NEW BARODA CONNECT INTERNET BANKING

TRANSFERS

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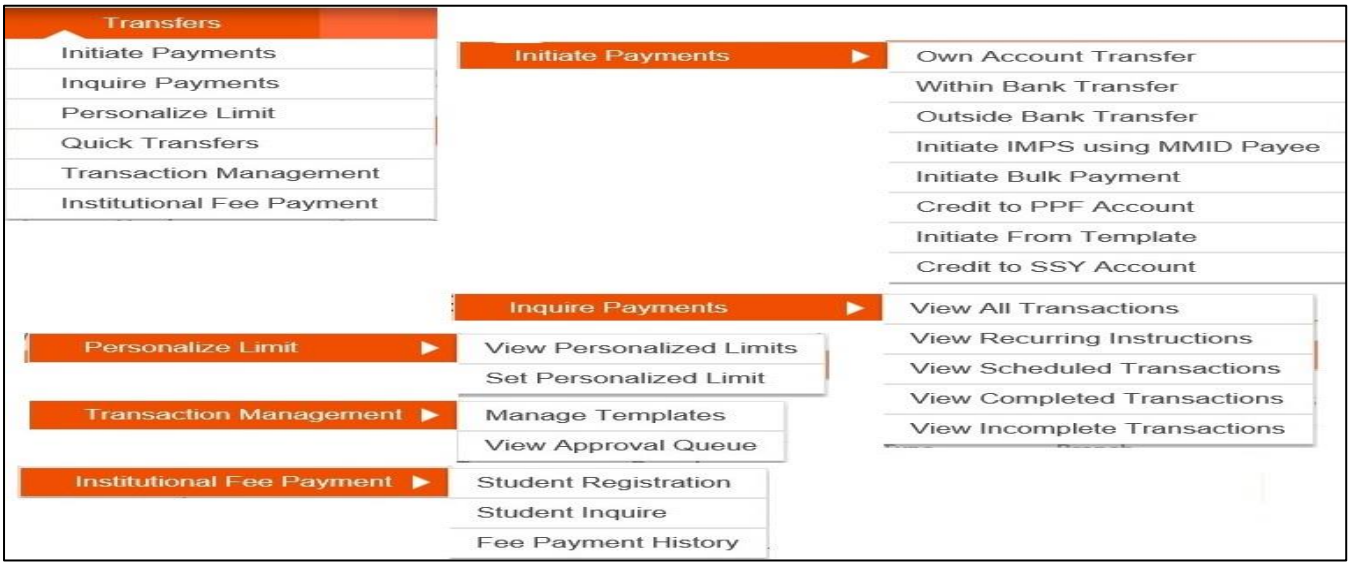
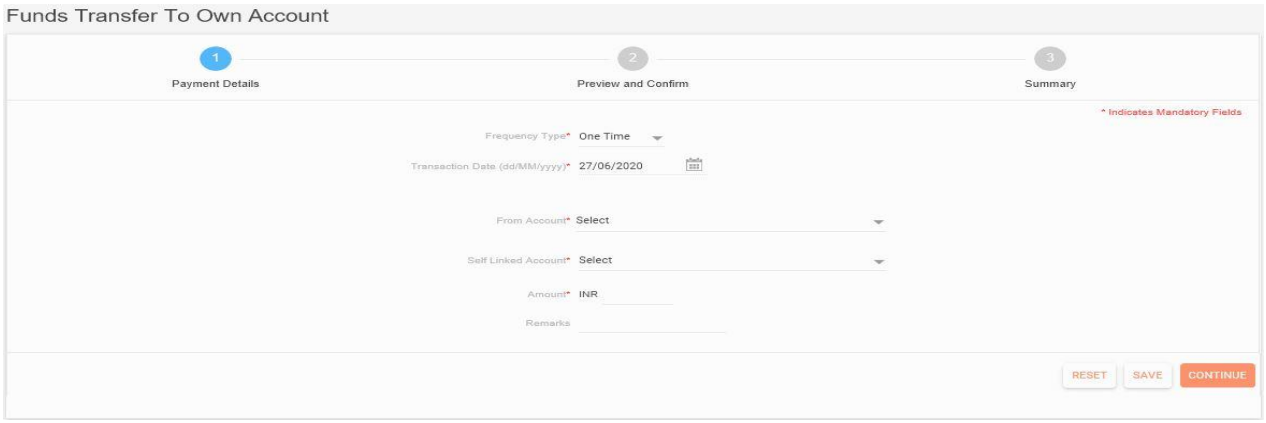
8 Transfers: The Menus and Sub-menus are mentioned below:



