PSBank Business Online Buddy User Guide

Automatic Debit Arrangement (ADA)

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I. Overview

This module shall cover the process of doing Automatic Debit Arrangement.

II. About this Guide

This User's Guide is intended for the Front Office Users of Business Online Buddy (BOB) which will show the users on how to do fund transfer to Automatic Debit Arrangement.

III. Scope of this Guide

This User's Guide includes the process of Account Enrollment for the following:

1. Automatic Debit Arrangement
   1.1 Manual Enrollment
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3. Unenrollment
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1. **Automatic Debit Arrangement (ADA) Enrollment using Manual Enrollment**

   1.1. Corporate Client's Maker to log-in via BOB

      1.1.1. Go to Account Enrollment.

      1.1.2. In the Type of Facility, select Automatic Debit Arrangement.

      1.1.3. In the Enrollment Options, select "Manual Enrollment".

      1.1.4. In the Enrollment Options, select "Manual Enrollment".

      1.1.5. Click "Proceed".

      1.1.6. User may opt to select "+Add Account" if with additional enrollment.

1.1.7. Click "Submit".

1.1.8. Below screen shall appear, click "Proceed".

1.1.9. User may opt to delete account by clicking trash bin icon.

1.1.10. A successful banner shall appear on the screen as shown below.

Note: Account will be routed to the Corporate Client's assigned approvers

1.2 Corporate Client's Verifier to log-in via BOB

Corporate Client's Approvers (Verifier) shall receive email notification of pending approval of the ADA enrollment as seen below.

1.2.1. Log-in as Verifier

1.2.2. In the account enrollment, click the arrow in the search options.

1.2.3. In the type of facility, select Auto Debit Arrangement.

1.2.4. Select the reference number or click the checkbox to approve.

1.2.5. Then click "Submit".

1.2.6. User have an option to approve per item by clicking the Reference to check the details prior to approval.

1.2.7. To approve multiple requests, Select the checkbox beside reference.

1.2.8. Click "Approve".

1.2.9. Below screen shall appear.

1.2.10. User have the option to input remarks as shown below.

1.2.11. Click "Approve".

1.2.12. A successful banner shall appear on the screen.

Notes:
1. *Approval is depending on Workflow Model of the company (E.g., Maker-Verifier-Authorizer-Releaser)*
2. *Process of approval is same with the remaining approvers of the Corporate Client.*

1.3. Account Enrollment Inquiry Module for ADA Enrollments

1.3.1. Log-in via BOB

1.3.2. Go to Account Enrollment – Account Enrollment Inquiry.

1.3.3. In the Type of Facility, select "Automatic Debit Arrangement" and click "Search".

Notes:
1. List of Account Enrollment for ADA shall appear on the Screen.
2. User may opt to Download the report by clicking export as PDF or XLS.

2. ADA Enrollment using Upload Batch Enrollment

2.1. Corporate Client's Maker to log-in via BOB

2.1.1. Go to Forms/Templates

2.1.2. Download Automatic Debit Arrangement (ADA) Form under "A. Uploading file for Enrollment".

2.1.3. Update the form and save.

2.1.4. Go to Account Enrollment, under Type of Facility, choose "Automatic Debit Arrangement".

2.1.5. Under Enrollment Options, choose "Upload Batch Enrollment".

2.1.6. Under "Choose File", upload the filled-out ADA Form.

2.1.7. Click "Proceed"

2.1.8. Enrollment Details shall appear on the screen as shown below.

2.1.9. Click "Proceed".

2.1.10. A prompt message shall appear on the screen, click "Proceed".

Notes:
1. Please ensure that every upload of multiple Enrollment, a different filename shall be used
2. Ensure the account numbers have 12 characters.
3. Account nickname is required and must not have duplicate with other entries

      2.1.11. If data uploaded is correct, a successful banner shall appear on the screen as seen below:

Note: This shall queue to Corporate Client's Approvers

2.2 Corporate Client's Verifier in BOB

2.2.1. Log-in via BOB.

2.2.2. Go to Account Enrollment, in the Type of Facility, choose "Auto Debit Arrangement".

2.2.3. Click "Search".

2.2.4. Select the reference numbers to approve by clicking the checkbox.

2.2.5. Click "Approve".

2.2.6. Click "Proceed".

2.2.7. A successful banner shall appear on the screen as seen below.

Notes:

1. *Approval is depending on Workflow Model of the company (e.g., Maker-Authorizer, Maker-Verifier-Authorizer or Maker-Verifier-Authorizer-Releaser).*
2. *If the workflow model is MVAR, then enrolment request shall queue to Verifier-Authorizer-Releaser for approval.*
3. *Enrollment of Account is still subject to PSBank system approval.*

3. Automatic Debit Arrangement (ADA) Transaction

3.1. Maker's Encoding of ACA Transaction via BOB

3.1.1. Go to Automatic Debit Arrangement Module.

3.1.2. In the "Transfer From", select chosen source account.

3.1.3. In the "Transfer To", select the "Enrolled Target Account".

3.1.4. Indicate Preferred "Transfer Schedule".
   a) Immediate
   b) Future Date
   c) Recurring

3.1.5. Indicate Purpose (optional).

3.1.6. Indicate Email Address (optional).

3.1.7. Click "Next".

3.1.8. Click "Submit".

3.1.9.   A success banner shall appear on the screen as shown below.

Note: This shall queue to Corporate Client's Approvers

3.2.   Approver's Approval of ACA Transaction via BOB

3.2.1.   From the Dashboard, click "Transaction" under Pending ACA.

3.2.2. User will be redirected to ADA Module.
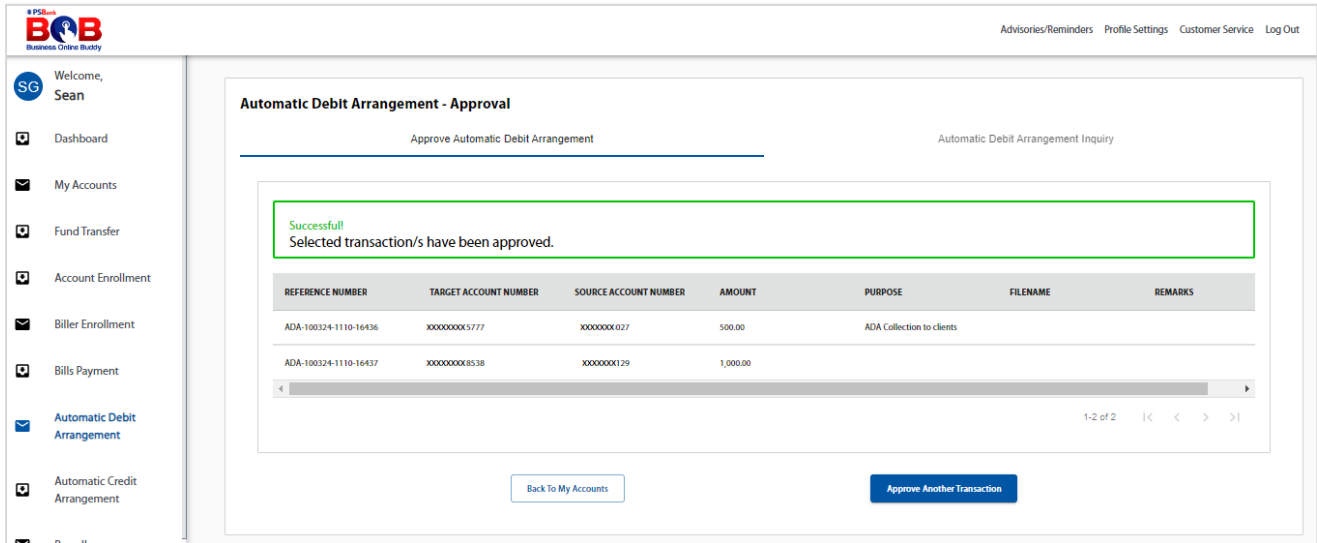
3.2.3. User will be redirected to ADCA Module.

