



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
 - 1.2 Upload Batch Enrollment
2. Financial Transaction
3. Unenrollment
4. Enrollment Inquiry
5. Automatic Debit Arrangement Inquiry

IV. Procedures

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".

Account Enrollment > Enroll

Account Enrollment

Enrollment Unenrollment Enrollment Inquiry

Enrollment Details

Type of Facility

Automatic Debit Arrangement

Enrollment Options

☒ Manual Enrollment

☐ Upload Batch Enrollment

Proceed

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”.

Account Enrollment > Enroll > Add Account > Accounts for Enrollment





Account Enrollment

Enrollment Unenrollment Enrollment Inquiry

Enrollment Details

Type of Facility Automatic Debit Arrangement	Enrollment Options Manual Enrollment	Account/s for Enrollment 2
--	--	--------------------------------------

List of Account/s

ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS	ACTIONS
XXXXXXXX027	CorpClient Customer1	ADA - Receivables 1		 
XXXXXXXX129	CorpClient Customer2	ADA-Receivables		 

[+ Add Account](#)

1-2 of 2 |< < > >|

[Cancel](#) [Submit](#)

1.1.8. Below screen shall appear, click “Proceed”.

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

Account Enrollment > Enroll > Add Account > Accounts for Enrollment





Account Enrollment

Enrollment Unenrollment Enrollment Inquiry

Enrollment Details

Type of Facility Automatic Debit Arrangement	Account/s for Enrollment 2
--	--------------------------------------

List of Account/s

ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS	ACTIONS
XXXXXXXX027	CorpClient Customer1	ADA - Receivables 1		 
XXXXXXXX0129	CorpClient Customer2	ADA-Receivables		 

[+ Add Account](#)

1-2 of 2 |< < > >|

[Cancel](#) [Submit](#)

Important
Account/s will be submitted for validation. Only valid account/s will be submitted for approval.
[Proceed](#)
[Go Back](#)

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

Account Enrollment > Enroll > Add Account > Accounts for Enrollment > Summary

Account Enrollment

Enrollment Unenrollment Enrollment Inquiry

Successful!
Account enrollment/s have been submitted for approval.

Enrollment Details

Type of Facility Automatic Debit Arrangement	Enrollment Options Manual Enrollment	Account/s for Enrollment 2
--	--	--------------------------------------

List of Account/s

REFERENCE NUMBER	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS	REMARKS
ADE-100324-0910-16426	XXXXXXXX27	CorpClient Customer1	ADA - Receivables 1		
ADE-100324-0910-16427	XXXXXXXX129	CorpClient Customer2	ADA Receivables		

1-2 of 2 |< < > >|


[Go to Dashboard](#) [Make Another Enrollment](#)

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.

Subject: PSBank BOB - Enrollment Queued For Approval



Corporation Name: COM OCT 2024 CORPORATION

Dear Ms./Mr.: XXXXXXXXXXXX
User Role: Verifier

You have a pending request for Auto Debit Arrangement enrollment approval.

Enrollment details are as follows:


Reference No : ADE-100324-0910-16427
Total Number of Records: 1
Total Number of valid accounts submitted for approval: 1
Total Number of invalid accounts: 0
Purpose: ADA-Receivables

This is a system-generated message. Please do not reply to this email.

Thank you.

Warmest regards,

Subject: PSBank BOB - Enrollment Queued For Approval



Corporation Name: COM OCT 2024 CORPORATION

Dear Ms./Mr.: XXXXXXXXXXXX
User Role: Verifier

You have a pending request for Auto Debit Arrangement enrollment approval.

Enrollment details are as follows:

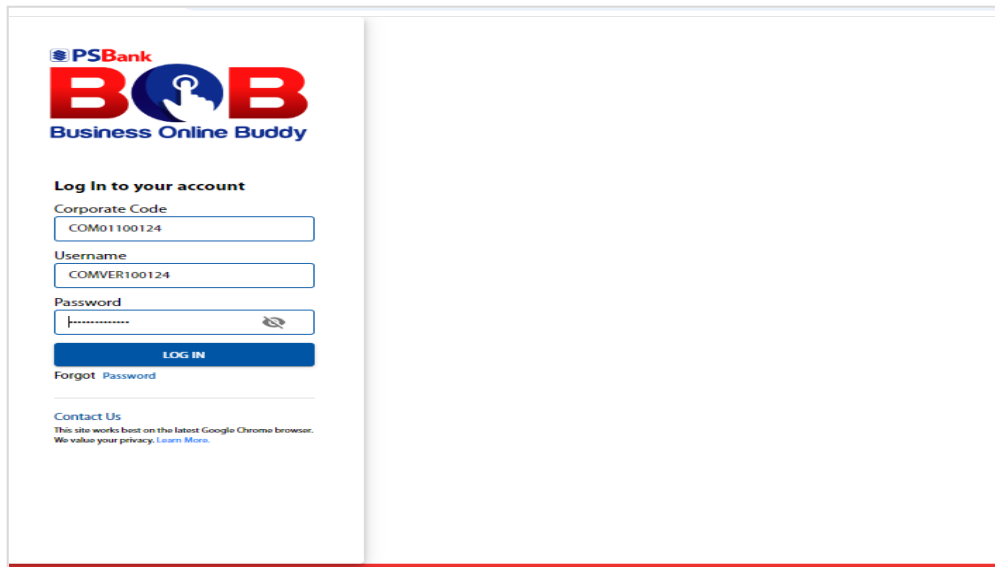
Reference No : ADE-100324-0910-16426
Total Number of Records: 1
Total Number of valid accounts submitted for approval: 1
Total Number of invalid accounts: 0
Purpose: ADA - Receivables 1

This is a system-generated message. Please do not reply to this email.

