

CORPORATE INTERNET BANKING USER GUIDE

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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
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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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	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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	Currency: INR	Drawing Power:		Transaction Entries		
	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		
	Remarks(optional):	nstrument ID	Amount(INR) (INR)	Last 30 r favorite activity		
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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								
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	Operative Accounts							
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;heque Leaf – Rs.100/- plus applicable taxes. mum for range of cheques – Rs.500/- plus applicable taxes .								
contact nearest branch for more details.								
View Average Monthly Balance to on view average monthly balance to get the	result.							
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1.1.8 View Mini Statement

Click on view mini statement to get the result.

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		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)

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1.1.10 View Stopped Cheque

Click on stopped cheques to get the result.

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				Manage/V	iew Billers			
	 Query on Issued Cheques (Query on 1 or more Criteria) 			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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	ANK LTD	KOLHAPUR			75,00,000.00		Operative Accounts		
6	0464121200000310 SHRI PANCHAGANGA NAGARI SAHAKARI B ANK LTD	Term Deposit KOLHAPUR - SHAHUPURI KOLHAPUR	Active	INR 75,00,000.00	Maturity: INR 75,00,000.00 Deposit: INR 75,00,000.00	8	Upload a File Pay To Presentment Billers		
6	0464121200000329 SHRI PANCHAGANGA NAGARI SAHAKARI B ANK LTD	Term Deposit KOLHAPUR - SHAHUPURI KOLHAPUR	Active	INR 75,00,000.00	Maturity: INR 75,00,000.00 Deposit: INR 75,00,000.00		5.6 - Ph 10 - 10		

1.2.1 Go to More Option and click on View Transaction History

🚆 🍈 IDBI	BANK	Last login time: 14/01/2020 09/49:13 🏠 🖂 💌 RITESH , MS _ v Lo PM GMT+05:30
	Accounts Deposit Accounts My Deposit Accounts	Welcome to IDBI Bank Corporate Internet Bar 👖
	Search Q	Quick Links
	Deposit Accounts List	Manage Billers
	Account Number Account Status Available Balance Bala Type Branch Branch Name	Anage Beneficiary ance Transaction Entries Account Summary
	Ode4121200000001 Term Deposit Active INR 75.00 00.00 Maturity: 75.00,00 New Transaction NACATION COLOR OF	20.00 Pay > Payment Billers History Open tive Accounts
	C464121200000310 Term Deposit Active INR 75.00 View Norminee D Skill PANCHAGANGA KOLHAFUR Ankt CTD View Norminee Internet Active Internet Inter	Uplo d a File
	D464121200000329 Term Deposit Active INR 75,00 000.00 75,000 75,000	INR

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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🐞 IDBI BANK	<		Last login time: 14/01/2020 09:49:13 PM GMT+05:30	
🗮 Main Menu	Welcome to IDE	II Bank Corporate Internet Banking		11 <
Accounts Account Summary	Juick Links	Good Morning, RITESH OSWAL! Welcome to your Dashboard	Last login 14/01/2020 09:49:13 PM GMT+05:3 (Internet Banking Personalize Dashboard Rest Refresh Account	
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clearing	lecount Summary	Account Nickname Total Due Amount	Transactions 3	
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Deposit Accounts	Operative Accounts	Not Available MS HASTIMAL MANIKCHA ND		
Loan Accounts	Ipload a File	INR 0.00		
Tax Deducted at Source	Aanage Beneficiary			
Demat	danage Billers Pay To Presentment Billers			
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Displaying Loan Account list go to More Option

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Web	ome to IDBI Bank Corporate Internet Banki	ng		н «
Accounts Loan Accounts			0	
My Loans				
Search Q		Quick Links		
Loan Accounts List		Manage Billers		
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Download: 🛅 🧏 🛅	View Repayment Scl View Transaction H stor	To Presentment Billers		
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

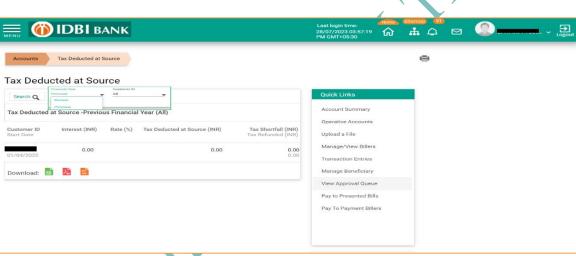
Click on this link to see loan repayment schedule

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		
				My Shorts	oute	
					r favorite activity	
				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.

