

# **CORPORATE INTERNET BANKING USER GUIDE**

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# INDEX

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# 1. Accounts

# 1.1 Operative Account

Navigation: Main Menu > Accounts > Operative Accounts

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Main Menu	counts Operative Accounts	θ
Account Summary Operative Accounts	Operative Accounts	Quick Links
Operative Accounts with funds in clearing	rative Accounts List	Upload a File Manage/View Billers
Deposit Accounts	Account Number Account Type Status Balance Branch Name	Transaction Entries
Loan Accounts Tax Deducted at Source	Savings Active Total: INR NAGPUR - CIVIL L Available: INR D). INES	Manage Beneficiary View Approval Queue
Demat Positive Pay-Confirm Cheque Details	Current Active Total: INR NAGPUR-CIVIL L Available: INR DI INRES	Pay to Presented Bills Pay To Payment Billers
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🗮 🍈 IDBI BANK		Last login time: <b>460ms \$10000 (22) (20)</b> 18/07/2023 11:52:58 ⋒ 由 Ω ⊠ PM GMT+05:30
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	Current Active Total: INR D). CPU MUMBAI Available: INR	
	More Actions: Type to search CONTINUE Download:	My Shortcuts Select your favorite activity



1.1.2 View Operative Account Details

Click on Account Number (Hyperlink) for Account details - Accounts details with statement will be displayed.

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	Accounts Operative Accounts My Operative Accounts	0
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	D INES Active Total: INR	Pay to Presented Bills Pay To Payment Billers Account Summary Operative Accounts

Use search option for modifying the search criteria (By default 3 months statement will be displayed) User Can Download the Statement from this page.

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	Branch: NAGPUR - CIVIL LINES	Credit Accrued Interest:		Manage Beneficiary		
	Available Balance: INR 2000	Ledger Balance:	INR 2	View Approval Queue		
	Effective Balance: INR	Unclear Balance:	INR 0.00	view Approval Queue		
	Lien Balance:	Float Balance:	INR 0.00	Pay to Presented Bills		
	System Reserve Amount:	Other Balance:	INR 0.00 More Details V	Pay To Payment Billers		
	Account Statement/Filter Transactions Q	: Quick St	atement Type to search 60	Type to	option for modifying the sea	rch
	Transactions List (If	NR) -		search criteria		
	Txn Date V	Value Date CR/DR	Transaction Balance	Last 14 days cuts		
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	22/07/2023 11:15:56 2	2/07/2023 Cr.	3.00	days earch		
	18/07/2023 22:11:11 1 INET/	8/07/2023 Cr.	8.00	Last 7 days MD TO FAVORITES		
	18/07/2023 22:00:54 1	8/07/2023 Cr.	2.00			
	Download Details As PDF OK	ick Here to I	Download State	ment		



# 1.1.3 Check for More Actions (Click on Three Dots)

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#### **1.1.4 Account Statement**

Click to Account Statement. Accounts details with statement will be displayed.

Use search option for modifying the search criteria (By default last 3 transaction will be displayed). Statement can be downloaded from here.

#### () IDBI BANK Accounts Operative Accounts æ Account Details My Operative Accounts RAV 🚽 BACK Upload a File General Details 29/11/2001 pen Date Mo 0 ent/Filter Transactions Q ending ... actions List - - RAVI NAIR (DEMO ID) ritit T Txn Date ICe to sea 🖕 Type to se sile. ADD TO FAVORITES Details As PDF 👻 ок 1.1.5 Lien Enquiry Click on Inquire on Lien for checking the lien details. 🚞 🍈 IDBI BANK € ÷ 🗘 ŵ **Operative Accounts List** Account Type Transaction Entries Inquire On Lien $\times$ RAVI NAIR DEMO ID (INR) - O Lien Type Demarks(optional): Reason For Lien Marking Other Account Amount (INR) Expiry Date User Defined 31/12/2099 ONLINETRANSACTIONBROKERAGECHARGELIEN 1.00 More Actions: Type to search

# 🝈 IDBI bank

# 1.1.6 View or Stop Cheque

Click on View or Stop Issued Cheque

User can search in the basis of search criteria available on this page.

