

treasuryXpress

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Payment Workflow Module

Payment Workflow Module

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I. Basic Knowledge

After posting a payment, whether imported or entered manually, a payment will move through several steps to be finally accepted:

- Validation: Payment should be validated by an approver
- Signed: Payment should be signed by an approver
- Released: Payment should be released by the approver
- Sent to Bank: After a payment is released, it will be sent to the bank to be approved or rejected
- Accepted: Payment may be accepted (the acceptance comes from the bank)
- Rejected: Payment may be rejected (the rejection comes from the bank)

Note: After posting, the payment cannot be edited.



II. Simple Payment Workflow:

Step 1: Create Account

To be able to do a payment, an account should be assigned or created on which the payment will be done.

- Go to Administration/AccountSetup/Accounts page to create an account (Fill the mandatory information and Add the account)
- **Account Type:** Select the Dropdown list to choose what account type needed
- **Account ID:** Write or create an Account ID
- **Account No:** Write an Account Number (It can be the same as Account ID)
- **Bank Account Number:** Write the corresponding Bank Account Number (It can be the same as Account No)
- **IBAN Number:** Write the corresponding IBAN Number (It can be the same as the Bank Account Number)
- **Bank:** Choose the account's Bank from the Dropdown List
- **Creation Date:** Choose the date that the account is going to be created (Today)
- **Account Name:** Name the account
- **Company:** Choose the corresponding Company
- **Currency:** Choose the Account's currency desired for the account from the Dropdown list
- **Status:** Select the status of the account: A or D

The screenshot shows the C2Treasury web interface. At the top, there is a navigation bar with links for Daily Tasks, Deals, Cash Management, Reporting, Payments, Diagnostics, and My Workflows. Below the navigation bar, the URL https://c2test.azurewebsites.net/Administration/AccountSetup/Accounts.aspx is displayed. The main content area has a title 'Accounts Editor'. On the left, there is a sidebar with tabs for Accounts, Import Accounts, Account Parent Relation, Account Types, Deactivate Account, Account Commissions, Transaction Alerts, Balance Alerts, Balance Restrictions, Account Groups, and Accs. The 'Accounts' tab is highlighted with a yellow box. The main form contains fields for Account Type (Current Account), Account ID (PW1234567), Bank Account Num (PW1234567, NON IBAN), Bank (Test Bank), Account Name (Payment Workflow Testing), Currency (USD), and Status (A). To the right of these fields are corresponding boxes for Account No (PW1234567), IBAN Number (PW1234567, NON IBAN), Creation Date (16-Apr-2019), Company (003), and Label. At the bottom of the form, there are buttons for Set Value, User Defined Field, Parent Account (with Clear and Add buttons), and a message stating 'There are 38 new account(s)'. Below the message are buttons for Add, Edit, End Edit, Delete, and Cancel. The 'Add' button is also highlighted with a yellow box.

After adding the account, the account should be then added to the Ordering Customers List.

- Go to Administration/PaymentSetup/OrderingCustomers page to add the account in the Ordering Customers List
- **IBAN:** Press on the Dropdown list to select the account created

Note: After choosing the IBAN, several fields will be generated automatically: Account Number, Account Currency, Bank Name, Bank Code Type, Bank Code and Ordering Customer Name.

- **Bank Country:** Select the Bank Country
- **Ordering Customer Country:** Select the Ordering Customer Country

Ordering Customer Account Editor

IBAN: PW1234567 Ordering Customer Name: 003

Account Number: PW1234567 Ordering Customer Country:

Select Number: IBAN Account Number

Account Currency: USD

Bank Country:

Bank Name: Test Bank

Bank Code Type: BIC

Bank Code: Testbank

Address:

Ultimate Debtor Name:

Ordering Customer Address:

Add Edit End Edit Delete Cancel

After adding the account in the Ordering Customers List, this account should be added in the Payment's Signing Group Access List so that Approvers can Post, Validate, Sign and Release a payment.

- Go to SecuritySetting/PaymentSecurity/CompanyTechnical/SigningGroups Page to select the corresponding Signing Group

Sigining Group Editor

Signing Group Name : *	Minimum Converted Amount : *
Signing Group Type : *	Maximum Converted Amount : *
Payment Type : *	
Import File Format:	X

Add Edit End Edit Delete Disapprove Cancel

Sigining Group List

To check the Account List for this Signing Group & to Add the account previously added

Select the Signing Group depending on the payment amount or Create a new Signing Group where you assign the Approvers, Minimum and Maximum Converted Amount.

#	Access List	Rule & Signers	Signing Group Num	Signing Group Name	Signing Group Type	Min Converted Amount	Max Converted Amount	Payment Type	Import File Format	Modified On	Modi
59	Access List	Rule & Signers	MAFSG1	MAFSG1	Account	501.00	3,000.00	All		10-Apr-2019	ADM
60	Access List	Rule & Signers	ALL	ALL	Company	3,001.00	1,000,000,000.00	All		10-Apr-2019	LARA
62	Access List	Rule & Signers	unlimited	unlimited	Account	101.00	500.00	All		10-Apr-2019	LARA
64	Access List	Rule & Signers	Tecom Test	Tecom Test	Company	0.00	100.00	All		10-Apr-2019	ADM

In our case, the Payment Amount will be 300\$. Hence, the chosen Signing Group Name is “Unlimited”.

- Click on Unlimited’s Access List

Sigining Group Access List

You have selected :unlimited

#	Signing Group Name	Signing Group Type	Min Converted Amount	Max Converted Amount	Signing Group Description	Transaction Type	Modified On	Modified By
Configure	MAFSG1	Account	501.00	3,000.00		All	10-Apr-2019	ADMIN
Configure	ALL	Company	3,001.00	1,000,000,000.00		All	10-Apr-2019	LARA_JABER
Configure	unlimited	Account	101.00	500.00		All	10-Apr-2019	LARA_JABER
Configure	Tecom Test	Company	0.00	100.00		All	10-Apr-2019	ADMIN

- Click on Configure Button next to Signing Group Name and go to **Not Included in Signing Group Table**
- Select the Account previously added and press **Add Accounts**
- The account will be then added in the Signing Group’s Access List

The screenshot shows a web-based application interface for managing accounts. At the top, there is a navigation bar with icons and a URL: <https://c2ttest.azurewebsites.net/SecuritySetting/PaymentSecurity/CompanyTechnical/SigningGroupAccessList.aspx?SigningGroupNum=62>. Below the navigation is a table with two rows labeled 18 and 19. A red arrow points down to a section titled "Not Included in Signing Group". This section contains a table with columns: #, Account Num, Account ID, Account Name, Account Number, Bank Account Number, Creation Date, Currency Code, Iban Number, Status, Modified By, and Modified C. The table has four rows. The first row is a header. The second row contains account 5905 with name "Payment Workflow Acc". The third row contains account 5906 with name "Payment". The fourth row, highlighted with a red box, contains account 5908 with name "Payment Workflow Testing". A yellow arrow points left to a button labeled "Add Accounts" at the bottom of this section. Above the "Add Accounts" button is a filter input field containing the placeholder text "Begins with([Account Name], 'Payment')".

#	Account Num	Account ID	Account Name	Account Number	Bank Account Number	Creation Date	Currency Code	Iban Number	Status	Modified By	Modified C
			Payment								
5905	Payment1234567		Payment Workflow Acc	Payment1234567	Payment1234567	16-Apr-2019	USD	Payment1234567	A	ADMIN	16-Apr-201
5906	PaymentAcc1234		Payment	PaymentAcc1234	PaymentAcc1234	16-Apr-2019	USD	PaymentAcc1234	A	ADMIN	16-Apr-201
5908	PW1234567		Payment Workflow Testing	PW1234567	PW1234567	16-Apr-2019	USD	PW1234567	A	ADMIN	16-Apr-201

Step 2: Create Payment

- Go to Payments/PaymentEditor Page to create a payment
- **Ordering Customer Number:** Select the Dropdown list to choose the created Ordering Customer Number

Note: After choosing the Ordering Customer Number, some fields will be generated automatically: Currency, Bank Name, Bank Country, Bank Code Type, Bank Code, Ordering Customer Name & Ordering Customer Country.

- **File Format:** Choose the specific File Format
- **Payment Type:** Choose the type of the payment
- **Requested Execution Date:** Select the date when the payment will be executed

The screenshot shows the 'Payment Editor' interface. At the top, there's a navigation bar with links like Daily Tasks, Deals, Cash Management, Reporting, Payments, Diagnostics, and My Workflows. Below that is a secondary navigation bar with Home, Search..., and Payment Editor selected. The main area is titled 'Unposted Payment Editor'. It contains several input fields and dropdown menus. A red box highlights the 'Choose the Ordering Customer Created' dropdown. Red arrows point from various input fields (Ordering Customer Account Number, Currency, Bank Name, etc.) to their corresponding generated values (PW1234567, USD, Test Bank, etc.). A large yellow arrow points to the 'Add' button at the bottom left.

- After adding the Payment, Press on **Details** Button to enter the payment details.

The screenshot shows a web browser window with the URL <https://c2ttest.azurewebsites.net/Payments/PaymentEditor.aspx>. At the top, there are input fields for 'ACH/UAEFTS Customer ID', 'ACH/UAEFTS ABA CODE', 'Ordering Customer Country', and 'Ordering Customer Address'. Below these are buttons for 'Add', 'Edit', 'End Edit', 'Delete', 'Cancel', and 'Post Payment'. A large red arrow points downwards from the top of the page towards a grid titled 'Unposted Payment List'. A yellow arrow points to the 'Details' button in the first row of the grid. The grid has columns: #, PH Num, Message ID, Ordering Customer Name, Instructing Party BIC, Instructing Party Name, Ordering Customer Option, Requested Execution Date, Payment Authorization, and Creation Date. The first row contains: # 277771, PH Num ALL-277771, Message ID X000000000, Ordering Customer Name XXXXXXXXXX, Instructing Party BIC XXXXXXXXXX, Instructing Party Name TREASURYXPRESS, Ordering Customer Option A, Requested Execution Date 11-Apr-2019, Payment Authorization, and Creation Date 11-Apr-2019. The second row is highlighted with a black border and contains: # 277783, PH Num ALL-277783, Message ID 003, Ordering Customer Name XXXXXXXXXX, Instructing Party BIC XXXXXXXXXX, Instructing Party Name TREASURYXPRESS, Ordering Customer Option A, Requested Execution Date 25-Apr-2019, Payment Authorization, and Creation Date 16-Apr-2019.

- After pressing the **Details** button, a new page will open. Fill the Payment Details in that page
- **Beneficiary Account Number:** Select the Beneficiary Account Number for the Payment (You can also create a new beneficiary account: Create an account and then go to Administration/PaymentSetup/Beneficiaries page to add the account to this list)

Note: After choosing the Beneficiary Account Number, some fields will be generated automatically: Currency, Bank Name, Bank Country, Bank Code Type, Bank Code, Bank Address, Beneficiary Name, Beneficiary Country & Beneficiary Address.

