

USER GUIDE

Transaction Approval

This guide is to help you with approving transactions when using the online banking platform.

- Levels of authorisation will differ depending on your companies administration settings.
- Items with a 0 authorisation level will be approved immediately.

Authorisation Level 0

No action needed, the item management function will not be displayed

Authorisation Level 1

Items will need to be approved by a second user, via the Item Management function under the 'Approvals' tab.

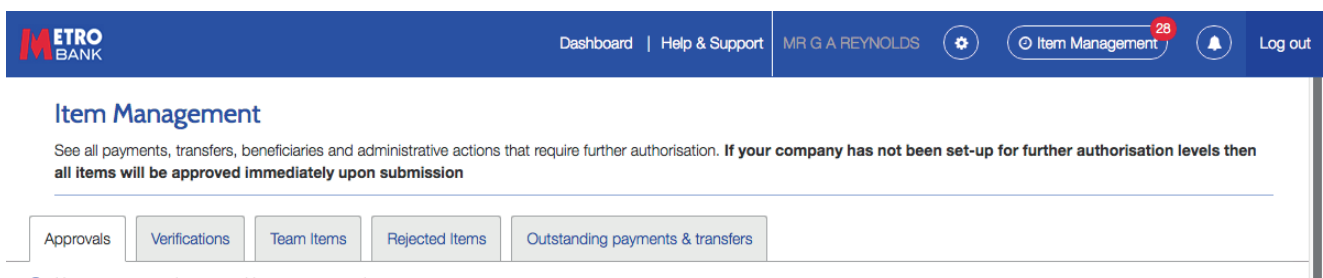
Authorisation Level 2

Items will need verifying and approving by a second and third user, via the Item Management function. First the item will need verification and then approval.

1. Item Management

- 'Item Management' is located in the top right-hand corner.
- It allows you to view and manage all payments, transfers, beneficiaries and administrative actions that require further authorisation.

Please note that if you have a level 0 authorisation then you will not see the 'Item Management' icon as all items will be immediately authorised.



- Users with a level 2 authorisation have 5 functionalities:

1. Approvals
2. Verifications
3. Team Items
4. Rejected Items
5. Outstanding Payments and Transfers

2. Approval List

- Select the 'Approvals' tab under 'Item Management'
- You can either 'Approve' or 'Reject' the items listed
- Select the chevron to see more information about each item

Item Management

See all payments, transfers, beneficiaries and administrative actions that require further authorisation. **If your company has not been set-up for further authorisation levels then all items will be approved immediately upon submission**

Approvals
Verifications
Team Items
Rejected Items
Outstanding payments & transfers

i Here you can see items requiring your approval.

Filter on company

☰ Payments and Transfers
▼

Transfers & Metro Bank Payments
▼

	Entered By	Company Name	From Account	To	Payment Date	Debit Currency	Debit Amount	
<input type="checkbox"/>	ARC-IB PEN TEST USER	METRO BANK DEMO CUSTOMER 1	Demo A/C 1 10843488	Demo A/C 2 18731819	27 SEP 2016	GBP	1.00	Approve Reject ▼

3. Verifications

- Select the 'Verifications' tab under 'Item Management'
- Items must be verified here before they are listed under the 'Approvals' tab

4. Team Items

- Select the 'Team Items' tab under 'Item Management'
- This gives users a collective display of all outstanding items which require actions - across all account users.
- You can use the toggle to filter the list to only display your items

Item Management

See all payments, transfers, beneficiaries and administrative actions that require further authorisation. **If your company has not been set-up for further authorisation levels then all items will be approved immediately upon submission**

Approvals
Verifications
Team Items
Rejected Items
Outstanding payments & transfers

i Here you can see all team items.

Filter on company

Only show My Items

☰ Payments and Transfers
▼

Transfers & Metro Bank Payments
▼

	Entered By	Company Name	From Account	To	Payment Date	Debit Currency	Debit Amount	
	ARC-IB PEN TEST USER	METRO BANK DEMO CUSTOMER 1	Demo A/C 1 10843488	Demo A/C 2 18731819	27 SEP 2016	GBP	1.00	▼

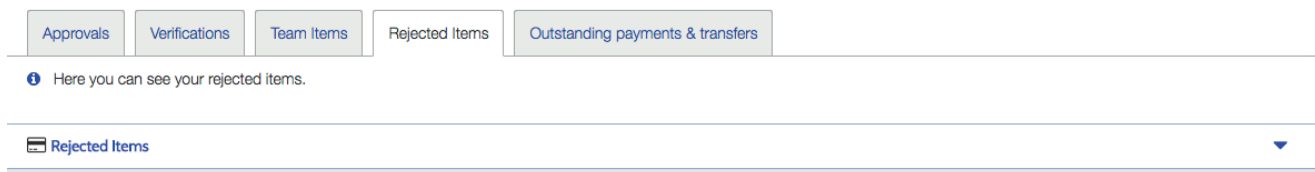
- Here you can also delete items from the list
- Items will disappear from the list once authorised

5. Rejected Items

- Select the 'Rejected Items' tab under 'Item Management' to view a list of rejected items
- Click on the chevron to view details about the user who reject the payments
- Here you can also delete rejected items from the list

Item Management

See all payments, transfers, beneficiaries and administrative actions that require further authorisation. **If your company has not been set-up for further authorisation levels then all items will be approved immediately upon submission**



6. Outstanding Payments and Transfers

- Select the 'Outstanding Payments and Transfers' tab under 'Item Management' to view a list of payments and transfers that are in need of attention.

Item Management

See all payments, transfers, beneficiaries and administrative actions that require further authorisation. **If your company has not been set-up for further authorisation levels then all items will be approved immediately upon submission**