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Operative Accounts								
<i>i</i> or Stop Issued Cheques								
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Date (dd/MM/yyyy)	Manage/View Biller	s						
Query on Issued Cheques	Transaction Entries							
uery on 1 or more Criteria)	Manage Beneficiar	,						
ue Number From Cheque Number To	View Approval Que							
ue Status All	Pay to Presented B							
BACK CLEAR SEAR	_							
	Account Summary							
	Operative Accounts							
fect from January 01, 2021, Cheque Stop Payment request through net banking will be charged as under:								
;heque Leaf – Rs.100/- plus applicable taxes. mum for range of cheques – Rs.500/- plus applicable taxes .								
contact nearest branch for more details.								
<b>View Average Monthly Balance</b> to on view average monthly balance to get the	result.							
	result.	Last login tin 27/07/2023 PM GMT+05	12:18:49	Home	Sitemap	<mark>∞</mark>	0-	
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#### 1.1.8 View Mini Statement

Click on view mini statement to get the result.

MENU	(i) IDBI BANK	Last login time: 27/07/2023 02:20:30 PM GMT+05:30	Home.	Sitemap 90	0	∼ Đ
		View Mini Statement			×	
	Balance Details					
	Available Balance: INR : Ledger Balance: INR : Lien Balance: INR 0.00	Effective Balanc Unclear Balanc Float Balanc	e: INR 0.00			
	Transactions List:RAVI NAIR (DEMO ID).() -					
	Date Instrument ID Description	CR/DR			Amount ()	
	22/07/2023 INET/	CR			3.00	
	18/07/2023	CR			8.00	
	18/07/2023	CR			2.00	
	24/06/2023 INET/	CR			1.00	

### **1.1.9 Day End Statement**

Click on view day end statement to view balance as on that day. (Statement can be downloaded for any days within last 600 Days)

	Last Login time:
Accounts Operative Accounts View Day End Statement	<b>e</b>
Clic No Search G Statement Data Esterment Data Este	Quick Linka Upload a File Manage/View Billers Transaction Entries Manage Beneficiary View Approval Queue Pay to Presented Billa Pay To Payment Billers
18/07/2023         18/07/2023         More Details         Cr.         INR 2.00           18/07/2023         18/07/2023         More Details         Cr.         INR 8.00	Account Summary Operative Accounts
Download Details As PDF OK	My Shortcuts



# 1.1.10 View Stopped Cheque

Click on stopped cheques to get the result.

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	Accounts Operative Accounts							
		7						
	View Stopped Cheques					_		
	Search Criteria			Quick Lin	ks			
	<ul> <li>Query on Cheque Book</li> <li>From Date (dd/MM/yyyy)</li> </ul>	To Date (dd/MM/yyyy)	state	Upload a F	ile			
				Manage/V	iew Billers			
	<ul> <li>Query on Issued Cheques</li> <li>(Query on 1 or more Criteria)</li> </ul>			Transactio	n Entries			
		neque Number To		Manage B	eneficiary			
	Cheque Status All		_	View Appr	oval Queue			
				Pay to Pre	sented Bills			
		В	ACK CLEAR SEA		ment Billers			
	Note:			Account S	ummary			
	With effect from January 01, 2021, Cheque St	top Payment request through net banking	will be charged as under:	Operative	Accounts			
	A) Per Cheque Leaf - Rs.100/- plus applicable	e taxes.						
	B) Maximum for range of cheques – Rs.500/- Please contact nearest branch for more detail							
	Prease contact hearest branch for more detail	115.				_		
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1.2.1 Go to More Option and click on View Transaction History

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### **1.2.2 Deposit schedule**

Click on the View Deposit Schedule link for viewing deposit schedule for deposit account.

## **1.2.3 Nominee Details**

Click to view Nominee details





### 1.2.4 Lien Enquiry

Click to view lien marked to selected account.

