



GROUP PAYMENTS USER GUIDE

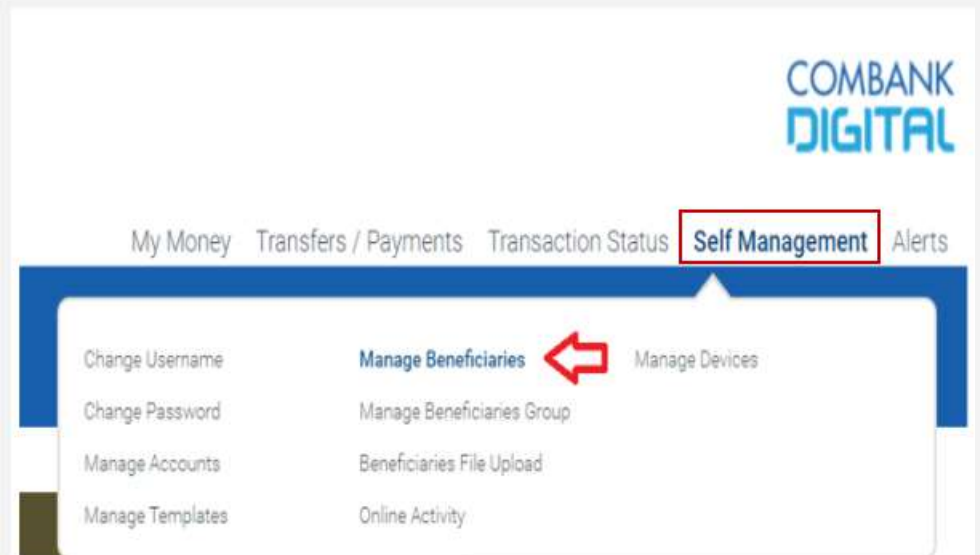


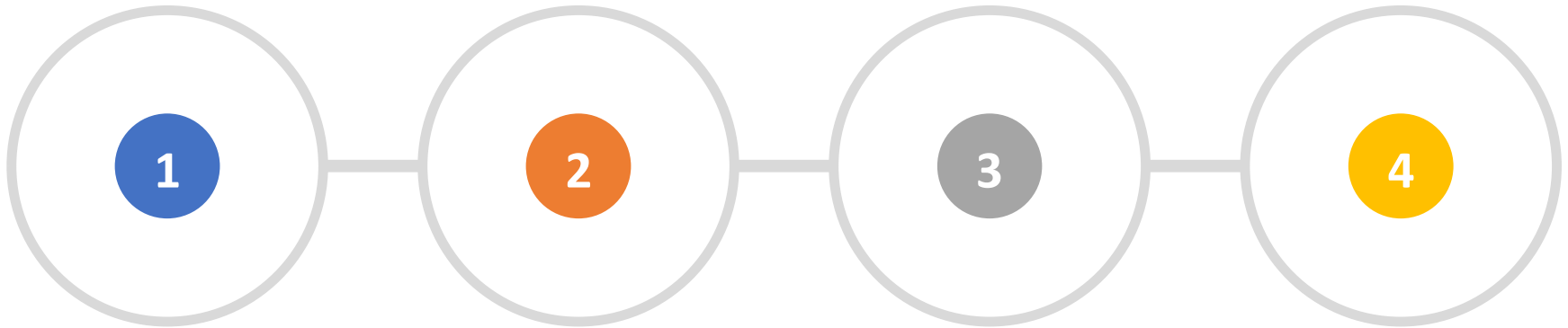
GROUP PAYMENTS



Create a beneficiary group

- Select "Self Management" from top menu bar
- Select "Manage beneficiaries"





• Click on + New Group

• Type a name for new group.