			Last login time 28032/024 12 55.57 A A A A M A A A A A A A A A A A A A A
	uick Links	Good Afternoon	Last login 28/03/2024 12:55:37 PM GMT+05:30
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Operative Accounts with funds in clearing	dd Fund Transfer Benefici		
cleaning	Aanage Beneficiary	IBKL	
Deposit Accounts	Registered Beneficiary/Ma	No records pending for approval!!	
Loan Accounts	nitiate Fund Transfer		
Tax Deducted at Source	ransaction Approval Queu		
Demat	State Tax Approval Queue		
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	
ustomer Details		,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,	
Account Number*	Type to search	•	My Shortcuts
Cheque Serial Number*			Select your favorite activity
Cheque date*	30/03/2024		Type to search 🛛 🚽
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



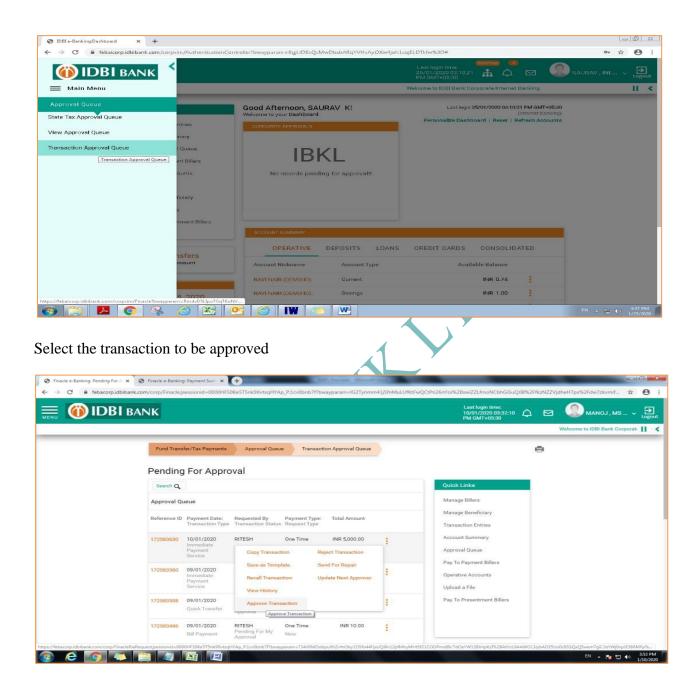
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	tails before submission			Manage Beneficiary	
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Payment Date:	10/01/2020			Approval Queue	
Remarks:		1		Pay To Payment Billers	
Approver Detai	ls			Operative Accounts	
				Upload a File	
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## 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

wn Accounts Tra		Third Party Account	NEFT and RTGS Payment	
MPS Payment				
			- Select Transaction Type	_
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Payment D	etails	Preview and Confirm	Summary	
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From Accou	unt*	723104000000666 - Available Balance		
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:

🝈 IDBI bank				Last login time: 10/01/2020 11:45:05 AM GMT+05:30	🗘 🗹 🥗 RITESH , MS _
	Welcome to IDBI Bank Corporat	e Internet Banking			
	Own Accounts Transfer	NEFT and RTGS Payment	Third Party Account.		
	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	
	Payment Type:"	One Time 👻			
	Payment Date."	10/01/2020		Account Summary	
	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	
	Personal Beneficiarys*	LAKSHMI GANAPATHI F		Upload a File	
				Pay To Presentment Biller	
	Amount.*	INR 300			
	Network*	NEFT *			
	Remarks(optional):				
				My Shortcuts	
		RESET ACTIONS - A		Select your favorite activity	

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

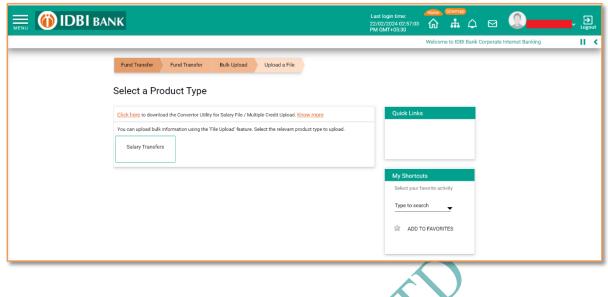
Navigation: Menu>Fund Transfer >Bulk Upload

#### 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.

IDBI BANK erret Banking		Last login time: 19/07/2020 04/09:33 ᡇ 🗹 🧶 MANOJ FM GM/F40530
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-	* Indicates Mandatory Fields	Quick Links
Product Type File Name* File Description Amount.* File Processing Date (ddr/MM/yyyy) Path of the File to be Uploaded* (Please safet a valid file) Remarka(optionel):	Salary Transfers salary file foot INR 10,107/2020 (m) BROWSE HASTIMAL_SalaryFile_22 ddad	Manage Billers Manage Bendfclary Transaction Entries Account Burnmary Approval Quove Pay To Payment Billers Operative Accounts Upload a File Pay To Presentment Billers
	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				
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Paymen	Details Preview	v and Confirm	Summary	Manage Billers	
	tails before submission	- Dia Commun		Manage Beneficiary	
General Transa				Transaction Entries	
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	
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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		
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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

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saction Approval Queue	View Approval Queue			6	
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	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 🧃
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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	
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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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User can select the module and get the challan.