Thank you.

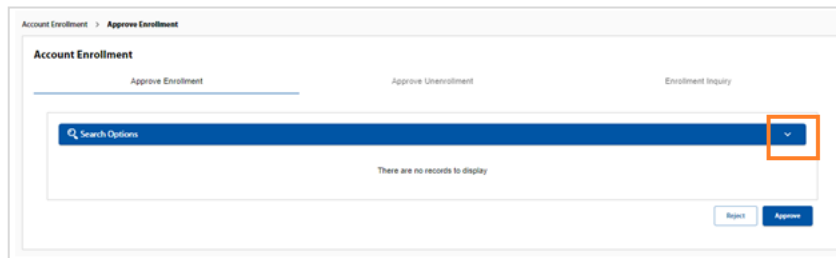
Warmest regards,

1.2.1. Log-in as Verifier



The image shows the login page for PSBank BOB (Business Online Buddy). The page features the PSBank logo and the BOB Business Online Buddy branding. Below the logo, there is a section titled "Log In to your account" with three input fields: "Corporate Code" (containing "COM01100124"), "Username" (containing "COMVER100124"), and "Password" (containing masked characters). A "LOG IN" button is positioned below the password field. To the left of the button is a link for "Forgot Password". At the bottom, there is a "Contact Us" link and a note stating "This site works best on the latest Google Chrome browser. We value your privacy. [Learn More](#)."

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



The image displays the "Account Enrollment" page, specifically the "Approve Enrollment" tab. The page has a header with "Account Enrollment" and "Approve Enrollment". Below the header, there are three tabs: "Approve Enrollment", "Approve Unenrollment", and "Enrollment Inquiry". The "Approve Enrollment" tab is active. A search bar labeled "Search Options" is present, with a dropdown arrow highlighted by an orange box. Below the search bar, it says "There are no records to display". At the bottom right, there are two buttons: "Reject" and "Approve".

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".

Account Enrollment

Approve Enrollment Approve Unenrollment Enrollment Inquiry

Search Options

Reference Number

Account Number

Account Nickname

Type of Facility
Automatic Debit Arrangem...

Enrollment Option

Filename

Date Range
Start date → End date

Search

<input type="checkbox"/>	REFERENCE NUMBER	FACILITY	TARGET BANK	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE
<input type="checkbox"/>	ADE-100324-0910-16427	ADA	PSBank	XXXXXXXX129	CorpClient Customer2	ADA-Receiveables
<input type="checkbox"/>	ADE-100324-0910-16426	ADA	PSBank	XXXXXXXX027	CorpClient Customer1	ADA - Receiveables 1

1-2 of 2 |< < > >|

Reject **Approve**

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”.

<input type="checkbox"/>	REFERENCE NUMBER	FACILITY	TARGET BANK	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE
<input type="checkbox"/>	ADE-100324-0910-16427	ADA	PSBank	XXXXXXXX129	CorpClient Customer2	ADA-Receiveables

1.2.9. Below screen shall appear.

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

Account Enrollment > Approve Enrollment > Enrollment Details

Account Enrollment

Approve Enrollment Approve Unenrollment Enrollment Inquiry

Enrollment Details

Type of Facility
Automatic Debit Arrangement

Enrollment Options
Manual Enrollment

List of Account/s

REFERENCE NUMBER	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS	FILENAME	STATUS
ADE-100324-0910-16427	XXXXXXXXXX	CorpClient Customer2	ADA-Receivables			For Verification

1-1 of 1 |< < > >|

Approver Remarks
Service Available -FLC Report

Back Reject **Approve**


1.2.11. Click “Approve”.

1.2.12. A successful banner shall appear on the screen.

Account Enrollment > Approve Enrollment > Summary

Account Enrollment

Approve Enrollment Approve Unenrollment Enrollment Inquiry

 **Successful!**
Account enrollment/s have been approved. Accounts will be available once PSBank reviews approved accounts.

Enrollment Details

Type of Facility
Automatic Debit Arrangement

Enrollment Options
Manual Enrollment

List of Account/s

REFERENCE NUMBER	FACILITY	TARGET BANK	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS
ADE-100324-0910-16427	ADA	PSBank	XXXXXXXXXX	CorpClient Customer2	ADA-Receivables	

1-1 of 1 |< < > >|

Go to Dashboard **Approve Another Enrollment**

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

PSBank


Business Online Buddy

Log In to your account

Corporate Code

Username

Password



LOG IN

Forgot Password

Contact Us

This site works best on the latest Google Chrome


because We value your privacy [Learn More](#)

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.



