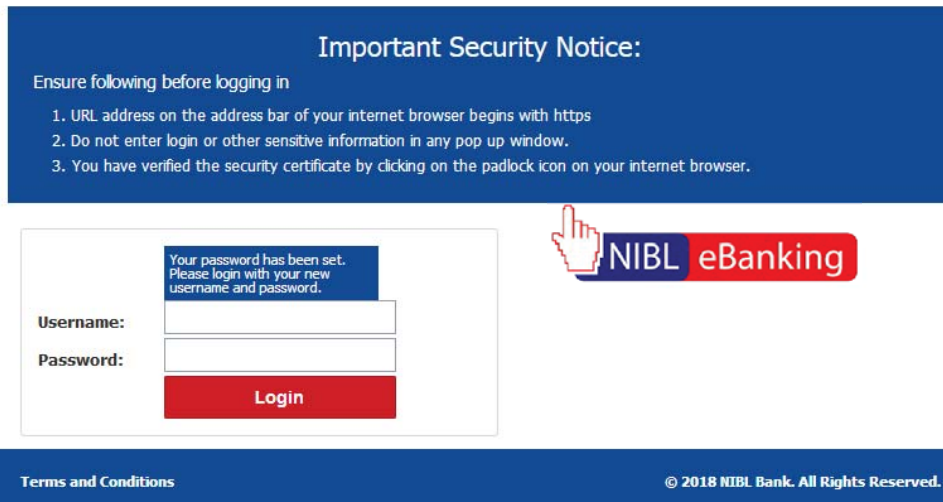


LOGIN

The login panel allows only authorized users to log into the system. The menus available to individual users after successful log in are based on the privileges assigned to them by the Administrator.

To **Login** to Corporate Banking:

1. Open the internet banking corporate login portal in your web browser.



Important Security Notice:

Ensure following before logging in

1. URL address on the address bar of your internet browser begins with https
2. Do not enter login or other sensitive information in any pop up window.
3. You have verified the security certificate by clicking on the padlock icon on your internet browser.

Your password has been set. Please login with your new username and password.

Username:

Password:

Login

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2. Enter the **Username** and **Password** and click the **Login** button.
3. You will now be logged in as the user.



Welcome, bipin.shrestha@f1soft.com

ADVICE GENERATION

MANAGE ACCOUNT

STATEMENT

USER

Account Info

F1Soft International

Account Number	Scheme Code	Available Balance	View
00101010061912	CAGN1	251,858.12	Statement
00101010061921	CAGN1	30,331.29	Statement

[View Profile](#)

[Change Password](#)

[Logout](#)

The screen will display the details of the account in the right pane and a list of menus will be available on the left.

VIEW PROFILE

Logged in users can view the details of their current profile. The information listed in the User Profile will include **Name**, **Username**, **Customer Code**, **Email Address**, **Mobile Number** and **Created Date**.

To **View** User Profile:

1. Click on **VIEW PROFILE** in the left navigation pane.
2. Complete information of the current user profile is displayed as below.

User Profile	
Name F1Soft International	Username bipin.shrestha@f1soft.com
Customer Code 000190497	Email Address bipin.shrestha@f1soft.com
Mobile Number 9841014902	Created Date/Time 2018-04-01 15:02:18

CHANGE PASSWORD

Users are advised to take precautions to keep their passwords safe at all times and change it on a regular basis. Logged in users can change their login password from within the system anytime.

To Change User Password:

1. Click on **CHANGE PASSWORD** in the left navigation pane.
2. Fill in the passwords in the box and click the **Change** button.

Change Password	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

3. A message will be displayed confirming that the password was successfully changed.

LOGOUT

Users are advised to always logout of the system upon completion of a session or if they require leaving the system unattended.

To Logout:

1. Click the **Logout** button in the left navigation pane.
2. You will be taken back into the main corporate banking login screen.

VIEW ACCOUNT INFO AND STATEMENTS

Users can view the Account Information and view, print or download the Account Statements if the Administrator has permitted such operation for them. A date range can be specified to show the statement for a particular time period. The main page also has an existing panel to show a brief view of their account balance.

To View Account Information

1. Click on **ACCOUNT INFO** sub-menu under **ACCOUNT** menu in the main screen.
2. A summary of all account information available to you is displayed with Account Number, Scheme Code and Available Balance.

Account Info			
F1Soft International			
Account Number	Scheme Code	Available Balance	View
00101010061912	CAGN1	251,858.12	Statement
00101010061921	CAGN1	30,331.29	Statement



To View Account Statements

1. Click on **STATEMENT** sub-menu under **ACCOUNT** menu in the main screen. Alternately click on the **Statement** link for the corresponding account number if already viewing the Account Info.




Account Info			
F1Soft International			
Account Number	Scheme Code	Available Balance	View
00101010061912	CAGN1	251,858.12	Statement
00101010061921	CAGN1	30,331.29	Statement

2. Enter the **From Date** and **To Date** to specify the date range to be shown in the Statement for. Select the **Account Number** and click the **Show** button.

Statement




From Date	<input type="text" value="Mar 2, 2018"/>	
To Date	<input type="text" value="Apr 2, 2018"/>	
Account Number	<input type="text" value="Select Account"/>	

3. The Statement for the specified date range is displayed on-screen.

Account Number : **Account Interest Rate :**
Account Name : **Accrued Interest :**
Currency :

S.N	Transaction Date	Description	Check No.	Debit	Credit	Balance	Value Date	Transaction ID
1		Opening Balance	-	-	-	0.00	03/02/2018	-
2		Closing Balance	-	-	-	0.00	04/02/2018	-

4. Click on the Print  icon to print the full statement.
5. To export the entire statement to a PDF file, click on the  icon at the top. Follow the on-screen prompts in the dialog box to save it to your PC.
6. To export the entire statement to an Excel file, click on the  icon at the top. Follow the on-screen prompts in the dialog box to save it to your PC.

User Management

The **USER** menu allows Administrators to create and manage user accounts for the system. The **Create User** menu allows admins to create different categories of users for the system by assigning account privileges to their accounts based on the roles they will perform. The **Manage User** menu allows main user to **Search, Change Login Info, Block, Unblock** or **Delete** other users. Only system administrators hold the rights for user management in the system.

CREATE USER

Users can perform internet banking operations in the corporate banking system based on the privileges assigned to them during user creation. Only the menus that they are assigned become available to them when they log into the system.

To Create New User:

1. Click on **CREATE USER** under **USER** menu in the main screen.
2. The new user creation form is displayed on screen as below.

Create User

Username: user1@f1soft.com

Password:

Mobile Number: 9841014902

Email Address: user1@f1soft.com

Services

- ADVICE GENERATION**
 - DEBIT ADVICE
 - CREDIT ADVICE
- ACCOUNT**
 - ACCOUNT INFO
 - STATEMENT
- BATCH TRANSACTION**
 - TRANSACTION INITIATION
 - TRANSACTION REPORT
- SALARY**
 - SALARY SHEET
 - SALARY APPROVAL
 - SALARY REPORT
- EMPLOYEE**
 - EMPLOYEE INFO INDIVIDUAL
 - EMPLOYEE INFO BULK
 - MODIFY EMPLOYEE
 - VIEW ALL EMPLOYEE

3. Fill in the required details for **User Name**, **Password**, **Mobile Number** and **Email Address**.
4. Choose the **Services** you want to make available for this user by selecting the check boxes and click the **Next** button.
5. Select check-boxes to assign required **Account Privileges** to this user account.

Account Privilege				
S.N	Account Number	Transaction From	View Summary	View Statement
1	00101010061912	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	00101010061921	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Click the **Create** button.
7. A message will confirm that the New Corporate User was successfully created.

The users will require to reset their login and transaction passwords upon first login.

SEARCH USER

Administrators can search for users already created and view details of their profile by using this function. It serves as a quick method to find the details of any particular user if there are multiple users created for the system.

To Search for User:

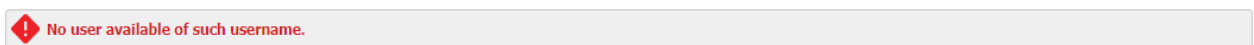
1. Click on **MANAGE USER** under **USER** menu.
2. Enter full or part of the Username to search for and click the **Search** button.

Manage User	
User Name	<input type="text"/>

3. If user is available, a table with information matching to the search result is displayed.

S.N	Username	Created Date/Time	Mobile Number	Last Logged In Date/Time	Actions
1	user1@f1soft.com	2018-04-01 15:11:50	9841014902	2018-04-02 11:11:28	Change Login Info Block Delete
2	user2@f1soft.com	2018-04-01 17:26:39	9841014902	2018-04-04 13:54:35	Change Login Info Block Delete
3	user3@f1soft.com	2018-04-02 12:25:36	9841014902	2018-04-02 12:33:58	Change Login Info Block Delete

4. The following message is displayed if there are no results.



CHANGE USER LOGIN INFO

Administrators can change the Mobile Number and Email Address for existing users in the system and reset their Login and Transaction passwords when required. This helps in maintaining updated information of all users.

To Modify Login Information for Users:

1. Click on **MANAGE USER** under **USER** menu. A list of all available users is displayed.
2. Find the User whose login information you want to modify and click on the corresponding **Change Login Info** link under Action column.

