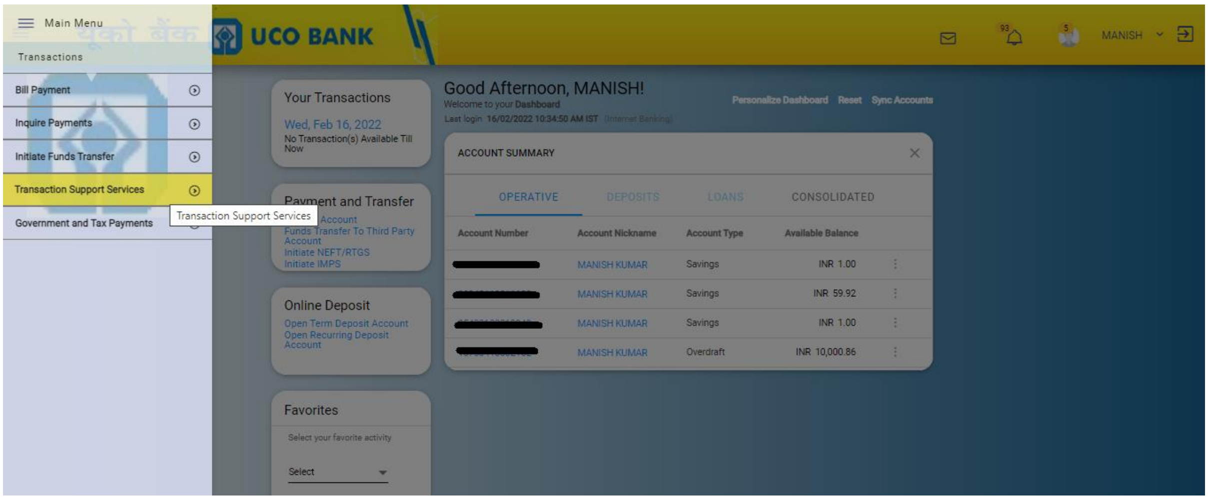
FEBA Beneficiary Management

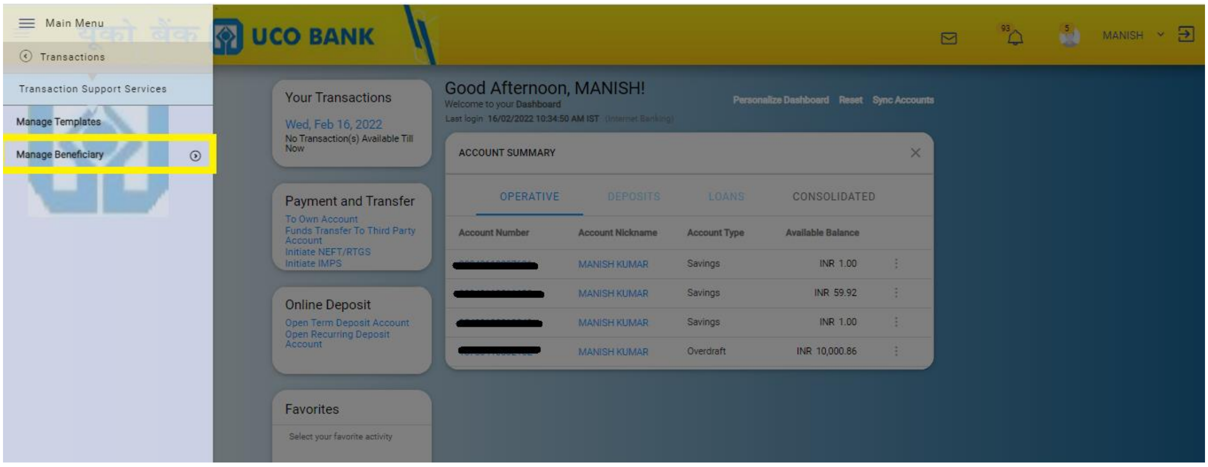
Transaction Support Service

Transaction support service is available in Transaction tab for the beneficiary maintenance of UCO Bank and Other Bank account.



On click of Transactions support services, two sub-menu will be available

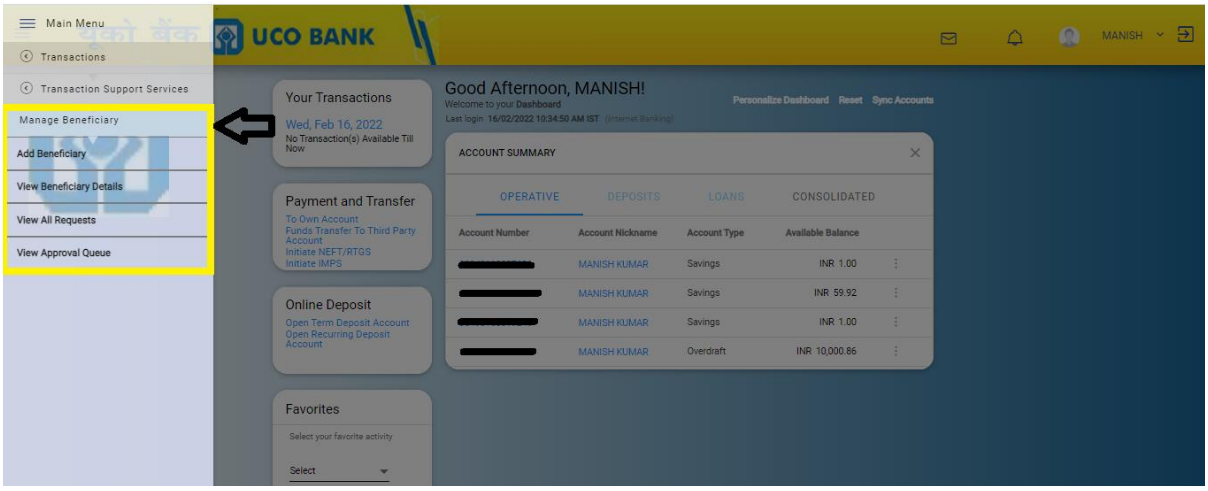
1. Manage Templates
2. Manage Beneficiary



Manage Beneficiary: In manage beneficiary, four sub-menus will show

1. **Add Beneficiary:** used for beneficiary addition of UCO Bank and Other Bank account.
2. **View Beneficiary details:** shows the list of beneficiary added by the internet banking users.
3. **View all Requests:** shows the list of all request received for beneficiary addition.

