



businessONLINE Guide

Manager cheque request

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Version 1.0

HOW TO INITIATE A MANAGER'S CHEQUE REQUEST:

(Applicable for Maker and MakerAuthorizer)

Payments tab > initiate > instrument payment > Managers cheque

busin	essONLIN	E			ļ	,				
	Home	Dashboard	Acc	count Services	Payme	nts I	nformation Report		Trade	
Initiat	te 😑	Pending Activities							I would like to initiate a	a
Registe	er Beneficiary ゝ	Is Litility Paymonts	Packet Payment							
Payme	nts >		Dasket Fayment							_
Bulk Fil	le Upload	es								
Payroll	Services >	Standing Instructions	Instruments							
Split Fil	le Upload	Payment Date	Payment Type	Debit Account Nu	Debit Account Name	Beneficiary Accoun	Beneficiary Name	Payment Currency	Payment Amount	Sta
Utility F	Payments ≻	17-11-2022	Local Currency	1019890822501	DUMMY COMPANY	EG3300020539	Sara Wael El Sa	EGP	1.00	Pro
Instrun	nent Payment >	Managers Cheque	Own Account Pay	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	1.00	Pro
Basket	Payment >	13-11-2022	Own Account Pay	0489890822504	DUMMY COMPANY	1029890822506	DUMMY DUMMY CO	EUR	1.00	Rei
~ =		13-11-2022	Within Bank Payme	1019890822501	DUMMY COMPANY	EG2900140068	MOHAMED RA	EGP	1.00	Rei
Q 🗎	13-11-2022	13-11-2022	Own Account Pay	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	200.00	Rei
Q 🗎	13-11-2022	13-11-2022	Foreign Curren	1029890822506	DUMMY DUMMY CO	AE4902600010	OSAMA DARWISH	EUR	1.00	Rei
Q 🗎	24-10-2022	24-10-2022	Foreign Curren	1029890822502	DUMMY COMPANY	AE4902600010	OSAMA DARWISH	EUR	5.00	Rei

Double click on search icon and choose **debit account number** from the drop list

Managers Cheque

✓ DEBIT INFORMATION				
Debit Account Number*		Currency	Bank Country	
0489890822504 Q		EGP	EGYPT	
Available Balance		Account Name	Account Type	
EGP 0.00 on 20-11-2022 at 14:34:12		DUMMY COMPANY	Call Account Retail	





Select Beneficiary type

> New Beneficiary - Enter payee Name & Address

Managers Cheque		
_		
PAYEE INFORMATION		
Select Beneficiary Type		
Existing New		
Currency		
EGP		
Payee Name*	Payee Address*	
Engy Ahmed	New Cairo	
		1

> Existing Beneficiary – click on search icon and select beneficiary

Managers Cheque

V PAYEE INFORMATION		
Select Beneficiary Type		
Existing New		
Currency	Payee Name*	
EGP	Engy	Q
	Payee Address*	
	cairo new cairo madinaty	



> Enter **Payment amount (available for EGP currency only)** > purpose of payment > click on submit

V PAYMENT INFORMATION					
Please enter either Debit or Payment Amount					
Payment Amount	EGP	5.00			
Debit Amount	EGP	5.00			
Payment Date* 20-11-2022					
Delivery Mode*			Reference in your statement		
At Corporate Registered Address	Ad DL	dress ** IMMY COMPANY 2 12 الاسکنتریه میامی عمار BG NA	test		
Purpose of payment to beneficiary* test					
	c	Cut Off Time			
	Ar	ny transactions initiated on a Holiday or post cut off would be processed on ne	t working day.		
Cancel Clear			Save As Draft	Save As Template	Submit

> Confirmation pop up window will show up, click on **confirm**

husinessONUINE			Engy Ahmed 🗸
Review And Confirmation-Manag	gers Cheque		×
TRANSACTION DETAILS			1
Pransaction Reference Number	Transaction Status	Initiator Date and Time	
1112011224310721	Pending Confirmation	20-11-2022 14:39:50	
laitisted Dr			
Engy Ahmed			
Ac C			
DEBIT INFORMATION			
Debit Account Number	Currency	Bank Country	
0489890822504	EGP	EGYPT	
C Available Balance	Account Name	Account Type	
EGP 0.00 op 20-11-2022 at 14:39:51		Call Account Retail	
201 0.00 01 20 11 2022 at 14.55.51		can Account Netan	
E			
Ac PAYEE INFORMATION			
Colast Danafisian Tima			↓ ▼
C Cancel Back			Confirm
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> Select authorization matrix & click on **submit**

	Engy Anmed	\geq
Authorization Matrix	×	
Do you wish to select a specific approval workflow to authorize this transaction?	*	
	~	
Cancel	Submit	
		_

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> Confirmation pop up window will appear, click on close