3.2.4. Select the ADA Transaction for approval.

3.2.5. Click "Approve".

3.2.6. A prompt message shall appear, click "Proceed".
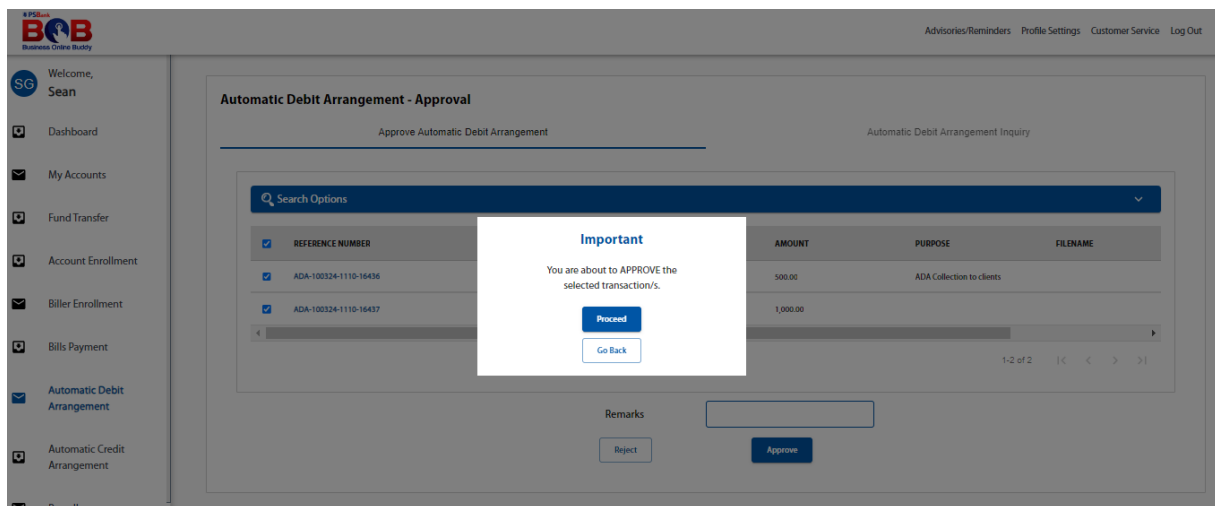
3.2.7. A success banner shall appear on the screen as shown below:
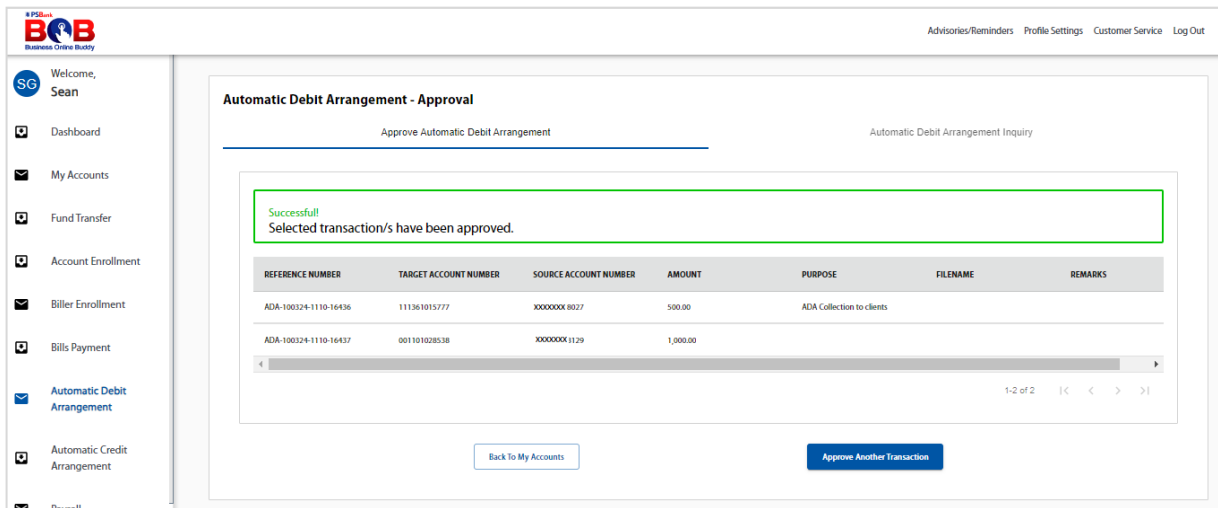
Notes:
1. Approval is depending on Workflow Model of the company (E.g., Maker-Verifier-Authorizer-Releaser)
2. Process of approval is same with the remaining approvers of the Corporate Client.