S.N	Username	Created Date/Time	Mobile Number	Last Logged In Date/Time	Actions
1	user1@f1soft.com	2018-04-01 15:11:50	9841014902	2018-04-02 11:11:28	Change Login Info Block Delete
2	user2@f1soft.com	2018-04-01 17:26:39	9841014902	2018-04-04 13:54:35	Change Login Info Block Delete
3	user3@f1soft.com	2018-04-02 12:25:36	9841014902	2018-04-02 12:33:58	Change Login Info Block Delete

3. Enter the **Mobile Number** or **Email Address** or both to change.

Manage Login Information

Username user1@f1soft.com

Mobile Number

Email Address

4. Click **Update** button.
5. A message will be displayed confirming that the user details were successfully modified.

To Reset Login Password:

1. Click on **MANAGE USER** under **USER** menu. A list of all available users is displayed.
2. Find the User whose login password you want to change and click on the corresponding **Change Login Info** link under Action column.

S.N	Username	Created Date/Time	Mobile Number	Last Logged In Date/Time	Actions
1	user1@f1soft.com	2018-04-01 15:11:50	9841014902	2018-04-02 11:11:28	Change Login Info Block Delete
2	user2@f1soft.com	2018-04-01 17:26:39	9841014902	2018-04-04 13:54:35	Change Login Info Block Delete
3	user3@f1soft.com	2018-04-02 12:25:36	9841014902	2018-04-02 12:33:58	Change Login Info Block Delete

3. Enter the **New Password** and **Confirm Password** in the Login Password change box. Make sure both are the same.

Login Password

New Password

Confirm Password

4. Click the **Change** button.

5. A message will be displayed confirming that the login password for the user was successfully changed.

To Reset Transaction Password:

1. Click on **MANAGE USER** under **USER** menu. A list of all available users is displayed.
2. Find the User whose transaction password you want to change and click on the corresponding **Change Login Info** link under Action column.

S.N	Username	Created Date/Time	Mobile Number	Last Logged In Date/Time	Actions
1	user1@fisoft.com	2018-04-01 15:11:50	9841014902	2018-04-02 11:11:28	Change Login Info Block Delete
2	user2@fisoft.com	2018-04-01 17:26:39	9841014902	2018-04-04 13:54:35	Change Login Info Block Delete
3	user3@fisoft.com	2018-04-02 12:25:36	9841014902	2018-04-02 12:33:58	Change Login Info Block Delete

3. Enter the **New Password** and **Confirm Password** in the Transaction Password change box. Make sure both are the same.

Transaction Password

New Password

Confirm Password

4. Click the **Change** button.
5. A message will be displayed confirming that the transaction password for the user was successfully changed.

BLOCK / UNBLOCK USER

Administrators can block and unblock any existing user from using the system when required to restrict or re-instate their access to the services. Only the administrators hold the rights to block/unblock a user. This also allows to check which users are blocked and which are unblocked in the system. Blocked users are denied access to the system and can gain access only after the Administrator unblocks their account.

To **Block** User:

1. Click on **MANAGE USER** sub-menu under **USER** menu. A list of all available users is displayed.
2. Identify the User whose login you want to block and click on corresponding **Block** link under Action column.

S.N	Username	Created Date/Time	Mobile Number	Last Logged In Date/Time	Actions
1	user1@f1soft.com	2018-04-01 15:11:50	9841014902	2018-04-02 11:11:28	Change Login Info Block Delete
2	user2@f1soft.com	2018-04-01 17:26:39	9841014902	2018-04-04 13:54:35	Change Login Info Block Delete
3	user3@f1soft.com	2018-04-02 12:25:36	9841014902	2018-04-02 12:33:58	Change Login Info Unblock Delete

3. A dialog box will appear to let you confirm the operation. Click the button.

Are You Sure?



4. A message will be displayed confirming that the user was successfully blocked.

To **UnBlock** user:

1. Click on **MANAGE USER** sub-menu under **USER** menu. A list of all available users is displayed.
2. Identify the User whose login you want to unblock and click on corresponding **Unblock** link under Action column.

S.N	Username	Created Date/Time	Mobile Number	Last Logged In Date/Time	Actions
1	user1@f1soft.com	2018-04-01 15:11:50	9841014902	2018-04-02 11:11:28	Change Login Info Block Delete
2	user2@f1soft.com	2018-04-01 17:26:39	9841014902	2018-04-04 13:54:35	Change Login Info Block Delete
3	user3@f1soft.com	2018-04-02 12:25:36	9841014902	2018-04-02 12:33:58	Change Login Info Unblock Delete

3. A dialog box will appear to let you confirm the operation. Click the button.

1) Home Page

Welcome, mcc1@gmail.com

ACCOUNT
ADVICE GENERATION
BATCH TRANSACTION
EMPLOYEE
SALARY

Account Info

Account Number	Scheme Code	Available Balance	View
0 [REDACTED] 27	CAGN1	EUR 1,006.41	Details Statement
0 [REDACTED] 27	CAGN1	USD 22,444.43	Details Statement
0 [REDACTED] 22	SBSTF	NPR 589,134.34	Details Statement

2) View Account Details - click on "Details"

Welcome, mcc1@gmail.com

ACCOUNT
ADVICE GENERATION
BATCH TRANSACTION
EMPLOYEE
SALARY

Account Info

Account Number	Scheme Code	Available Balance	View
0 [REDACTED] 27	CAGN1	EUR 1,006.41	Details Statement
0 [REDACTED] 27	CAGN1	USD 22,444.43	Details Statement
0 [REDACTED] 22	SBSTF	NPR 589,134.34	Details Statement

Welcome, mcc1@gmail.com

ACCOUNT
ACCOUNT INFO
STATEMENT
ADVICE GENERATION
BATCH TRANSACTION
EMPLOYEE
SALARY
VENDOR
VENDOR TRANSACTION

Account Detail

Account Holder Name: K [REDACTED]
Account Number: 0 [REDACTED]
Account Type: STAFF SAVINGS ACCOUNT
Account Opening Date / Time: 2008-11-09 00:00:00.0
Account Currency: NPR
Account balance: 589,134.34
Interest Rate: 3.50
Available Balance: 589,134.34
Sanction Limit: 0.00
Lien Amount: 0.00
Last Transaction Date: 2018-09-13 00:00:00.0
Is Dormant: false

3) View Statement

a) View Statement- Click on "STATEMENT" under "ACCOUNT" or "Statement"

Welcome, mcc1@gmail.com

ACCOUNT
ACCOUNT INFO
STATEMENT
ADVICE GENERATION
BATCH TRANSACTION
EMPLOYEE
SALARY

Account Info

RUPAK KHADKA

Account Number	Scheme Code	Available Balance	View
0 [REDACTED] 27	CAGN1	EUR 1,006.41	Details Statement
0 [REDACTED] 27	CAGN1	USD 22,444.43	Details Statement
0 [REDACTED] 22	SBSTF	NPR 589,134.34	Details Statement

b) Select Date Range and Account Number

ACCOUNT
ACCOUNT INFO
STATEMENT
ADVICE GENERATION
BATCH TRANSACTION
EMPLOYEE
SALARY

Statement

From Date: Jun 1, 2018
To Date: Oct 24, 2018
Account Number: 0 [REDACTED]
[Show](#)

ACCOUNT
ACCOUNT INFO
STATEMENT
ADVICE GENERATION
BATCH TRANSACTION
EMPLOYEE
SALARY
VENDOR
VENDOR TRANSACTION

Statement

From Date: Jun 1, 2018
To Date: Oct 24, 2018
Account Number: 0 [REDACTED]
[Show](#)

Account Number: [REDACTED]
Account Name: K [REDACTED]
Currency: NPR
Account Interest Rate: 3.50%
Accrued Interest: 2.10

S.N	Transaction Date	Description	Check No.	Debit	Credit	Balance	Value Date	Transaction ID
1		Opening Balance	-	-	-	580.34	2018-06-01	-
2	2018-06-01	Statement	-	100.00	-	480.34	N/A	5439207
3	2018-06-01	Statement2	-	200.00	-	280.34	N/A	5439208
4	2018-06-28	Statement	-	100.00	-	180.34	N/A	5440053
5	2018-09-13	111	-	111.00	-	69.34	N/A	5452086
6	2018-09-13	113	-	113.00	-	-43.66	N/A	5452087
7	2018-09-13	114	-	114.00	-	-157.66	N/A	5452088
8	2018-09-13	211	-	211.00	-	-368.66	N/A	5452092
9	2018-09-13	212	-	212.00	-	-580.66	N/A	5452093
10	2018-09-13	11	-	10.00	-	-590.66	N/A	5452097

[Change Password](#)
[Logout](#)

4) Generate Advice

a) Click on "DEBIT ADVICE" or "CREDIT ADVICE" under "ADVICE GENERATION"

Account Info

Account Number	Scheme Code	Available Balance	View
01 [REDACTED]	CASN1	EUR 1,006.41	Details Statement
02 [REDACTED]	CASN1	USD 22,444.52	Details Statement
03 [REDACTED]	SBSTF	NPR 589,134.34	Details Statement

b) Select Date and Account Number

Debit Advice

Select Date: Sep 13, 2018

Account Number: [REDACTED]

Show

Debit Advice

Date : 2018-09-13
Branch : DATA CENTRE

Account Number : 00105140008992
Account Name : RUPAK KHADKA

S.N	Transaction Date	To Account Name	To Account Number	Address	Currency	Debit Amount	Transaction Description	Instrument No
1	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	211	211 00105140008992	
2	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	212	212 00105140008992	
3	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	111	111 00105140008992	
4	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	113	113 00105140008992	
5	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	114	114 00105140008992	
6	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	10	t1 rupak@gmail.com	
7	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	10	t2 rupak@gmail.com	
8	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	10	t3 rupak@gmail.com	
9	2018-09-13	[REDACTED]	[REDACTED]	LAGANKHEL,12 LALITPUR,	NPR	10	t4 rupak@gmail.com	
						Total Amount : 604.00		

5) Batch Transaction

a) Transaction Flow

- The transaction requires a 'Maker' user to create transaction and TWO 'Checker' users to approve the Transaction.
- The transaction is auto created once approved by both Checkers.
- The transaction cannot be cancelled once approved by both 'Checker' users.
- The transaction created can be cancelled by any user.

b) Create Transaction – (Login as 'Maker') Click on “TRANSACTION INITIATION” under “BATCH TRANSACTION”

Account Number	Scheme Code	Available Balance	View
00 [REDACTED]	CAGN1	EUR 1,000.41	Details Statement
01 [REDACTED]	CAGN1	USD 22,444.43	Details Statement
0 [REDACTED]	SBSTF	NPR 589,134.34	Details Statement

c) Select “From Account”, enter “Remark” and click “Add Txn Details” (Bulk Transactions explained below).

