: Enter	SAVE

Screen 5.1.1-19 Save Template at Complete Screen

• Click on Home Page button to redirect to Homepage.

6. File Upload

Objective:

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

Details:

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

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Home Page > Transaction History												
FASTACCESS	UPLOAD D	OCUMENT										
Transaction history	SEARCH IN	FORMATION										
> Transaction History	Transaction	n ID:				5	Subject:					
> Future Transaction	Transacti	on ID Input					All					
> Approve transaction 2	File Type:					N	laker User ID:					
> Login history	All					Ŧ	Maker User ID in	put				
S My Transactions	Status:						rom Date:			To Date:		
> Interbank transfer	All					*	06/10/2021			13/10/2021		Ē
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> Interbank Batch transfer	DOCUMEN	ITLIST									D	ownload PDF
> Interbank Direct Credit			Transaction		Created	Created			1			
> Interbank payroll	No.	Transaction ID	Reference	Subject	Date	By	Last Update	Updated By	Sta	tus M	lore Detail	Edit
> Intrabank Batch transfer	1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful		0	B,
> Intrabank payroll	2	202110127257265		Customer Document	12-10-2021	Customer	12-10-2021	Customer1	Successful		0	C.
> Intrabank Direct Credit	3	202110117257158		3 file	11-10-2021	Owner	11-10-2021	owner 1	Successful		0	R.
2. My Categories	4	202110117257157		picture	11-10-2021	Owner	15:17:25 11-10-2021	Owner	Successful		0	

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

me Page Transaction History					•						
ASTACCESS	UPLOAD D	OCUMENT									
③ Transaction history	SEARCH IN	FORMATION									
> Transaction History	Transaction	ID:				Su	ubject:				
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> Approve transaction 2	File Type:					M	aker User ID:				
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S My Transactions	Status:						rom Date:			To Date:	
> Interbank transfer	All					Ŧ	06/10/2021		i iii	13/10/2021	
> Intrabank transfer									+ CREA	D REFRESH	Q SEARCH
> Interbank Batch transfer	DOCUMEN	TLIST									Download PDF
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Interbank payroll	No.	Transaction ID	Reference	Subject	Date	By	Last Update	Updated By	Sta	atus More Detai	il Edit
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> Intrabank payroll	2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful	0	ß
> Intrabank Direct Credit	3	202110117257158		3 file	11-10-2021	Owner	11-10-2021	owner 1	Successful	0	ß
							15:17:25			-	-

Screen 6.1.2-1 Upload Document

Step 3. Click on **Download PDF** button 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

UPLOAD D	OCUMENT									
SEARCH IN	FORMATION									
Transaction	ID:				S	ubject:				
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1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful	0	B,
2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021	Customer1	Successful	ø	ß
3	202110117257158			11-10-2021	Owner	11-10-2021	owner 1	Successful	Ø	ß
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Screen 6.1.3-1 Upload Document

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

DOMESTIC F	UPLOAD	DOCUMENT DET	TAIL					
			Transaction ID:	202110137257415				
			Subject: Created Time:	3 file 13-10-2021				
			Created By:	owner 1			_	
			Updated Time:	13-10-2021 11:45:47				
			Updated By:	owner 1				
			Status:	Waiting for the company	to approve		-	
			Remark:					
			Bank comment:					
2	DOCUME	NTLIST						
	No.	Document Name	File Nan	ne	File Format	Maximum File Size		То
	1	Excel	THB.xl	S	xls	3 MB		
	2	Word	KBANK_VN_IB_2021_PM_R((Repaired)		doc	3 MB	REAT	Έ
					png	3 MB		_
	3	Picture	1.png		prig	0 110		

Screen 6.1.3-2 Upload Document Detail

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



Screen 6.1.3-3 Delete Transaction

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

me Page > Money Transfer										
ASTACCESS	CREATE U	PLOAD DOCUMENT								
Transaction history		1 Initializa	tion	>	2 Autho	entication	>		3 Complete	
Transaction History	Note : Plea	ase click 🚯 For detail:	s of the instructio	ns or note						
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Approve transaction 2					Subject: Created Time:	3 file 13-10-2021				
-					Created By:	owner 1				
 Login history 					Updated Time:	13-10-2021 1	1:45:47			
My Transactions					Updated By: Status:		e company to appr	ove		
Interbank transfer	Remark		Remark							
Intrabank payroll										
Intrabank transfer	DOCUME	NTLIST								
	No.	Document Name		Fik	e Name		File Format	Maximum File Size	Upload	Delete
My Categories	1	Excel	THB.xls				xls	3 MB		
Other information									_	
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Branch and ATM locations	3	Picture	1.png				png	3 MB	D	

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

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Approve transaction	File Type:					N	laker User ID:					
Login history	All					Ŧ	Maker User ID in	put				
My Transactions	Status:						rom Date:			To Date:		
Interbank transfer	All					*	06/10/2021			13/10/202	1	Ċ
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Intrabank Batch transfer	1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successf	ul	0	ľ
Intrabank payroll	2	202110127257265		Customer Document	12-10-2021	Customer	12-10-2021 11:51:09	Customer1	Successf	ul	0	C.
Intrabank Direct Credit	3	202110117257158		3 file	11-10-2021	Owner	11-10-2021	owner 1	Successf	ul	0	ß
My Categories	4	202110117257157		nicture	11-10-2021	Owner	15:17:25	Owner	Successf			

Screen 6.2-1 Upload Document

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

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> Future Transaction	Subject	File PDF &	word ~	Transa	ction ID Please input	Transaction Id	
> Approve transaction 2	Remark	Remark					
> Login history	Remark	Remark					h
So My Transactions	DOCUMEN.	TUST					
> Interbank transfer	No.	Document Name	File Name	File Format	Maximum File Size	Upload	Delete
> Intrabank payroll	1	PDF			5 MB	B	T
> Intrabank transfer	2	Word			3 MB	6	Ĩ
L. My Categories							
Main Other information						← ВАСК	

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 **b** and choose the file to upload.

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Screen 6.2-3 Upload Files

- Step 6. Click on **Delete** icon to delete the file that user just upload.
- Step 7. Click on **Continue** button to redirect to **Authentication** screen.

ome Page						
FASTACCESS	CREATE	UPLOAD DOCUMENT				
Transaction history		1 Initialization	>>	2 Authentication	3	Complete
> Transaction History	Note : Pl	ease click 🚯 For deta	ils of the instructions or	note		
> Future Transaction	Subject:	File Pl	DF & word	Transaction ID:		
> Approve transaction 2	Remark	guidel	ine			
> Login history	DOCUM	ENTLIST				
	DOCUM No.	ENT LIST Document Name		File Name	File Format	Maximum File Size
C My Transactions			0002-2021-DN023786		File Format	Maximum File Size
C My Transactions	No.	Document Name				
My Transactions Interbank transfer	No.	Document Name		5_13102021 (1).pdf	pdf	5 MB
	No.	Document Name		5_13102021 (1).pdf	pdf	5 MB 3 MB

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.

ome Page							
FASTACCESS	CREATE UP	LOAD DOCUMENT					
S Transaction history		1 Initialization	>>	2 Authentication	>>	3 0	omplete
> Transaction History	Note : Pleas	e click 🚯 For details	of the instructions or I	note			
> Future Transaction		saction is awaiting for tion Number:2021101					
> Approve transaction	2		101251410	Subject: File PDF & w	ord		
> Login history				Transaction ID: Remark: guideline			
My Transactions	DOCUMEN	TLIST		Remark. guideine			
> Interbank transfer	No.	Document Name		File Name		File Format	Maximum File Size
Intrabank payroll	1	PDF	0002-2021-DN0237	36_13102021 (1).pdf		pdf	5 MB
	2	Word	KBANK_VN_IB_202	1_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB
Intrabank transfer							

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 Docum	nent
--	------

ACCOUNT ~ 🔊 DOMESTIC FUND TR	KANSPER V	© INTERNATIONAL	L TRANSFER V	C OTHER	SERVICES ~	(g) SE	rting ~					
ome Page > Transaction History		and the second second										
FASTACCESS	UPLOAD	OCUMENT										
⁵ Transaction history	SEARCH IN	FORMATION										
Transaction History	Transaction	ID:				S	Subject:					
> Future Transaction	Transacti	on ID Input					All					
> Approve transaction 2	File Type:					м	aker User ID:					
> Login history	All					•	Maker User ID in	put				
My Transactions	Status:					F	om Date:		To Date	:		
	All	All ~ 06/10/2021							13/10	/2021		
Interbank transfer									+ CREATE	"D REFRESH	Q SEARCH	
> Intrabank transfer												
Interbank Batch transfer	DOCUMEN	IT LIST								<u> </u>	ownload PDF	
> Interbank Direct Credit			Transaction		Created	Created						
> Interbank payroll	No.	Transaction ID	Reference	Subject	Date	By	Last Update	Updated By	Status	More Detail	Edit	
> Intrabank Batch transfer	1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful	0	ß	
> Intrabank payroll	2	202110127257265		Customer Document	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Successful	•	ß	
> Intrabank Direct Credit	3	202110117257158		3 file	11-10-2021	Owner	11-10-2021	owner 1	Successful	0	ß	
Sea My Categories							10.17.20					

