

# businessONLINE Guide

Manager cheque request

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Version 1.0

HOW TO INITIATE A MANAGER’S CHEQUE REQUEST:  
(Applicable for Maker and MakerAuthorizer)

Payments tab > initiate > instrument payment > Managers cheque

The screenshot shows the 'businessONLINE' interface. The 'Payments' tab is highlighted in the top navigation bar. A dropdown menu is open under 'Initiate', with 'Instrument Payment' selected. Within 'Instrument Payment', 'Managers Cheque' is highlighted. Below the navigation, there is a table with columns: Payment Date, Payment Type, Debit Account Nu..., Debit Account Name, Beneficiary Accoun..., Beneficiary Name, Payment Currency, and Payment Amount. A red arrow points to the 'Managers Cheque' option in the dropdown menu.

Payment Date	Payment Type	Debit Account Nu...	Debit Account Name	Beneficiary Accoun...	Beneficiary Name	Payment Currency	Payment Amount	Sta
17-11-2022	Local Currency...	1019890822501	DUMMY COMPANY	EG3300020539...	Sara Wael El Sa...	EGP	1.00	Prc
	Own Account Pay...	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	1.00	Prc
13-11-2022	Own Account Pay...	0489890822504	DUMMY COMPANY	1029890822506	DUMMY DUMMY CO	EUR	1.00	Re
13-11-2022	Within Bank Payme...	1019890822501	DUMMY COMPANY	EG2900140068...	MOHAMED RA...	EGP	1.00	Re
13-11-2022	Own Account Pay...	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	200.00	Re
13-11-2022	Foreign Curren...	1029890822506	DUMMY DUMMY CO	AE4902600010...	OSAMA DARWISH	EUR	1.00	Re
24-10-2022	Foreign Curren...	1029890822502	DUMMY COMPANY	AE4902600010...	OSAMA DARWISH	EUR	5.00	Re

Double click on search icon and choose **debit account number** from the drop list

Managers Cheque

The screenshot shows the 'DEBIT INFORMATION' section. It includes a search bar for 'Debit Account Number\*' with the value '0489890822504'. A red arrow points to the search icon. Other fields include 'Currency' (EGP), 'Bank Country' (EGYPT), 'Available Balance' (EGP 0.00 on 20-11-2022 at 14:34:12), 'Account Name' (DUMMY COMPANY), and 'Account Type' (Call Account Retail).

### Select Beneficiary type

➤ **New Beneficiary** - Enter **payee Name & Address**

Managers Cheque

**PAYEE INFORMATION**

Select Beneficiary Type  
 Existing  New

Currency  
EGP

Payee Name\*  Payee Address\*

➤ **Existing Beneficiary** – click on search icon and select **beneficiary**

Managers Cheque

**PAYEE INFORMATION**

Select Beneficiary Type  
 Existing  New

Currency  
EGP

Payee Name\*  Payee Address\*

➤ Enter **Payment amount** (available for EGP currency only) > **purpose of payment** > click on **submit**

**PAYMENT INFORMATION**

Please enter either Debit or Payment Amount

Payment Amount      EGP     

Debit Amount      EGP      5.00

Payment Date\*

Delivery Mode\*

Address\*\*  
 DUMMY COMPANY 2 12 الاسكندرية مينى عمارة EG NA

Reference in your statement

Purpose of payment to beneficiary\*

Cut Off Time  
 Any transactions initiated on a Holiday or post cut off would be processed on next working day.

➤ Confirmation pop up window will show up, click on **confirm**

businessONLINE Engy Ahmed

### Review And Confirmation-Managers Cheque

**TRANSACTION DETAILS**

Transaction Reference Number	Transaction Status	Initiator Date and Time
1112011224310721	Pending Confirmation	20-11-2022 14:39:50

Initiated By  
Engy Ahmed

**DEBIT INFORMATION**

Debit Account Number	Currency	Bank Country
0489890822504	EGP	EGYPT

Available Balance	Account Name	Account Type
EGP 0.00 on 20-11-2022 at 14:39:51	DUMMY COMPANY	Call Account Retail