Balance : NPR 589,134.34

From Account: [REDACTED]

Remark: TEST1

[Add Txn Detail](#) [Excel Txn Detail](#)

d) Enter the Account Number and Amount and click “Initiate Payment”

- To add additional transactions, click “Add Txn Detail”.
- To remove transactions tick on “Select” and click “Remove Txn Detail”.

Balance : NPR 589,134.34

From Account: [REDACTED]

Remark: TEST1

Total Amount : 357.00

S/N	Select	To Account	Currency Code	Amount	Remarks
1	<input type="checkbox"/>	[REDACTED]	NPR	123.00	123
2	<input type="checkbox"/>	[REDACTED]	NPR	234	234

[Add Txn Detail](#) [Initiate Payment](#) [Remove Txn Detail](#)

e) Click “Proceed”

Transaction Initiation

Batch Transaction Details

S/N	From Account	To Account Name	To Account No	Currency Code	Total Amount	Remarks
1	[REDACTED]	[REDACTED]	[REDACTED]	NPR	123.00	123
2	[REDACTED]	[REDACTED]	[REDACTED]	NPR	234.00	234

[Proceed](#)

f) Enter Transaction Password

Transaction Initiation

Transaction Password: [REDACTED]

[Confirm](#)

g) Enter OTP and click "Confirm"

The screenshot shows the 'Transaction Initiation' page. A message states: 'A code has been sent on your registered mobile number and to your email address. Enter the code to approve the transaction.' Below this, there is an 'OTP Code' field containing 'XXXX' and a red 'Confirm' button.

h) Verify Transaction – (Login as 'Checker') click on 'TRANSACTION APPROVAL' under 'BATCH TRANSACTION'

The screenshot shows the 'Account Info' section for RUPAK KHADKA. It displays a table with account details:

Account Number	Scheme Code	Available Balance	View
01-XXXX-27	CASH1		EUR 1,006.41 Details Statement
01-XXXX-37	CASH1		USD 22,444.43 Details Statement
01-XXXX-992	SBSTF		INR 568,420.34 Details Statement

i) Approval lists are displayed. Select date range to filter data.

The screenshot shows the 'Transaction Approval' screen. At the top, there are date filters: 'From Date' (Oct 1, 2018) and 'To Date' (Oct 23, 2018), with a red 'Show' button. Below is a table of transactions:

S/N	Initiated Date	Initiated By	From A/C	Total Amount	Total Approver No	Approved By	Remaining Approver User	Remark	Actions
1	2018-10-23	mcc1@gmail.com	00105140008992	357.00	3	-	acc1@gmail.com, acc2@gmail.com, acc3@gmail.com	TEST1	Detail Approve Reject

j) Click on "Detail" to view the details

The screenshot shows the 'Transaction Approval' screen with the 'Detail' button highlighted in red. Below the main table, there is a section for 'Batch Transaction Details' with the following table:

S/N	To Account Name	To Account Number	Remark	Currency Code	Total Amount
1			123	INR	123.00
2			234	INR	234.00

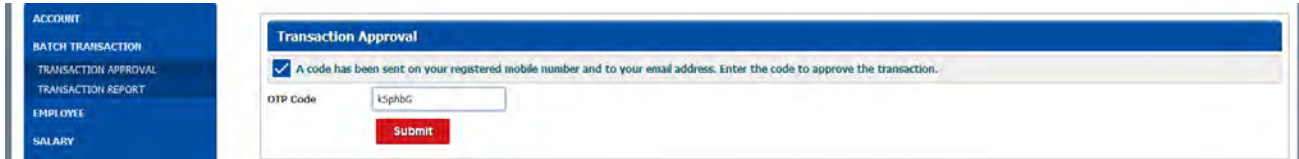
k) Click on "Reject" to reject the transaction. A reasons needs to be provided.

The screenshot shows the 'Transaction Reject' screen. It features a 'Reason' input field and two buttons: a red 'Submit' button and a red 'Cancel' button.

l) Click on "Approve" to approve the transaction and enter the transaction password.

The screenshot shows the 'Transaction Approval' screen with a 'Transaction Password' input field (masked with asterisks) and a red 'Submit' button.

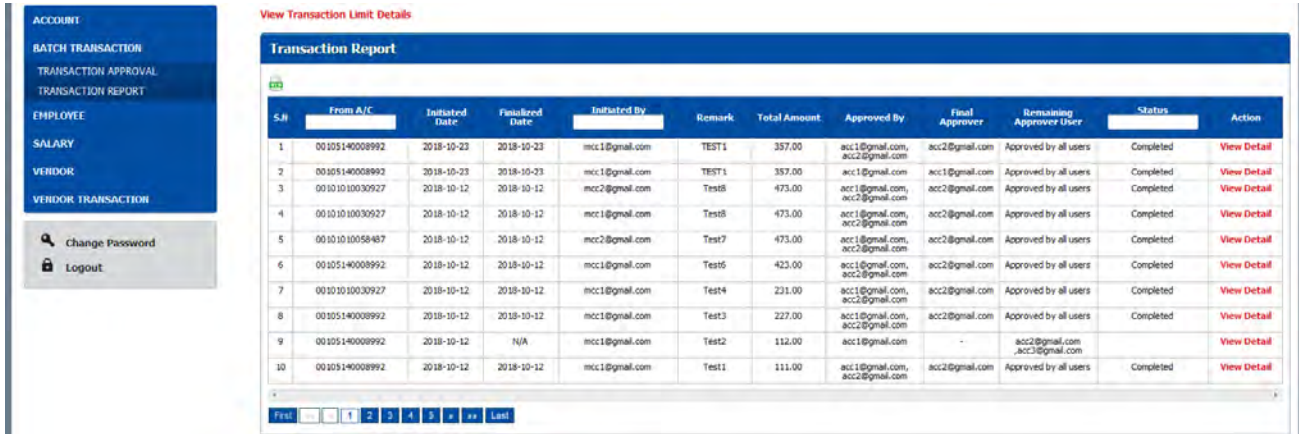
m) Enter OTP and click "Submit"



The screenshot shows a web interface for transaction approval. On the left is a blue sidebar menu with options: ACCOUNT, BATCH TRANSACTION, TRANSACTION APPROVAL, TRANSACTION REPORT, EMPLOYEE, and SALARY. The main content area is titled "Transaction Approval" and contains a message: "A code has been sent on your registered mobile number and to your email address. Enter the code to approve the transaction." Below this is a text input field labeled "OTP Code" containing the value "k5phbG". A red "Submit" button is positioned below the input field.

n) Login as the second checker and approve the transaction. (Repeat steps 'h' to 'm')

o) After approval of second checker the transaction status can be viewed by clicking "TRANSACTION REPORT" under "BATCH TRANSACTION"



The screenshot displays a "Transaction Report" table. The table has a blue header and a white body. The columns are: S.No, From A/C, Initiated Date, Finalized Date, Initiated By, Remark, Total Amount, Approved By, Final Approver, Remaining Approver User, Status, and Action. The table contains 10 rows of transaction data. At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "1" items.

S.No	From A/C	Initiated Date	Finalized Date	Initiated By	Remark	Total Amount	Approved By	Final Approver	Remaining Approver User	Status	Action
1	00105140008992	2018-10-23	2018-10-23	mcc1@gmail.com	TEST1	357.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
2	00105140008992	2018-10-23	2018-10-23	mcc1@gmail.com	TEST1	357.00	acc1@gmail.com	acc1@gmail.com	Approved by all users	Completed	View Detail
3	00101010030927	2018-10-12	2018-10-12	mcc2@gmail.com	Test8	473.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
4	00101010030927	2018-10-12	2018-10-12	mcc1@gmail.com	Test8	473.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
5	00101010050487	2018-10-12	2018-10-12	mcc2@gmail.com	Test7	473.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
6	00105140008992	2018-10-12	2018-10-12	mcc1@gmail.com	Test6	423.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
7	00101010030927	2018-10-12	2018-10-12	mcc1@gmail.com	Test4	231.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
8	00105140008992	2018-10-12	2018-10-12	mcc1@gmail.com	Test3	227.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
9	00105140008992	2018-10-12	N/A	mcc1@gmail.com	Test2	112.00	acc1@gmail.com	-	acc2@gmail.com, acc3@gmail.com	Completed	View Detail
10	00105140008992	2018-10-12	2018-10-12	mcc1@gmail.com	Test1	111.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail

6) Batch Transaction – Bulk

a) Transaction Flow

- The transaction requires a ‘Maker’ user to create transaction and TWO ‘Checker’ users to approve the Transaction.
- The transaction is auto created once approved by both Checkers.
- The transaction cannot be cancelled once approved by both ‘Checker’ users.
- The transaction created can be cancelled by any user.

