

Corporate Internet Banking



BILL PAYMENTS

CIB/CMB User Information Manual



**PEOPLE'S
BANK**



FUNCTION OVERVIEW

Corporate internet banking registration are performed via corporate registration by the corporate banking customers with the administrative functions.

Once the corporate registration is successfully performed, customer may use the valid login details to log into CIB website to perform inquiry or transaction available from the Internet Banking portal.

FAVORITE BILLER

General Description of Functionality

Corporate Internet Banking application allows user to add, edit, delete and even trigger the financial transaction directly from each function in My Beneficiaries. Second factor Authentication - One Time Password (OTP) verification is required prior to update request submission. For OTP, the PIN value is transmitted to Internet Banking user's mobile phone thru SMS or EMAIL address based on user preference during the maintenance session.


General Description of Solution

Favorite account maintenance function starts with Favorite Account listing page. User may add, edit or delete the favorite beneficiary account from the favorite list via simple process flow of data input, data confirmation and submission in Corporate Internet Banking application.







To View Favorite Biller Details

Go to Bill Payment Services >> Favorite Biller to view all favorite biller.
Click on **OPTION** icon on the required record row in favorite account listing. Click on View Favorite Biller to view biller details.

Selects any accounts in listing by click on the • checkbox, follow by \$ icon to proceed with data entry for bill payment request.

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Welcome , MAKER2
JAY SEA FOODS PROCESSING (PVT) LTD.



Favourite Biller

+

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BILL PAYEE CATEGORY	PAYEE	PAYEEDESCRIPTION	BILLING NUMBER	
ELECTRICITY	CEYLON ELECTRICITY BOARD	lkki 7*90666312	7790666312	
INSURANCE	ALLIANZ LIFE INSURANCE	My Allianz Insurance	utz192837	

Showing 1 to 2 of 2 entries

<<< < 1 > >>>

Page ID : BILL_PAYMENT_FAV_LIST

Favorite Biller listing

Favorite Biller

Bill Payee Category
ELECTRICITY

Payee
CEYLON ELECTRICITY BOARD

Payee Description
Ikki 7790666312

Account No
7790666312

Page ID : BILL_PAYMENT_FAV_DETAIL

Favorite Biller Details

To Add Favorite Biller Details

Step 1 – Click on button to add a new favorite biller.

Step 2 – Select biller service provider fro, Bill Payee category, enter biller account number and description, click button to proceed. System proceeds to confirmation page if the correct check digit of biller account number is entered, otherwise an error message is shown for user alert.

Step 3 - Recheck the entered data and click **REQUEST OTP** in confirmation page.

Step 4 - Enter OTP value that you received thru Mobile phone SMS or EMAIL. Click to submit favorite account list update request.

Add Favourite Biller

Form Confirm Result

Photo
Choose File No file chosen

Bill Payee Category *
Please Select

Payee *
Please Select

Payee Description *

Page ID : BILL_PAYMENT_FAV_ADD

New Favorite Biller Details Capturing

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031

WELCOME , 031
DIALOG TELECOM

←

→

×

Form

Confirm

Result

BILL PAYEE CATEGORY
EDUCATION

PAYEE
INSTITUTE OF CMA SRI LANKA

PAYEE DESCRIPTION
224322

REFERENCE NO
1234444444444444

TWO FACTOR AUTHENTICATION

SMS

EMAIL

OTP *

REQUEST OTP

Page ID : BILL_PAYMENT_FAV_ADD_CONFIRM

New Favorite Biller Details Confirmation (OTP)

PEOPLE'S BANK

581 M1 FN

WELCOME , 581 M1 FN
JAY SEA FOODS PROCESSING (PVT) LTD,

+

×

✓

NEW BILL PAYMENT PAYEE CREATED SUCCESSFULLY.
APPLICATION NUMBER | 1807060000123583

Form

Confirm

Result

BILL PAYEE CATEGORY
TELEPHONE

PAYEE
DIALOG (GSM) POSTPAID/ PREPAID

PAYEE DESCRIPTION
Dialog Phone Bill


PHONE NO
0764100111

Page ID : BILL_PAYMENT_FAV_ADD_RESULT







New Favorite Biller Details Result Page

To Edit Favorite Biller Details

- Step 1 - Click on **OPTION** icon on the required record row in favorite account listing. Click on Edit Favorite Biller to edit biller details.
- Step 2 - Performs data maintenance for biller description and biller account number. Click **NEXT** after completion of data entry.
- Step 3 - Recheck the entered data and click **REQUEST OTP** in confirmation page.
- Step 4 - Enter OTP value that you received thru Mobile phone SMS or EMAIL. Click **SAVE** to submit favorite account list update request.

