

9

Transactions

● FAVOURITES

● SCHEDULED

● ACTIVITY



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Favourites

Saving Favourites

Corporate Republic*Online* allows you to save completed payments and transfers as favourites for future use.

This can be done through either the:

A ACTION PANEL

or

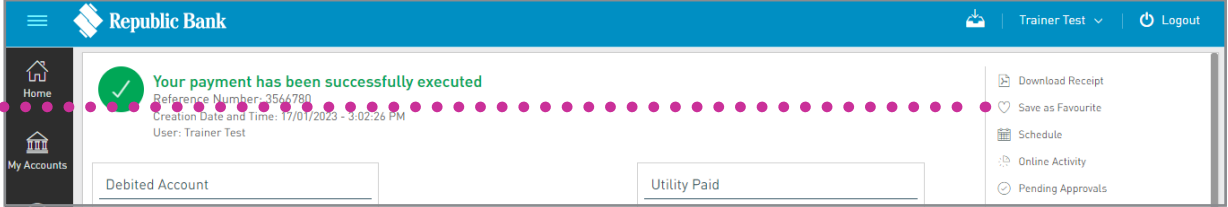
B ONLINE ACTIVITY SCREEN

Favourites

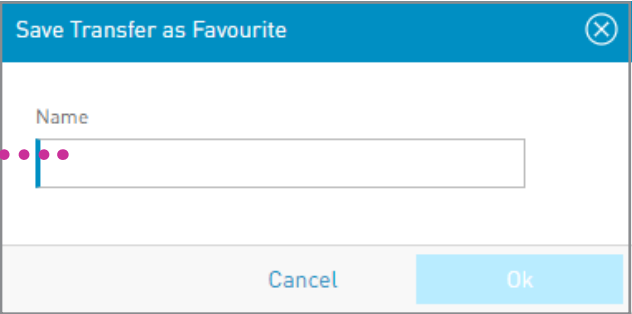
A Saving Favourites Action panel

Go to the ACTION PANEL of the RESULTS page of your completed transaction.

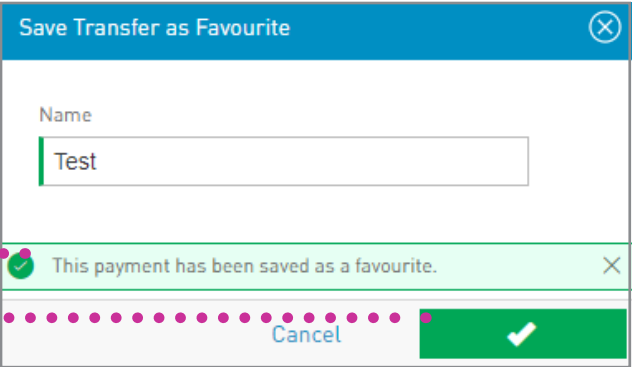
Select **SAVE AS FAVOURITE**



Input a description for the transaction



Select **OK**



The following message will appear

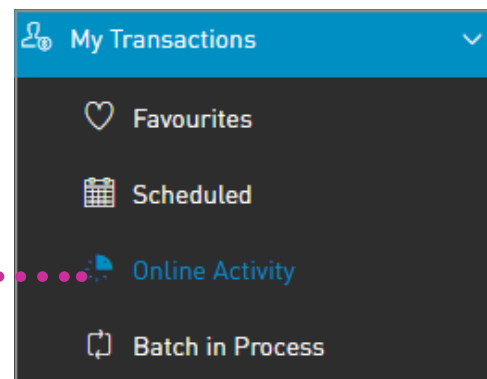
Select the tick

Favourites

B Saving Favourites Online Activity

Go to MY TRANSACTIONS section of the MAIN Menu.