PSB
Business Online Buddy

JM

Welcome,
JENNIELYN
MALAPITAN

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Billers Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Payroll

Account Number

Account Nickname

Type of Facility

Automatic Debit Arrangem...


Enrollment Option

Filename


Date Range

Start

Recent download history



PSB_ADA_Enroll_Report_(1).xlsx
3.7 KB • Done



PSB_ADA_Enroll_Report_(1).pdf
76.9 KB • Done

Full download history

REFERENCE NUMBER	ACCOUNT NUMBER	ACCOUNT NICKNAME	STATUS	ENROLLMENT OPTION	FILENAME	REMARKS
ADE-100924-0410-16469	001390002083	ADA Mult Four	Failed	Upload	ADAEnrollment_100924.xlsx	
ADE-100924-0410-16468	001390002094	ADA Mult Three	For Authorization	Upload	ADAEnrollment_100924.xlsx	
ADE-100924-0410-16467	001331000111	ADA Mult Two	For Authorization	Upload	ADAEnrollment_100924.xlsx	
ADE-100924-0410-16466	001102000780	ADA Mult One	For Authorization	Upload	ADAEnrollment_100924.xlsx	
ADE-100324-0910-16427	001101028129	CorpClient Customer2	Approved	Manual		ACA and ADA Approval
ADE-100324-0910-16426	001101028027	CorpClient Customer1	Approved	Manual		ADA - Receivables 1

Export as:

.PDF

.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".

The screenshot displays the PSBank BOB Business Online Buddy interface. On the left is a navigation menu with options: My Accounts, Fund Transfer, Account Enrollment, Biller Enrollment, Bills Payment, Automatic Debit Arrangement, Automatic Credit Arrangement, Payroll, and Forms/Templates (which is highlighted with a blue border). The main content area is titled 'Forms' and contains two sections: 'Templates' and 'A. Uploading file for ENROLLMENT of:'. Under 'Templates', there are radio buttons for PSBANK Fund Transfer, Other Bank Fund Transfer, Automatic Credit Arrangement (ACA), Automatic Debit Arrangement (ADA), and Bills Payment. Under 'A. Uploading file for ENROLLMENT of:', there are radio buttons for PSBANK Fund Transfer, Other Bank Fund Transfer, and Automatic Credit Arrangement (ACA). A 'Recent download history' pop-up window is visible in the top right corner, showing a file named 'ADAEnrollment (1).xlsx' with a status of 'Removed' and a link to 'Full download history'.

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"

Account Enrollment > Enroll

Account Enrollment

Enrollment Unenrollment Enrollment Inquiry

Enrollment Details

Type of Facility
Automatic Debit Arrangement

Enrollment Options
☐ Manual Enrollment
☒ Upload Batch Enrollment

Upload File
 ADAEnrollment_Multiplex.xlsx **Upload**

Note: Only upload .xlsx files.
Go to Templates & Forms to download the batch enrollment template.

Proceed

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

Account Enrollment > Enroll > Add Account > Accounts for Enrollment

Account Enrollment

Enrollment Unenrollment Enrollment Inquiry

Enrollment Details

Type of Facility	Enrollment Options	Account/s for Enrollment
Automatic Debit Arrangement	Upload Batch Enrollment	4

File Name
ADAEnrollment_100924.xlsx

List of Account/s

ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS
001102000780	ADA Mult One	ADA	macastuera@psbank.com.ph
001331000111	ADA Mult Two	ADA	macastuera@psbank.com.ph
001390002094	ADA Mult Three	ADA	macastuera@psbank.com.ph
001390002083	ADA Mult Four	ADA	macastuera@psbank.com.ph

1-4 of 4 |< < > >|

Proceed

2.1.9. Click “Proceed”.

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

Enrollment Details

Type of Facility

Automatic Debit Arrangement

File Name

ADAEnrollment_100924.xlsx

Enrollment Options

Important

Account/s will be submitted for validation. Only valid account/s will be submitted for approval.

Proceed

Go Back

Account/s for Enrollment

4

List of Account/s

ACCOUNT NUMBER	EMAIL ADDRESS
001102000780	macastuera@psbank.com.ph
001331000111	macastuera@psbank.com.ph
001390002094	macastuera@psbank.com.ph
001390002083	macastuera@psbank.com.ph

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:

BOB

Business Online Buddy

Welcome, JENNIELYN

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Billers Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Payroll

Forms/Templates

Advisories/Reminders

Profile Settings

Customer Service

Log Out

Account Enrollment > Enroll > Add Account > Accounts for Enrollment > Summary

Account Enrollment

Enrollment

Unenrollment

Enrollment Inquiry

Successful

Account enrollment/s have been submitted for approval.

Enrollment Details

Type of Facility

Automatic Debit Arrangement

Enrollment Options

Upload Batch Enrollment

File Name

ADAEnrollment_100924.xlsx

Account/s for Enrollment

4

List of Account/s

REFERENCE NUMBER	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE	EMAIL ADDRESS	REMARKS
ADE-100924-0410-16466	001102000780	ADA Mult One	ADA	macastuera@psbank.com.ph	
ADE-100924-0410-16467	001331000111	ADA Mult Two	ADA	macastuera@psbank.com.ph	
ADE-100924-0410-16468	001390002094	ADA Mult Three	ADA	macastuera@psbank.com.ph	
ADE-100924-0410-16469	001390002083	ADA Mult Four	ADA	macastuera@psbank.com.ph	

Note: This shall queue to Corporate Client's Approvers

Document Classification - PUBLIC

Page 13 of 27

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".