#### **1.3 Loan Account**

Navigation: Menu> Accounts> Loan Accounts

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Displaying Loan Account list go to More Option

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VIEW CLOSED LOAN ACCOUNTS	THEY MEMORY OUTCOM SCHE.			



# **1.3.1 Transaction History**

Click on this link to get transaction history / Statement

# 1.3.2 Loan Repayment Schedule

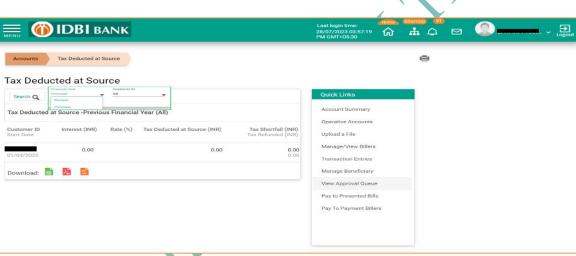
Click on this link to see loan repayment schedule

## **1.3.3 Loan Disbursement Schedule**

Click on this link to see loan disbursement schedule

#### **1.4 Tax Deducted at Source**

Navigation: Menu> Accounts>Tax Deducted at Source



#### **1.5 DEMAT** Navigation: Menu> Accounts>DEMAT

Accounts Demat	
DP Options	
Select DP Sulexet  CDSL NBDL	Quick Linke Manage Billers Manage Beneficiary Transaction Entries Account Summary Approval Quake Pay To Payment Billers Operative Accounts Upland a File Pay To Presentment Billers

# 🝈 IDBI bank

Select DP (NSDL/CSDL) and click on submit for viewing all the DEMAT details.

#### **1.6 Virtual Accounts**

Navigation: Menu> Accounts> Virtual Accounts

	Accounts Virtual Accounts					•
N	ly Virtual Accounts					
	Parent Account Number	Select	-	Quick Lin	ka	
	Virtual Account Number					
		PAN TRANSACTION	HISTORY SHOW VIRTUA	IL ACCOUNTS		
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				Select	-	
				sit ADD	TO FAVORITES	

View all the virtual accounts linked to one parent account from this link. Search Virtual Account.

### 1.7 Operative Account Funds in Clearing

Navigation: Menu> Accounts>Operative Accounts with funds in clearing

This will display all the operative accounts with funds in clearing if available.

## **1.8 Navigation: Menu>Accounts>Positive Pay-Confirm Cheque Details.**

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	uick Links	Good Afternoon	Last login 28/03/2024 12:55:37 PM GMT+05:30
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cleaning	Aanage Beneficiary	IBKL	
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Loan Accounts	nitiate Fund Transfer		
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Demat	liew Approval Queue		
Positive Pay-Confirm Cheque Details	Janage/View Billers		
Positive Pay Approval			



Enter issued Cheque No, Cheque Aomunt & Payee Name & click to Continue.

New Request Details	2 Preview and Confirm	Summary	Quick Links
		* Indicates Mandatory Fields	
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Account Number*	Type to search	•	My Shortcuts
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Cheque Amount*			
Payee Name*			ADD TO FAVORITES
		BACK CONTINUE	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	BACK CONTINUE	
Fund Transf	fer	BACK CONTINUE	
Fund Transf	<b>fer</b> Fund Transfer>Initiate F	Alt	

Select approver from lookup (If transaction is having some workflow) Enter credentials and submit