3.3. Automatic Debit Inquiry Module (ADA) Inquiry Module

3.3.1. Log-in via BOB.
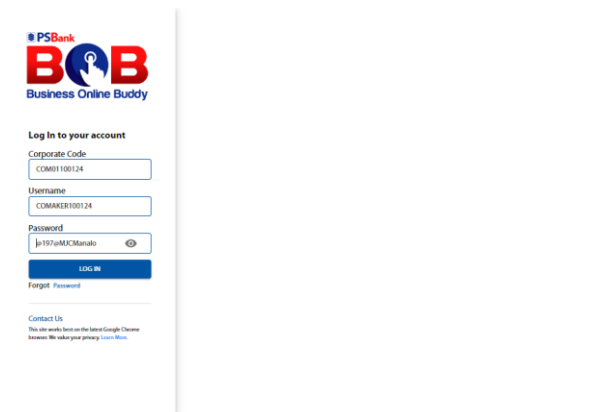
3.3.2. From DASHBOARD, user may opt to click "Transactions" under Pending ACA

Note: User will be redirected to ADA Inquiry Module

3.3.3. User may directly go to Automatic Debit Arrangement (ADA) in the side menu.

3.3.4. Click "Automatic Debit Arrangement Inquiry".
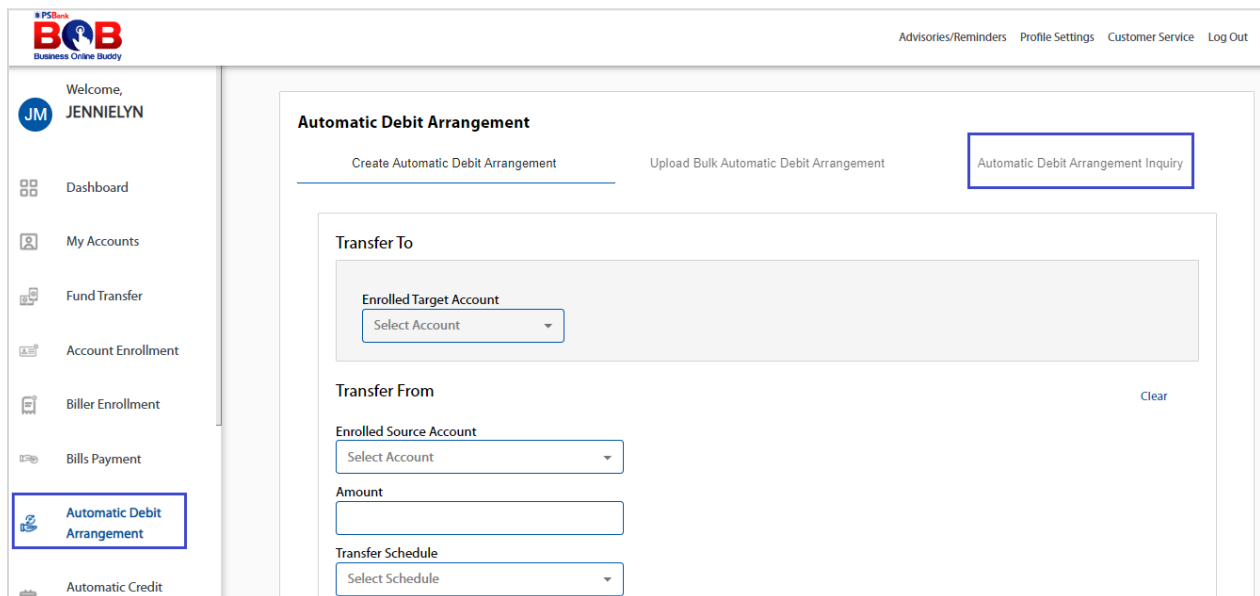
3.3.5. Summary of ADA Transactions can be seen on the screen.