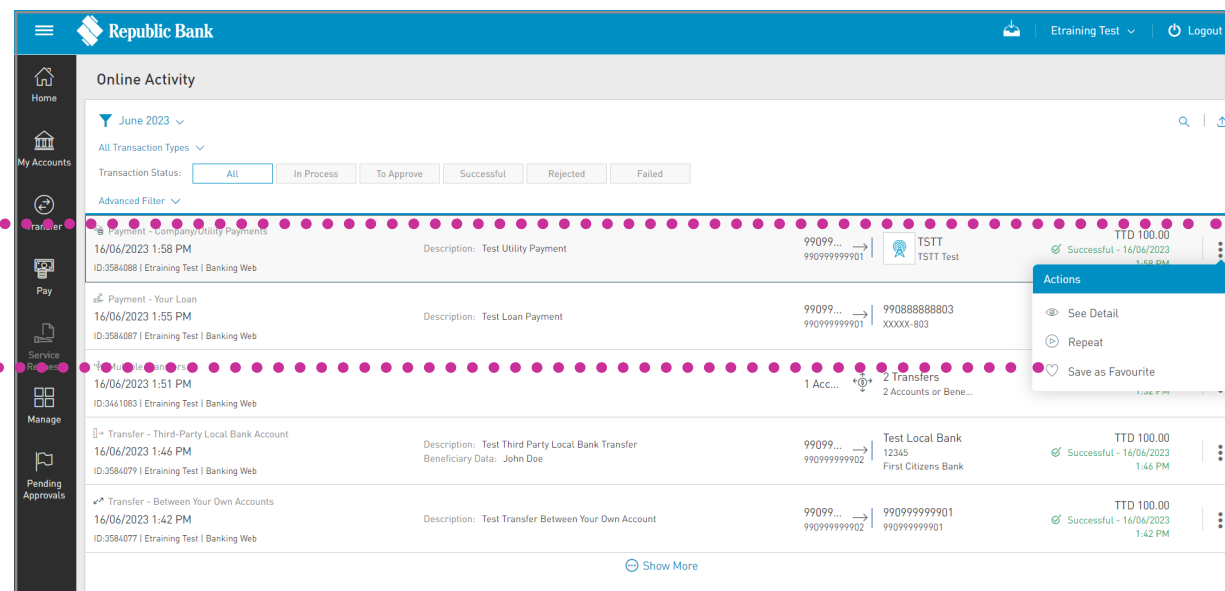
Select ONLINE ACTIVITY



Go to the Contextual Menu of the transaction to be saved as a favourite

Select SAVE AS FAVOURITE

Input a description for the transaction in the message box that appears and select OK to save the transaction as a favourite.



Favourites

Viewing Favourite Transactions

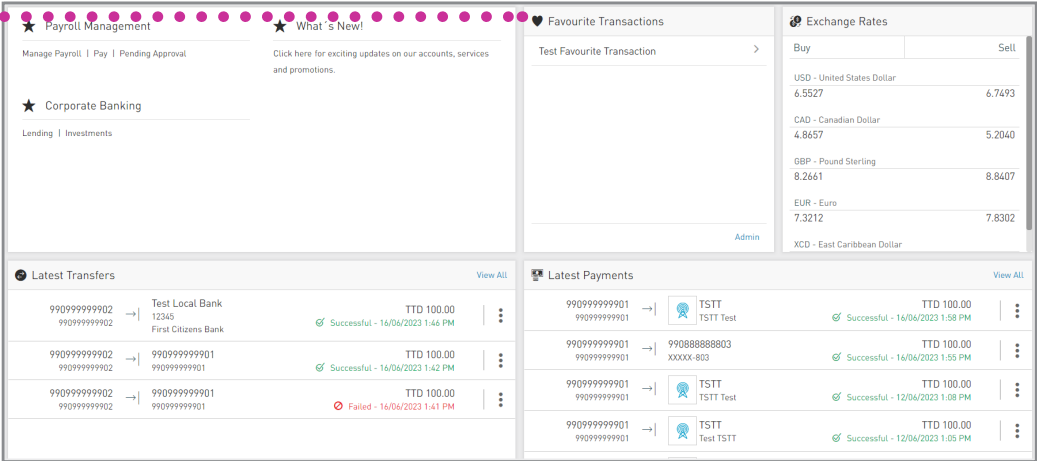
There are 2 options to view FAVOURITE TRANSACTIONS:

- HOME PAGE
- MY TRANSACTIONS

Home page

On the Home page of your site, the FAVOURITE TRANSACTIONS section provides a summarised view of your saved favourites.

To view the details or to amend the favourites, click on the ADMIN link, to be redirected to the FAVOURITE TRANSACTIONS page.

