11

Manage

- THIRD-PARTY BENEFICIARIES
- COMPANY/UTILITY PAYMENT SUBSCRIPTIONS
- NOTIFICATIONS
- PAYROLLS
- SUPPLIERS

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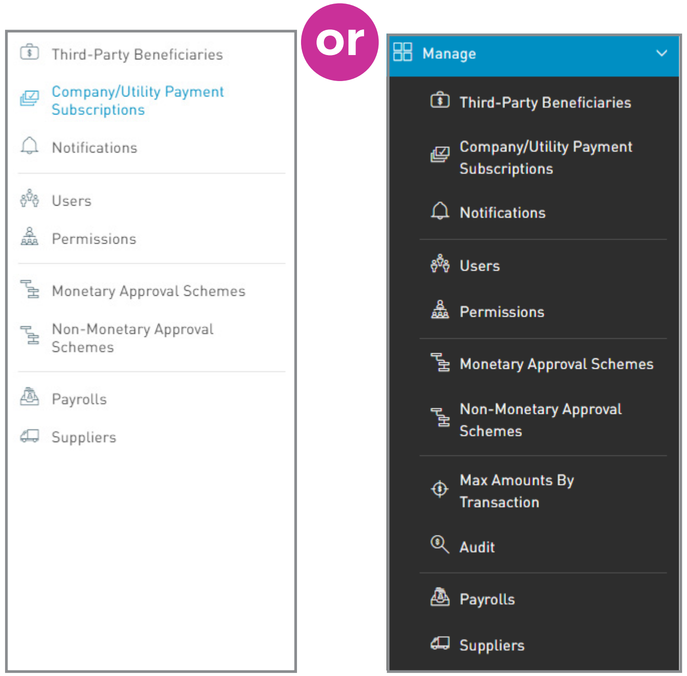
Overview

Manage Overview

The **MANAGE** option gives you access to your site's administrative functions. It is available from both the **QUICK** and **MAIN** Menus.



For fundamental administrative functions and other administrative features related to accounts and monetary functions, *see Section 5 - Managing your Site , pg. 69.*

Third-Party Beneficiaries

Managing Third-Party Beneficiaries

As a Corporate Republic*Online* user, you are allowed to make the following third-party transfers:

- REPUBLIC BANK CHEQUING ACCOUNT
- REPUBLIC BANK SAVINGS ACCOUNT
- REPUBLIC BANK CREDIT CARD
- LOCAL BANK DEPOSIT ACCOUNT
- INTERNATIONAL BANK DEPOSIT ACCOUNT

All Third-Party Beneficiaries must be registered.

Third-Party Beneficiaries

When registering a Third-Party Beneficiary you must perform the following two steps:

1 Registering the Third-Party

Through this process, the beneficiary's banking and personal information is entered and registered.

2 Assigning Permissions

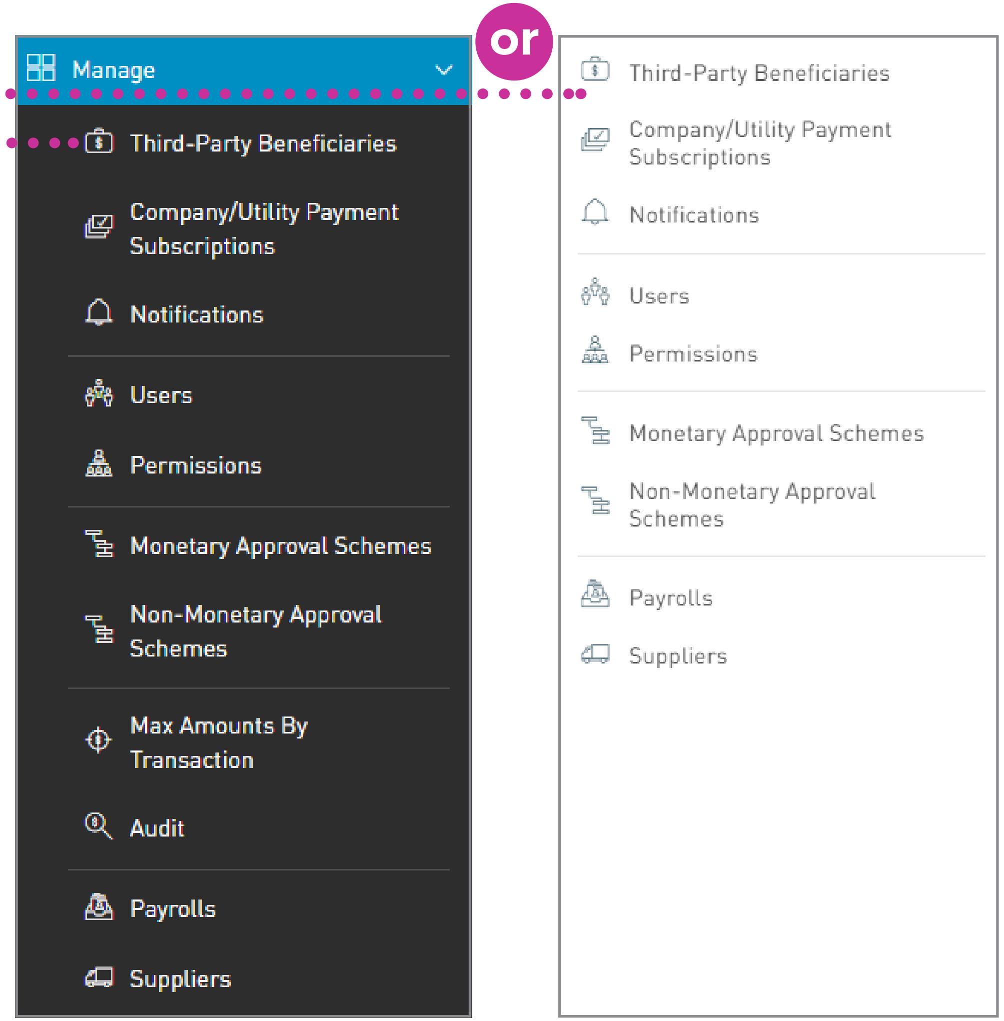
This step entails adding users who are required to access the beneficiary via the transaction screen (e.g. to perform the transaction).

Third-Party Beneficiaries

1 Registering the Third-Party

Select the THIRD-PARTY BENEFICIARIES option under the Manage tab of either menu

You will then be directed to the THIRD-PARTY BENEFICIARIES page.

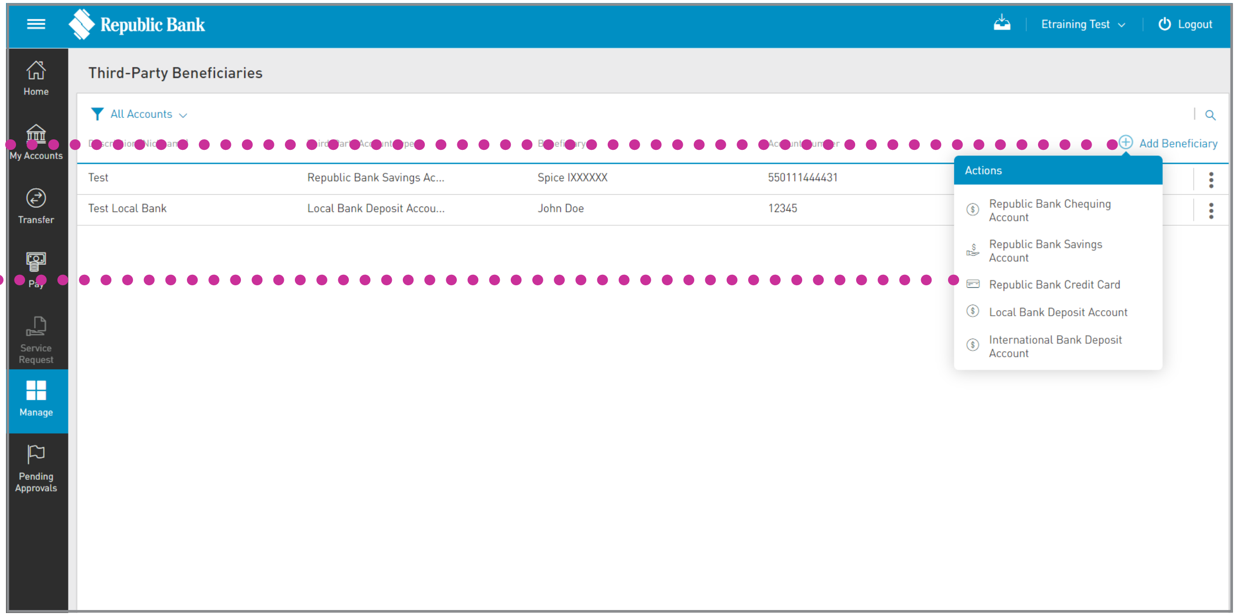


Third-Party Beneficiaries

1 Registering the Third-Party

Select ADD BENEFICIARY

Select the relevant type of beneficiary account from the list provided



Third-Party Beneficiaries

1 Registering the Third-Party

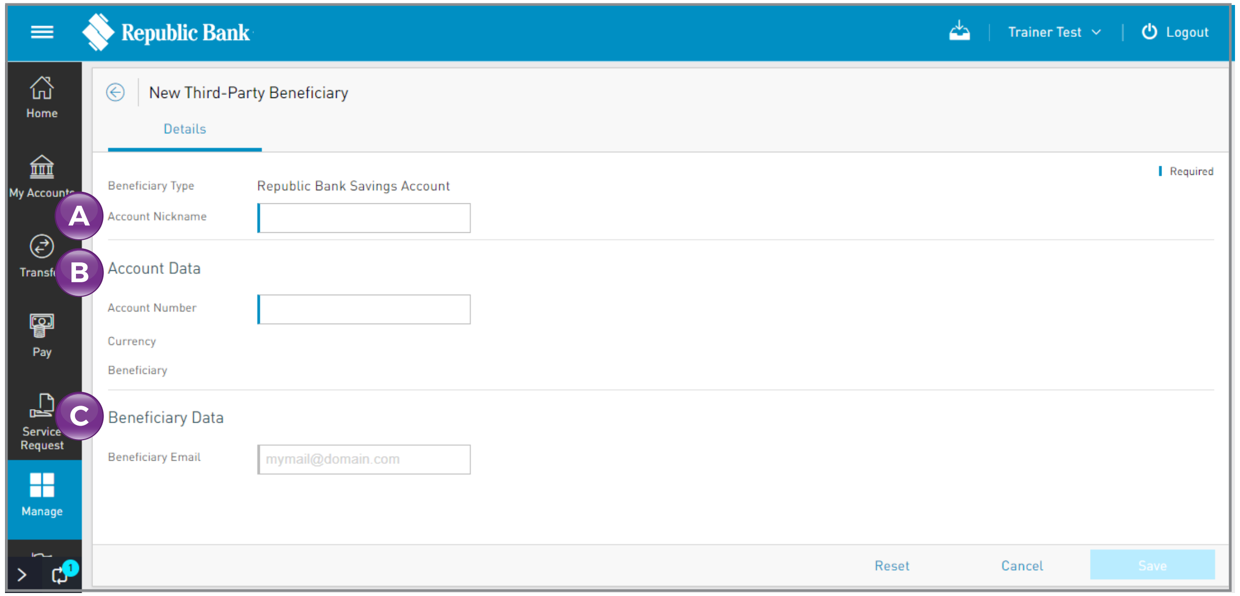
REPUBLIC BANK BENEFICIARIES

For Republic Bank Beneficiaries enter the following information:

A ACCOUNT NICKNAME

B ACCOUNT DATA:
Account number

C BENEFICIARY EMAIL:
(This field is not mandatory)



If you require the beneficiary to be notified when transfers are made, then the beneficiary's email address should be included. If no data is input in this field, the system will automatically send the notification to your registered email address.

