

# 1. Beneficiary Account Transfer

# 1.1 Beneficiary Account Transfer

This menu allows officers to register recipient details frequently used in transactions.

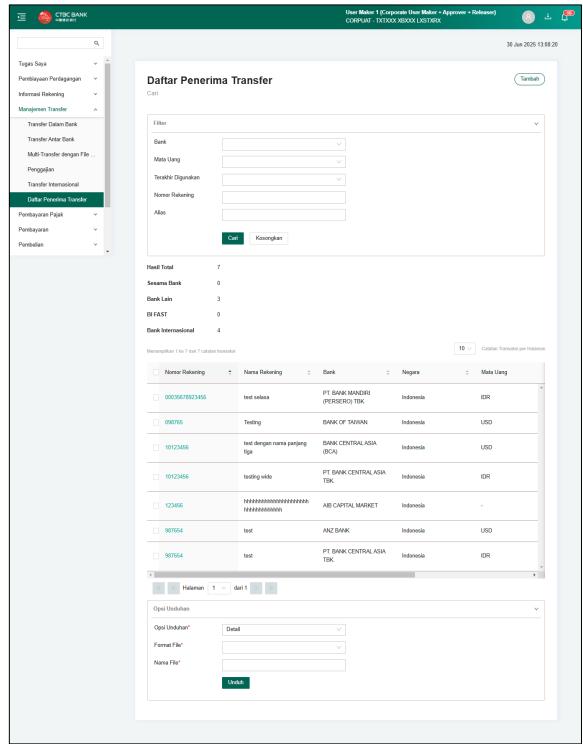
### 1.1.1 Search and View

Here are the steps to search and view the **Transfer Recipient List** details in the **Transfer Management** menu:

1. From the **Prime Cash** main menu, click **Transfer Management**, then click **Transfer Recipient List**. The **Transfer Recipient List Search** page will be displayed.



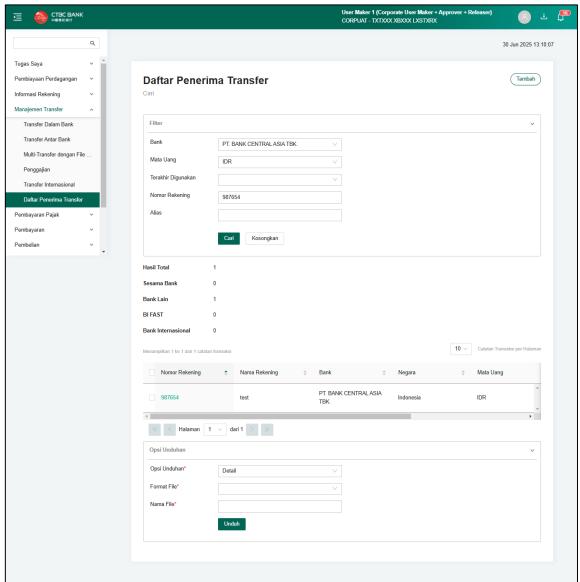
# User Manual - How to Use NXT



- 2. Select Bank or
- 3. Select Currency or
- 4. Select Last Used or
- 5. Enter Account Number or
- 6. Enter Alias.
- 7. Click the **Search** button. A **list of specific Transfer Recipients** will be displayed.

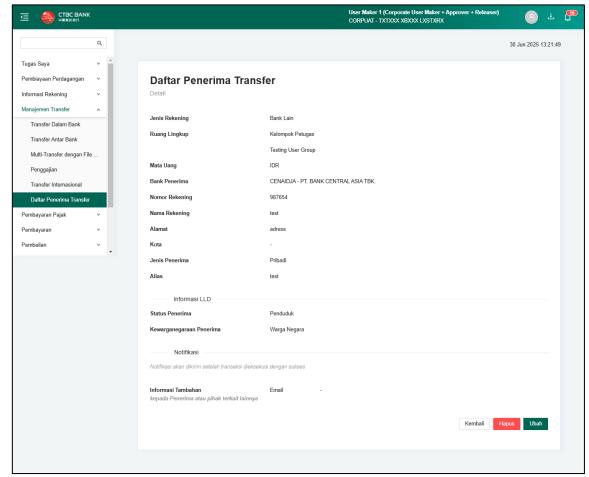


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8. Click the **Account Number** link. The **Transfer Recipient Details** page will appear.





- 9. The following buttons will be displayed on the **Transfer Recipient List Details** page:
  - a. Edit button: To change the details of the Transfer Recipient List.
  - b. **Delete** button: To delete the **Transfer Recipient List**.
  - c. Back button: To return to the Transfer Recipient List Search page.