Screen 6.3-1 Upload Document

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

n Account 🗸 👩 domestic fun	ID TRANSFER ~	© INTERNATION/	AL TRANSFER V	C OTHER	SERVICES ~ 6	§ SETTING ∽				
lome Page										
FASTACCESS	CREATE U	IPLOAD DOCUMENT								
Transaction history		1 Initializa	ition	>	2 Auth	entication	>		Complete	
Transaction History	Note : Pier	ase click 🕕 For detail	s of the instructions of	r note						
> Future Transaction					Transaction ID:	20211013725	7416			
	_				Subject:	File PDF & wo	brd			
> Approve transaction	3				Created Time:	13-10-2021				
> Login history					Created By: Updated Time:	owner 1 13-10-2021 12	0.37.28			
					Updated By:	owner 1	2.01.20			
My Transactions					Status:	Waiting for the	e company to app	ove		
> Interbank transfer	Remark		guideline							
> Intrabank payroll										
> Intrabank transfer	DOCUME	NTLIST								
	No.	Document Name		Fil	e Name		File Format	Maximum File Size	Upload	Delete
My Categories	1	PDF	0002-2021-DN023	786_13102021 (1	I).pdf		pdf	5 MB	•	
Cther information										_
> Promotions	2	Word	KBANK_VN_IB_2	021_PM_Release	_Note_20210922 (Repa	aired).doc	doc	3 MB	D	
> Branch and ATM locations										
> Exchange Rates - Interest Rates									← BACK	

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.

ACCOUNT 🗸 🧊 DOMESTIO	C FUND TRAI	NSFER 🗸 🛛 🔊 IN	TERNATIONAL TRANS	FER 🗸 🦿 OTHER SER\	/ICES ~	۞ SETTING ~	
Home Page							
FAST ACCESS	CREATE	JPLOAD DOCUMENT					
う Transaction history		1 Initialization	>>	2 Authentication	>	3	Complete
> Transaction History	Note : Ple	ease click 🚯 For deta	ils of the instructions or no	bte			
> Future Transaction	Subject:	File Pl	DF & word	Transaction	ID:		
> Approve transaction (2)	Remark:	guidel	ine				
> Login history	DOCUME	ENT LIST					
S My Transactions	No.	Document Name		File Name		File Format	Maximum File Size
> Interbank transfer	1	PDF	0002-2021-DN023786_	13102021 (1).pdf		pdf	5 MB
	2	Word	KBANK_VN_IB_2021_I	PM_Release_Note_20210922 (Re	epaired).doc	doc	3 MB
> Intrabank payroll							
> Intrabank transfer						(÷ в/	ACK SAVE >
L My Categories							

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.

A ACCOUNT 🗸 🗊 DON	IESTIC FUND TRANS	FER 🗸 🗊 INT	ERNATIONAL TRAN	ISFER 🗸 🦿 OTHER SER	VICES 🗸 🝕	§ SETTING ∨	
ome Page							
FASTACCESS	CREATE UP	LOAD DOCUMENT					
① Transaction history		Initialization	>	2 Authentication	>>	3 c	omplete
> Transaction History	Note : Pleas	e click 🕕 For details	of the instructions or	note			
> Future Transaction		saction is awaiting for tion Number:2021101					
> Approve transaction	2		01231410	Subject: File PDF & w	ord		
> Login history				Transaction ID:	ord		
My Transactions	DOCUMEN	TLIST		Remark: guideline			
> Interbank transfer	No.	Document Name		File Name		File Format	Maximum File Size
Intrabank payroll	1	PDF	0002-2021-DN0237	36_13102021 (1).pdf		pdf	5 MB
	2	Word	KBANK_VN_IB_202	1_PM_Release_Note_20210922 (Repaired).doc	doc	3 MB
> Intrabank transfer	4						_
My Categories						DOG	
Other information							

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

me Page Transaction History												
ASTACCESS	UPLOAD	OCUMENT										
3 Transaction history	SEARCH IN	FORMATION										
> Transaction History	Transaction	ID:				S	Subject:					
> Future Transaction	Transacti	on ID Input					All					*
> Approve transaction 2	File Type:					м	aker User ID:					
> Login history	All					•	Maker User ID inj	put				
So My Transactions	Status:								To Date:			
Interbank transfer	All		♥ 06/10/2021						13/10/2021			
Intrabank transfer									+ CRE	EATE 🗇 REFRI	ESH Q	SEARCH
Interbank Batch transfer	DOCUMEN	IT LIST									Dow	nload PDF
> Interbank Direct Credit			Transaction	222.04	Created	Created	I VILLANDA DA				12.00A	r e stear
> Interbank payroll	No.	Transaction ID	Reference	Subject	Date	Ву	Last Update	Updated By		Status More	e Detail	Edit
	1	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successi	ful	0	ß
Intrabank Batch transfer				Customer	12-10-2021	Customer1	12-10-2021 11:51:09	Customer1	Success	ful	0	ß
	2	202110127257265		Document								
Intrabank Batch transfer Intrabank payroll Intrabank Direct Credit	2	202110127257265		Document 3 file	11-10-2021	Owner	11-10-2021 15:17:25	owner 1	Successi	ful	0	R.

Screen 6.4-1 Upload Document

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

U	ipload [Document Def	tail				× -10-2021 - Latest
	PLOAD D	OCUMENT DET	AIL				
			Transaction ID: Subject: Created Time: Created By: Updated Time: Updated By: Status:	202110137257415 3 file 13-10-2021 owner 1 13-10-2021 11:45:47 owner 1 Waiting for the company	to approve		
			Remark: Bank comment				
D	OCUMEN	IT LIST	Remark: Bank comment:				
D	OCUMEN No.	IT LIST Document Name		ne	File Format	Maximum File Size	To D
D		Document	Bank comment:		File Format		то D.
D	No.	Document Name	Bank comment: File Nar	s elease_Note_20210922		File Size	

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.

Upload [1139 - owner 1 021 - Latest Access
UPLOAD		AIL					
		Transaction ID: Subject Created Time:	202110137257415 3 file 13-10-2021			e) ATE	13/10/2021
		Created By: Updated Time: Updated By: Status:	owner 1 13-10-2021 11:45:47 owner 1 Waiting for the company t	o approve		I	
DOCUME	NTLIST	Romark Notific Are you sure you				By	
No.	Docun Nam	ок	Cancel		Maximum File Size		
1	Exc				3 MB		
2	Word	KBANK_VN_IB_2021_PM_Re (Repaired)		doc	3 MB	1	
3	Picture	1.png		png	3 MB		
			DELETE	C EDIT	× CLOSE		

Screen 6.4-3 Delete Transaction Confirmation

A ACCOUNT 🗸 👩 DOMESTIC FUN	D TRANSFER 🗸	© INTERNATION	AL TRANSFER ~	🖑 отн	ER SERVICES		SETTING ~				
Home Page 🦻											
FASTACCESS	UPLOAD	DOCUMENT									
⁽⁵⁾ Transaction history	SEARCH I	NFORMATION									
> Transaction History	Transactio	n ID:					Subject:				
> Future Transaction	Transac	tion ID Input					All				.*
Approve transaction	File Type:						Maker User ID:				
> Login history	All					Ŧ	Maker User ID inp	put			
S My Transactions	Status:						From Date:		To Date:		
> Interbank transfer	All					*	06/10/2021		13/10/20	21	
> Intrabank payroll									+ CREATE 9	REFRESH	Q SEARCH
> Intrabank transfer	DOCUME	NTLIST								a	ownload PDF
🌲 My Categories			Transaction		Created	Created	e				
fm Other information	No.	Transaction ID	Reference	Subject	Date	By	Last Update	Updated By	Status	More Detail	Edit
> Promotions	t	202110137257415		3 file	13-10-2021	owner 1	13-10-2021 11:45:47	owner 1	Received and waiting for processing	0	ß
> Branch and ATM locations	2	202110127257334		3 file	12-10-2021	owner 1	12-10-2021 18:51:12	owner 1	Successful	۲	ß