- **Execution Date:** Choose the date when the payment will be executed
- **Transaction Amount:** Put the payment amount
- **Details of Charge:** Select the corresponding charge details
- **Currency:** Select the payment's currency

Payment Details Editor

DETAILS FOR PAYMENT ALL-277783

Beneficiary Account Number:	PaymentBeneficiary	Clear	Execution Date:	25-Apr-2019	
Currency:	USD	Transaction Amount:	300.00	Currency:	USD
Bank Name:	Test Bank	Details of Charges:	All transaction charges are to be borne by	Transaction Reference:	AutoGenerated
Bank Country:	LB	Purpose Code:		Account With Institution:	
Bank Code Type:	BIC	Charge Account:		Account Servicing Institution:	
Bank Code:	Test Bank	F/X Reference:		Regulatory Reporting:	
Bank Address:	PaymentBeneficiary	Remittance Information:		Instruction Code:	
Beneficiary Name:	Test Bank	Original Amount in Sender Account Currency:	0.00	Instruction Information:	
Beneficiary Country:	AT	Exchange Rate:	0	URL:	
Beneficiary Address:	PaymentBeneficiary	Batch Booking:			
Email Address:		Transaction Description:			
<input type="button" value="Add Extra Info"/> <input type="button" value="Extra Info"/>					
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="End Edit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>					

- After adding the Payment Details, go back to **Payment Editor** page
- Select the added Payment, press Edit and then press the **Post Payment** Button to post the payment

ACH/UAEFTS Customer ID :

ACH/UAEFTS ABA CODE :

Ordering Customer Country :

Ordering Customer Address :

Add	Edit	End Edit	Delete	Cancel	Post Payment
-----	------	----------	--------	--------	---------------------

Unposted Payment List

Drag a column header here to group by that column

#	PH Num	Message ID	Ordering Customer Name	Instructing Party BIC	Instructing Party Name	Ordering Customer Option	Requested Execution Date	Payment Authorization	Creation Date
Details	277771	ALL-277771	XXXXXXXXXXXX	XXXXXXXXXXXX	TREASURYXPRESS	A	11-Apr-2019		11-Apr-2019
Details	277783	ALL-277783	003	XXXXXXXXXXXX	TREASURYXPRESS	A	25-Apr-2019		16-Apr-2019

After posting the Payment, go to the **Payment Workflow Dashboard** to check the status of the Payment:



Step 3: Release Payment

After posting the payment, it will need several steps to be released (Sent to the bank).

- Go to Payments/PaymentApprovals page to validate the payment
- Select the posted Payment and press approve

	Current State	Awaiting	Message ID	Batch	OC Account Number	Bank Name	Exec. Date	Creation Date	Total Amount (USD)	Payment Typ	Payment Me
▶	Posted	Validation	ALL-277770	ALL-277770	021460010316724	BNP PARIBAS France	12-Apr-2019	11-Apr-2019	11,111.00	All	TRF
▶	Posted	Validation	URGP-277772	URGP-277772	1234567891011	Test Bank1	11-Apr-2019	11-Apr-2019	100.00	TREASURYINT	TRF
▶	Posted	Validation	URGP-277773	URGP-277773	1234567891011	Test Bank2	11-Apr-2019	11-Apr-2019	100.00	TREASURYINT	TRF
▶	Posted	Validation	URGP-277774	URGP-277774	1234567891011	Test Bank3	11-Apr-2019	11-Apr-2019	100.00	TREASURYINT	TRF
▶	Posted	Validation	BKTR-277775	BKTR-277775	WF	Test Bank4	12-Apr-2019	12-Apr-2019	5.00	TREASURYDO	TRF
▶	Posted	Validation	URGP-277776	URGP-277776	1234567891011	Test Bank5	15-Apr-2019	15-Apr-2019	100.00	TREASURYINT	TRF
▶	Posted	Validation	URGP-277777	URGP-277777	1234567891011	Test Bank6	15-Apr-2019	15-Apr-2019	150.00	TREASURYINT	TRF
▶	✓ Posted	Validation	ALL-277783	ALL-277783	PW1234567	Test Bank	25-Apr-2019	16-Apr-2019	300.00	All	TRF

Page 5 of 5 (48 items) 1 2 3 4 5

- A Pop-up will appear to choose the Validator of this payment
- Select the validator and then press **Validate All Payments**

Select all signers for all payments

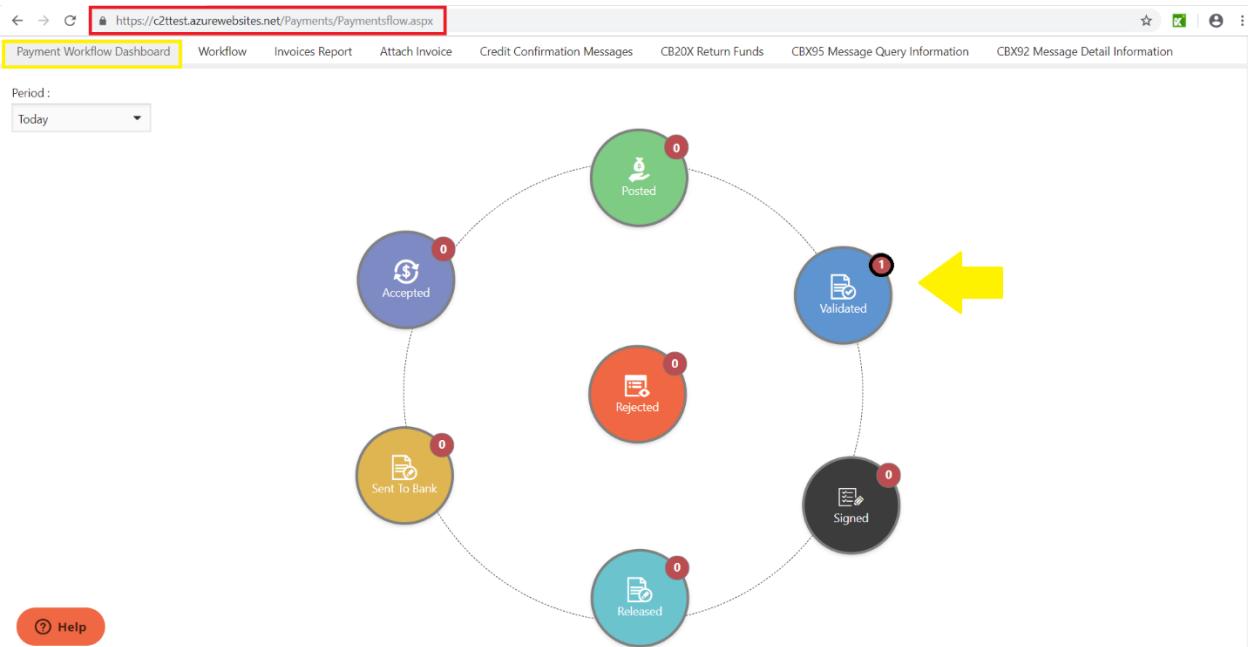
Signers	Signing Group	Signing Rule	Message ID	OC Account Number	Payment Typ	Payment Me
<input type="checkbox"/> Select All <input type="checkbox"/> Unselect All						
Category: Signer						
<input checked="" type="checkbox"/> A LARA_JABER	unlimited	1A	ALL-277783	PW1234567	All	TRF
<input type="checkbox"/> A SAMERUSER					TREASURYINT	TRF

Cancel Validate All Payments

	Current State	Awaiting	Message ID	Batch	OC Account Number	Bank Name	Exec. Date	Creation Date	Total Amount (USD)	Payment Typ	Payment Me
▶	Posted	Validation	ALL-277783	ALL-277783	PW1234567	Test Bank	25-Apr-2019	16-Apr-2019	300.00	All	TRF

Page 5 of 5 (48 items) 1 2 3 4 5

After validating the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Posted to Validated:



After validating the payment, let the validator log in into the system with his own credentials and go to the **Payment Approval** page to sign the payment.

- Select the Payment and then press Approve
- A Pop-up will appear and at the same time an email is sent to the signer which contains a PIN Code to be able to sign the Payment

The screenshot shows the 'Approving - Signing' pop-up window over a main interface. The main interface includes a navigation bar with 'C2Treasury', 'Daily Tasks', 'Deals', 'Cash Management', 'Reporting', 'Payments', 'Diagnostics', and 'My Workflows'. The 'Payments' tab is active.

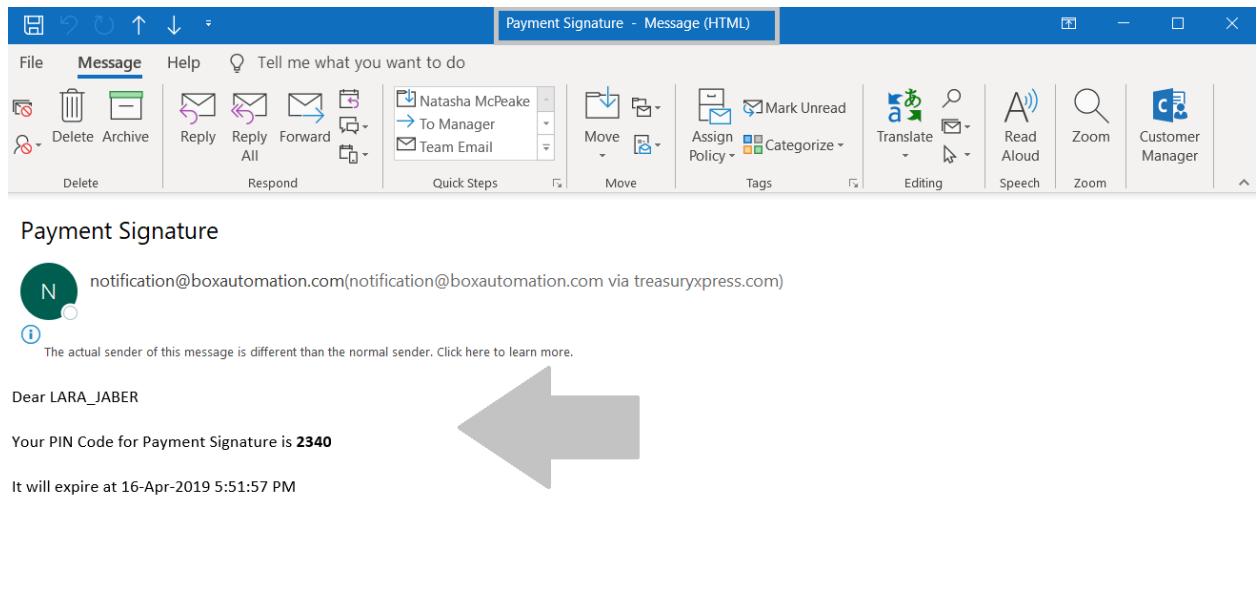
The pop-up window displays the following information:

- PIN Code Will Expire After: 08:40 minutes**
- PIN Code:** **Resend PIN by Email**
- Payment Details:**