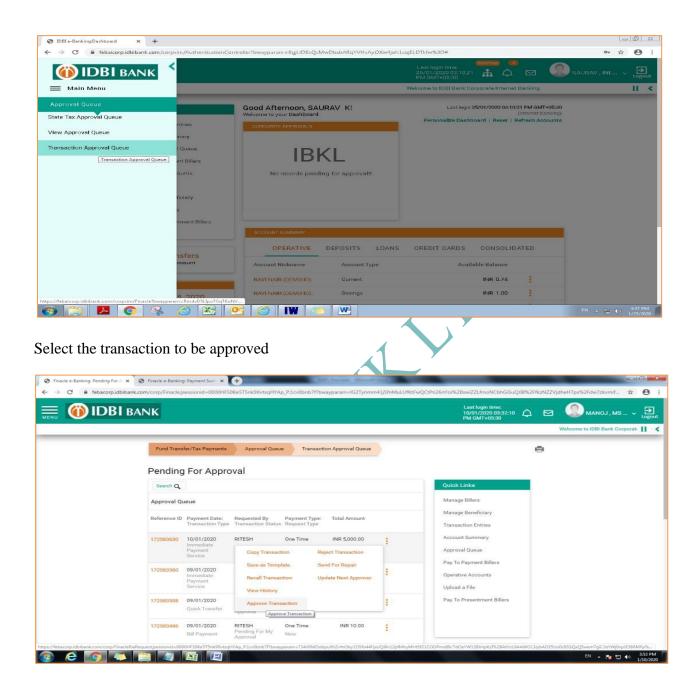
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## 2.1.2 Approve the transaction

Navigation: Menu>Approval Queue >Transaction Approval Queue

Click on Transaction approver queue





Approve the transaction.

If next level of workflow is present, select user from lookup and submit the transaction. Next approver will follow the same steps to verify the transaction.



### 2.2 Own Account Transfer

Navigation: Menu>Fund Transfer >Initiate Fund Transfer > Own Account Transfer

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MPS Payment				
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To Account		Select	- INK 1,60,005.56	
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Enter Transaction details and click on continue.

Select approver from lookup (If transaction is having some workflow) Enter credentials and submit.

If approval is required, please follow step 2.1.2 for approval.

#### 2.4 NEFT/RTGS Transfer

Navigation: Menu>Fund Transfer >Initiate Fund Transfer > NEFT/RTGS

Click on NEFT/RTGS Transfer:

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	IMPS Payment				
			- Select Transaction Type		
	Initiate NEFT-RTGS F	ayments	INITIATE FROM TEMPLATE		
				Quick Links	
			-0	Manage Billers	
	Payment Details	Preview and Confirm	Summary	Manage Beneficiary	
			* Indicates Mandatory Fields	Transaction Entries	
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	Transfer from."	0464102000011547 - SF 🐨		Approval Queue	
		The available balance car	not be fetched as you do not	Pay To Payment Billers	
		have inquiry access for th	ie account.	Operative Accounts	
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				Pay To Presentment Biller	
	Amount.*	INR 300			
	Network*	NEFT *			
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Select Network **NEFT OR RTGS** separately. Enter Transaction details and click on continue.

Select approver from lookup (If transaction is having some workflow)

Enter credentials and submit.

If approval is required, please follow step 2.1.2 for approval.

#### 2.5 Bulk Upload

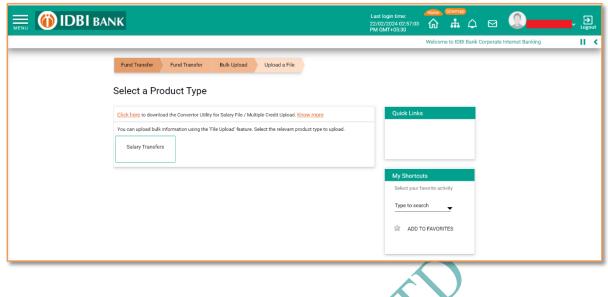
Navigation: Menu>Fund Transfer >Bulk Upload

#### 2.5.1 Salary Upload

Navigation: Menu>Fund Transfer >Bulk Upload > Upload a File

Click on Salary Transfer





Click on link to get the convertor & file format.

Create an excel File in the specified format & convert this file to given format using convertor. Enter

details and browse salary file.

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	RESET	My Shortoute Select your favorite activity

Upload the file,

Enter Transaction details and click on continue.

Select approver from lookup (If transaction is having some workflow)

Enter credentials and submit.