### 1.1.2 Add

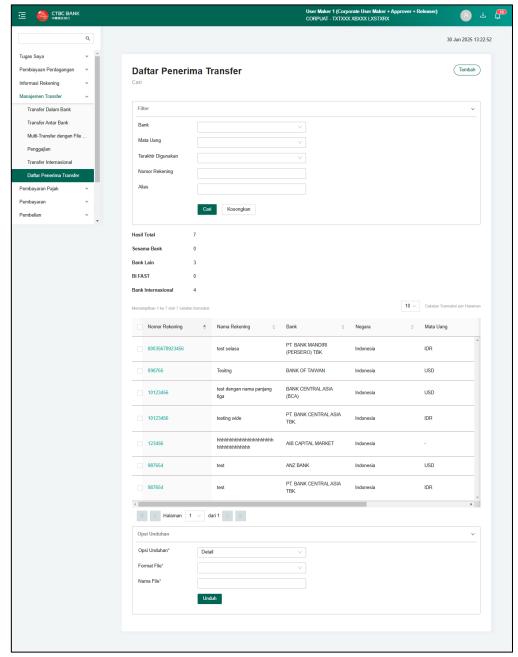
There are two options for adding a **Transfer Recipient List** in the **Transfer Management** menu:

### 1.1.2.1 Manual

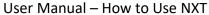
Here are the steps to add a **Transfer Recipient List** manually:

1. From the **Prime Cash** main menu, click **Transfer Management**, then click **Transfer Recipient List**. The **Transfer Recipient List Search** page will be displayed.

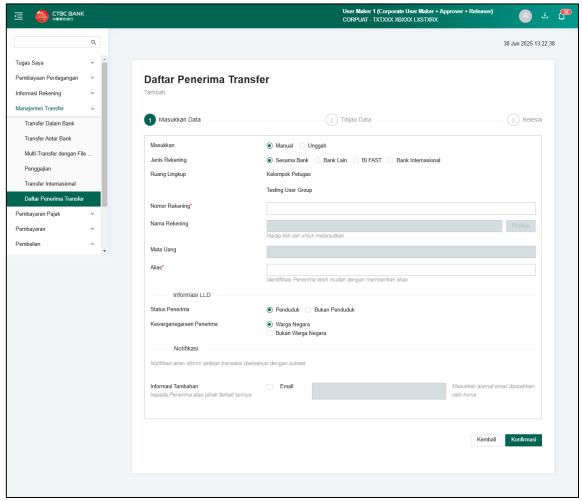




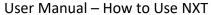
2. Click the Add button. The Add Transfer Recipient List page will appear.



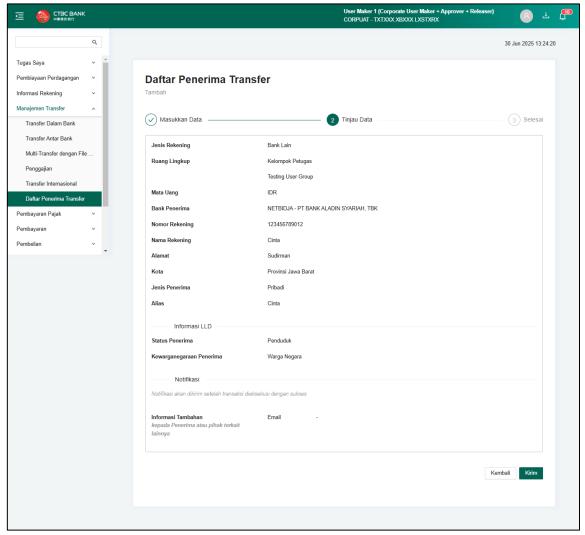




- 3. Select Enter (Required).
- 4. Select Account Type (Required).
- 5. Select Scope (Required).
- 6. Enter Account Number (Required).
- 7. Click the Check button.
- 8. Enter Alias (Required).
- 9. Enter LLD Information (Required).
- 10. Enter Notification (Optional).
- 11. Click the **Confirm** button. The **Add Transfer Recipient Confirmation** page will appear.