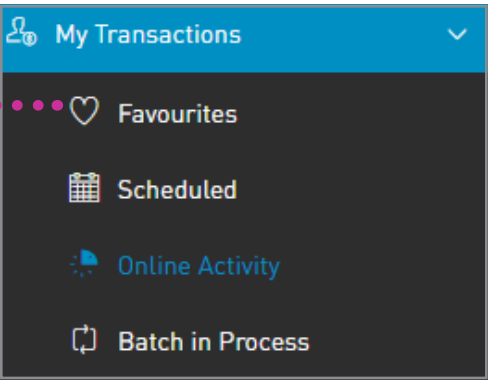


Favourites

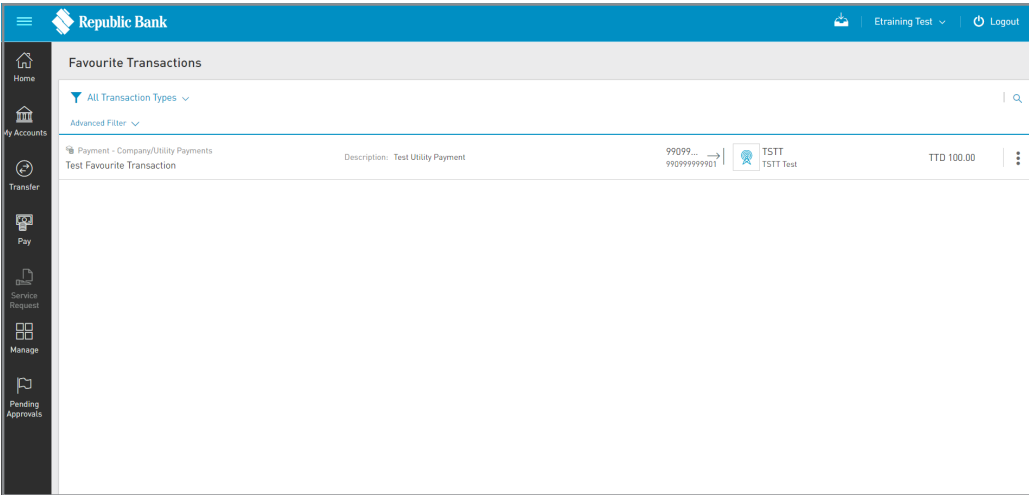
Viewing Favourite Transactions

My Transactions

Select the FAVOURITES under the MY TRANSACTIONS section of the MAIN Menu



This option will direct you to the FAVOURITE TRANSACTIONS page.



Favourites

Viewing Favourite Transactions

Favourite Transactions page

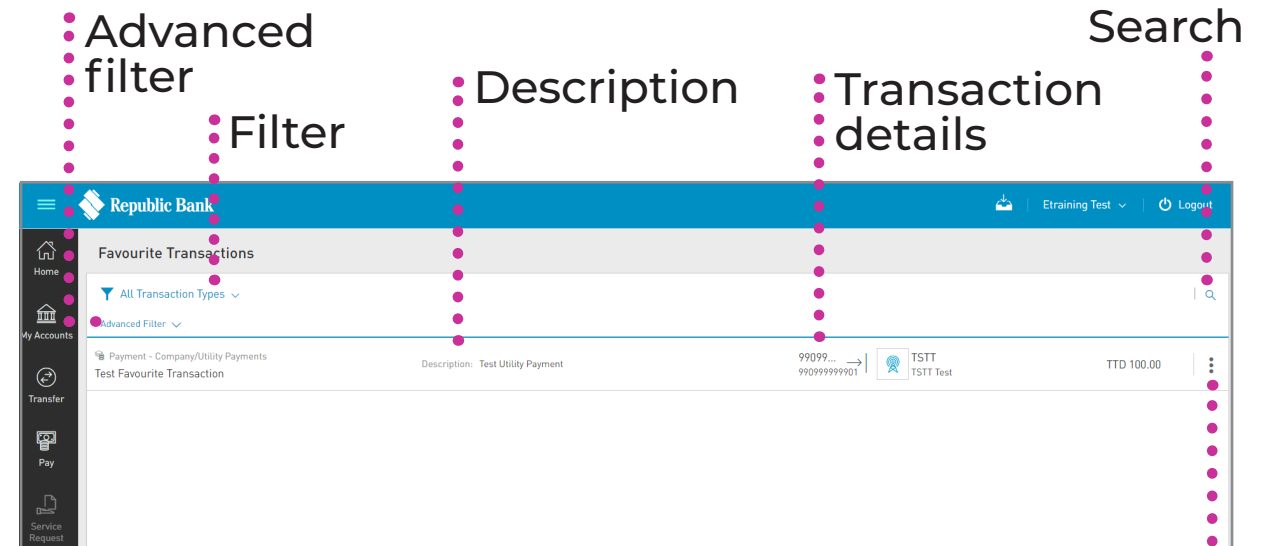
FILTERS

- **ALL TRANSACTION TYPES:**
enables filtering of favourites by transaction types
- **ADVANCED FILTER:**
enables filtering by transaction amount ranges

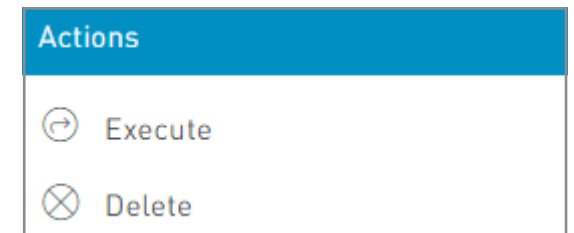
CONTEXTUAL MENU

The menu on each transaction offers the following actions:

- **EXECUTE:**
to perform the selected transaction
- **DELETE:**
to delete the selected favourite



Contextual Menu

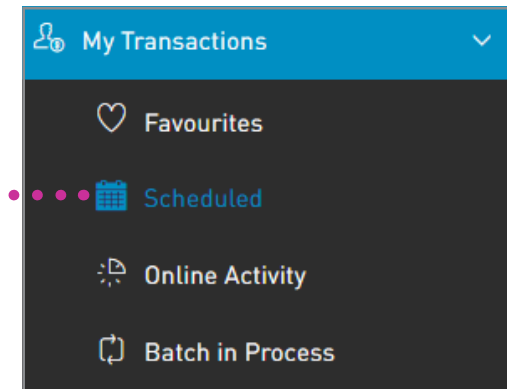


Scheduled

Viewing Scheduled Transactions

To view your scheduled transactions:

Select **SCHEDULED** under the the **MY TRANSACTIONS** section of the **MAIN Menu**



Scheduled

Viewing Scheduled Transactions

The following are the transactions that can be scheduled via Corporate Republic*Online*:

- TRANSFERS BETWEEN OWN ACCOUNTS
- REPUBLIC BANK TRANSFERS
- LOCAL BANK ACCOUNT TRANSFERS
- INTERNATIONAL BANK ACCOUNT TRANSFERS
- YOUR CREDIT CARD PAYMENTS
- REPUBLIC BANK CREDIT CARD PAYMENTS
- PAYMENT OF OWN LOANS
- UTILITY PAYMENTS
- PAYROLL PAYMENTS
- SUPPLIER PAYMENTS

To schedule any transaction on this list, use the **SCHEDULE** switch, which appears on the **TRANSACTION** screen of all list items.