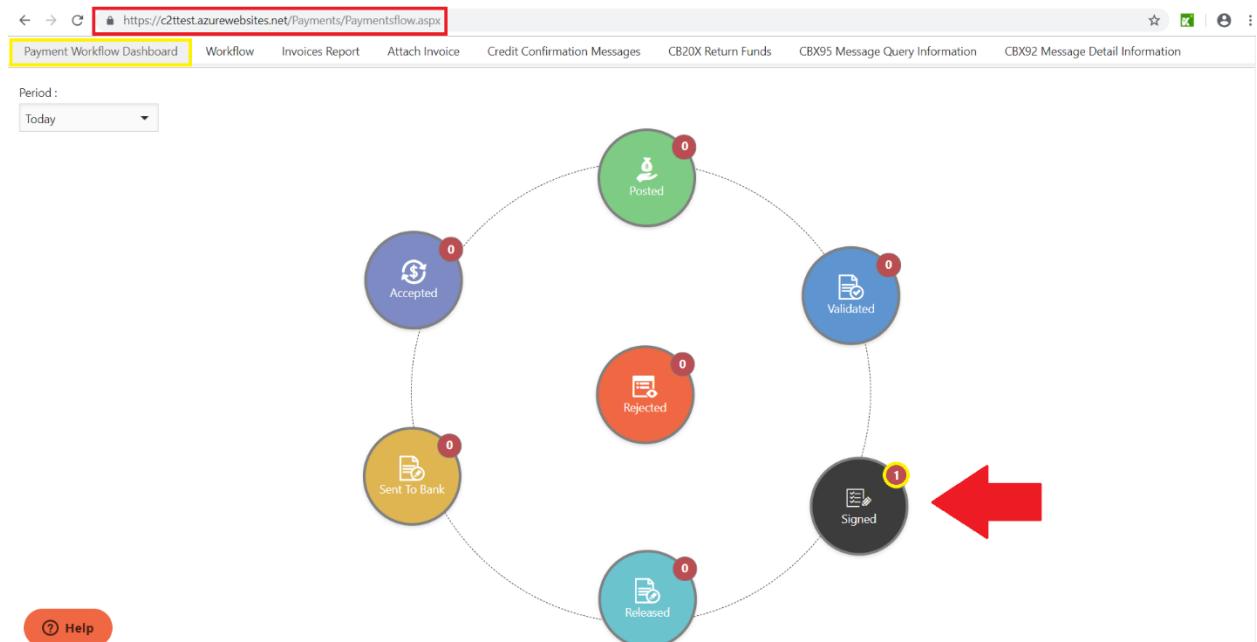
Signing Group	Signing Rule	Message ID	OC Account Number	Total Amount	Requested E:	Payment Type	File 1
Tecom Test	1A OR 2C	ALL-277714	1234567891011	100.00	10-Apr-2019	All	ALL
- Signer List:**

Category	Signer	Email	Request Date	Approval Date
C	S2	lara.jaber@treasuryexpress.com	10-Apr-2019 17:01:36	
C	S3	lara.jaber@treasuryexpress.com	10-Apr-2019 17:01:36	
A	LARA JABER	lara.jaber@treasuryexpress.com	10-Apr-2019 17:01:36	
- Buttons:** **Cancel**, **Sign All Payments**

A yellow arrow points from the 'Approve' button in the main interface to the 'Sign All Payments' button in the pop-up window. An orange arrow points to the 'I have a problem' link in the top right corner of the main interface.



- Press on Sign all Payments so that the payment will be signed
- After Signing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Validated to Signed:



- If you also take a look at the Current Status of the Payment, the Current Status has changed from Validated, awaiting Signature to Signed, awaiting Release
- Re-select the Payment signed and press approve one more time
- A Pop-up will appear to release the payment

- Press on **Release All Payment**

The screenshot shows the treasuryXpress interface with the 'Payments List' page open. A modal window titled 'Approving - Releasing' is displayed over the list. Inside the modal, there's a table with columns for Signing Group, Signing Rule, Message ID, OC Account Number, Total Amount, Requested Date, Payment Type, and File 1. Below this table is another table showing Category, Signer, Email, Request Date, and Approval Date. At the bottom of the modal are 'Cancel' and 'Release All Payments' buttons, with the latter being highlighted by a yellow arrow. The main list below shows various payment statuses like Validated, Posted, and Pending. A red box highlights the modal window.

- After Releasing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Signed to Released:



After the Release, the Payment will be sent to the bank.

III. Import Payment:

Step1: Import Payment File

Another way to create a payment is by importing a Payment File to the system where all payment details are written in the file.

- Go to Payments/PaymentImport to import the Payment File
- **Reference Type:** Since we're importing a Payment File, choose **pain_001_001_03** as the reference type

The screenshot shows the 'Payment Import' tab selected in the top navigation bar. In the 'Check Payment Validation' section, the 'Reference Type' dropdown is open, displaying a list of options. A red arrow points to the dropdown menu, and a yellow arrow points to the option 'pain_001_001_03' which is highlighted. Below the dropdown, there is a note: 'Note: 1) File format must be txt or xml. 2) File name must have one extension only.'

- Then press on **Select & Integrate** to upload the file

The screenshot shows the 'Payment Import' tab selected. The 'Reference Type' dropdown is set to 'pain_001_001_03'. The 'Upload file:' input field contains the text 'Import Payment Testing.txt'. A red arrow points to the 'Select & Integrate' button, which is highlighted. To the right of the input fields, there is a note: 'Note: 1) File format must be txt or xml. 2) File name must have one extension only.' At the bottom of the page, there is a message box with a yellow border containing the text: 'After uploading the Payment File, this message will notify you that the file has been integrated properly'. An orange arrow points from the 'Select & Integrate' button to this message box. To the right of the message box, another orange arrow points to a green box containing the text 'The selected file has been integrated'.

Note: To make sure that the file was imported correctly:

- Go to SecuritySetting/PaymentSecurity/Technical/PaymentImportationFiles Page

Payment Importation File List

Drag a column header here to group by that column

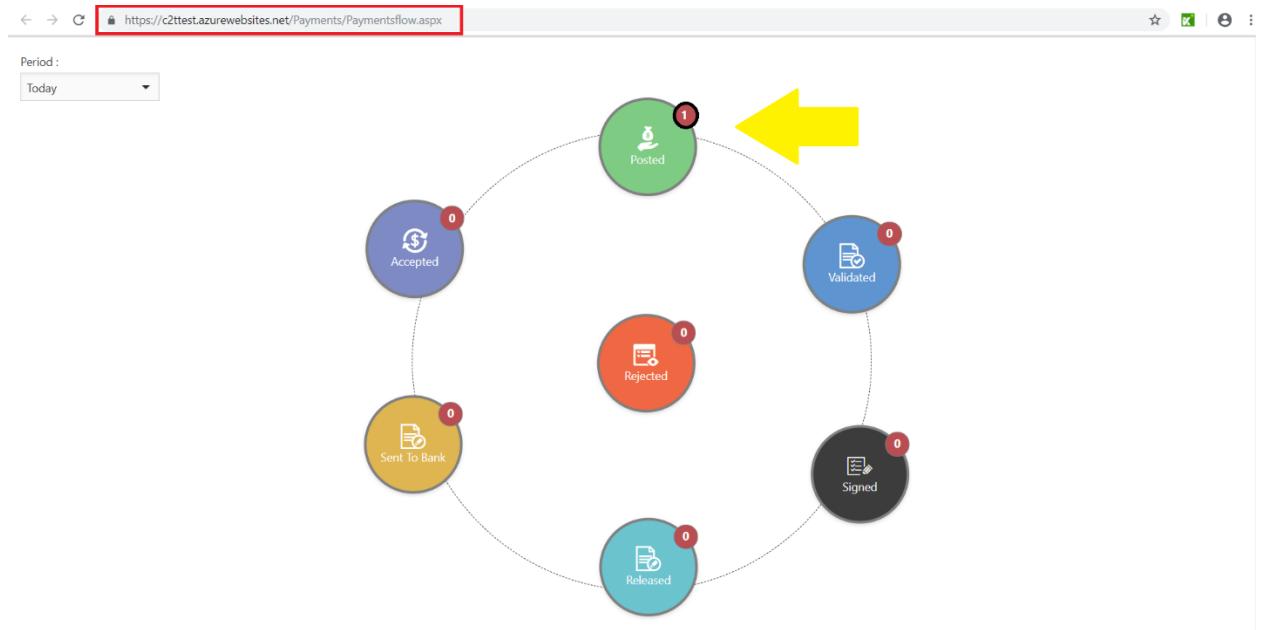
#	Status	File Name	Payment Message ID	Integrated On	Failed On	Fail Error
	Success	Import Payment Testing.txt	USD 1 Facto - Paiem	25.02.2019 10:19:44		
	Success	pay145.txt	NURG-277695	10-Apr-2019 12:57:24		

- Once the Payment file is integrated and imported successfully, the Payment's Status will be **Posted**
- Go to Payments/PaymentApprovals Page to check the Payment's Status

Payments List

	Current State	Awaiting	Message ID	Batch	OC Account Number	Importation File Name	Bank Name	Exec. Date	Creation I	
▶	Posted	Validation	USD 1 Facto - Pa	USD 1 Facto - Paiem	1234567891011	gaby122358.txt	Test Bank1	25-Feb-2019	[No Permis	
▶	Posted	Validation	URGP-277803	URGP-277803	1234567891011		Test Bank2	17-Apr-2019	17-Apr-201	
▶	Posted	Validation	URGP-277806	URGP-277806	1234567891011		Test Bank3	18-Apr-2019	18-Apr-201	
▶	Posted	Validation	URGP-277808	URGP-277808	1234567891011		Test Bank4	18-Apr-2019	18-Apr-201	
▶	Posted	Validation	URGP-277809	URGP-277809	1234567891011		Test Bank5	18-Apr-2019	18-Apr-201	
▶	Posted	Validation	URGP-277810	URGP-277810	1234567891011		Test Bank6	18-Apr-2019	18-Apr-201	
▶	Posted	Validation	URGP-277811	URGP-277811	1234567891011		Test Bank7	18-Apr-2019	18-Apr-201	
▶	Posted	Validation	URGP-277812	URGP-277812	1234567891011		Test Bank8	18-Apr-2019	18-Apr-201	
▶	Posted	Validation	USD 1 Facto - Pa	USD 1 Facto - Paiem	1234567891011	Import Payment Testing.txt	Test Bank	25-Feb-2019	[No Permis	
▶	Posted	Validation	URGP-277814	URGP-277814	1234567891011				18-Apr-2019	18-Apr-201

Note: You can also go to Payment Workflow Dashboard to check how the Workflow of the Payment is changing for every step (Post-Validate- Sign- Release)



Step 2: Release Payment

After posting the payment, it will need several steps to be released (Sent to the bank).