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

ome Page 🔅 Manage Configuration 🔅 Mana	ge Roles						
FAST ACCESS	MANAGE F	ROLES					
Transaction history	SEARCH	NFORMATION					
> Login history		Role Name	Enter Role Name		D Ref	resh Q Search	
📸 My transaction	LEVEL LIS	т					
Same My portfolio		Role N		Effective Date	Created By	Edit	Remove
Conter information		Maker	lame :	02/07/2021	admin	Edit	ā
> Promotions	0	Checker		02/07/2021	admin	Ca.	
> Branch and ATM locations							
						Export Fil	le 🕂 Add New

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

		Add Role			Customer Today: 14-07-2021 - Lates
		INFORMATION			
n 🕐 Maringe Rolas		Role Code:	LEVEL1901		
	MANAGE	ROLE Role Name*	Enter Role Name		
	SEARCH	NFOR			
		Ru			tefresh Q , Searc
	LEVEL LIS	ST	× Close	Save	
		Role Name	Effective Date	Created	By Edit.
		Maker	02/07/2021	admin	ď

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 disturbed 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:

 Manage Configuration + Mana 	ge Roles							
	MANAG							
saction history	SEARCH	H INFORMATION						
history		R		Confirm		D Refresh	Q Search	
ransaction	LEVELI	IST	Do you want to delete a level?					
oortfolio			ОК	Cancel				
er information	-				-	Created By	Edit	Remove
		Maker		02/07/2021	admin		ß	
otions		Checker		02/07/2021	admin		ď	
ch and ATM locations								
							Export Fi	ie + Add New

Screen 7.1.4-1: Delete row by row

Step 3. Click ^{the button on the table}

Step 4. Click **OK** to confirm or **Cancel** to cancel the confirmation Delete multiple rows:

age Manage Configuration Mana	ge Roles					
	MANAGE ROL					
ansaction history	SEARCH INFO	DRMATION				
gin history		R	Confirm	D Refresh	Q Search	
y transaction	LEVEL LIST		Do you want to delete a level?			
ly portfolio			OK Cancel	Created By	Edit	Remove
ther information	M	laker	02/07/2021	admin	ľ	ā
ther information				admin	ß	a
	0 9	hecker	02/07/2021			
Other information romotions ranch and ATM locations	0 0	hecker	02/07/2021			

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

PAST ACCESS	MANAGE LISER								
Transaction history	SEARCH INFORMATION								
➤ Login history	Litier N2:	Extrar Unit 15			User Name:	Entor a case same			
🕰 My transaction	Role:	All			Status	NI			
Le My portfolio								There are an	
fin Other Information								D Refresh	Qs
	USERLIST								
> Promotions	-OSERCISI								
Promotions Branch and ATM locations	UseriD	User Name	Errol	Hobile Phone	ask.	Status	Edit	Remove	
Branch and ATM locations		User Name antihip	Email	Mobile Phone	Role Maler	Status Suspended	Edit C'	Remove	_
Branch and ATM locations Exchange Rates Interest Rates	Liber 10	Contraction of the second s	Emai	Mobile Phone		Sectorate.		A CONTRACTOR OF	
Branch and ATM locations	thee 10	anhhlp	Emai	Mobile Phone	Naker	Suspended	ß		
Branch and ATM locations Exchange Rates Interest Rates	Lace 10 0002 0002	anhtp .	Errol	Mobile Phone	Maker Chocker	Suspended Active	e,	-	
Branch and ATM locations Exchange Rates Interest Rates	5000 1000 1000 1000 1000 1000 1000 1000	anhilp .	Emai	Mobile Phone	Maker Chodier Maker	Suspended Active Active	2' 2' 2'	-	
Branch and ATM locations Exchange Rates Interest Rates	ther 13 000 000 000 000 000	anhhp anh anh aaa 436		Mebile Phone	Maker Chocker Maker Maker	Suspended Active Active Active	2 2 2 2	8	

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

ome Page 🕥 Manage Configuration 🔗 Mana	ge Users							
AST ACCESS	ADD USERS							
Transaction history	1 Information	>	2 Entitlement	>	Authentication	>	Complete	
 Login history 	USER INFORMATION							
B My transaction	Customer Name *:	user			Role *:	Maker		-
My portfolio	Email *:	user@gmail.com			Mobile Phone:	Enter the mobile p	hone	
Other information	Gender*:	Male		*	Date Of Birth *:	01/01/2021	1	
> Promotions								
Branch and ATM locations	Address:	Enter the address			Document No. *:	123456789		
Exchange Rates - Interest Rates	LOGIN INFORMATION							
Fees and Charges		User	ID:					

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

ome Page > Manage Configuration > Mana	ge Users					
FAST ACCESS	ADD USERS					
Transaction history	1 Information	Entitlement	t >>	Authentication	>	G Complete
> Login history	USER INFORMATION					
B My transaction		Customer Name:	USER			
		Email:	user@gmail.com			
🍰 My portfolio		Mobile Phone:	2			
		Gender:	male			
Conter information		Date of Birth:	01/01/2021			
1.1		Address:	<i>z</i> .			
> Promotions		Role:	Maker			
> Branch and ATM locations		User ID:				
Pariet and ATM locations	REFERENCE INFORMATION					
> Exchange Rates - Interest Rates	REFERENCE INFORMATION					
		User Reference:			👻 🗸 Upd	

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

 USER ENTITLEMENT					
	Account *: All a	account			
List of Functions					
EXISTING FUNCTIONALITY	(10)		SELECTED	UNCTIONALITY	(
Enter the search text			Enter the sea	ich text	
Select All			Deselect	All	
	^		0002	- Intrabank transfer	
Fixed Deposit			0002	- Loan Account	
Future Transaction		~	0002	- Future Transaction	
Transaction History					
Favorite Account					
Home page					
Approve transaction					
Intrabank transfer					
Inbox	~				

Screen 7.2.2-3: Add new internal user (step 2)

Account *:	All account	3
	All account	
(1	

Step 9. Choose All Account or one account in the list

EXISTING FUNCTIONALITY (10)		SELECTE	D FUNCTIONALITY	(3)
Enter the search text		Enter the s	earch text	
Step 10. Enter function nan	ne to se	earch ir	the list below	
Add or remove all	functio	ns:		
Step 11. Check 🗌 Select All	hoy to	lle bhe	functions to the right si	de list fo
		auu ali		
each selected ac	count			
Select All		Desele	ect All	
		41		
Payment Deposit		00		
Payment Deposit Fixed Deposit		00		
	e*			
Fixed Deposit	4	00	78 - Approve transaction	
Fixed Deposit Future Transaction	¢	00	.78 - Approve transaction .78 - Home page	
Fixed Deposit Future Transaction Loan Account	4	00	78 - Approve transaction 78 - Home page 78 - Favorite Account	,
Fixed Deposit Future Transaction Loan Account Transaction History		00 00 00 00 00	78 - Approve transaction 78 - Home page 78 - Favorite Account 78 - Transaction History	,
Fixed Deposit Future Transaction Loan Account Transaction History Favorite Account	4	00 00 00 00 00	78 - Approve transaction 78 - Home page 78 - Favorite Account 78 - Transaction History 78 - Loan Account	Í
Fixed Deposit Future Transaction Loan Account Transaction History Favorite Account Home page	4	00 00 00 00 00 00 00	78 - Approve transaction 78 - Home page 78 - Favorite Account 78 - Transaction History 78 - Loan Account 78 - Loan Account	Í

Payment Deposit	^
Fixed Deposit	
Future Transaction	
Loan Account	
Transaction History	
Favorite Account	
Home page	
Approve transaction	
Intrabank transfer	
	~

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.

Payment Deposit	^		0002	- Intrabank transfer	
Fixed Deposit					
Future Transaction		424			
Loan Account					
Transaction History					
Favorite Account					
Home page					
Approve transaction					
Intrabank transfer					
(Inclusion)	~				

Step 14. Select any functions on the right side list to remove.