Scheduled

Scheduling Transactions

There are 3 ways to schedule a transaction:

- A TRANSACTION screen** toggle schedule when inputting transaction data.
- B CONTEXTUAL MENU** available on the selected account.
- C Scheduled option via the MY TRANSACTIONS** section from the Main Menu.

Scheduled

Scheduling Transactions

A TRANSACTION screen

Select **PAYMENT** or **TRANSFER**

Click the **SCHEDULE** switch on the lower half of the screen

Once the switch has been activated, the options for scheduling the transaction will be enabled.

The screenshot shows the Republic Bank mobile app interface for the 'Pay' screen. The top navigation bar is blue with the Republic Bank logo and 'Trainer Test' and 'Logout' options. The left sidebar contains icons for Home, My Accounts, Transfer, Pay (highlighted), Service Request, and Manage. The main content area is titled 'Pay' and shows a 'Payment - Republic Bank Credit Card' dropdown. Below this are three required fields: '1 Credit Card to Pay' (with a dropdown for 'Select a beneficiary'), '2 Amount to Pay' (with a checkmark and 'Amount' text, and an 'Insert Amount' input field), and '3 Debit Account' (with a dropdown for 'Choose Account'). Below these is a section for '4 Additional Data' with fields for 'Description' and 'Notification Email' (with the value 'user@email.com'). At the bottom of the main content area is a 'Schedule (Optional)' toggle switch, which is currently turned off. At the very bottom of the screen are 'Reset', 'Cancel', and 'Continue' buttons.

This close-up shows the 'Schedule (Optional)' toggle switch, which is now turned on (blue). Below the switch, the text reads: 'Your transaction will be executed on Thursday January 19, 2023' with a dropdown arrow. Below that is 'Frequency: Once only' with a dropdown arrow. At the bottom, it says 'Do not run automatically if amount exceeds' followed by an input field containing the word 'optional'.


Scheduled

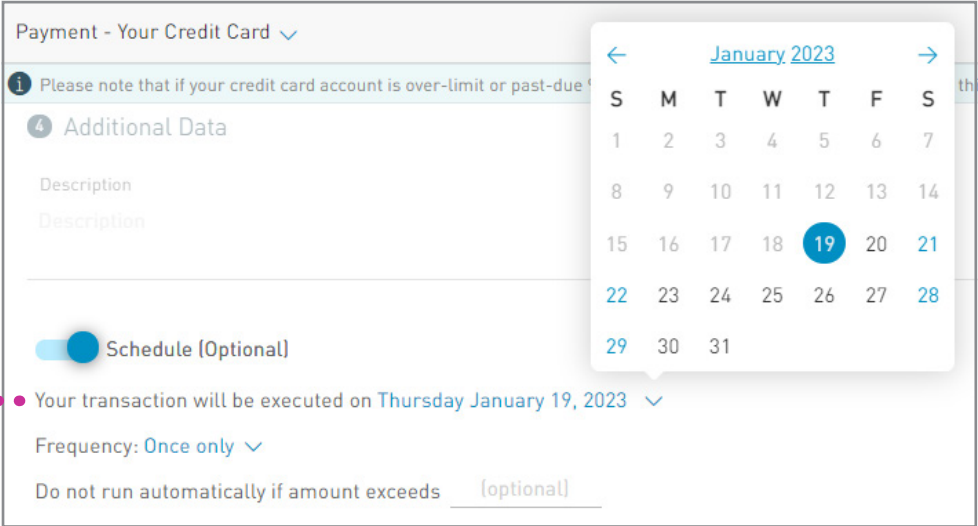
Scheduling Transactions


A TRANSACTION screen


Confirm the date of execution


The message will state: *Your transaction will be executed on day/month/year*. By default, the following day's date will be shown.

Select the  icon to change the date using the calendar provided.





Payment - Your Credit Card 


 Please note that if your credit card account is over-limit or past-due

 Additional Data

Description
Description

Schedule (Optional)

 Your transaction will be executed on Thursday January 19, 2023 

Frequency: Once only 

Do not run automatically if amount exceeds

The date selected must be later than the current date.