3.3.6. Click "Automatic Debit Arrangement Inquiry".

3.3.7. User may opt to click the Search Option to input additional filtering option then click "Search"
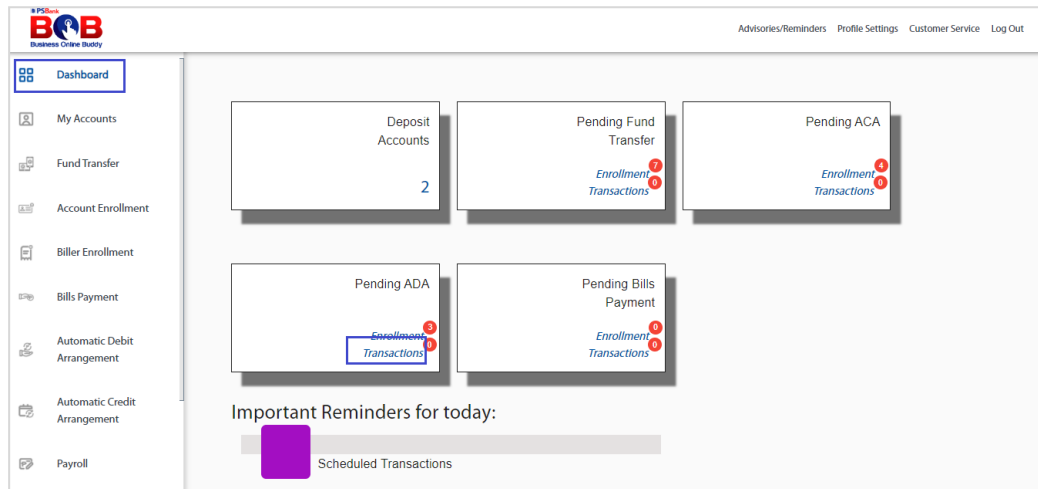

3.3.8. User may opt to export report in PDF and in XLS format as shown below:

4. Unenrollment of Automatic Debit Arrangement (ADA)

4.1. Corporate Client's Maker to log-in via BOB

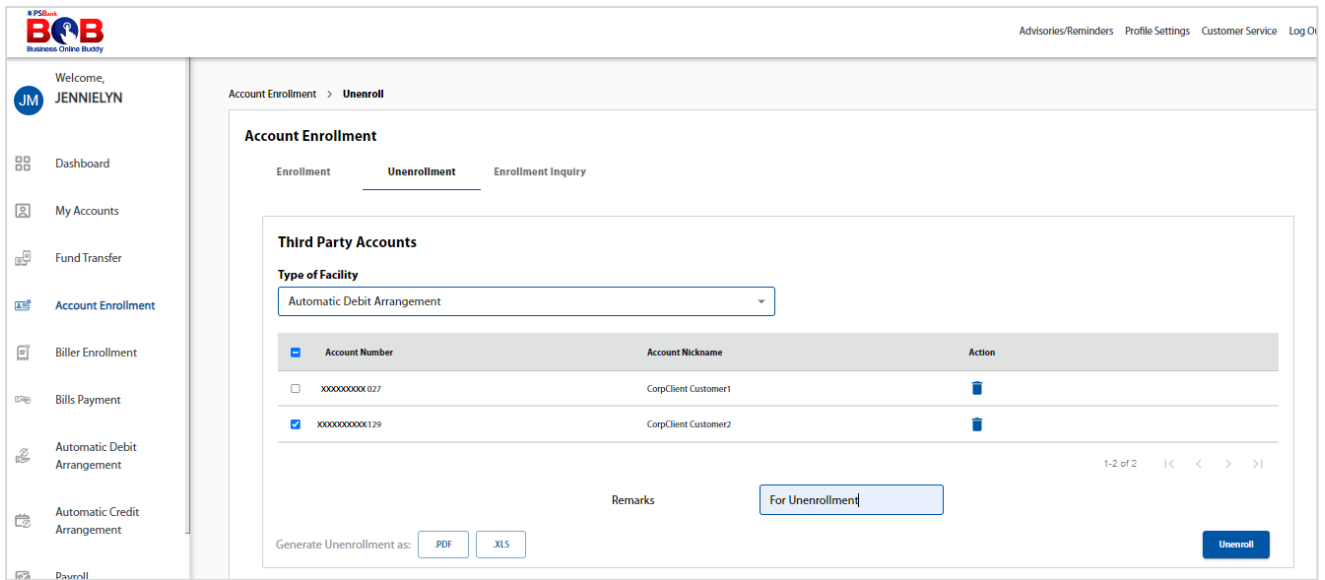4.1.1. Go to Account Enrollment > Unenrollment Tab.