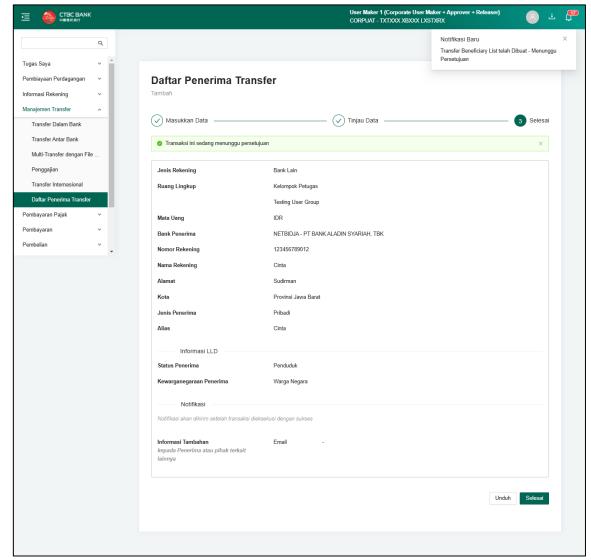






- 12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 13. Click the **Submit** button. The Add **Transfer Recipient List Results** page will appear with the message **"This transaction is pending approval.".**





14. Click the **Download** button to download the page or click the **Done** button to return to the **Search Transfer Recipient List** page.

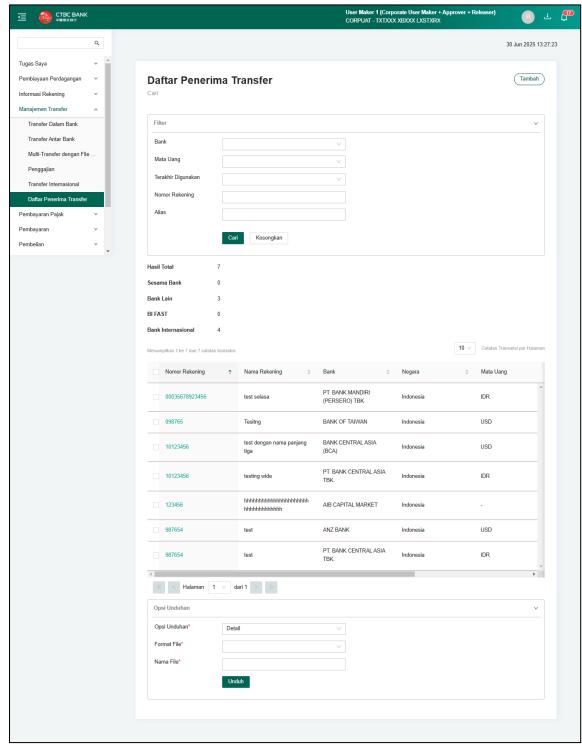
# 1.1.2.2 Upload

Here are the steps to add a **Transfer Recipient List** by **Uploading**:

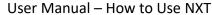
1. From the **Prime Cash** main menu, click **Transfer Management**, then **click Transfer Recipient List**. The **Search Transfer Recipient List** page will appear.



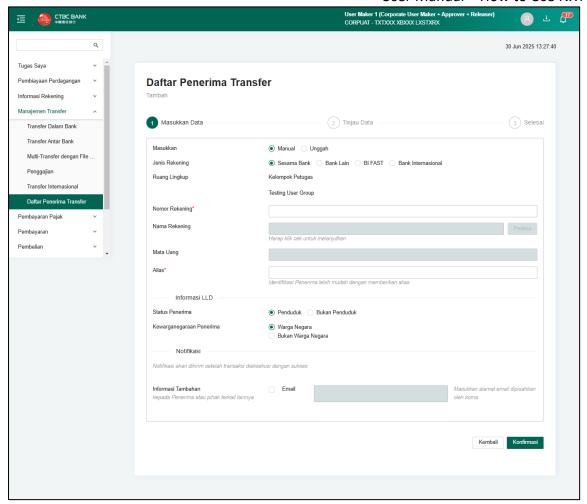
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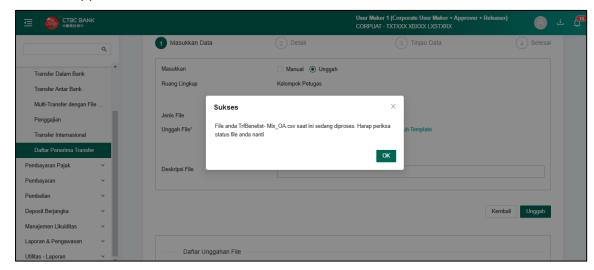
2. Click the **Add** button. The **Add Transfer Recipient List** page will appear.