b) Select “From Account”, enter “Remark” and click “Excel Txn Detail”



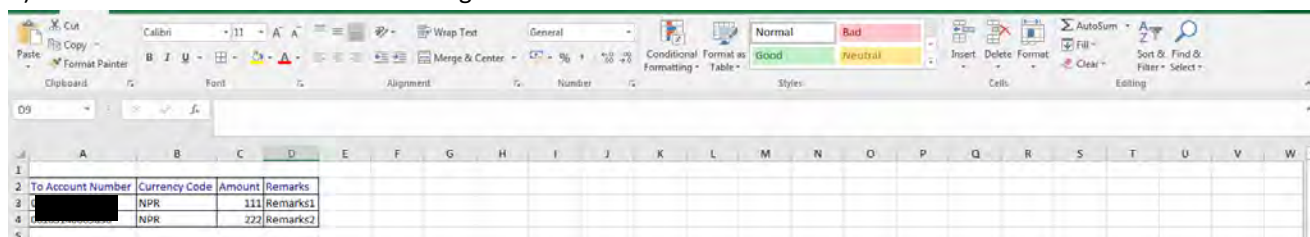
The screenshot shows a web application interface for 'Transaction Initiation'. On the left is a blue sidebar menu with options: ACCOUNT, ADVICE GENERATION, BATCH TRANSACTION, TRANSACTION INITIATION (highlighted), TRANSACTION REPORT, EMPLOYEE, SALARY, and VENDOR. The main content area has a blue header 'Transaction Initiation' and a balance of 'NPR 588,777.34'. Below the header are two input fields: 'From Account' (a dropdown menu) and 'Remark' (a text box containing 'TEST2'). At the bottom of the form are two red buttons: 'Add Txn Detail' and 'Excel Txn Detail'.

c) Click on “Generate Excel Sample To Upload Batch Transaction” to generate a sample



The screenshot shows a web application interface for 'Corporate Payment'. On the left is a blue sidebar menu with options: ACCOUNT, ADVICE GENERATION, BATCH TRANSACTION, TRANSACTION INITIATION, TRANSACTION REPORT, EMPLOYEE, SALARY, VENDOR, and VENDOR TRANSACTION. The main content area has a blue header 'Corporate Payment' and a balance of 'NPR 588,420.34'. Below the header are two input fields: 'From Account' (a dropdown menu) and 'Remark' (a text box containing 'TEST2'). Below the 'Remark' field is a blue link that says 'Generate Excel Sample To Upload Batch Transaction'. At the bottom of the form is a blue button with a plus icon and the text 'Upload Transaction Record'.

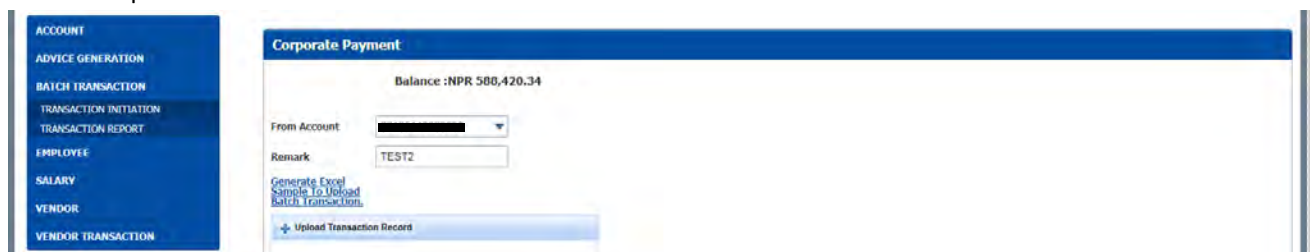
d) Enter the transactions details in the generated Excel



The screenshot shows an Excel spreadsheet with the following data:

To Account Number	Currency Code	Amount	Remarks
[REDACTED]	NPR	111	Remarks1
[REDACTED]	NPR	222	Remarks2

e) Click on “Upload Transaction Record”



The screenshot shows a web application interface for 'Corporate Payment', identical to the one in step c). It features the same sidebar menu, header, balance, input fields, and buttons.

f) Click "Upload"

The screenshot shows the 'Corporate Payment' page with a balance of NPR 588,420.34. The 'From Account' is set to a redacted account. The 'Remark' field contains 'TEST2'. Below the form, there are links for 'Generate Excel Sample To Upload Batch Transaction', an 'Upload' button, and a 'Clear All' button. A file named 'Sample-Batch-Excel (3).xlsx' is listed with a 'Delete' button next to it.

g) Click "Initiate Payment"

The screenshot shows the 'Corporate Payment' page with a balance of NPR 588,420.34. The 'From Account' is redacted and the 'Remark' is 'TEST2'. Below the form, there are links for 'Generate Excel Sample To Upload Batch Transaction', a 'Clear All' button, and a file 'Sample-Batch-Excel (2).xlsx' with a 'Clear' button. The 'Total Amount' is 333.00. A table lists transactions:

S.N	Account Name	To Account	Currency Code	Amount	Remark
1	[Redacted]	[Redacted]	NPR	111.00	Remarks1
2	[Redacted]	[Redacted]	NPR	222.00	Remarks2

An 'Initiate Payment' button is located at the bottom left of the table area.

h) Enter Transaction Password

The screenshot shows the 'Corporate Payment' page with a 'Transaction Password' field containing asterisks and a red 'Confirm' button.

i) Enter OTP

The screenshot shows the 'Corporate Payment' page with a message: 'A code has been sent on your registered mobile number and to your email address. Enter the code to approve the transaction.' Below this, there is an 'OTP Code' field with the value '117070' and a red 'Confirm' button.

j) Verify Transaction – (Login as 'Checker') click on 'TRANSACTION APPROVAL' under 'BATCH TRANSACTION'

The screenshot shows the 'Account Info' page for 'RUPAK KHADKA'. It displays a table with account details:

Account Number	Scheme Code	Available Balance	View
[Redacted]	CAGN1	EUR 1,006.41	Details Statement
[Redacted]	CAGN1	USD 22,444.43	Details Statement
[Redacted]	SBSTF	NPR 588,420.34	Details Statement

k) Approval lists are displayed. Select date range to filter data. Click on "Approve".

The screenshot shows the 'Transaction Approval' interface. On the left is a navigation menu with options: ACCOUNT, BATCH TRANSACTION, TRANSACTION APPROVAL, TRANSACTION REPORT, EMPLOYEE, SALARY, and VENDOR. Below the menu are 'Change Password' and 'Logout' buttons. The main area has a date range filter with 'From Date' set to 'Oct 1, 2018' and 'To Date' set to 'Oct 23, 2018', and a 'Show' button. Below the filter is a table titled 'Transaction Approval' with the following data:

S/N	Initiated Date	Initiated By	From A/C	Total Amount	Total Approver No	Approved By	Remaining Approver User	Remark	Actions
1	2018-10-23	acc1@gmail.com	00105140008902	333.00	3	-	acc1@gmail.com, acc2@gmail.com, acc3@gmail.com	TEST2	Detail Approve Reject

l) Enter Transaction Password

The screenshot shows the 'Transaction Approval' interface with a 'Transaction Password' input field containing seven asterisks and a 'Submit' button.

m) Enter OTP

The screenshot shows the 'Transaction Approval' interface with a message: 'A code has been sent on your registered mobile number and to your email address. Enter the code to approve the transaction..'. Below the message is an 'OTP Code' input field containing 'yZTys' and a 'Submit' button.

n) Login as the second checker and approve the transaction. (Repeat steps 'j' to 'm')

o) After approval of second checker the transaction status can be viewed by clicking "TRANSACTION REPORT" under "BATCH TRANSACTION"

7) Employee

All employees need to be enrolled into the system before salary sheet can be generated. Employee details can be entered individually or can be bulk uploaded.

a) Enter Individual Employee Details – click on “EMPLOYEE INFO INDIVIDUAL” under “EMPLOYEE”

Account Number	Scheme Code	Available Balance	View
[REDACTED]	CAGN1	EUR 1,006.41	Details Statement
[REDACTED]	CAGN1	USD 22,444.43	Details Statement
[REDACTED]	SBSTF	NPR 588,309.34	Details Statement

b) Enter the details and click create.

Employee Name:

Account Number:

Employee Address:

Designation:

Joined Date:

Corporate Employee record created successfully

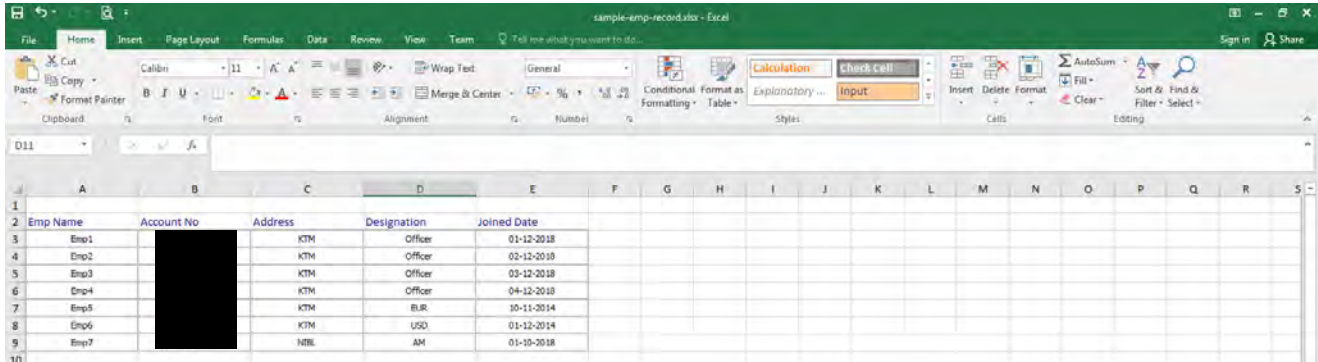
c) Enter Bulk Employee Details – click on “EMPLOYEE INFO BULK” under “EMPLOYEE”