### 2.2.1 Approval of Salary Upload File

Navigation: Menu>Fund Transfer >Bulk Upload > Approve/Reject uploaded file

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#### 2.6 Scheduling One Time/Recurring Transaction for (Own Account Transfer/TPT/NEFT/RTGS)

Click on Fund Transfer>>Click on Initiate Fund Transfer

) IDBI BANK				17/12/2019 12:57:39 PM GMT+05:30	C RITESH , MS
	Fund Transfer Fund Transfer	Initiate Fund Transfer			
	Own Accounts Transfer     IMPS Payment	NEFT and RTGS Payment	Third Party Account		
			- Select Transaction Type		
	Initiate NEFT-RTGS Pa	ayments	INITIATE FROM TEMPLATE		
	•	0	0	Quick Links	
	Payment Details	Preview and Confirm	Summary	Manage Billers	
	Payment Type."	One Time 👻	* Indicates Mandatory Fields	Manage Beneficiary Transaction Entries	
	Payment Date:"	18/12/2019		Account Summary Approval Queue	
	Transfer from:"	1229102000000790 - M T		Pay To Payment Billers	
	Personal Beneficiarys*	XARESHKUMAR HANSR		Operative Accounts Upload a File	
	Amount."	INR 600		Pay To Presentment Billers	
	Network" Remarks(optional):	NEFT			
		RESET ACTIONS -	ADD NEW ENTRY CONTINUE		

For Schedule Transaction Select Payment Date as required & Enter Payment Type "One Time"

For Scheduling Recurring Transaction: Select Start Date & Enter Payment Type as required (like daily, weekly etc)

OBI BANK				Last login time: 17/12/2019 12:57:39 A PM GMT+05:30	
		Welcome to IDBI	Bank Corporate Internet Banking		
Fund Transfer	Fund Transfer Initiate	Fund Transfer			
Payment 0	Confirmation				
			0	Quick Links	
Paymen	Details Preview	v and Confirm	Summary	Manage Billers	
	tails before submission	- Dia Commun		Manage Beneficiary	
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Transfer from:	1229102000000790	To Account:	XARESHKUMAR HANSRAJ	Account Summary	
Amount	INR 600.00	Payment Type:	L5 One Time	Approval Queue	
Total Number of Installments	0	Frequency	ŝo	Pay To Payment Billers	
Payment Date:	18/12/2019			Operative Accounts	
Remarks:				Upload a File	
Network	NEFT				
			BACK TO EDIT	Pay To Presentment Billers	
Approver Deta	ls				
- min m		18-1 ·	The Revertee		
Rule ID	Author	ny	Follow Hierarchy	My Shortcuts	
215149	2 Defa	ult	Yes	Select your favorite activity	



# 3. Manage Beneficiary

Navigation: Menu>Fund Transfer >Manage Beneficiary

#### **3.1 Beneficiary Addition**

Navigation: Menu>Fund Transfer >Manage Beneficiary > Add Beneficiary

Select Type of beneficiaries

- 1. Within IDB Bank Beneficiary
- 2. Outside IDBI Bank with Account Number & IFSC
- 3. Outside IDBI Bank with Mobile Number & MMID

#### **3.2 View list of registered Beneficiary**

Navigation: Menu>Fund Transfer >Manage Beneficiary > Registered Beneficiary

#### 3.3 Link / De-link users from accessing beneficiary

Navigation: Menu>Fund Transfer >Manage Beneficiary > Maintain Beneficiary Linkage