REFERENCE NUMBER	FACILITY	TARGET BANK	ACCOUNT NUMBER	ACCOUNT NICKNAME	PURPOSE
<input checked="" type="checkbox"/> ADE-100924-0410-16468	ADA	PSBank	001390002094	ADA Mult Three	ADA
<input checked="" type="checkbox"/> ADE-100924-0410-16467	ADA	PSBank	001331000111	ADA Mult Two	ADA
<input checked="" type="checkbox"/> ADE-100924-0410-16466	ADA	PSBank	001102000780	ADA Mult One	ADA

2.2.6. Click "Proceed".

Important

You are about to APPROVE the selected account/s for enrollment.

[Proceed](#) [Go Back](#)

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

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".

Welcome, JENNIELYN

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Billers Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Payroll

Forms/Templates

Automatic Debit Arrangement

Create Automatic Debit Arrangement | Upload Bulk Automatic Debit Arrangement | Automatic Debit Arrangement Inquiry

Transfer To

Enrolled Target Account	Account Type	Available Balance	Current Balance
COM OCT 2024 CORPORATION - 1113...	Savings	PHP 5,179.73	PHP 5,179.73

Transfer From

Enrolled Source Account: CorpClient Customer1 - xxxxxxxxxxx8027

Amount: 500.00

Transfer Schedule

- Select Schedule
- Immediate
- Future Date
- Recurring

Next

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".

[Advisories/Reminders](#)
[Profile Settings](#)
[Customer Service](#)
[Log Out](#)

Welcome,
JENNIELYN

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Billers Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Payroll

Enrolled Target Account

COM OCT 2024 CORPORATION - 1113...

Account Type

Savings

Available Balance

PHP 5,179.73

Current Balance

PHP 5,179.73

Transfer From

Clear

Enrolled Source Account

CorpClient Customer1 - xxxxxxxxxxxx027

Amount

500.00

Transfer Schedule

Recurring

Monthly

03-Oct-2024

03-Nov-2024

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Purpose (Optional)

ADA Collection to clients

Next

3.1.8. Click “Submit”.

[Advisories/Reminders](#)
[Profile Settings](#)
[Customer Service](#)
[Log Out](#)

Welcome,
JENNIELYN

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Billers Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Automatic Debit Arrangement

Create Automatic Debit Arrangement

Upload Bulk Automatic Debit Arrangement

Automatic Debit Arrangement Inquiry

Summary:

Target Account Number

xxxxxxxxxx777

Target Account Nickname

COM OCT 2024 CORPORATION

Amount

Php 500.00

Source Account Number

xxxxxxxxxx027

Source Account Nickname

CorpClient Customer1

Transfer Schedule

Recurring - MONTHLY

Purpose

ADA Collection to clients

Email Address

03-Oct-2024 - 03-Nov-2024

Days: 3

Cancel

Submit

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

PSBank BOB Business Online Buddy

Welcome, JENNIELYN

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Biller Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Payroll

Forms/Templates

Automatic Debit Arrangement

Create Automatic Debit Arrangement

Upload Bulk Automatic Debit Arrangement

Automatic Debit Arrangement Inquiry

Successful!
Transaction/s have been submitted for approval.

Reference Number
ADA-100324-1110-16436

Summary:

Target Account Number xxxxxxxx5777	Target Account Nickname COM OCT 2024 CORPORATION	Amount Php 500.00
Source Account Number xxxxxxxx 8027	Source Account Nickname CorpClient Customer1	Transfer Schedule Recurring - MONTHLY 03-Oct-2024 - 03-Nov-2024 Days: 3
Purpose ADA Collection to clients	Email Address	

Back To My Accounts

Make Another Transaction

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.