Third-Party Beneficiaries

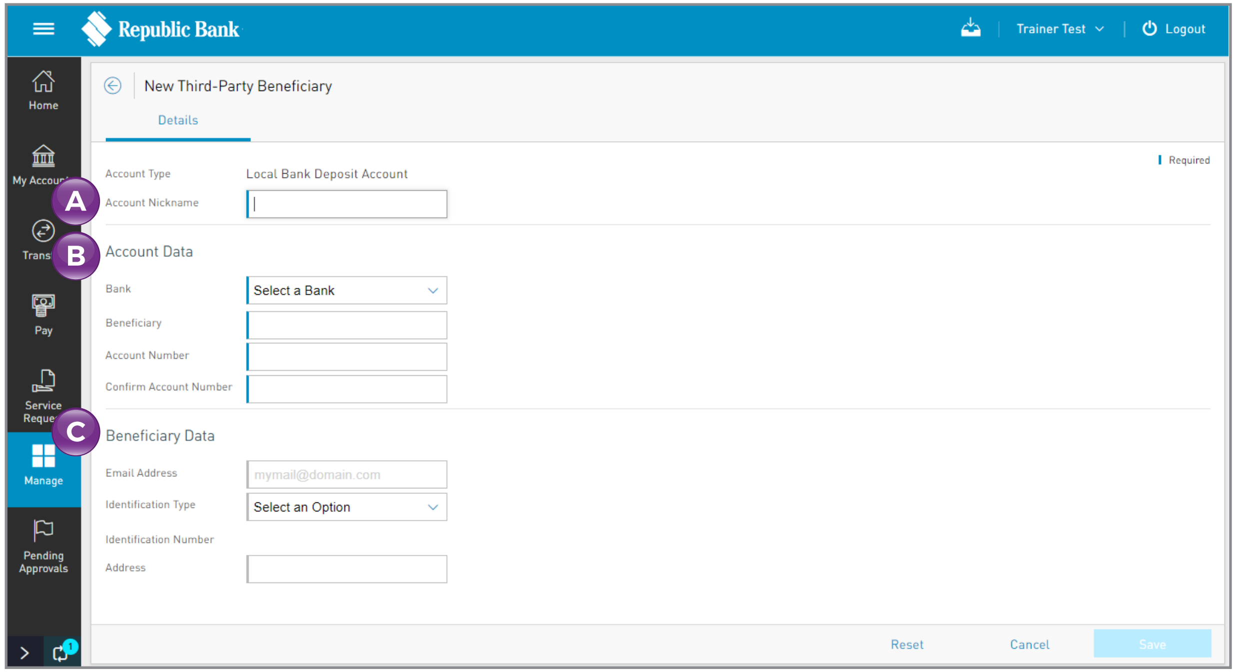
1 Registering the Third-Party

LOCAL BANK DEPOSIT ACCOUNTS

A ACCOUNT NICKNAME

B ACCOUNT DATA
- Bank/Branch
- Beneficiary name
- Account number

C BENEFICIARY DATA
- Email address
- Identification type
- Identification number
- Address



Third-Party Beneficiaries

1 Registering the Third-Party

INTERNATIONAL BANK DEPOSIT ACCOUNTS

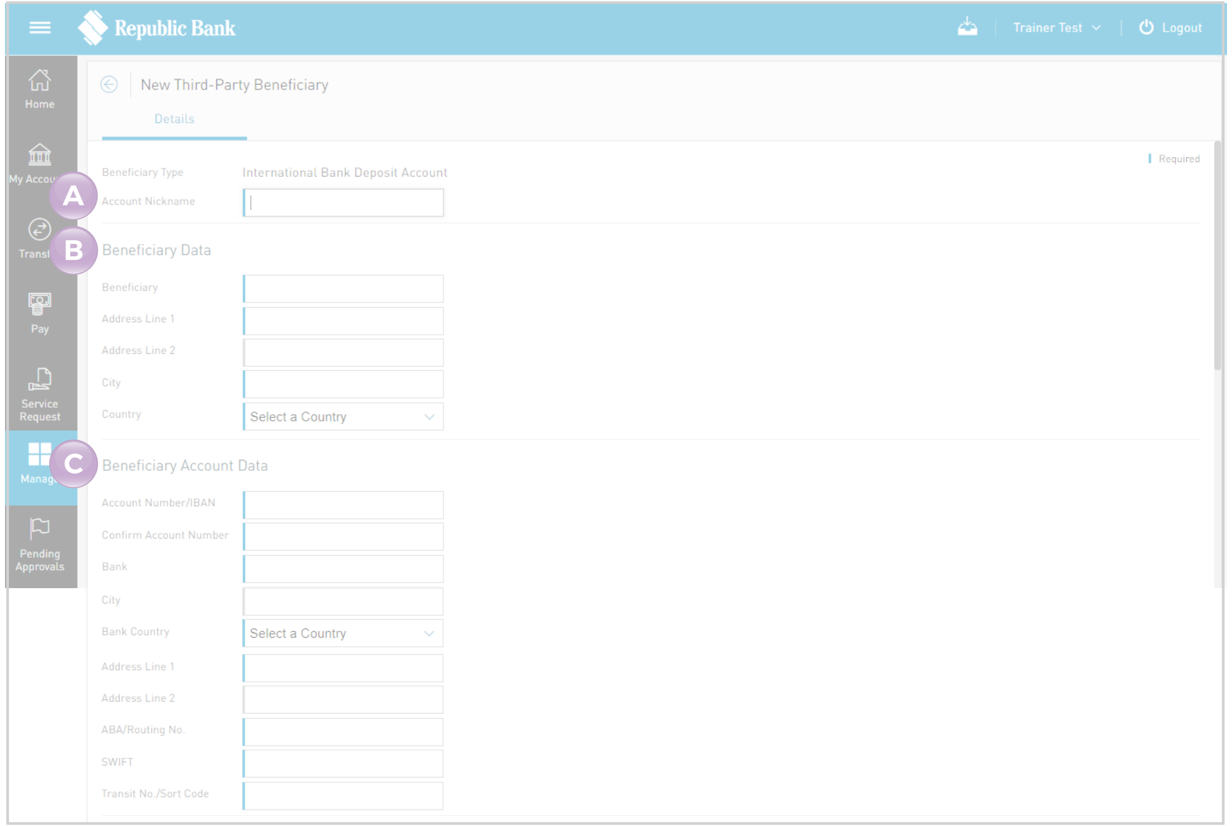
A ACCOUNT NICKNAME

B BENEFICIARY DATA

- Beneficiary
- Address
- City
- Country

C BENEFICIARY ACCOUNT DATA

- Account Number/ IBAN
- Bank
- City
- Bank Country
- Address
- ABA/ Routing No.
- Swift
- Transit No./ Sort Code



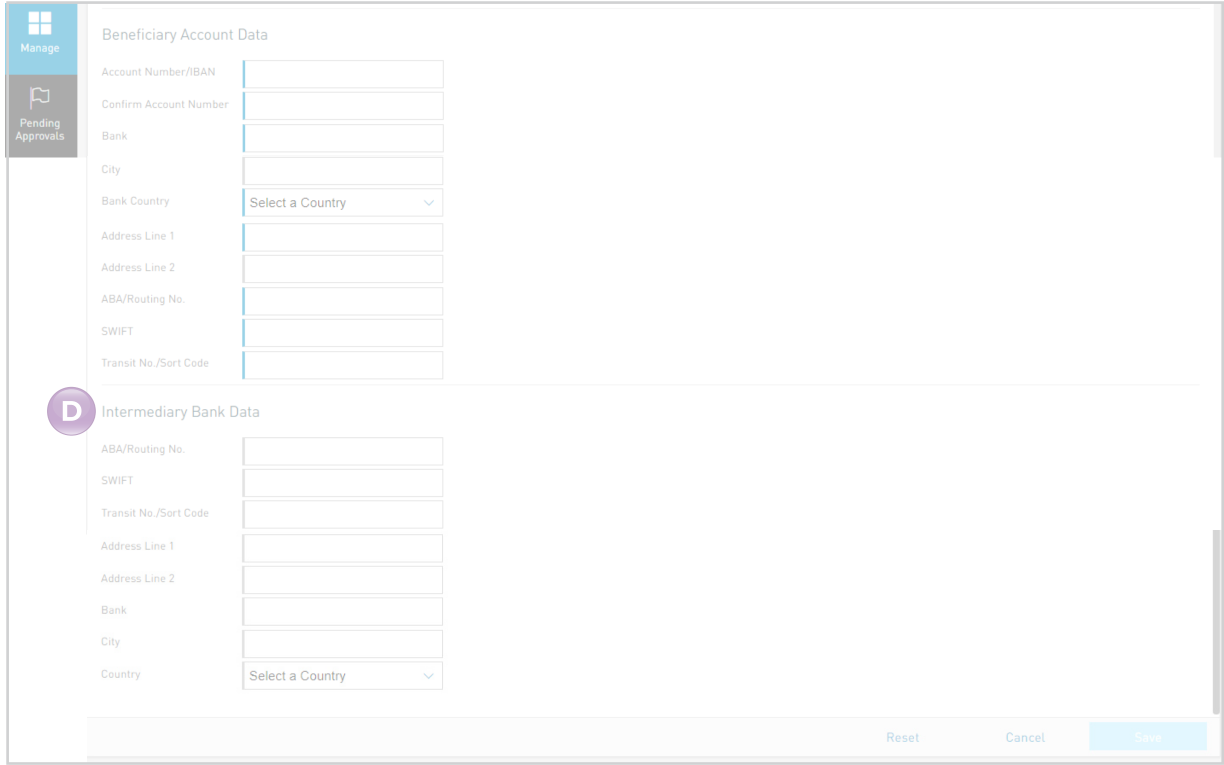
Third-Party Beneficiaries

1 Registering the Third-Party

INTERNATIONAL BANK DEPOSIT ACCOUNTS

D INTERMEDIARY BANK DATA

- ABA/ Routing No.
- Swift
- Transit No./Sort Code
- Address
- Bank
- City
- Country



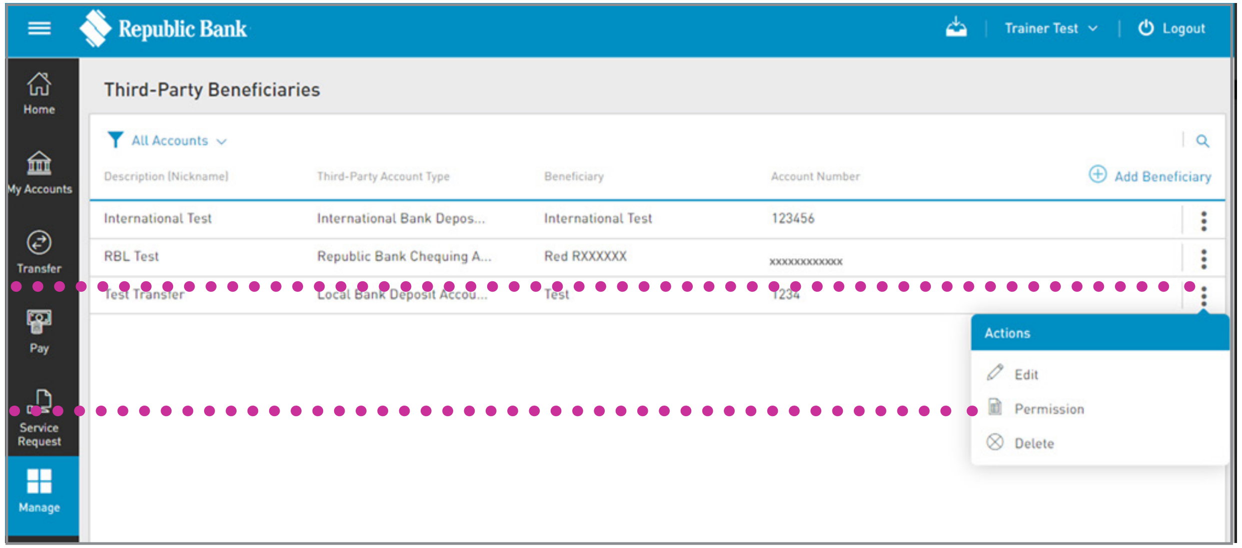
Third-Party Beneficiaries

2 Assigning Permissions

When you have finished registering a beneficiary and inputting their details, you must then assign permissions to users who require access to that beneficiary.