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Welcome , 581 M1 FN
JAY SEA FOODS PROCESSING (PVT) LTD,




Edit Favourite Biller

→ ×

Form

Confirm

Result



Photo

Choose File

No file chosen

Bill Payee Category

TELEPHONE

Payee

DIALOG (GSM) POSTPAID/ PREPAID

Payee Description *

Dialog Phone Bill

Phone No *

0764100111

Page ID : BILL_PAYMENT_FAV_EDIT

Favorite Biller Details Edit

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Edit Favourite Biller

Form

Confirm

Result

!

Do you want to update the selected record?

Bill Payee Category
CEYLON PETROLEUM CORPORATION

Payee
CEYLON PETROLEUM CORPORATION

Payee Description
TEsting

DEALER NO
123457

Two Factor Authentication

☒ SMS ☐ EMAIL

OTP *

REQUEST OTP

Page ID : BILL_PAYMENT_FAV_EDIT_CONFIRM

Edit Favorite Biller Details Confirmation (OTP)

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Welcome , 581 M1 FN
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Edit Favourite Biller

✓

Bill payment payee is updated successfully.
Application Number | 1807060000124032

Form

Confirm

Result

Bill Payee Category
TELEPHONE

Payee
DIALOG (GSM) POSTPAID/ PREPAID

Payee Description
Dialog Phone Bill


Phone No
0764100222

Page ID : BILL_PAYMENT_FAV_EDIT_RESULT






Edit Favorite Biller Account Result Page

To Delete Favorite Biller Details

- Step 1 - Click on **OPTION** icon on the required record row in favorite account listing. Click on Delete Favorite Biller to view biller details.
- Step 2 - Recheck the selected record and click **REQUEST OTP** in confirmation page.
- Step 3 - Enter OTP value that you received thru Mobile phone SMS or EMAIL. Click **PROCEED** to submit favorite account list update request.


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Delete Favourite Biller

Form Confirm Result

 Are you sure you want to delete this record(s)?



Bill Payee Category
EDUCATION

Payee
OPEN UNIVERSITY OF SRI LANKA

Payee Description
Qaaaaa

VOUCHER REF NO
3899

Two Factor Authentication


☒ SMS ☐ EMAIL

OTP *







REQUEST OTP

Page ID : BILL_PAYMENT_FAV_DELETE_CONFIRM


Delete Favorite Biller Details Confirmation (OTP)

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Delete Favourite Biller

 Bill payment payee is deleted successfully.
Application Number | 1807060000124174

Form Confirm Result



Bill Payee Category
TELEPHONE

Payee
DIALOG (GSM) POSTPAID/ PREPAID

Payee Description
Dialog Phone Bill

Phone No
0764100222

Page ID : BILL_PAYMENT_FAV_DELETE_RESULT

Delete Favorite Biller Account Result Page

BILL PAYMENT

General Description of Functionality

Bill Payment module provides services to customer to pay utility bill anytime via Internet Banking. Each payment type allows customer to perform Bill Payment with payment option as below:

- Immediate
- Future Dated
- Recurring

Only Current and Savings account is allowed to be used as From Account. Internet banking also support cross currency transfer but transfer currency is always LKR currency.

General Description of Solution

CIB provides the solution to pay bill. Customer can choose the below options to perform from the menu,

- Bill Payment Services >> Bill Payment
- Input “Bill Payment” in search menu text box

Upon accessing Bill Payment menu, Customer can choose the below transaction type,

- Favourite Bill Payment
- One Time Bill Payment


Step 1 – Select a From account to make payment. Click **OPTION** icon to view available balance. Choose a payment type to perform bill payment.

