

User Manual for Remittance Disbursement System

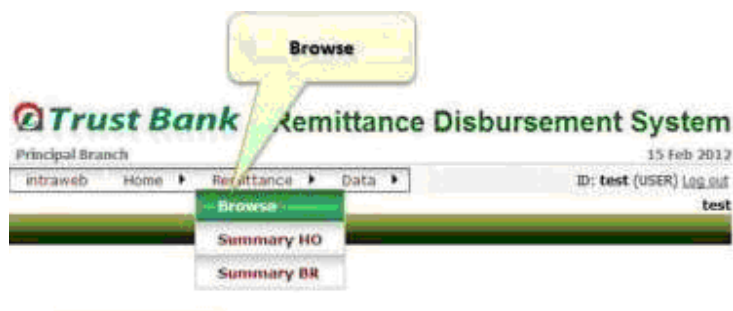
How to login to Remittance Disbursement System:

For login into the system Users have to follow the following steps:

- Go to **intra web**: <http://172.22.1.26> (Where User will see a window of 4 pages)
- Select **intra Apps** , then
- Select **Remittance Disbursement System**, then
- Enter your ID, Password to log in. (Where User will see the details of inward remittances payable through TBL Branches)

How to Pay the Remittance (Instant Cash)

- At first, search the unpaid remittance(s) by browsing **Remittance** option, if it is waiting for payment through TBL Branches. (Select **Remittance** > > **Browse**)



- Then, input PIN number (Secret Number) after collecting from the beneficiary of remittance to get his/her details.

Trust Bank Remittance Disbursement System

Principal Branch

« Home » Remittance » ID: test (USER) Log out test

Browse Remittance

enter text to filter To Branch: All Payable From My Branch Paid: Unpaid Status: ACTIVE

PIN: 108652 Filter Routing Bank: Value Date: dd/mm/yyyy

- Then Click on ID field (where User will see a payment details page that is to be verified with the information Forms supplied by the beneficiary)

Click ID				Remittance Details	
ID	Batch	Value Date	Amount	Remittance ID	39
39	2	06/08/2011	9,270.00	Batch	2
2	1	03/08/2011	40,000.00	ExHouse	New ExHose (New ExHose)
				Remitter Name	DULU MIAH-SMT
				Beneficiary Name	NAZMUL ISLAM YE
				Bank Name	The Trust Bank Ltd
				Branch Name	Chowhatta
				Amount	9,270.00
				Currency	BDT
				PIN	520638
				Value Date	06/08/2011
				SL	28
				Beneficiary ID	ANY
				Test Number	88888
				To Branch	2
				To Branch Name	Principal Branch

- Before making any payment process it is mandatory to follow the **comments** option if there is any instruction from Head office like stop payment, amendment/ correction of Name, A/C No., Bank Name, Branch Name and location etc.

Comments List			
Comment	Posted On	Posted By	From
Plz dont pay	13 Feb 2012 11:24:06 a.m.	951	Head Office

- Before processing the payment beneficiary of the remittance must be identified as per instructions of Head Office.
- Then click **Remittance Payment** tab
- Write down "IC" in the instrument number field & input beneficiary's ID type, ID Number & Expire date in the respective field.

Post Comment
Remittance Payment

Instrument No. Pay Now

Instrument Date: 25/06/2012

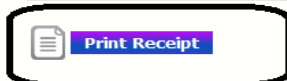
ID Type:

ID Number:

ID Expiry Date: ☐ No Expiry Date

- Click **Pay Now** button.
- To have a customer receipt and office copy click in the **Print Receipt** Option.

Instrument Date	23/06/2012
ID Type	National ID
ID Number	111111
ID Expiry Date	30/06/2012



Post Comment
Forwarding

Post Comment

- Debit voucher will be available along with payment receipts. Debit Voucher is to be authenticated by the two authorized officials. Get the signature of the customer (beneficiary of the remittance) on the both copies of payment receipts. Provide one copy to the customer after duly signed by the two authorized officers and keep another copy as office record.

Activities for Dilkusha Corporate Branch:

How to Pay the Remittance (Deposit to A/Cs maintained with TBL Branches)

- Select **Remittance > > Browse>>Export to AC Payable**.
- You will find all the remittances to be deposited in to the A/C maintained with TBL

Branches. Then click “Mark all as paid” button.