4. **View approval queue:** it is used by the corporate banking user to approve or reject the beneficiary added by the corporate maker.

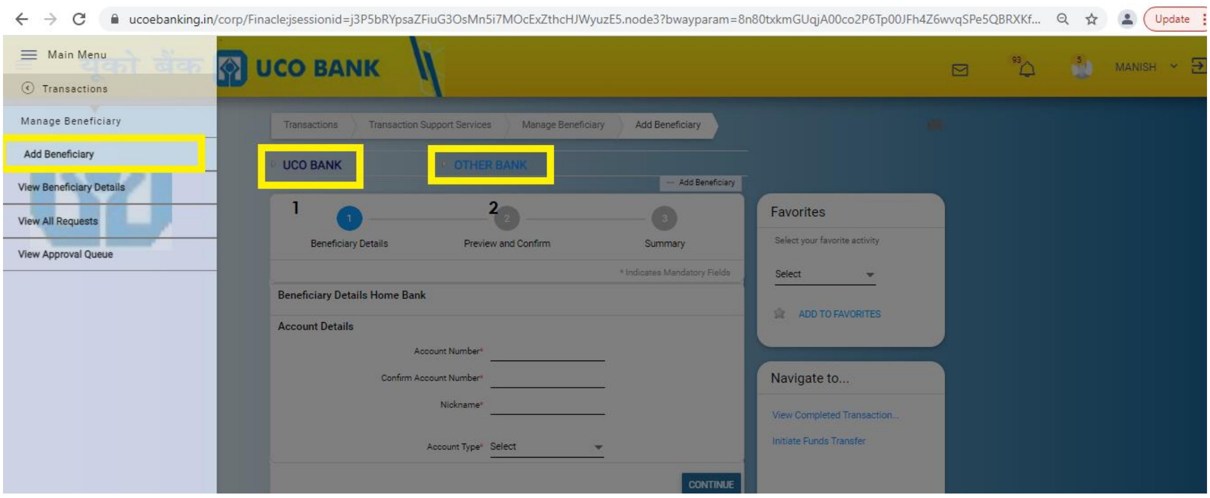


Add Beneficiary

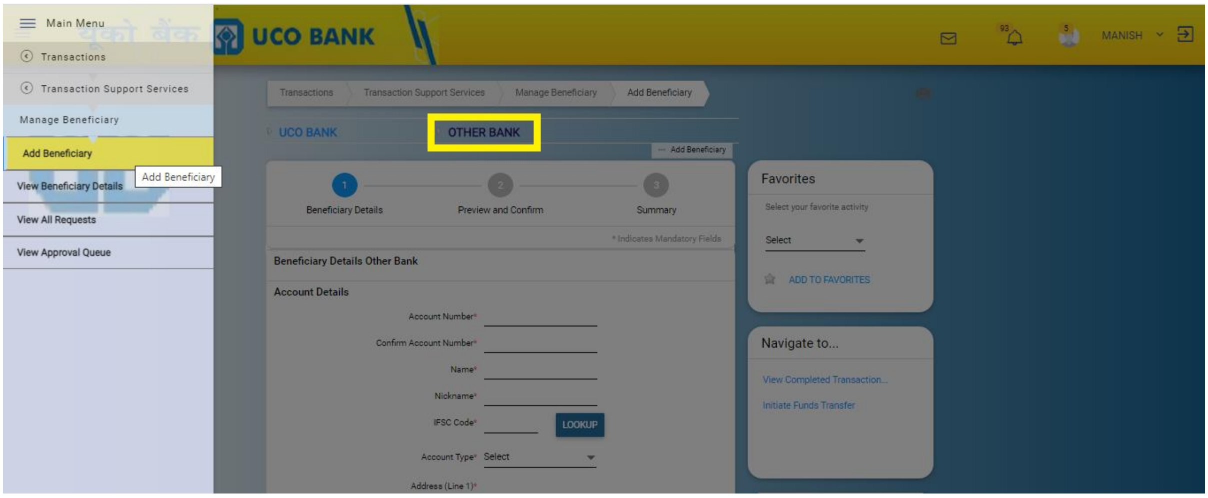
Add beneficiary is used to add a fresh or new beneficiary or payee to whom user wants to make payment. Beneficiary may be of UCO Bank or Other Bank.

If user wants to add the beneficiary of **UCO BANK**, then click on **UCO BANK** or if user wants to add the beneficiary of **OTHER BANK**, then click on **OTHER BANK**

This is to be noted that once click of Add Beneficiary, by default **UCO BANK** page will show to the user. User can select or click **UCO BANK** or **OTHER BANK** link as per requirement or choice.



If users want to add beneficiary of other Bank then click on **OTHER BANK**.

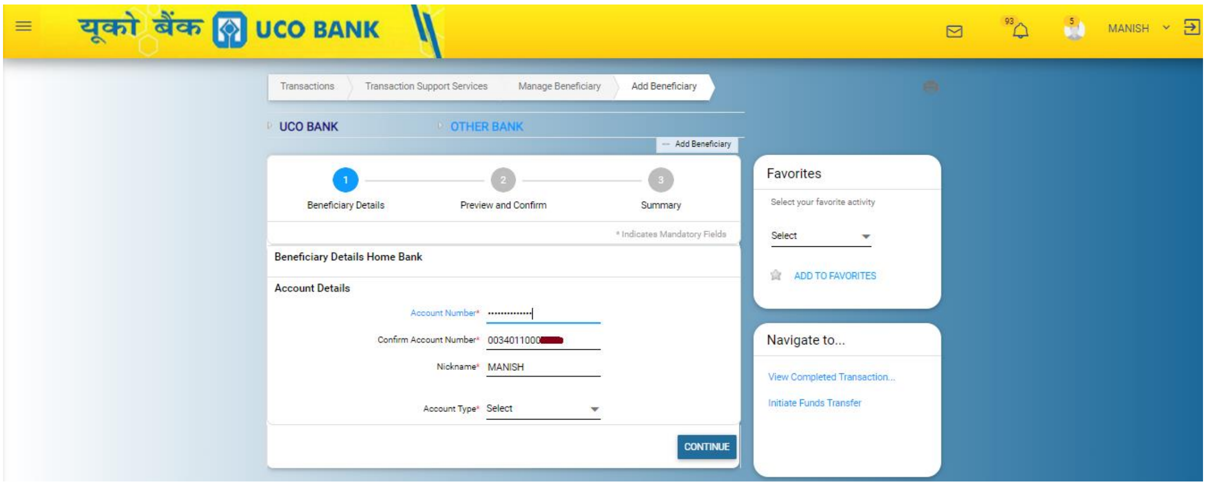


Beneficiary Addition by Retail Users:

1. **UCO Bank**

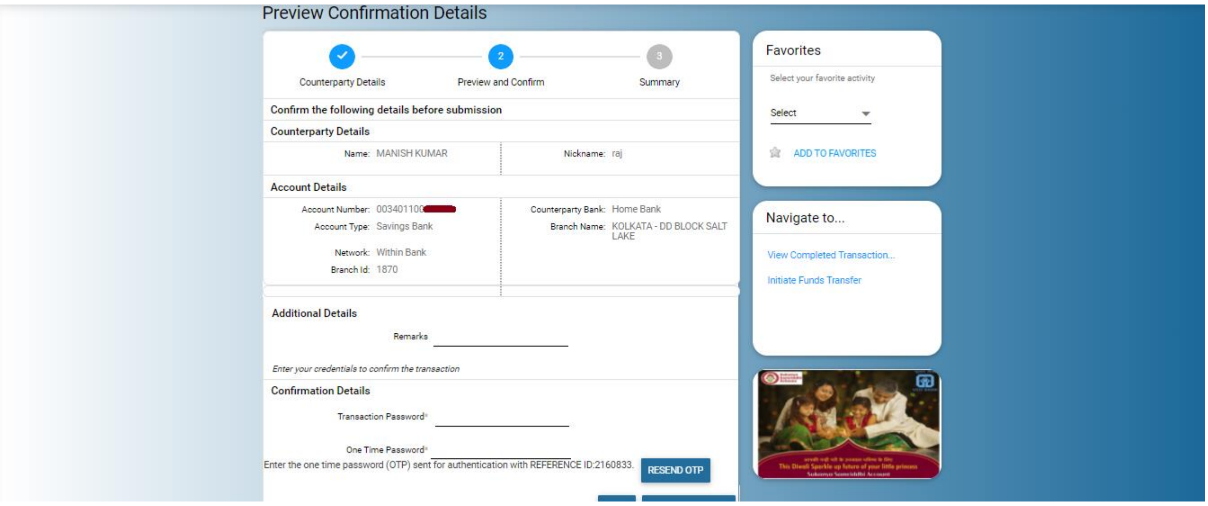
Step: 1

Enter account details of UCO Bank in Account Details. Here User has to enter the fourteen digit account number of UCO Bank which comes in the masked format, and then confirm the account number; User has to give unique nickname for the beneficiary added and select account type from the Drop-down.



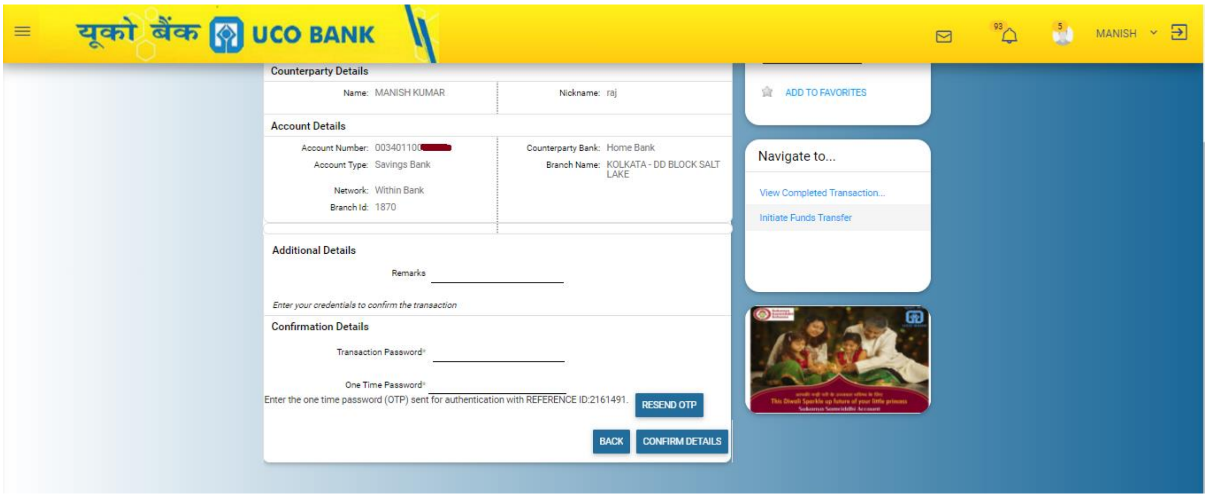
Step: 2

Details entered by the users in the beneficiary details will display to the users in the preview confirmation details. Here user has to cross check the account number and customer name is coming correct or not. If there is any discrepancy then there is "**BACK"** button else click on "**CONFIRM DETAILS**" button to continue.



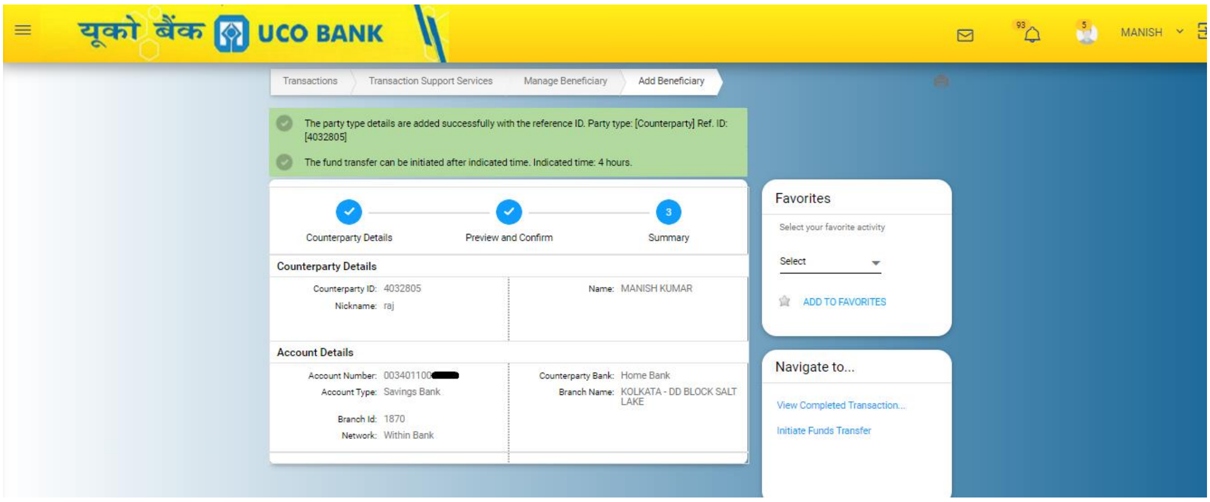
Step: 3

User has to enter the transaction password and OTP for final submission in confirmation details. There is a cooling period for 4 hours and added beneficiary will be in disabled mode; hence transaction is not allowed during the cooling period.