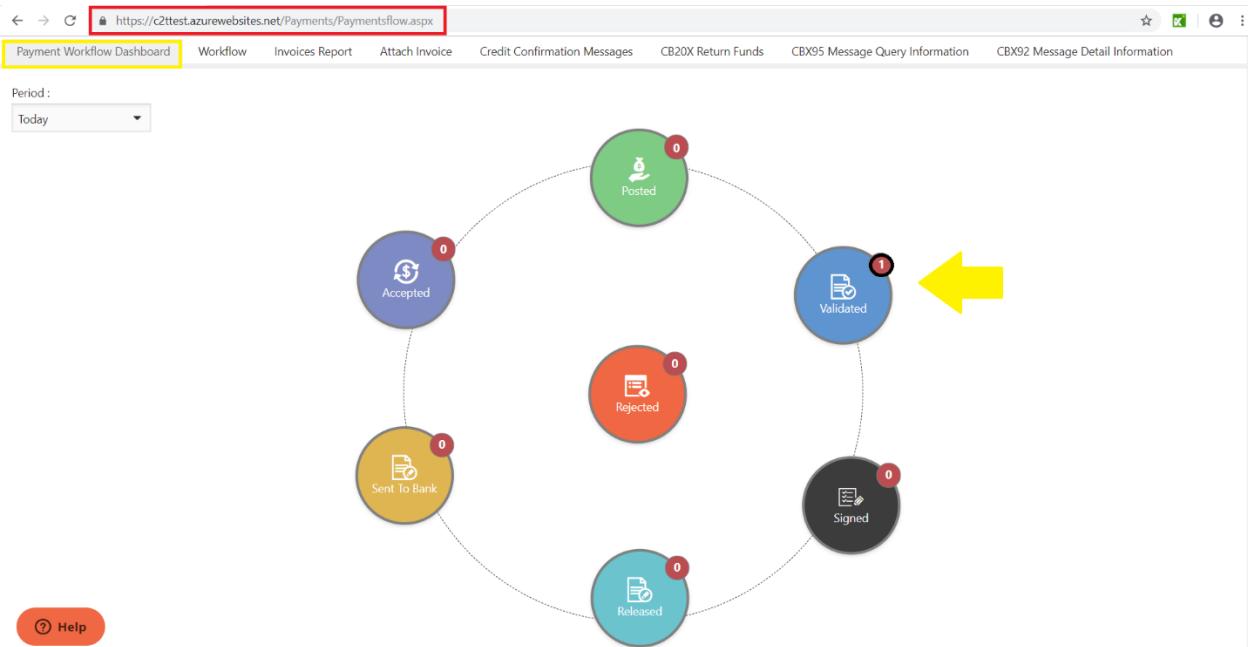
- Go to Payments/PaymentApprovals page to validate the payment
- Select the posted Payment and press approve

The screenshot shows the 'Payments List' page in the C2Treasury application. The URL in the address bar is <https://c2test.azurewebsites.net/Payments/PaymentApprovals.aspx>. The page has a toolbar with buttons for 'Approve', 'Reject', and 'Change Execution Date'. Below the toolbar is a table listing 61 items. One item in the list is highlighted with a checkmark and labeled 'Approved'. Two orange arrows point to this 'Approved' row: one from the 'Approve' button in the toolbar and another pointing downwards from the row itself. The table columns include: Current State, Awaiting, Message ID, Batch, Importation File Name, OC Account Number, Bank Name, Exec. Date, and Creation Date.

- A Pop-up will appear to choose the Validator of this payment
- Select the validator and then press **Validate All Payments**

The screenshot shows a modal dialog box titled 'Approving - Validation'. The URL in the address bar is <https://c2test.azurewebsites.net/Payments/PaymentApprovals.aspx>. The dialog box contains a table with columns: Signers, Signing Group, Signing Rule, Message ID, and OC Account Number. One row in the table is highlighted with a black border, showing 'SAMERUSER' under 'Signer'. At the bottom right of the dialog box is a large orange arrow pointing towards the 'Validate All Payments' button. The background of the dialog box is yellowed.

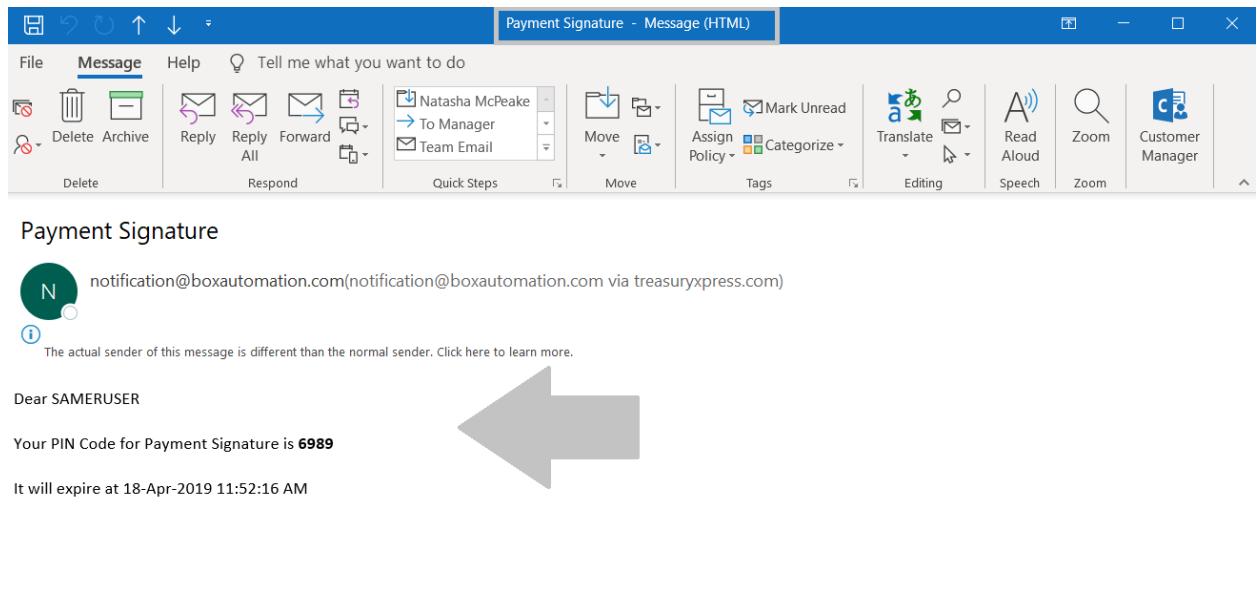
After validating the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Posted to Validated:



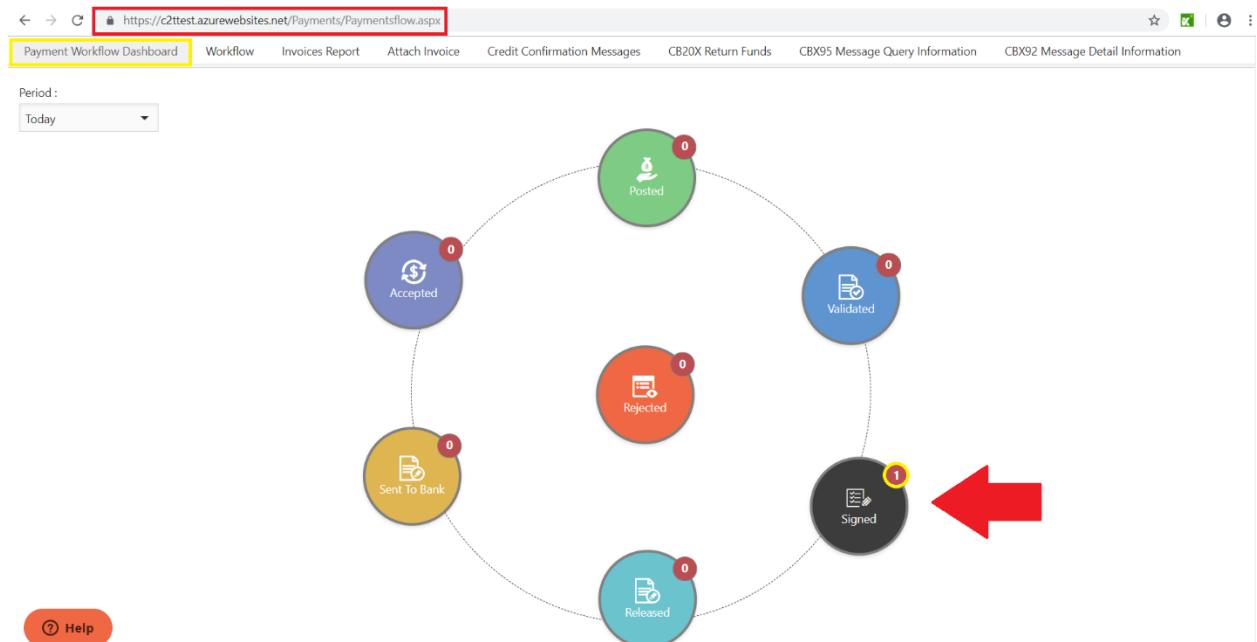
After validating the payment, let the validator log in into the system with his own credentials and go to the **Payment Approval** page to sign the payment.

- Select the Payment and then press Approve
- A Pop-up will appear and at the same time an email is sent to the signer which contains a PIN Code to be able to sign the Payment

The screenshot shows the 'Approving - Signing' page at <https://c2test.azurewebsites.net/Payments/PaymentApprovals.aspx>. The page includes a 'Payments List' table with columns like 'Approve' and 'Reject', and a table showing payment details such as 'Signing Group', 'Message ID', and 'Email'. A red arrow points to a 'I have a problem' link in the top right corner of the page. A yellow arrow points to the 'Sign All Payments' button at the bottom right.



- Press on Sign all Payments so that the payment will be signed
- After Signing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Validated to Signed:



- If you also take a look at the Current Status of the Payment, the Current Status has changed from Validated, awaiting Signature to Signed, awaiting Release
- Re-select the Payment signed and press approve one more time
- A Pop-up will appear to release the payment

- Press on **Release All Payment**

Note: If the Requested Execution Date of the Payment is before the date of Today, the system will ask you to either Keep the execution date as In and proceed or to Change the execution date and proceed.

- Choose Change the Execution Date and Proceed, then press **Release All Payments**

Approving - Releasing

Signing Group	Signing Rule	Message ID	OC Account Number	Total Amount	Requested Execution Date
MAFSG1	1A	USD 1 Facto - Payer	1234567891011	[No Permission]	25-Feb-2019

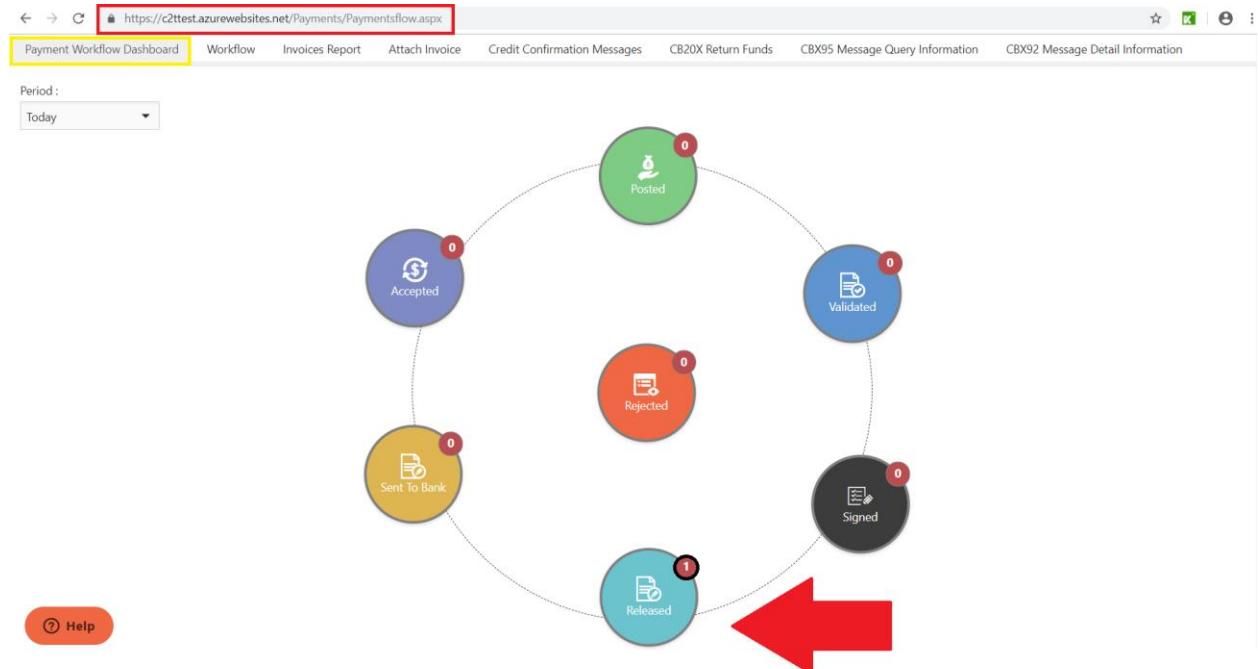
Category	Signer	Email	Request Date	Approval Date
A	SAMERUSER	samer.rahal@treasuryxpress.co	18-Apr-2019 11:36:28	18-Apr-2019 11:50:28

Execution Date: 18-Apr-2019

Change Execution Date and Proceed Keep Execution Date As Is and Proceed

Release All Payments

- After Releasing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Signed to Released:



After the Release, the Payment will be sent to the bank.