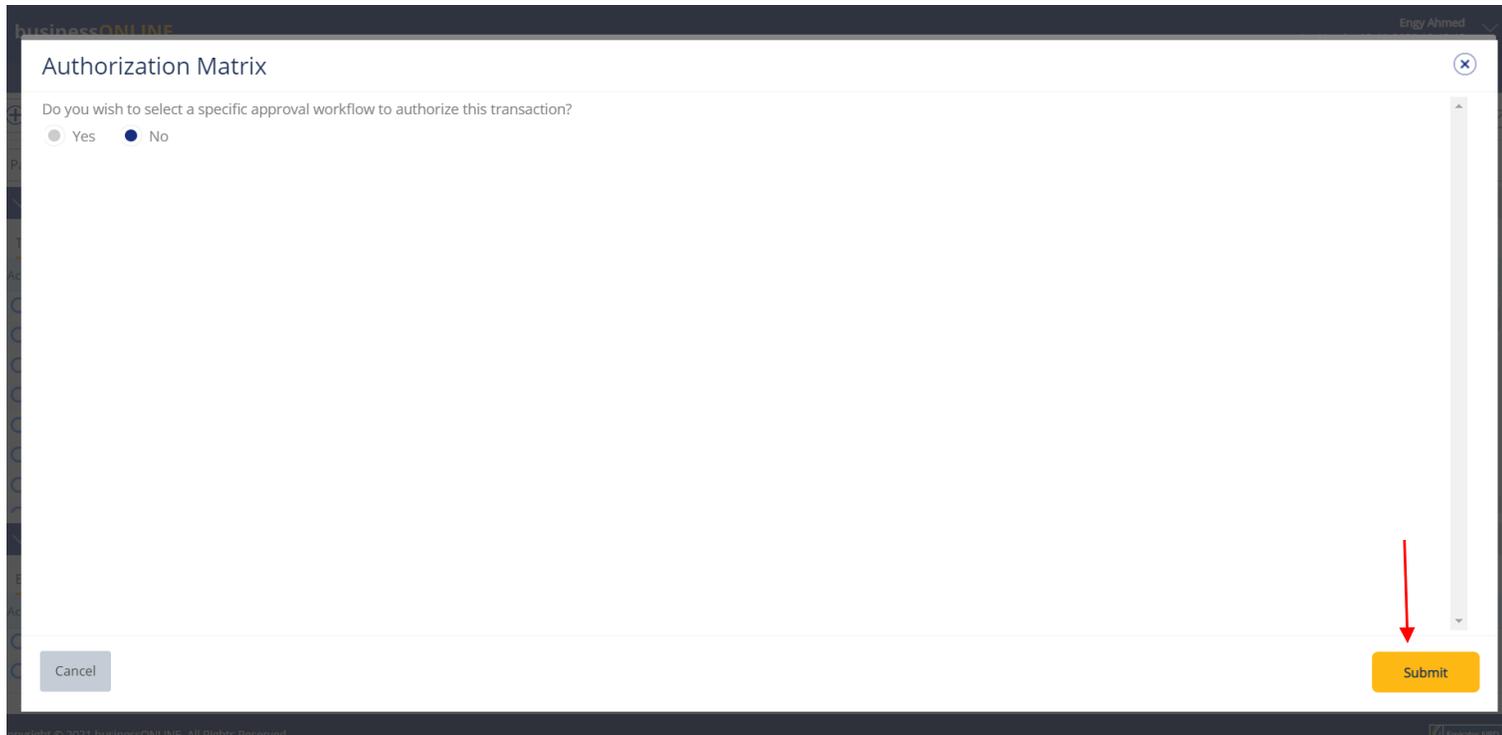
**PAYEE INFORMATION**

Select Beneficiary Type

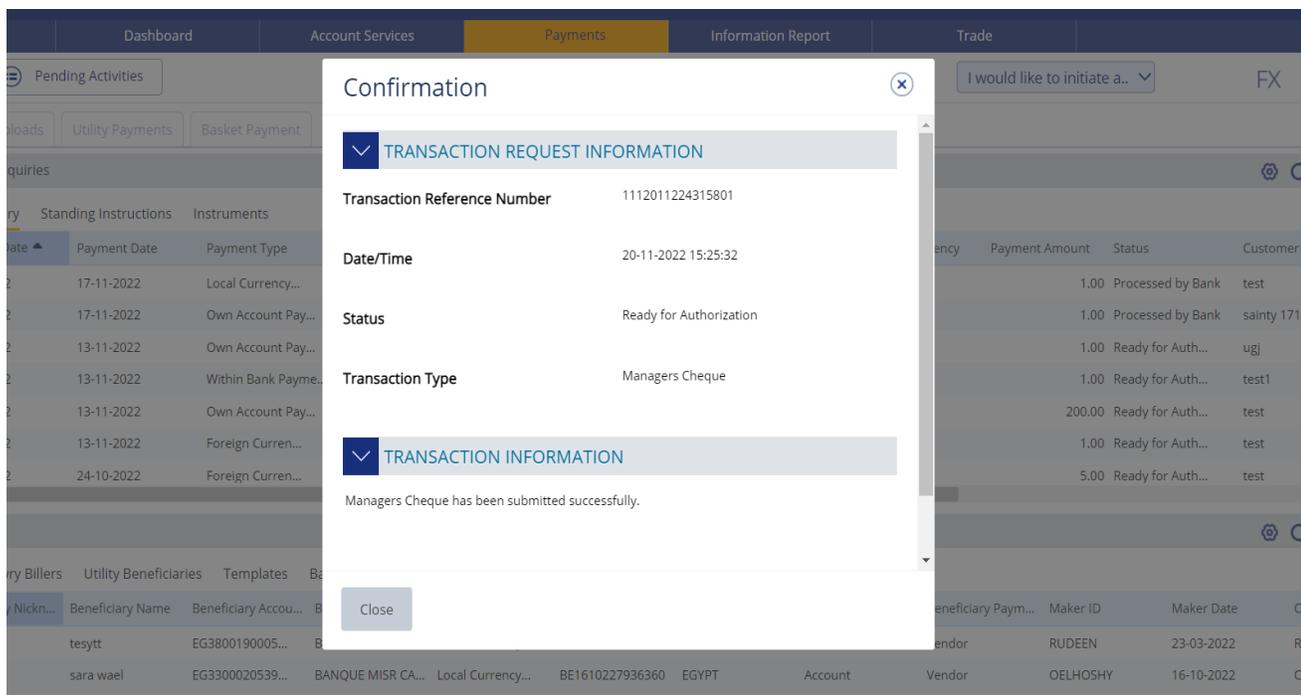
      

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➤ Select authorization matrix & click on **submit**



➤ Confirmation pop up window will appear, click on **close**



## Manager cheque Authorization.

(Applicable for Authorizer and Maker/Authorizer)

### Payments tab > Pending activities

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Last Login: 20-11-2022 14:18:52

Home Dashboard Account Services **Payments** Information Report Trade

Initiate Pending Activities I would like to initiate a... FX

Payments File Uploads Utility Payments Basket Payment

Transaction Inquiries

Actions	Initiation Date	Payment Date	Payment Type	Debit Account Nu...	Debit Account Name	Beneficiary Accoun...	Beneficiary Name	Payment Currency	Payment Amount	Status	Customer Reference
	17-11-2022	17-11-2022	Local Currency...	1019890822501	DUMMY COMPANY	EG3300020539...	Sara Wael El Sa...	EGP	1.00	Processed by Bank	test
	17-11-2022	17-11-2022	Own Account Pay...	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	1.00	Processed by Bank	salnty 1711
	13-11-2022	13-11-2022	Own Account Pay...	0489890822504	DUMMY COMPANY	1029890822506	DUMMY DUMMY CO	EUR	1.00	Ready for Auth...	ugj
	13-11-2022	13-11-2022	Within Bank Payme...	1019890822501	DUMMY COMPANY	EG2900140068...	MOHAMED RA...	EGP	1.00	Ready for Auth...	test1
	13-11-2022	13-11-2022	Own Account Pay...	1019890822501	DUMMY COMPANY	0489890822504	DUMMY COMPANY	EGP	200.00	Ready for Auth...	test
	13-11-2022	13-11-2022	Foreign Curren...	1029890822506	DUMMY DUMMY CO	AE4902600010...	OSAMA DARWISH	EUR	1.00	Ready for Auth...	test