4.1.2. In the Type of Facility, select "Automatic Debit Arrangement".

4.1.3. Select the Account number to unenroll by clicking the checkbox.

4.1.4. User may update the remarks.

4.1.5. Click "Unenroll".

4.1.6. A prompt message shall appear as shown below.
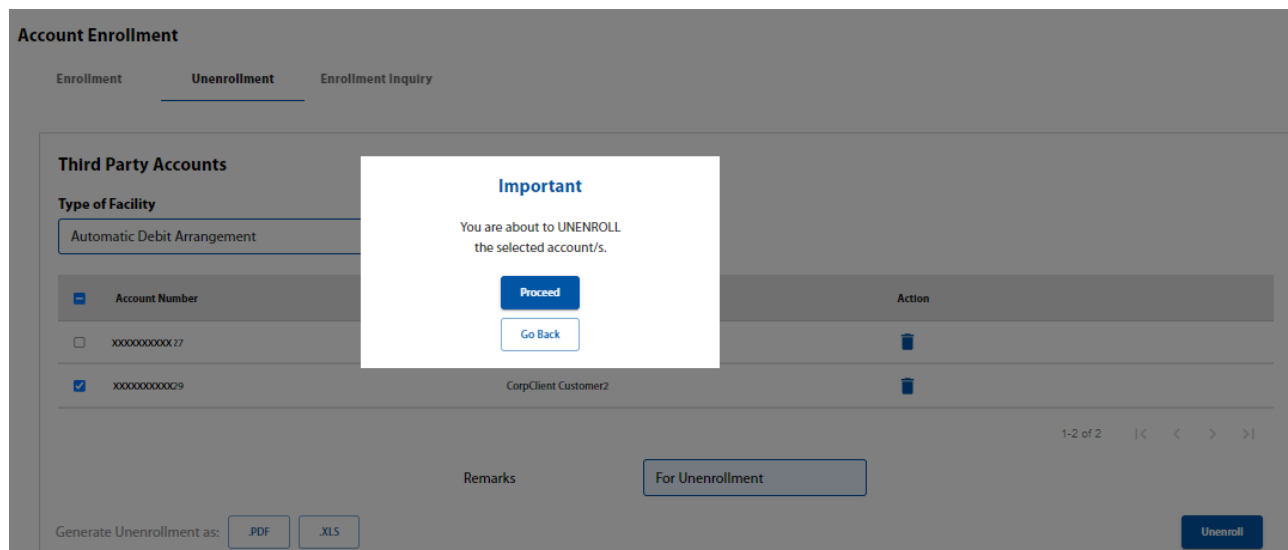
4.1.7. Click "Proceed".

4.1.8. A successful banner shall appear on the screen as shown below.

Account Enrollment

Enrollment   **Unenrollment**   Enrollment Inquiry

⚠ **Successful!**
Account unenrollment/s have been submitted for approval.

Third Party Accounts

Reference Number	Account Number	Account Nickname	Remarks
ADU-101124-1010-16486	XXXXXXXXX129	CorpClient Customer2	For Unenrollment

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Note: This shall queue to Corporate Client's Approvers

4.2. Corporate Client's Approver to log-in via BOB

4.2.1. Go to Account Enrollment > Approve Unenrollment Tab.

4.2.2. In the Type of Facility, select "Automatic Debit Arrangement".

4.2.3. List of ADA for Unenrollment approval shall appear on the screen.

4.2.4. User may update the remarks.

4.2.5. Click "Approve".

4.2.6. A successful banner shall appear on the screen as shown below.

Notes:

1. *Approval is depending on Workflow Model of the company (e.g., Maker-Authorizer, Maker-Verifier-Authorizer or Maker-Verifier-Authorizer-Releaser)*
2. *If the workflow model is MVAR, then enrolment request shall queue to Verifier-Authorizer-Releaser for approval.*
3. *Enrollment of Account is still subject to PSBank system approval.*