8.1 Initiate Payments: All type of transfers is available in this Menu.

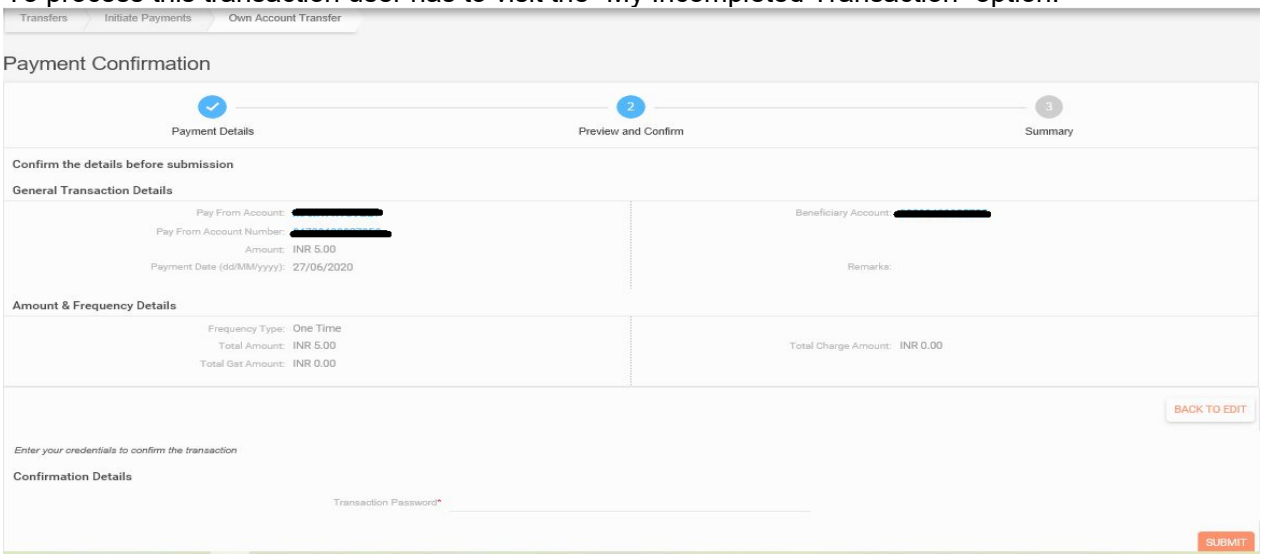
8.1.1 **Own Account Transfer:** User use this option for doing the transfer of amounts in their own accounts.

8.1.1.1 **One-Time:** Only one time and scheduled transfer is allowed in own account, recurring is not allowed. Select the From account, Self Linked account, enter the amount and remarks and cliack on Continue.