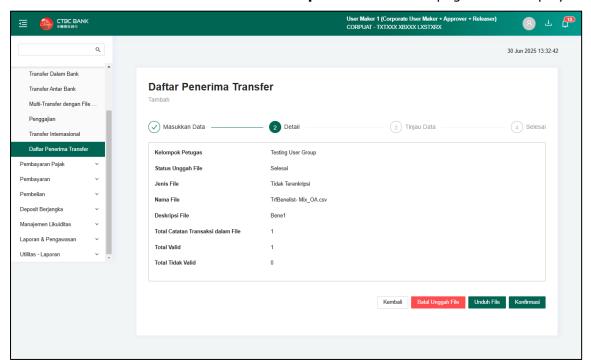


- 3. Select Upload.
- 4. Select Scope (Required).
- 5. Select File Type (Required).
- 6. Enter Upload File (Required).
- 7. Enter File Description (Optional).
- 8. Click the **Upload** button. The Upload **Results pop-up with the Transfer Recipient List** will appear.

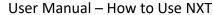




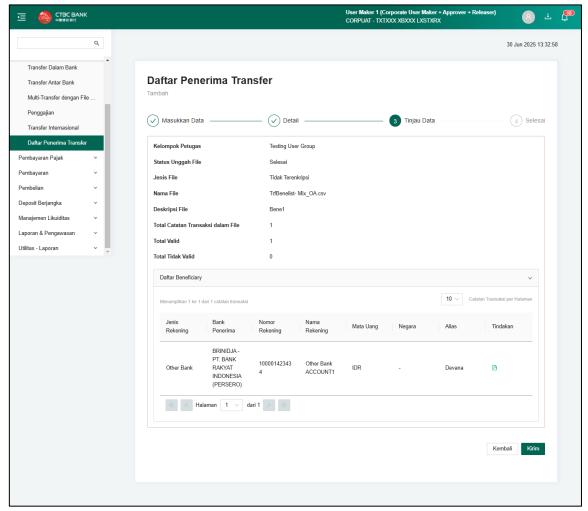
- 9. Click the **OK** button. The **Upload Transfer Recipient List** page with the uploaded files in the **File Upload List** will be displayed.
- 10. Click the **Reload** button to refresh the File Upload Process.
- 11. Click the **File Name**. The **Add Transfer Recipient List Details** page will be displayed.



- 12. The following buttons will appear on the **Add Transfer Recipient Details** page:
  - 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 **Add Transfer Recipient Confirmation** page will appear.

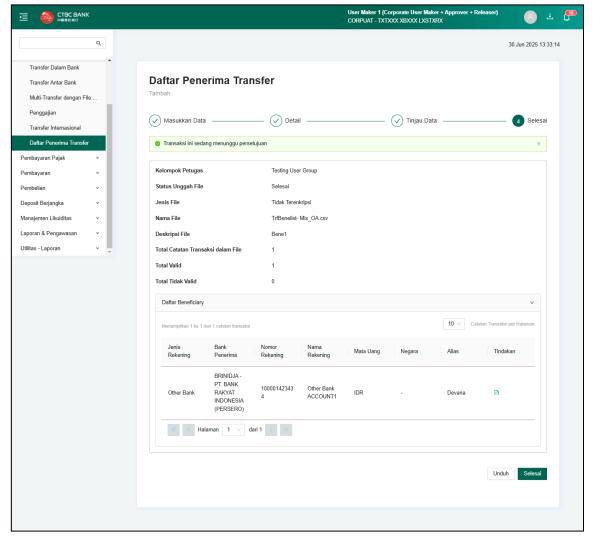






- 14. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
- 15. Click the **Submit** button. The **Add Transfer Recipient List Results** page will appear with the message "**This transaction is pending approval**."



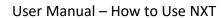


16. Click the Download button to download the page or click the **Done** button to return to the **Transfer Recipient List Search** page.

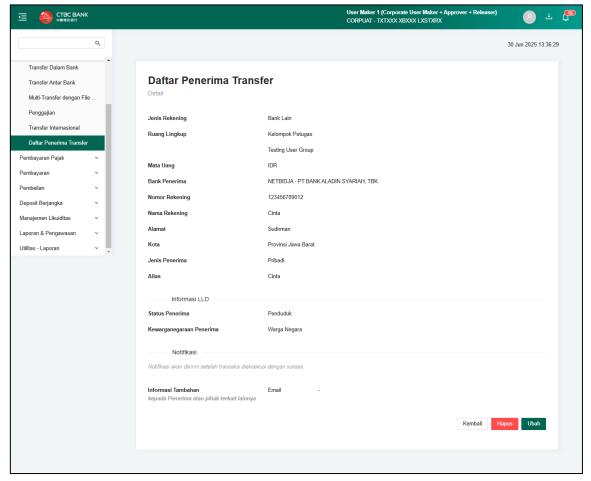
#### 1.1.3 Edit

Here are the steps to edit the **Transfer Recipient List** in the **Transfer Management** menu:

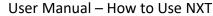
1. Go to the **Transfer Recipient List Details** page. The **Transfer Recipient List Details** page will be displayed.