If perform favourite payment, choose Favourite Payment radio button and select a favourite bill payee from My Favourites List.







If perform One Time Payment, choose One Time Payment radio button. Input payment details and click **NEXT** button to proceed

Step 2 - Verify all payment details and click **PROCEED** button to submit the task. 2FA (OTP) validation is required to proceed the transaction.

Step 3 - The application result page will display status of transaction whether successful or failed. Reasons for failed transactions are displayed. The successful application will send to approval group based on setting in Authorization Matrix for further action.

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Bill Payment

→ ×

Form

Confirm

Result

From Account

From *

Please Select

ⓘ

Payment Type

☐ Favourite Payment

☒ One Time Payment

Bill Payee Category

Please Select

Payee

Please Select

Payment Details

Amount *

LKR

Transfer On *

☒ Transfer On

09-07-2018

📅

☐ Recurring

Every

Please Select

Transfer On *

10-07-2018

📅

Transfer Till *

11-07-2018

📅

Page ID : BILL_PAYMENT_FORM

Bill Payment - Input Payment Details

⏪ ⏩ ✕

Form Confirm Result

From
LKR 204-2-003-2-0000031 SA 3

Total Debit Amount
LKR 1,607.00

LKR 7.00

[REQUEST OTP](#)



Bill Payment



Task Submission Success

Application Number | 1807090000155850

Form Confirm Result

From Account

From
SGD 055-4-031-1-0205581 SA 6

Payment Details

Bill Payee Category INSURANCE	Payee ALLIANZ LIFE INSURANCE
Policy No ulz192837	Amount LKR 800.00
Payment Mode Recurring Payment	
Transfer On 10-07-2018	Transfer Till 31-07-2018
Frequency 1 Day(s)	
Exchange Rate (Indicative Rate) 103.2480217 (SGD - LKR)	Equivalent Amount SGD 7.75
Debit Amount (Indicative Amount) SGD 7.75	Total Debit Amount (Indicative Amount) SGD 7.75

Fee and Charges

CHARGES TYPE	AMOUNT
Service Charges	LKR 0.00
TOTAL	LKR 0.00

MAKE ANOTHER PAYMENT

ADD FAV PAYEE

Page ID : BILL_PAYMENT_RESULT

Bill Payment - Result

AUTO PAYMENT MAINTENANCE

General Description of functionality

Once corporate approver approved a future dated or recurring bill payment transaction, customer can view the record of the transaction in Auto Bill Payment listing.

Customer can click to view transaction details and transaction history of the future dated or recurring payment.


For transaction that are no longer needed, customer can perform deletion.

General Description of Solution






To View Future Dated And Recurring Payment.











Step 1 – Click on Bill Payment Services >> Auto Bill Payment Maintenance to view future dated and recurring payment.

Step 2 – Click on **OPTION** icon on the required record row in auto bill payment listing. Click on Transaction Detail to view future dated/recurring transaction detail.





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Payee	Reference	Next Payment Date	Payment Type	Amount
INSURANCE PEOPLE'S INSURANCE	1111	03-07-2018	Recurring Every 1 Day(s)	LKR 12.00 
TELEPHONE DIALOG (GSM) POSTPAID/ PREPAID	0764111233	04-07-2018	Future Dated	LKR 233.00 
TELEPHONE DIALOG (GSM) POSTPAID/ PREPAID	0773618261	10-07-2018	Recurring Every 1 Day(s)	LKR 13.64 
ELECTRICITY CEYLON ELECTRICITY BOARD	7790666312	10-07-2018	Recurring Every 1 Day(s)	LKR 13.74 
ELECTRICITY CEYLON ELECTRICITY BOARD	7790666312	10-07-2018	Recurring Every 3 Day(s)	LKR 13.76 
ELECTRICITY CEYLON ELECTRICITY BOARD	7790666312	14-07-2018	Recurring Every 1 Week(s)	LKR 13.78 
ELECTRICITY CEYLON ELECTRICITY BOARD	7790666312	07-08-2018	Recurring Every 1 Month(s)	LKR 13.79 
TELEPHONE DIALOG (GSM) POSTPAID/ PREPAID	0773618261	10-07-2018	Recurring Every 3 Day(s)	LKR 13.66 
TELEPHONE DIALOG (GSM) POSTPAID/ PREPAID	0773618261	14-07-2018	Recurring Every 1 Week(s)	LKR 13.68 
TELEPHONE DIALOG (GSM) POSTPAID/ PREPAID	0773618261	07-08-2018	Recurring Every 1 Month(s)	LKR 13.69 