PSBank BOB Business Online Buddy

Welcome, Sean

Dashboard

My Accounts

Fund Transfer

Account Enrollment

Biller Enrollment

Bills Payment

Automatic Debit Arrangement

Automatic Credit Arrangement

Payroll

Deposit Accounts

2

Pending Fund Transfer

Enrollment Transactions

Pending ACA

Enrollment Transactions

Pending ADA

Enrollment Transactions

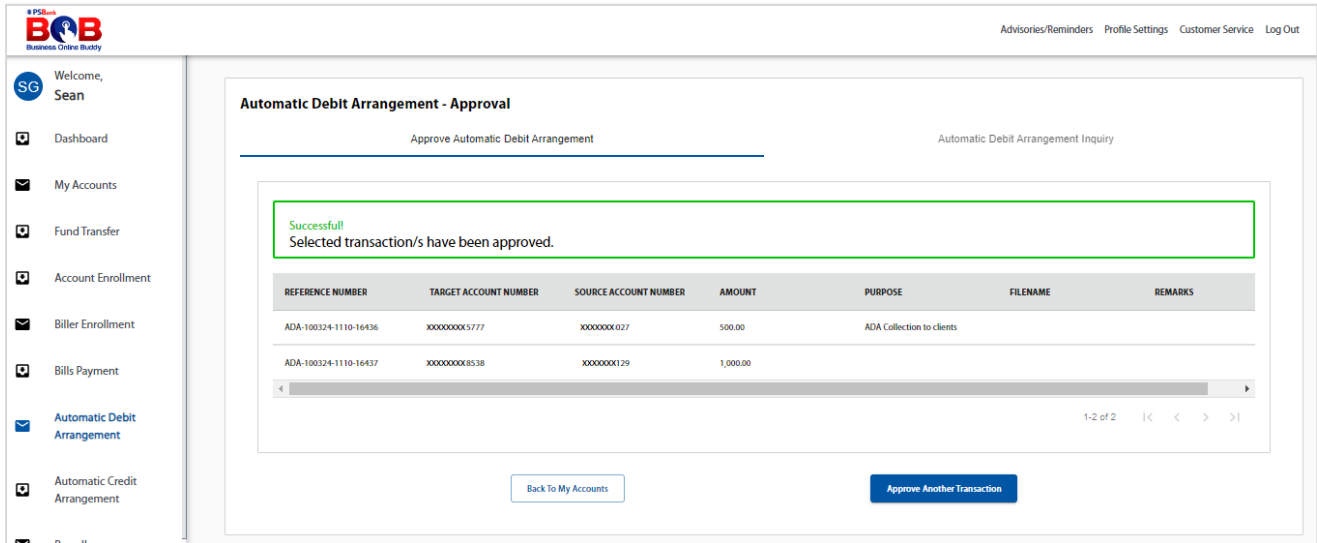
Pending Bills Payment

Enrollment Transactions

Important Reminders for today:

Scheduled Transactions

3.2.2. User will be redirected to ADA Module.

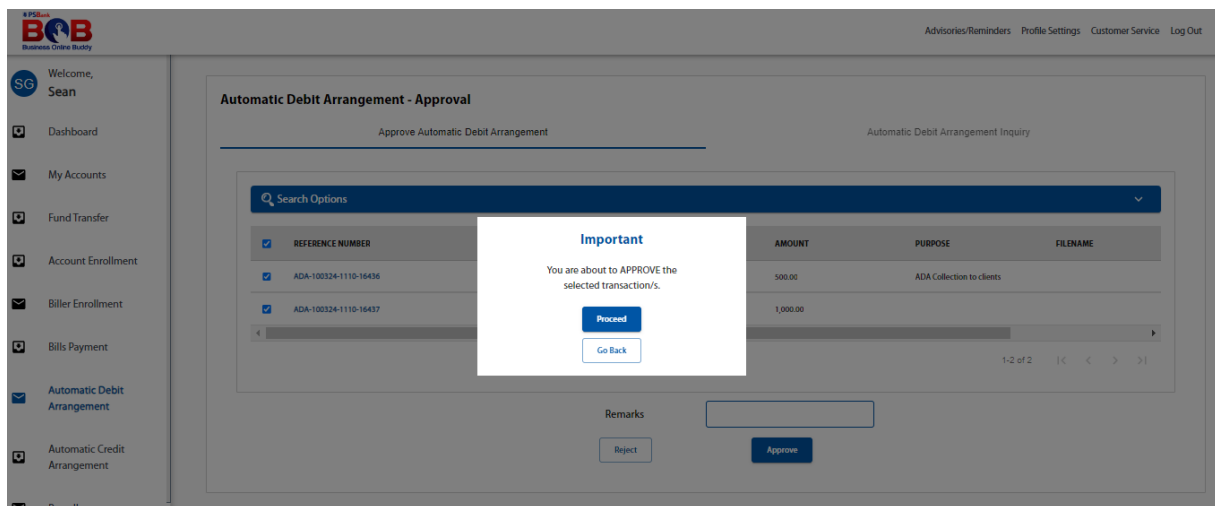


3.2.3. User will be redirected to ADCA Module.

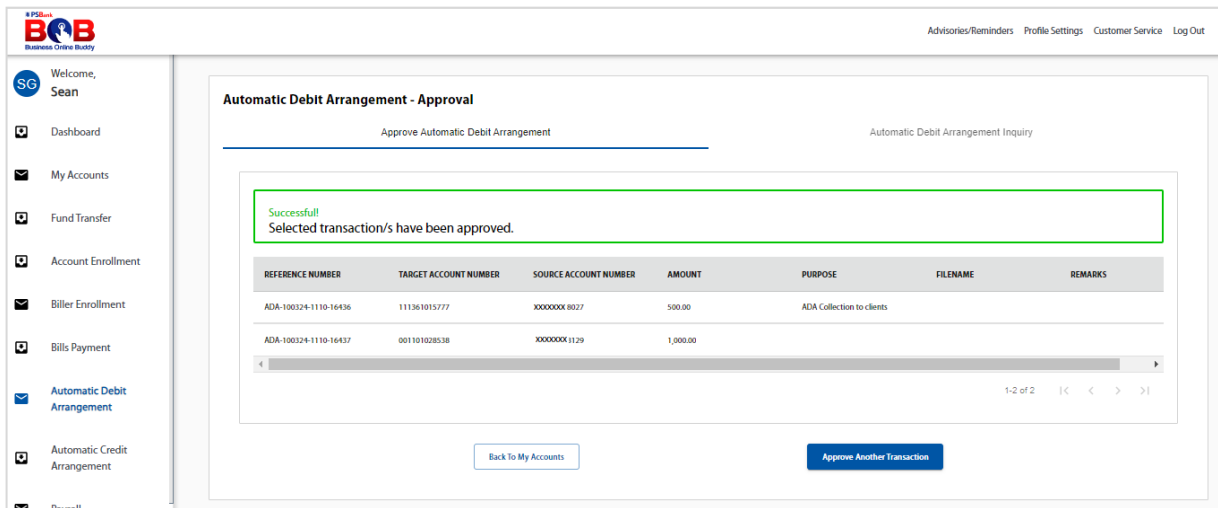
3.2.4. Select the ADA Transaction for approval.

