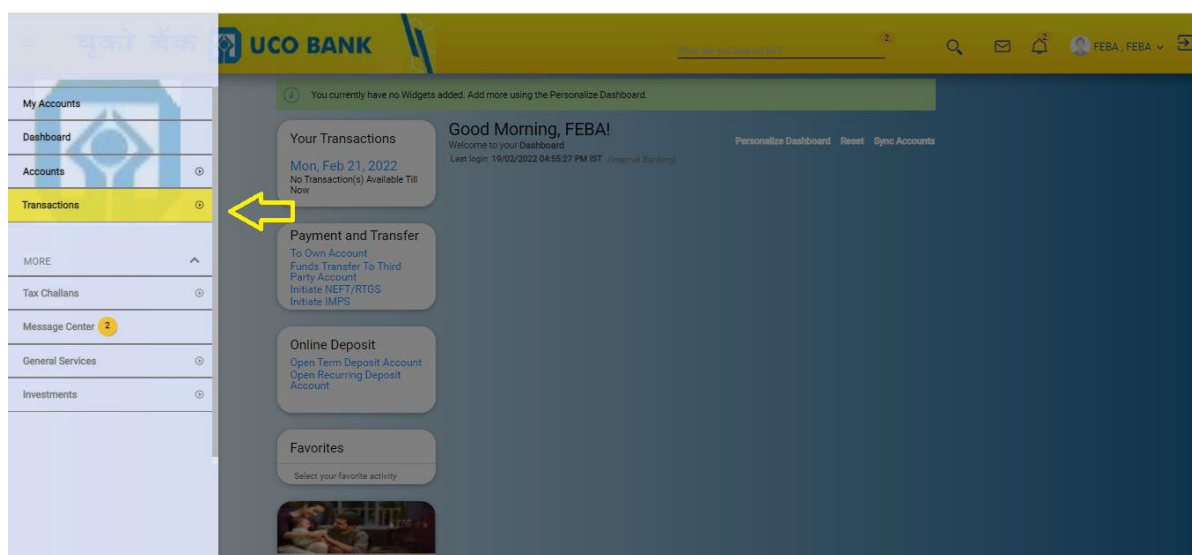


# FEBA Corporate Transaction

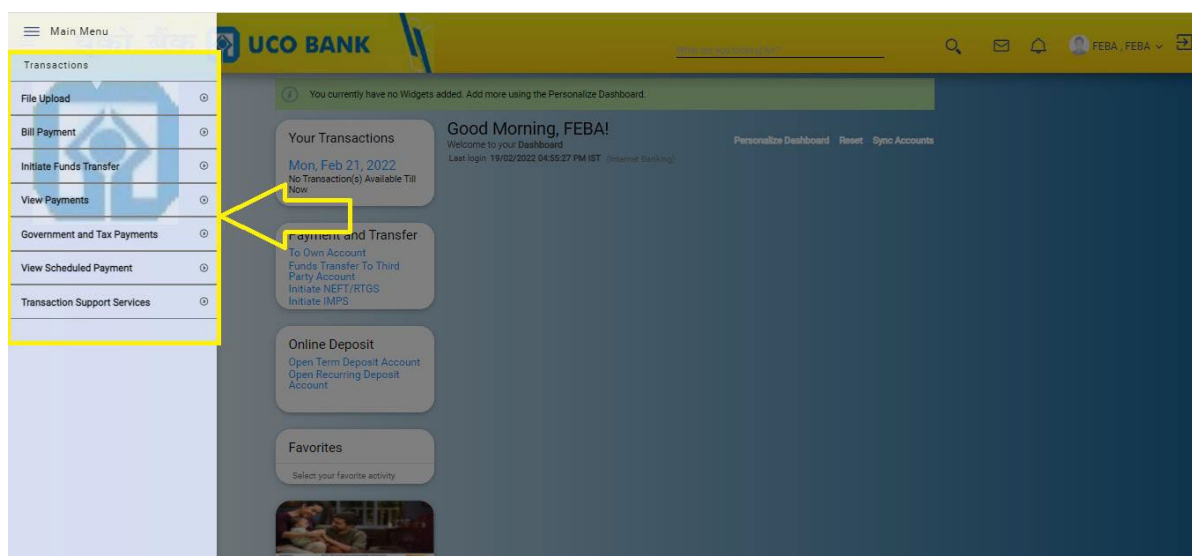
## Transaction Module

Corporate internet banking user can make various kind of payment like fund transfer to own account, third party account, transfer to other bank account through NEFT/RTGS/IMPS, bill payment through BBPS and schedule offline bill payment, shopping mall and government tax payment.

To use Transaction related operations like Fund Transfer, File Upload, Bill payment, Beneficiary maintenance, and the user has to first click on Main Menu options (three horizontal lines icon available in the top left corner of the dashboard).



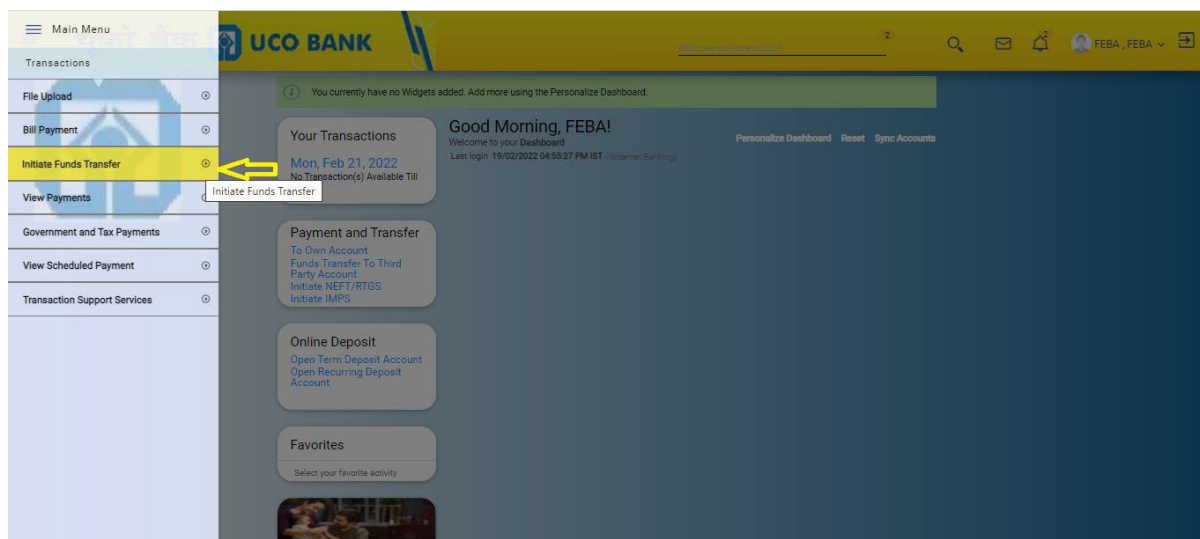
On click of **Transactions** menu following sub-menu will open