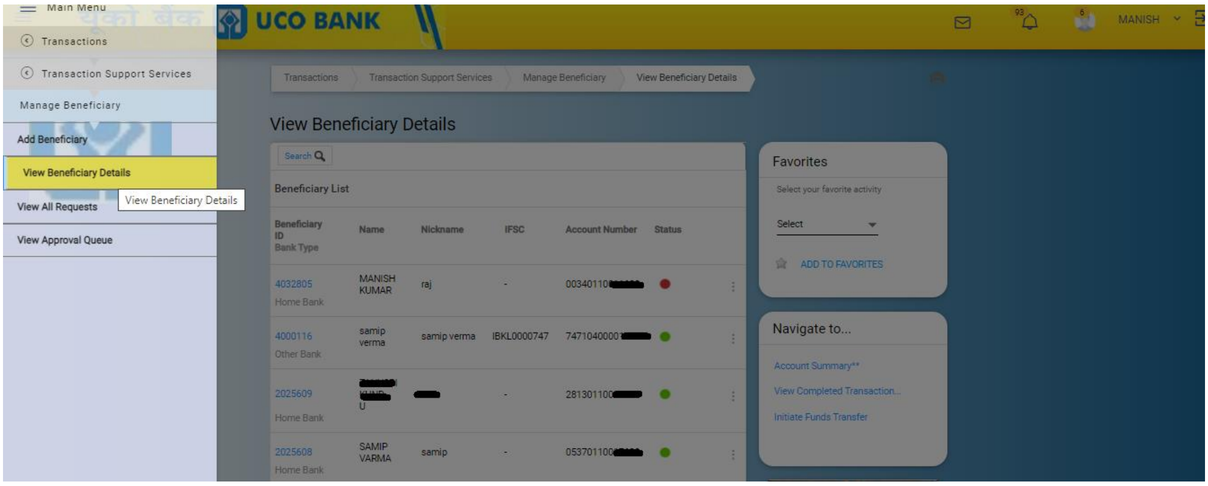
Step:4

On click of Confirm Details, summary details of beneficiary will show to the users.

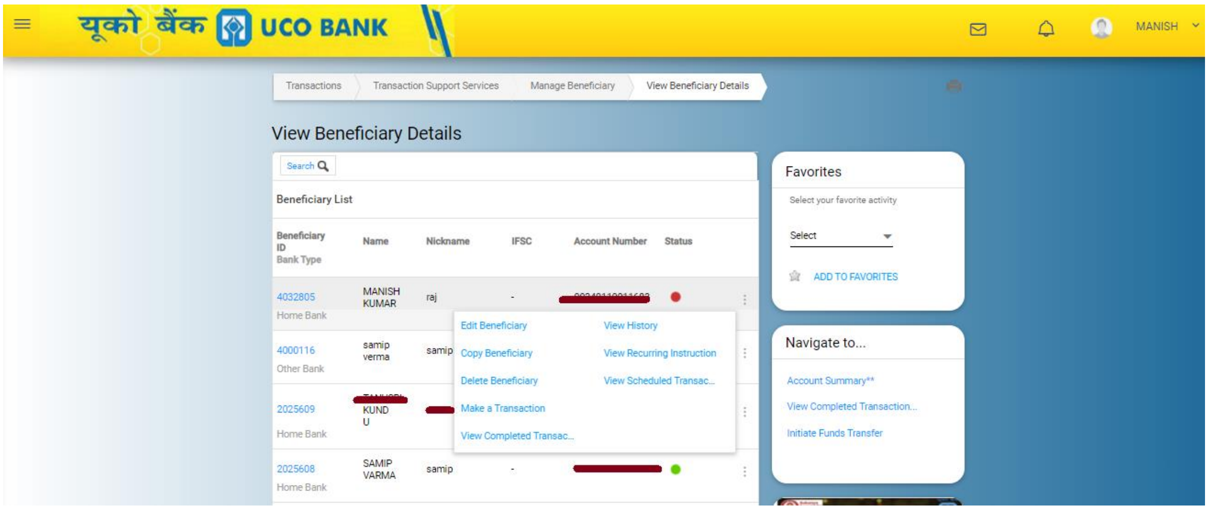


View Beneficiary Details:

User can view the newly added beneficiary in view beneficiary details. Status of the newly added will be shown in red radio button which means disabled mode. If it is showing in Green then it means beneficiary is active and available for payment.



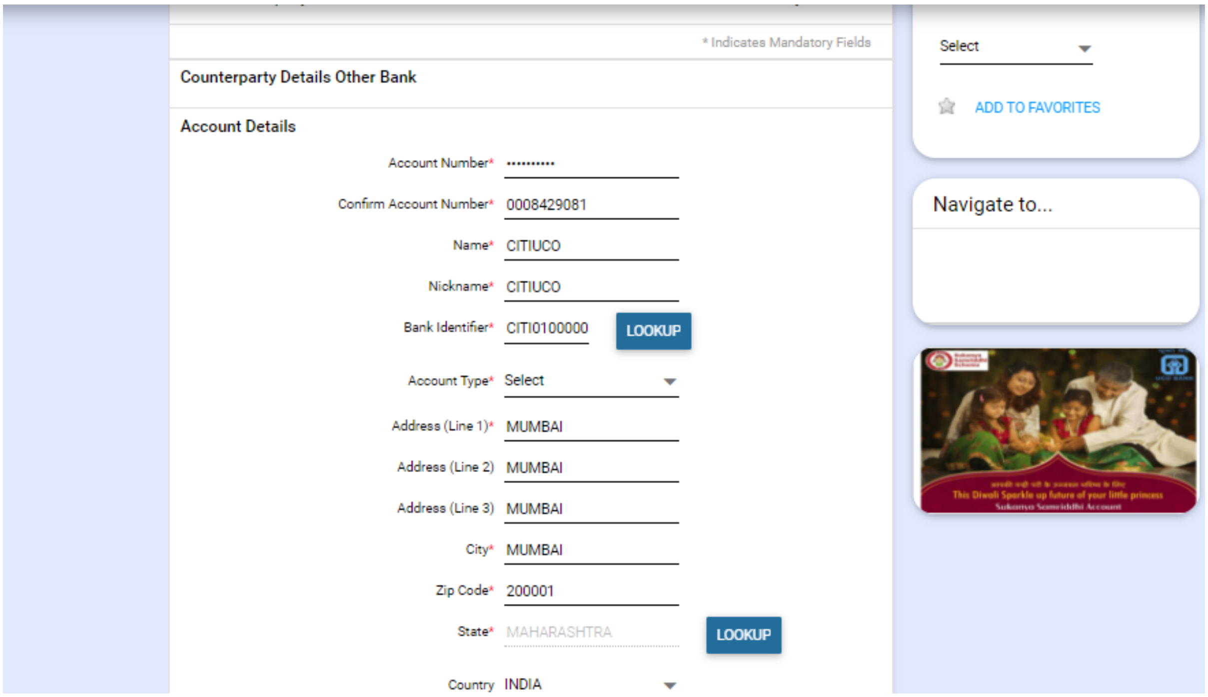
More Actions: using "Three Dot button", user can do various activities like edit beneficiary, delete beneficiary, Make a transaction and many More