Select the **Contextual Menu** of the registered beneficiary

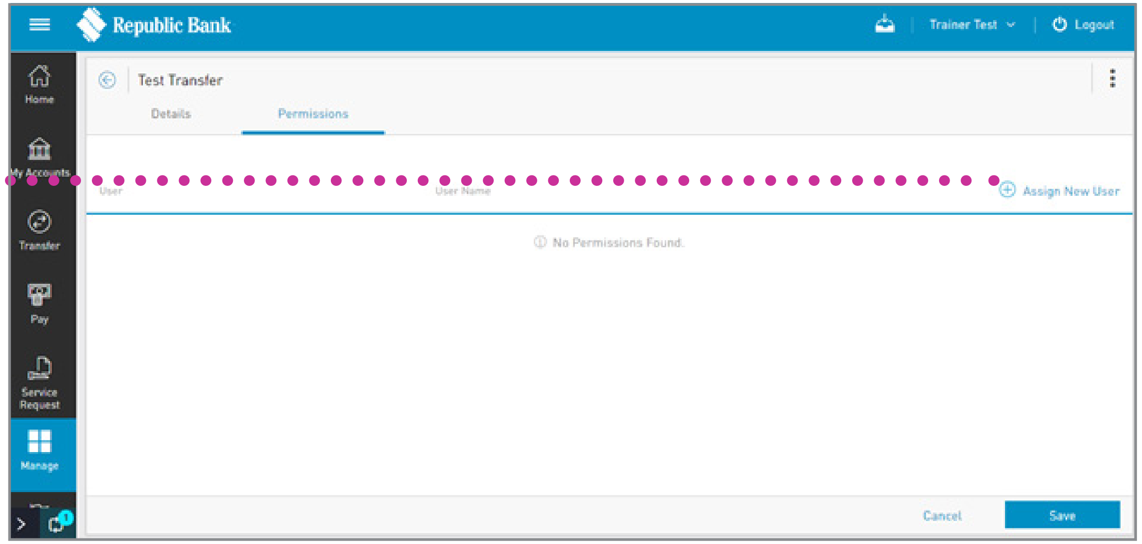
Select **PERMISSIONS**



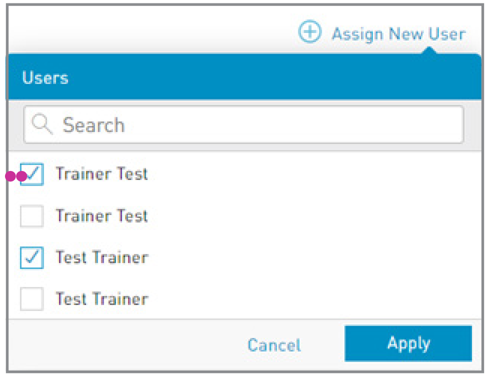
Third-Party Beneficiaries

2 Assigning Permissions

Select **ASSIGN NEW USER**



Select the **USER(S)** from the list



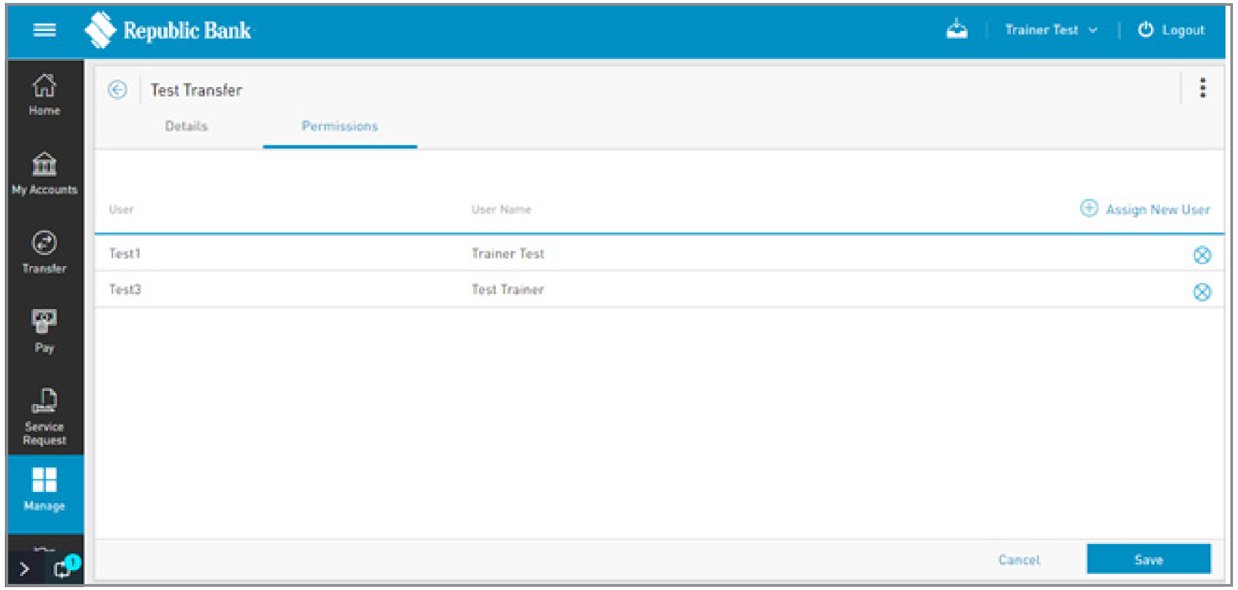
Select **APPLY**

Third-Party Beneficiaries

2 Assigning Permissions

Once the information is verified, select SAVE.

This completes the process of Registering a Third-Party Beneficiary.

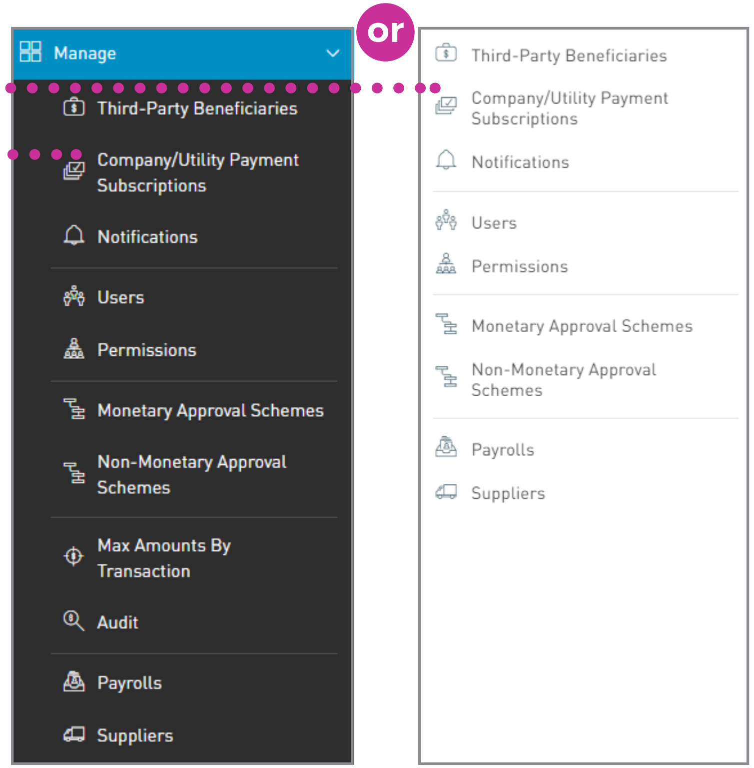


Third-Party Beneficiaries registered here can now be accessed via the transaction screen.

Company/ Utility Payment Subscriptions

Registering Company/Utility Payment Subscriptions

Select the COMPANY/ UTILITY PAYMENT SUBSCRIPTIONS option under the MANAGE tab of either menu

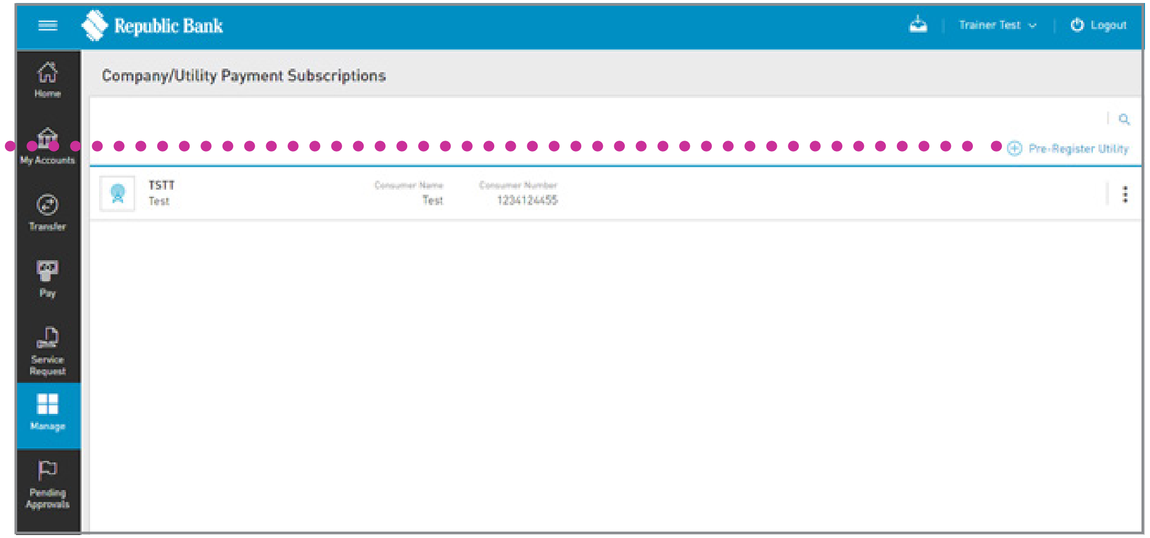


You will then be directed to the COMPANY/UTILITY PAYMENT SUBSCRIPTIONS page.