Account Number	Scheme Code	Available Balance	View
[REDACTED]	CAGN1	EUR 1,006.41	Details Statement
[REDACTED]	CAGN1	USD 22,444.43	Details Statement
[REDACTED]	SBSTF	NPR 588,309.34	Details Statement

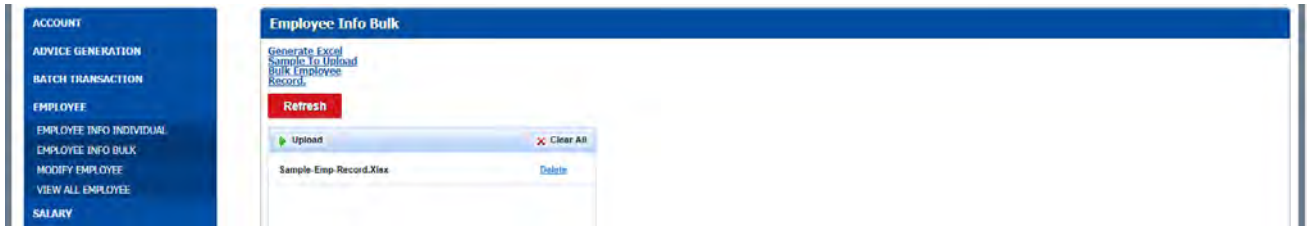
d) Click “Generate Excel Sample To Upload Bulk Employee Record” to generate a sample excel.

[Generate Excel Sample To Upload Bulk Employee Record](#)

e) Enter the details of the employees (in excel) and click “Add Corporate Employee Record”



f) Click Upload



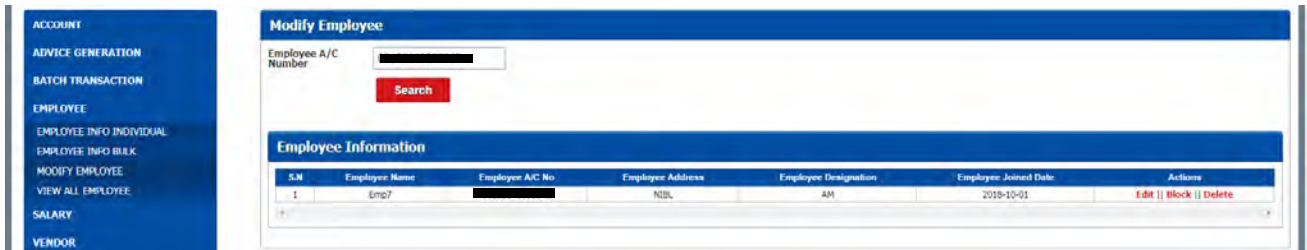
g) Click “Modify Employee” under “EMPLOYEE” to modify a record



h) Enter the Account Number and click “Search”



i) Click “Edit” or “Block” or “Delete” as required.



ACCOUNT

ADVICE GENERATION

BATCH TRANSACTION

EMPLOYEE

EMPLOYEE INFO INDIVIDUAL

EMPLOYEE INFO BULK

MODIFY EMPLOYEE

VIEW ALL EMPLOYEE

SALARY

VENDOR

VENDOR TRANSACTION

Change Password

Logout

Modify Employee

Employee A/C Number

Search

Employee Information

S/N	Employee Name	Employee A/C No	Employee Address	Employee Designation	Employee Joined Date	Actions
1	Emp7		NBL	AM	2018-10-01	Edit Block Delete

Edit Employee

Name

Account Number

Address

Designation

Joined Date

Block Status

Update

j) Click "VIEW ALL EMPLOYEE" under "EMPLOYEE" to view all records

ACCOUNT

ADVICE GENERATION

BATCH TRANSACTION

EMPLOYEE

EMPLOYEE INFO INDIVIDUAL

EMPLOYEE INFO BULK

MODIFY EMPLOYEE

VIEW ALL EMPLOYEE

SALARY

VENDOR

Employee Detail

0/0

All Employee Detail						
S/N	Employee Name	Account Number	Employee Address	Designation	Joined Date	Status
1	Emp1		KTM	Officer	2018-12-01	UnBlock
2	Emp2		KTM	Officer	2018-12-02	UnBlock
3	Emp3		KTM	Officer	2018-12-03	UnBlock
4	Emp4		KTM	Officer	2018-12-04	UnBlock
5	Emp5		KTM	EUR	2014-11-10	UnBlock
6	Emp6		KTM	USD	2014-12-01	UnBlock
7	Emp7		NBL	AM	2018-10-01	UnBlock

8) Salary

a) Salary Transaction Flow

- The transaction requires TWO 'Maker' user to create transaction and TWO 'Checker' users to approve the Transaction.
- The first 'Maker' user creates a Salary Sheet and the second 'Maker' user approves the Salary Sheet.
- Any 'Maker' user can create Salary Transaction once the Salary Sheet is approved.
- The transaction is auto created once approved by both Checkers.
- The transaction cannot be cancelled once approved by both 'Checker' users.
- The transaction created can be cancelled by any user.

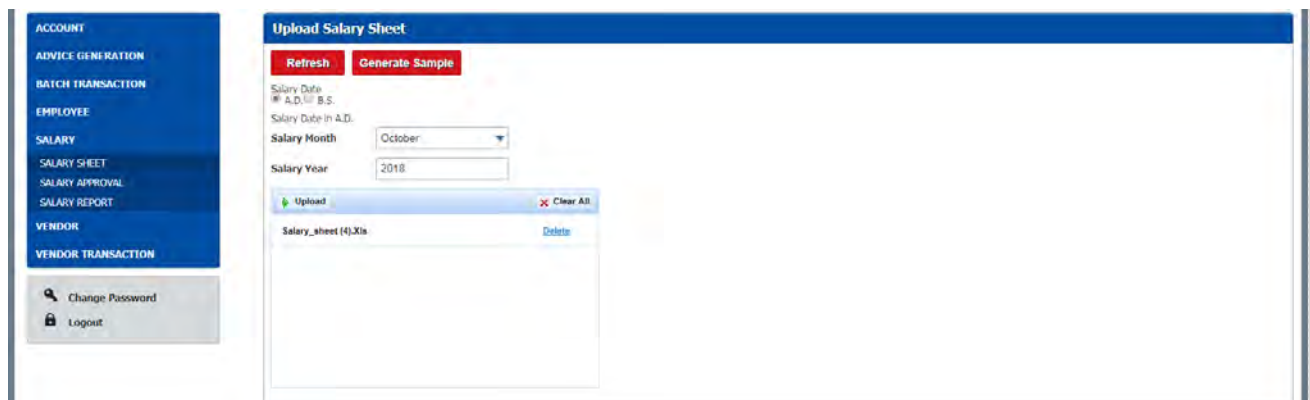
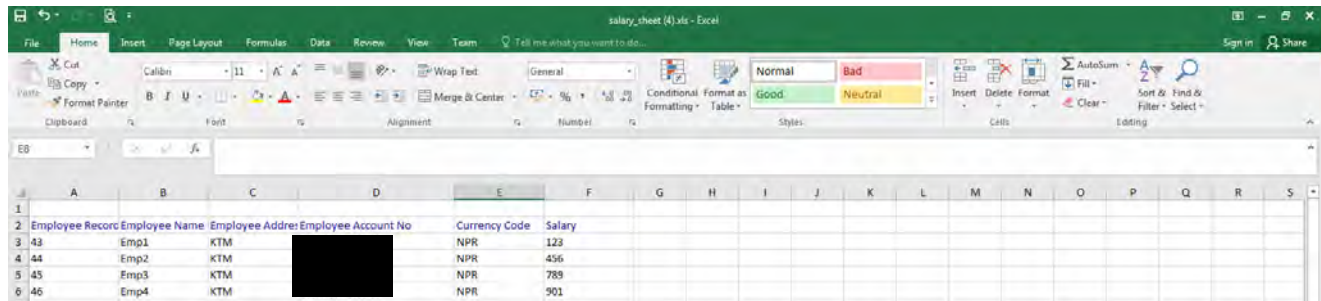
b) Click "SALARY SHEET" under "SALARY" to create salary sheet.



c) Click "Generate Sample"



d) Enter details in Excel, select date, and click "Upload Salary Sheet"



e) Click Upload

Upload Salary Sheet

Refresh Generate Sample

Salary Date: A.D. B.S.