2. Other Bank

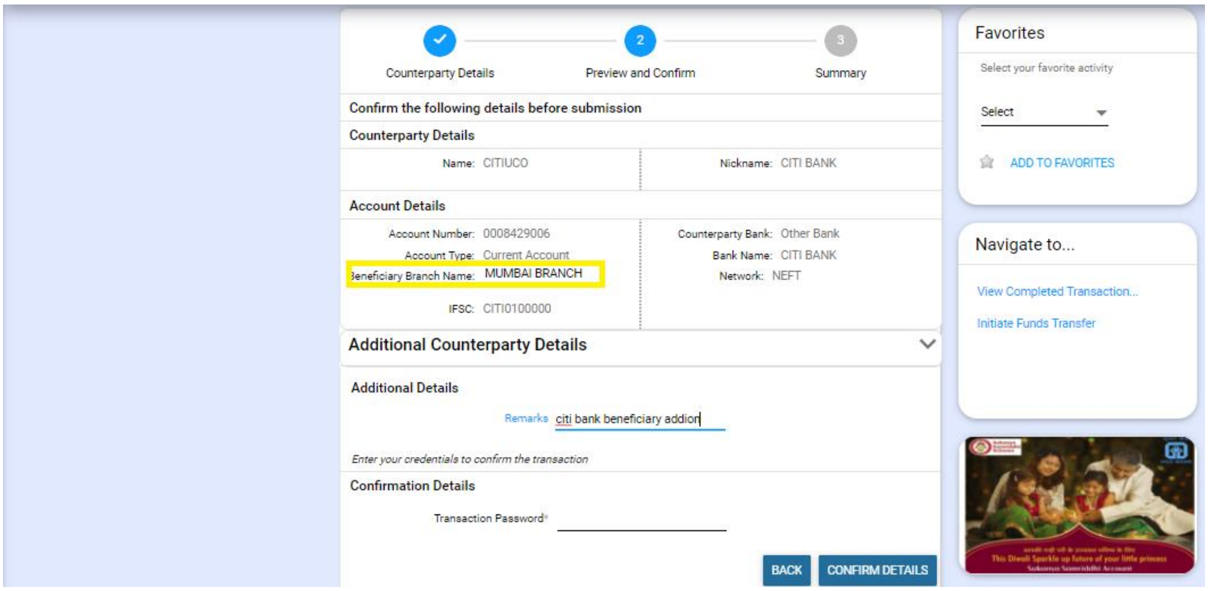
Step: 1

User has to enter the bank account details of other bank like account number, customer name, nick name, IFSC code and address then click on continue button.



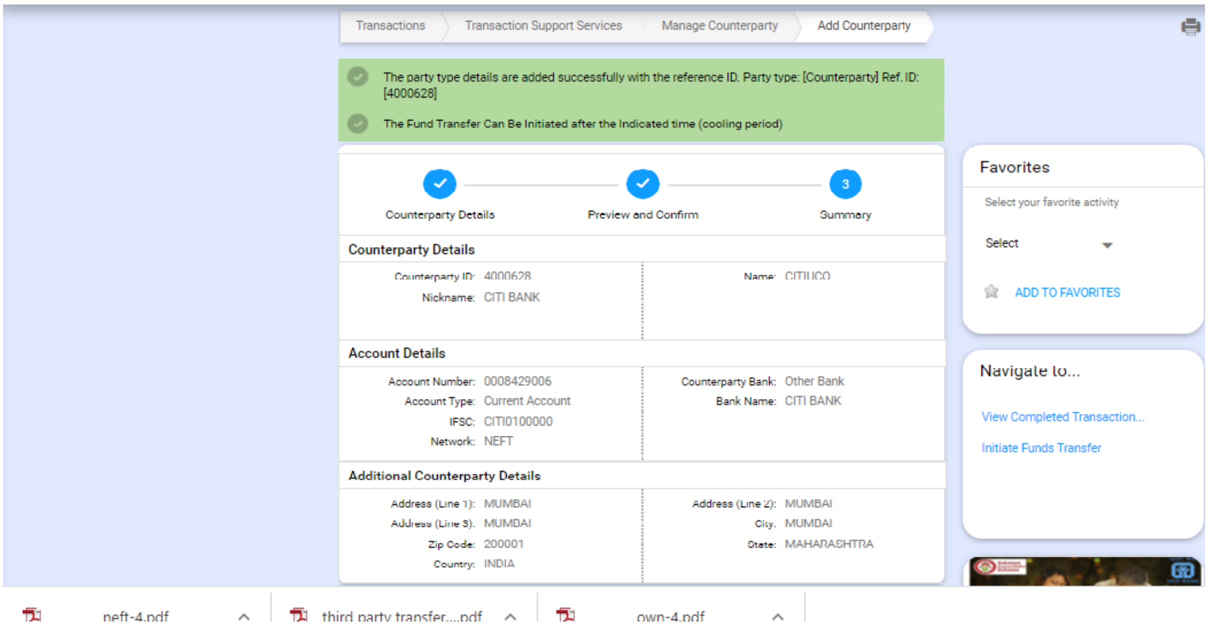
Step 2

Details entered by the users will show in the preview confirmation details page after click on **CONTINUE** button. Here user can view the details entered by the users is correct or not. If It is correct then click on confirm details else click on back button for any modifications.



