2015

mySBV.vault – Payments

Pregen Munsamy

SBV Services (Pty) Ltd: User Guide

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mySBV.vault

The objective of the mySBV Cash Management System is to design and implement a system that will:

- Deliver market leading cash processing and handling related products to the retail and bulk cash market
- Improve commercial business intent in the cash handling industry,
- Improve workflow elements within the SBV cash management and processing lifecycle, and
- Enter into new commercial markets and establish new cash processing concepts.
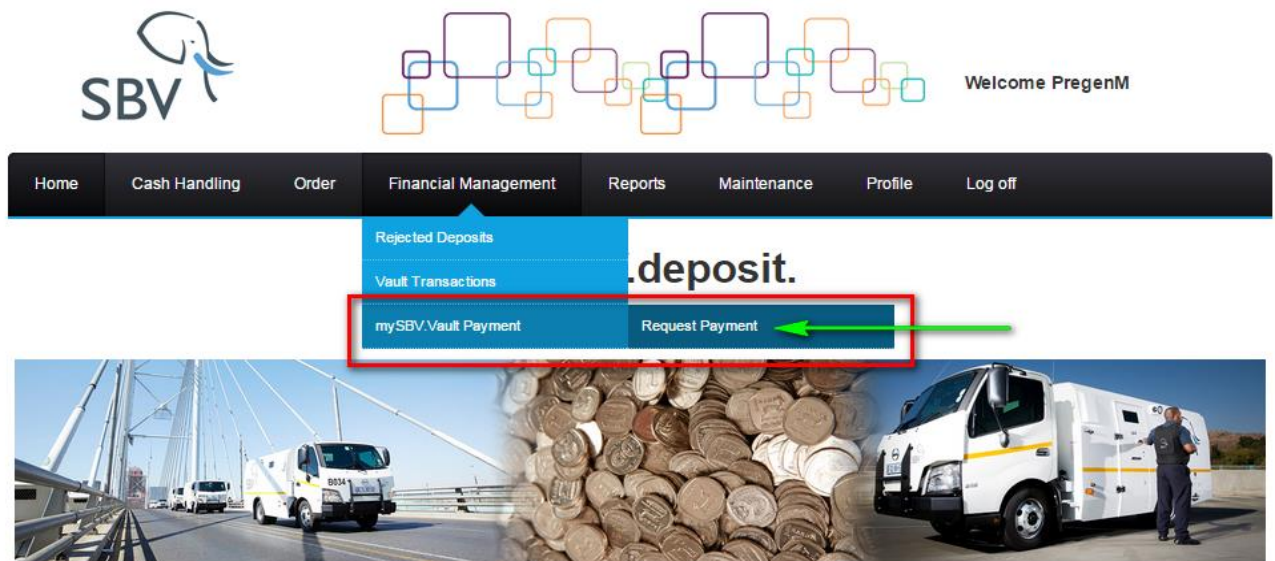
Make a mySBV.vault Payment

Step 1: Log on to mySBV.deposit

Step 2: Select **Financial Management** then **mySBV.vault Payment** and then **Request Payment**

Step 3: mySBV.vault Payment Screen

On selection of *Request Payment* the below screen will open up. All fields with asterisks next to them must be completed.

Flow of fields:

Any information in the drop down fields **A, B, C** and **F** are preloaded when the profile is created. The user will be able to make a selection from the preloaded information available.

Please follow this sequence from left to right (A, B, C…) in your selection. If there are more than one site or device, this will be reflected in the drop down list.

Fields **D** and **E** will auto-populate once A, B and C are selected. *Please note, **Available Funds** will reflect the value that has been deposited into the mySBV.vault device. This value will increase when more drops are deposited into the device by a device user and decrease when payments are made by using the mySBV.vault payment screen. One is only allowed to make payments for the value that reflects in this field7.*

Fields **K** will become selected and field **L** will reflect the *default reference* that was selected when the profile was created.