Salary Date in A.D.:
 Salary Month:
 Salary Year:

Salary_sheet (4.Xls)

Done

Employee Information

Total Employee : 4

S.N	Emp Record Id	Employee Name	Account Name	Employee A/C Number	Employee Address	Currency Code	Salary
1	43	Emp01	DHAKAL SURENDRA		KTM	NPR	123.00
2	44	Emp02	K.C. JEEVAN		KTM	NPR	436.00
3	45	Emp03	GURLING HIRA MAYA		KTM	NPR	789.00
4	46	Emp04	K.C. JAYA HARI		KTM	NPR	901.00

f) Click "Save"

Upload Salary Sheet

Refresh Generate Sample

Corporate salary record uploaded successfully.

g) To approve salary (login and second 'Maker' user) sheet click "SALARY APPROVAL" under "SALARY"

Account Info

Account Number	Scheme Code	Available Balance	View
	CAGN1	EUR 1,006.41	Details Statement
	CAGN1	USD 22,444.43	Details Statement
	SBSTF	NPR 588,379.34	Details Statement

h) Click "View"

Salary Sheet Approval

List Of Salary Sheet

S.N	Salary Year	Salary Month	Salary Uploaded Date	Uploaded By	Status	Action
1	2018 A.D.	October	2018-10-24	mcc1@gmail.com	PENDING	View

i) Approve/Reject the Transaction

Salary Sheet Approval

LIST OF Salary Sheet

S.N	Salary Year	Salary Month	Salary Uploaded Date	Uploaded By	Status	Action
1	2018 A.D.	October	2018-10-24	mcc1@gmail.com	PENDING	View

General Information

Salary Year: 2018 A.D.
 Salary Month: October
 Salary Uploaded Date: 2018-10-24
 Uploaded By: mcc1@gmail.com
 Status: PENDING

Employee Salary Detail

S.N	Emp Name	Emp A/c No	Account Name	Emp Designation	Emp Address	Amount	Salary Approved Date	Salary Payment Status
1	Emp1			Officer	KTM	123.00	N/A	PENDING
2	Emp2			Officer	KTM	456.00	N/A	PENDING
3	Emp3			Officer	KTM	789.00	N/A	PENDING
4	Emp4			Officer	KTM	901.00	N/A	PENDING

Approve Reject

j) Enter OTP

Salary Sheet Approval

A code has been sent on your registered mobile number and to your email address. Enter the code to approve salary sheet.

OTP Code:

Confirm

Salary Sheet Approval

Salary sheet approved successfully.

k) To view salary report click "SALARY REPORT" under "SALARY"

Salary Sheet Report

LIST OF Salary Sheet

S.N	Salary Year	Salary Month	Salary Uploaded Date	Uploaded By	Approved Date	Approved By	Status	Action
1	2018 A.D.	October	2018-10-24	mcc1@gmail.com	2018-10-24	mcc2@gmail.com	APPROVED	View
2	2018 A.D.	January	2018-10-12	mcc1@gmail.com	2018-10-12	mcc2@gmail.com	APPROVED	View
3	2018 A.D.	February	2018-10-12	mcc1@gmail.com	2018-10-12	mcc2@gmail.com	APPROVED	View
4	2018 A.D.	March	2018-10-12	mcc1@gmail.com	2018-10-12	mcc2@gmail.com	APPROVED	View
5	2018	1	2018-05-31	mcc1@gmail.com	2018-05-31	mcc2@gmail.com	APPROVED	View
6	2018	4	2018-05-31	mcc1@gmail.com	2018-05-31	mcc2@gmail.com	APPROVED	View
7	2018	5	2018-05-30	mcc1@gmail.com	2018-05-30	mcc2@gmail.com	APPROVED	View
8	2018	2	2018-03-30	mcc1@gmail.com	2018-03-30	mcc2@gmail.com	APPROVED	View
9	2018	3	2018-03-30	mcc1@gmail.com	2018-03-30	mcc2@gmail.com	APPROVED	View
10	2018	5	2018-03-19	mcc1@gmail.com	2018-03-19	mcc2@gmail.com	APPROVED	View

Find: 1 2 3 4 5 6 7 8 9 10 Last

l) To create Salary Transaction, click "TRANSACTION INITIATION" under "BATCH TRANSACTION"

Account Info

Account Number: [REDACTED]

Account Number	Scheme Code	Available Balance	View
[REDACTED]	CAGN1	EUR 1,096.41	Details Statement
[REDACTED]	CAGN1	USD 22,444.43	Details Statement
[REDACTED]	SBSTF	NPR 586,309.34	Details Statement

m) Click "View" to view the salary sheet

Transaction Initiation

Balance : NPR 588,309.34

From Account: [Dropdown]

Remark: SALARY

[Add Txn Detail](#) [Excel Txn Detail](#)

S.N	Salary Year	Salary Month	Uploaded Date	Status	Action
1	2018 A.D.	October	2018-10-24	APPROVED	View

n) Click "Payment" to initiate transaction (or reject the transaction)

Transaction Initiation

Balance : NPR 588,309.34

From Account: [Dropdown]

Remark: SALARY1

S.N	Salary Year	Salary Month	Uploaded Date	Status	Action
1	2018 A.D.	October	2018-10-24	APPROVED	View

Total Amount : 2,299.00

S.N	To Account Name	To Account Number	Currency Code	Amounts	Remark
1	[Redacted]	[Redacted]	NPR	123.00	Monthly Salary
2	[Redacted]	[Redacted]	NPR	456.00	Monthly Salary
3	[Redacted]	[Redacted]	NPR	789.00	Monthly Salary
4	[Redacted]	[Redacted]	NPR	901.00	Monthly Salary

[Payment](#) [Reject](#) [Ignore](#)

o) Enter the Transaction Password

Transaction Initiation

Transaction Password: [Input]

[Confirm](#)

p) Enter OTP

Transaction Initiation

A code has been sent to your registered mobile number and to your email address. Enter the code to approve salary sheet.

OTP Code: [Input]

[Confirm](#)

Transaction Initiation

Batch transaction initiated successfully.

q) To approve the salary transaction login as a 'Checker' user and click "TRANSACTION APPROVAL" under "BATCH TRANSACTION"

Account Info

Account Number	Scheme Code	Available Balance	View
[Redacted]	CAGN1	EUR 1,006.41	Details Statement
[Redacted]	CAGN1	USD 22,444.43	Details Statement
[Redacted]	SBSTF	NPR 588,309.34	Details Statement

r) Click "Detail" to view Salary Transaction Details

From Date: Oct 1, 2018
To Date: Oct 24, 2018
Show

Transaction Approval

S.N	Initiated Date	Initiated By	From A/C	Total Amount	Total Approver No	Approved By	Remaining Approver User	Remark	Actions
1	2018-10-24	mcc2@gmail.com	[REDACTED]	2,269.00	3	-	acc1@gmail.com, acc2@gmail.com, acc3@gmail.com	SALARY1	Detail Approve Reject

Change Password
Logout

s) Click "Approve" to approve the transaction

From Date: Oct 1, 2018
To Date: Oct 24, 2018
Show

Transaction Approval

S.N	Initiated Date	Initiated By	From A/C	Total Amount	Total Approver No	Approved By	Remaining Approver User	Remark	Actions
1	2018-10-24	mcc2@gmail.com	[REDACTED]	2,269.00	3	-	acc1@gmail.com, acc2@gmail.com, acc3@gmail.com	SALARY1	Detail Approve Reject

Batch Transaction Details

S.N	Employee Name	Account Name	To Account	Employee Designation	Remark	Currency Code	Total Amount
1	Emp1	[REDACTED]	[REDACTED]	Officer	Monthly Salary	NPR	123.00
2	Emp2	[REDACTED]	[REDACTED]	Officer	Monthly Salary	NPR	456.00
3	Emp3	[REDACTED]	[REDACTED]	Officer	Monthly Salary	NPR	789.00
4	Emp4	[REDACTED]	[REDACTED]	Officer	Monthly Salary	NPR	901.00

Change Password
Logout

t) Enter Transaction Password

Transaction Approval

Transaction Password: [*****]
Submit

u) Enter OTP

Transaction Approval

A code has been sent on your registered mobile number and to your email address. Enter the code to approve the transaction.

OTP Code: VXGw7d
Submit

v) Login as second 'Checker' user and repeat steps 'q' to 'u'

w) Transaction report can be viewed from "TRANSACTION REPORT" under "BATCH TRANSACTION".

ACCOUNT

BATCH TRANSACTION
TRANSACTION APPROVAL
TRANSACTION REPORT

EMPLOYEE

SALARY

VENDOR

VENDOR TRANSACTION

Change Password
Logout

View Transaction Limit Details

Transaction Report

S.N	From A/C	Initiated Date	Finalized Date	Initiated By	Remark	Total Amount	Approved By	Final Approver	Remaining Approver User	Status	Action
1		2018-10-24	2018-10-24	acc2@gmail.com	SALARY1	2,269.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
2		2018-10-23	2018-10-23	mcc1@gmail.com	TEST2	333.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
3		2018-10-23	2018-10-23	mcc1@gmail.com	TEST1	357.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
4		2018-10-23	2018-10-23	mcc1@gmail.com	TEST1	357.00	acc1@gmail.com	acc1@gmail.com	Approved by all users	Completed	View Detail
5		2018-10-12	2018-10-12	mcc2@gmail.com	Test6	473.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
6		2018-10-12	2018-10-12	mcc1@gmail.com	Test8	473.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
7		2018-10-12	2018-10-12	mcc2@gmail.com	Test7	473.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
8		2018-10-12	2018-10-12	mcc1@gmail.com	Test6	423.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
9		2018-10-12	2018-10-12	mcc1@gmail.com	Test4	231.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
10		2018-10-12	2018-10-12	mcc1@gmail.com	Test5	227.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail

First 1 2 3 4 5 ... Last

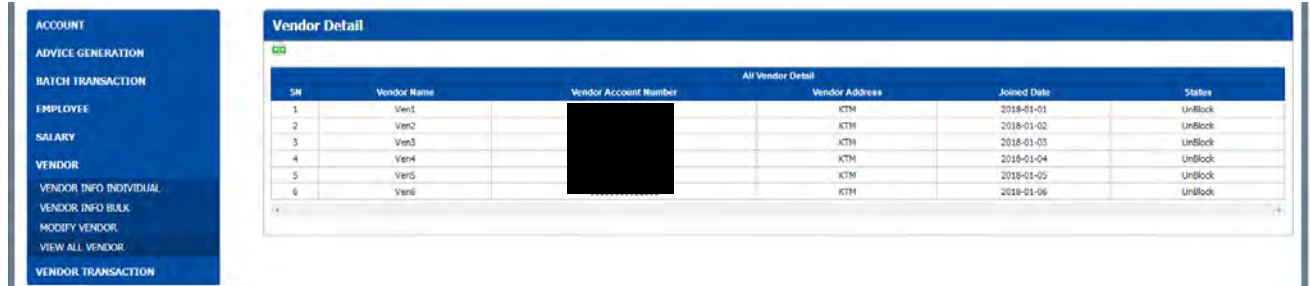
Batch Transaction Details

S.N	Employee Name	Account Name	To Account	Employee Designation	Remark	Currency Code	Total Amount	Status
1	Emp1			Officer	Monthly Salary	NPR	123.00	Completed
2	Emp2			Officer	Monthly Salary	NPR	456.00	Completed
3	Emp3			Officer	Monthly Salary	NPR	789.00	Completed
4	Emp4			Officer	Monthly Salary	NPR	901.00	Completed

9) Vendor

All vendors can be enrolled into the system. Vendor details can be entered individually or can be bulk uploaded.

