

## 1. Purchase

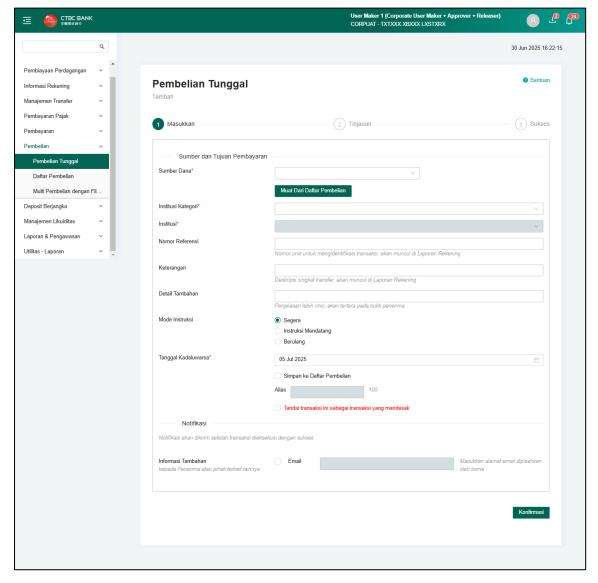
# 1.1 Single Purchase

This menu enables companies to make purchases, regardless of whether they are registered or not. We are pleased to inform you that savings and loan accounts are available for purchases. The currency matrix includes both local and foreign currencies.

#### 1.1.1 Send

The following steps must be followed in order to create a **Single Purchase** transaction in the Purchase menu:

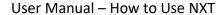
1. From the **Prime Cash** main menu, click Purchases, then click **Single Purchase**. The Add **Single Purchase** page will then appear.



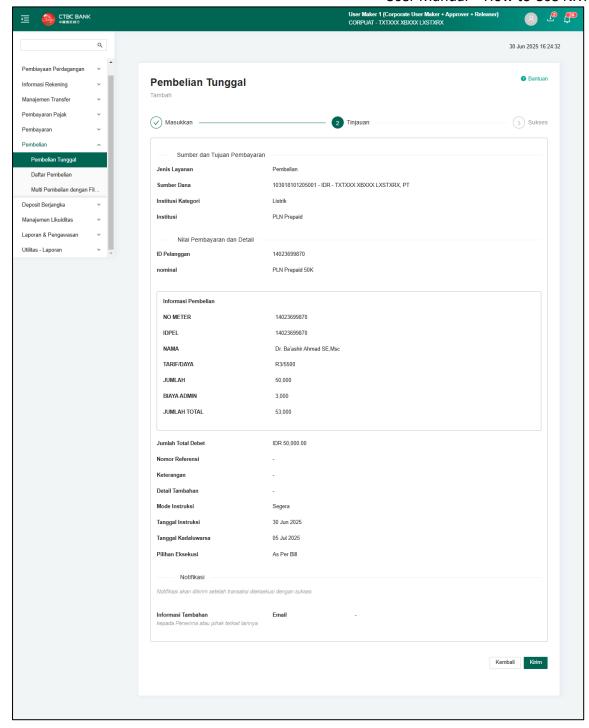
2. Select Funding Source (Required).



- 3. Select Institution Category (Required).
- 4. Select **Institution** (**Required**).
- 5. Enter Purchase ID 1 (Required).
- 6. Enter Reference Number (Optional).
- 7. Enter **Description** (**Optional**).
- 8. Enter Additional Details (Optional).
- 9. Enter Instruction Mode (Required).
- 10. Enter **Expiration Date** (**Required**).
- 11. Check or uncheck **Save to Recipient List**. If checked, enter an **Alias** (**Required**).
- 12. Check Mark this transaction as urgent (Optional).
- 13. Check or uncheck Additional Information. If checked, enter an Email (Required).
- 14. Click the **Confirm** button. The **Add Single Purchase Confirmation** page will be displayed.

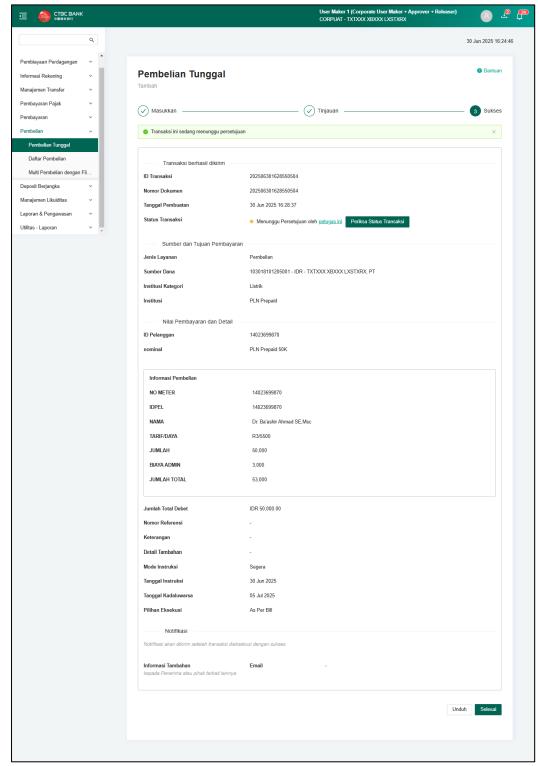






- 2. Please use the **Back** button to return to the previous page or click the **Submit** button to continue.
- 3. Please click the **Submit** button. The Add **Single Purchase Results** page will appear with the message "**This transaction is pending approval**".





- 4. Klik Download button for download this page or click **finish** button. To return to the Add **Single Purchase page**, click the Finish button.
- 5. Submitted transactions must be approved by the approver on the **Pending Task**.