The selection of the beneficiary to be paid is driven by the account number (**F**). This is also preloaded when the profile is created and as a standard practice, the default account will also be loaded as a beneficiary. *Please note, changes to beneficiary details can only be done at an Admin Support Office level on a verified Beneficiary Account instruction form.*

Fields **G** and **H** will auto-populate once F is selected.

Once an amount is inserted into field **I,** field **J** will auto-populate with the difference.

Should one wish to personalize a reference to the beneficiary, de-select field **K** and field **L** will become available with 20 free format character spaces. Please note, no special characters except "**.**" and "**,**" are allowed.

Field M will send the payment receipt directly to the email address entered in this field. Please note, field M does not validate the authenticity of the email address entered and it is on the onus of the user to verify the correctness.
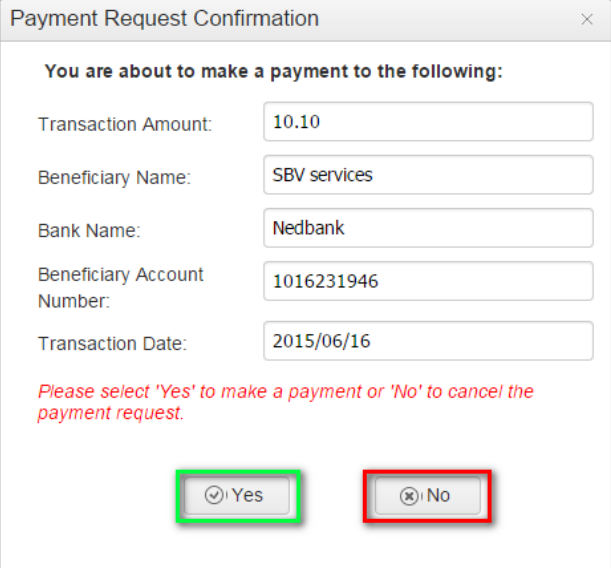
The **Cancel** button will take the user back to the home screen.

The **Clear** button will clear all data that was selected.

The **Pay** button will take the user to the next screen.

Step 4: Payment Request

After Pay is selected, the payment confirmation screen will appear. This screen verifies the amount to be paid and the beneficiary details with the options to proceed (YES) or cancel (NO).
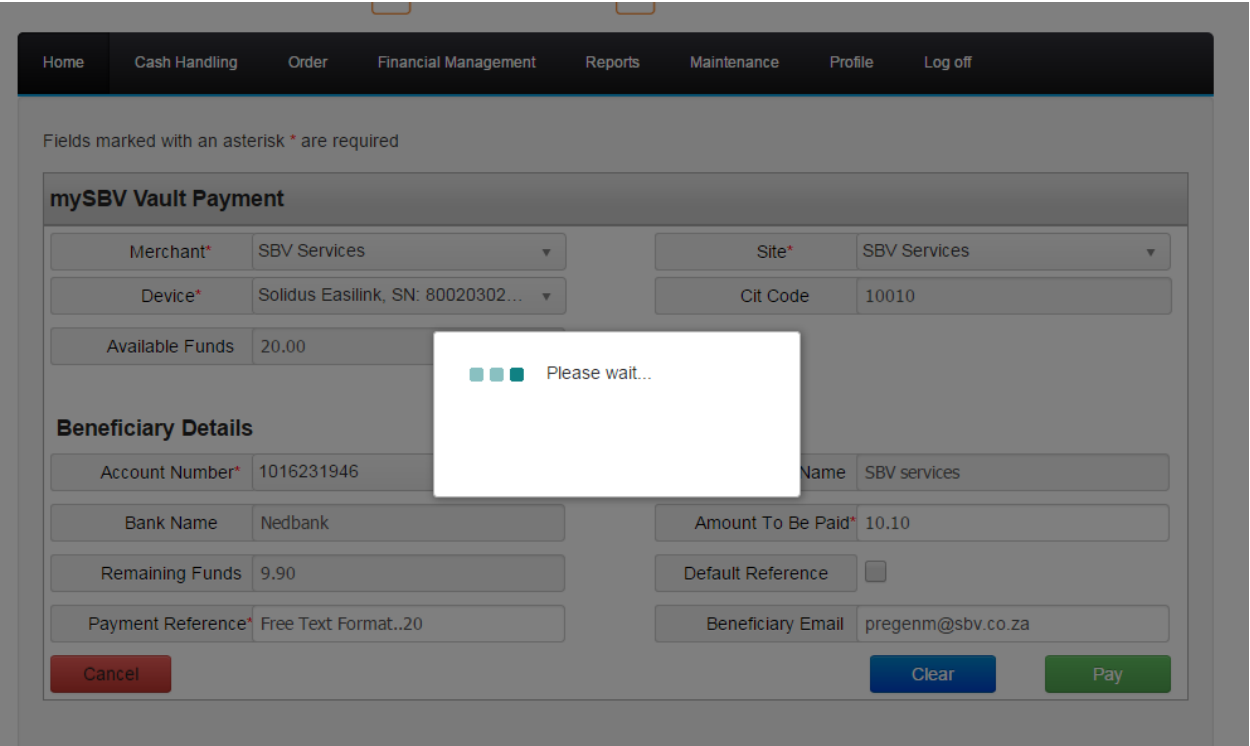
When **YES** is selected, the payment request is sent for processing.