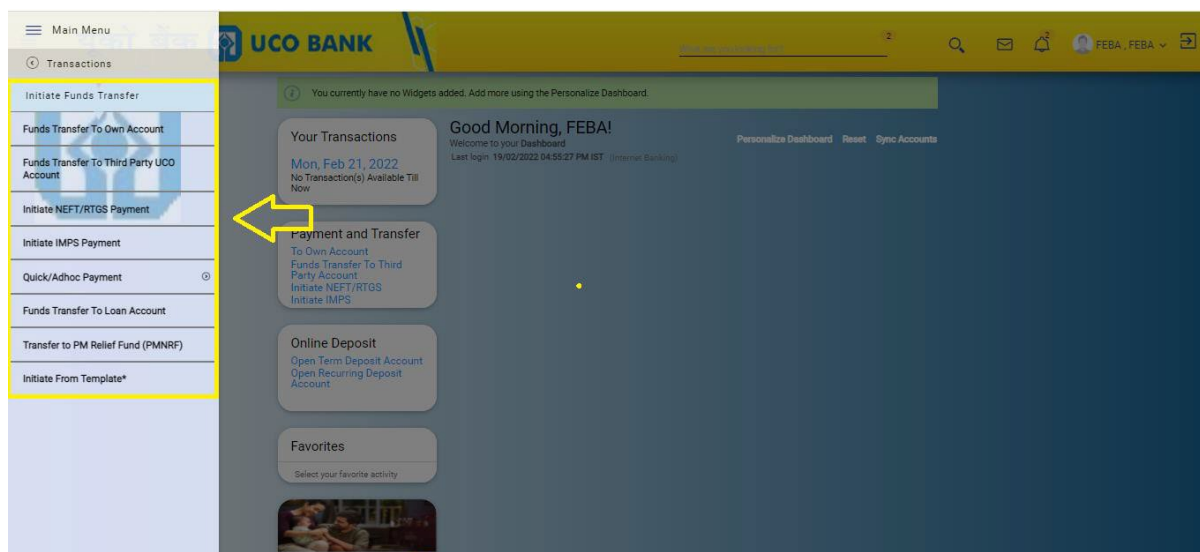
Following sub modules available under Transactions

- File upload
- Bill Payment
- Initiate Funds Transfer
- View Payments
- Government and Tax Payments
- View Scheduled Payment
- Transaction Support Services

**For Transfer of Funds**, the corporate user has to select the option of **Initiate Funds Transfer**. The user can use the vertical slider for accessing the whole range of options in the **Initiate Funds Transfer** menu.



On click of **Initiate Fund Transfer**, various options display for the fund transfer



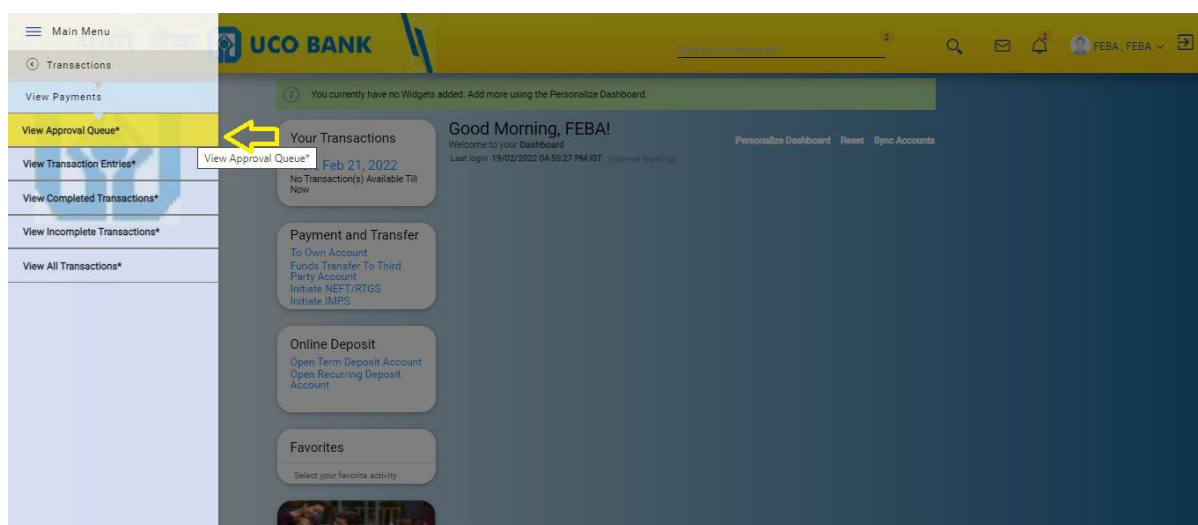
## Types of Fund transfer available in sub-menu “Initiate Fund Transfer” under Transaction MENU

- Transactions >> Initiate Funds Transfer >> Funds Transfer To Own Account
- Transactions >> Initiate Funds Transfer >> Funds Transfer To Third Party UCO Account
- Transactions >> Initiate Funds Transfer >> Initiate NEFT/RTGS Payment
- Transactions >> Initiate Funds Transfer >> Initiate IMPS Payment
- Transactions >> Initiate Funds Transfer >> Quick/Adhoc Payment Account
  - ❖ Transactions >> Initiate Funds Transfer >> Quick/Adhoc Payment >> Funds Transfer To Third Party Adhoc Account
  - ❖ Transactions >> Initiate Funds Transfer >> Quick/Adhoc Payment >> Initiate NEFT Adhoc Payment
  - ❖ Transactions >> Initiate Funds Transfer >> Quick/Adhoc Payment > Initiate IMPS Adhoc Payment
- Transactions >> Initiate Funds Transfer >> Funds Transfer To Loan Account
- Transactions >> Initiate Funds Transfer >> Transfer to PM Relief Fund (PMNRF)
- Transactions >> Initiate Funds Transfer >> Initiate From Template.