Payment Deposit		^	0002	- Intrab	ank transfer	
Fixed Deposit						
Future Transaction			<i>_</i>			
Loan Account						
Transaction History						
Favorite Account						
Home page						
Approve transaction						
Intrabank transfer		~				
lakan.		1000	· · · · · · · · · · · · · · · · · · ·			
ing 🖓 🚳 Setting 🗸						
	Inbox	Tanara	~			
	REMOVE	ECENTRALIZATION				
		Funct	ion: Intrabank transfer		✔ Choose	
				Hide List Grid	Hide Export File	Délete
	No.		Hide Balance			States and a second
	No.,	Function Intrabank transfer	Hide Balance	0	0	
		a a constant a second	1. 2. Second and a second	Alteresterioren a	a and a second sec	8

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

Home Page > Manage Configuration > Manage View									
FAST ACCESS	USER PERMISSION								
D Transaction history	Information	Entitlement	3 Authentication	>	O Complete				
> Login history	AUTHENTICATION INFORMATION								
ち My transaction	Citizen ID *:	Enter							
👗 My portfolio	Corporate ID *:	Enter							
fm Other information	Authentication Type *:	Smart OTP - Online		~					
> Promotions									
 Branch and ATM locations 				← 8	ack Confirm 🔿				
> Exchange Rates - Interest Rates									

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

ome Page > Manage Configuration > Manage	u u u u u u u u u u u u u u u u u u u	-
FAST ACCESS	ADD USERS	
Transaction history	1 Information 2 Entitlement 3 Authentication 3 Complete	
> Login history	Successfully added new	
😂 My transaction	Transaction Number: 202107137251393	
👗 My portfolio		^
Contraction	INFORMATION	
> Promotions	User ID: 000200	
	User Name: user	
> Branch and ATM locations	Date of Birth: 01/01/2021 Email: user@gmail.com	
Exchange Rates - Interest Rates		
Exchange Rates - Interest Rates	Address: - Mobile Phone; -	
Fees and Charges	Role: Maker	

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

	NON				
		User 10		2	
		User Name			
		Date of Birth			
		Email			
		Address:			
		Mobile Phone:			
			Maker		
		Gender	male		
LIST OF FU	NCTIONS				
No.	User Name	Account	[Function	
1				Future Transaction	
2				Approve transaction	

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 Step 3.

ome Page - Manage Configuration - Nona	pe Uuiva						
FAST ACCESS	USER PERMISSION						
D Transaction history	1 Information	>	O Entitlement	>	Authenticati	on 📎	Complete
 Login history 	USER INFORMATION						
A My transaction	Customer Name*	test 2			Role *:	Checket	÷
My portfolio	Email %				Mobile Phane:		
Other information	Gender *:	Male			Date Of Birth 1		
Promotions		Male					
Branch and ATM locations	Address:	Enter the add/e			Document No. 15		
Exchange Rates - Interest Rates	LOGIN INFORMATION		_				
Fees and Charges			ties ID.				

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

🗌 🎯 SETTING -		
Home Page > Manage Configuration + Manag	theres	
FAST ACCESS	USER PERMISSION	
Transaction history	Information	z
> Login history	USERINFORMATION	
S My transaction	Customer Karne Email	
🌲 My portfolio	Mobile Phone:	
fm Other information	Gender: Date of Birth	
> Promotions	Address: Role:	
Branch and ATM locations	UseriD	
> Exchange Rates - Interest Rates	HEFEIENCE INFORMATION	
Fees and Charges	User Reference: - Update	

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 ^C button from the table

ome Page - Manage Configuration - Huna	ge Oarrs							
FAST ACCESS	USER PERMISSION							
Transaction history	1 Information	>	O Entitlement	>	Authenticatio	an 🔊	O Complete	
> Login history	USER INFORMATION							
S Hy transaction	Çustorrier Name ":				Rule ":	Checker		
🏜 My portfolio	Email*				Mobile Phone	1		
In Other Information	Gender*;	Male			Date Of Birth *:			
> Promotions		Maic		_		-		-
Branch and ATM locations	Address	Entry the add	frens.		Document No. *:	4		
Exchange Rates - Interest Rates	LOGIN INFORMATION		2.5.5					
Fees and Charges			User/D					

Screen 7.2.5-1: Update internal user (step 1)

Step 4. Click **Resend Password** button

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

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

sh Q Search
sn Q Search
Remove Lock
a
a

Screen 7.2.6-1: Lock internal user

Step 3. Click a button to lock or click a 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

				Role	Status	Edit	Remove	Lock
8	User Name anthlp	Email anhhlp@fpt.com.vn	Mobile Phone Blank	Rote Maker	Status	Edit	Remove	Lock
08	anhhlp						Remove	-

Screen 7.2.7.1: Terminate internal user

Step 3. Click ⁱⁱⁱ button to remove the user

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

Results:

Success:

> Promotions

> Inbox

KASIKORNBANK

Exchange Rates - Interest Rates
 Fees and Charges
 Mailbox

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

B

B

8

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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.

Iome Page Manage Configuration Manage Transaction Limit									
FAST ACCESS	MANAG	E TRANSACTION LIMIT							
Transaction history	SEARCH	SEARCH INFORMATION							
> Login history		User ID - User Name *:		2 *: 0002000789DN023 - test 1	*				
🖴 My transaction	_								
Lo My portfolio		Transaction	Currency	Maximum Number Of Transactions Per Day	Transaction Limit	Daily Transaction Limit	Edit	Remove	
Other information		Bulk intrabank transfer	USD	100	200	2,000	ß		
> Promotions							+ A	dd New	
Branch and ATM locations									
> Exchange Rates - Interest Rates									
Fees and Charges									

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.
- - □ 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.

A 💮 SETTING ~			
lome Page > Manage Configuration > Mana	ge Transaction Limit		
FAST ACCESS	ADD TRANSACTION LIMIT		
Transaction history	User ID - User Name:	0002000789DN023 - test 1	
Login history			
S My transaction	Currency:	USD	×
Same My portfolio	Transaction *:	Bulk intrabank transfer	
R Other information	Transaction Limit *:		Enter limit amount
> Promotions	Daily Transaction Limit *:		Enter the total limit
Branch and ATM locations	Maximum Number Of Transactions Per Day *:		Enter the number of transactions
> Exchange Rates - Interest Rates			
> Fees and Charges		← Back 🖬 Save	
Mailbox			

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 *state* button from the table.

Iome Page Manage Configuration Manage	e Transaction Limit		
FAST ACCESS	UPDATE TRANSACTION LIMIT		
Transaction history	User ID - User Name:	0002000789DN023 - test 1	
Login history			
S My transaction	Currency:	USD	*
La My portfolio	Transaction *:	Bulk intrabank transfer	*
M Other information	Transaction Limit *:	20)
> Promotions	Daily Transaction Limit *:	2,00	1
> Branch and ATM locations	Maximum Number Of Transactions Per Day *:	10	2
> Exchange Rates - Interest Rates			
> Fees and Charges		← Back 🕼 Update	

Screen 7.3.3.1 Update transaction limit

- Step 5. Enter the information that needs to change.
- Step 6. Click on **Update** button.
- Step 7. Click on **Back** button to cancel and return to the previous 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:

Home Page 🕖 Manage Configuration 👉 Manaj	ge Transaction Limit				
FAST ACCESS	MANAGE TRANSACTION LIMIT				
D Transaction history	SEARCH INFORMATION	-			
> Login history	Confirm		*		
n My transaction	Do you want to remove the transaction limit management ?				
🌲 My portfolio	OK Cancel	Transaction Limit	Daily Transaction Limit	Edit	Remove
ft Other information	E Buil	200	2,000	ß	Ű
> Promotions				+ 4	dd New
> Branch and ATM locations					
> Exchange Rates - Interest Rates					
> Fees and Charges					
Mailbox					



- Step 4. Click on ⁱⁱⁱ button from the table.
- Step 5. Choose **OK** to confirm or **Cancel** to cancel confirmation.
- Delete some rows:

ome Page 🔹 Manage Configuration 👻 Manag						
	MANAGE TRANSACT					
D Transaction history	SEARCH INFORMATI	N				
> Login history		Confirm		*		
Co My transaction		Do you want to remove the transaction limit management ?				
🛃 My portfolio	2	OK Cancel	Transaction Limit	Daily Transaction Limit	Edit	Remove
fm Other information	Bul	11	200	2,000	ß	Ū
> Promotions				🗐 Remove(1)	+ A	dd New
Branch and ATM locations						
> Exchange Rates - Interest Rates						
Fees and Charges						

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.

MANAGE APPROVAL MATR	MANAGE APPROVAL MATRIX								
SEARCH INFORMATION									
Transaction Code:	Eriter a p	rocess code		Tra	nsaction List:	All			•
Currency:	All		-				D Refr	esh	Q Search
TRANSACTION APPROVAL	LIST								
Transaction	n Code	Transaction	Gu	irrency	From Amou	nt	To Amount	Edit	Remove
APPFLOW3018		Bulk intrabank transfer		USD		0	1,000	ľ	
							Export Fi	le	+ Add New
	SEARCH INFORMATION Transaction Code: Currency: TRANSACTION APPROVAL Transaction	SEARCH INFORMATION Transaction Code: Enter a p Currency: All TRANSACTION APPROVAL LIST Transaction Code	SEARCH INFORMATION Transaction Code: Currency: All TRANSACTION APPROVAL LIST Transaction Code Transaction	SEARCH INFORMATION Transaction Code: Currency: All TRANSACTION APPROVAL LIST Transaction Code Transaction Cur	SEARCH INFORMATION Transaction Code: Currency: All TRANSACTION APPROVAL LIST Transaction Code Transaction Currency	SEARCH INFORMATION Transaction Code: Currency: All TRANSACTION APPROVAL LIST Transaction Code Transaction Currency From Amount	SEARCH INFORMATION Transaction Code: Inter a process code: Transaction List: All Currency: All TRANSACTION APPROVAL LIST Transaction Code Transaction Currency From Amount	SEARCH INFORMATION Transaction Code: Inter a process code Transaction List: All Currency: All TRANSACTION APPROVAL LIST TRANSACTION APPROVAL LIST Transaction Code Transaction O APPFLOW3018 Bulk intrabank transfer USD 0 1,000	SEARCH INFORMATION Transaction Code: Inter a process code Transaction List: All Currency: All TRANSACTION APPROVAL LIST TRANSACTION APPROVAL LIST Transaction Code Transaction Currency From Amount To Amount Edit APPFLOW20.18 Bulk intrabank transfer USD 0 L000 C