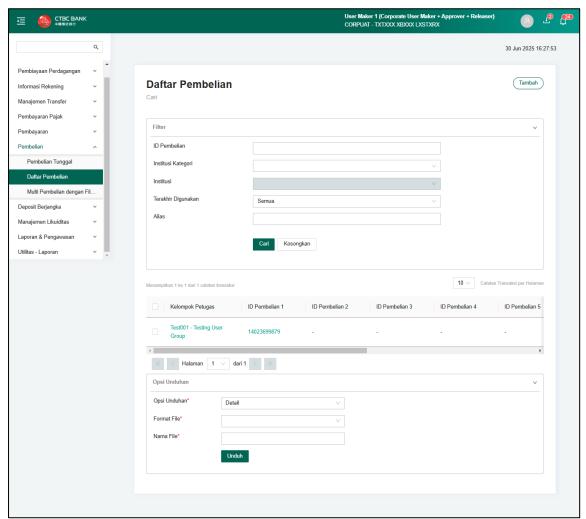
#### 1.2 Purchase List

Please find below the purchase list. This menu enables Company Officers to add and delete purchase data that will be used for purchases in the Single Purchase menu.

#### 1.2.1 Search and View

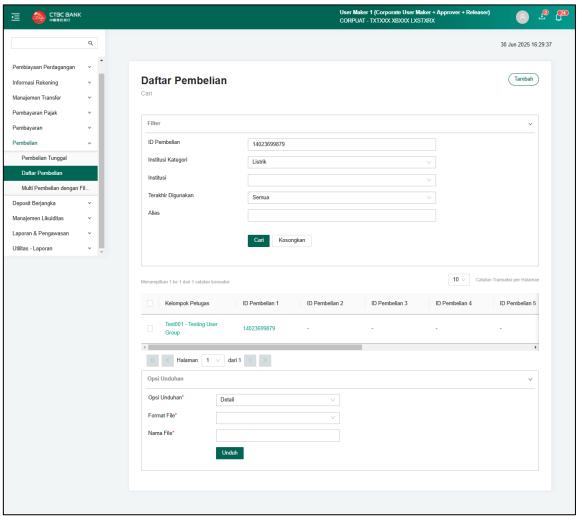
Please find below the steps to search and view **Purchase List** details in the **Purchase** menu:

 From the Prime Cash main menu, click Purchases, then click Purchase List. The Purchase List Search page will then be displayed.

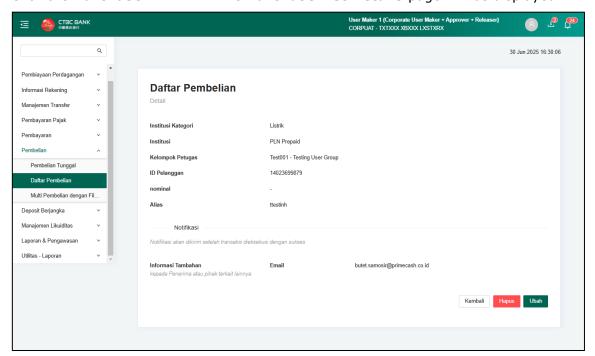


- 2. Please enter the Purchase ID or
- 3. Please select the **Institution Category** or
- 4. Please select the Institution or
- 5. Please select 'Last Used' or
- 6. Please enter the **Alias**.
- 7. Please click the **Search** button. The **specific Purchase** List will then be displayed.





8. Click the **Purchase ID 1** link. The **Purchase List Details** page will be displayed.



9. The following buttons will appear on the **Purchase List Details** page:

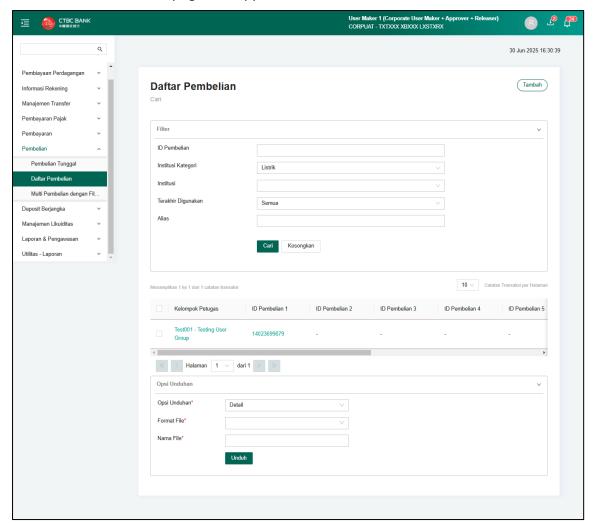


- a. Edit button: To change the Purchase List Details.
- b. Delete button: To delete the Purchase List.
- c. Back button: To return to the Purchase List Search page.

#### 1.2.2 Add

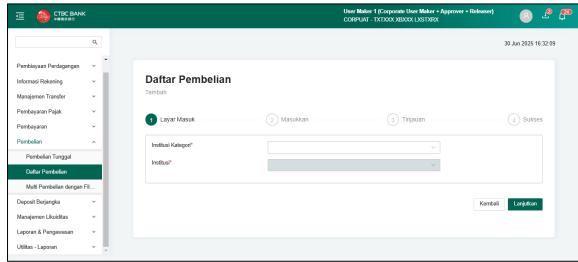
Here are the steps to add a **Purchase List** to the **Purchases** menu:

1. From the **Prime Cash** main menu, click **Purchases**, then **click Purchase** List. The **Purchase List Search** page will appear.