# **4.** View Transactions

Navigation: Menu>Fund Transfer >View Transaction

😒 IDBI e-Banking:Retail Internet Bar 🗙 🛛 😒 IDBI Bank User e-Bank	ing:Log in 🗴 🔕 febaicorp.idbibank.com 🛛 🗴 🔇 IDBI	e-Banking:Dashboard × +	
← → C 🔒 febaicorp.idbibank.com/corpsim/Authentic	ationController?bwayparam=9KqZMZhXqULVigSxiLojyQPmqIs	cs016o0eBKV0cpxY%3D#	☆ 😶 :
🝈 IDBI BANK ≺		Last login time: 27/01/2020 02:02:28 A A A M	RITESH , MS 🗸 🛃
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ⓒ Fund Transfer	Good Afternoon, RITESH OSWAL! Welcome to your Dashboard	Last login <b>27/01/2020 02:02:28 PM GM</b> (Internet B	anking)
View Transactions Scheduled Transactions	CORPORATE APPROVALS	Personalize Dashboard   Reset   Refresh Ac	counts
View All Transactions	IBKL		
Recurring Instructions ers	No records pending for approval!!		
Completed Transactions			
Transaction Entries			
Billers			
	ACCOUNT SUMMARY		
s	OPERATIVE DEPOSITS LOAN	S CREDIT CARDS CONSOLIDATED	
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View all types of transaction

- 1. Scheduled Transaction: It will show all the scheduled transaction.
- 2. View All Transaction
- 3. View Recurring Transaction
- 4. View Incomplete transaction
- 5. View Completed Transaction
- 6. Transaction Entries.

# 5. Bill Payments

### **5.1 Manage Billers**

Register Biller	View Approval Queue	View Registration Details
View Presented Bills		
		— Manage Billers
	$\mathcal{N}'$	



Register Biller

Click on 'Register Biller' for Addition the register Biller (If user selects Auto pay request as yes then Bill will presented and auto paid)

Click on 'View Registration' Details for view details of registered Billers

Click on 'View presented Bills' for presented bills for payment

Click on 'View Approval Queue' for approval of any transaction

### **5.2 Pay to Presentment Billers**

Menu > Bill Payments > Pay to presentment Billers

ay Your Bill		Select your account for make the payment.
Payment Details	Preview and Confirm Summary	Select the presentment biller Through 'LOOKUP'
et Payment Date & Frequency	* Indicates Mandatory F	Enter the Amount.
Transaction Date (dd/MM/yyyy)*	23/01/2020	Enter The Remarks.
From Account" Presentment Billers"	0550104000072256 - R/ 💌 Available Balance : INR 99,08,990.67	Select approver from lookup (If transaction is having some workflow)
Amount*	INR	Enter credentials and submit.
Remarks :		

Navigation: Menu>Bill Payment >Manage Billers

Click on 'View Approval Queue' for approval of any transaction (If Transaction is having work flow)



### **5.3 Pay to Payment Billers**

Navigation: Menu > Bill Payments > Pay to payment Billers

Payment To Biller		INITIATE FROM TEMPLAT	
Payment Details	2 Preview and Confirm	3 Summary	Pay to Payment Bills:
Set Payment Date & Frequency Frequency Type"	One Time 💌	* Indicates Mandatory Fields	Select your account for make the payment.
Transaction Date (dd/MM/yyyy)" From Account"	23/01/2020 💼 0550104000072256 - R4 💌	I	Select the Adhoc Biller Name Through 'LOOKUP'
Ad hoc Biller Name*	Available Balance : INR 99	,08,990.67	<ul><li>Enter the Amount.</li><li>Enter The Remarks.</li></ul>
Biller Nickname" Add to Registered Billers List		I	Select approver from lookup (If transaction is having some
Amount" Remarks :	INR	1	workflow)
	RESET	ACTIONS - CONTINU	Enter credentials and submit.

Navigation: Menu>Bill Payment >Manage Billers

Click on 'View Approval Queue' for approval of any transaction (If Transaction is having work flow)