**Corporate customer account may be operated “Singly” or “Jointly”.**

**If the account is operated “Singly” then there is no approval required, once submitted successfully by the corporate user then account is debited instantly.**

**If the account is operated “Jointly” then work-flow will be implemented and entry initiated by the Corporate Maker will be approved by the Corporate Checker through View Approval Queue, after that account is debited.**



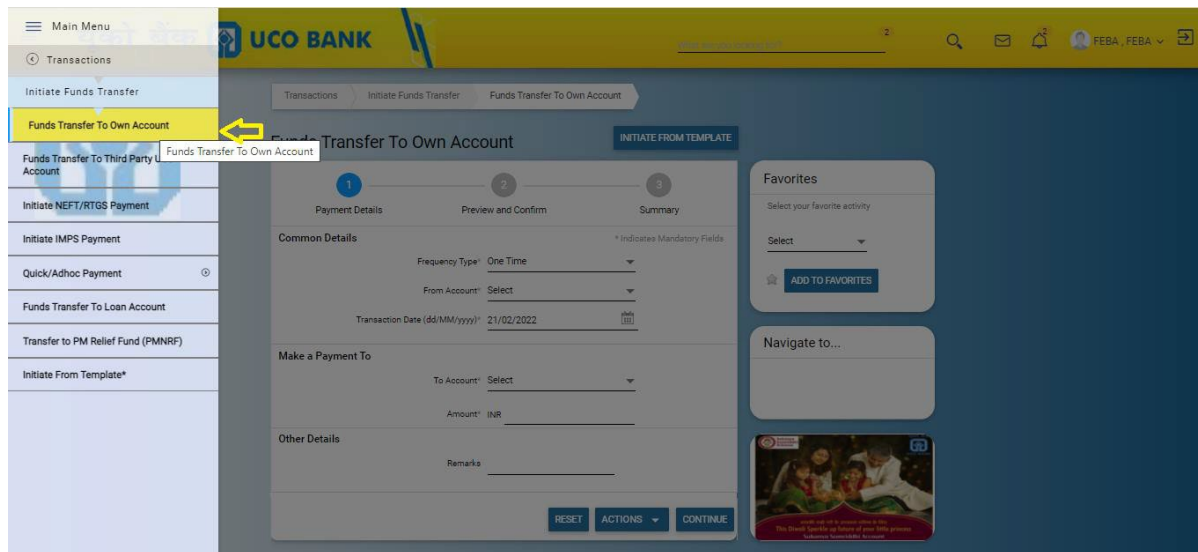
## Transactions >> Initiate Funds Transfer >> Funds Transfer To Own Account

### 1. Corporate having mode of operation Jointly

\*\*\*\*\*Corporate Maker\*\*\*\*\*

#### Step1:

First corporate maker has to first login in his/her internet banking and click on **Fund Transfer to Own Account**



#### Step2.

##### Common Details:

##### ➤ Frequency Type:

Two options are available in Frequency Type “**One Time**” & “**Recurring**” for the corporate user. If corporate maker user wants to make instant payment or Hot payment after the approval of corporate checker then corporate user has to select **One Time** in **Frequency Type**, However **One Time** will be remain as default in **Frequency type** and if corporate maker wants to create recurring instructions or standing instructions then user has to select **Recurring** in **Frequency Type**.

Transactions > Initiate Funds Transfer > Funds Transfer To Own Account

**Funds Transfer To Own Account** [INITIATE FROM TEMPLATE](#)

1 Payment Details 2 Preview and Confirm 3 Summary

Common Details \* Indicates Mandatory Fields

Frequency Type\* One Time

From Account\* One Time

Transaction Date (dd/MM/yyyy)\* Recurring

Make a Payment To

To Account\* Select

Amount\* INR

Other Details

Remarks

RESET ACTIONS CONTINUE

**Favorites**

Select your favorite activity

Select

ADD TO FAVORITES

**Navigate to...**

- **From Account:** Here corporate maker has to select the debit account number from the drop-down in which maker wants to make payment or debit.

Transactions > Initiate Funds Transfer > Funds Transfer To Own Account

**Funds Transfer To Own Account** [INITIATE FROM TEMPLATE](#)

1 Payment Details 2 Preview and Confirm 3 Summary

Common Details \* Indicates Mandatory Fields

Frequency Type\* One Time

From Account\* Select

Transaction Date (dd/MM/yyyy)\* Select

Make a Payment To

To Account\* Select

Amount\* INR

Other Details

Remarks

RESET ACTIONS CONTINUE

**Favorites**

Select your favorite activity

Select

ADD TO FAVORITES

**Navigate to...**

- **Transaction Date:** By default current date comes in the Transaction date, if corporate maker wants to make payment on future date or schedule transaction then click on date picker and select the date for the schedule payment or future date payment.

## Make a Payment To

- **To Account:** Here corporate maker has to select the account in which maker wants to make payment or credit.

- **Amount:** corporate maker has to enter the amount that maker wants to transfer.

### Other Details:

- **Remarks:** If user wants to give any remarks or narration then enter remarks

### Step3.

### Payment Confirmation

Details entered by the corporate maker in the payment details will come in the payment confirmation page. Here maker can re-check whether the details entered in the payment details are correct or not. If it is in- correct or wrong then click on “**BACK TO EDIT**” button for further modifications in payment details.