Scheduled

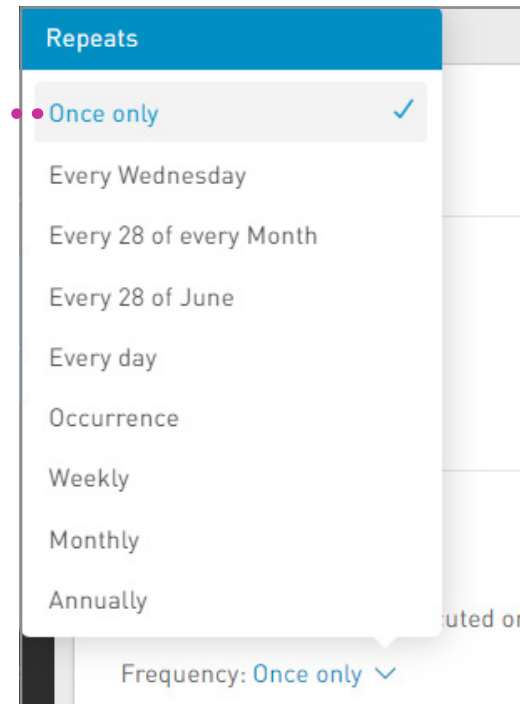
Scheduling Transactions

A TRANSACTION screen

Select the frequency

REPEATS denotes the frequency of the transaction. By default, the **ONCE ONLY** option will be enabled.

Select the  icon next to **ONCE ONLY** to expand the frequency options.



Scheduled

Scheduling Transactions

A TRANSACTION screen

Select the frequency

The Frequency options for scheduled transactions are as follows:

- ONLY ONCE (By default).
- EVERY X DAY: Weekly schedule whereby the transaction will be set to run every week on a selected day. e.g. Every Saturday.
- EVERY X OF EVERY MONTH: Monthly schedule where the transaction is set to run on a particular day of each month. e.g. 27th of every month.
- EVERY X OF M: In this instance, the transaction will be set to run on a particular date each year. e.g. Every 20th of December.
- EVERY DAY: Daily schedule.
- OCCURANCE: Run daily, every N number of days.

Scheduled

Scheduling Transactions

A TRANSACTION screen

Select the frequency

The Frequency options for scheduled transactions are as follows:


- **WEEKLY:** The schedule can be set to run every N number of weeks on the X day of the week. e.g. Every 5 weeks, on Friday.
- **MONTHLY:** The schedule can be set to run every N number of months on day X. e.g. Every 5 months, on day 12.
- **ANNUALLY:** The schedule can be set to run every year, M (month) on day X. e.g. Every August, on day 5.

Scheduled

Scheduling Transactions

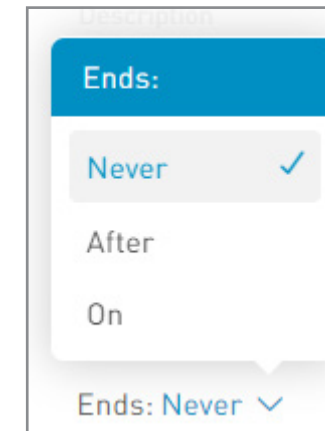
A TRANSACTION screen

Select the end date of the schedule

Select the  icon to select when the recurrences of the schedule will end.

The options for ending the schedule are:

- NEVER: Default.
- AFTER: The user must select an amount of recurrences after which the schedule will end. e.g. After 12 occurrences.
- ON: The user must select a specific calendar date. e.g. On September 8, 2023.



The date selected must be later than the start date of the transaction.

Scheduled

Scheduling Transactions

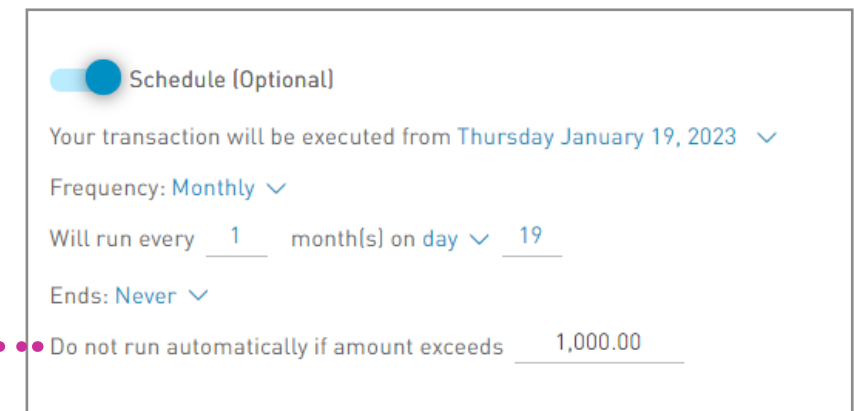
A TRANSACTION screen

Select a limit (for Credit Card payments only)

For credit card payments, a maximum amount can be set. In such cases, the transaction will not be executed if the payment exceeds the limit set.

The message shown will be: **DO NOT RUN AUTOMATICALLY IF AMOUNT EXCEEDS _____**. To set a limit on the transaction, insert the desired amount in the space provided

Select **CONTINUE** at the bottom of the payment screen to continue the transaction and save the scheduling options.