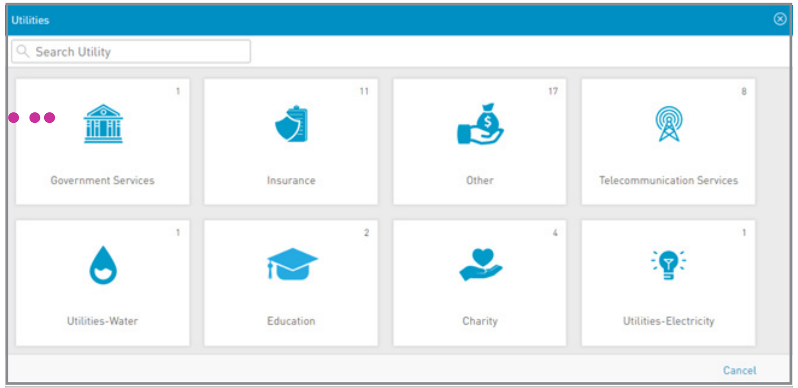
Company/Utility Payment Subscriptions

Registering Company/Utility Payment Subscriptions

Select PRE-REGISTER UTILITY



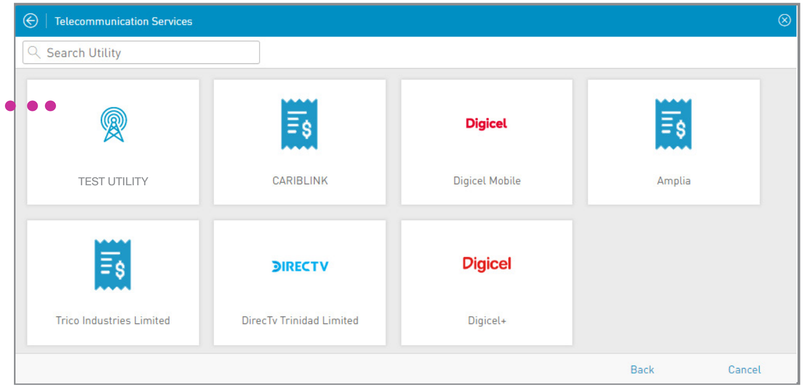
Select a category from the list provided



Company/Utility Payment Subscriptions

Registering Company/Utility Payment Subscriptions

Select the relevant utility

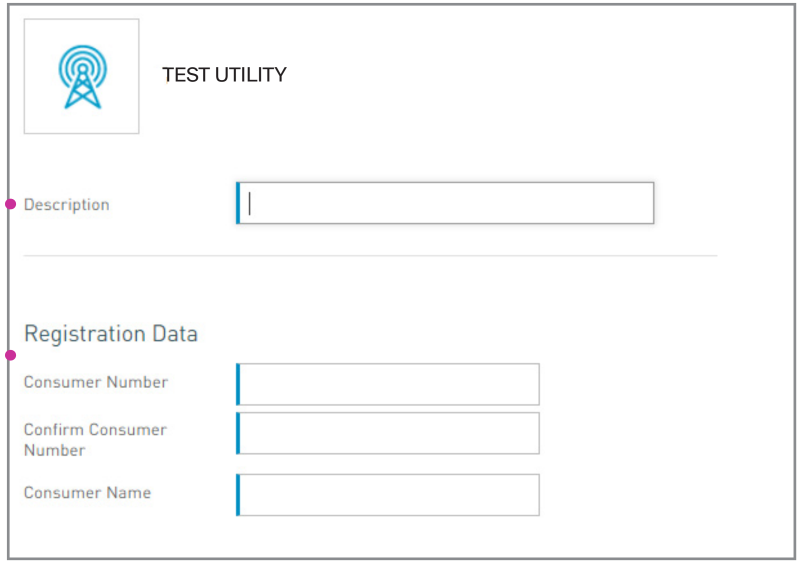


The description field can be used to differentiate subscriptions to the same utility.

Insert a **DESCRIPTION**

Insert the required company/utility information

Select **CONFIRM** to save.



Notifications

Notification of Transactions

The **NOTIFICATIONS** feature can be used if you require alerts for specific transactions on your account(s).

Notifications may be configured for the following:

- ACCOUNT BALANCE
- ACCOUNT ACTIVITY
- CREDIT CARD BALANCE
- CREDIT CARD ACTIVITY
- CREDIT CARD PAYMENT OVERDUE
- CREDIT CARD OVER LIMIT

You can receive these notifications via any one of the following:

- INBOX
- EMAIL
- SMS MESSAGES
- PUSH NOTIFICATIONS

Notifications

Notification of Transactions

There are three ways to access this feature:

1. Main Menu
2. Quick Menu
3. Contextual Menu

Notifications

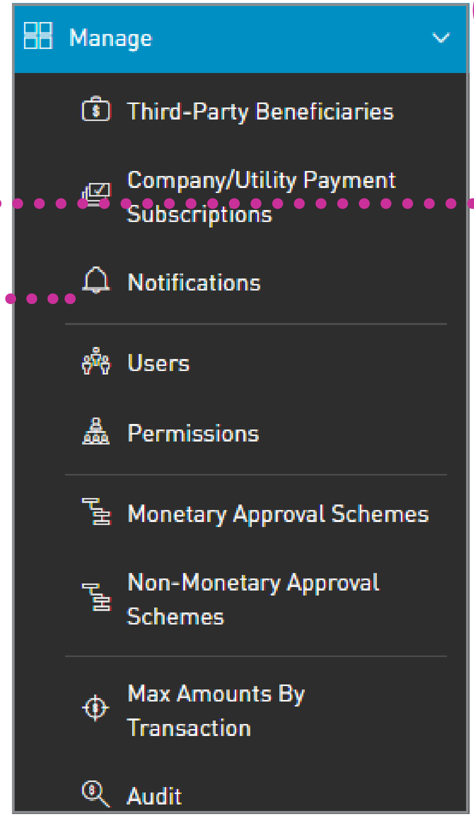
Notification of Transactions

1 Main Menu   2 Quick Menu

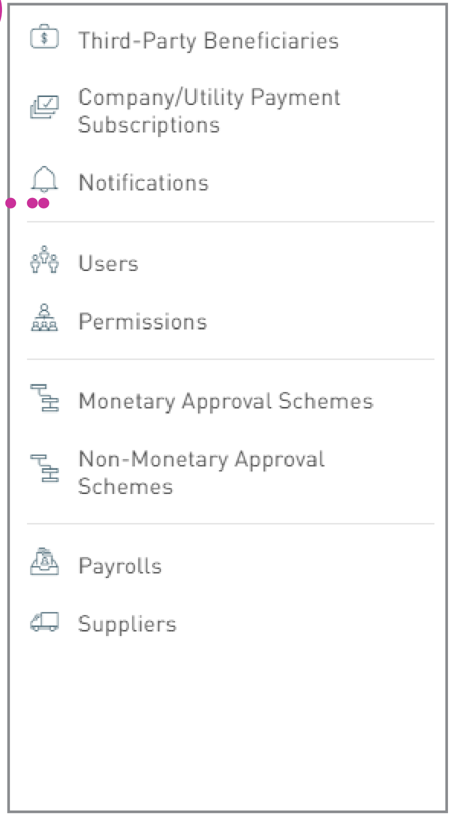
Both these options follow the same process.

Go to either the **MAIN** or **QUICK** Menu and select the **MANAGE** tab
Expand the list displayed and select the **NOTIFICATIONS** option

This option will direct you to the **NOTIFICATIONS** page



or



Notifications

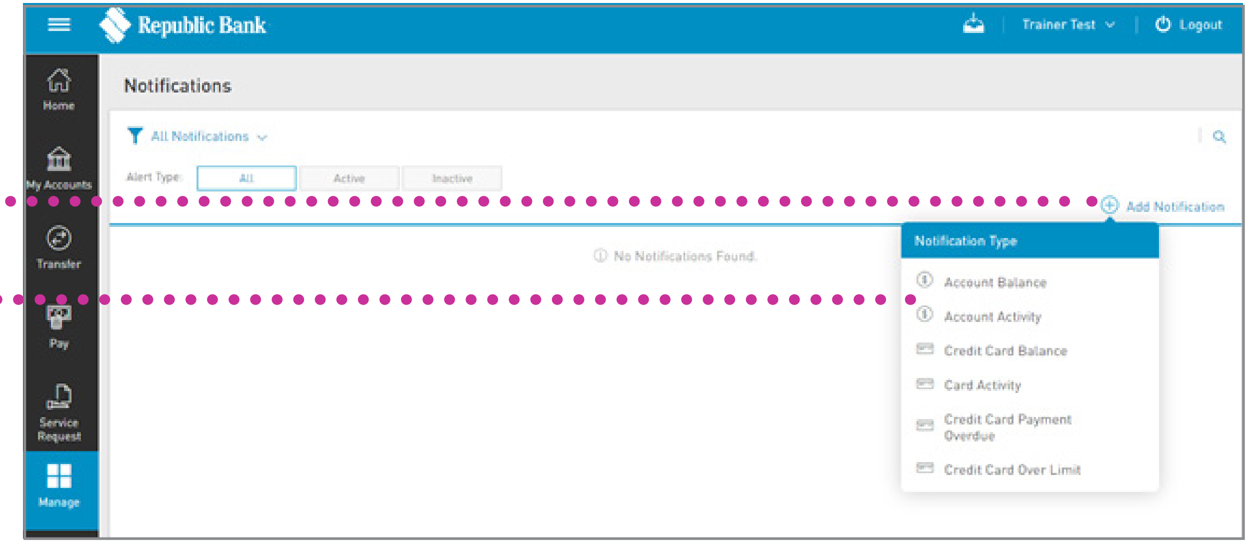
Notification of Transactions

1 Main Menu 2 Quick Menu

Select the ADD NOTIFICATION

Select the NOTIFICATION TYPE from the list

This option will direct you to the NEW NOTIFICATIONS page.



Notifications

Notification of Transactions

1 Main Menu   2 Quick Menu

For all notifications, you will be required to input the following data:

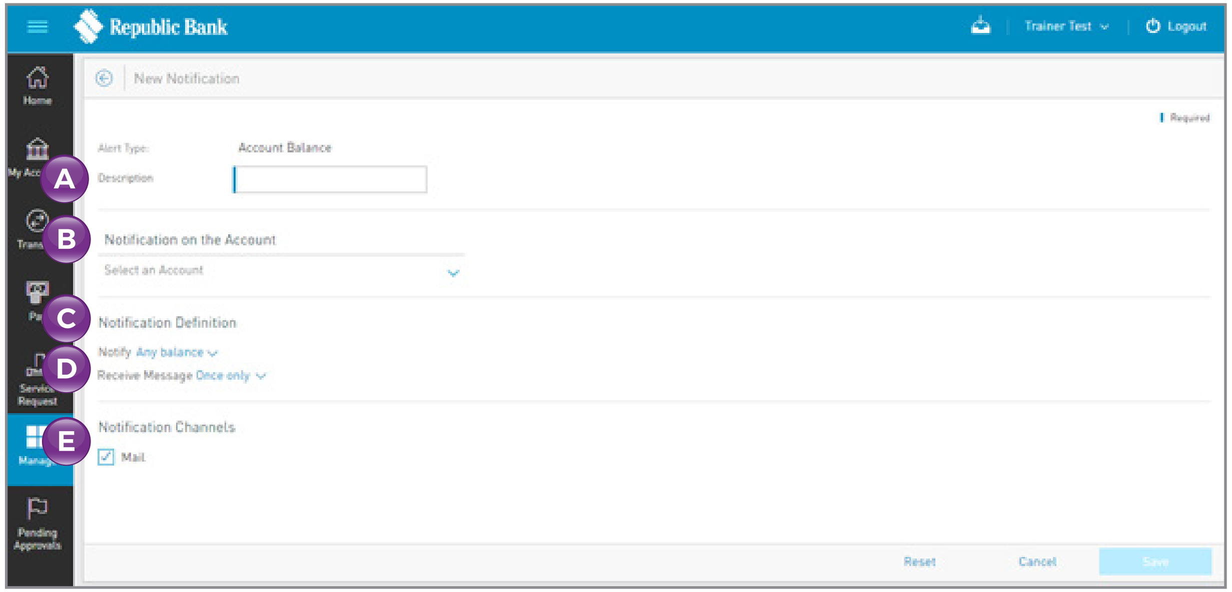
A DESCRIPTION

B ACCOUNT

C **DEFINITION:** conditions for sending alerts (e.g. Notify me if...)