IV. Treasury Wire Payment:

Step1: Treasury Wire Setup

Go to SecuritySetting/PaymentSecurity/Technical/TreasuryWireSetup to define the corresponding file format for each account:

- **Ordering Customer Account Number:** Specify the ordering customer account number
- **File Format:** Specify the File Format (URGP, NURG, SEPA, etc.)
- **Details of Charges:** Specify the charge details

The screenshot shows a web browser window with the URL <https://c2test.azurewebsites.net/SecuritySetting/PaymentSecurity/Technical/TreasuryWireSetup.aspx>. The page title is "Treasury Wire Setup". Below the title, there are four input fields: "Ordering Customer Account Number" (with value 9ffc161f-c409-48fd-b264-cf02be), "File Format" (set to "URGP"), "Authorization" (empty), and "Details Of Charges" (set to "All transaction charges are to be borne by"). At the bottom of the form are buttons for "Add" (highlighted in orange), "Edit", "End Edit", "Delete", and "Cancel". Three yellow arrows point from the right side of the page towards the "File Format", "Authorization", and "Details Of Charges" fields.

Step2: Create Payment

Go to Payments/TreasuryWire Page to create the payment:

- **Ordering Customer Account Number:** Select the Ordering Customer Account Number specified in the above rule
- **File Format:** Select the specified file format defined in the above rule (in the Dropdown list, only the file format selected in the treasury wire setup will appear)
- **Beneficiary Account Number:** Select the beneficiary account number desired from the Dropdown List
- **Transaction Amount:** Specify the transaction amount
- **Currency:** The currency will be generated automatically after selecting the Ordering Customer Account Number
- **Requested Execution Date:** Specify the requested execution date

Treasury Wire Editor

Template:

Ordering Customer Account Number: * NON IBAN

Related OC IHB Account:

File Format: URGP

Beneficiary Account Number: * NON IBAN

Related beneficiary IHB Account:

Transaction Amount: *

Currency: * EUR

Requested Execution Date: * 07-May-2019

Description:

Transaction Reference:

Extra Info:

Generate IHB Transactions:

Instrument Code Debtor:

Instrument Code Creditor:

Operation Date: 07-May-2019

After filling all the information, click on Stimulate Button to view how the Ordering Customer and Beneficiary Account will be Debited and Credited with this Treasury Wire payment:

Related beneficiary IHB Account:

Transaction Amount: *

Currency: *

Requested Execution Date: *

Description:

Transaction Reference:

Extra Info:

Generate IHB Transactions:

Instrument Code Debtor:

Instrument Code Creditor:

Operation Date:

Ordering Customer Account

	OC Account Name	Cash Position	Cash Position Converted(USD)	Company Name	Company Balance	Company Converted(USD)	Bank Name	Bank Balance	Bank Balance Converted(USD)
Before	Currency Cloud EUR	0.00	0.00	Company A	88.00	108.41	CurrencyCloud	0.00	0.00
After :	Currency Cloud EUR	-2.000.00	-2.463.90	Company A	-1.912.00	-2.355.49	CurrencyCloud	-2.000.00	-2.463.90

Beneficiary Account

	Beneficiary Account Name	Cash Position	Cash Position Converted(USD)	Company Name	Company Balance	Company Converted(USD)	Bank Name	Bank Balance	Bank Balance Converted(USD)
Before	TestTest	0.00	0.00	TestTest	0.00	0.00	Test Bank	1.010.000.00	69.836.69
After	TestTest	2.000.00	2.463.90	TestTest	2.000.00	2.463.90	Test Bank	1.012.000.00	72.300.59

To post the payment, press on Confirm Button:

https://c2ttest.azurewebsites.net/Payments/TreasuryWire.aspx

NON IBAN

Related beneficiary IIB Account :

Transaction Amount: * 2000

Currency: * EUR

Requested Execution Date : * 07-May-2019

Description :

Transaction Reference :

Add Extra Info

Extra Info:

Generate IHB Transactions:

Instrument Code Debtor: Clear

Instrument Code Creditor: Clear

Operation Date : 07-May-2019

Simulate Confirm Cancel

Confirm Post

Are you sure you want to post this payment?

OK CANCEL

After posting the Payment, go to the **Payment Workflow** to check the status of the Payment:



Step 3: Release Payment

After posting the payment, it will need several steps to be released (Sent to the bank).

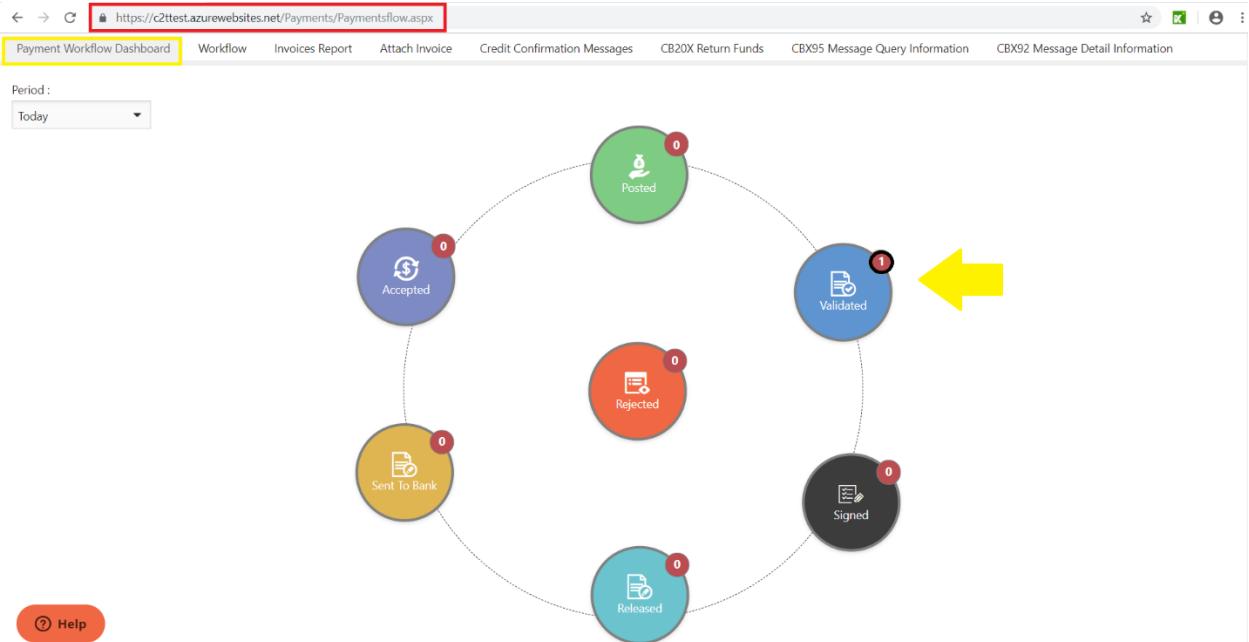
- Go to Payments/PaymentApprovals page to validate the payment
- Select the posted Payment and press approve

The screenshot shows the 'Payments List' page in the C2Treasury application. The URL in the browser is <https://c2test.azurewebsites.net/Payments/PaymentApprovals.aspx>. The page displays a grid of payment records with columns including Current State, Message ID, OC Account Number, Bank Name, Exec. Date, Creation Date, Total Amount (USD), Payment Type, and Payment Method. One row is highlighted with a yellow background, and an orange arrow points to the 'Approve' button in the top navigation bar.

- A Pop-up will appear to choose the Validator of this payment
- Select the validator and then press **Validate All Payments**

The screenshot shows a modal dialog titled 'Approving - Validation'. The dialog lists signers under the heading 'Signers' and includes columns for Category, Signer, Signing Group, Signing Rule, Message ID, and OC Account Number. Two signers are selected: 'A' and 'LARA_JABER'. An orange arrow points to the 'Validate All Payments' button at the bottom right of the dialog.

After validating the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Posted to Validated:

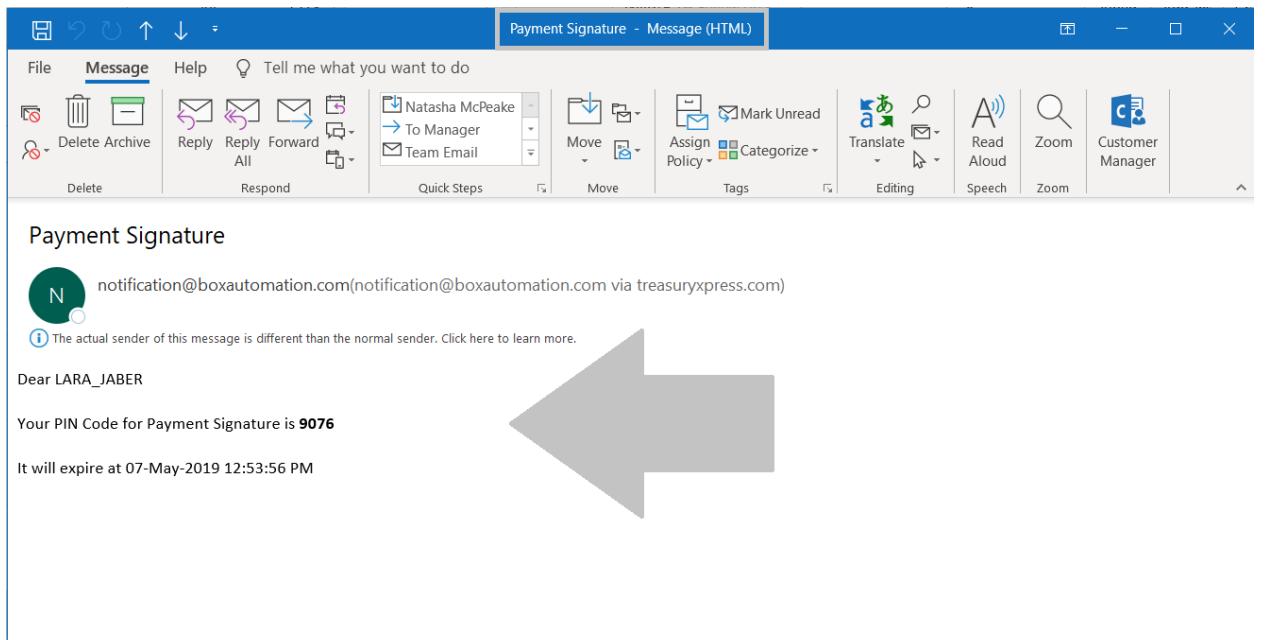


After validating the payment, let the validator log in into the system with his own credentials and go to the **Payment Approval** page to sign the payment.