Payment Confirmation

1 **Payment Details** 2 **Preview and Confirm** 3 **Summary**

Confirm the details before submission

**General Transaction Details**

Transaction Type: Funds Transfer Own Account	Pay From Account: [REDACTED]
Counterparty Type: To Account	Debit Account Name: SAMIP VARMA
Frequency Type: One Time	Pay To Account: [REDACTED]
Payment Date (dd/MM/yyyy): 21/02/2022	Beneficiary Name: SAMIP VARMA
Remarks: payment to mr. xyz	Beneficiary Branch Name: KOLKATA - MAIN, RETAIL
	Beneficiary Sol Id: 0190

**Amount & Frequency Details**

Total Amount: INR 1.00	Available Balance: 3,53,029.23
Amount in Words: One Rupees Only	
Transaction Currency: INR	

BACK TO EDIT

**Favorites**

Select your favorite activity

Select

ADD TO FAVORITES

**Navigate to...**

Great! Get it all in a moment please! You should turn the up future of your life please! Education. Sustainable. Account.

#### Step4:

#### Approver Details:

- **Approver userid:** Select the next authorizer or approver on click of **LOOKUP** Button

यूको बैंक UCO BANK

Amount & Frequency Details

Total Amount: INR 1.00	Available Balance: 3,53,029.23
Amount in Words: One Rupees Only	
Transaction Currency: INR	

BACK TO EDIT

**Approver Details**

Rule ID	Authority	Follow Hierarchy
124632	2 MANAGER	Yes

**Select Approver**

Approver User ID: [REDACTED] **LOOKUP**

Remarks: [REDACTED]

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Transactions > Initiate Funds Transfer > Funds Transfer To Own Account

**Find Corporate User**

Search

**User Details**

User ID	User Name	Role	Out of Office	
FEBA2	FEBA USER 2	MANAGER	No	Select

BACK

**Favorites**

Select your favorite activity

Select

ADD TO FAVORITES

**Navigate to...**



## Step5:

### Confirmation Details

In the confirmation details, corporate maker has to enter the transaction password and OTP and finally click on “**SUBMIT**” button.

UCO BANK

BACK TO EDIT

Approver Details

Rule ID	Authority	Follow Hierarchy
124632	2 MANAGER	Yes

Select Approver

Approver User ID:  LOOKUP

Remarks:

Enter your credentials to confirm the transaction

Confirmation Details

Transaction Password:

One Time Password:  RESEND OTP

Enter the one time password (OTP) sent for authentication with REFERENCE ID:2330174.

SUBMIT

## Step6:

**Payment Summary:** After the successful validation of the transaction password and OTP, status of the transaction will show to user the in the payment details.

The transaction with reference ID is submitted successfully and is pending for corporate user approval. Ref. ID: [70617884]

Payment Details Preview and Confirm Summary

Payment Details

General Transaction Details

Txn Reference Number: 70617884

Counterparty Type: To Account

Transaction Type: Funds Transfer Own Account

Pay From Account:

Debit Account Name: SAMIP VARMA

Pay To Account:

Beneficiary Name: SAMIP VARMA

Beneficiary Branch Name: KOLKATA - MAIN, RETAIL

Beneficiary Sol Id: 0190

Amount: One Rupees Only

Payment Date & Time of: 21/02/2022

Txn (dd/MM/yyyy):

Remarks: payment to mtr. xyz

Transaction Status: Entered

Amount & Frequency Details

Total Amount: INR 1.00

Transaction Currency: INR

Next Authorizer: FEBAZ

Favorites

Select your favorite activity

Select

ADD TO FAVORITES

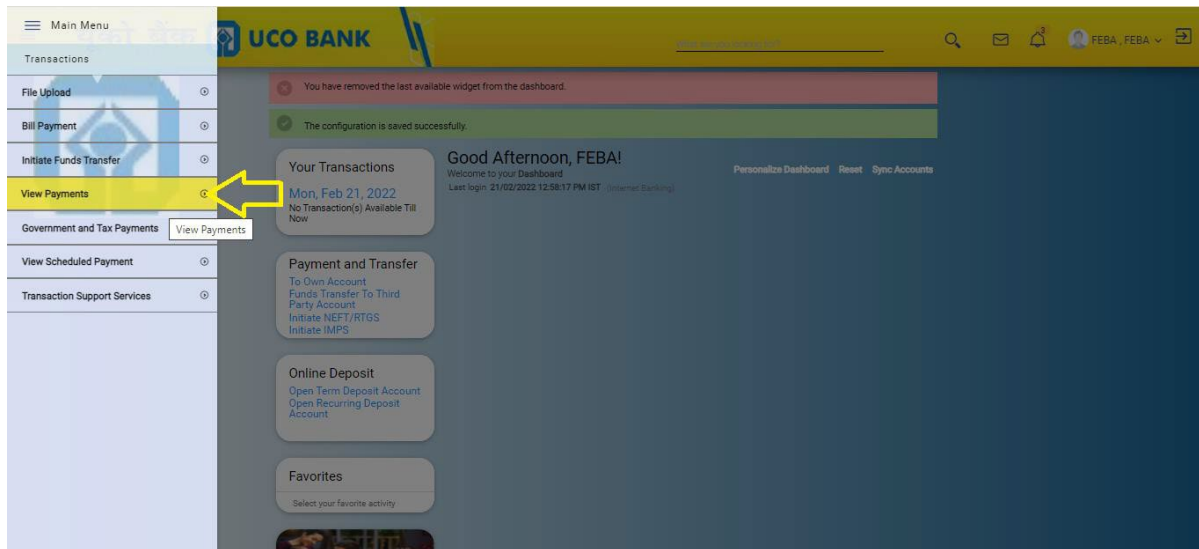
Navigate to...

This should be the first step in your journey. This should be the first step in your journey. This should be the first step in your journey.