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:

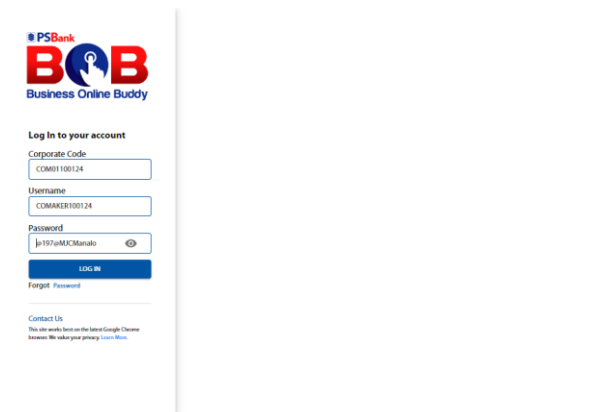


Notes:

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.

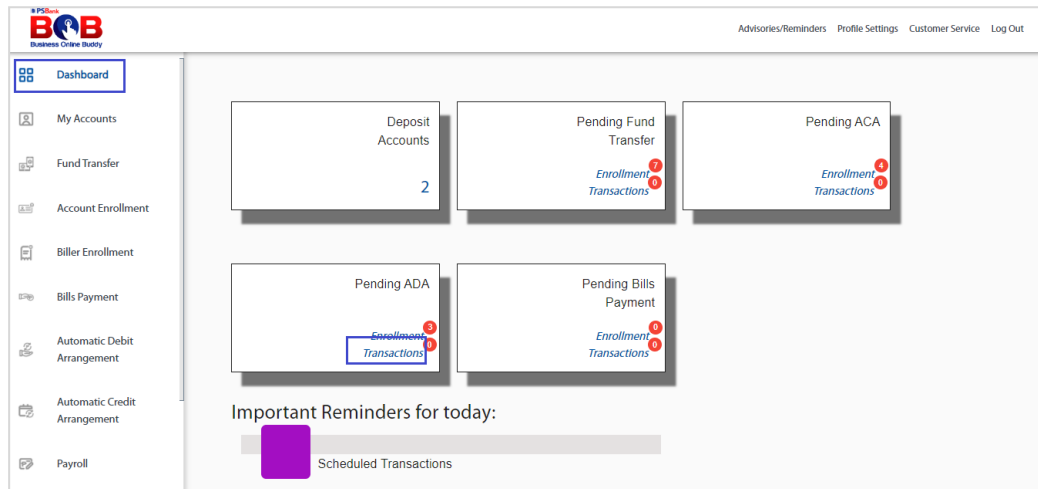
3.3. Automatic Debit Inquiry Module (ADA) Inquiry Module

3.3.1. Log-in via BOB.



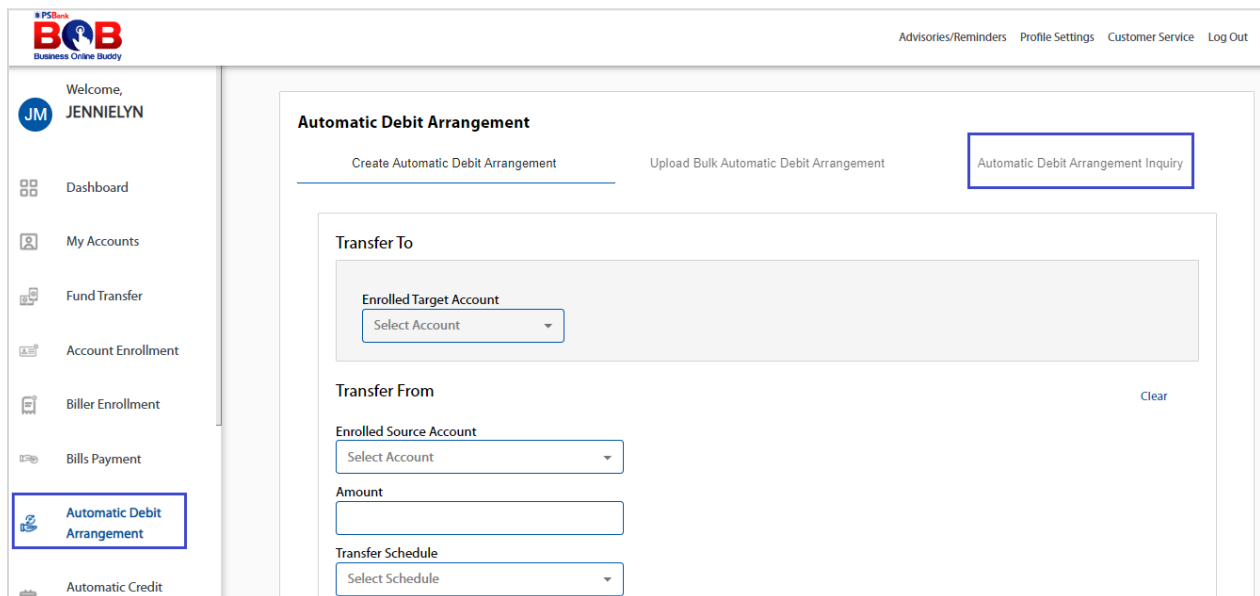
3.3.2. From DASHBOARD, user may opt to click "Transactions" under Pending ACA