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.

ome Page > Manage Configuration > Mana	ge Browser Processes					
FAST ACCESS	ADD TRANSACTION APPRO	WAL MATRIX				
Transaction history	INFORMATION					
> Login history	Transaction Code:	APPFLOW3028		Transaction:	Bulk intrabank transfer	
My transaction	Currency:	USD			Approval In Sequences	
🛃 My portfolio	From Amount*:	1		To Amount*:		20.2
M Other information	From Amount :		Enter Amount	To Amount :		Enter Amount
> Promotions	SEQUENCES					
 Branch and ATM locations 	Sequence Order:	First		Role Name*:	Maker	
Exchange Rates - Interest Rates	Descriptions:	Enter description				

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.

> Promotions	SEQUEN	ICES					
 Branch and ATM locations 		Sequence Order:	First	•	Role Name*:	Maker	*
Exchange Rates - Interest Rates		Descriptions:	Enter description				
Fees and Charges							li.
Mailbox							+ Add
> Inbox	APPROV	AL MATRIX					
	No.	Sequence Order	Role Nar	ne	De	scriptions	Remove
	1	1	Checker				đ

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 ^{III} button from the table.

FAST ACCESS	UPDATE APPROVAL MATRI	v .				
PAST ALCESS	UPDATE APPROVAL MATRI	x				
Transaction history	INFORMATION					
Login history	Transaction Code:	APPFLOW3018		Transaction:	Bulk intrabank transfer	
ち My transaction	Currency:	USD	*	0	Approval In Sequences	
🌲 My portfolio	From Amount*:	1		To Amount*:		
Me Other information	Pion Amount :		0	To Amount :		1,000
Promotions	SEQUENCES					
 Branch and ATM locations 	Sequence Order:	First		Role Name*:	Checker	*
> Exchange Rates - Interest Rates	Descriptions:	Enter description				
Fees and Charges						11.

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.

Fees and Charges					11.
Mailbox					+ Add
> Inbox		AL MATRIX			
	No.	Sequence Order	Role Name	Descriptions	Remove
	1	1	Checker		đ

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

- Step 1. Login to the system successfully.
- Step 2. Select Manage Configuration\ Manage Approval Matrix function.
- Delete row by row:

	MANAGE APPROVA							
Transaction history	SEARCH INFORMA	ATION						
> Login history	Transact		Confirm		nsaction List: All			Ŧ
B My transaction		Do you want	to delete the transaction approv	al process ?		D Refr		Q Search
						JRen	esn	Search
2 My portfolio			OK Cancel					
Le My portfolio	TRANSACTION	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	OK Cancel			-		
fm Other information		ransaction Code	OK Cancel	Currency	From Amount	To Amount	Edit	Remove
	П			Currency USD	From Amount	To Amount	Edit	Remove



- Step 3. Click on ⁱⁿ button from the table.
- Step 4. Choose **OK** to confirm or **Cancel** to cancel confirmation.
- Delete some rows:

ome Page 🕖 Manage Configuration 🕞 Mana	age Browser Processe	15						
	MANAGE							
D Transaction history	SEARCH	INFORMATION			-			
> Login history	Tra	ansact	Confirm		nsaction List: All			*
Co My transaction		Do you wa	nt to delete the transaction appro	val process?		D Refr	rach	Q Search
🚑 My portfolio			OK Cancel			J Ken	(Call	- Scarch
Constant Other Information	TRANSAG	CTION						
> Promotions								
Branch and ATM locations		APPFLOW3018	Bulk intrabank transfer	USD	0	1,000	ß	đ
						Export Fi		+ Add New

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.

ome Page > Manage Configuration > Mana	ige transaction app	rovat Limits					
FAST ACCESS	MANAG	E TRANSACTION APPROVAL LIMIT					
Transaction history	SEARCH	INFORMATION					
Login history		User ID - Customer Name*:	0002000789DN024 - test 2			*	
S My transaction							
🛃 My portfolio		Transaction	Transaction Limit		Currency	Edit	Remove
Conter information		Bulk intrabank transfer		2,000	USD	ľ	
> Promotions							+ Add New
 Branch and ATM locations 							
> Exchange Rates - Interest Rates							
Fees and Charges							

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.

me Page 👂 Manage Configuration 🔅 Manag	e Transaction Approval Limits		
AST ACCESS	ADD A TRANSACTION APPROVAL LIMIT		
Transaction history	User ID - Customer Name:	0002000789DN024 - test 2	
Login history			
My transaction	Currency:	USD	*
My portfolio	Transaction *:	Bulk intrabank transfer	×
Other information	Transaction Limit *:		Enter transaction limit
Promotions	Descriptions:	Enter description	
 Branch and ATM locations 			
Exchange Rates - Interest Rates			ltc
Fees and Charges		🗲 Back 🖬 Save	
Mailbox			

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.

- 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 ^C button from the table.

Home Page 🗼 Manage Configuration 🔅 Mana	ge Transaction Approval Limits			_
FAST ACCESS	UPDATE TRANSACTION APPROVAL LIMIT			
Transaction history	User ID - Customer Name:	0002000789DN024 - test 2		
Login history		Concorrection (inc.) - Conc.e.		
🔹 My transaction	Currency:	USD	Ψ.	
🌲 My portfolio	Transaction *:	Bulk intrabank transfer	-	
fm Other information	Transaction Limit *:		2,000	
> Promotions	Descriptions:	Enter description		
 Branch and ATM locations 				
Exchange Rates - Interest Rates			III.	

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

- 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:

ome Page 💿 Manage Configuration 🕜 Mana		_	_	_	_
FAST ACCESS	MANAGE TRANSACTION APPROVAL LIMIT				
Transaction history	SEARCH INFORMATION				
> Login history	Confirm			*	
So My transaction	Do you want to remove the transaction approval limit?				
よ My portfolio	OK Cancel		Currency	Edit	Remove
Conternation	Bul	2,000	USD	ď	8
> Promotions					+ Add New
Branch and ATM locations					
Exchange Rates - Interest Rates					

Screen 7.5.4-1: Delete row by row

Step 4. Click on ⁱⁱⁱ button from the table.

Step 5. Choose **OK** to confirm or **Cancel** to cancel confirmation.

Delete some rows:

	MANAGE TRANSA					
D Transaction history	SEARCH INFORM	ATION				
> Login history		Confirm			*	
B My transaction		Do you want to remove the transaction approval limit?				
La My portfolio		OK Cancel		Currency	Edit	Remove
fm Other information	Bull		2,000	USD	ß	
The other information						_
Promotions					🗑 Remove(1)	+ Add New
Branch and ATM locations						
> Exchange Rates - Interest Rates						
Fees and Charges						

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.

iome Page > Manage Configuration > Mana	ge Browse Quotas B	у капк					
FAST ACCESS	MANAGE	APPROVAL LIMIT BY ROLE					
Transaction history	SEARCH	INFORMATION					
> Login history		Role Name*:	Checker				
🖧 My transaction			1	_			
A My portfolio		Transaction		Transaction Limit	Currency	Edit	Remove
	0	Bulk intrabank transfer		10,000	USD	ľ	
n Other information							
> Promotions							+ Add New
> Branch and ATM locations							
> Exchange Rates - Interest Rates							
Fees and Charges							

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.

me Page > Manage Configuration > Manage	Browse Quotas By Rank		
AST ACCESS	ADD NEW APPROVAL LIMIT BY ROLE		
Transaction history	Role Name:		
Login history	Note Harrie.	Checker	*
My transaction	Currency:	USD	*
My portfolio	Transaction*:	Bulk intrabank transfer	×
Cther information	Transaction Limit*:		Enter limit amount
> Promotions	Descriptions:	Enter description	
 Branch and ATM locations 			
Exchange Rates - Interest Rates			11.
Fees and Charges		← Back 🖬 Add	
44-116			

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 ^{III} button from the table.

ome Page 🚯 Manage Configuration 🔅 Manag	e Browse Quotas By Rank		
FAST ACCESS	UPDATE APPROVAL LIMIT BY ROLE		
Transaction history	Role Name:	Checker	
Login history		Checker	Ť
S My transaction	Currency:	USD	*
🐣 My portfolio	Transaction*:	Bulk intrabank transfer	*
Contraction	Transaction Limit*:		10,000
> Promotions	Descriptions:	Enter description	
 Branch and ATM locations 			
> Exchange Rates - Interest Rates			li.
> Fees and Charges		🗲 Back 📝 Update	
Mailbox			

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

- 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:

ome Page > Manage Configuration + Mana	ige Browse Quotas By Rank				
	MANAGE APPROVAL LIMIT BY ROLE				
Transaction history	SEARCH INFORMATION				
> Login history	Confirm			+	
B My transaction	Do you want to remove the transaction approval limit by ran	k?			
La My portfolio	OK Cancel		Currency	Edit	Remove
The Other information	But	10,000	USD	ß	a
> Promotions					+ Add New
> Branch and ATM locations					
> Exchange Rates - Interest Rates					

Screen 7.6.4-1: Delete row by row

Step 4. Click on ⁱⁱⁱ button from the table.