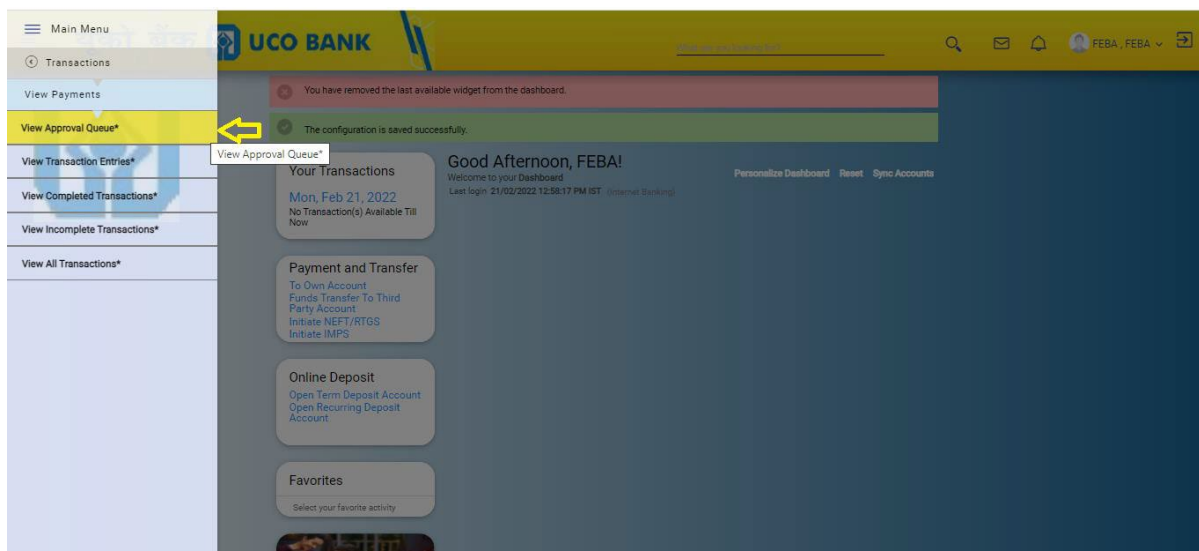
\*\*\*\*\*Corporate Checker\*\*\*\*\*

**Step1:**

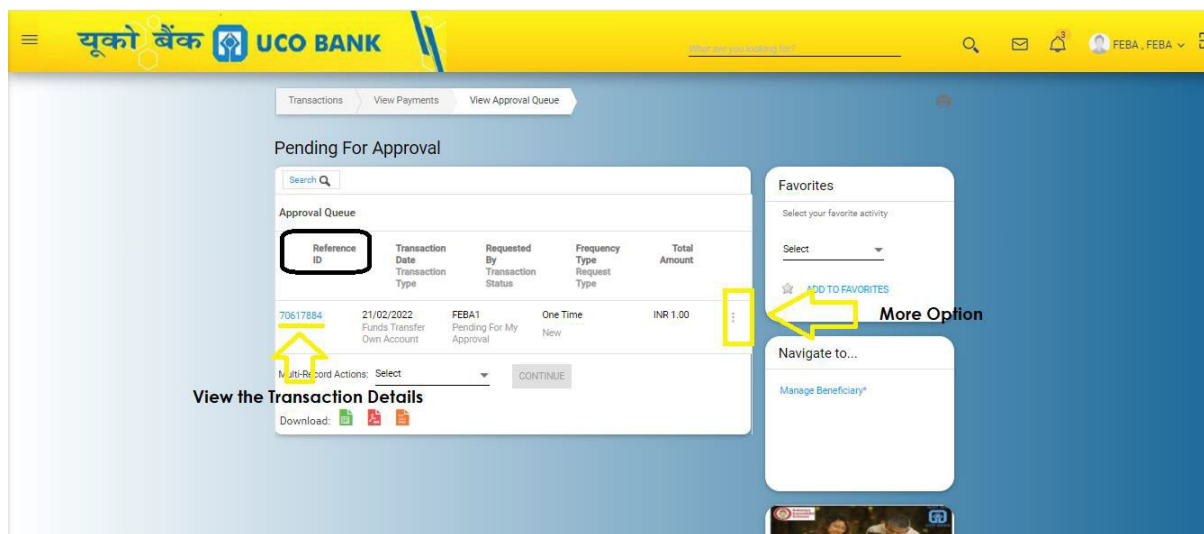
First corporate checker has to first login and click on **View Payments** under **Transactions Menu**



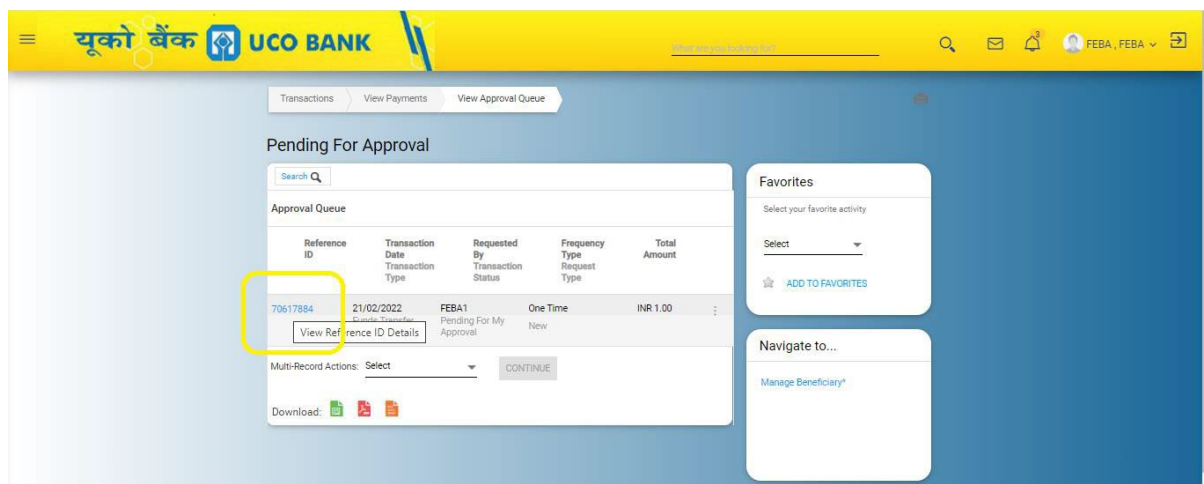
Now click on **View Approval Queue** for the approval of the records entered by the corporate maker.