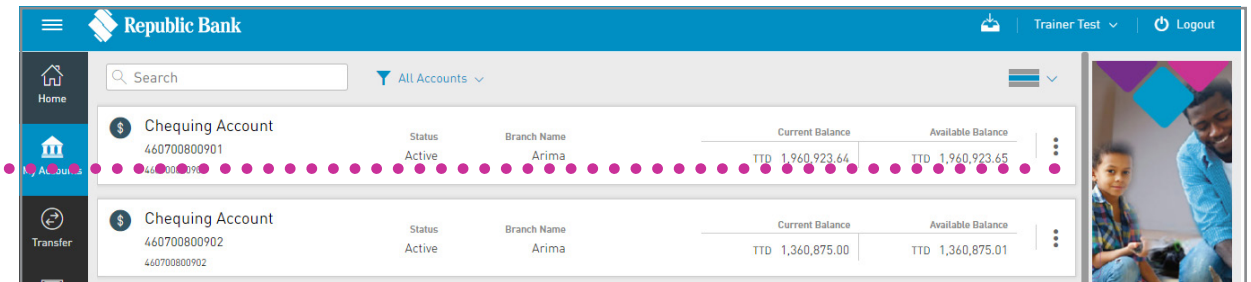
The screenshot shows a 'Schedule (Optional)' section with a blue toggle switch. Below it, the text reads 'Your transaction will be executed from Thursday January 19, 2023'. The frequency is set to 'Monthly', and it will run every 1 month(s) on day 19. The transaction ends 'Never'. At the bottom, there is a field 'Do not run automatically if amount exceeds' with the value '1,000.00' entered. A pink dotted line connects this field to the text in the previous block.

Scheduled

Scheduling Transactions


B CONTEXTUAL MENU

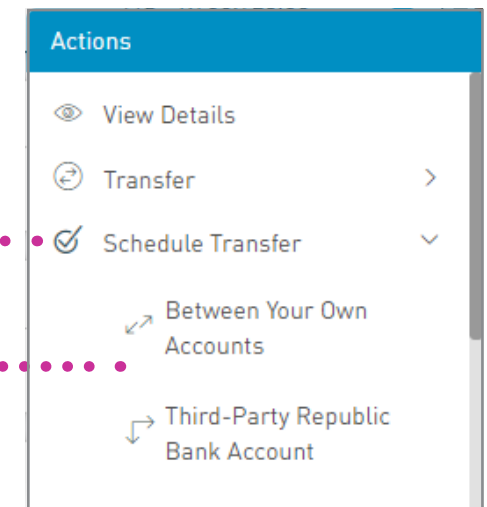
Each account has a **CONTEXTUAL MENU** attached, which contains the scheduling option.



Click on the  icon next to selected account

Select **SCHEDULE TRANSFER**

Select the transaction to be scheduled by clicking on the  icon to expand the list



This process will redirect you to the transaction input screen as shown in Option A. The same process will be applicable here.

Scheduled

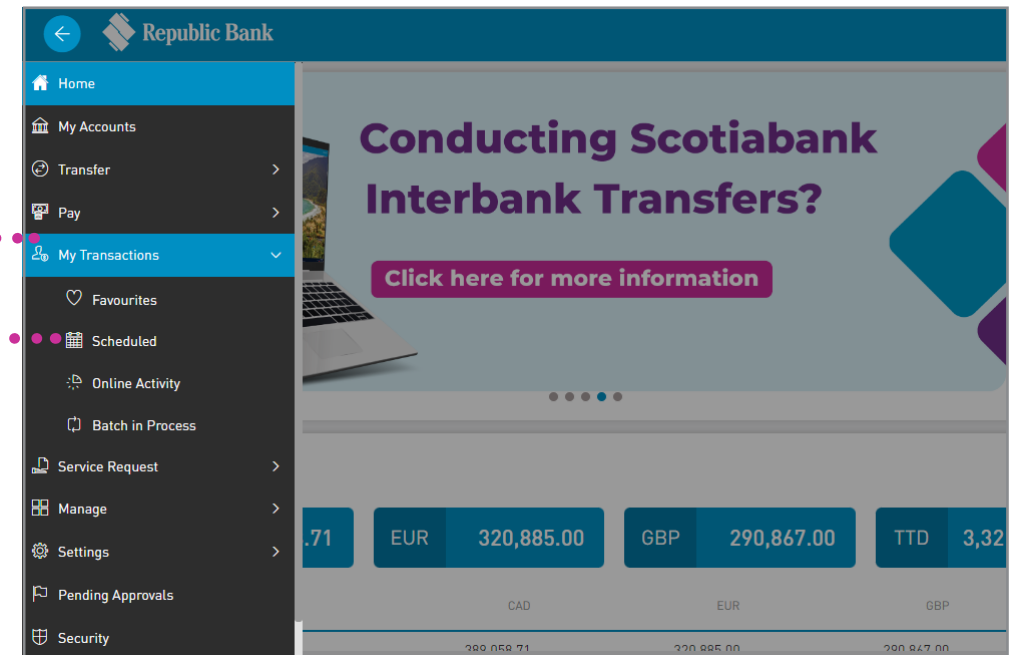
Scheduling Transactions

C Scheduled option via MY TRANSACTIONS

Go to your MAIN Menu.