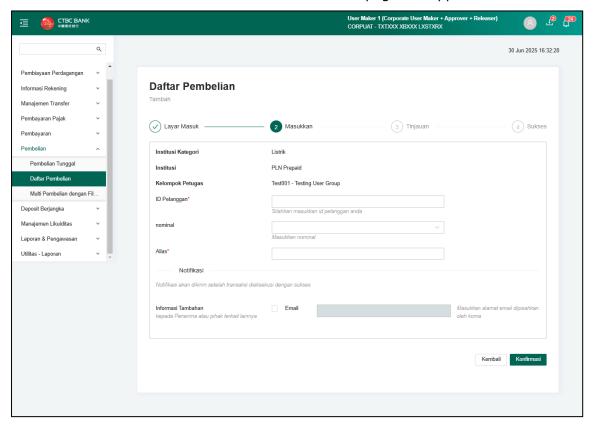


2. Click the **Add** button. The **Add Purchase List** page will appear.





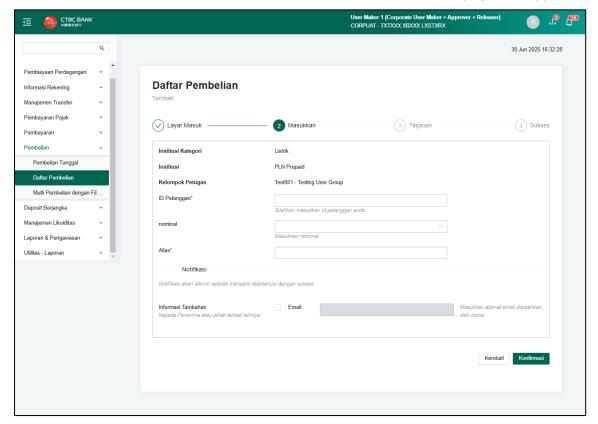
- 3. Select Institution Category (Required).
- 4. Select Institution (Required).
- 5. Click the **Back** button to return to the previous page or click the **Continue** button to continue the process.
- 6. Click the Continue button. The Add Purchase List page will appear.



- 7. Enter your ID (Required).
- 8. Enter your Alias (Required).
- Check or uncheck Additional Information. If checked, enter your email address (Required).

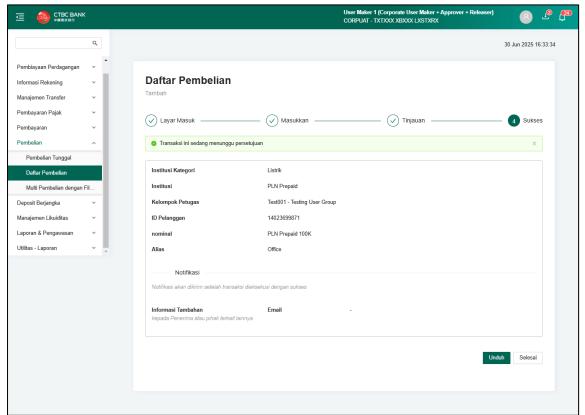


- 10. Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
- 11. Click the **Confirm** button. The **Add Purchase List Confirmation** page will appear.



- 12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 13. Click the **Submit** button. The **Add Purchase List Results** page will appear with the message "**This transaction is pending approval**."





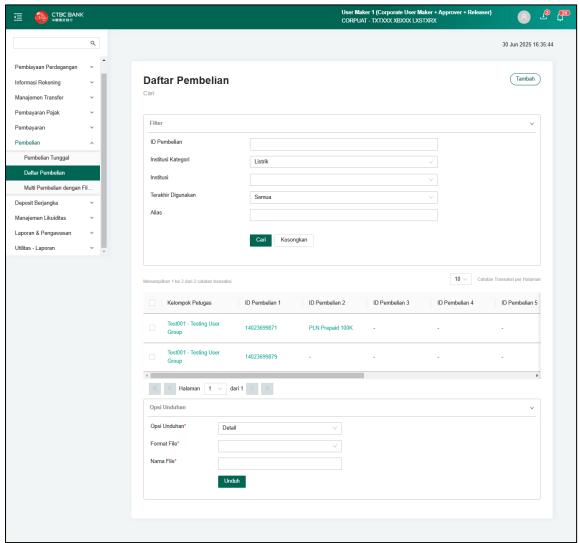
### 1.2.3 Edit

#### 1.2.3.1 Edit from List

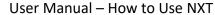
Here are the steps to edit a **Purchase List** from the list in the **Purchases** menu:

1. From the **Prime Cas**h main menu, click Purchases, then click **Purchase List**. The **Purchase List Search** page will appear.

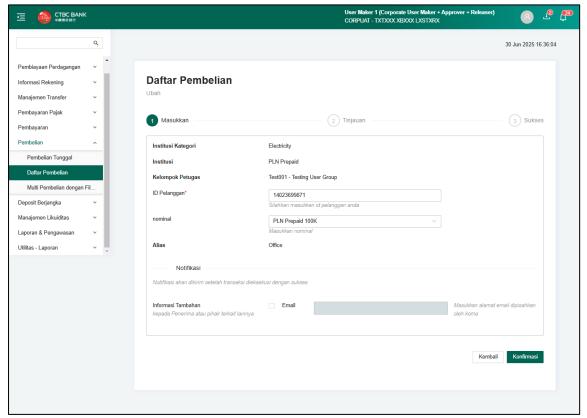




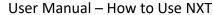
2. Click the **Change** button. The **Change Purchase List** page will appear.



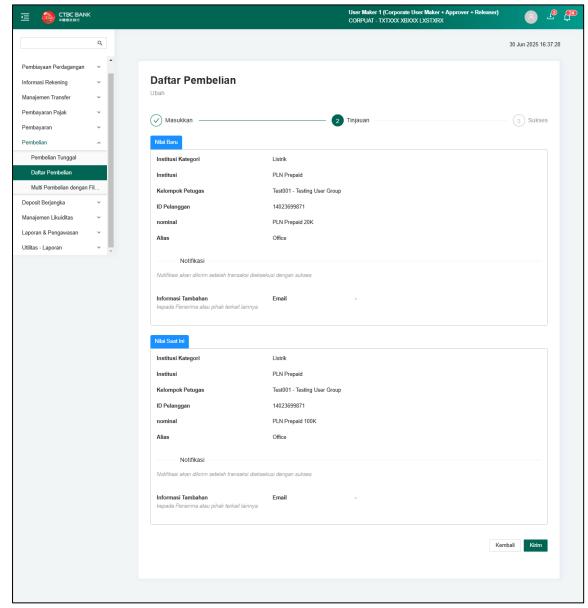




- 3. Make any necessary changes.
- 4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- 5. Click the **Confirm** button. The **Purchase List Change Confirmation** page will appear.