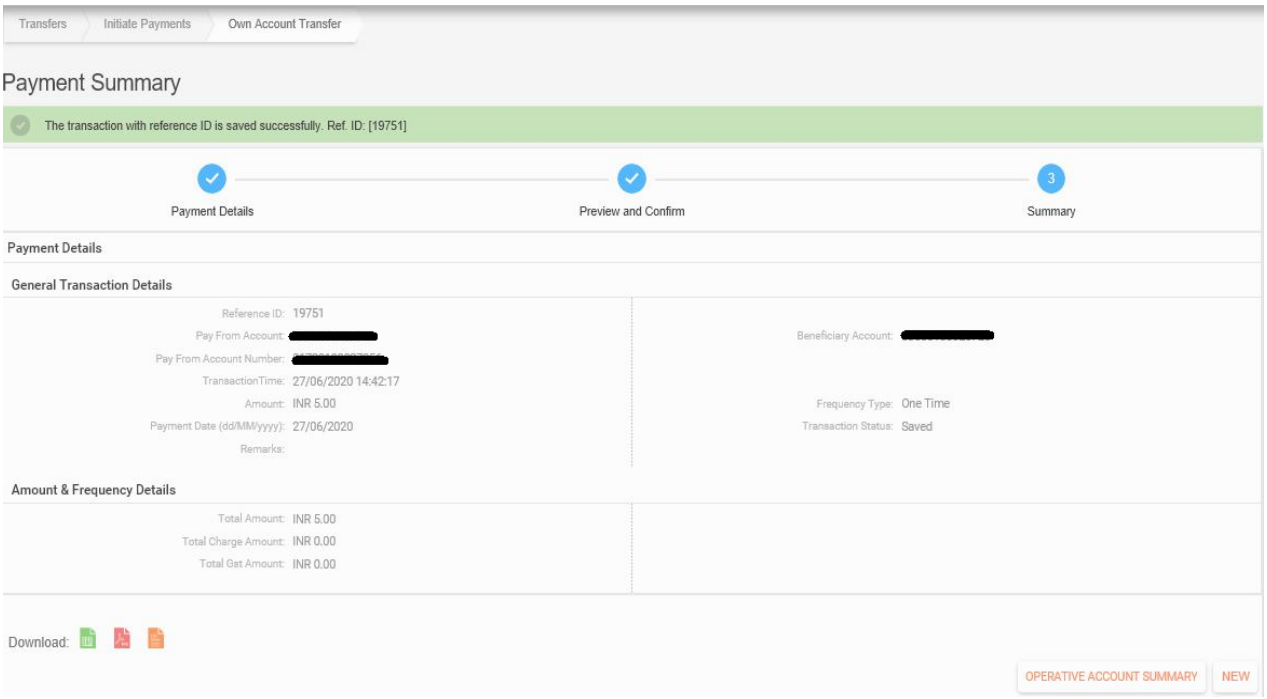


In the next screen it will display the details, where user has to enter the transaction password and click on SUBMIT button. After successful validation of the transaction password, the transaction will be processed successfully.

8.1.1.1.1 **Save**: By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incompleted Transaction” option.

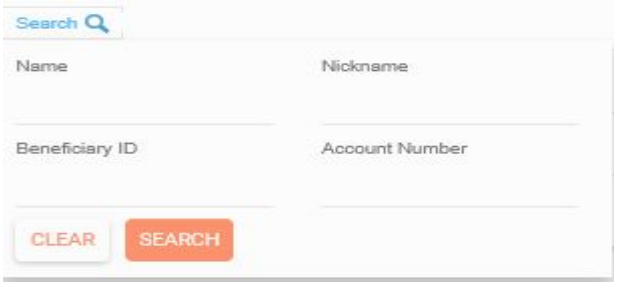


It will display the successful message and completed transaction details in the next screen as shown below.

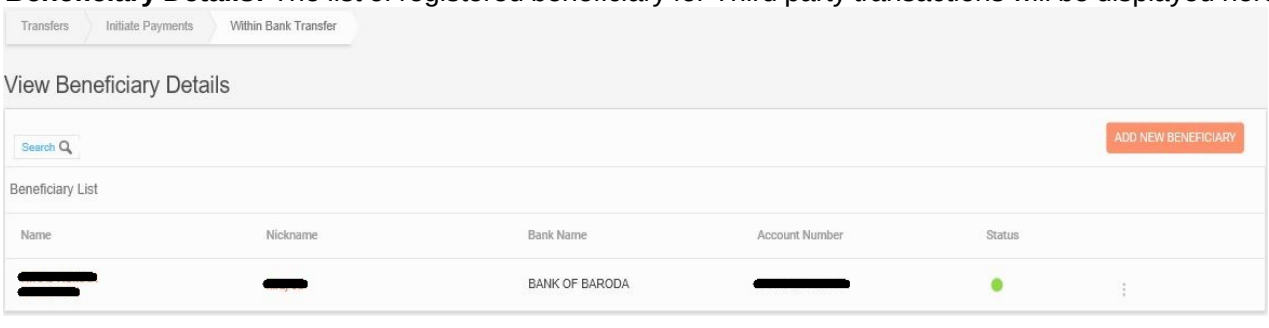


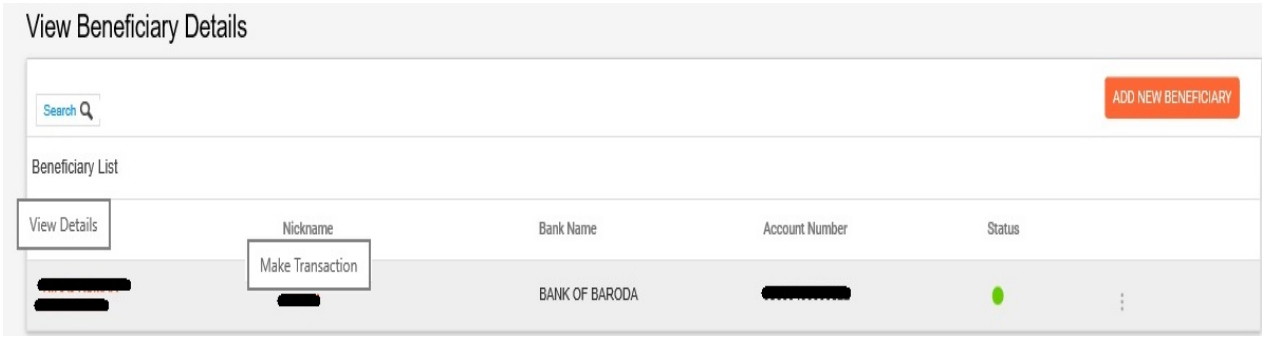
8.1.2 **Within Bank Transfer:** For transfer of amounts in the bank of Baroda Accounts, user has to use this option. First of all the account will be registered as beneficiary and will be completed the 4hrs cooling period, then only user will be allowed to do the Third party/within bank transactions.