D **FREQUENCY:** how often alerts should be sent (e.g. Once daily)

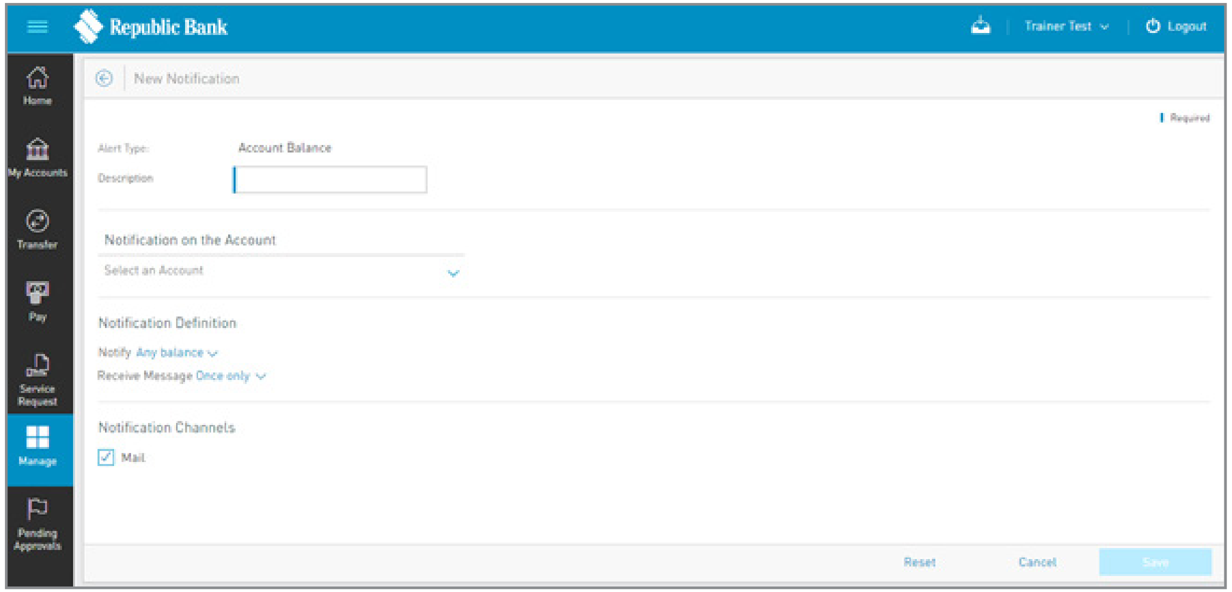
E NOTIFICATION CHANNEL



Notifications

Notification of Transactions

1 Main Menu 2 Quick Menu



Select one of the following options to proceed:
SAVE to save the new alert.
CANCEL to cancel the process.
RESET to clear all the information entered on the screen.

Notifications

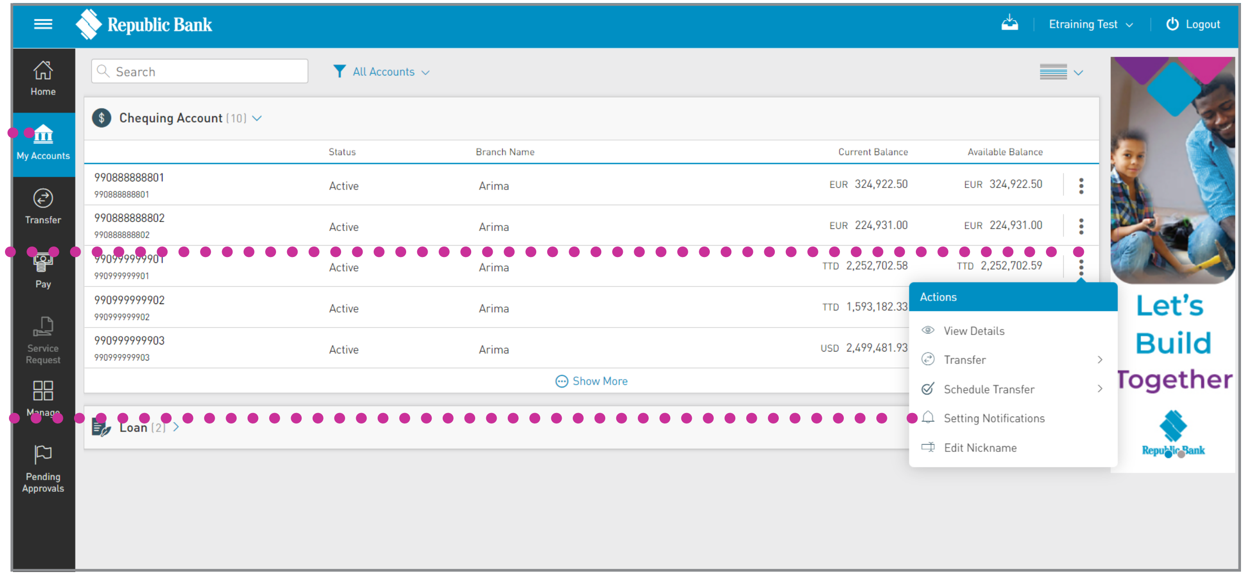
Notification of Transactions

3 Contextual Menu

Select **MY ACCOUNTS**

Select the **Contextual Menu** of the desired account from the list

Select **SETTING NOTIFICATIONS**



This option redirects you to the **NEW NOTIFICATIONS** page as explained in the first two options.

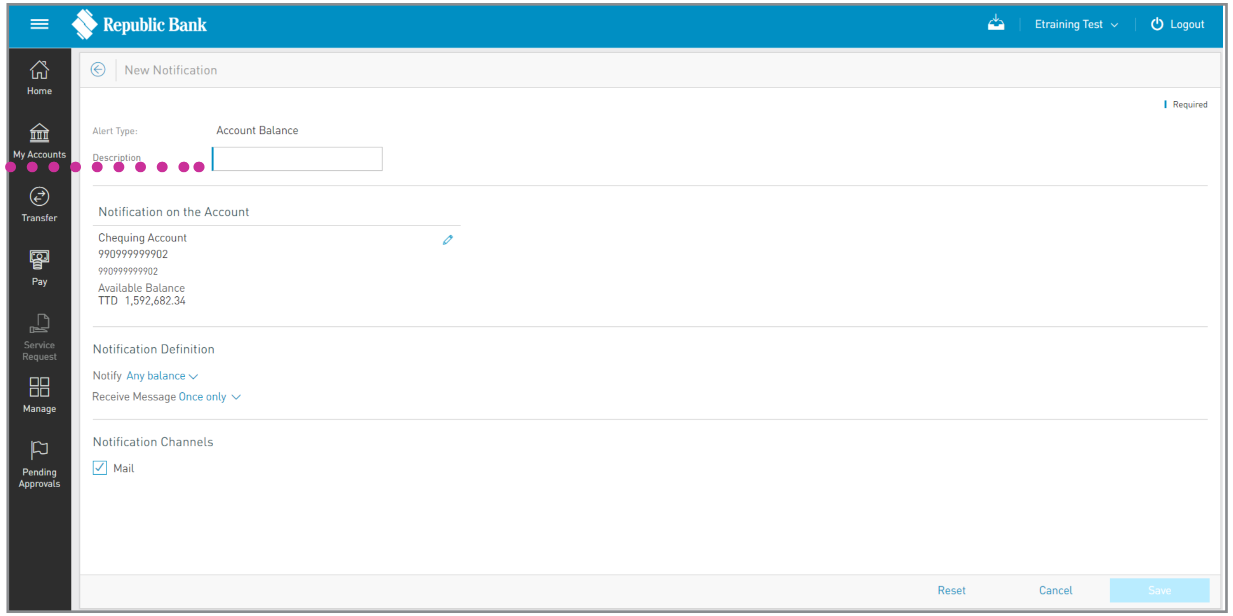
Notifications

Notification of Transactions

3 Contextual Menu

Here the alert type **ACCOUNT BALANCE** is automatically selected. The system will fill in the account data using data from its records.

Input the required data



Select **SAVE** to complete the process.

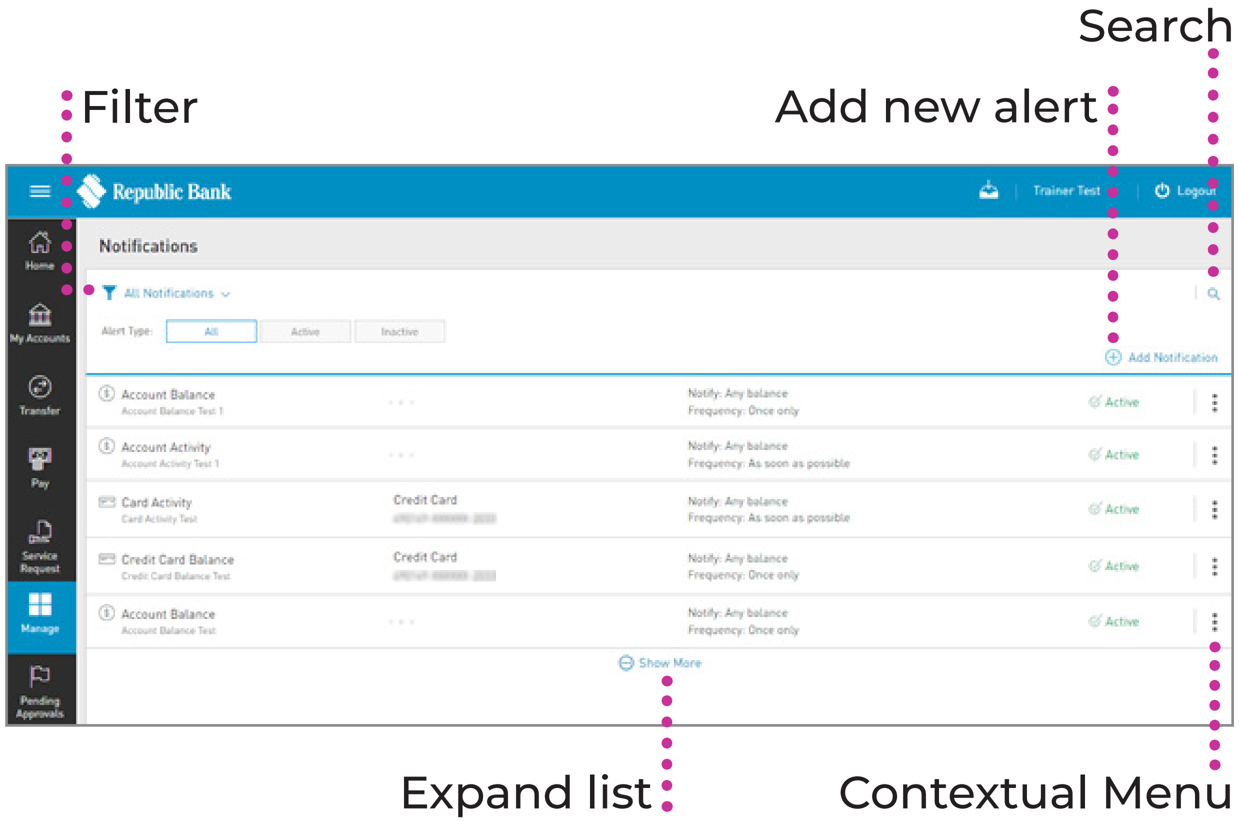
Notifications

Notifications Page

FILTERS

Notifications can be filtered by the following criteria:

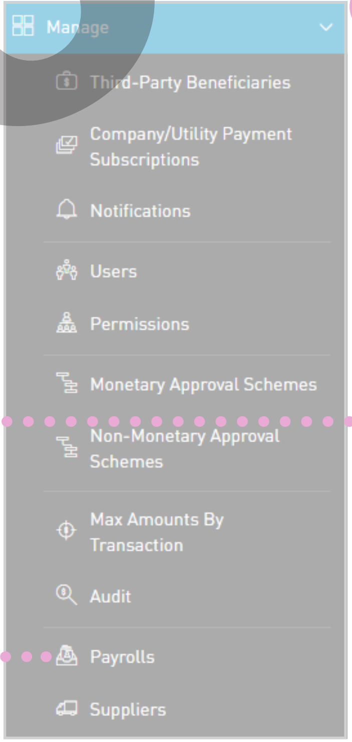
- NOTIFICATIONS TYPE
- NOTIFICATIONS STATUS



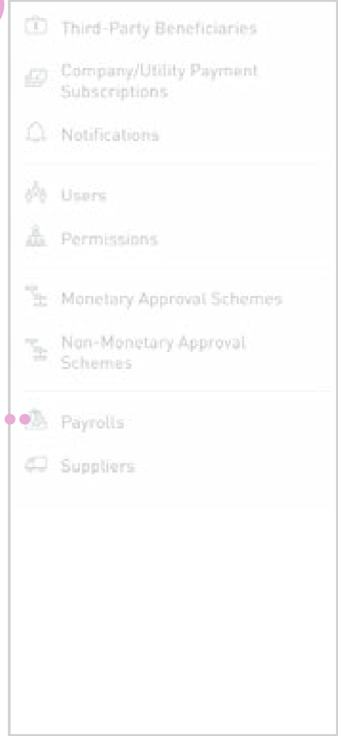
Payrolls

Payroll Administration

Payrolls can be created or amended via the PAYROLLS Admininstration page.