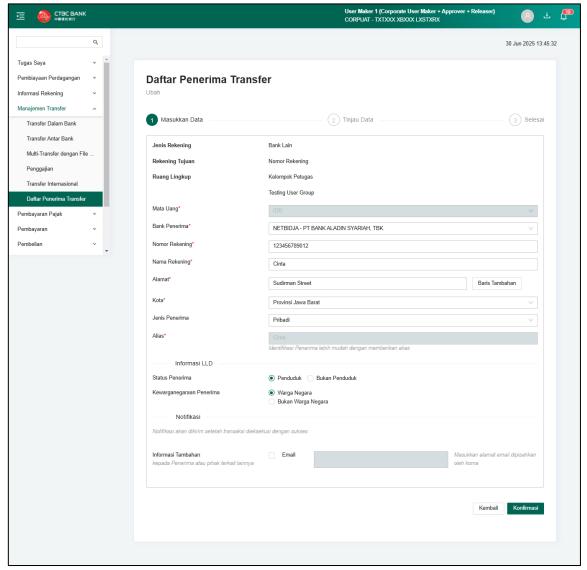




2. Click the Change button. The Change Transfer Recipient List page will appear.

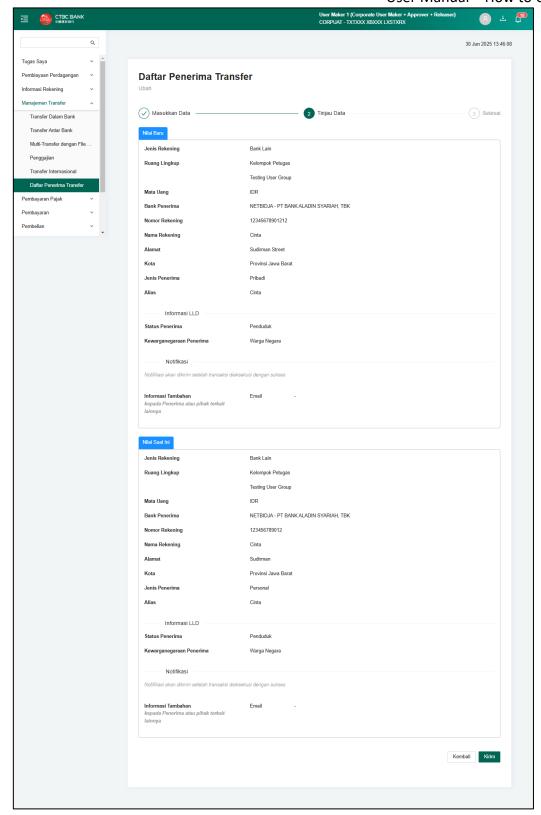






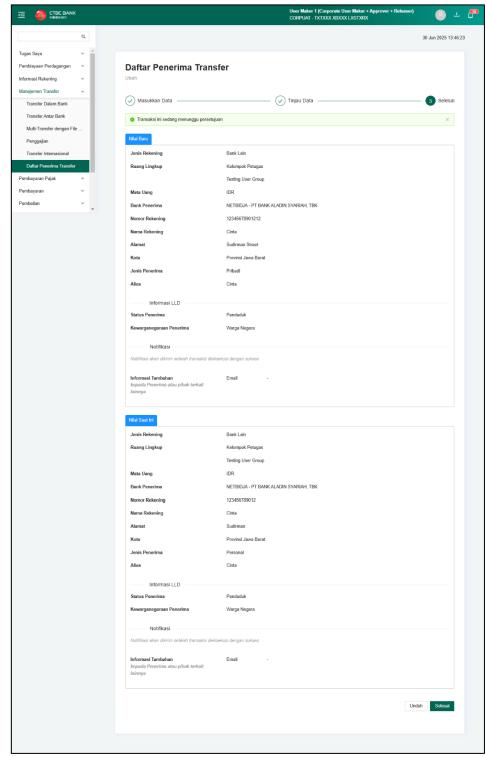
- 3. Make any necessary changes.
- 4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
- 5. Click the **Confirm** button. The **Confirm Change Transfer Recipient List** page will appear.