# **6.** Transaction Approval

Navigation: Menu>Approval Queue

C      Febacorp.idbibank.com     IDBI BANK	/amp/authentication.controller;sessionid = (	000rAsh8wFWCcWoNm-wdeAPDxH:1cv0bnb7f?bwayparam	Last login tr 18/02/2020 1 /// 0/17105	12 12 12 12 12 12 12 12 12 12 12 12 12 1	Q 🖈 😁 Ritesh, Msh v 🔓
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proval Queue = Tax Approval Queue	QuiekLinka	Good Morning, RITESH OSWAL! Welcome to your Deahboard	Last login 18/02/2020 12:00:25 . (in	AM GMT+05:30 ternet Banking)	
	Transaction Entries	Personalize Dashboard   Reaet   Refresh Accounta	CORPORATE APPROVALS	_	
Approval Queue	Account Summary	Account Nickname	Transactions		
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		CUSTOMER ID WISE SUMMARY.			
	Make Transfers	Customer ID Currency Operative Account Balance	Deposit Account Loan Outstanding Balance Balance		
	To your own Account	78662175			
	My Paymenta	INR 111954662.21	51058540.00 0.00		
	Tue, Feb 18, 2020 No Payments available	82381240			
		INR 987326000.79	0.00 -23907572.00		

Use Below option for transaction approval:

- 6.1 State Tax Approval Queue: For State Tax transaction approval
- 6.2 View Approval Queue: For tax transaction approval other than state tax
- 6.3 Transaction Approval Queue: For all transaction except TAX

**Approval Queue:** 

DBI BANK				Last login lime: 10/01/2020 11:47:24 🏠 🖂 🎑 MAN AM GMT+05:30	IOJ, MS 🧃
		Welcome t	to IDBI Bank Corp	sorate Internet Banking	
Fund Tra	nsfer/Tax Payments	Approval Queue Transaction Approval Queue		Θ	
Pendir	g For Appro	oval			
Search C				Quick Links	
Approval	Queue			Manage Billers	
Reference	D Payment Date: Transaction Type	Requested By Payment Type: Total Amount Transaction Status Request Type		Manage Beneficiary Transaction Entries	
172583600	10/01/2020 NEFT payment	RITESH One Time INR 300.00 Peoplins For My Copy Transaction Reject Transaction	1	Account Summary Approval Queue	
172582580	09/01/2020 Immediate Payment Service	Save as Template Send For Repair Recall Transaction Update Next Approver		Pay To Payment Billers Operative Accounts	
17258350	09/01/2020 Quick Transfer	View History Approve Transaction	:	Upload a File Pay To Presentment Billers	
172583444	09/01/2020 Bill Payment	RITESH Pending For My New New	1		
172583384	08/01/2020 Funds Transfer	MANOJ One Time INR 20.00 Pending For Corporate New Approval	1	My Shortouta	



# 7. View/Print Tax Challans

Navigation: Menu>Tax Challans :

<ul> <li>Finacle e-Banking: View Approvo × New 7</li> <li>← → C ■ febacorp.idbibank.com/c</li> </ul>	ab × + + arpyFinadesjsessionid=0000rAsh8wFWCcWoNm-wdeAPDxH:1cv0bnb7f7bwayparam=WGMrIsJS3hN%2Fufynd	CPe4GUZgjKej84g7k%2FICNsCEAw94KO3rMf6eusLERHLFMfdF5sH2EP0JZ32g Q ☆ 😝
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Offline Partial payment	Search Q	QuickLinks
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ax Credit (View Form 26AS)	Select Reference Request Type Amount: Initiation Date Initiated Request Status	Manage Beneficiary Transaction Entries
ogin to E-Filing	IGR MH- ONLINEIGR INR	Account Summary
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	GOVT. OF ASSAM- CYEER 201824015 TREASURY 20180 28/01/2020 MANOJ Pending for my Approval COLLING Manne	My Sharkouts Beleat your favorite activity Select
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User can select the module and get the challan.

# 8. Mail Box

Navigation: Menu> Service & Request >my mailbox.

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		Welcome to IDBI Bank Corporate In	ternet Banking	II <
	Service & Request My Mailbox			
	Messages			
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	Search Q			
	Inbox			
	Sent Items			
	Trash			
	Drafts			
	Templates			
	Flagged Mails			
	Personal Folders			

# 9. SSO (Single Sign on Login)

9.1 iCashWeb:

Navigation: Menu> CMS >iCashWeb





# **10.** Investments

## FD booking

Navigation: Menu> Investments >Open Fixed Deposit Account

Wein Meru     Open Fined Deposit Account     With Meru        With Meru        With Meru <th>(i) IDBI BANK</th> <th>&lt;</th> <th></th> <th>BI BANK &lt;</th> <th></th>	(i) IDBI BANK	<		BI BANK <	
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# **11. Transaction Limit Enquiry**