Select MY TRANSACTIONS

Select SCHEDULED to access the Scheduled Transactions screen

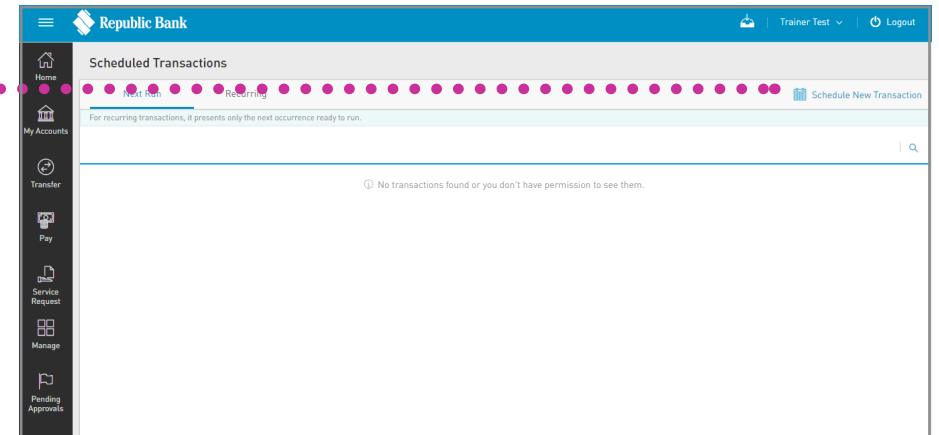


Scheduled

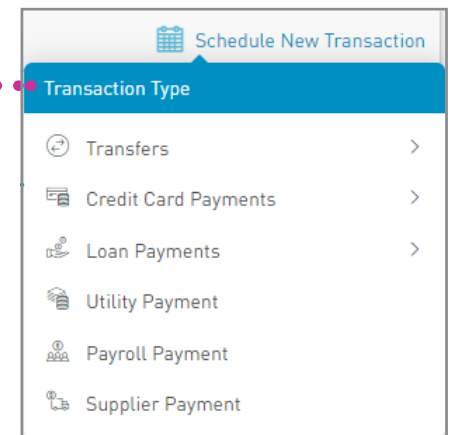
Scheduling Transactions

C Scheduled option via MY TRANSACTIONS

Select SCHEDULE NEW TRANSACTION located to the top right



Select the TRANSACTION TYPE



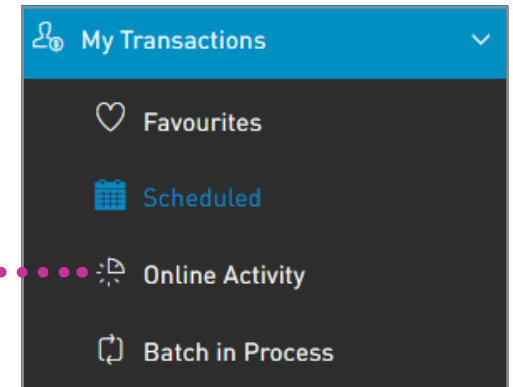
This will redirect you to the payment input screen as shown in Option A. The same process will be applicable here.

Activity

Viewing Online Activity

You may view all your transaction history via the Online Activity menu option.