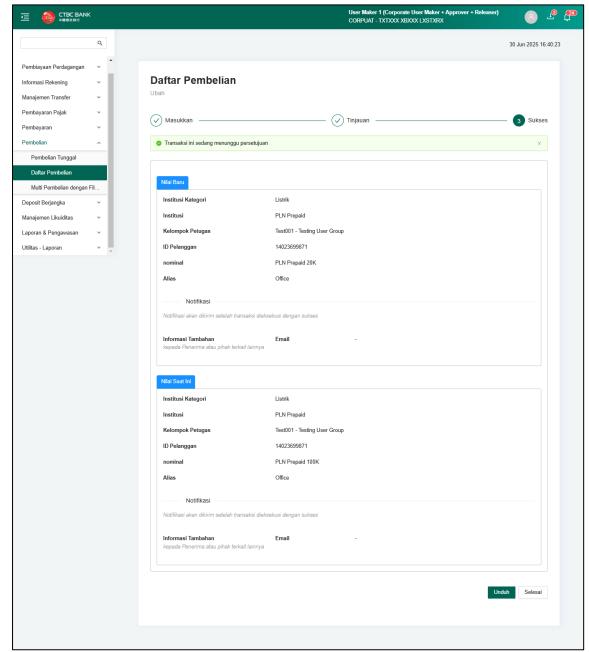






- 6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 7. Click the **Submit** button. The **Change Purchase List Results** page will appear with the message "**This transaction is pending approval**."

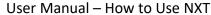




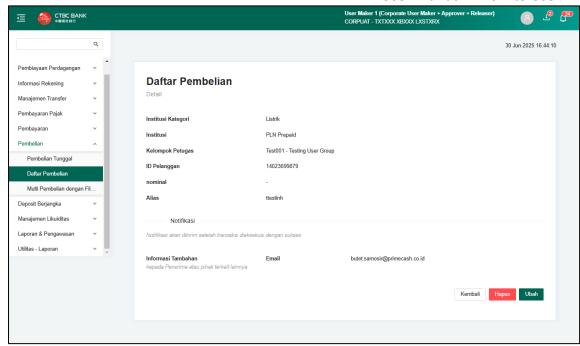
### 1.2.3.2 Editing from Details

Here are the steps to edit a **Purchase List** from the details in the **Purchases** menu:

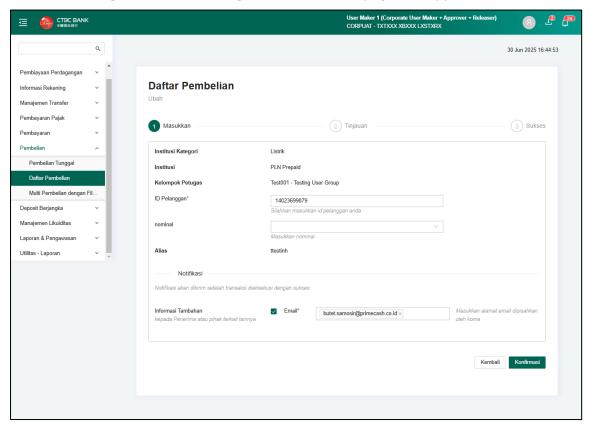
 Go to the Purchase List Details page. The Purchase List Details page will be displayed.





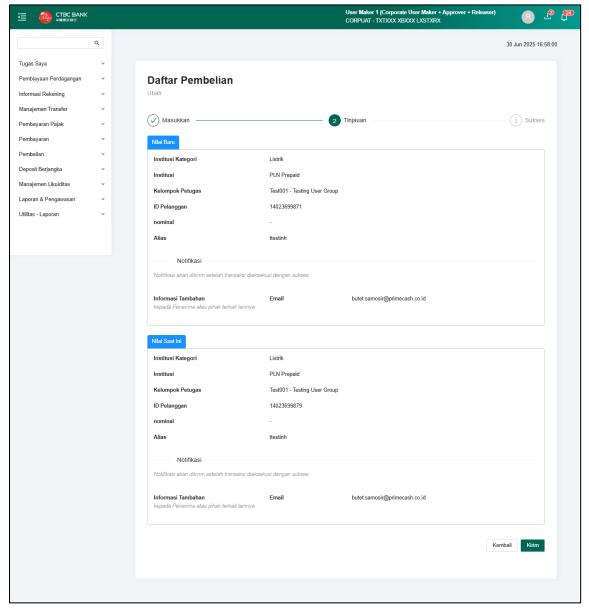


2. Click the Change icon. The Change Purchase List page will appear.



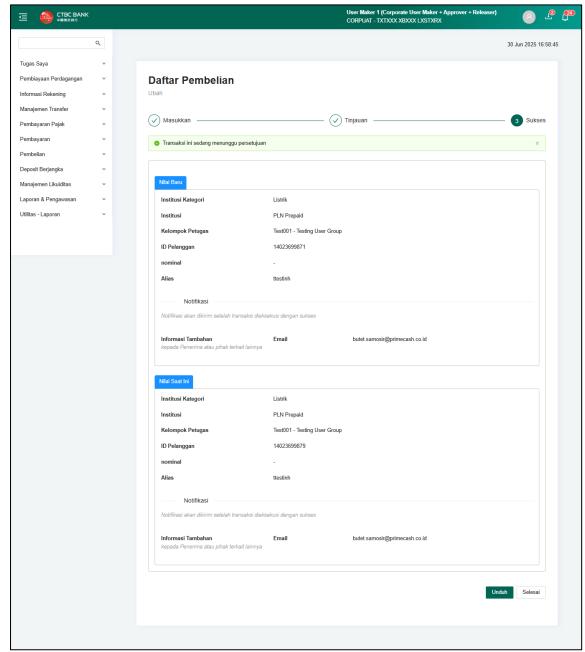
- 3. Make any necessary changes.
- 4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- 5. Click the **Confirm** button. The **Purchase List Change Confirmation** page will appear.