Step 5: Payment Confirmation

Once the payment is sent for processing, the user is presented with the payment confirmation screen with options to **Print** or **Close**. *Please take note of the disclaimer highlighted be the red block.*

By selecting Print, a new tab will open on the webpage with the payment receipt and options.

Step 6: Make another payment

Once Print or close is selected, the mySBV.vault Payment Screen will clear all data of the previous payment and return to the original view as depicted in the screen shot below.

Available Funds will now reflect a new balance.

Emailed Receipts

Payment

The user will receive a personalized email advising them of the payment request that was just made.

The **beneficiary** will also receive notification of the payment request.

SVC MYSBV 〔attachment〕
mySBV.vault Payment Advice   2:01 PM
Dear SBV services

Message   📄 mySBV.vault Payment Receipt.pdf (8 KB)

Action Items
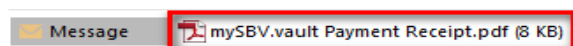
Dear SBV services

Please find attached the payment request receipt from SBV Services.

This payment request was brought to you by mySBV Cash Solutions. Please validate this payment by drawing a bank statement.

Best Regards,
SBV Services (Pty) Ltd

SVC MYSBV
mySBVadmin@sbv.co.za
Tel:
Fax:
Mobile:
Web: www.sbv.co.za
Disclaimer: www.sbv.co.za/terms.html

SBV

mySBV.vault - Payment Request Receipt

Beneficiary Name:	SBV services
Beneficiary Bank:	Nedbank
Beneficiary Account Number:	****946
Amount:	10.10
Date:	16-06-2015
Time:	14:01:05
Reference:	Free Text Format..20

CIT Payment Receipt

SVC MYSBV
Vault CIT Settlement Request   8:17 AM
Dear SBV Services

Message   CIT Settlement Receipt.pdf (8 KB)

Dear SBV Services

Please find attached the CIT settlement receipt.
A CIT service was performed and there was a balance on your mySBV.vault device cash wallet
that will be settled to your default bank account.

Best Regards,
SBV Services (Pty) Ltd

SVC MYSBV
mySBVadmin@sbv.co.za
Tel:
Fax:
Mobile:
Web: www.sbv.co.za
Disclaimer: www.sbv.co.za/terms.html

mySBV.vault - CIT Settlement Receipt

Beneficiary Name:	SBV services
Beneficiary Bank:	Nedbank
Beneficiary Account Number:	*****946
Amount:	9.90
Date:	17-06-2015
Time:	08:16:00
Reference:	mySBV deposit