or



Select the PAYROLL option under the MANAGE tab of either menu

Only users assigned the relevant permissions to do payroll administration will have access to this page. *(Refer to Appendix for list of Permissions).*

COMING SOON

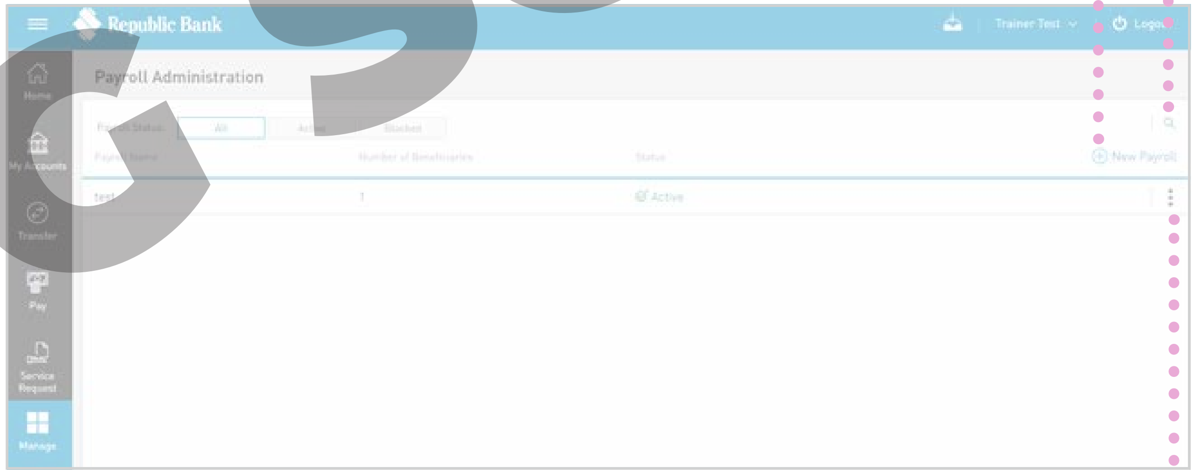
Payrolls

Payroll Administration Page

This page contains a master list of all your site's existing PAYROLLS.

Search

Add new payroll

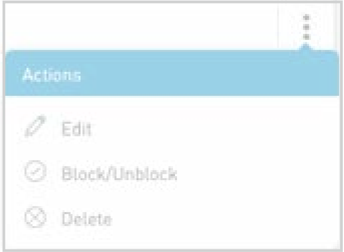


CONTEXTUAL MENU

The menu on each PAYROLL list offers the following actions:

- EDIT: to change setting or data
- BLOCK/UNBLOCK
- DELETE: to delete the selected payroll

Contextual Menu



COMING SOON

Payrolls

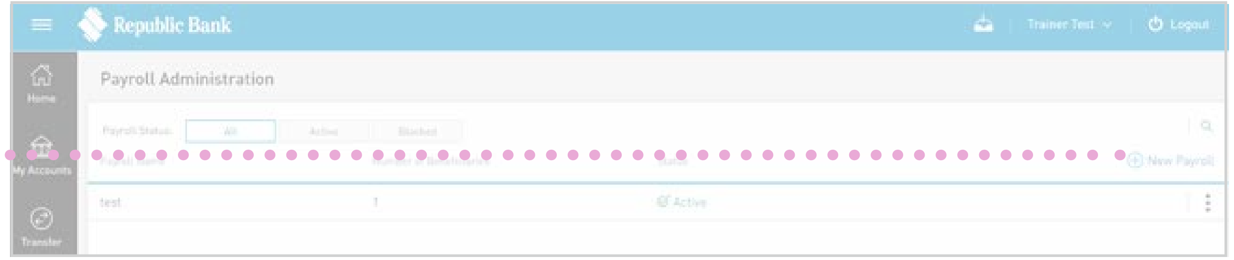
Creating a new Payroll

There are two main steps in creating a PAYROLL:

1. **Details**
   This involves adding the beneficiary information to the PAYROLL list.

2. **Permissions**
   Entails adding users who require access to the PAYROLL (e.g. to pay payroll).

Select NEW PAYROLL to begin



COMING SOON

Payrolls

Creating a new Payroll

1 Details

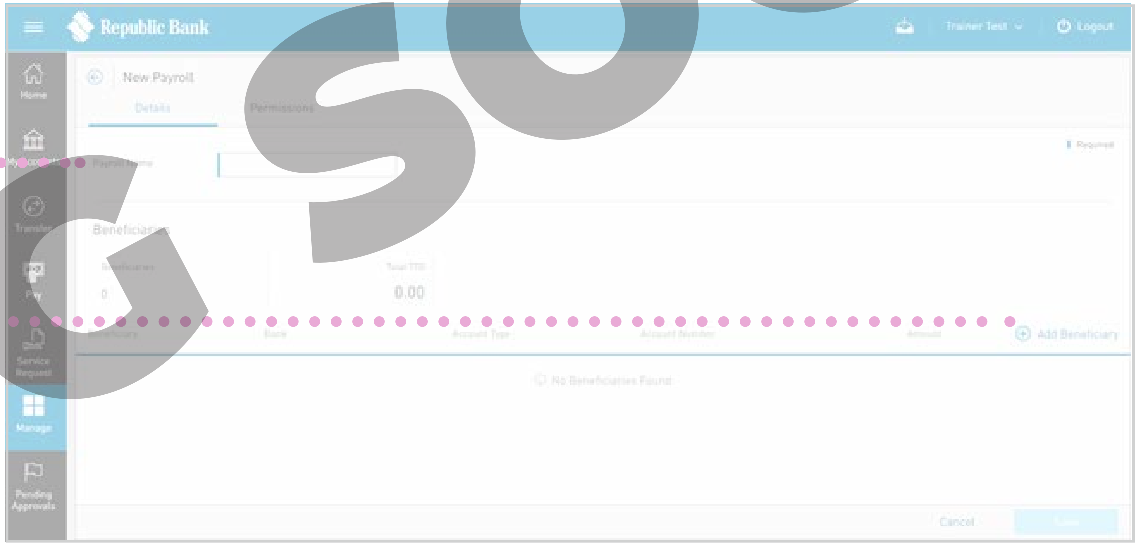
Insert a name for the NEW PAYROLL list

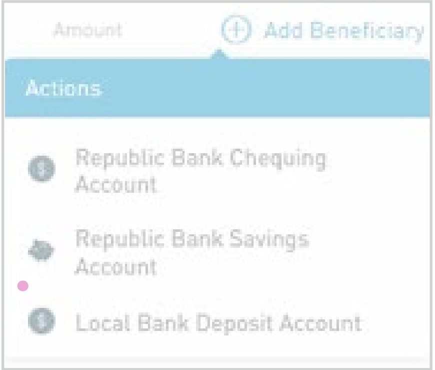
Select ADD BENEFICIARIES to add beneficiaries to the list

The beneficiary options are:

- REPUBLIC BANK CHEQUING ACCOUNT
- REPUBLIC BANK SAVINGS ACCOUNT
- LOCAL BANK DEPOSIT ACCOUNT

Select BENEFICIARY TYPE





COMING SOON

Payrolls

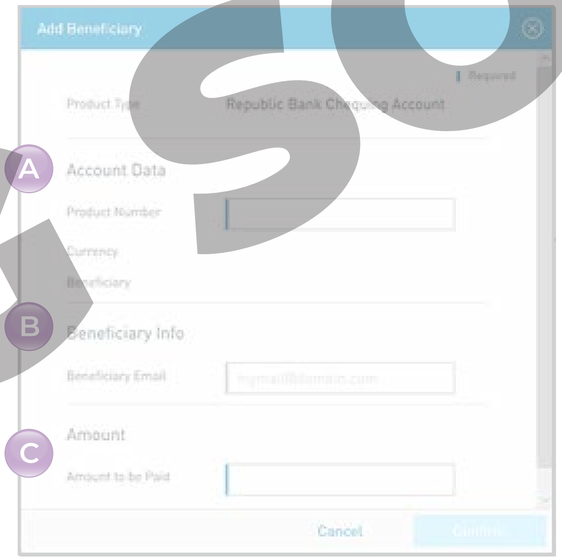
Creating a new Payroll

1 Details

REPUBLIC BANK ACCOUNTS (CHEQUING/SAVINGS)

Insert Beneficiary details as follows:

- A ACCOUNT DATA
  - ACCOUNT NUMBER
- B BENEFICIARY INFO
  - EMAIL
- C AMOUNT TO BE PAID



For Republic Bank Beneficiary Accounts, the account number will be validated, and the system will automatically fill in the details of currency and beneficiary name, once the account is valid and active.

COMING SOON

Payrolls

Creating a new Payroll

1 Details

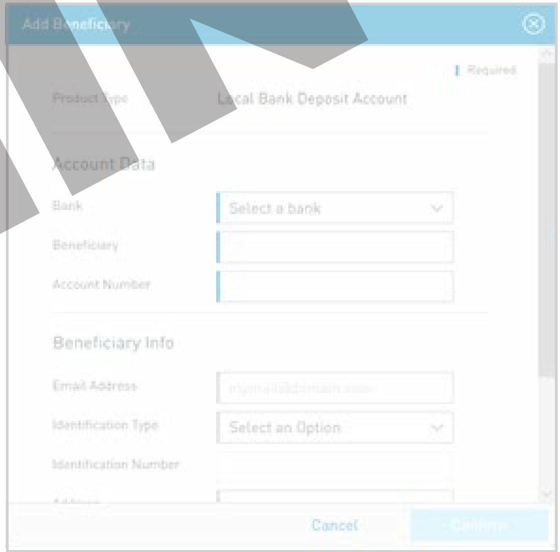
LOCAL BANK ACCOUNT

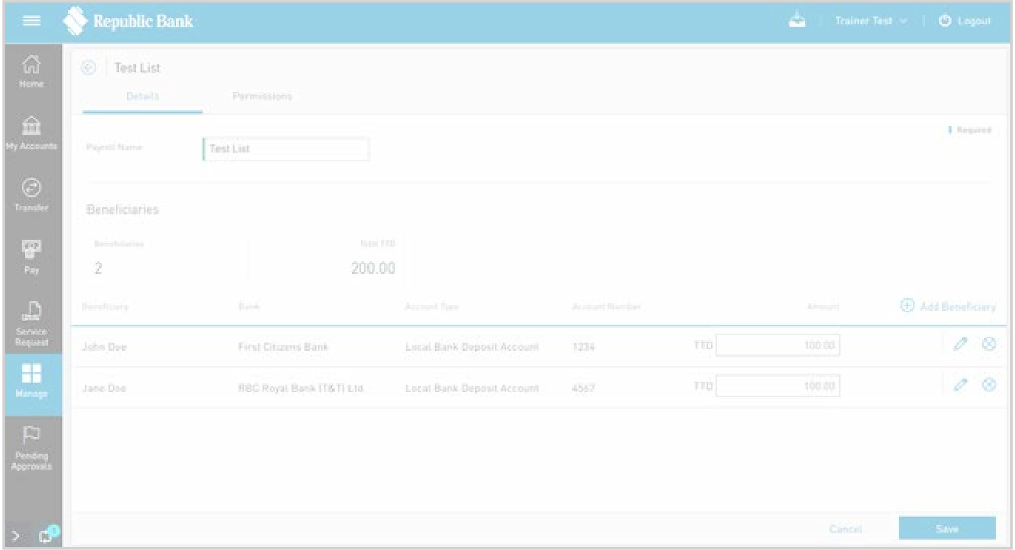
For Local Bank Beneficiary Accounts, the bank, beneficiary and account number are required. There are additional fields included for the beneficiary, but these are not mandatory. This information is included to aid the Bank in identifying them.