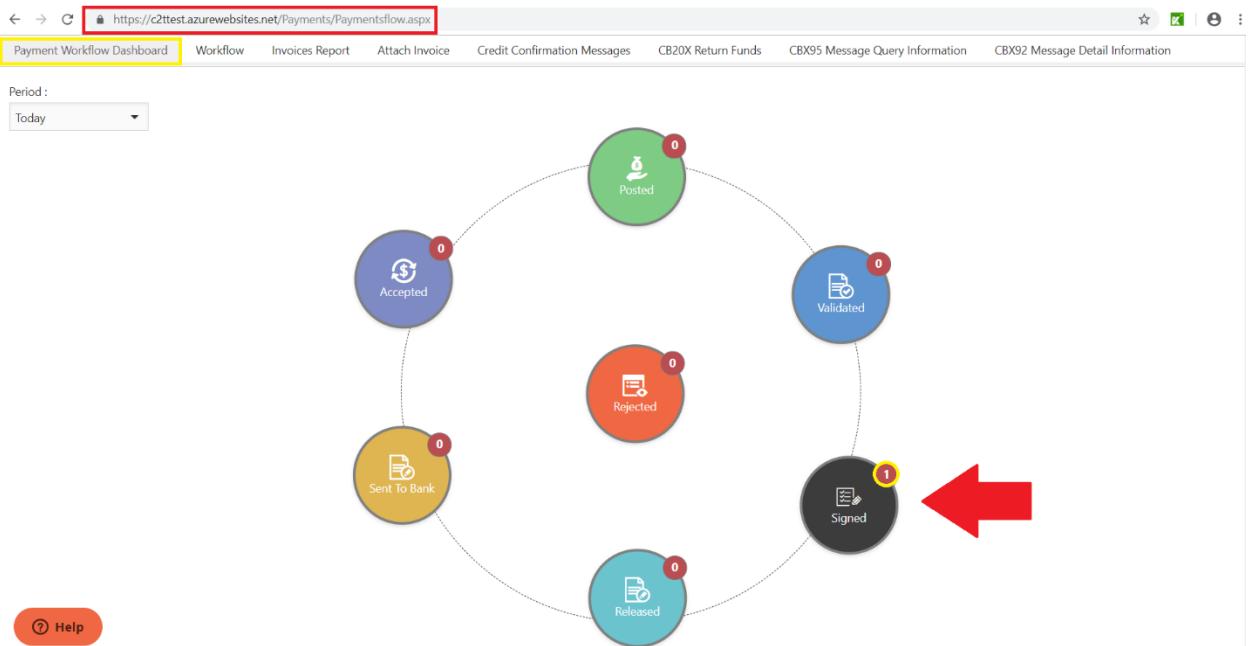
- Select the Payment and then press Approve
- A Pop-up will appear and at the same time an email is sent to the signer which contains a PIN Code to be able to sign the Payment

The screenshot shows the 'Approving - Signing' page. It displays a table of payments with columns: Signing Group, Signing Rule, Message ID, OC Account Number, Total Amount, Requested E, Payment Type, and File 1. One row is highlighted in green for 'MAFSG1'. The right side of the screen shows a sidebar with payment types and a 'Sign All Payments' button.

Category	Signer	Email	Request Date	Approval Date
A	LARA_JABER	lara.jaber@treasuryxpress.com	07-May-2019 12:40:59	



- Press on Sign all Payments so that the payment will be signed
- After Signing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Validated to Signed:



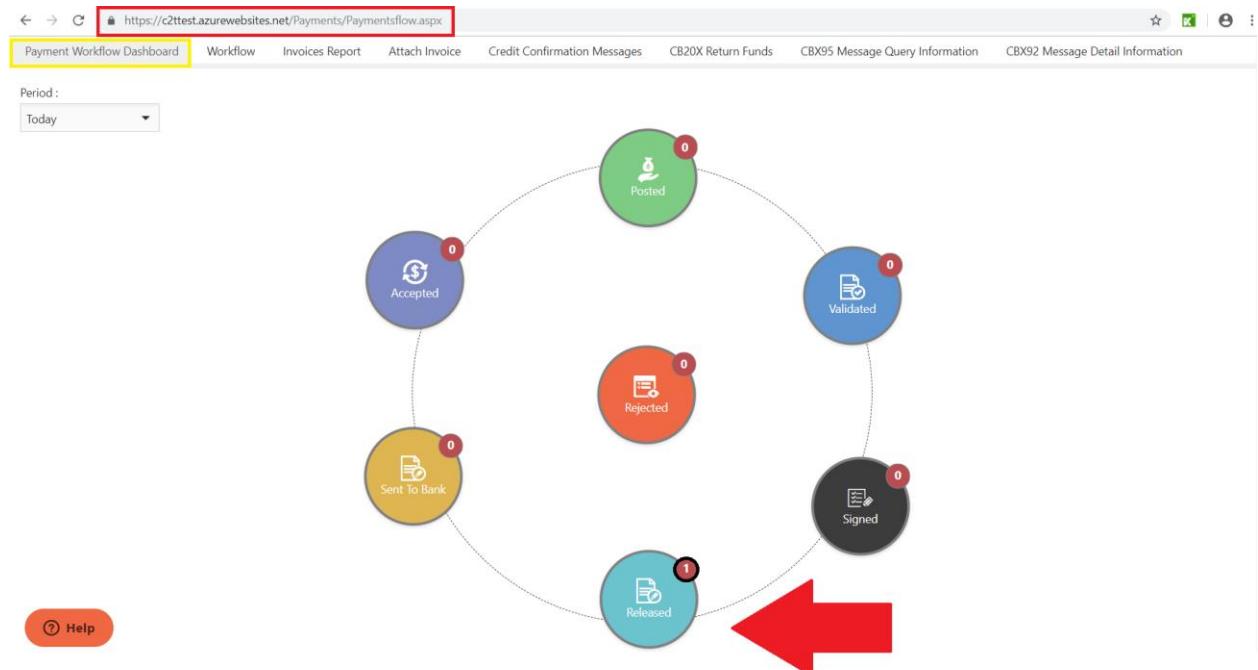
- If you also take a look at the Current Status of the Payment, the Current Status has changed from Validated, awaiting Signature to Signed, awaiting Release
- Re-select the Payment signed and press approve one more time
- A Pop-up will appear to release the payment

- Press on **Release All Payment**

Note: If the Requested Execution Date of the Payment is before the date of Today, the system will ask you to either Keep the execution date as In and proceed or to Change the execution date and proceed.

The screenshot shows the 'Approving - Releasing' interface. On the left, there's a sidebar with 'Payments List' containing buttons for 'Approve' and 'Reject'. Below it is a table showing payment details like Signing Group, Signing Rule, Message ID, OC Account Number, Total Amount, Requested Exec Date, Payment Type, and File ID. One row is highlighted in green. At the bottom right of the main grid is a large orange arrow pointing towards the 'Release All Payments' button.

- After Releasing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Signed to Released:



After the Release, the Payment will be sent to the bank.

V. Third Party Payment:

There are 2 ways to create Third-Party Payments:

1. Creating a Payment manually
2. Creating a Template for the payment

Note: This method is only used for supplier's Payments.

1. Create Payment Manually:

Step1: Create Payment

The first step to do for creating a payment from Third-Party Transfer Page is to create the Payment format per bank:

- Go to SecuritySetting/PaymentSecurity/Technical/PaymentFormatPerBank Page
- **Bank Name:** Choose the Ordering Customer's Bank Name
- **File Format:** Choose the file format desired for the Payment

After pressing Add, go to the Payments/ThirdPartyTransfers Page to create the payment:

- **Ordering Customer Account Number:** Choose the ordering customer account from the Dropdown List
- **Requested Execution Date:** Select the required execution date for the payment

Third Party Transfers Editor

Template:

Ordering Customer
Account: Third-Party Account
Bank: Test Bank
Company: TestTest

Requested Execution Date: * 16-May-2019

Transactions: Press on this button to create a new transaction

To create a transaction, press on New Button:

- **Amount:** Specify the amount of the transaction
- **Currency:** The currency will be automatically generated (Currency of the Ordering Customer)
- **Details of Charge:** Select the specified charge details
- **Beneficiary Account Number:** Select the supplier's account (Beneficiary Account Number) corresponding to the payment

Note: Make sure that the Beneficiary type is within the following types: SUPDOM, SUPINT, SALDOM or SALINT.

Requested Execution Date: * 16-May-2019

Transactions:

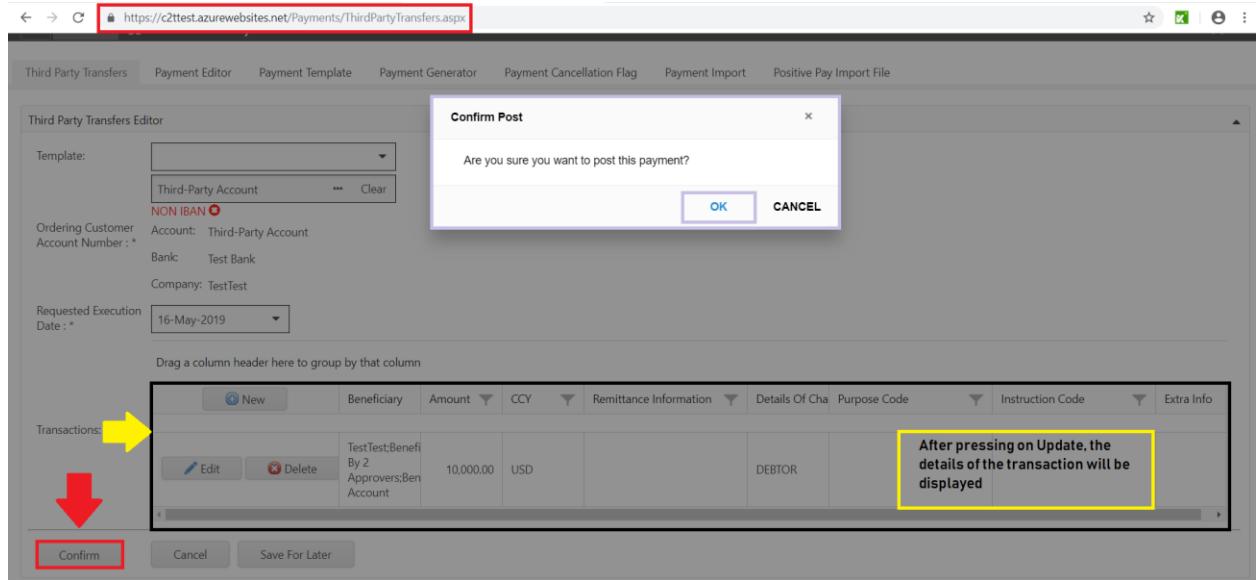
Info Extra Info

Amount: ** 10000 CCY: ** USD Details Of Charges: ** DEBTOR

Remittance Information: Purpose Code: Instruction Code:

Payment Invoice URL:

Once filling all the information, press Update and then Confirm to Post the Payment:



After confirming the payment, the Payment will be posted.

After posting the payment, go to the **Payment Workflow Dashboard** to check the status of the Payment:



Step2: Release the Payment

After posting the payment, it will need several steps to be released (Sent to the bank).