- Then click on “Download as AC Payable xlsx” button.
- You will get a Excel File containing all the remittances to be deposited in to the A/C maintained with TBL Branches.
- Upload the file in the “Flora Bank System”.

How to Pay the Remittance (Deposit to A/Cs maintained with other Bank Branches)

- Select Remittance > > Browse>>Export to BEFTN

The screenshot shows the Trust Bank Remittance Disbursement System interface. The user is logged in as ID: 299 (USER_BEFTN_EXPORT). The page title is "BEFTN Export History". The user's name, Tanmina Choudhury, is visible in the top right. The interface includes a navigation menu with "Home" and "Remittance" (selected). Under "Remittance", there are options for "Browse", "Summary BR", and "Export to BEFTN" (highlighted with a red box). Below the menu, there is a section for "Export From Branch" with a dropdown menu showing "Dilkusha Corporate Branch". Below this, there is a table with columns: Batch ID, About, By Emp, Branch ID, Branch Name, Total Items, and a "Re-Download" link. The table contains one row with Batch ID 1, "about a minute ago", 299, Branch ID 17, Branch Name "Dilkusha Corporate Branch", and Total Items 127. Below the table, it says "Total: 1".

Batch ID	About	By Emp	Branch ID	Branch Name	Total Items	
1	about a minute ago	299	17	Dilkusha Corporate Branch	127	Re-Download

- You will find all the remittance payable through BEFTN. Then click “Mark all as paid” button.

The screenshot shows the BEFTN Export History page with a filter section and a table of remittances. The filter section includes a "To Branch" dropdown set to "Dilkusha Corporate Branch", a "Filter" button, a "Routing Bank" dropdown set to "All", and a "Value Date" field. Below the filter, there is a table with columns: RID, Batch, Value Date, Amount, Currency, ExHouse Code, ToBranchName, Routing Number, Status, Remitter Name, Beneficiary Name, Bank Name, Branch Name, Payment Method, Test Number, Paid, Paid On, and Paid By. The table contains three rows of remittances. Below the table, it says "Total: 3". At the bottom, there is a "Mark All as Paid" button (highlighted with a red box).

RID	Batch	Value Date	Amount	Currency	ExHouse Code	ToBranchName	Routing Number	Status	Remitter Name	Beneficiary Name	Bank Name	Branch Name	Payment Method	Test Number	Paid	Paid On	Paid By
1117	30		50,000.00	BDT	OMAN	Dilkusha Corporate Branch	150156167	ACTIVE	NARAYAN KANTI MALLIK	NARAYAN KANTI MALLICK	NATIONAL BANK LTD	PATIYA BRANCH CTG		63	<input type="checkbox"/>		
1118	30		20,000.00	BDT	OMAN	Dilkusha Corporate Branch	090156323	ACTIVE	BIPLOB CHOWDHURY	SANTU CHOWDHURY	DUTCH BANGLA BANK LTD	MURADPUR BRANCH CTG		63	<input type="checkbox"/>		
1121	30		5,000.00	BDT	OMAN	Dilkusha Corporate Branch	100911602	ACTIVE	MISIR ALI	SHAHELA BEGUM	EXIM BANK LTD	GOLAPGONJ BR SYLHET		63	<input type="checkbox"/>		

- Then click on “Download as BEFTN xlsx” button.

Ready to Export for BEFTN

To Branch:	Dilkusha Corporate Branch	
Filter	Routing Bank: All	Value Date: <input type="text"/> dd/mm/yyyy

No Data Found.

Total: 0

Total Paid Marked: 3
Batch No: 2[Download as BEFTN.xlsx](#)

- You will get a Excel File containing all the remittances payable through BEFTN including “**Routing Numbers**”.
- Upload the file in the respective BEFTN software.

How to Print Forwarding Letter

- Forwarding letter can be downloaded to print for paid remittance only.
- Go to details of the remittance
- Select **Forwarding** tab
- Enter **Ref. Number**
- Click on **Download** button
- Download link will be available
- Click on **Download** link.
- You will get a PDF file, just save it or open it to print.
- Forwarding Print Log list will be saved on each print.