List of pending requests for Approval show on click of **View Approval Queue**

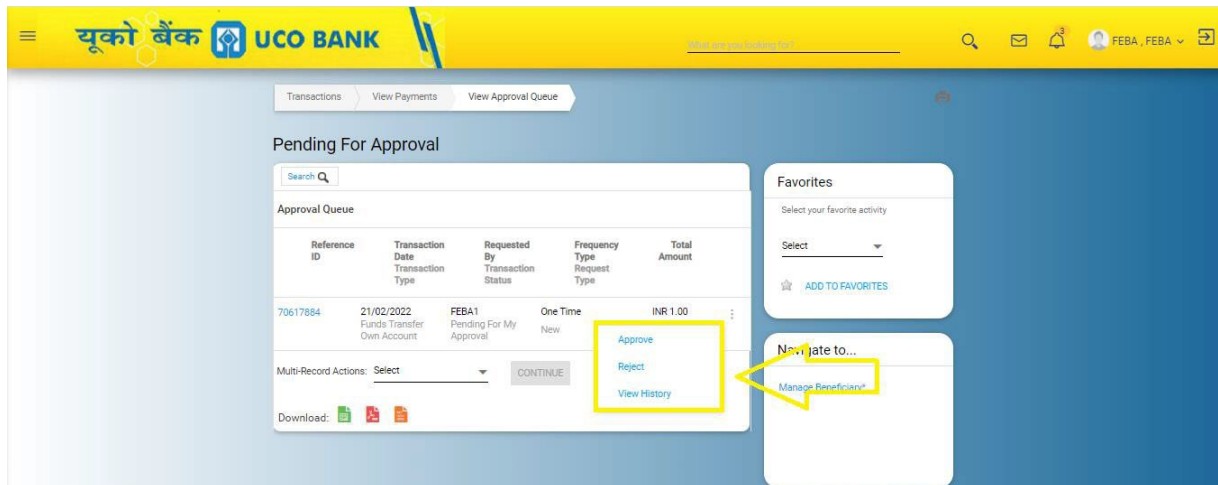


To view the details entered by the Corporate Maker will come on click of hyper link of **Reference ID**.



## Step2:

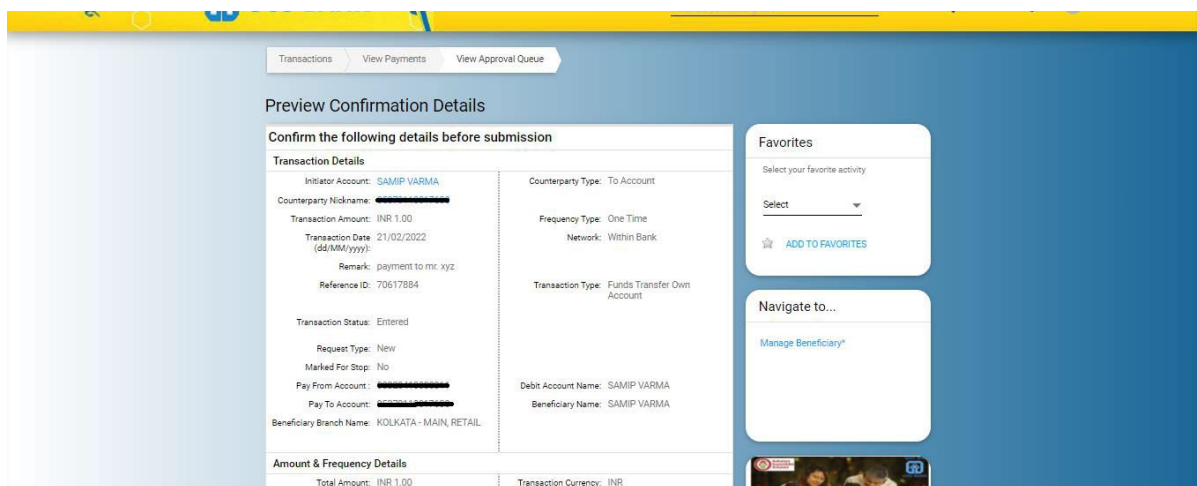
To approve or reject, click on **three vertical dot button**



## Step3:

### Preview Confirmation Details:

Details entered by the corporate maker, comes in the preview confirmation details page. If the corporate checker satisfied with the entries initiated by the maker and everything is in proper then corporate checker has to approve the record by putting the transaction password and OTP received in registered mobile number.



Reference ID: 70617884	Transaction Type: Funds Transfer Own Account
Transaction Status: Entered	
Request Type: New	
Marked For Stop: No	
Pay From Account: [REDACTED]	Debit Account Name: SAMIP VARMA
Pay To Account: [REDACTED]	Beneficiary Name: SAMIP VARMA
Beneficiary Branch Name: KOLKATA - MAIN, RETAIL	

Amount & Frequency Details	
Total Amount: INR 1.00	Transaction Currency: INR

Additional Details	
Remarks	

Enter your credentials to confirm the transaction

**Confirmation Details**

Transaction Password: [REDACTED]

One Time Password: [REDACTED]


Enter the one time password (OTP) sent for authentication with REFERENCE ID 2333842.

[RESEND OTP](#)  
[BACK](#) [APPROVE](#)

←

Navigate to...

[Manage Beneficiary\\*](#)



## Payment Summary:

Once approved by the corporate checker, status of the transaction will show in the screen. If corporate checker wants to download the cyber receipt then user can download the same in different format.

**Approve Complete Transaction**




✔ The transaction with reference ID is approved and processed successfully. Reference ID: [70617884]

Transaction Details	
Initiator Account: SAMIP VARMA	Counterparty Type: To Account
Counterparty Nickname: [REDACTED]	Frequency Type: One Time
Transaction Amount: INR 1.00	Network: Within Bank
Transaction Date (dd/MM/yyyy): 21/02/2022	
Remark: payment to mr. xyz	
Reference ID: 70617884	Transaction Type: Funds Transfer Own Account
Transaction Status: Success	
Request Type: New	
Transaction Confidential: No	
Marked For Stop: No	
Pay From Account: [REDACTED]	Debit Account Name: SAMIP VARMA
Pay To Account: [REDACTED]	Beneficiary Name: SAMIP VARMA
Beneficiary Branch Name: KOLKATA - MAIN, RETAIL	

Amount & Frequency Details	
Total Amount: INR 1.00	Transaction Currency: INR

Download:   

**Favorites**


Select your favorite activity

Select ▼

[ADD TO FAVORITES](#)

Navigate to...