- Go to Payments/PaymentApprovals page to validate the payment
- Select the posted Payment and press Approve

Payments List

	Current State	Awaiting	Message ID	Batch	OC Account Number	Bank Name	Exec. Date	Creation Date	Total Amount (USD)	Payment Typ	Payment Me	
▶	Posted	Validation	Testing-1234	Testing-1234	Import Payment Account	Test Bank	01-May-2019	[No Permission]	2,095.00	SUPINT	TRF	
▶	Posted	Validation	BKTR-277871	BKTR-277871	1234023100		02-Oct-2017	05-May-2019	0.01	SUPDOM	TRF	
▶	Signed	Release	URGP-277872	URGP-277872	9ffc161f-c409-48fd-b264-cf02i		07-May-2019	07-May-2019	2,463.90	TREASURYINT	TRF	
▶	Posted	Validation	URGP-277873	URGP-277873	1234567891011		08-May-2019	08-May-2019	7,000.00	SALINT	TRF	
▶	✓	Posted	Validation	FIN-277875	FIN-277875	Third-Party Account	Test Bank	16-May-2019	08-May-2019	10,000.00	SALINT	TRF

Page 8 of 8 (75 items) 1 2 3 4 5 6 7 8

Create Filter Show/Hide filter row

- A Pop-up will appear to choose the Validator of this payment
- Select the validator and then press **Validate All Payments**

Approving - Validation

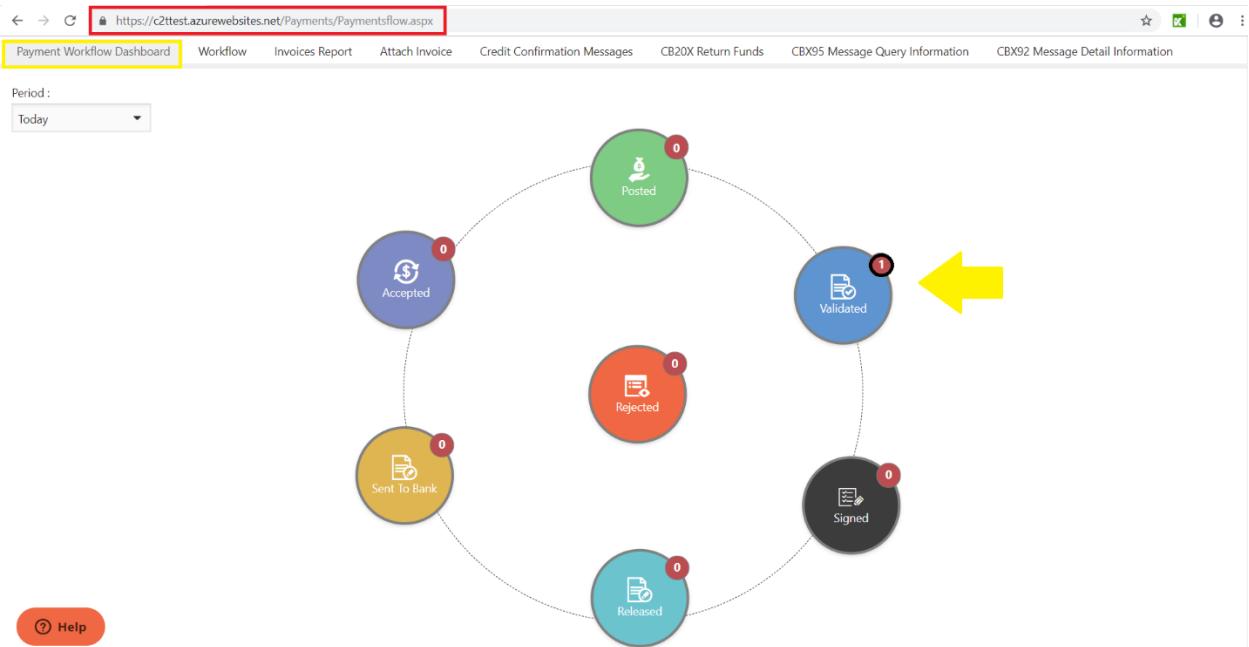
Select all signers for all payments

Signers	Signing Group	Signing Rule	Message ID	OC Account Number
Select All Unselect All Category Signer A SARA	Test Group	1A	FIN-277876	Third-Party Account

Cancel Validate All Payments

Show/Hide filter row

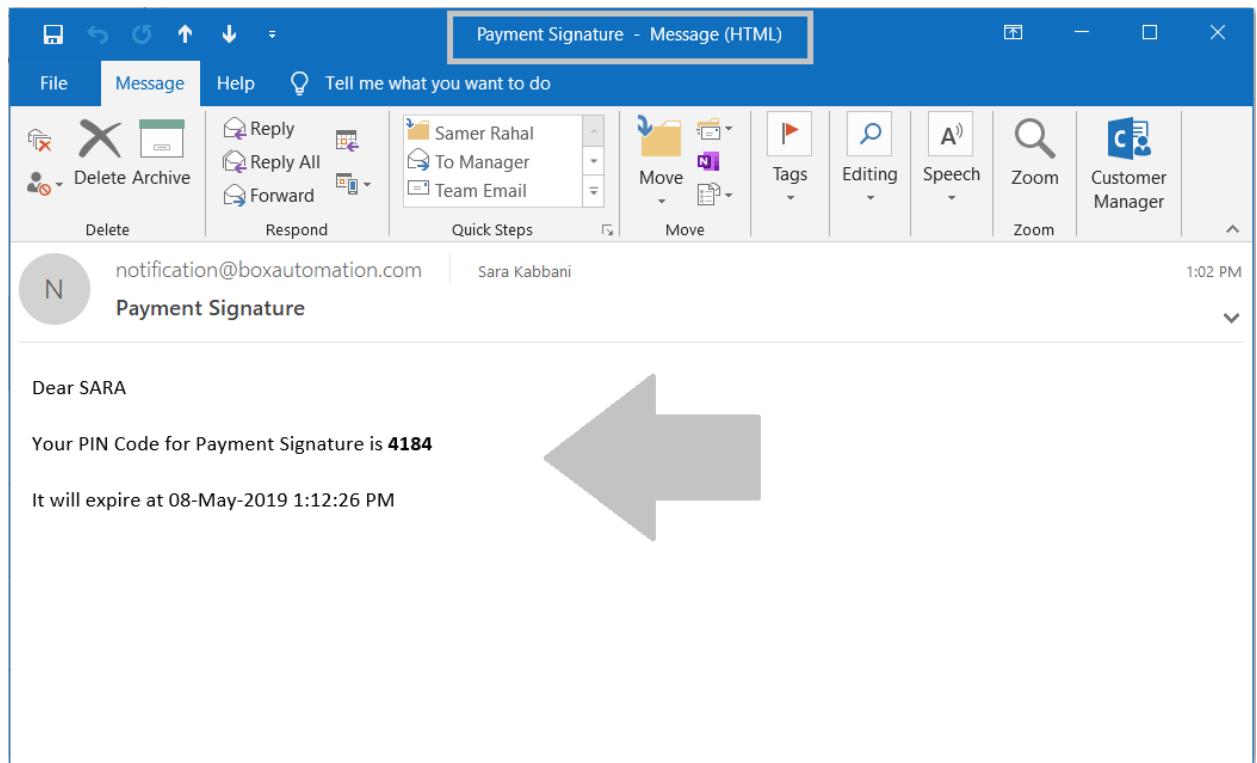
After validating the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Posted to Validated:



After validating the payment, let the validator log in into the system with his own credentials and go to the **Payment Approval** page to sign the payment.

- Select the Payment and then press Approve
- A Pop-up will appear and at the same time an email is sent to the signer which contains a PIN Code to be able to sign the Payment

The screenshot shows the 'Approving - Signing' page. It displays a PIN Code (4184) in a red-bordered input field. At the bottom right, there is a 'Sign All Payments' button. In the top right corner, a sidebar shows a message 'Welcome SARA~' and a link 'I have a problem' with a red arrow pointing to it. The left side of the screen shows a list of payments with various status filters.



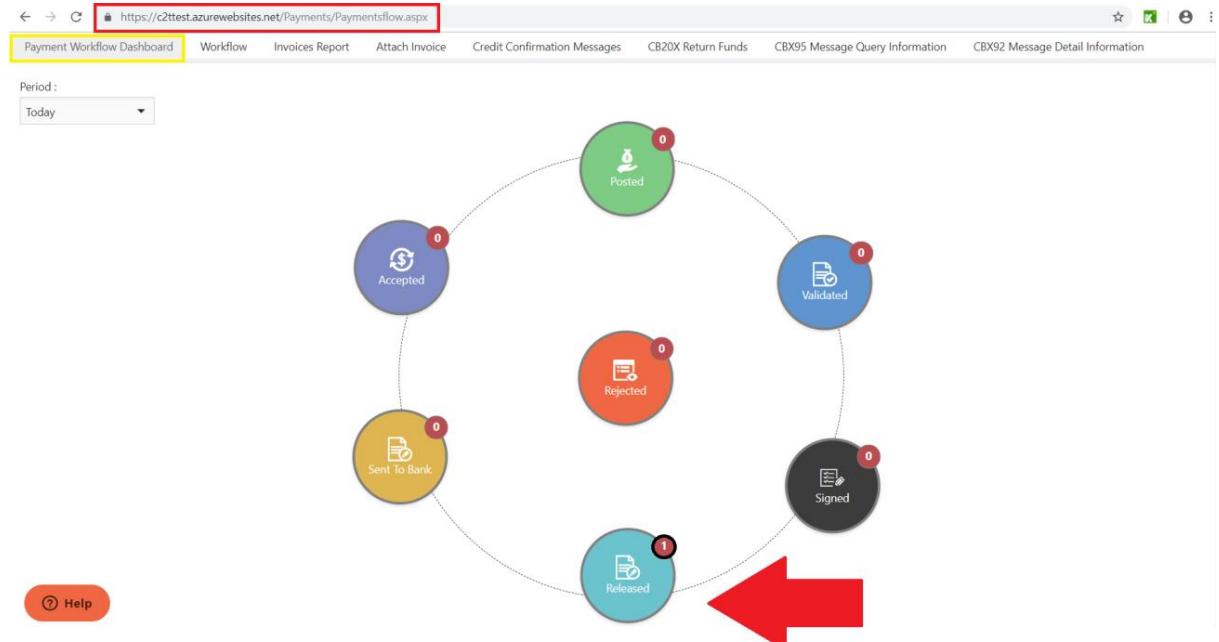
- Press on Sign all Payments so that the payment will be signed
- After Signing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Validated to Signed:



- If you also take a look at the Current Status of the Payment, the Current Status has changed from Validated, awaiting Signature to Signed, awaiting Release
- Re-select the Payment signed and press approve one more time
- A Pop-up will appear to release the payment
- Press on **Release All Payment**

Note: If the Requested Execution Date of the Payment is before the date of Today, the system will ask you to either Keep the execution date as In and proceed or to Change the execution date and proceed.

- After Releasing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Signed to Released:



After the Release, the Payment will be sent to the bank.

2. Create Template for Payment:

Step1: Create Template

The first thing to do is to create a Payment Template.