The screenshot shows two instances of the 'Forwarding Print Log' interface. The top instance has a 'Text Box' annotation pointing to the reference number '213' and a 'Download' button annotation. The bottom instance has a 'Click Download' annotation pointing to the 'Download' link. To the right, a 'Forwarding Print Log' table is shown with a 'Log File' annotation pointing to the 'Printed From' column.

Printed On	Ref	Printed By	Printed From
15 Feb 2012 01:14:31 p.m.	TBL/PB/FX/REM/2012/123	test	Principal Branch
15 Feb 2012 01:14:41 p.m.	TBL/PB/FX/REM/2012/123	test	Principal Branch

How to Generate Day End Payment Summary for Debiting the online GL Module:

At the end of the day every branch must generate Exchange House wise payment summary Debiting the Online GL Module and maintaining future records.

- Select **Remittance >> Summary BR**
- Enter **Payment Date**
- Click **Show** Button
- Exchange wise payment summary report will be shown in grid for your branch-

The screenshot shows the 'Remittance >> Summary BR' interface. It includes a breadcrumb trail 'intraweb > Home > Remittance > Data >', a 'Browse' button, and a 'Summary BR' button with a 'Click Here' annotation. Below, there is a 'Payment Date' field with '15/02/2012' and a 'Paid Branch' dropdown with 'Principal Branch', followed by a 'Show' button with a 'Click Show Button' annotation. At the bottom, a 'Payment Summary' table is displayed with a 'Total: 2' label.

ExHouseCode	ExHouseName	Currency	Total	Amount
New ExHose	New ExHose	BDT	1	9,270.00
UTL TT	United Traders Ltd. (TT)	BDT	3	88,251.00
			4	97,521.00

On the basis of the summary report, Branch Debit the **ADJUSTING ACCOUNT FOR ONLINE GL(TK) Code: 9009716 (Dilkusha Corporate Branch)** exchange house-wise (mentioning Name of Exchange House and total Number of Payment).

How to Post Comments

This option can be used by all levels (Head Office to Branches) for disseminating information like, Payment Held Up, Name & A/C differ or any other issues/ queries related to the particular remittance. In order to post any comments:

- Click on **ID** from the grid
- From details of remittance there is a tab **Post comment**
- Enter comments in the text box
- Click **Post Comment** button.
- Posted comment list will be shown in the grid with details including data, time, posted by, posted branch, etc,
- Branch must have to follow the instructions posted in **Comments Grid** for any remittance.

The screenshot displays the 'Comments' section of a system. At the top, there is a 'Comments' header with a pencil icon. Below it is a table with the following data:

Comment	Posted On	Posted By	From
Plz dont pay	13 Feb 2012 11:24:06 a.m.	951	Head Office

Below the table, there are two tabs: 'Post Comment' (active) and 'Forwarding'. The 'Post Comment' tab contains a large text input area labeled 'Comment Box' and a button labeled 'Post Comment'.

How to Change User Password

- Select **Home > > Change Password**
- Enter Current Password
- Put your new password and re-type
- Press **Change Password** button

Password Change Option

intraweb Home Remittance Data

Home

Change Password

Logout

Password Change

Current Password

New Password

Re-type New Password

Cancel Change Password

How to Search the Remittance to meet up queries arises from different parties.

- Select **Remittance > > Browse**
- Enter the text to filter you want to search. In this box you can enter Remitter name, Beneficiary Name, Amount etc.
- In order to search with PIN number, enter PIN number in the “**PIN**” field and click on “Filter” button.
- You can search in Unpaid, Paid or Show All option by selection from **Paid** status combo.
- Value Date wise search also be possible. You can search in Unpaid, Paid or Show All option by selection from **Paid** status combo.
- Value Date wise search also be possible.
- Click **Filter** Button or press **Enter**
- Search result will be shown in a grid.

Trust Bank
Dilkusha Corporate Branch

Home Remittance

ID: 299 (USER,BEFTN_EXPORT) Log

Remittance Disbursement System

Browse Remittance

enter text to filter

PIN: Filter

To Branch: All Payable From My Branch

Paid: Unpaid

Status: ACTIVE

Routing Bank:

Value Date: dd/mm/yyyy