Step 3

After putting the transaction password and OTP, final summary page will come.



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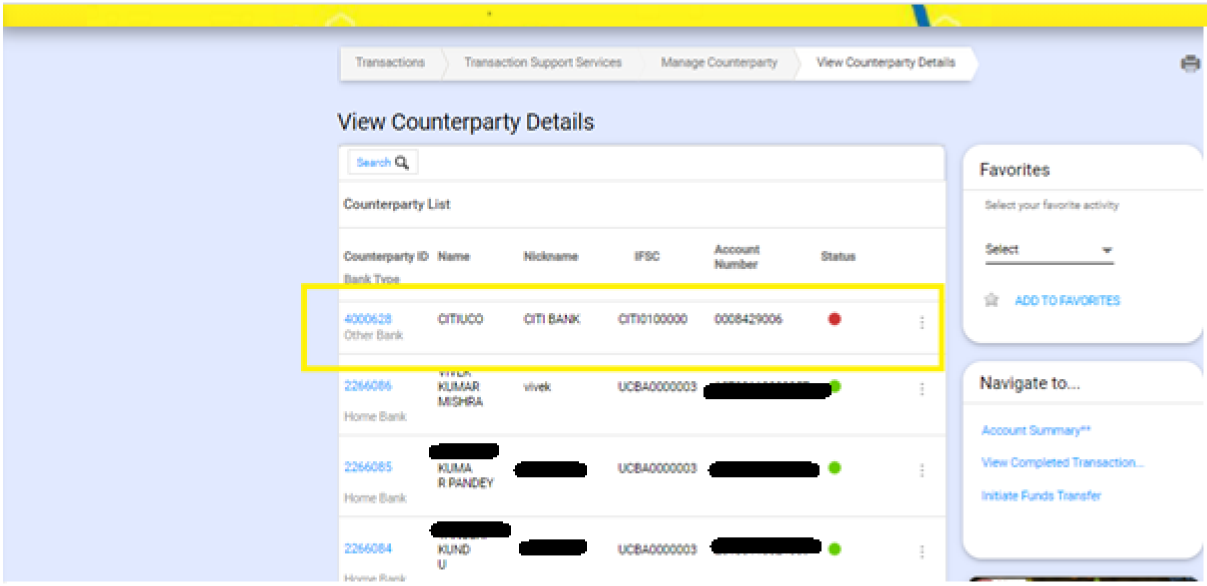

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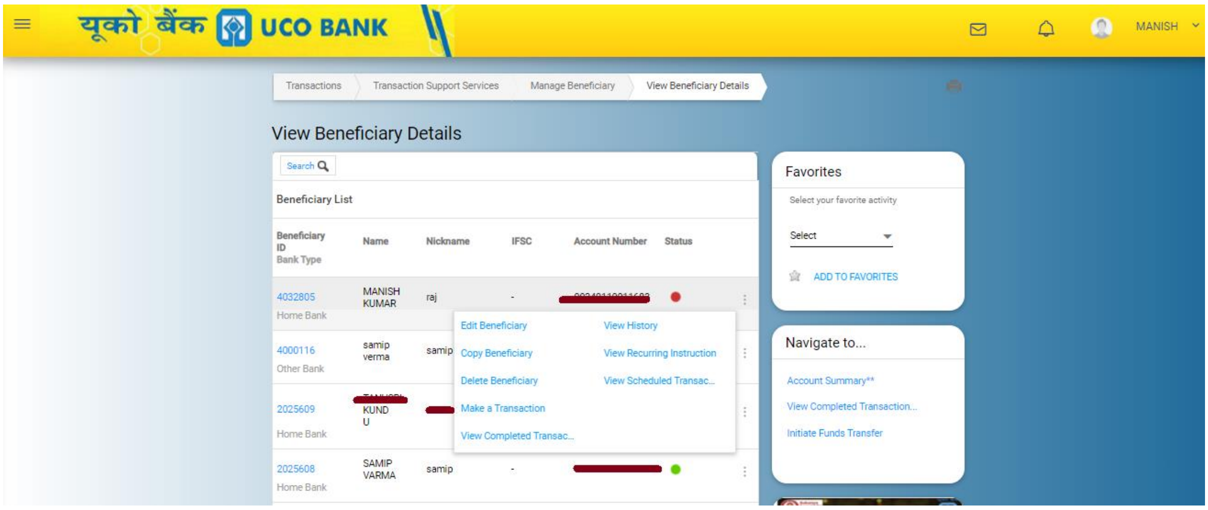


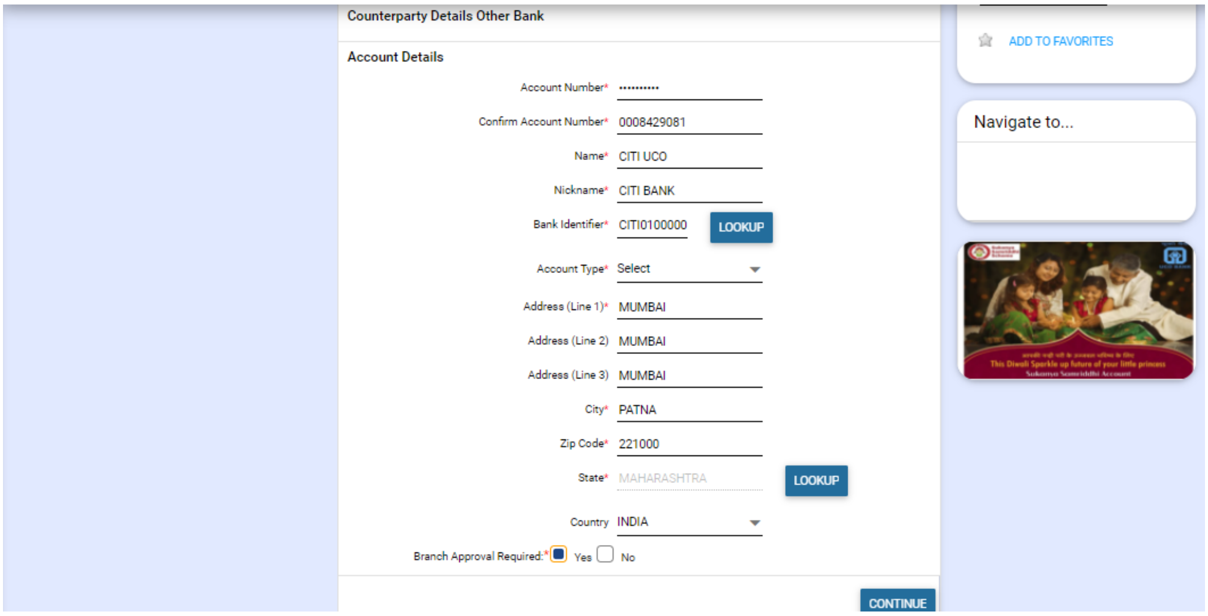
Add beneficiary by Corporate Users:

Step: 1

Corporate maker has to first add the beneficiary in add beneficiary, If customer is having cash credit account then one additional field will come that is Branch Approval Required.