• Drag & drop beneficiaries to new group

• Select
"Create Beneficiaries group"



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My Money Payments / Transfers Investments Transaction Status Self Management Alerts Originations

Manage Beneficiaries Groups

+ New Group

Date Modified	Group Name	Total	Creator
24/02/2021 16:24:18	salary	3	kalyani77

Bulletins
 05 OCT 2020 Notification | New Logo testing for new release
 Notification | New Logo testing

Create Beneficiaries Group

Reset Form

Create Group from: All beneficiaries 24 members

Group Name: Salary Group (28 characters remaining)

Drag 'n' Drop one or more beneficiaries in the new Group

Filter

Domestic Beneficiary 01 456789012 ×

Domestic Beneficiary 01 456789012

Domestic Beneficiary 01 456789012

Domestic Beneficiary 01 456789012

Domestic Beneficiary 01 456789012

Domestic Beneficiary 2021 45678901201

Domestic Beneficiary 24444 242424242424

Cancel Create Beneficiaries Group

GROUP PAYMENTS

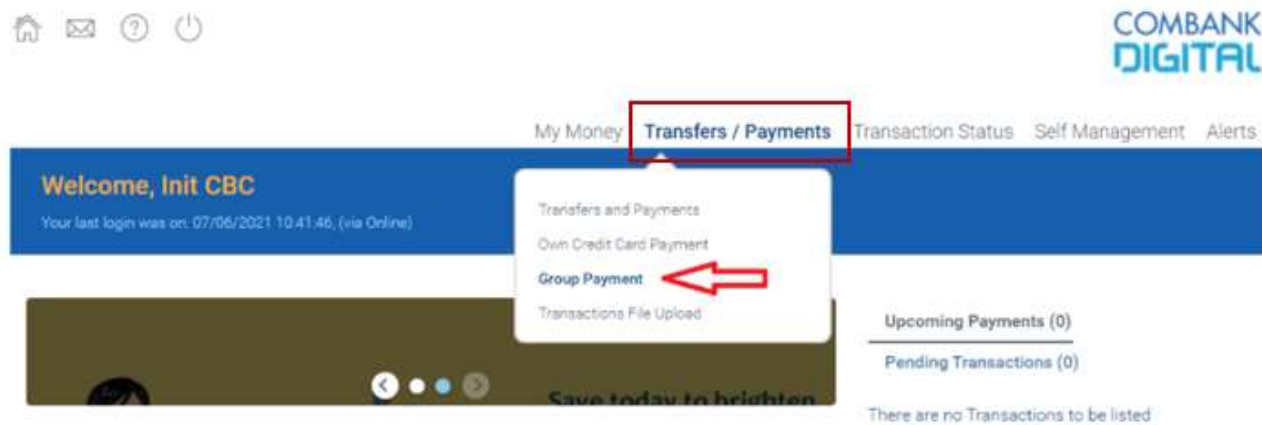
Make a Group Payment

Submit a payment to a group of beneficiaries





- Select "Transfers & Payments" from top menu bar
- Select "Group Payments"
- Enter amount and description for each beneficiary & submit



GROUP PAYMENTS

1

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My Money | Payments / Transfers | Investments | Transaction Status | Self Management | Alerts | Originations

Group Payments

Reset Form

From Account

1234567890
C/A Non Personal-Metro

LKR 262,080.85

Select Group

Group 2021

3 members

Transfer date
(dd/mm/yyyy):

07/06/2021

Send on 07/06/2021.