Step 5. Choose **OK** to confirm or **Cancel** to cancel confirmation.

Delete some rows:

	MANAGE APPROVAL LIMIT BY ROLE				
Transaction history	SEARCH INFORMATION	-			
> Login history	Confirm Do you want to remove the transaction approval limit by rank?			*	
to My transaction					
🌲 My portfolio	OK Cancel		Currency	Edit	Remove
In Other information	Bu	10,000	USD	ß	8
> Promotions				💼 Remove(1)	+ Add New
Branch and ATM locations					
> Exchange Rates - Interest Rates					

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:

A ACCOUNT - 🛞 SETTING -							
ome Page > Favorite Account							
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU		
Transaction history	DEFAULT ACCOUNT						
> Login history		Current Default Account: You have	e not set up a default account				
Co My transaction		New Default Account:					
🍰 My portfolio	LIST OF MY ACCOUNT						
	No,	Account Number	Account	lame	Favorite		
The Other Information	1907						
Other information Promotions	1	00020	Customer 790				
		00020	Customer 790				
> Promotions		00020	Customer 790				
 Branch and ATM locations 		00020	Customer 790				

ot Equarita Account fu **~**1 . n ati

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

A ACCOUNT - @ SETTING -	i.			Roday: 15-87-2022 - Lanut Av	 Account added to favor successfully
Home Page 👉 Favorite Account					
FAST ACCESS	USER INFORMATION	CHANGE PASSW	ORD CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	DEFAULT ACCOUNT				
> Login history		Current Default Account:	0002 · 50.21 USD		
Co My transaction		New Default Account:	Please Chosse an account	- 🗸	Set As Default
🌲 My portfolio	LIST OF MY ACCOUNT				-
fm Other information	No.	Account Number	Ассон	nt Name	Favorite.
> Promotions	1	0002	Customer 790		
> Branch and ATM locations					
Exchange Rates - Interest Rates					

Screen 7.7.2-1: Set up favorite account

Step 2.	Click 📕	button of the row on the table to set up
---------	---------	--

Results:

Success:

Favorite accounts move to the top and under default account

Display success message on this screen

Failed: Display error message on this screen

7.7.3 Set Up Normal Accounts

Remarks: Display only authorized payment deposit accounts of each user

- Take the following steps:

Step 1. Select Favorite Account function

No.	Account Number	Account Name	Favorite
1	0002		
2	0002		
3	0002		
4	0002		

Screen7.7.3.1: Set up normal account

Step 2. Click button on the table to switch to normal account

- Results:

LIST OF MY ACCOUNT

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

ome Page > User Information					
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
S Transaction history	1 Information	>	Authentication	>	Complete
> Login history	CORPORATION INFORMATION				
🛱 My transaction		Customer Code:			
Same My portfolio	Organization Name: Document Number:				
Content information	Date of Issue: Place of Issue:				
> Promotions	Company Head	quarters Address:			
> Branch and ATM locations	USER INFORMATION				
> Exchange Rates - Interest Rates		Customer Name: Email: Mobile Phone:			
Fees and Charges		Gender: Date of Birth:			
Mailbox		Address: Role:			

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)

- Step 1. Login with Corporate Administrator/Approver user account
- Step 2. Select Change Password function

ome Page 🤉 Change Password						
FAST ACCESS	USER INFORMATION	CHANGE PASSWOF	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU	
Transaction history	1 Information	>	Authentication	>	3 Complete	
Login history	PASSWORD CHANGE INFORMATIC	0N				
🖧 My transaction	C	urrent Password *:	******			
🍰 My portfolio		New Password *:	•••••			
fm Other information	Re-enter You	Re-enter Your New Password *:				
> Promotions						
Branch and ATM locations				5	Refresh Continue ->	
> Exchange Rates - Interest Rates						
Fees and Charges						