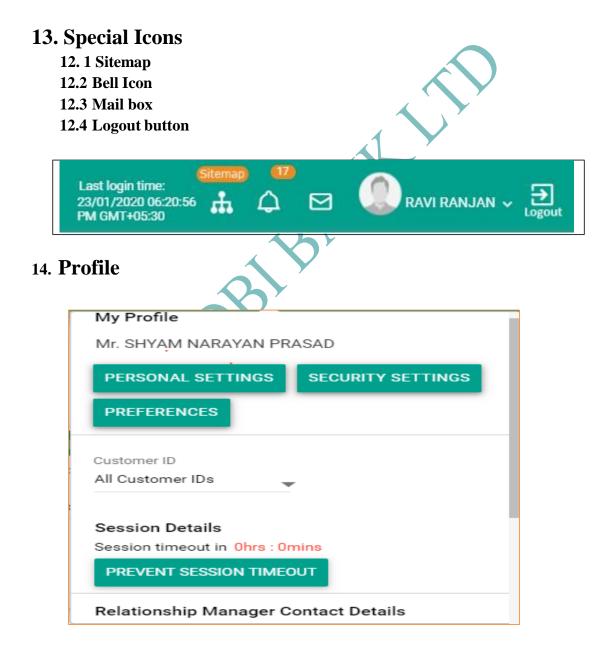
Navigation: Menu> Inquiry Facility >Transaction Limit Enquiry

User can view transaction limit for all types of transactions.

# 12. Activity Enquiry

Navigation: Menu> Inquiry Facility >Detailed Activity Enquiry

User can check the activity done (Service based/ Transaction based) from this menu.





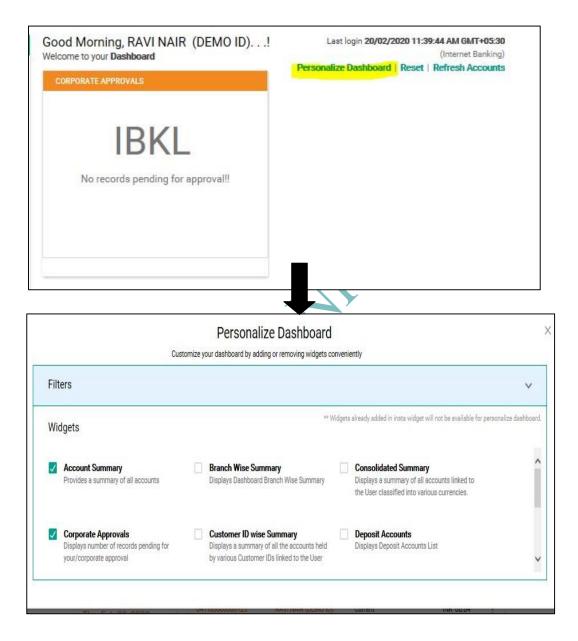
# 14.1 Personal Settings

Wy Personal Details Wy Contact Details View User Relationships	
▶ Enroll Digital Certificate	
- Personal Settings	Pay to Payment Bills :
My Personal Details	Click on 'My Personal Details' to vie your updated details in account.
Mr. RITESH OSWAL Address:	Click on 'My Contact Details 'to view your details.
KHOPOLI, MAHARASHTRA, INDIA, 410209 Contact Details	Click on 'Enrol Digital Certificate 'to Enrol and follow the steps to enrol.
Change Photo Phone Number: X00000(88100X	
Mobile Phone Number: X00000(55620X Fax Number: X00000(6611	
Email ID: XixXoy1Xi@XXXXXxxX	
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# **15.Personalize Dashboard**

#### 15.1 Personalize your Dashboard with Widget as per your choice.

Navigation: Login > Click on icon >Select the widgets



#### 15.2 Reset: Reset your Widget to default

Default widget will be set