- 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 Transfer Recipient List** Results page will appear with the message **"This transaction is pending approval.".**





8. Click the **Download** button to download the page or click the **Done** button to return to the **Transfer Recipient List** Search page.

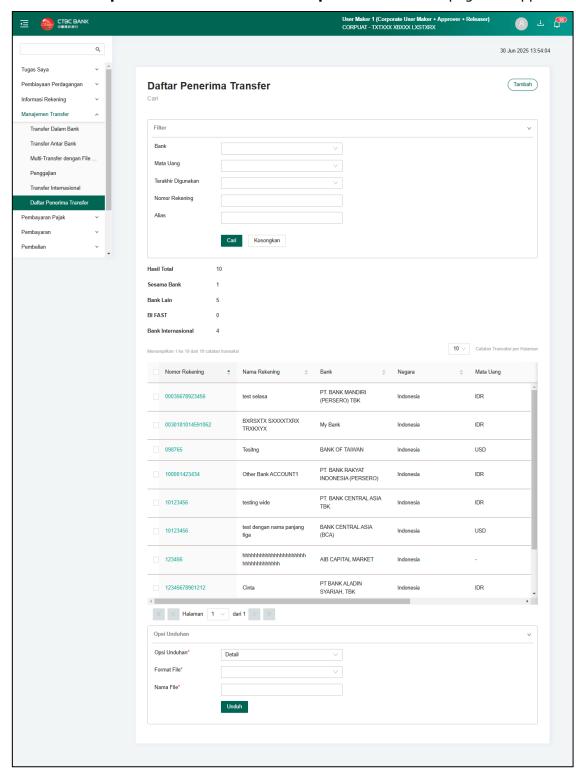
# **1.1.4 Delete**

#### 1.1.4.1 Delete From List

Here are the steps to remove a **Transfer Recipient** from the **Transfer Management** menu:

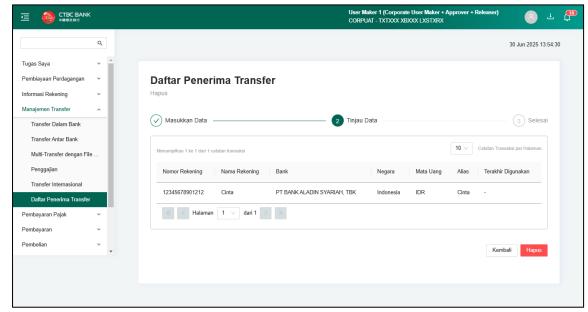


1. From the **Prime Cash** main menu, click the **Transfer Management** menu, then click **Transfer Recipient List.** The **Transfer Recipient List Search** page will appear.

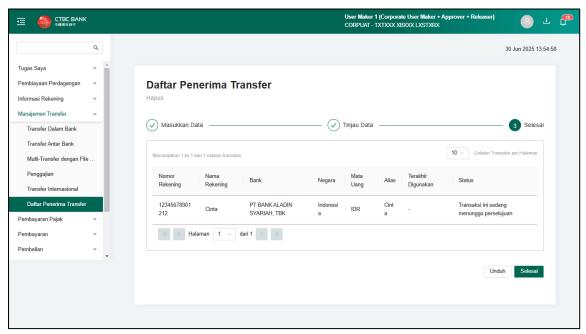


2. Check the box and then click the **Delete** button. The Delete **Transfer Recipient List Confirmation** page will appear.





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

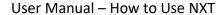


5. Click the **Download** button to download the page or click the **Done** button to return to the **Transfer Recipient List Search** page.

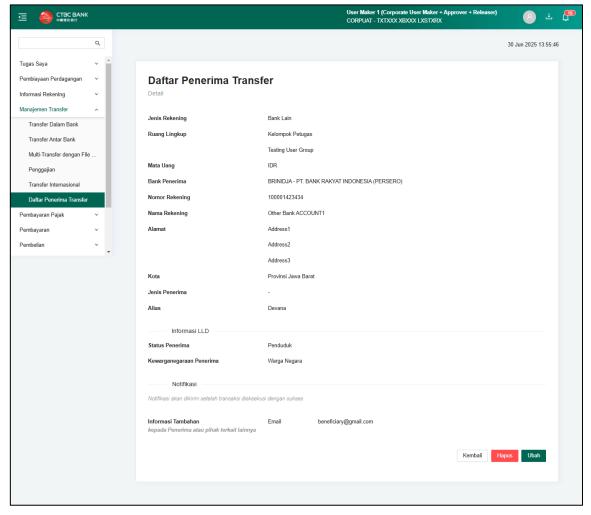
# 1.1.4.2 Remove From Detail

Here are the steps to remove a **Transfer Recipient List** from the details in the **Transfer Management** menu:

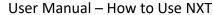
 Go to the Transfer Recipient List Details page. The Transfer Recipient List Details page will be displayed.