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
```

Home Page >>> Change Password					
FAST ACCESS	USER INFORMATION	CHANGE PASSWORE	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	1 Information	>	2 Authentication	>	Complete
Login history	AUTHENTICATION INFORMATION				
a My transaction		Citizen ID *;			
🌲 My portfolio		Corporate ID *:			
fm Other information	Aut	thentication Type	Smart OTP - Online		
> Promotions					← Back Confirm →
> Branch and ATM locations					
> Exchange Rates - Interest Rates					
> Fees and Charges					

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

ome Page > Change Password					
FAST ACCESS	USER INFORMATION CH	IANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	1 Information	>	2 Authentication	>	3 Complete
> Login history	Password has been changed success	fullu			
B My transaction	Transaction Number: 20210715725				
🌲 My portfolio	Current	Password *: *******			
Contraction	New	Password *: ******			
> Promotions					者 Home Page
> Branch and ATM locations					
> Exchange Rates - Interest Rates					
Fees and Charges					

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

Iome Page >> Change Password	<u></u>				
FAST ACCESS	USER INFORMATION	CHANGE PASSWO	RD CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
S Transaction history	1 Information	>	Authentication	>	3 Complete
> Login history	PASSWORD CHANGE INFORMATION	N			
📫 My transaction	Cui	rrent Password *:	********		
Sector My portfolio	New Password *:		******		
Constant Other Information	Re-enter Your New Password *:		******		
> Promotions					
> Branch and ATM locations				ື	Refresh Continue 🗲
> Exchange Rates - Interest Rates					
> Fees and Charges					

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

Home Page >> Change Password			_		
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
3 Transaction history	1 Information	>	2 Authentication	>	3 Complete
> Login history	PASSWORD CHANGE INFORMATION				
B My transaction	Curr	ent Password *: •••••			
🏖 My portfolio	Re-enter Your M	lew Password *:			
Contraction		Citizen ID *: Ent	er		
> Promotions		Corporate ID *: Ent	er		
Branch and ATM locations					← Back Confirm →
> Exchange Rates - Interest Rates					
Fees and Charges					

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

ome Page > Change Password					
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	1 Information	>	2 Authentication	>	3 Complete
Login history	Password has been changed suc	corefully			
Co My transaction	Transaction Number: 20210715				
Search My portfolio	Cur	rrent Password *: *******			
Real Other information		New Password *: *******			
> Promotions					👚 Home Page
 Branch and ATM locations 					
Exchange Rates - Interest Rates					
Fees and Charges					

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

- Step 1. Login the system with Corporate User Account
- Step 2. Select Change Username function

ome Page 🌛 Change Password						
FAST ACCESS	USER INFORMATION	CHANGE PASSWO	ORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	1 Information	>		2 Authentication	>	3 Complete
Login history	INFORMATION CHANGE USERNAM	E				
B My transaction	Cu	irrent Username:	ABC			
よ My portfolio	New Username *:		TEST			
Constant Con						
> Promotions						O Refresh Continue →
> Branch and ATM locations						
> Exchange Rates - Interest Rates						
Fees and Charges						

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 systemStep 4. Click **Continue** button to redirect to the next step screenStep 5. Click **Refresh** button to clear all entered search criteria

Home Page Change Password					
FAST ACCESS	USER INFORMATION CH	IANGE PASSWORI	D CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
S Transaction history	1 Information	>	2 Authentication	>	3 Complete
 Login history 	INFORMATION CHANGE USERNAME				
📸 My transaction		it username: Al			
🏖 My portfolio	AUTHENTICATION INFORMATION	v username: Ti	EST		
In Other information		Citizen ID *:	Enter		
> Promotions	Co	rporate ID *:	Enter		
Branch and ATM locations	Authentica	ation Type *:	Smart OTP - Online		~
 Exchange Rates - Interest Rates 					
Fees and Charges					← Back Confirm →

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

fome Page >> Change Password					
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
3 Transaction history	1 Information	>	2 Authentication	>	3 Complete
> Login history	Change username successfully				
ち My transaction	Transaction Number: 2021071				
🌲 My portfolio	INFORMATION CHANGE USERNAM	IE			
Contraction	c	urrent username: ABC			
> Promotions		New username: TEST			
> Branch and ATM locations					🛠 Home Page
> Exchange Rates - Interest Rates					
Fees and Charges					

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

FAST ACCESS	USER INFORMATION	CHANGE PASSWO	RD CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	1 Information	>	Authentication	>	3 Complete
> Login history	INFORMATION CHANGE USERNAM	ИE			
S My Transactions	C	urrent Username:	You have not set up another username		
Sector My Categories		New Username *:	ABCD		
Conter information					
> Promotions				5	Refresh Continue →
> Branch and ATM locations					
> Exchange Rates - Interest Rates					

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

ome Page > Change Username						
FAST ACCESS	Information INFORMATION CHANGE USERNAME Curren Ne AUTHENTICATION INFORMATION	CHANGE PASSW	ORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history Information 2 Authentic > Login history INFORMATION CHANGE USERNAME Current username: You have not set up another username: My Categories New username:	2 Authentication	>	Complete			
> Login history	INFORMATION CHANGE USERNAM	E				
🛱 My Transactions	C			ot set up another username		
L My Categories	AUTHENTICATION INFORMATION	New username:	ABCD			
fm Other information		Citizen ID *:	Enter			
> Promotions		Corporate ID *:	Enter			
 Branch and ATM locations 						
> Exchange Rates - Interest Rates						← Back Confirm →
> Fees and Charges						

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

ome Page Change Username	_				
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERNAME	FAVORITE ACCOUNT	FAVORITE MENU
 Transaction history Login history My Transactions My Categories My Categories Promotions Pranch and ATM locations 		>	2 Authentication	>	3 Complete
 Login history 	Change username successfully				
Co My Transactions		7251655			
Search My Categories	INFORMATION CHANGE USERNAME				
Other information					
> Promotions	Authentice Authentice Change usemame successfully Transaction Number: 202107177251655 INFORMATION CHANGE USERNAME Current username: New username: ABCD				
> Branch and ATM locations					💏 Home Page
> Exchange Rates - Interest Rates					
Fees and Charges					

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

Iome Page + Fast Access					
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USER	RNAME FAVORITE ACCO	UNT FAVORITE MENU
3 Transaction history	USER INFORMATION CHANGE PASSWORD CHANGE USERNAME FAVORITE ACCOUNT INT TRANSACTIONS IST OF TRANSACTIONS IST OF TRANSACTIONS Enter the search text Enter the search text Intrabank transfer IST OF TRANSACTIONS Enter the search text				
> Login history	LIST OF TRANSACTIONS		(1)	FAVORITE TRANSACTIONS	(0
📸 My Transactions				Enter the search text	
Search My Categories	Intrabank transfer				
Contraction			¢		
> Promotions					
Branch and ATM locations					
> Exchange Rates - Interest Rates	MY TRANSACTIONS LIST OF TRANSACTIONS Enter the search text Intrabank transfer				
					🕽 Refresh 🛛 🖹 Save

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.

DAN HANG RASIKORN THE RASIKORHARANE	FUND TRANSFER 🗸 🛞 SETTING				Customer 790 - Custom Zudey: 25-07-3022 - Lanuel Ali	Notification The quick accessment has been saved successfully
ame Page (*) Fast Access						
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERN	AME	FAVORITE ACCOUNT	FAVORITE MENU
Transaction history	MY TRANSACTIONS					_
Login history	LIST OF TRANSACTIONS		(0)	FAVORITE	TRANSACTIONS	(1)
C My Transactions	Eriter the search last			Enter the se		
> Intrabank transfer				intrabank	transfer	
L My Categories			-			
Content information						
> Promotions						
> Branch and ATM locations						
Exchange Rates - Interest Rates					0	Refresh 🗃 Save
> Fees and Charges	MY CATEGORIES					



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

 Branch and ATM locations 				
> Exchange Rates - Interest Rates				C Refresh Save
 Fees and Charges 	MYCATEGORIES			
Mailbox	LIST OF CATEGORIES	(3)	FAVORITE CATEGORIES	(0)
> Inbox	Enter the search text		Enter the search text	
* mbox	Loan Account			
	Payment Deposit			
	Fixed Deposit	<i>#</i> *		

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

Iome Page () Fast Access					
FAST ACCESS	USER INFORMATION	CHANGE PASSWORD	CHANGE USERN	NAME FAVORITE ACCOUNT	FAVORITE MENU
3 Transaction history	MY TRANSACTIONS				
Login history	LIST OF TRANSACTIONS		(0)	FAVORITE TRANSACTIONS	(1)
B My Transactions	Enter the search text			Enter the search text	
Intrabank transfer				Intrabank transfer	
La My Categories			4		
> Payment Deposit					
> Fixed Deposit					
Contraction					
> Promotions					Refresh 🗟 Save

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

Ngắn Hàng KASIKORN	Activate KBank	Smart OTP	🕑 Test IB Deposit - Account Owner ~ 🔛 🌲 🐵 💶 Today: 02-12-2021 - Catest Accest: Monday: Nov 20, 2021 (Coll 22
👫 🗛 ACCOUNT 🗸 🛛 TRANSACTION HISTORY 🗸 🦪 DO	User ID*:	Enter User ID	🖉 OTHER SERVICES 🗸 🔘 SETTING 🗸
ome Page	Password *:	Enter a current password	