- 6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 7. lick the **Submit** button. The **Change Purchase List Results** page will appear with the message "**This transaction is pending approval.**"





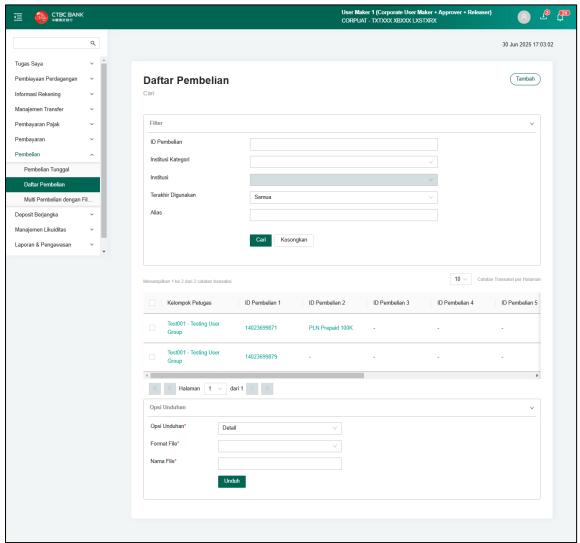
### 1.2.4 Delete

#### 1.2.4.1 Remove from List

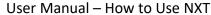
Here are the steps to remove a **Purchase List** from the **Purchases** menu:

1. From the **Prime Cash** main menu, click **Purchases**, then click **Purchase List**. The **Purchase List Search** page will appear.

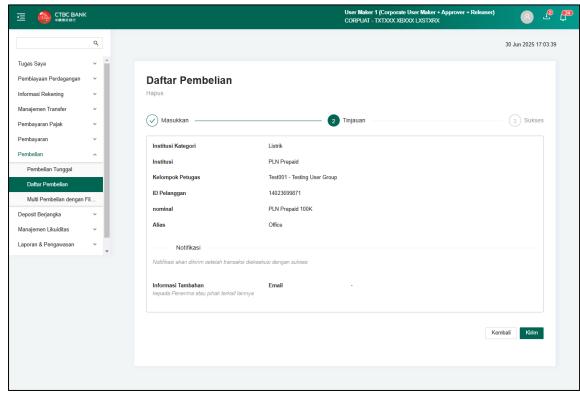




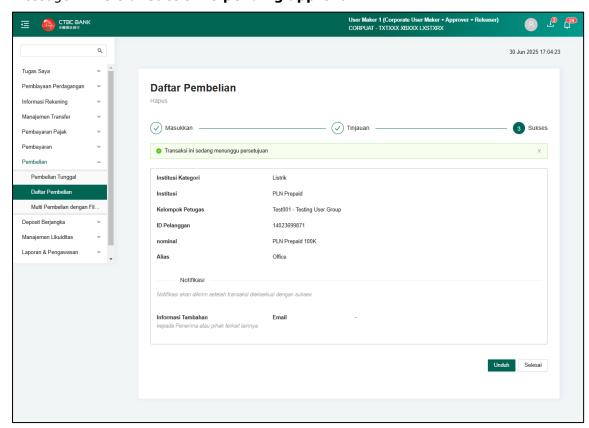
2. Check the box and then click the **Delete** button. The **Delete Purchase List**Confirmation page will appear.







- 3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 4. Click the **Submit** button. The **Delete Purchase List** Results page will appear with the message "**This transaction is pending approval**.".

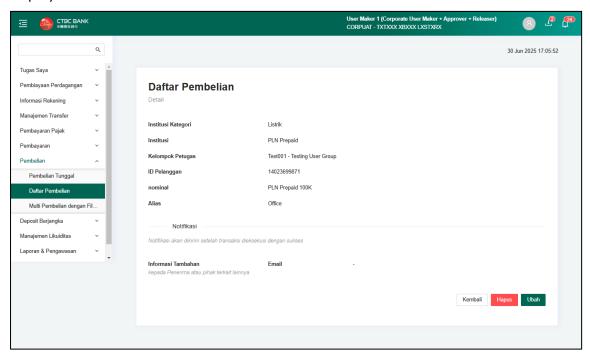




#### 1.2.4.2 Remove from Details

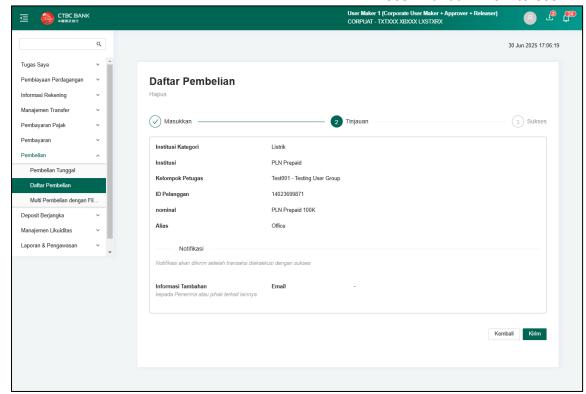
Here are the steps to remove a **Purchase List** from the details in the **Purchases** menu:

 Go to the Purchase List Details page. The Purchase List Details page will be displayed.

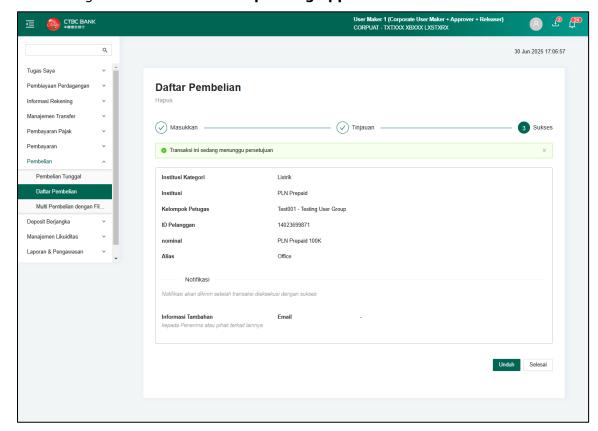


2. Click the **Delete** button. The **Delete Purchase List** Confirmation page will appear.





- 3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 4. Click the **Submit** button. The **Delete Purchase List Results** page will appear with the message "**This transaction is pending approval**.".