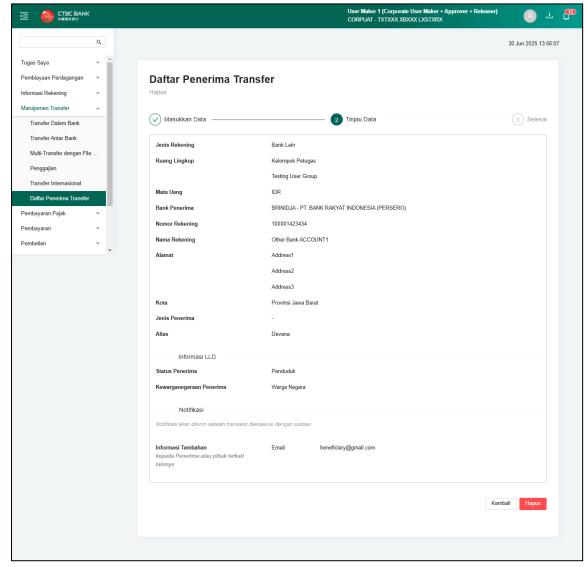




2. Click the **Delete** button. The **Delete Transfer Recipient List Confirmation** page will appear.

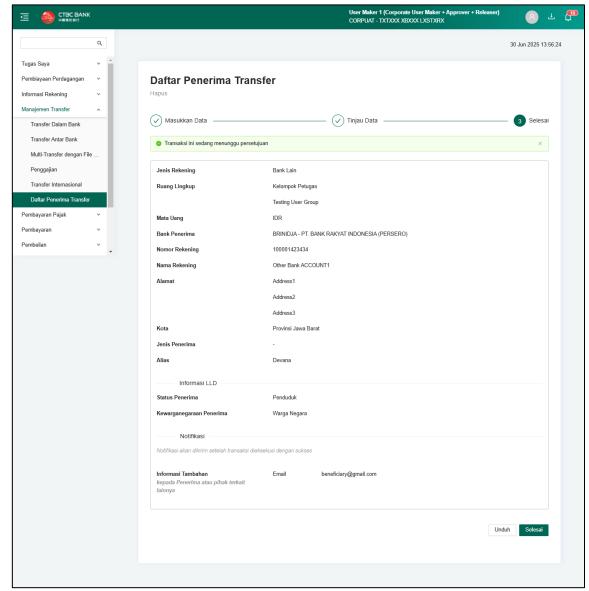






- 3. Click the **Back** button to return to the previous page or click the **Delete** button to continue the process.
- 4. Click the **Delete** button. The **Delete Transfer Recipient List** Results page will appear with the message "**This transaction is pending approval.**".





5. Click the Download button to download the page or click the **Finish** button to return to the **Transfer Recipient List Search** page.

#### 1.2 Intra Bank Transfer

In-Bank Transfer allows officers to create fund transfer transactions to other accounts within the same bank in local or foreign currency. Officers can also specify the instruction mode related to the transaction execution time, such as: Immediate Transfer, Date-Specific Transfer Instruction, or Recurring Transfer.

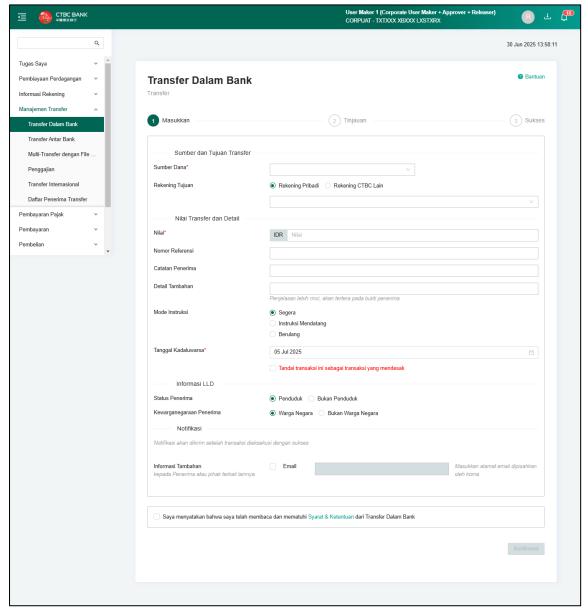
#### 1.2.1 Send

Here are the steps to create an **In-Bank Transfer transaction** in the **Transfer Management** menu:

1. From the **Prime Cash** main menu, click **Transfer Management**, then click **In-Bank Transfer**. The **In-Bank Transfer** page will be displayed.