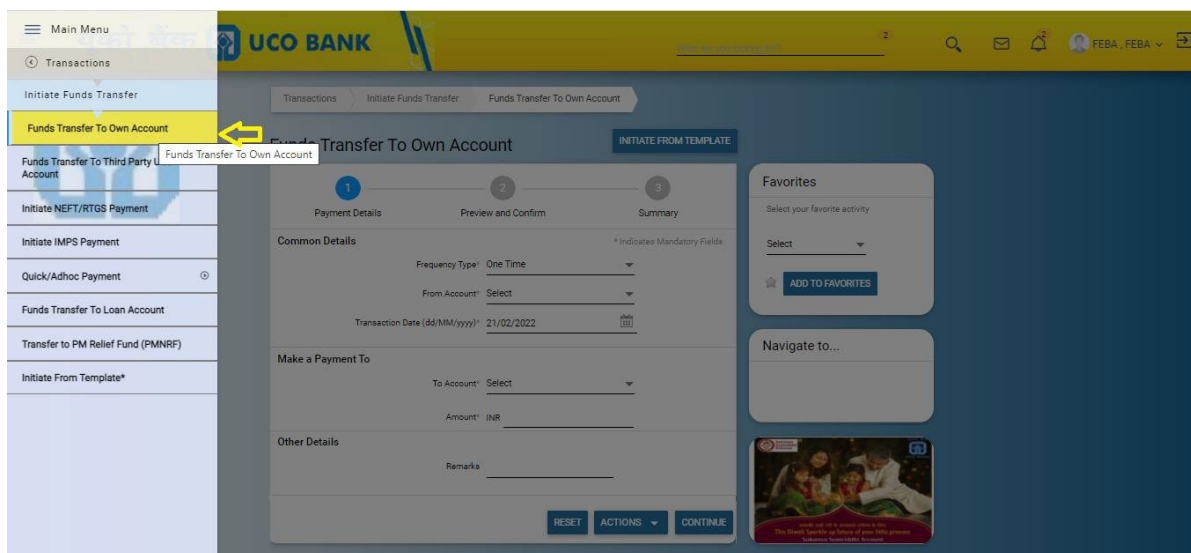
[Manage Beneficiary\\*](#)



## 2. Corporate having mode of operation Singly

### Step1:

First corporate user has to first login in his/her internet banking and click on **Fund Transfer to Own Account**

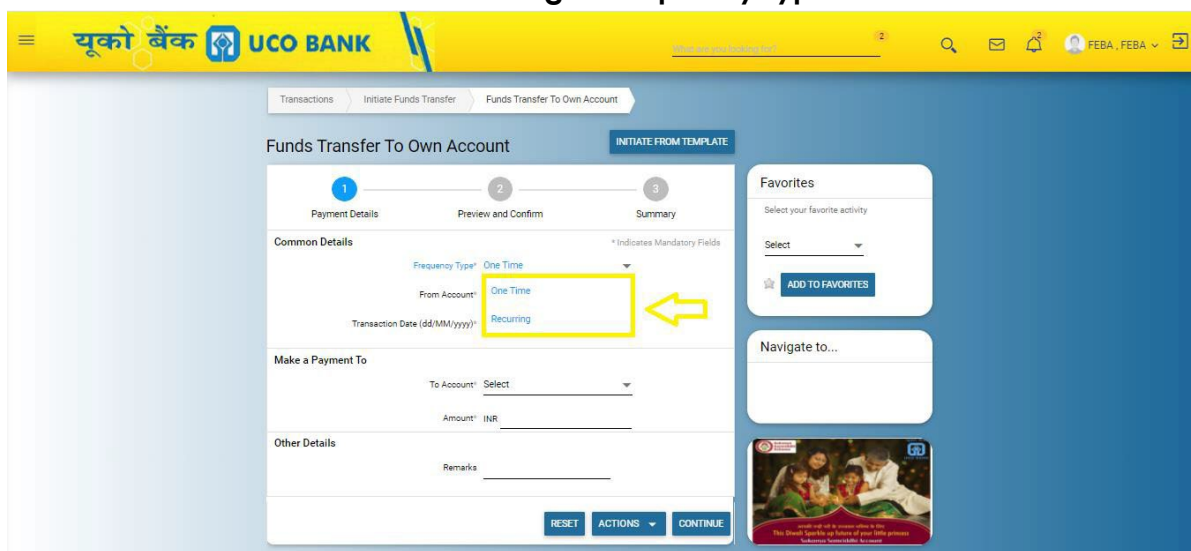


### Step2.

#### Common Details:

##### ➤ Frequency Type:

Two options are available in Frequency Type "**One Time**" & "**Recurring**" for the corporate user. If corporate user wants to make instant payment or Hot payment then corporate user has to select **One Time** in **Frequency Type**, However **One Time** will be remain as default in **Frequency type** and if corporate user wants to create recurring instructions or standing instructions then user has to select **Recurring** in **Frequency Type**.



- **From Account:** Here corporate user has to select the debit account number from the drop-down in which user wants to make payment or debit.

The screenshot shows the 'Funds Transfer To Own Account' form in the UCO Bank mobile app. The form is divided into three steps: 1. Payment Details, 2. Preview and Confirm, and 3. Summary. In the 'Payment Details' step, the 'From Account' dropdown menu is open, displaying a list of accounts with masked numbers. A yellow arrow points to the dropdown. The form includes fields for 'Frequency Type' (set to 'One Time'), 'Transaction Date' (dd/MM/yyyy), 'Make a Payment To' (To Account), 'Amount', and 'Remarks'. The right sidebar contains 'Favorites' and 'Navigate to...' sections.