# 1.3 Multi-Purchase with Upload File

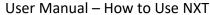
This function allows Company Officers to upload and process Purchase transactions. There are two types of Upload: Consolidated and Split. The system will process transactions based on the selected upload type:

- 1. Consolidated Transactions will be treated as one large transaction. Transactions only have one transaction ID to be approved and executed simultaneously.
- Split Transactions will be grouped based on the selected Sender Account, Product, Menu, Instruction Mode, Instruction Date, Session Time, Start Date, and End Date. Each group within the above categories will have its own Transaction ID to be approved and executed simultaneously.

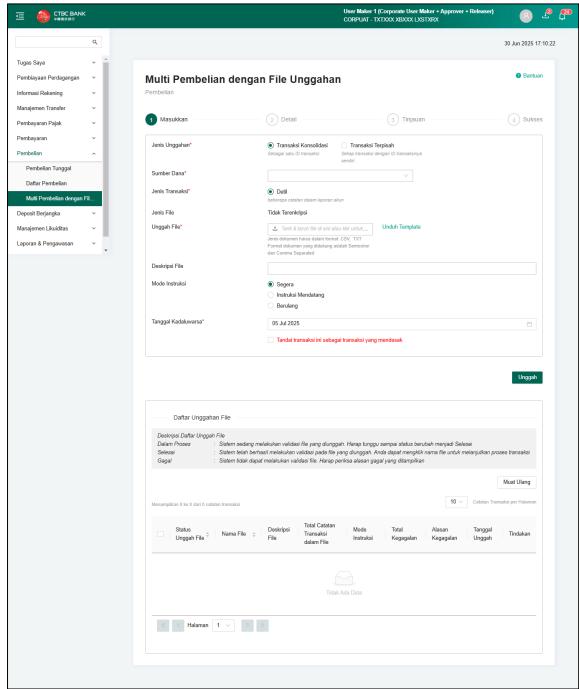
#### 1.3.1 Send Consolidated Transactions

Here are the steps to create a **Multi-Purchase with Upload File** - **Consolidated transaction** in the **Purchases** menu:

1. From the **Prime Cash** main menu, click Purchases, then click **Multi-Purchase with Upload File**. The **Multi Purchase** page **with Uploaded Files** will be displayed.

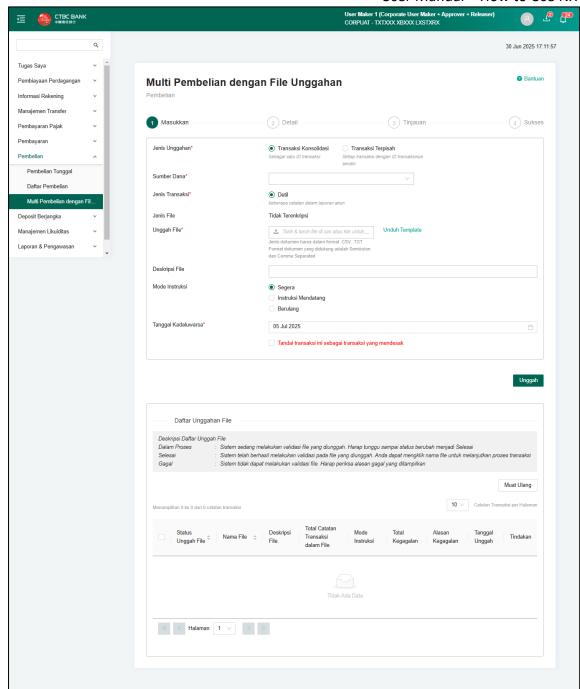






2. Select Upload Type = Consolidated Transaction (Required). The Multi-Purchase with Upload Files page with Consolidated Upload Type will be displayed.

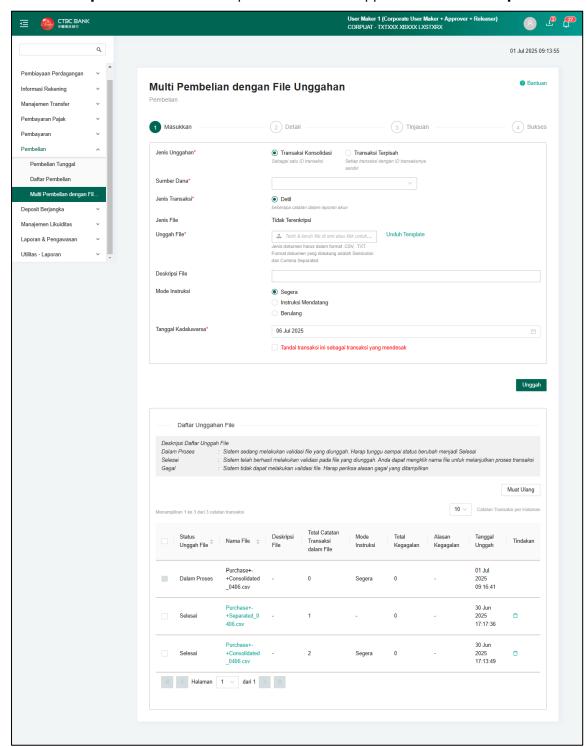




- 3. Select Funding Source (Required).
- 4. Enter File Upload (Required).
- 5. Enter File Description (Optional).
- 6. Enter Instruction Mode (Required).
- 7. Enter Expiration Date (Required).
- 8. Check Mark transaction as urgent (Optional).