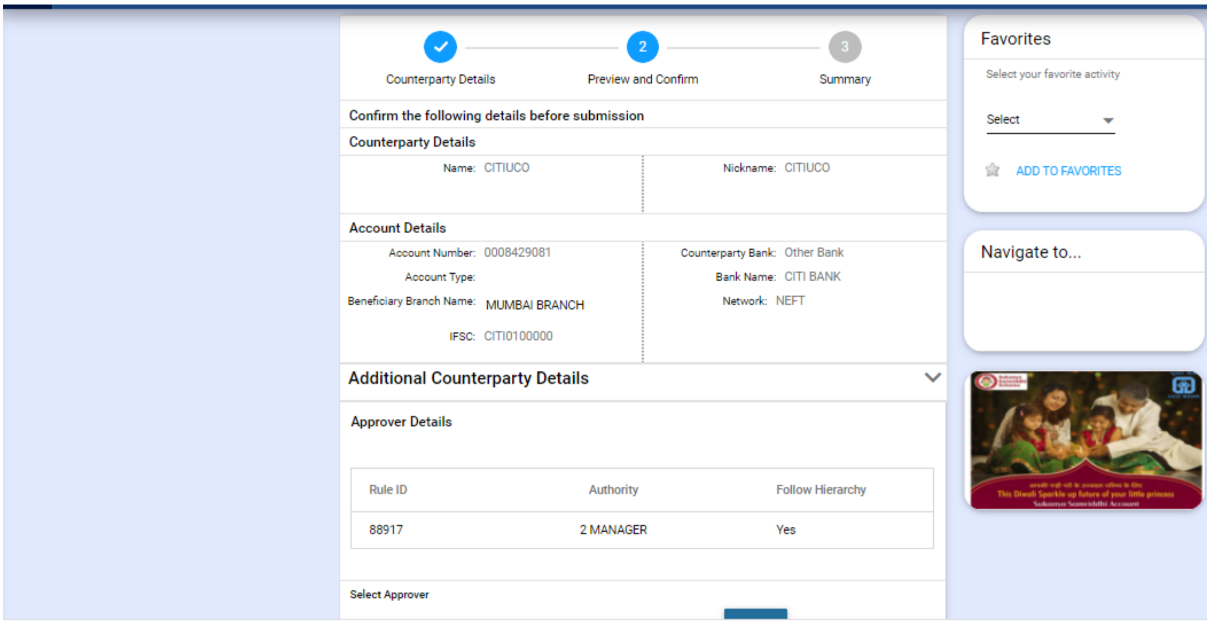
If user selected YES in the Branch Approval Required then such beneficiary will approved by the base branch of the customer where account is maintained, after the beneficiary approval by the branch; such beneficiary is available for the fund transfer.

If customer selected NO then such beneficiary will be available for the fund transfer after four hours of cooling period.



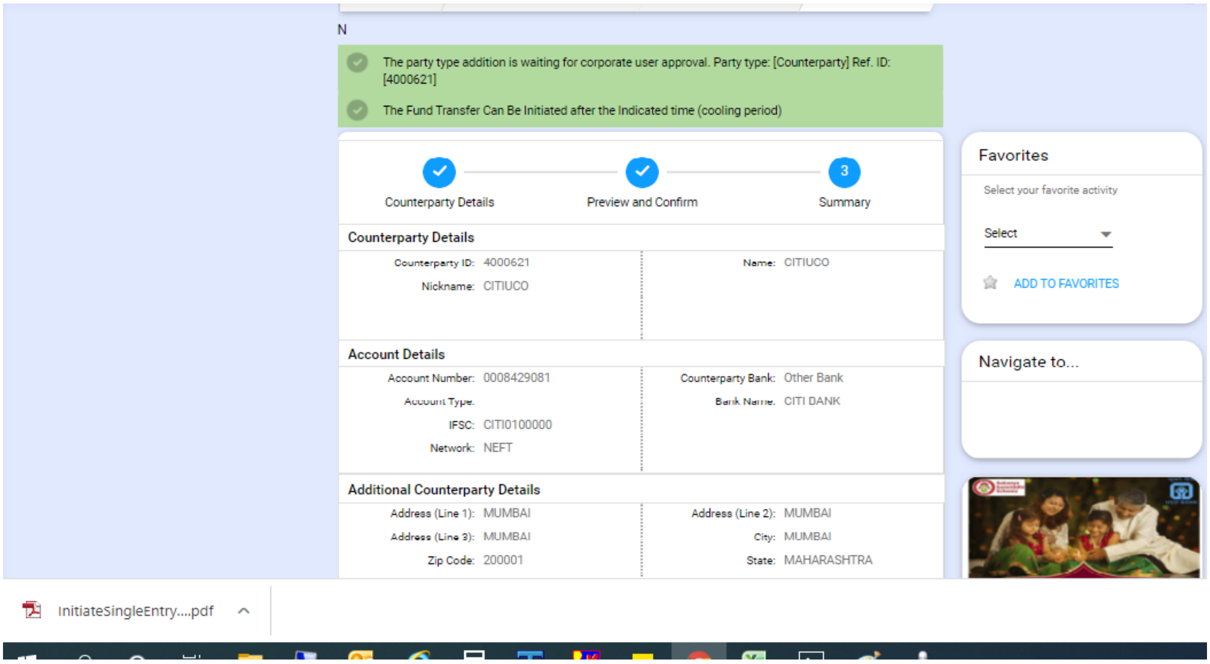
Step: 2

In the preview confirmation details, maker has to select the next approver or checker for the approval of the beneficiary added by the maker. Here maker has to click on look up button in "select approval ", after that maker has to put transaction password and OTP.