- **Transaction Date:** By default current date comes in the Transaction date, if corporate user wants to make payment on future date or schedule transaction then click on date picker and select the date for the schedule payment or future date payment.

The screenshot shows the same 'Funds Transfer To Own Account' form, but with a date picker overlay. The date picker is for February 2022, and the 21st is selected. The form fields are partially visible behind the date picker.



## Make a Payment To

- **To Account:** Here corporate user has to select the account in which user wants to make payment or credit.

The screenshot shows the 'Funds Transfer To Own Account' form in the UCO Bank mobile app. The form is divided into three steps: 1. Payment Details, 2. Preview and Confirm, and 3. Summary. The 'Common Details' section includes 'Frequency Type' (One Time), 'From Account' (311), and 'Transaction Date' (21/02/2022). The 'Make a Payment To' section has a 'To Account' dropdown menu, which is highlighted with a yellow arrow. The 'Amount' field is also visible. The 'Other Details' section includes a 'Remarks' field. A sidebar on the right contains 'Favorites' and 'Navigate to...' sections.

- **Amount:** corporate user has to enter the amount that user wants to transfer.

The screenshot shows the 'Funds Transfer To Own Account' form in the UCO Bank mobile app. The 'Make a Payment To' section has a 'To Account' dropdown menu and an 'Amount' field, which is highlighted with a yellow arrow. The 'Amount' field contains the value 'INR 1'. The 'Other Details' section includes a 'Remarks' field. A sidebar on the right contains 'Favorites' and 'Navigate to...' sections.

### Other Details:

- **Remarks:** If user wants to give any remarks or narration then enter remarks

Transactions

Initiate Funds Transfer

Funds Transfer To Own Account

Funds Transfer To Own Account

INITIATE FROM TEMPLATE

1

Payment Details

2

Preview and Confirm

3

Summary

Common Details

\* Indicates Mandatory Fields

Frequency Type<sup>\*</sup>

One Time

From Account<sup>\*</sup>

XXXXXXXXXXXXXX

Eff. Available Balance : INR

3,53,029.23

Transaction Date (dd/MM/yyyy)<sup>\*</sup>

21/02/2022

Make a Payment To

To Account<sup>\*</sup>

XXXXXXXXXXXXXX

Amount<sup>\*</sup>

INR 1

Other Details

Remarks

payment to mrr xyz

RESET

ACTIONS

CONTINUE

Favorites

Select your favorite activity

Select

ADD TO FAVORITES

Navigate to...

### Step3.

## Payment Confirmation

Details entered by the corporate maker in the payment details will come in the payment confirmation page on click of **CONTINUE** button. Here user can re-check whether the details entered in the payment details are correct or not. If it is incorrect or wrong then click on "**BACK TO EDIT**" button for further modifications in payment details.

## Payment Confirmation

1 Payment Details
2 Preview and Confirm
3 Summary

**Confirm the details before submission**

General Transaction Details	
<p>Transaction Type: Funds Transfer Own Account</p> <p>Counterparty Type: To Account</p> <p>Frequency Type: One Time</p>  <p>Payment Date: 21/02/2022 (dd/mm/yyyy):</p> <p>Remarks: payment to mr. xyz</p>	<p>Pay From Account: [REDACTED]</p> <p>Debit Account Name: SAMIP VARMA</p> <p>Pay To Account: [REDACTED]</p> <p>Beneficiary Name: SAMIP VARMA</p> <p>Beneficiary Branch Name: KOLKATA - MAIN, RETAIL</p> <p>Beneficiary Sol Id: 0190</p>
Amount & Frequency Details	
<p>Total Amount: INR 1.00</p> <p>Amount in Words: One Rupees Only</p> <p>Transaction Currency: INR</p>	<p>Available Balance: 3,53,029.23</p>

[BACK TO EDIT](#)

### Favorites

Select your favorite activity

Select ▾

[ADD TO FAVORITES](#)

### Navigate to...

**Confirmation Details:** Corporate user has to enter the transaction password and OTP and click on submit button for the final payment

Reference ID: 70617884	Transaction Type: Funds Transfer Own Account
Transaction Status: Entered	
Request Type: New	
Marked For Stop: No	
Pay From Account: [REDACTED]	Debit Account Name: SAMIP VARMA
Pay To Account: [REDACTED]	Beneficiary Name: SAMIP VARMA
Beneficiary Branch Name: KOLKATA - MAIN, RETAIL	

Amount & Frequency Details	
Total Amount: INR 1.00	Transaction Currency: INR

Additional Details	
Remarks	

Enter your credentials to confirm the transaction

**Confirmation Details**

Transaction Password: [REDACTED]

One Time Password: [REDACTED]


Enter the one time password (OTP) sent for authentication with REFERENCE ID 2333842.

[RESEND OTP](#)

[BACK](#) [APPROVE](#)

Navigate to...

[Manage Beneficiary](#)



←

## Payment Summary:

Once submit by the corporate user, status of the transaction will show in the payment screen page. If corporate wants to download the cyber receipt then user can download the same in different format.

☰ यूको बैंक UCO BANK
[Icons]

### Payment Summary

✓ The transaction with reference ID is processed successfully. Ref. ID: 70021928

✓ Payment Details
✓ Preview and Confirm
3 Summary

Payment Details	
General Transaction Details	
Transaction Number: 70021928	Transaction Type: Funds Transfer Own Account
Counterparty Type: To Account	Pay From Account: [REDACTED]
	Debit Account Name: LIMITED
	Pay To Account: [REDACTED]
	Beneficiary Name: LIMITED
	Beneficiary Branch Name: TIRUPUR
	Beneficiary Sol Id: 1795
Amount: One Rupees Only	
Payment Date & Time of Txn (dd/MM/yyyy):	
Remarks:	
Transaction Status: Success	
Amount & Frequency Details	
Total Amount: INR 1.00	
Transaction Currency: INR	


**Favorites**

Select your favorite activity

Select

[ADD TO FAVORITES](#)

**Navigate to...**



Same process will follow for other transaction type like fund transfer to third party uco account, fund transfer to other bank(NEFT/RTGS/IMPS), transfer to loan account, transfer, adhoc payment.