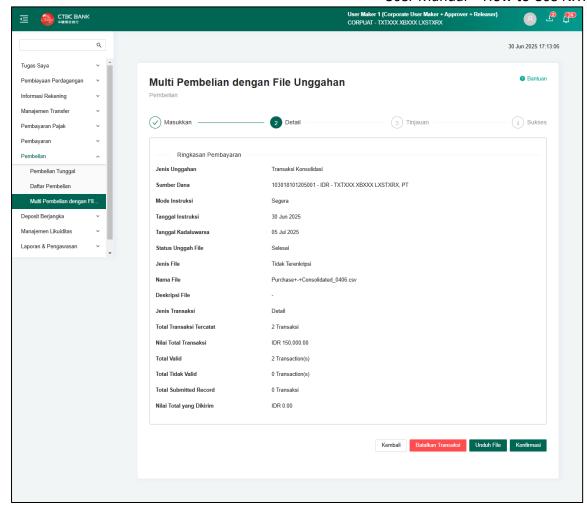


9. Click the **Upload** button. The uploaded file will appear in the **File Upload List**.



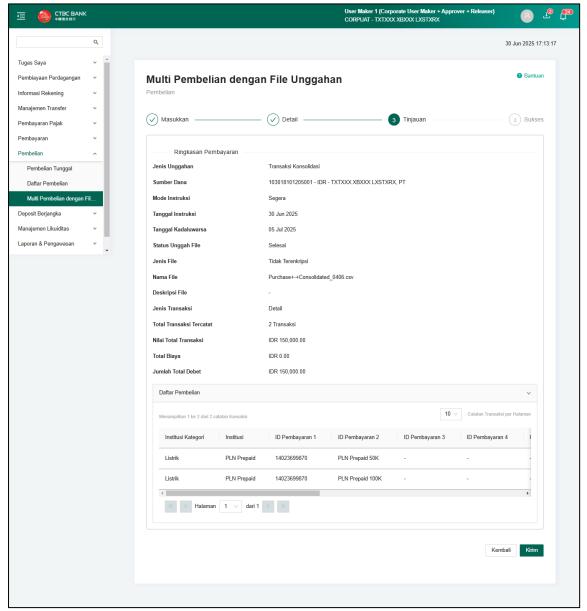
- 10. Click the **Reload** button to refresh the File Upload Process.
- 11. Click the File **Name link**. The **Multi-Purchase Details page with the Uploaded File** will be displayed.





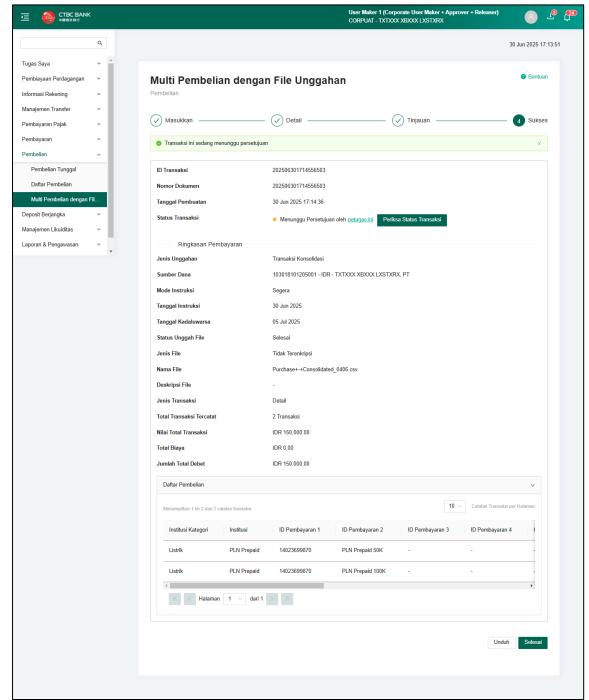
- 12. The following buttons will appear on the **Multi-Purchase Details page with Uploaded** Files:
  - a. **Back** button to return to the previous page.
  - b. Cancel Transaction button to cancel the transaction.
  - c. **Download File** button to download the file.
  - d. **Confirm** button to continue the upload process.
- 13. Click the **Confirm** button. The **Submit Multi-Purchase with Uploaded File Confirmation** page will appear.





- 14. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 15. Click the **Submit** button. The **Submit Multi-Purchase Results page with Uploaded Files** will appear with the message **"This transaction is pending approval.".**





- 16. Click the **Download** button to download the page or click the **Finish** button to return to the **Multi-Purchase with Uploaded Files** page.
- 17. Submitted transactions must be approved by the approver in the **Pending Task**.

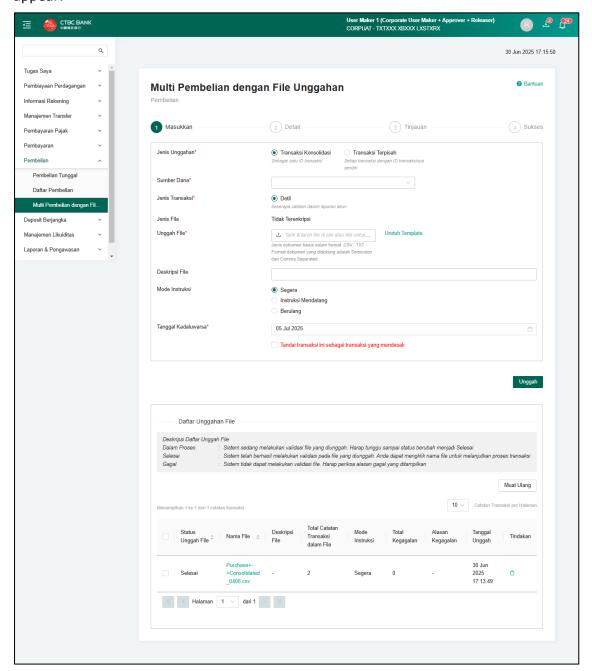
## 1.3.2 Sending Separate Transactions

Here are the steps to create a Multiple Purchase transaction with Uploaded Files

- **Separate** in the **Purchases** menu:

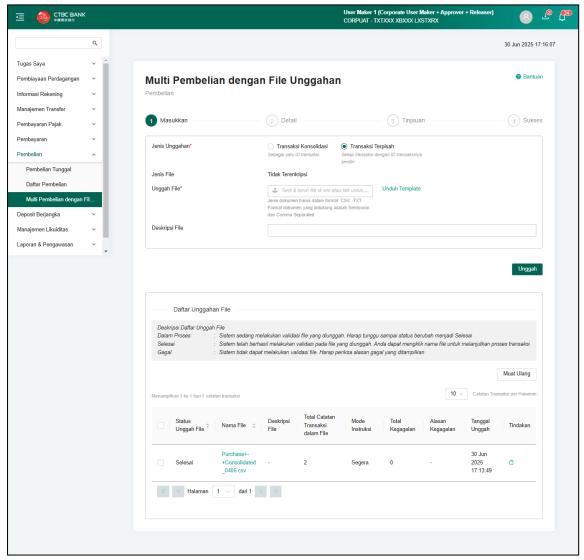


 From the Prime Cash main menu, click Purchases, then click Multiple Purchases with Uploaded Files. The Multiple Purchases with Uploaded Files page will appear.