Beneficiary

Description

Amount

✓

Intrabank2021
1234567890

Beneficiary Account
Description

LKR

Amount

Select purpose of payment

✓

Intrabank Beneficiary 2021
1234567800

Beneficiary Account
Description

LKR

Amount

Select purpose of payment

✓

Christopher Everett
45678901201
BCEYLKX000
Identification 1

Beneficiary Account
Description

LKR

Amount

Select purpose of payment

05
OCT
2020

Notification | New Logo testing for
new release

Notification | New Logo testing

Exchange Rates

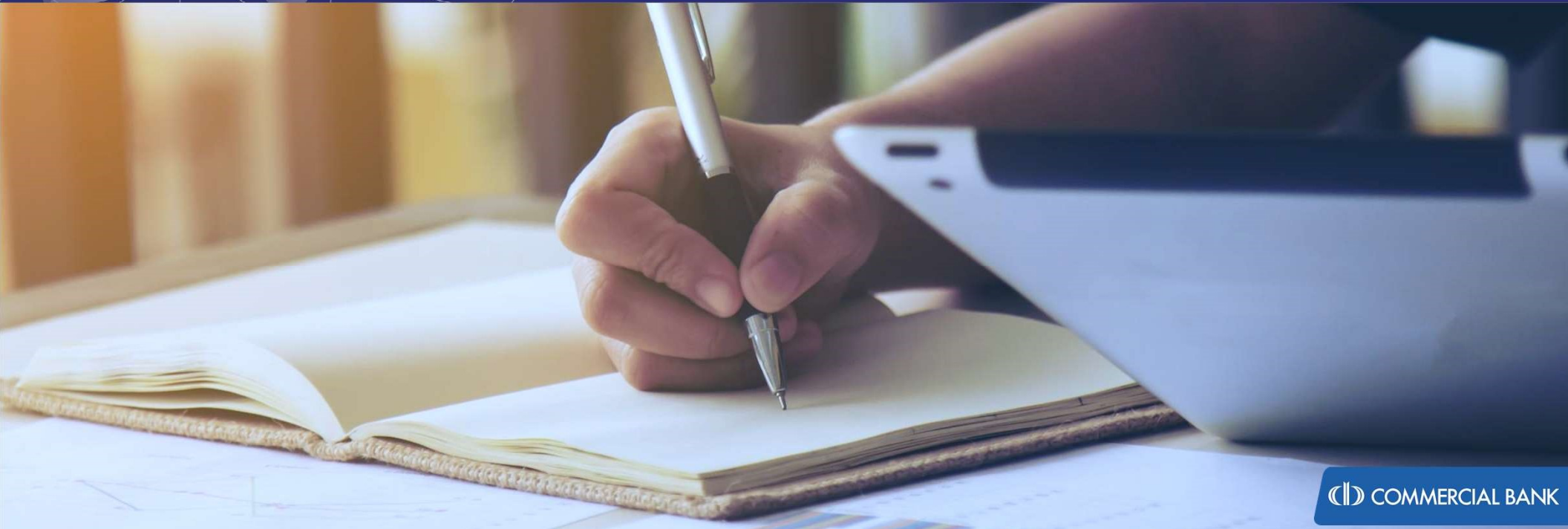
Currency	Digital Banking Rate
USD	181.0000
GBP	231.5986
EUR	212.6026
AUD	128.4648
JPY	1.7102
SGD	132.4213
CAD	136.7121
BDT	2.1346
NOK	19.5572
CNY	26.2049
NZD	118.2654
DKK	28.3319
HKD	23.2946
CHF	196.7819
OMR	0.0000

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COMMERCIAL BANK



TRANSACTION AUTHORIZATION



TRANSACTION AUTHORIZATION

Authorize Submitted Transactions

Submit Transactions to Authorizers





- Login to ComBank Digital
- Select "Display Pending" under Transaction Status"
- Select the required transaction
- Select "Approve"



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My Money Payments / Transfers Investments **Transaction Status** Self Management Alerts Originations

Welcome, ABC Company Test User

Your last login was on: 10/06/2021 11:15:44, (via Online)

My Accounts (3)

Current Accounts (1)

1234567890
C/A Non Personal-Metro

Available Balance

LKR 258,930.85

Current Balance

LKR 274,533.47

Loans (2)

1234000
TERM LOAN DEC **** USD (LIBOR

Current Balance

USD 493,000.00

Upcoming Payments (0)

Pending Transactions (0)

There are no Transactions to be listed





Exchange Rates

Currency	Digital Banking Rate
USD	181.0000



COMMERCIAL BANK

DISPLAY PENDING TRANSACTIONS



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DIGITAL

My Money Transaction Status Self Management Alerts

List Pending Transactions

Any Date ▾

07/06/2021 To 07/06/2021

Beneficiary Name

Contains ▾

Beneficiary Account No.

Show more filters

Apply Filters

<input type="radio"/>	Date/Time	Transaction Type	Status	Amount
<input type="radio"/>	07/06/2021 <small>Execution Date</small> 07/06/2021	Group payment <small>From Account</small> 1234567890	Pending <small>Never authorized</small>	LKR 60.00 ✓ ✕ 🔍

You have selected 0 out of 1 transactions

Select All

 |

Clear All

Approve

Reschedule

Reject

Bulletins

05 OCT 2020 Notification | New Logo testing for new release

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Exchange Rates

Currency	Digital Banking Rate
USD	181.0000
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NOK	19.5572

AUTHORIZE SUBMITTED TRANSACTIONS



- Transaction will be approved & will display as "Signed" in Activity log

- Transaction will be shown as "Completed" after final approval.

- Cyber receipt can be taken from "Transaction Results"





THANK YOU!