	24-10-2022	24-10-2022	Foreign Curren...	1029890822502	DUMMY COMPANY	AE4902600010...	OSAMA DARWISH	EUR	5.00	Ready for Auth...	test

### Transactions > Pending authorization > select the **transaction** > click **"Authorize"**

Pending Activities

Transactions Pending Authorization Saved As Drafts Rejected Transactions Rolled Back Queue Ready For Release

<input type="checkbox"/>	Transaction Reference	Customer Reference	Transaction Type	Payment Currency	Payment Amount	Local Currency	Amount in Local C...	Created By	Transaction Initia
<input checked="" type="checkbox"/>	1112011224315801	--	Managers Cheque	EGP	2.00	EGP	2.00	Engy Ahmed	20-11-2022 15:25:3
<input type="checkbox"/>	1111311229461736	ugj	Own Account Payment	EUR	1.00	EGP	25.23	Salma Khaled	13-11-2022 15:44:5
<input type="checkbox"/>	1111311229426142	test	Foreign Currency Pay...	EUR	1.00	EGP	24.74	Engy Ahmed	13-11-2022 10:58:1
<input type="checkbox"/>	1112410228364726	test	Foreign Currency Pay...	EUR	5.00	EGP	96.34	Engy Ahmed	24-10-2022 14:57:3
<input type="checkbox"/>	1112410228267968	TEST	Local Currency Paym...	EGP	20.00	EGP	20.00	Engy Ahmed	24-10-2022 12:56:0

\*Select all\* checkbox will allow user to submit only 101 records at a time.

Close Reject Authorize

Enter token PIN and click on submit

Payment Pre-Confirmation

Transaction Summary

Number of Transactions	Debit Currency	Net Debit Amount
1	EGP	2.00

Disclaimer

For payments involving currency conversion, the displayed exchange rates will only be applicable if the transaction is authorized and released within the cut off time, on the same day. If the payment is released on another day or after the cut-off time, the exchange rates are subject to change.

smartPASS Token\*

Close

Authorize