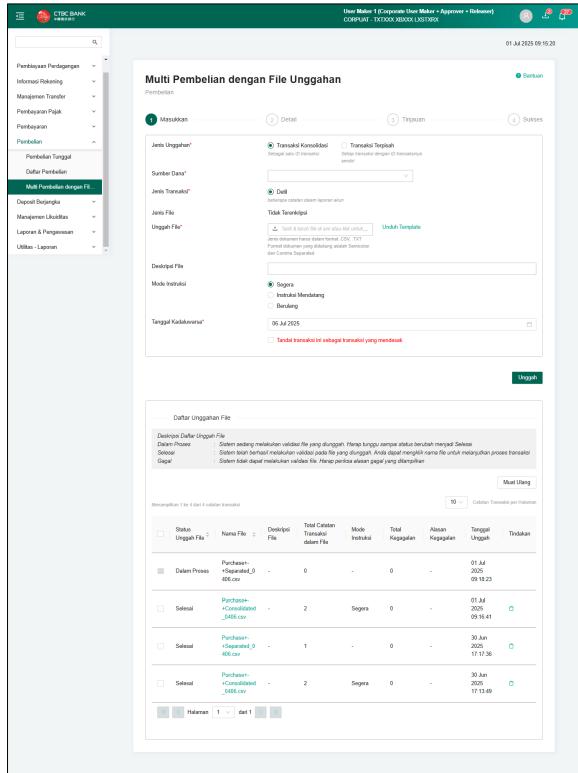
2. Select Upload Type = Separate Transaction (Required). The Multi-Purchase page with the Upload Files with the Separate Upload Type will be displayed.





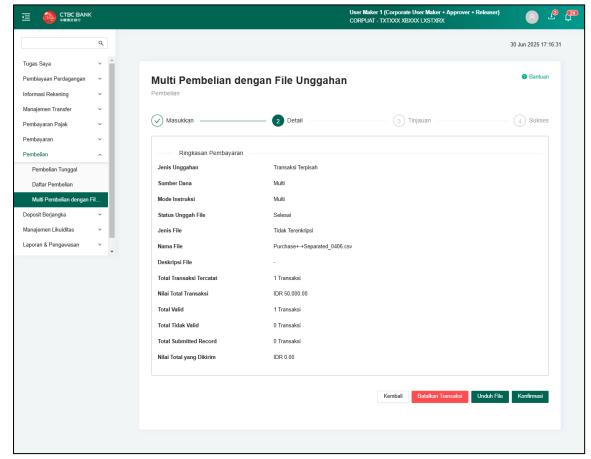
- 3. Enter the file upload information (Required).
- 4. Enter a file description (Optional).
- 5. Click the **Upload** button. The uploaded file will appear in the **File Uploads list**.





- 6. Click the **Reload** button to refresh the File Upload Process.
- 7. Click the File Name link. The Multi-Purchase Details page with the Uploaded File will be displayed.

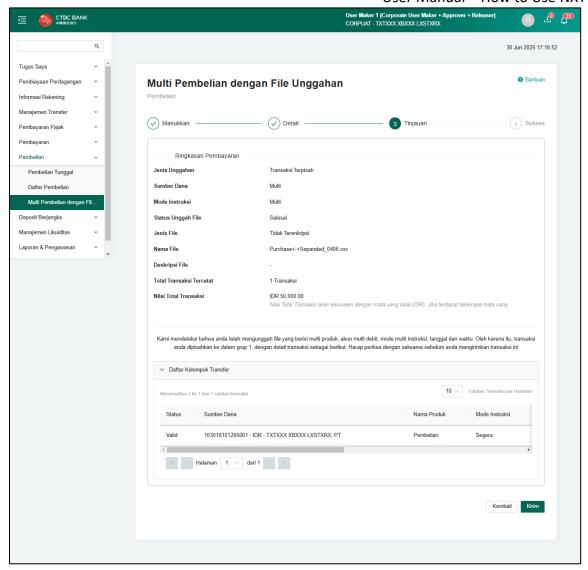




- 8. The following buttons will appear on the **Multi-Purchase Details page with Uploaded Files**:
  - a. **Back** button to return to the previous page.
  - b. **Cancel Transaction** button to cancel the transaction.
  - c. **Download File** button to download the file.
  - d. **Confirm** button to continue the upload process.
- Click the Confirm button. The Add Multi-Purchase with Uploaded File Confirmation page will appear.

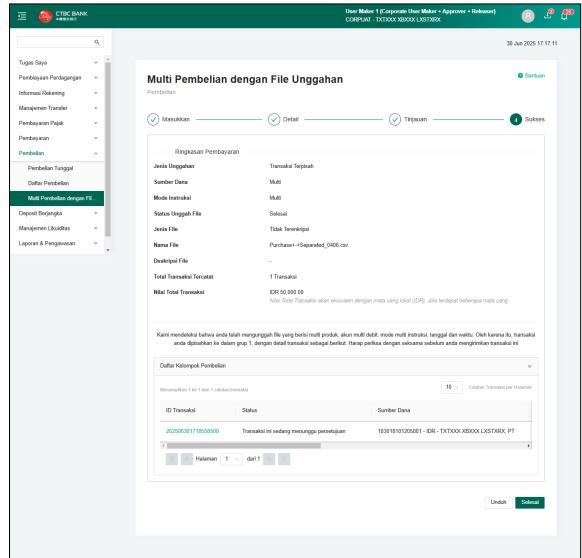






- 10. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 11. Click the **Submit** button. The **Add Multi-Purchase Results page with Uploaded Files** will appear with the message **"This transaction is pending approval."**





- 12. Click the **Download** button to download the page or click the **Finish** button to return to the **Multi-Purchase with Uploaded Files page**.
- 13. Submitted transactions must be approved by the approver on the **Pending Task**.