# 8. Mail Box

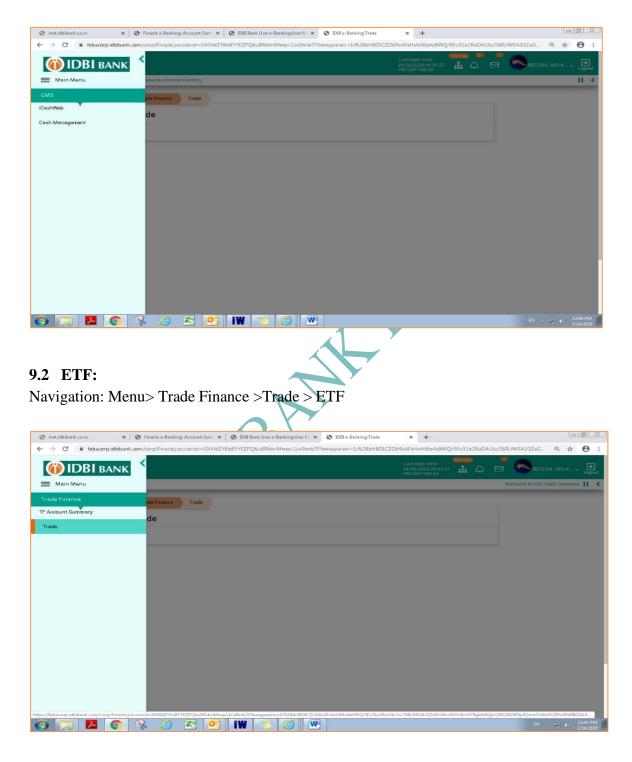
Navigation: Menu> Service & Request >my mailbox.

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	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

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# **11. Transaction Limit Enquiry**

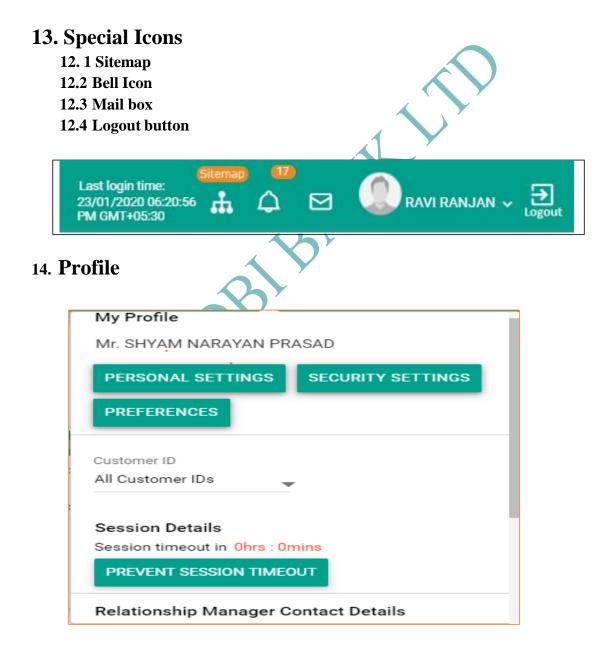
Navigation: Menu> Inquiry Facility >Transaction Limit Enquiry

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.





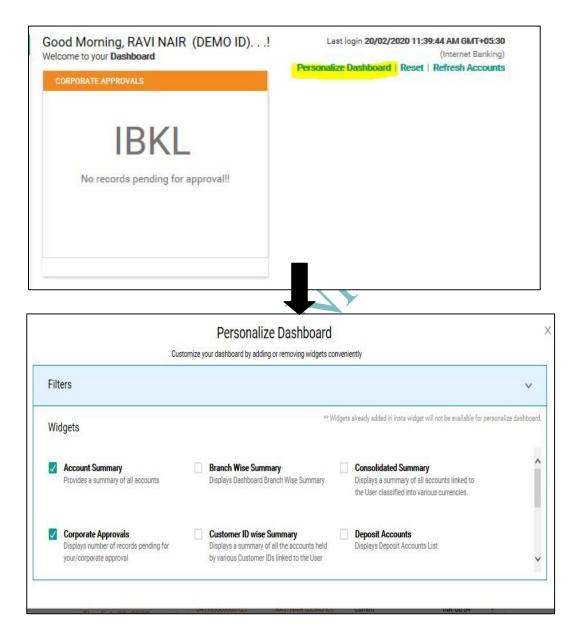
# 14.1 Personal Settings

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.
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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