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”.

The screenshot shows the BOB Business Online Buddy interface. On the left is a sidebar with navigation links: Dashboard, My Accounts, Fund Transfer, Account Enrollment, Biller Enrollment, Bills Payment, and Automatic Debit Arrangement. The main content area is titled "Automatic Debit Arrangement" and contains three tabs: "Create Automatic Debit Arrangement", "Upload Bulk Automatic Debit Arrangement", and "Automatic Debit Arrangement Inquiry". The "Automatic Debit Arrangement Inquiry" tab is selected and highlighted with a red box. Below the tabs is a search bar labeled "Search Options" with a dropdown arrow. Underneath the search bar is a table with the following data:

REFERENCE NUMBER	TARGET ACCOUNT NUMBER	SOURCE ACCOUNT NUMBER	AMOUNT	PURPOSE
ADA-100324-1110-16436	XXXXXXXXXX777	XXXXXXXXXX027	500.00	ADA Collection to clients
ADA-100324-1110-16437	XXXXXXXXXX538	XXXXXXXXXX129	1,000.00	

At the bottom right of the table, it says "1-2 of 2" with navigation arrows.

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

This screenshot shows the "Automatic Debit Arrangement Inquiry" page with search filters. The "Search Options" dropdown is expanded, showing a list of filters: Reference Number, Target Account Number, Source Account Number, Amount, Purpose, Filename, Status, and Date Range. The "Target Account Number" filter is selected and highlighted with a red box, showing a dropdown menu with the option "COM OCT 2024 CORPORATI...". The "Search" button is also highlighted with a red box. Below the filters is a table with the following data:

REFERENCE NUMBER	TARGET ACCOUNT NUMBER	SOURCE ACCOUNT NUMBER	AMOUNT	PURPOSE	FILENAME
ADA-100324-1110-16436	XXXXXXXXXX777	XXXXXXXXXX027	500.00	ADA Collection to clients	

At the bottom right of the table, it says "1-1 of 1" with navigation arrows. Below the table are two buttons: "Export to PDF" and "Export to XLS", both highlighted with a red box.

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

Welcome, JENNIELYN

- Dashboard
- My Accounts
- Fund Transfer
- Account Enrollment
- Biller Enrollment
- Bills Payment
- Automatic Debit Arrangement
- Automatic Credit Arrangement

Automatic Debit Arrangement

Create Automatic Debit Arrangement Upload Bulk Automatic Debit Arrangement

Search Options

Reference Number

Target Account Number

Source Account Number

Amount

Purpose

Filename

Status

Date Range

COM OCT 2024 CORPORATI...

Start date → End date

Search

REFERENCE NUMBER	TARGET ACCOUNT NUMBER	SOURCE ACCOUNT NUMBER	AMOUNT	PURPOSE	FILENAME
ADA-100324-1110-16436	XXXXXXXXXX777	XXXXXXXXXX027	500.00	ADA Collection to clients	