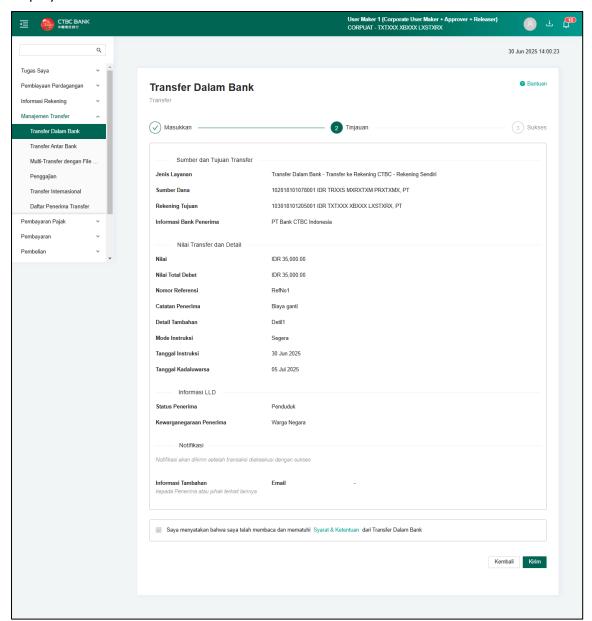




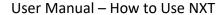
- 2. Select Fund Source (Required).
- 3. Select **Destination Account (Required)**.
- 4. Enter Amount (Required).
- 5. Enter Reference Number (Optional).
- 6. Enter Recipient Notes (Optional).
- 7. Enter Additional Details (Optional).
- 8. Enter Instruction Mode (Required).
- 9. Enter Expiration Date (Required).
- 10. Check Mark this transaction as urgent (Optional).
- 11. Select Recipient Status. If Non-Resident, select Country (Required).
- 12. Select Recipient Nationality. If Non-Resident, select Country (Required).
- 13. Check or uncheck **Additional Information**. If checked, enter **Email** (**Required**).
- 14. Check Terms & Conditions (Required).



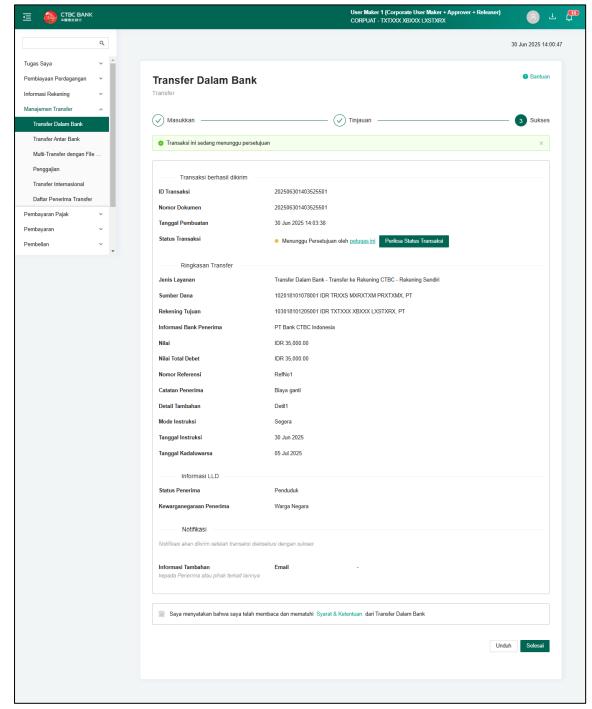
15. Click the **Confirm** button. The **Interbank Transfer Confirmation** page will be displayed.



- 16. Click the **Back** button to return to the previous page or click the **Send** button to continue the process.
- 17. Click the **Send** button. The **Interbank Transfer Results** page will appear with the message **"This transaction is pending approval.".**







- 18. Click the **Download** button to download the page or click the **Finish** button to return to the Send In-Bank Transfer page.
- 19. Transactions that have been submitted must be approved by the approver on the **Pending Task.**