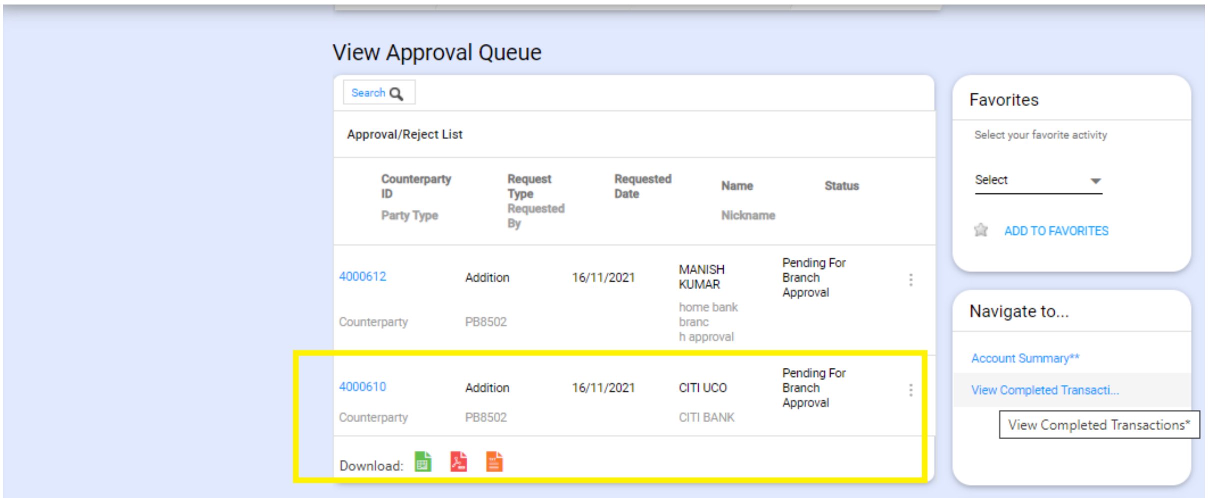
Step: 3

After final submission by the maker, all the details comes in the summary page and message comes that beneficiary is waiting for user approval.



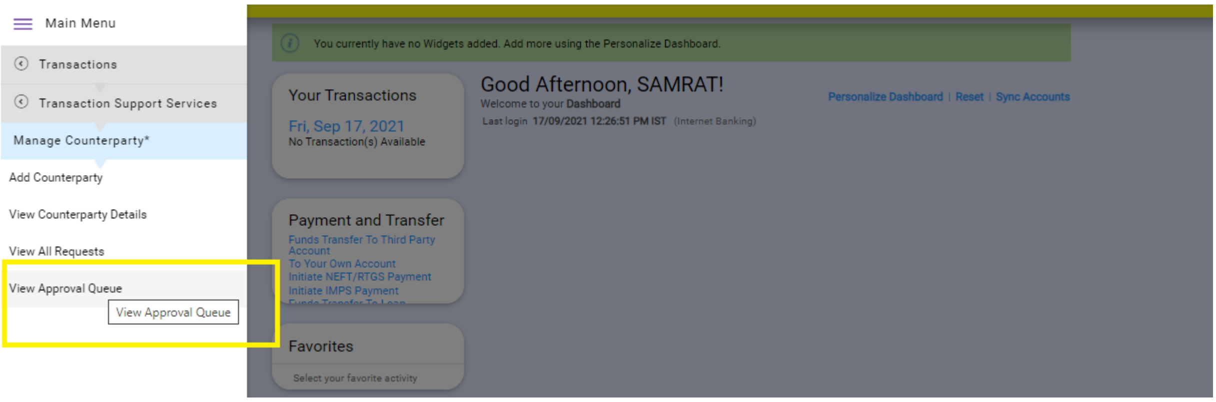
Step: 4

Beneficiary added by the maker can see the status in view approval queue.



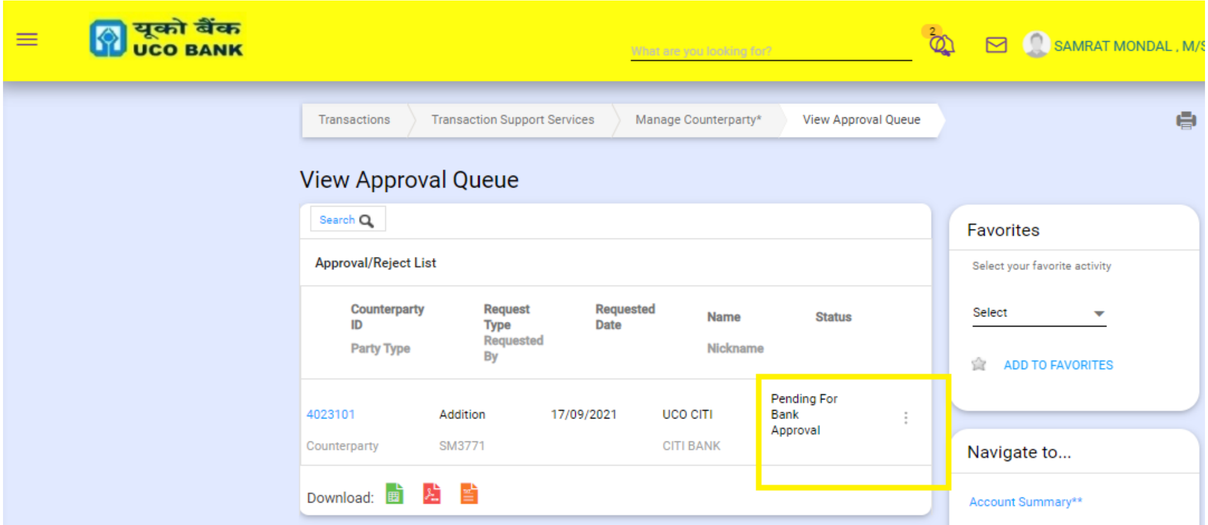
Step: 5

Corporate checker has to go to Transaction->Transaction Support Services->View approval Queue for the approval/rejection of the beneficiary added by the maker.



Step: 6

Corporate checker has to click on more action (three dot button), where he can approve or reject the beneficiary added by the maker.



Step: 7

After approval by the corporate checker then it is showing in the list of view beneficiary details. Status of the newly added beneficiary is in disabled mode and show as a red radio button (disable), after four hours of cooling period it is changed to green and it is available for the fund transfer.