Showing 1 to 10 of 10 entries

**1**

Page ID : BILL_PAYMENT_AUTO_LIST

Auto Bill Payment - Listing


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Info *Alert* *Help* *User* *Settings*

Auto Bill Payment Detail

From Account
LKR 055-2-001-1-0205581 SA 4

Bill Payee Category
TELEPHONE

Payee
DIALOG (GSM) POSTPAID/ PREPAID

Phone No
0764111233

Payment Amount
LKR 233.00

Transaction Type
Bill Payment - Future Dated Bill Payment (AUTO)

Payment Date
04-07-2018

Transaction History Detail


DATE	TRANSACTION AMOUNT	STATUS	APPLICATION NUMBER
04-07-2018	LKR	233.00 Failed	1807040000055667

Showing 1 to 1 of 1 entries

<< < 1 > >>

Page ID : BILL_PAYMENT_AUTO_HISTORY

Auto Bill Payment – Future Dated Transaction Details


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Info *Alert* *Help* *User* *Settings*

Auto Bill Payment Detail

From Account
LKR 055-1-001-3-0205581 CA 2

Bill Payee Category
ELECTRICITY

Payee
CEYLON ELECTRICITY BOARD

Account No
7790666312

Payment Amount
LKR 13.79

Transaction Type
Bill Payment - Recurring Favourite Bill Payment (AUTO)

Transfer Frequency
Every 1 Month(s)

Start Payment Date
07-07-2018

Next Payment Date
07-08-2018

Last Payment Date
07-07-2018

Expiry Payment Date
31-12-2018

Transaction History Detail

DATE	TRANSACTION AMOUNT	STATUS	APPLICATION NUMBER
07-07-2018	LKR	13.79 Success	1807070000134304

Showing 1 to 1 of 1 entries

<< < 1 > >>

Page ID : BILL_PAYMENT_AUTO_HISTORY


Auto Bill Payment – Recurring Transaction Details

To Delete A Future Dated/ Recurring Transaction Record






Step 1 – Click on **DELETE** button to delete at auto bill payment detail screen.

Step 2 – At confirmation page, input the 2FA (OTP). For OTP, click **REQUEST OTP** and enter OTP value that you received thru Mobile phone SMS or EMAIL. Click **SAVE** to submit auto bill payment delete request.

Step 3 - The application result page will display status of transaction whether successful or failed. Reasons for failed transactions are displayed.
The successful application will send to approval group based on setting in Authorization Matrix for further action.



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Auto Bill Payment Deletion

Form Confirm Result

Are you sure you want to delete this record(s)?

From Account USD 204-4-021-6-0000031 SA 4 USD	Bill Payee Category TELEPHONE	Payee MOBITEL COLL ACCOUNT
PHONE NO 0717973906	Payment Amount LKR 100.00	Transaction Type Bill Payment - Recurring Bill Payment (AUTO)
Transfer Frequency Every 1 Month(s)	Start Payment Date 01-05-2018	Next Payment Date 01-07-2018
Last Payment Date 01-06-2018	Expiry Payment Date 01-07-2018	

Two Factor Authentication


☒ SMS ☐ EMAIL

OTP *






REQUEST OTP

Page ID : BILL_PAYMENT_AUTO_DELETE_CONFIRM



Auto Bill Payment – Delete Confirmation (OTP)