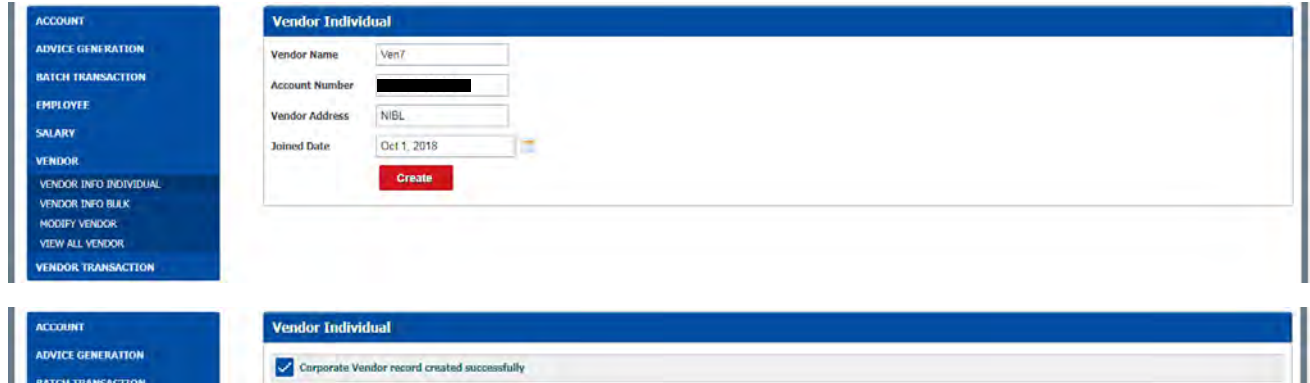
a) Enter Individual Vendor Details – click on “VENDOR INFO INDIVIDUAL” under “VENDOR”



The screenshot shows the 'Vendor Detail' page. On the left is a navigation menu with 'VENDOR INFO INDIVIDUAL' selected. The main content area displays a table titled 'All Vendor Detail' with the following data:

SN	Vendor Name	Vendor Account Number	Vendor Address	Joined Date	Status
1	Ven1	[REDACTED]	KTM	2018-01-01	UnBlock
2	Ven2	[REDACTED]	KTM	2018-01-02	UnBlock
3	Ven3	[REDACTED]	KTM	2018-01-03	UnBlock
4	Ven4	[REDACTED]	KTM	2018-01-04	UnBlock
5	Ven5	[REDACTED]	KTM	2018-01-05	UnBlock
6	Ven6	[REDACTED]	KTM	2018-01-06	UnBlock

b) Enter the details and click “Create”



The screenshot shows the 'Vendor Individual' form with the following fields: Vendor Name (Ven7), Account Number ([REDACTED]), Vendor Address (NIBL), and Joined Date (Oct 1, 2018). A red 'Create' button is visible. Below the form, a success message reads: 'Corporate Vendor record created successfully'.

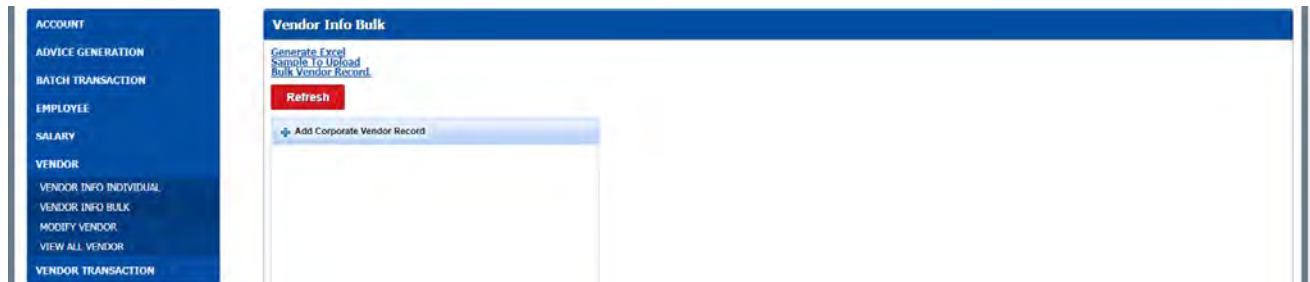
c) Enter Bulk Vendor Details – click on “Vendor INFO BULK” under “Vendor”



The screenshot shows the 'Account Info' page. On the left is a navigation menu with 'VENDOR INFO BULK' selected. The main content area displays a table with the following data:

Account Number	Scheme Code	Available Balance	View
[REDACTED]	CAGN1	EUR 1,005.41	Details Statement
[REDACTED]	CAGN1	USD 22,444.43	Details Statement
[REDACTED]	SBSTF	NPR 586,040.34	Details Statement

d) Click Generate Excel Sample To Upload Bulk Vendor Record



The screenshot shows the 'Vendor Info Bulk' page. On the left is a navigation menu with 'VENDOR INFO BULK' selected. The main content area contains a 'Refresh' button and a section titled 'Add Corporate Vendor Record'.

e) Enter the details in excel and click “Add Corporate Vendor Record”

The screenshot shows an Excel spreadsheet with the following data:

Vendor Name	Account No	Address	Joined Date
Ven1		KTM	01-01-2018
Ven2		KTM	02-01-2018
Ven3		KTM	03-01-2018
Ven4		KTM	04-01-2018
Ven5		KTM	05-01-2018
Ven6		KTM	06-01-2018
Ven7		NBL	01-10-2018

f) Click “Upload”

The screenshot shows the 'Vendor Info Bulk' interface. On the left is a navigation menu with options: ACCOUNT, ADVICE GENERATION, BATCH TRANSACTION, EMPLOYEE, SALARY, and VENDOR. Under VENDOR, there are sub-options: VENDOR INFO INDIVIDUAL, VENDOR INFO BULK, MODIFY VENDOR, VIEW ALL VENDOR, and VENDOR TRANSACTION. The main content area has a 'Vendor Info Bulk' header, a 'Refresh' button, and an 'Upload' button. Below the 'Upload' button, there is a preview of the Excel file 'Sample-Vendor-Record (1).xlsx' with a 'Delete' link.

g) To modify vendor click “MODIFY VENDOR” under “VENDOR”

The screenshot shows the 'Modify Vendor' interface. The left navigation menu is the same as in the previous screenshot. The main content area has a 'Modify Vendor' header and a search form with a 'Vendor A/C Number' input field and a 'Search' button.

h) Enter Account Number and click “Search”

The screenshot shows the 'Modify Vendor' interface after a search. The search form is at the top. Below it, the 'Vendor Information' section displays a table with the following data:

S.No	Vendor Name	Vendor A/C No	Vendor Address	Vendor Joined Date	Actions
1	Ven7		NBL	2018-10-01	Edit Block Delete

i) Click "Edit" or alternatively "Block" or "Delete"

Modify Vendor

Vendor A/C Number

Vendor Information

SN	Vendor Name	Vendor A/C No	Vendor Address	Vendor Joined Date	Actions
1	Ven7		NIBL	2018-10-01	Edit Block Delete

Edit Vendor

Name:

Account Number:

Address:

Joined Date:

Block Status:

j) Make changes and click "Update"

k) To View all Vendors click "VIEW ALL VENDOR" under "VENDOR"

Vendor Detail

All Vendor Detail

SN	Vendor Name	Vendor Account Number	Vendor Address	Vendor Joined Date	Status
1	Ven1		KTM	2018-01-01	UnBlock
2	Ven2		KTM	2018-01-02	UnBlock
3	Ven3		KTM	2018-01-03	UnBlock
4	Ven4		KTM	2018-01-04	UnBlock
5	Ven5		KTM	2018-01-05	UnBlock
6	Ven6		KTM	2018-01-06	UnBlock
7	Ven7		NIBL	2018-10-01	UnBlock

10) Vendor Transaction

a) Vendor Transaction Flow

- The transaction requires a 'Maker' user to create transaction and TWO 'Checker' users to approve the Transaction.
- The transaction is auto created once approved by both Checkers.
- The transaction cannot be cancelled once approved by both 'Checker' users.
- The transaction created can be cancelled by any user.

b) Create Vendor Transaction - click on "VENDOR TRANSACTION INITIATION" under "VENDOR TRANSACTION"



Account Info

Account Number	Scheme Code	Available Balance	View
[REDACTED]	CAGN1	EUR 1,006.41	Details Statement
[REDACTED]	CAGN1	USD 22,444.43	Details Statement
[REDACTED]	SBSTF	NPR 586,040.34	Details Statement

c) Select Account Number and Click on "Generate Vendor Sample Excel"