Insert Mandatory Beneficiary details as follows:

A ACCOUNT DATA

- BANK NAME
- BENEFICIARY
- ACCOUNT NUMBER
- AMOUNT TO BE PAID





COMING SOON

Payrolls

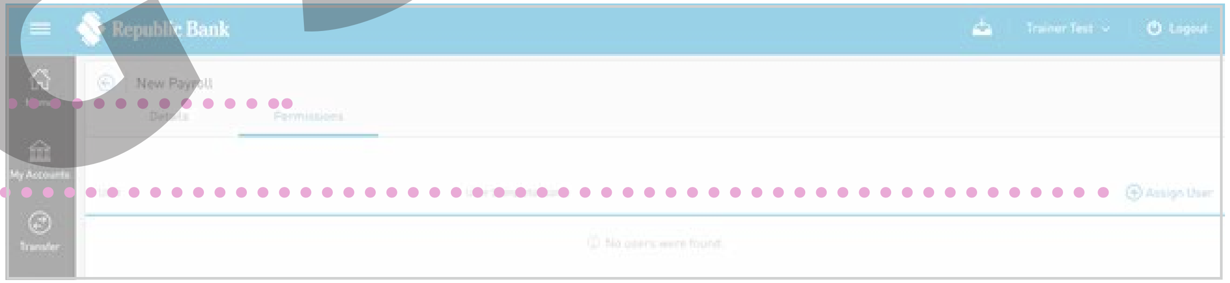
Creating a new Payroll

2 Permissions

When you have finished inputting the details of the payroll list, you must assign permissions to users who are required to access this payroll.

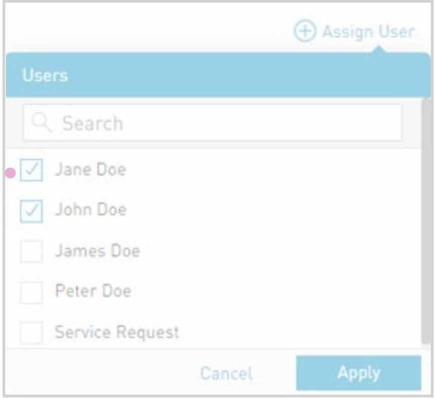
Select PERMISSIONS

Select ASSIGN USER



Select the USER(S) from the list

Select APPLY



COMING SOON

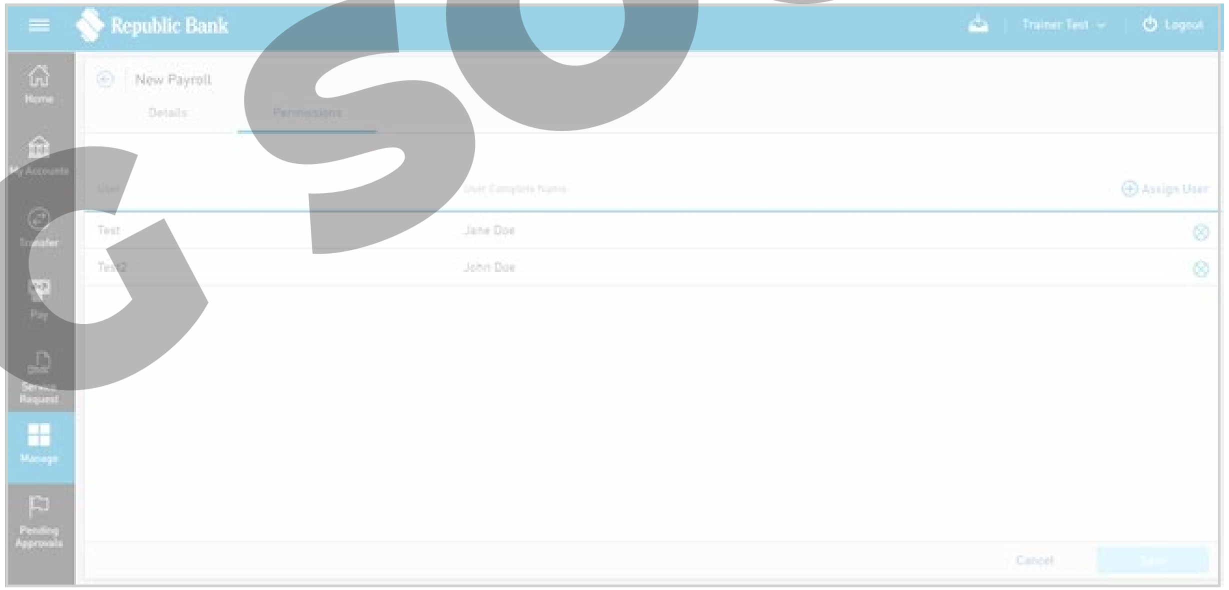
Payrolls

Creating a new Payroll

2 Permissions

Once the information is verified, select SAVE

This completes the process for adding a new PAYROLL. The user will be redirected to the PAYROLL Administration page.



Payrolls registered here will be used in the Manual Payroll payments.

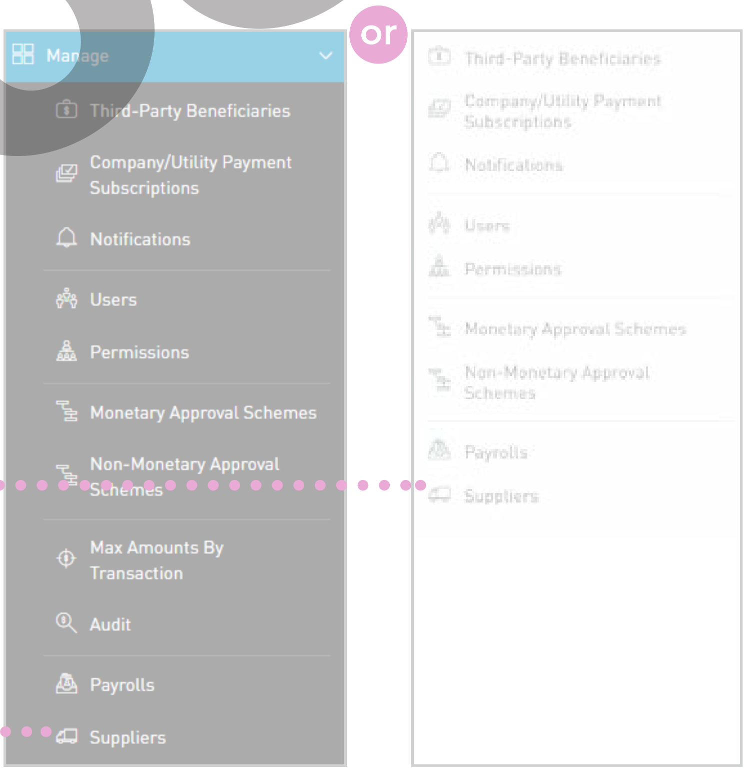
COMING SOON

Suppliers

Suppliers Administration

The Suppliers list can be created or amended via the Suppliers Administration page.

Select the SUPPLIERS option under the MANAGE tab of either menu



Only users with the permissions to do supplier administration will have access to this page. *(Refer to Appendix for full list of Permissions).*

COMING SOON

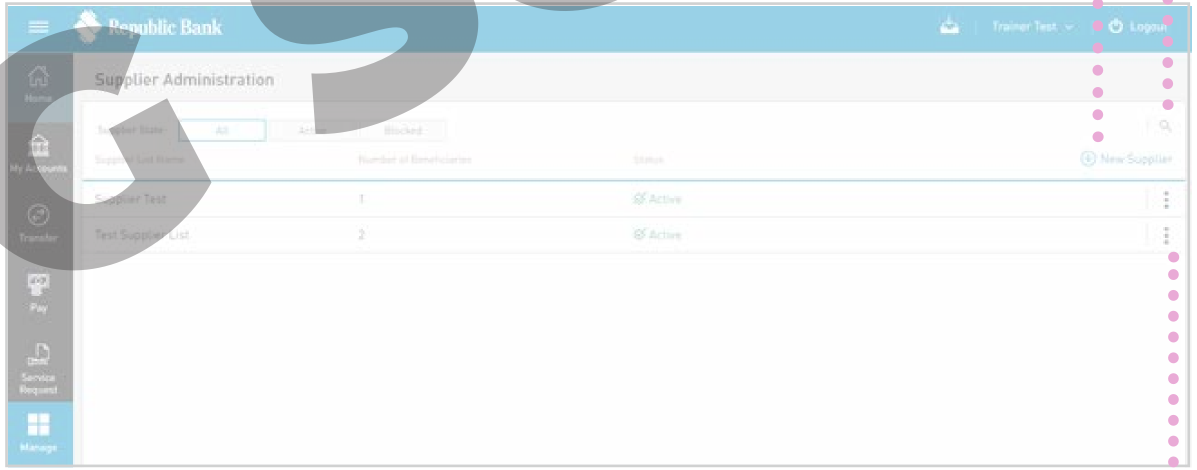
Suppliers

Suppliers Administration Page

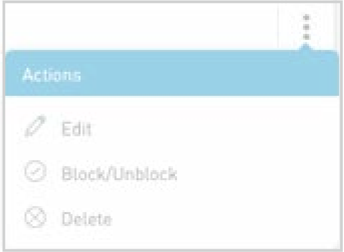
This page contains a master list of all the existing SUPPLIER lists on your site.

Search

Add new supplier list



Contextual Menu



CONTEXTUAL MENU

The menu on each SUPPLIER list offers the following actions:

- EDIT: to change setting or data
- BLOCK/UNBLOCK
- DELETE: to delete the selected payroll

COMING SOON

Suppliers

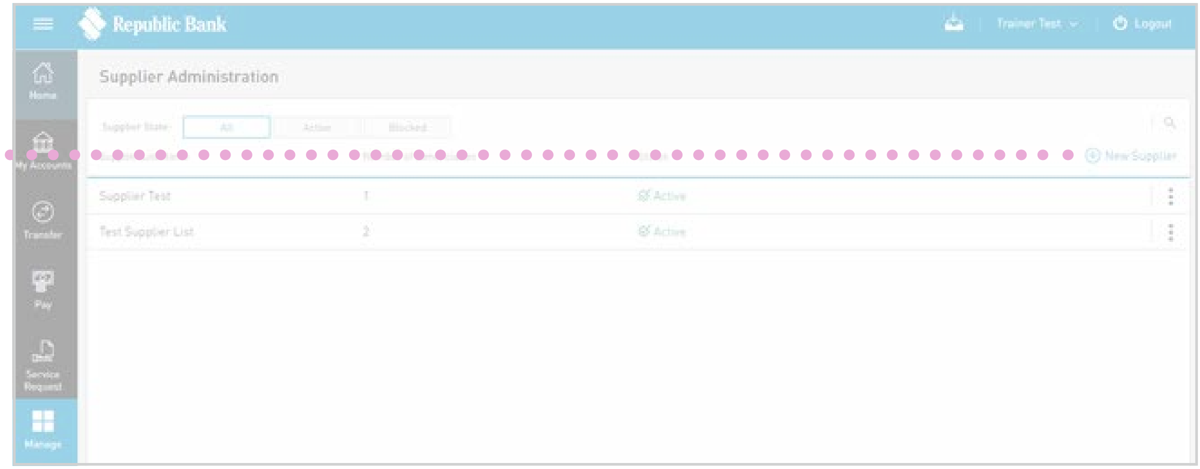
Creating a new Supplier List

There are two main steps in creating a SUPPLIER list:

1. **Details**
   Adding the beneficiary information to the SUPPLIER list.

2. **Permissions**
   Adding users who are required to access the SUPPLIER(e.g. to process the payments to suppliers).