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Auto Bill Payment Deletion





Task Submission Success
Application Number | 1807100000163546

Form

Confirm

Result

From Account LKR 055-1-001-3-0205581 CA 2	Bill Payee Category TELEPHONE	Payee DIALOG (GSM) POSTPAID/ PREPAID
Phone No 0773618261	Payment Amount LKR 13.64	Transaction Type Bill Payment - Recurring Bill Payment (AUTO)
Transfer Frequency Every 1 Day(s)	Start Payment Date 07-07-2018	Next Payment Date 10-07-2018
Last Payment Date 09-07-2018	Expiry Payment Date 30-09-2018	

Page ID : BILL_PAYMENT_AUTO_DELETE_RESULT

Auto Bill Payment – Delete Result

PAYMENT HISTORY

General Description of Functionality

All payment make in Internet Banking can be inquiry in Payment History module. Customer can search for payment performed by service provider and last transaction date. Customer can view payment information from the listing.

General Description of Solution

To View Bill Payment History,

Step 1 – Go to Bill Payment Services >> Payment History.

Step 2 – Choose bill payee category and service provider from the drop down list, choose last transaction days and click **SEARCH** button to view payment history listing.

The screenshot shows the 'Payment History' module of the People's Bank internet banking system. The interface includes a header with the bank's logo, a welcome message for user '581 M1 FN' (JAY SEA FOODS PROCESSING (PVT) LTD.), and navigation icons. The main content area has a search bar with three filters: 'Bill Payee Category' (set to 'INSURANCE'), 'Payee' (set to 'PEOPLE'S INSURANCE'), and 'Last Transaction Days' (set to 'Last 20 Days Transaction'). Below the search bar is a table with two columns: 'APPLICATION NUMBER' and 'PAYMENT DATE AND TIME'. The table contains two entries, both showing a successful bill payment of LKR 12.00 on 03-07-2018 at 10:00:09 AM and 10:00:05 AM respectively. The table also includes columns for 'PAYMENT OPTION', 'AMOUNT', 'BILL NO', and 'STATUS'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and provides pagination controls. The page ID is 'BILL_PAYMENT_HISTORY'.

APPLICATION NUMBER	PAYMENT DATE AND TIME	PAYMENT OPTION	AMOUNT	BILL NO	STATUS
1807030000028317	03-07-2018 10:00:09 AM	Bill Payment - Recurring Bill Payment (AUTO)	LKR 12.00	1111	SUCCESS
1807030000028299	03-07-2018 10:00:05 AM	Bill Payment - Recurring Bill Payment (AUTO)	LKR 12.00	1111	SUCCESS

Showing 1 to 2 of 2 entries

Page ID : BILL_PAYMENT_HISTORY

Payment History

BILL PAYMENT SERVICES APPROVAL PROCESS

General Description of Functionality

All successful submitted Bill Payment application must route to approval group based on the **Authorization Matrix** Setting. Approval go to the Group Task List to find the application, claim and review the application before decide to approve, rework or reject the application.

Only New Fund Transfer and Favorite Fund Transfer application are allowed to rework to maker for changes.

General Description of Solution

Step 1 – Click on My Task BIB >> Group Task List to view task from Fund Transfer Services task. Can also search by Category or Subcategory or Application Number. Click **SEARCH** button to search for the task according to search criteria.

Step 2 – Click on the task to view task details and click on **CLAIM** button to claim the task. Approval also can tick one or multiple check box and click **CLAIM** button in group task listing to claim multiple task

Step 3 – Claim task will route to My Task. Click on the Task to view task detail. To release the task back to group task pool, click on **RELEASE** Button. To process the Task, click on **PROCEED** button.

Approval also can tick one or multiple check box and click **PROCESS** button to process multiple task.

Step 4 – In Process Task screen, choose the action for the task. Click **NEXT** button to proceed. After confirm, input the 2FA (OTP). For OTP, click **REQUEST OTP** and enter OTP value that you received thru Mobile phone SMS or EMAIL. Click **PROCEED** to submit the task action.

Step 5 – Display result screen with transaction status and application number. Reasons for failed transactions are displayed. Click on [Click for more details](#) hyperlink to view the Application Status.

Upon approval, transaction will update accordingly if the task is success.

Customer will receive a notification by email and SMS when transaction is executed successfully. For rejected task, no further action will be taken.