Select
ONLINE ACTIVITY
under the
MY TRANSACTIONS
section of the **MAIN** Menu



Activity

Viewing Online Activity

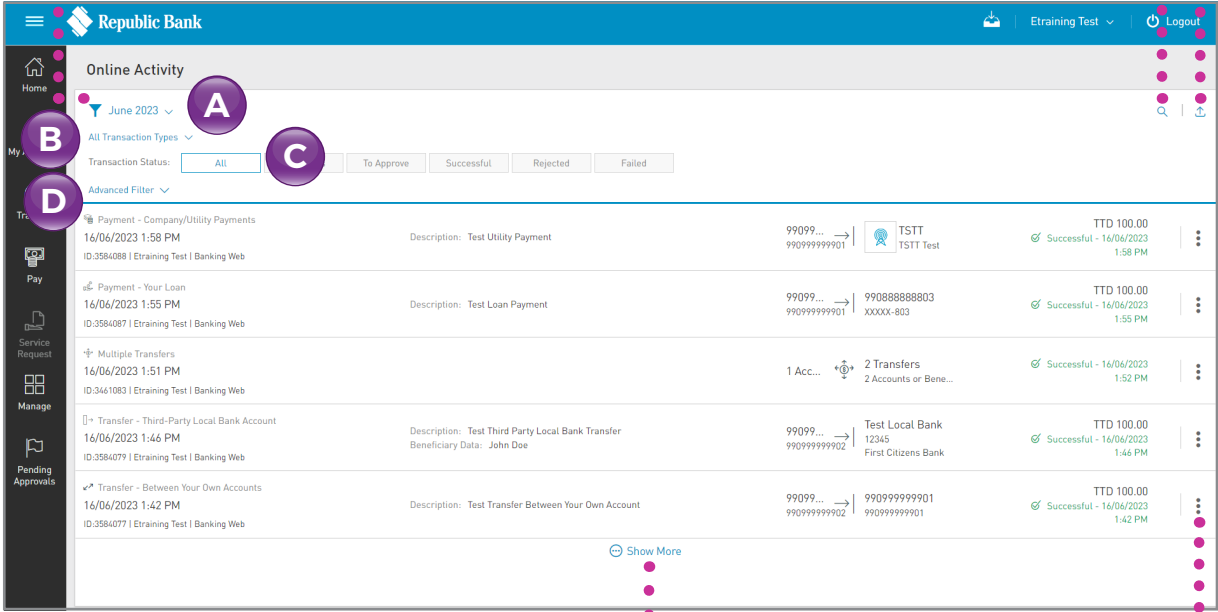
FILTERS

- A** DATE: enables filtering of transactions by a date or date range.
- B** ALL TRANSACTION TYPES: enables filtering by transaction types.
- C** TRANSACTION STATUS: transactions may be filtered by their status, e.g. In Process, Rejected etc.
- D** ADVANCED FILTER: enables filtering by:
 - Users
 - Transaction Range Amount
 - Channel

Export file

Search

Filter



Expand list

Contextual Menu

Activity

Viewing Online Activity

EXPORT FILE

A file may be exported using one of the following options:

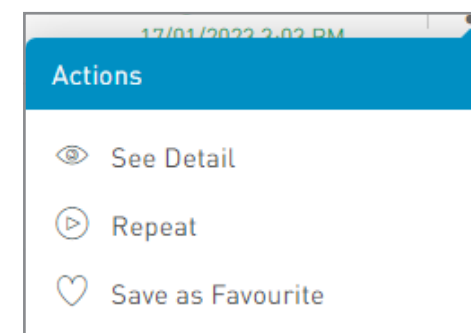
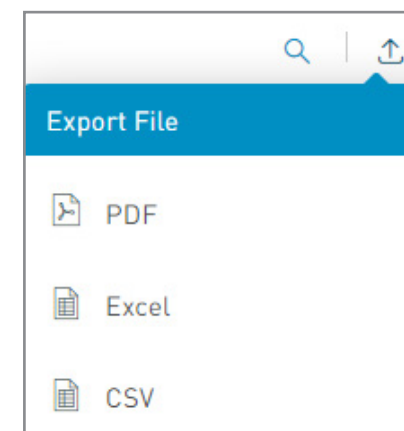
- PDF
- EXCEL
- CSV

CONTEXTUAL MENU

The menu on each transaction offers the following actions:

- **SEE DETAIL:** to see the transaction details of the selected item.
- **REPEAT:** to repeat the selected transaction.
- **SAVE AS FAVOURITE:** to save the selected transaction as a Favourite (See section 9 - Transactions, pg. XX)

Only users assigned the relevant permissions will be able to access the Online Activity option. (Refer to Appendix for list of Permissions).

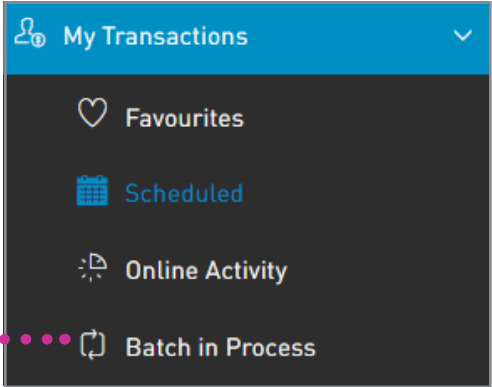


Activity

Batch Process

This feature allows you to view the batch of transactions submitted. These include the Payroll Payment, Supplier Payments of Multiple transfer.

Select **BATCH IN PROCESS** under the **MY TRANSACTIONS** section of the **MAIN** Menu to view all batches submitted.



Activity

Batch Process

FILTERS

- A** **DATE:**
enables filtering of transactions by a date or date range.
- B** **ALL TRANSACTION TYPES:**
enables filtering by transaction types.
- C** **TRANSACTION STATUS:**
transactions may be filtered by their status, e.g. Waiting for Action, Processing.

The screenshot shows the Republic Bank 'Batch in Process' page. The interface includes a top navigation bar with the Republic Bank logo, a user profile 'Trainer Test', and a 'Logout' button. A left sidebar contains navigation icons for Home, My Account, Transfer, Pay, Service Request, and Manage. The main content area displays a table of batch transactions. Annotations with purple circles and dotted lines point to specific features: 'Filter' points to the top navigation bar; 'Search' and 'Export file' point to search and download icons in the top right; 'A' points to the date filter 'December 2022'; 'B' points to the 'All Transaction Types' dropdown; 'C' points to the 'Transaction Status' dropdown; and 'Contextual Menu' points to the three-dot menu icon on the right side of the transaction row.

Filter

Search

Export file

Contextual Menu

Activity

Batch Process

EXPORT FILE

A file displaying batched transactions may be exported using one of the following options:

- PDF
- EXCEL
- CSV

CONTEXTUAL MENU

The menu offers the following actions:

- VIEW DETAIL: to see details of transaction
- CONTINUE: to proceed with the transaction

Only users assigned the relevant permissions will be able to access the Batch in Process feature. *(Refer to Appendix for list of Permissions).*