Go to SecuritySetting/PaymentSecurity/CompanyTechnical/TreasuryWireTemplate Page:

- **Template Name:** Write the template name
- **Template Type:** Choose the desired template type
- **Payment Type:** Since we're doing a Third-Party Transfer payment, choose "Third Party Transfer"
- **Ordering Customer Account Number:** Choose the specific Ordering Customer Account
- **Beneficiary Account Number:** Choose the specific Beneficiary Account Number for this payment

Note: Make sure that the Beneficiary type is within the following types: SUPDOM, SUPINT, TREASURYDOM or TREASURYINT

- **Transaction Amount:** Specify the amount of the transaction
- **Currency:** The currency will be automatically generated once the Ordering Customer Account is selected
- **Requested Execution Date:** Select the required execution date for the payment

Editor

Template Name : *

Template Type : *

Payment Type : *

Ordering Customer Account Number : *
 NON IBAN

File Format :

Beneficiary Account Number : *
 NON IBAN

Transaction Amount: *

Currency: *

Requested Execution Date : *

Purpose Code :

Description/Remittance Info :

Charges :

Instruction Code :

Add Extra Info

Extra Info:

After adding the template, it will be displayed in the Templates grid where an Approve Button is being displayed for a signer to approve this template.

Login into the system with your own credentials and go to SecuritySetting/PaymentSecurity/CompanyTechnical/TreasuryWireTemplate Page to approve this template.

The screenshot shows a web-based application interface for managing treasury wire templates. At the top, the URL is https://c2test.azurewebsites.net/SecuritySetting/PaymentSecurity/CompanyTechnical/TreasuryWireTemplate.aspx. Below the header, there is a table with columns: Approve, Template Name, Template Type, File Type, Ordering Customer Accr, Ordering Customer Name, and Beneficiary Account Number. The first row has an 'Approve' button highlighted with a red box and an orange arrow pointing towards it. The second row contains the template 'Testing Sara New' with 'Free Form' type and 'Repetitive' file type. The third row contains 'RBS/N to HSBC N/S DKK' with 'Repetitive' type and 'Free Form' file type. The fourth row, which is highlighted with a yellow box, contains 'Third Party Payment 2' with 'Free Form' type and 'Third-Party Account' file type. The 'Beneficiary Account Number' column for this row shows 'Beneficiary Account1'. At the bottom of the table, there is a page navigation bar indicating 'Page 2 of 2 (13 items)' with buttons for back, forward, and search.

After approving the template, login into the system with the previous credentials and go to Payments/ThirdPartyTransfers to post this payment:

- **Template:** Choose the created template
- **Ordering Customer Account Number:** This will be automatically generated once the template is chosen
- **Requested Execution Date:** The date will be automatically generated once the template is chosen
- **Transaction:** The transaction will be automatically generated once template is chosen

Note: The transaction could be edited or deleted.

The screenshot shows a web-based application interface for managing third-party transfers. At the top, the URL is https://c2test.azurewebsites.net/Payments/ThirdPartyTransfers.aspx. Below the header, there is a navigation bar with links: Third Party Transfers, Payment Editor, Payment Template, Payment Generator, Payment Cancellation Flag, Payment Import, and Positive Pay Import File. The main area is titled 'Third Party Transfers Editor'. It features a form with fields: 'Template:' dropdown set to 'Third Party Payment 2', 'Ordering Customer Account Number : *' dropdown set to 'Third-Party Account', 'Account:' dropdown set to 'Third-Party Account', 'Bank:' dropdown set to 'Test Bank', 'Company:' dropdown set to 'TestTest', and 'Requested Execution Date : *' dropdown set to '17-May-2019'. To the right of this form, a callout box with an orange arrow points to the form fields, containing the text: 'These fields will be automatically generated once the template is chosen'. Below the form is a table with columns: #, Beneficiary, Amount, CCY, Remittance Information, Details Of Cha, Purpose Code, Instruction Code, and Extra Info. The table has one visible row with the following data: 'TestTest;Benefi', 'Account1;Benefi', 'Account1', '10,000.00', 'USD', and several empty cells. At the bottom of the table, there are buttons: 'Confirm', 'Cancel', and 'Save For Later'.

After confirming the payment, the Payment will be posted.

After posting the payment, go to the **Payment Workflow Dashboard** to check the status of the Payment:



Step2: Release the Payment

After posting the payment, it will need several steps to be released (Sent to the bank).

- Go to Payments/PaymentApprovals page to validate the payment
- Select the posted Payment and press Approve

The screenshot shows a 'Payments List' table with columns: Current State, Awaiting, Message ID, Batch, OC Account Number, Bank Name, Exec. Date, Creation Date, Total Amount (USD), Payment Type, and Payment Method. The last row is highlighted with a black border.

	Current State	Awaiting	Message ID	Batch	OC Account Number	Bank Name	Exec. Date	Creation Date	Total Amount (USD)	Payment Type	Payment Method	
>	Posted	Validation	Testing-1234	Testing-1234	Import Payment Account	Test Bank	01-May-2019	[No Permission]	2,095.00	SUPINT	TRF	
>	Posted	Validation	Testing-1234	Testing-1234	Import Payment Account	Test Bank	01-May-2019	[No Permission]	2,095.00	SUPINT	TRF	
>	Posted	Validation	BKTR-277871	BKTR-277871	1234023100	BANK OF AMERICA NY	02-Oct-2017	05-May-2019	0.01	SUPDOM	TRF	
>	Signed	Release	URGP-277872	URGP-277872	1261f-c409-48fd-b264-cf021	CurrencyCloud	07-May-2019	07-May-2019	2,463.90	TREASURYINT	TRF	
>	Posted	Validation	URGP-277873	URGP-277873	1234567891011	Audi bank lebanon	08-May-2019	08-May-2019	7,000.00	SALINT	TRF	
>	✓	Posted	Validation	FIN-277879	FIN-277879	Third-Party Account	Test Bank	17-May-2019	08-May-2019	10,000.00	SUPINT	TRF

- A Pop-up will appear to choose the Validator of this payment
- Select the validator and then press **Validate All Payments**

Approving - Validation

Select all signers for all payments		Signers	Signing Group	Signing Rule	Message ID	OC Account Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Category Signer				
		Select All Unselect All				
		A SARA	Test Group	1A	FIN-277879	Third-Party Account

Cancel Validate All Payments

After validating the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Posted to Validated:



After validating the payment, let the validator log in into the system with his own credentials and go to the **Payment Approval** page to sign the payment.

- Select the Payment and then press Approve
- A Pop-up will appear and at the same time an email is sent to the signer which contains a PIN Code to be able to sign the Payment

The screenshot shows the treasuryXpress Approving - Signing interface. At the top, it says "Approving - Signing" and "PIN Code Will Expire After: 09:43 minutes". There is a red box around the "PIN Code: 9114" input field. To the right of the input field is a "Resend PIN by Email" button. Below this is a table with columns: Signing Group, Signing Rule, Message ID, OC Account Number, Total Amount, Requested Date, Payment Type, and File 1. One row in the table is highlighted in green, showing "Test Group", "1A", "FIN-277879", "Third-Party Account", "10,000.00", "17-May-2019", "SUPINT", and "FIN". To the right of the table is a sidebar titled "Payment Type" with a list of items: SALDOM, SUPINT, SUPINT, SUPDOM, TREASURYINT, SALINT, and SUPINT. At the bottom right of the main window is a yellow arrow pointing to the "Sign All Payments" button. The bottom right corner of the main window has a yellow arrow pointing to the "Resend PIN by Email" button.

The screenshot shows a Microsoft Outlook message window titled "Payment Signature - Message (HTML)". The message is addressed to "notification@boxautomation.com" and is from "Sara Kabbani". The subject of the message is "Payment Signature". The body of the message contains the following text:

Dear SARA
 Your PIN Code for Payment Signature is **9114**
 It will expire at 08-May-2019 4:46:12 PM

A large grey arrow points from the right side of the email body towards the left side of the screen.

- Press on Sign all Payments so that the payment will be signed
- After Signing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Validated to Signed:

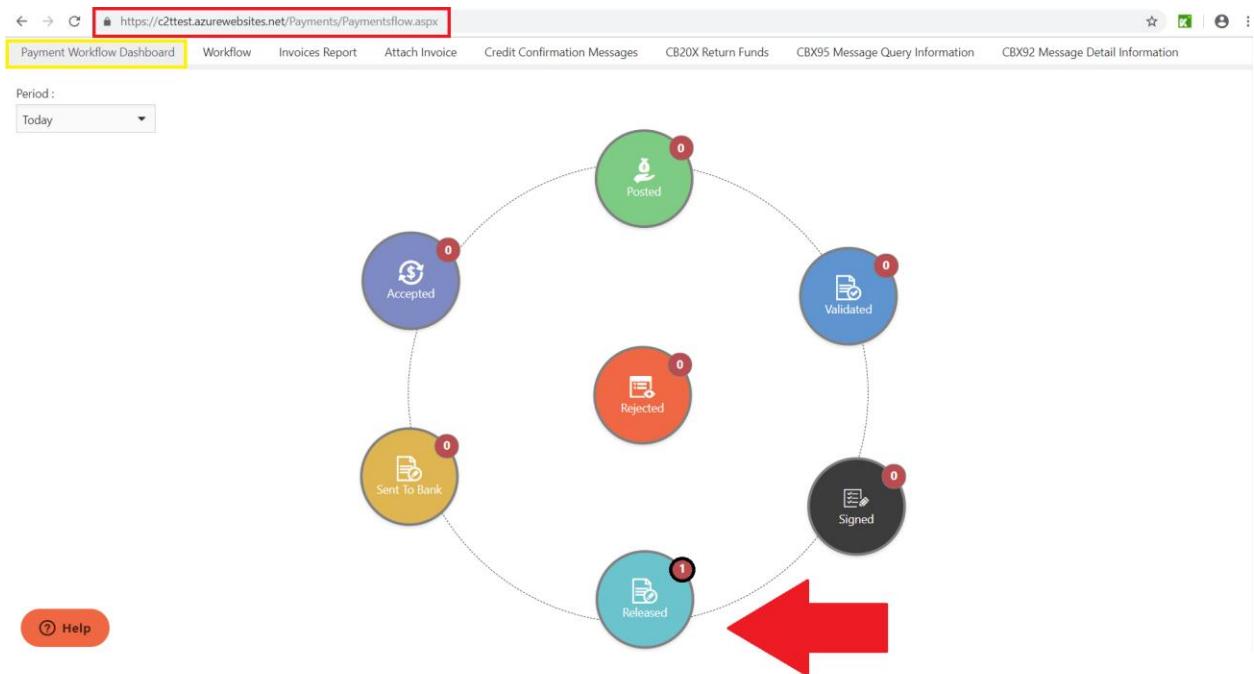


- If you also take a look at the Current Status of the Payment, the Current Status has changed from Validated, awaiting Signature to Signed, awaiting Release
- Re-select the Payment signed and press approve one more time
- A Pop-up will appear to release the payment
- Press on **Release All Payment**

Note: If the Requested Execution Date of the Payment is before the date of Today, the system will ask you to either Keep the execution date as In and proceed or to Change the execution date and proceed.

The screenshot shows the Approving - Releasing dialog box. It displays payment details: Signing Group (Test Group), Signing Rule (1A), Message ID (FIN-277879), OC Account Number (Third-Party Account), Total Amount (10.000,00), Requested E (17-May-2019), Payment Typ (SUPINT), and File 1 (FIN). Below this is a table with columns: Category, Signer, Email, Request Date, and Approval Date. A row is selected for Category A, Signer SARA, Email sara.kabbani@treasuryexpress.com, Request Date 08-May-2019 16:33:30, and Approval Date 08-May-2019 16:36:42. At the bottom right of the dialog is a red-bordered button labeled "Release All Payments".

- After Releasing the Payment, go to the **Payment Workflow Dashboard** to check how the status of the Payment changed from Signed to Released:



After the Release, the Payment will be sent to the bank.