Corporate Payment

Balance : NPR 586,040.34

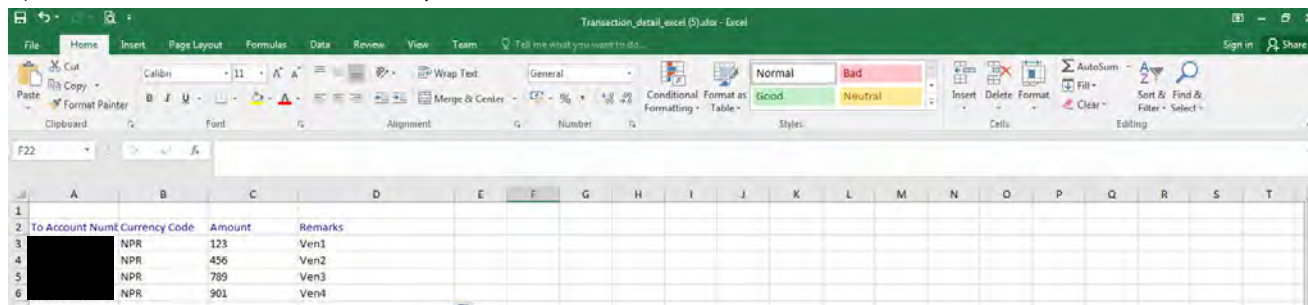
From Account: [REDACTED]

Remark: Vendor TXN1

[Generate Vendor Sample Excel](#)

[Upload Transaction Record](#)

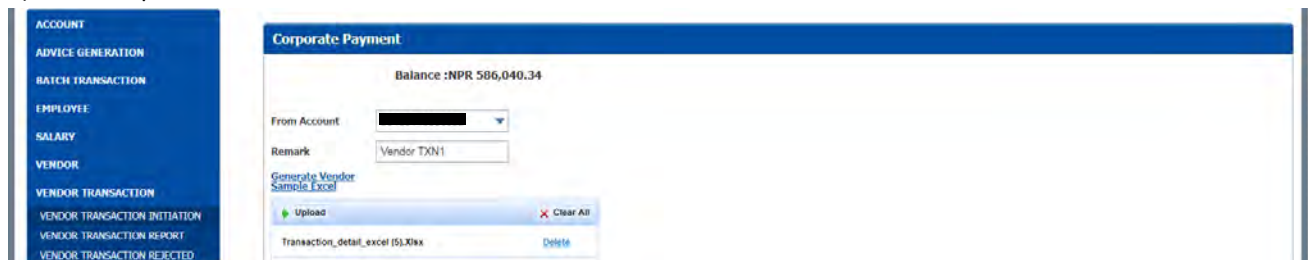
d) Enter details in Excel and click "Upload Transaction Record"



Transaction_detail_excel (5).xlsx - Excel

To Account Num	Currency Code	Amount	Remarks
[REDACTED]	NPR	123	Ven1
[REDACTED]	NPR	456	Ven2
[REDACTED]	NPR	789	Ven3
[REDACTED]	NPR	901	Ven4

e) Click "Upload"



Corporate Payment

Balance : NPR 586,040.34

From Account: [REDACTED]

Remark: Vendor TXN1

[Generate Vendor Sample Excel](#)

[Upload](#) [Clear All](#)

Transaction_detail_excel (5).xlsx [Delete](#)

f) Click "Initiate Payment"

The screenshot shows the 'Corporate Payment' form. At the top, it displays 'Balance : NPR 586,040.34'. Below this, there are fields for 'From Account' (a dropdown menu), 'Remark' (containing 'Vendor TXN1'), and a 'Generate Vendor Sample Excel' button. A modal window is open, showing 'Transaction_detail_excel (5)-.xlsx' with a 'Done' button and a 'Clear All' link. Below the modal, the 'Total Amount : 2,269.00' is displayed. A table lists transaction details with columns: S.N, Account Name, To Account, Currency Code, Amount, and Remark. The table contains four rows of data. At the bottom left, there is a red 'Initiate Payment' button.

S.N	Account Name	To Account	Currency Code	Amount	Remark
1			NPR	123.00	Ven1
2			NPR	456.00	Ven2
3			NPR	789.00	Ven3
4			NPR	901.00	Ven4

g) Enter Transaction Password

The screenshot shows the 'Corporate Payment' form with a 'Transaction Password' field containing six asterisks. A red 'Confirm' button is located below the password field.

h) Enter OTP

The first screenshot shows the 'Corporate Payment' form with a checked box indicating that a code has been sent to the user's mobile number and email. An 'OTP Code' field contains 'P3Q76', and a red 'Confirm' button is below it. The second screenshot shows the same form with a checked box indicating 'Vendor transaction initiated successfully'.

i) To Approve vendor transaction (login as 'Checker') and click "VENDOR TRANSACTION APPROVAL" under "VENDOR TRANSACTION"

The screenshot shows the 'Account Info' table with columns: Account Number, Scheme Code, Available Balance, and View. The table contains three rows of data.

Account Number	Scheme Code	Available Balance	View
	CAGN1	EUR 1,006.41	Details Statement
	CAGN1	USD 22,444.43	Details Statement
	SBSTF	NPR 586,040.34	Details Statement

j) Click "Detail"

The screenshot shows the 'Transaction Approval' table with columns: S.N, Initiated Date, Initiated By, From A/C, Total Amount, Total Approves No, Approved By, Remaining Approver User, Remark, and Actions. The table contains one row of data. Above the table, there are 'From Date' (Oct 1, 2018) and 'To Date' (Oct 24, 2018) fields with a red 'Show' button.

S.N	Initiated Date	Initiated By	From A/C	Total Amount	Total Approves No	Approved By	Remaining Approver User	Remark	Actions
1	2018-10-24	mcc1@gmail.com	00103140008992	2,269.00	3	-	acc1@gmail.com, acc2@gmail.com, acc3@gmail.com	Vendor TXN1	Detail Approve Reject

k) Click Approve

The screenshot shows the 'Transaction Approval' interface. On the left is a navigation menu with options: ACCOUNT, BATCH TRANSACTION, EMPLOYEE, SALARY, VENDOR, VENDOR TRANSACTION, VENDOR TRANSACTION APPROVAL, and VENDOR TRANSACTION REPORT. Below the menu are 'Change Password' and 'Logout' buttons. The main area has date filters for 'From Date' (Oct 1, 2018) and 'To Date' (Oct 24, 2018) with a 'Show' button. Below this is a table of transactions:

S.N	Initiated Date	Initiated By	From A/C	Total Amount	Total Approver No	Approved By	Remaining Approver User	Remark	Actions
1	2018-10-24	mcc1@gmail.com	00105140008992	2,269.00	3	-	acc1@gmail.com, acc2@gmail.com, acc3@gmail.com	Vendor TXN1	Detail, Approve, Reject

Below the table is the 'Vendor Transaction Details' section with a table:

S.N	To Account Name	To Account Number	Remark	Currency Code	Total Amount
1	[REDACTED]	[REDACTED]	Ven1	NPR	125.00
2	[REDACTED]	[REDACTED]	Ven2	NPR	456.00
3	[REDACTED]	[REDACTED]	Ven3	NPR	299.00
4	[REDACTED]	[REDACTED]	Ven4	NPR	901.00

l) Click Transaction Password

The screenshot shows the 'Transaction Approval' screen with a 'Transaction Password' input field containing asterisks and a 'Submit' button.

m) Enter OTP

The first screenshot shows the 'Transaction Approval' screen with a message: 'A code has been sent on your registered mobile number and to your email address. Enter the code to approve the transaction.' Below this is an 'OTP Code' input field with 'Q1Z7BAC' and a 'Submit' button.

The second screenshot shows the 'Transaction Approval' screen with a success message: 'Corporate Vendor transaction approved successfully.'

n) Login as second 'Checker' and repeat steps 'h' to 'l'

o) Vendor Transaction reports can be viewed from "VENDOR TRANSACTION REPORT" under "VENDOR TRANSACTION"

The screenshot shows the 'Vendor Transaction Report' interface. On the left is a navigation menu with options: ACCOUNT, BATCH TRANSACTION, EMPLOYEE, SALARY, VENDOR, VENDOR TRANSACTION, VENDOR TRANSACTION APPROVAL, and VENDOR TRANSACTION REPORT. Below the menu are 'Change Password' and 'Logout' buttons. The main area has a 'View Transaction Limit Details' link. Below this is a table of transactions:

S.N	From A/C	Initiated Date	Finalized Date	Initiated By	Remark	Total Amount	Approved By	Final Approver	Remaining Approver User	Status	Action
1	[REDACTED]	2018-10-24	2018-10-24	mcc1@gmail.com	Vendor TXN1	2,269.00	acc1@gmail.com, acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail
2	[REDACTED]	2018-10-14	2018-10-14	mcc1@gmail.com	vendor payment	40.00	acc2@gmail.com	acc2@gmail.com	Approved by all users	Completed	View Detail

Below the table is the 'Vendor Transaction Details' section with a table:

S.N	To Account Name	Approved By	To Account Number	Remark	Currency Code	Total Amount	Status
1	[REDACTED]	[REDACTED]	[REDACTED]	Ven1	NPR	125.00	Completed
2	[REDACTED]	[REDACTED]	[REDACTED]	Ven2	NPR	456.00	Completed
3	[REDACTED]	[REDACTED]	[REDACTED]	Ven3	NPR	299.00	Completed
4	[REDACTED]	[REDACTED]	[REDACTED]	Ven4	NPR	901.00	Completed