Recent download history

PSB_ADA_Tranx_Report_(1).xlsx

3.5 KB • Done

PSB_ADA_Tranx_Report_(1).pdf

76.7 KB • Done

Full download history

4. Unenrollment of Automatic Debit Arrangement (ADA)

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

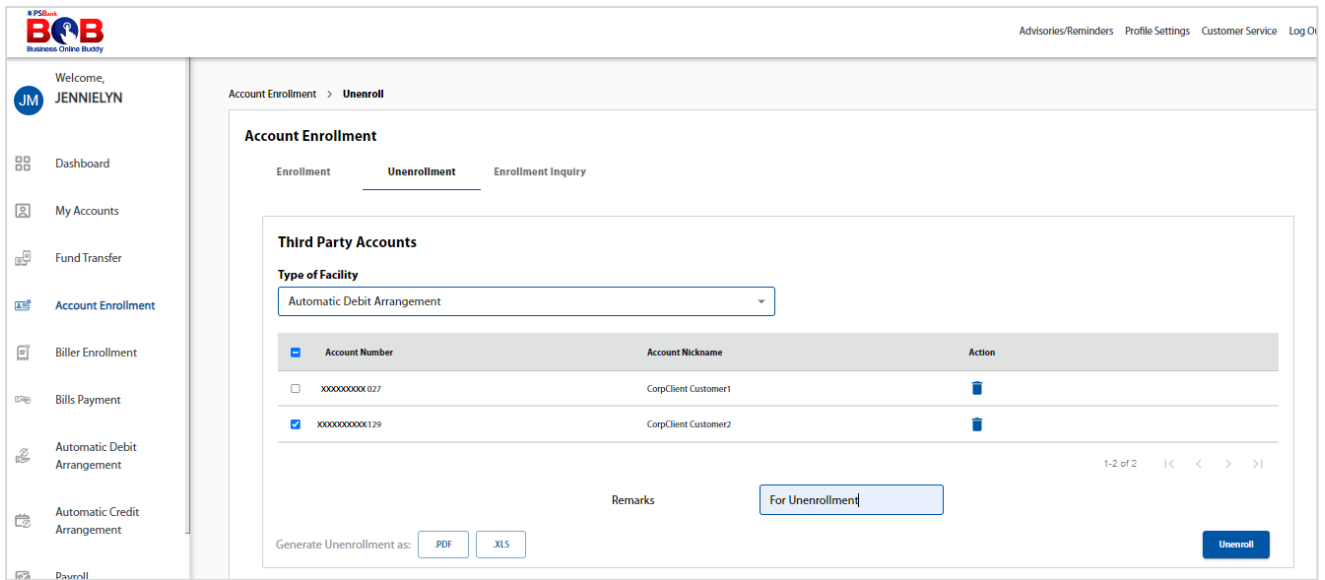
4.1.1. Go to Account Enrollment > Unenrollment Tab.

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

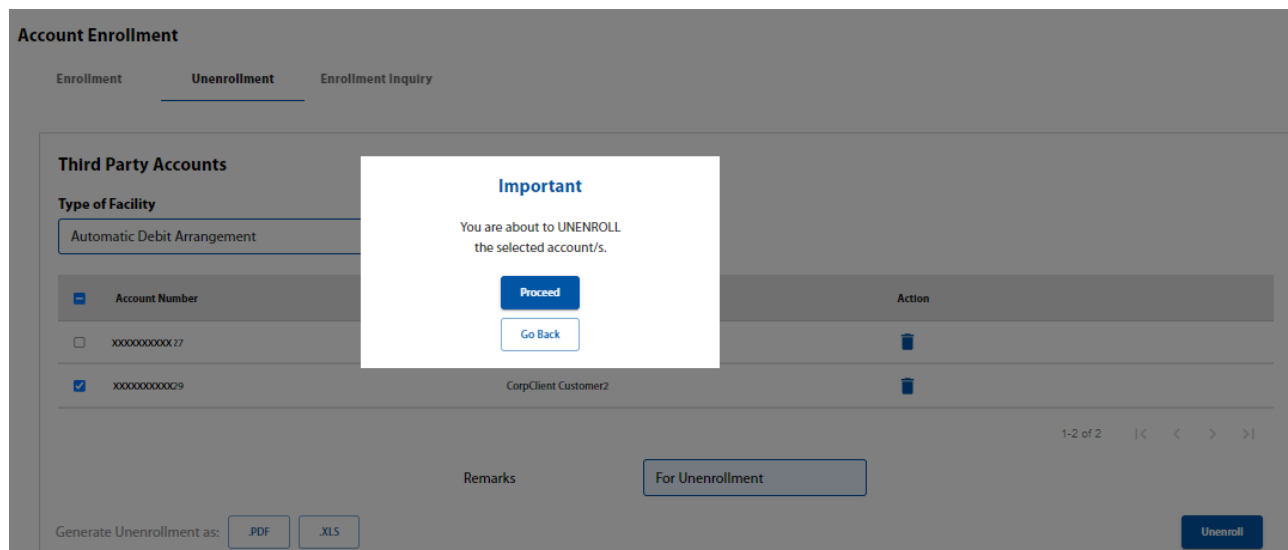
4.1.3. Select the Account number to unenroll by clicking the checkbox.

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	XXXXXXXXXX129	CorpClient Customer2	For Unenrollment

1-1 of 1 |< < > >|

Back

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”.

Account Enrollment > **Approve Unenrollment**

Account Enrollment

Approve Enrollment | Approve Unenrollment | Enrollment Inquiry

Unenrollment Details

Type of Facility
Automatic Debit Arrangement

Reference Number	Type of Facility	Bank	Account Number	Account Nickname	Remarks
ADU-101124-1010-16486	Auto Debit Arrangement	PSBANK	X000000129	CorpClient Customer2	For Unenrollment

1-1 of 1 |< < > >|

Remarks: For Unenrollment

Generate Unenrollment as: PDF XLS

Approve Reject

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

Account Enrollment > **Approve Unenrollment**

Account Enrollment

Approve Enrollment | Approve Unenrollment | Enrollment Inquiry

Successful!
Account unenrollment/s have been approved.

Unenrollment Details

REFERENCE NUMBER	TYPE OF FACILITY	BANK	ACCOUNT NUMBER	ACCOUNT NICKNAME	REMARKS
ADU-101124-1010-16486	Auto Debit Arrangement	PSBANK	X00000000129	CorpClient Customer2	For Unenrollment

Go to Dashboard Approve Another Unenrollment

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.*