To create a new supplier list, select NEW SUPPLIER



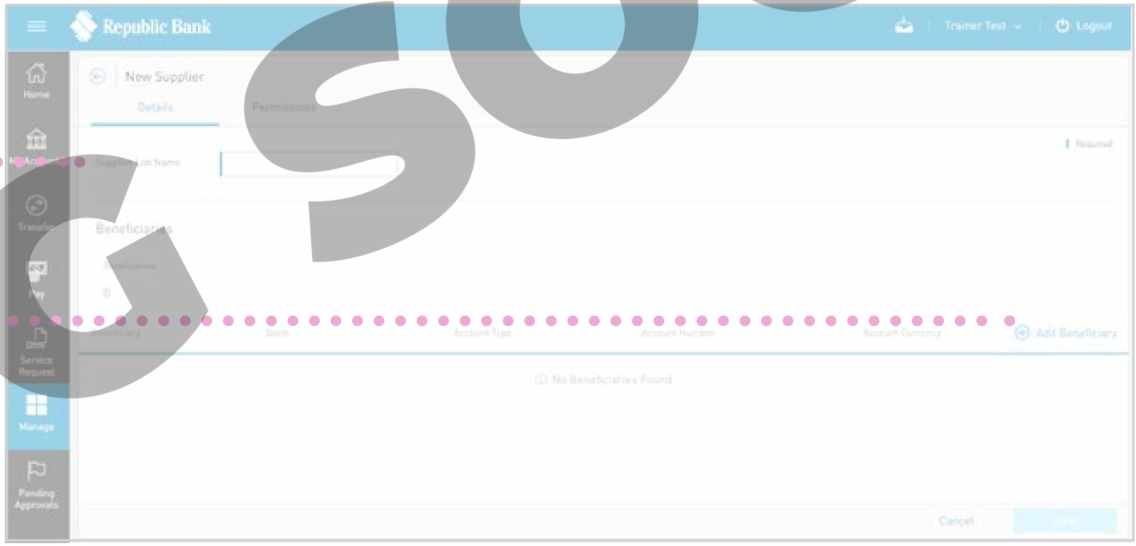
COMING SOON

Suppliers

Creating a new Supplier List

1 Details

Insert a name for the new SUPPLIER LIST

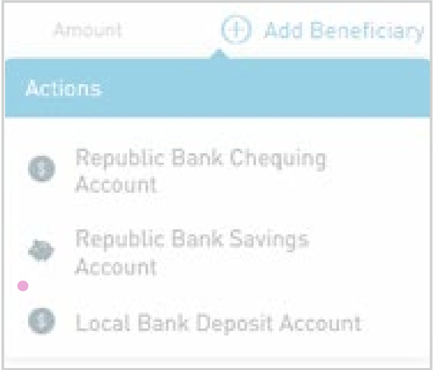


Click on ADD BENEFICIARIES to add beneficiaries to the list

The beneficiary options are:

- REPUBLIC BANK CHEQUING ACCOUNT
- REPUBLIC BANK SAVINGS ACCOUNT
- LOCAL BANK DEPOSIT ACCOUNT

Select BENEFICIARY TYPE



COMING SOON

Suppliers

Creating a new Supplier List

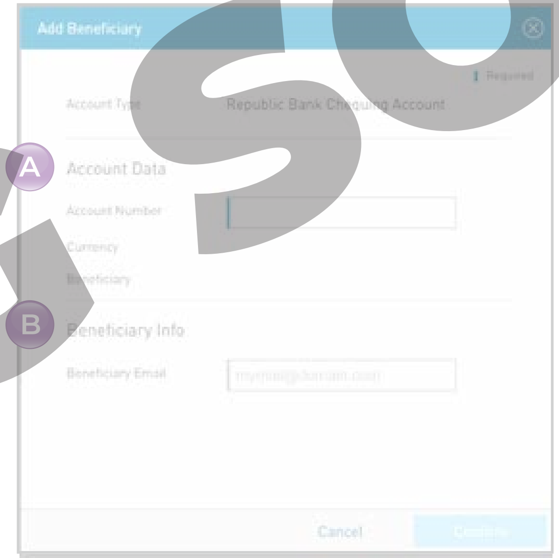
1 Details

REPUBLIC BANK ACCOUNTS (CHEQUING/SAVINGS)

Insert Beneficiary details as follows:

A ACCOUNT DATA
- ACCOUNT NUMBER

B BENEFICIARY INFO
- EMAIL
- ID TYPE/ID NUMBER (Optional)
- ADDRESS (Optional)



For Republic Bank Beneficiary Accounts, the account number will be validated, and the system will fill in the currency and beneficiary name, once the account is valid and active.

COMING SOON

Suppliers

Creating a new Supplier List

1 Details

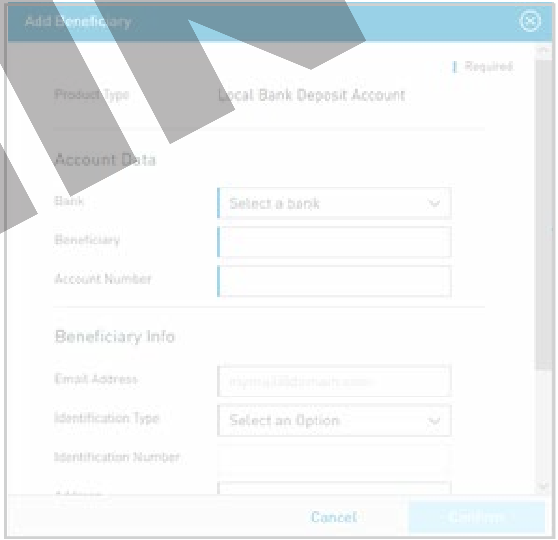
LOCAL BANK ACCOUNT

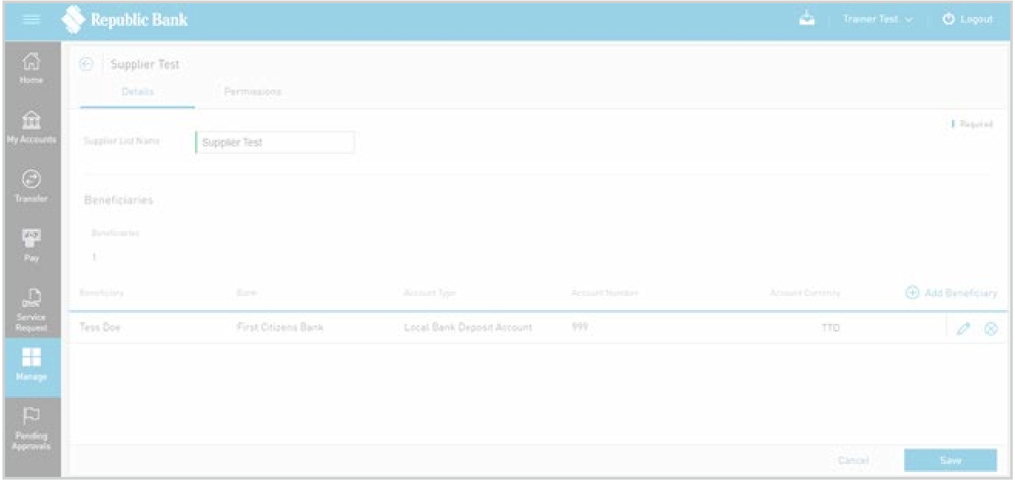
For Local Bank Beneficiary Accounts, the bank, beneficiary and account number are required. There are additional fields included for the beneficiary, but these are not mandatory. This information is included to aid the bank in identifying them.

Insert Mandatory Beneficiary details as follows:

A ACCOUNT DATA

- BANK NAME
- BENEFICIARY
- ACCOUNT NUMBER





COMING SOON

Suppliers

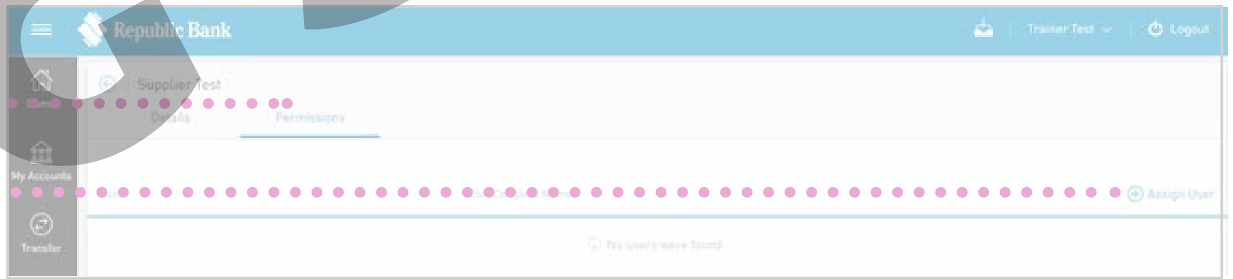
Creating a new Supplier List

2 Permissions

When you have finished inputting the details of the supplier list, you must assign PERMISSIONS to users who are required to access this list.

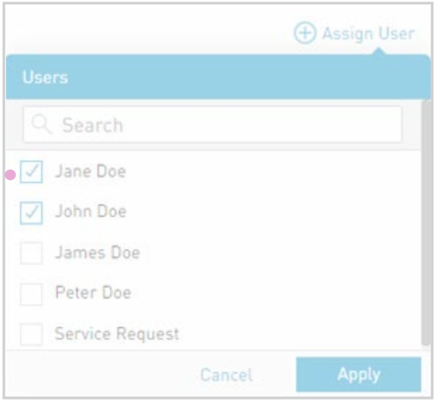
Select PERMISSIONS

Select ASSIGN USER



Select the USER(S) from the list

Select APPLY

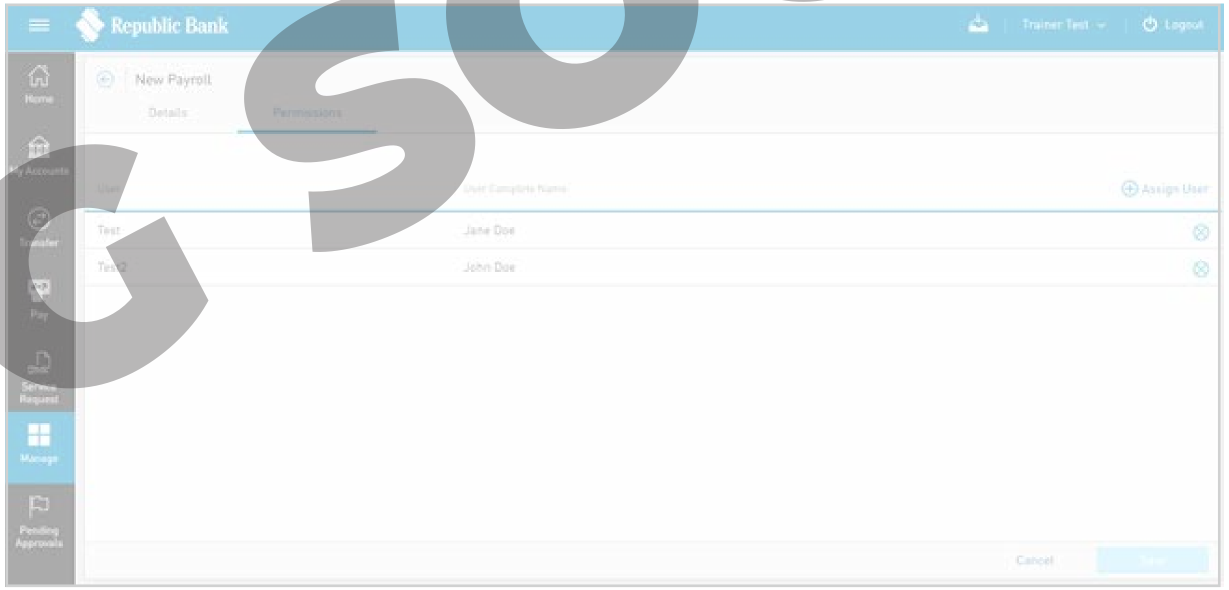


COMING SOON

Suppliers

Creating a new Supplier List

2 Permissions



Once the information is verified, select SAVE

This completes the process for adding a new SUPPLIER list. The user will be redirected to the SUPPLIER Administration page.

Suppliers registered here will be used in the Manual Supplier payments.

COMING SOON