🖹 Pend	ding Activities		Confirmati	on				۲	I would like	e to initiate	e a 🗸	FX	
oloads				TION REQUEST IN	NFORMAT	TION		^				6	C
ry Sta	nding Instructions	Instruments	Transaction Refer	ence Number	1112011	1224315801		-11				÷	
)ate 📥	Payment Date	Payment Type	Date/Time		20-11-20	022 15:25:32		e	ncy Paymen	t Amount	Status	Custon	ner R
2	17-11-2022	Local Currency						- 8		1.00	Processed by Bank	test	
2	17-11-2022	Own Account Pay.	Status		Ready fo	or Authorization		- 8		1.00	Processed by Bank	sainty	1711
2	13-11-2022	Own Account Pay.						- 11		1.00	Ready for Auth	ugj	
2	13-11-2022	Within Bank Paym	e Transaction Type		Manage	ers Cheque		- 8		1.00	Ready for Auth	test1	
2	13-11-2022	Own Account Pay.						- 8		200.00	Ready for Auth	test	
2	13-11-2022	Foreign Curren			ON			1 U		1.00	Ready for Auth	test	
2	24-10-2022	Foreign Curren						18		5.00	Ready for Auth	test	
			Managers Cheque ha	as been submitted succ	essfully.								
												(2)	C
ry Billers	Utility Beneficiar	ies Templates	Ba					*					
/ Nickn	Beneficiary Name	Beneficiary Accou	B Close					e	neficiary Paym	Maker ID	Maker Da	te	
	tesytt	EG3800190005	В					e	ndor	RUDEEN	23-03-202	22	RU
	sara wael	EG3300020539	BANQUE MISR CA Loca	Currency BE161	0227936360	EGYPT	Account	Ve	ndor	OELHOSH	Y 16-10-202	22	



Manager cheque Authorization.

(Applicable for Authorizer and MakerAuthorizer)

Payments tab > Pending activities

businessONLINE										Last Login:	Engy Ahmed 20-11-2022 14:18:5:	
I	Home	Dashboard	Ac	count Services	Payme	nts	Information Report		Trade			
(Initiat	e 😑 Peno	ding Activities			~				I would like to in	itiate a 🗸	FX	
Payments	File Uploads	Utility Payments	Basket Payment									
🗸 Tra	insaction Inquiries										⊚ C :	50
Transact	ion Summary Sta	nding Instructions	Instruments									- 1
Actions	Initiation Date 📤	Payment Date	Payment Type	Debit Account Nu	Debit Account Name	Beneficiary Accoun.	. Beneficiary Name	Payment Currency	Payment Amou	int Status	Customer Refe	rence
Q 🗎	17-11-2022	17-11-2022	Local Currency	1019890822501	DUMMY COMPANY	EG3300020539	Sara Wael El Sa	EGP		1.00 Processed by Bank	test	^
Q 🗎	17-11-2022	17-11-2022	Own Account Pay	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP		1.00 Processed by Bank	sainty 1711	
Q 🗎	13-11-2022	13-11-2022	Own Account Pay	0489890822504	DUMMY COMPANY	1029890822506	DUMMY DUMMY CO	EUR		1.00 Ready for Auth	ugj	
Q 🗎	13-11-2022	13-11-2022	Within Bank Payme	1019890822501	DUMMY COMPANY	EG2900140068	MOHAMED RA	EGP		1.00 Ready for Auth	test1	
Q 🗎	13-11-2022	13-11-2022	Own Account Pay	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	20	00.00 Ready for Auth	test	
Q	13-11-2022	13-11-2022	Foreign Curren	1029890822506	DUMMY DUMMY CO	AE4902600010	OSAMA DARWISH	EUR		1.00 Ready for Auth	test	
Q	24-10-2022	24-10-2022	Foreign Curren	1029890822502	DUMMY COMPANY	AE4902600010	OSAMA DARWISH	EUR		5.00 Ready for Auth	test	v F

Transactions> Pending authorization > select the **transaction** > click "**Authorize**"

P	ending Activiti	ies										G : ×
00	Transactions	Ρ	ending Authorization	Saved As Drafts R	ejected Transactions	Rolled Back Queue	Ready For Release					
-	Cile Universit		Transaction Reference	Customer Reference	Transaction Type	Payment Currency	Payment Amoun	t Local Currency	Amount in Local C	Created By	1	Transaction Initiati
	File Opload		1112011224315801		Managers Cheque	EGP	2	.00 EGP	2.0	0 Engy Ahmed	2	20-11-2022 15:25:
00	Host Upload		1111311229461736	ugj	Own Account Payment	EUR	1	.00 EGP	25.2	3 Salma Khaled	1	13-11-2022 15:44:5
00	Split File Upload		1111311229426142	test	Foreign Currency Pay	EUR	1	.00 EGP	24.7	4 Engy Ahmed	1	13-11-2022 10:58:′
	Beneficiaries		1112410228364726	test	Foreign Currency Pay	EUR	5	6.00 EGP	96.3	4 Engy Ahmed	Ĩ	24-10-2022 14:57::
· · · · ·			1112410228267968	TEST	Local Currency Paym	EGP	20	0.00 EGP	20.0	0 Engy Ahmed	1	24-10-2022 12:56:(
υŋ	Fawry Billers											
00	Utility Beneficiaries	4										
00	Beneficiary Upload											
00	Basket Payments											
		4										
		"Select all" checkbox will allow user to submit only 101 records at a time.										,
	Close									Reject		Authorize



Enter token PIN and click on submit

Payment Pre-Confirmation			×
			•
Transaction Summary			
Number of Transactions	Debit Currency	Net Debit Amount	
1	EGP	2.00	-
Disclaimer			
For payments involving currency conversion, the displayed exchange if the payment is released on another day or after the cut-off time.	the exchange rates are subject to change	eased within the cut off time, on the same day.	
in the payment is receased on another day of area the cat on thing,	the exchange rates are subject to enange.		
smartDASS Tokent			
			•
Close			uthorize



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