FAST ACCESS ACCOUNT INFORM	Citizen ID*:	Enter Citizen ID	a Download PDF
"D Transaction history Produ	Corporate ID *:	Enter Corporate ID	
Login history Payment Depos	Email *:	Enter the Email	
C My transaction	Authentication *:	Email V GET OTP	
Source My portfolio	OTP Code:	Enter OTP	
to Other information			
> User Manual CREDIT OVERVIEW		ACTIVATE × CLOSE	
CREDIT OFENDER			

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

OTPInfo.zip 498 bytes

Report Phishing

Thông tin xác thực cho KBank Connect (Kích hoạt KBank Smart OTP)

Kính gửi Quý khách hàng,

Để kích hoạt KBank Smart OTP, vui lòng nhập mã OTP đính kèm trong vòng 5 phút để xác nhận kích hoạt.

Mã xác minh OTP:

Vui lòng nhập ngày sinh của bạn (YYYYMMDD) để mở tệp đính kèm. (Ví dụ: 19001020)

Để biết thêm chi tiết, vui lòng truy cập trang web của chúng tôi tại www.kasikombank.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

- Open the downloaded file by right-clicking the folder, select your Step 6. 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:

Select Setting / Deactivate OTP Token function Step 1.

Ngân Hàng KASIKORN		Deactivate KBa	nk Smart OTP	HANH PRIVATE LIMIT	FED - ACCOUNT OWNER ~ Image: Account owner Today: 02-13-2021 - Latest Access : Thursday, flec 02, 2021 02-0629	
A ACCOUNT - TRANSACTION HISTORY	(User ID*:	Enter User ID	IG v		
Home Page		Password *:	Enter a current password			
FAST ACCESS	ACCOUNT INFORM	Citizen ID*:	Enter Citizen ID			
[®] Transaction history	9 ALLGREEN VI	Corporate ID *:	Enter Corporate ID		Download PDF	
> Login history	Produ	Email *:	Enter the Email	-		
🛱 My transaction	Payment Depos	Authentication *:	Email V 🛛 GET OTP			
🎝 My portfolio		OTP Code:	Enter DTP			
fm Other information			Child Off			
➤ User Manual	Fixed Deposit		& DEACTIVATE × CLOSE		31.5%	
) Fees					Deposit payment Fixed deposits	

Screen 7.12.2-1. Get OTP to deactivate token via Email

- Step 2. Enter all required fields
- Click Get OTP button Step 3.
- Step 4. Open the email registered with the bank to view mail containing **OTP** Code file
- Download and open OTP Code file (OTPInfo.zip, by entering Step 5. your Date of Birth (YYYYMMDD) example: 19990115 to decrypt the file

OTPInfo.zip 498 bytes	÷
Report Phishing	

Thông tin xác thực cho KBank Connect (Hủy kích hoạt KBank Smart OTP)

Kính gửi Quý khách hàng,

Để hủy kích hoạt KBank Smart OTP của bạn, vui lòng nhập mã OTP đính kèm trong vòng 5 phút để xác nhận việc hủy kích hoạt.

Mã xác minh OTP: Vui lòng nhập ngày sinh của bạn (YYYYMMDD) để mở tệp đính kèm. (Ví dụ: 19001020)

Để biết thêm chi tiết, vui lòng truy cập trang web của chúng tôi tại www.kasikombank.com.vn hoặc liên hệ với trung tâm hỗ trợ khách hàng của chúng tôi theo số (84) 28 3821 8888 Đây là thông báo tự động. Vui lòng không trả lời email này trực tiếp.

Trân trọng, Ngân Hàng Đại Chúng TNHH Kasikornbank – Chi Nhánh Thành Phố Hồ Chí Minh

Screen 7.12.2-2: OTP Code via Email

- Step 6. Open the downloaded file by right-clicking the folder, select your Zip tool program (7-Zip program is recommended) then click 'Extract here'
- Step 7. Enter your date of birth (YYYYMMDD) Example: 19990115 to decrypt the file
- Enter OTP code on the screen Step 8.
- 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

Ngàn Hàng KASIKORN		Deactivate KBa	ink Smart OTP	HANH PRIVATE LIMITED - ACCOUNT OWNER - 😰 🌲 🐵 📧
	CTION HISTORY 🗸 🦪 DOI	User ID*:	Enter User ID	ic ý
Home Page		Password *:	Enter a current password	
FAST ACCESS	ACCOUNT INFORM	Citizen ID*:	Enter Citizen ID	
⁽¹⁾ Transaction history	9 - ALLGREEN VI	Corporate ID *:	Enter Corporate ID	Download PDF
Login history	Produ	Email *:	Enter the Email	
Bo My transaction	Payment Depos	Authentication *:	Smart OTP - Online	
2. My portfolio				
ft: Other information			CLOSE × CLOSE	
➤ User Manual	Fixed Deposit		+	

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"

ACTIONS	←	TRANSACTION
Pull down to refresh		â
KBANK CAN/BODIA 1		ENTRUST
An application would like to confirm the >	An applicat transaction	tion would like to confirm the following
	Identity	KBANK CAMBODIA 1
	Date	05 Aug 2021 15:41:45
	Transaction	Name Deactivate KBank Soft OTP
	User ID	0002001137DN003
	Phone No	1234567
	Email	nirushporn.a@kasikornbank. com
		Confirm
Remaines Appliers Det Scar Sectors	Suspiciou	rs Cancel

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 ide	entities	and 퇵	butto	n to c	omple	te
IDENTIT Pull down to			down to refrom	lete identities	←	IDEN Pull down		
KBANK CAMBODIA Verify	>	KBANK CAN Verify		>		ык самвор 651 59		Î
	•			Ð				Đ
identicities Actions	Dif Scan Settags	identicies Actions	00 03 04 50m	\$	Юмсан	Actions	D D D D D D S S S C S S S	¢.

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

Ngån Häng KASIKORN		e Allgree	N VUONG THANH I	PRIVATE LIMITED - ACCOUNT OWNER 🗡	🖬 🌲 💿 🔳
A ACCOUNT V TRANSACTION	HISTORY \sim g domestic fund transfer \sim	C OTHER SERVICES V	() SETTING	Inbox No Mail	ay, Dec 02, 2021 09:06:29
Home Page				🐥 See Mail	
FAST ACCESS	ACCOUNT INFORMATION				
¹ Transaction history	9 - ALLGREEN VUONG THANH PRIVATE LIMITED	Ŧ			Download PDF
• Fourier Branner	Scre	en 8.1.1-1: Ma	ilbox		
Sten 1	Click 🤗 button				
-					
Step 2.	Click View more bu	ution to reall		Indox screen	
Step 3.	Click ^{回 Inbox} butte	on			

n Hàng KASIKORN				EN VUONG THANH	PRIVATE LIMITED - ACCOUNT OWNED Today: 02-12-2021 - Late	R 👻 🔛 🌲 🕢
ρ_0 account \sim	TRANSACTION HISTORY 🗸 🦪 D	DOMESTIC FUND TRANSFER \vee	Conther Services 🗸	SETTING	*	
Page > Email						
+ COMPOSE	INBOX					
Inbox	SEARCH INFORMATION					
Sent	Subject:	Enter Subject				
	Number Of Latest Mail:	Choose number of latest mail	÷	From E	Branch: All	÷
	From Date:	02/10/2021		т	o Date: 02/12/2021	
					3	REFRESH Q SEARCH
	MAIL LIST					
	No.	Subject		Sent Date	From Br	anch
	1 Test Service Ma	intenance 2		02/12/2021 16:06:45	BRANCH OF KASIKORNBANK PUBLIC MINH)	COMPANY LIMITED (HO CHI

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:

St	ер 1.	Click Putton.
St	ep 2.	Click View more button to redirect to Inbox screen
St	ер З.	Click ^(a) Inbox button
St	ер 4.	Click hyperlink of the row in the Subject column on the table
IN Hàng KASIKORN		🕒 ALLGREEN VUONG THANH PRIVATE LIMITED - ACCOUNT OWNER 🔛 🐥 👁 📕
	TRANSACTION	Today: 07-12-3022 - Latense Accessa: Thursday, Dec 02, 2022 09:08
	TRANSACTION H	Today: 07-12-3022 - Latent Access: Thursday, Dec 02, 2022 09:08
		Today: 07-12-3022 - Latent Access: Thursday, Dec 02, 2022 09:08
A ACCOUNT ~	MAIL	Teday: 67-32-3033 - Latent Access : Thursday, Dec 80, 2023 69 366
HE KASIKOENBANE	Mail Test s	Techy: 63-32-3033 - Latest Access: Thursday, Dec 80, 2023 09 506
HE KASIKOENBANK	MAIL Tests	Teday: 67-32-3027 - Latest Access: Thursday, Dec 02, 2023 08-305 HISTORY ~
HE KASIKOENBANK	MAIL Test S Dear Ki	INISTORY V I DOMESTIC FUND TRANSFER V C OTHER SERVICES V SETTING V L DETAILS Service Maintenance KBankConnect_Vietnam@kasikombank.com 102/12/2021

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 W button
- Step 2. Click View more button to redirect to Inbox screen

Step 3. Click ^{Child} Inbox button

Iome Page / Email				
+ Compose	INBOX			
 Inbox Sent 	SEARCH INFORMATION Subject: Number Df Nearest Mail: From Date:	Confirm Are you sure you want to delete 11nbox?	Iranch: All p.Date: 16/07/2021	tefresh Q Search
	MAIL LIST			
	No. 🕑 Subject	Sent Date	From Branch	

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 without
- Step 2. Click View more button to redirect to Inbox screen

Step 3. Click 🗹 Sent button

lome Page 🔹 Email						
+ Compose	OUTBOX					
Inbox	SEARCH INFORMATION					
Sent Sent	Service Type:	All services	-	Status:	All status	*
	Number Of Nearest Mail:	Choose number of n	earest mail 👻			
	From Date:	16/05/2021		To Date:	16/07/2021	
					D Refresh Q Se	arch
	MAIL LIST					
	No. 🔲 Si	ubject	Sent Date	Sender	Status	
	1 test test		2021-07-16 22:57:30.0	owner	Waiting for the bank to process	_

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

- Step 1. Click W 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

+ Compose	DETAIL OUTBOX	
(inbox	CUSTOMER INFORMATION	
A Sent	Customer Name: Phone: Email:	Course
	EMAL DETAIL	
	Service Type:	Internet Banking .
	Subject.	wernod
	Detail	sansa Mi
	SEND TO	
	Province / City:	Phrom Honh -
	Brancht	BRANCH OF KASIKORNIBANI PUBLIC COMPANY LIMITED (PRIKOM PDIN)
	Branch / Transaction Office:	BRANCH OF KASAKORBANAN FRANC COMPARE LIMITED (FRAME PERM)
		4 Back

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 dutton
- Step 2. Click View more button to redirect to Inbox screen

Step 3. Click 🗖 🚟 butto

Home Page 🕤 Email				
+ Compose	оитвох			
Inbox	SEARCH INFORMATION			
A Sent	Service Type:	Confirm	Status: All status	*
	Number Of Nearest Mail:	Are you sure you want to delete 1 Sent?		
	From Date:	OK Cancel	o Date: 16/07/2021	
	🗑 Delete (1)			D Refresh Q Search
	MAIL LIST			
	No. 🕑 S	ubject Sent Date	Sender	Status
	1 dest test	2021-07-16 22:57:30.0	owner	Successful

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

- Step 1. Click Web button
- Step 2. Click View more button to redirect to Inbox screen
- Step 3. Click Compose button

+ Compose	COMPOSE NEW EMAIL				
Inbox	EMAIL INFORMATION				
A Sent	Service Type *:	Internet Banking	-		
	Subject *:	test test			
	Detail *:	test test			
			li.		
	SEND TO				
	Province / City:	Phnom Penh			
	Branch:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (PHNOM PENH)	*		
	Branch / Transaction Office:	BRANCH OF KASIKORNBANK PUBLIC COMPANY LIMITED (PHNOM PENH)	ý.		

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 开责银行 KASIKORNBANK