8.1.2.1 **Search:** This search will be used for searching the registered beneficiary, if the registered beneficiary list is very high or not visible in one screen.

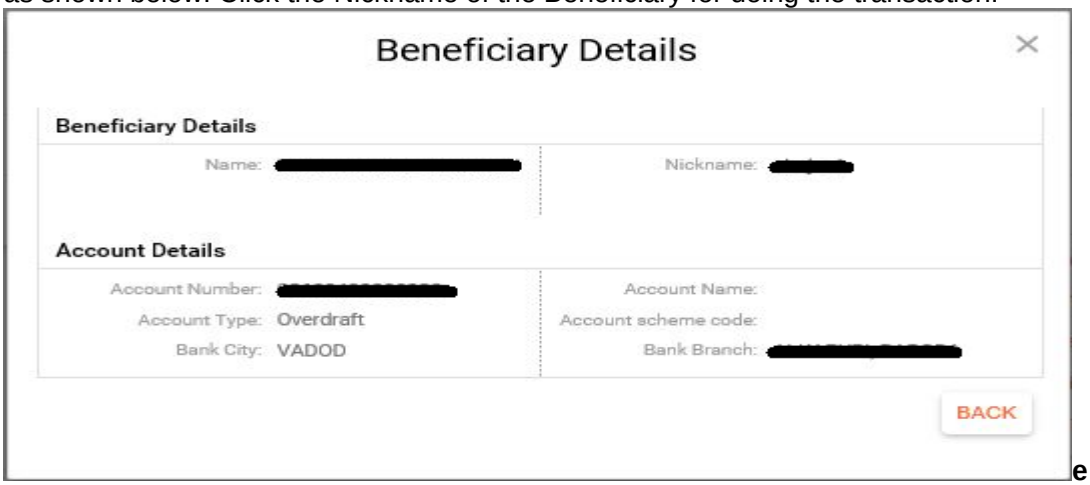


8.1.2.2 **Beneficiary Details:** The list of registered beneficiary for Third party transactions will be displayed here.



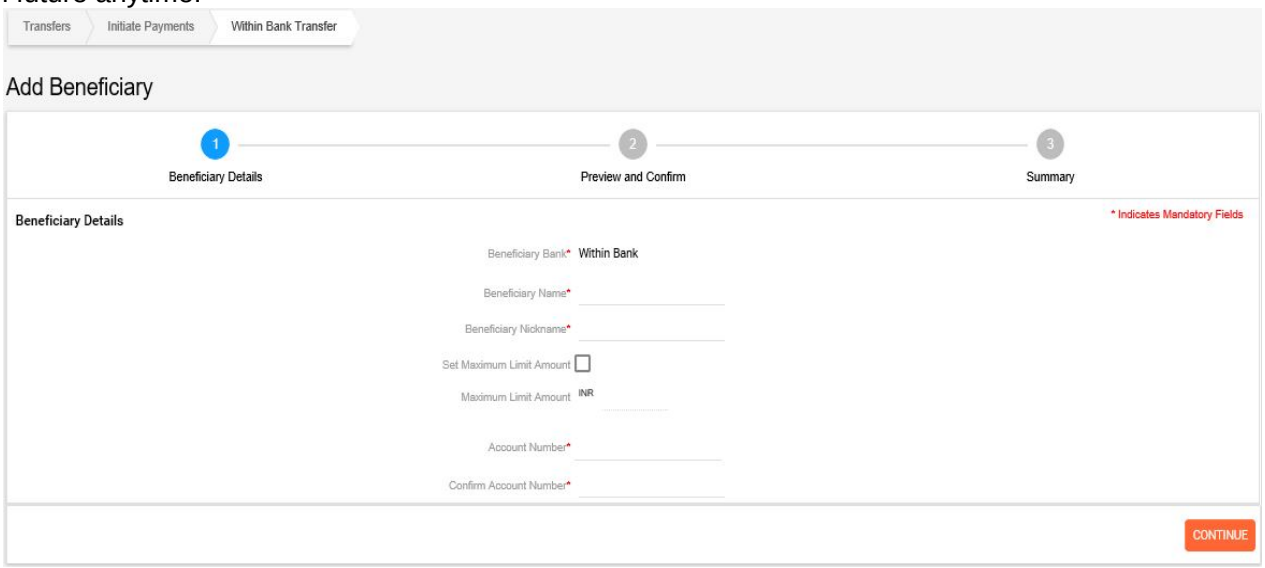


To view the Beneficiary details clicks on Name of the Beneficiary, it will display the details in other screen as shown below. Click the Nickname of the Beneficiary for doing the transaction.

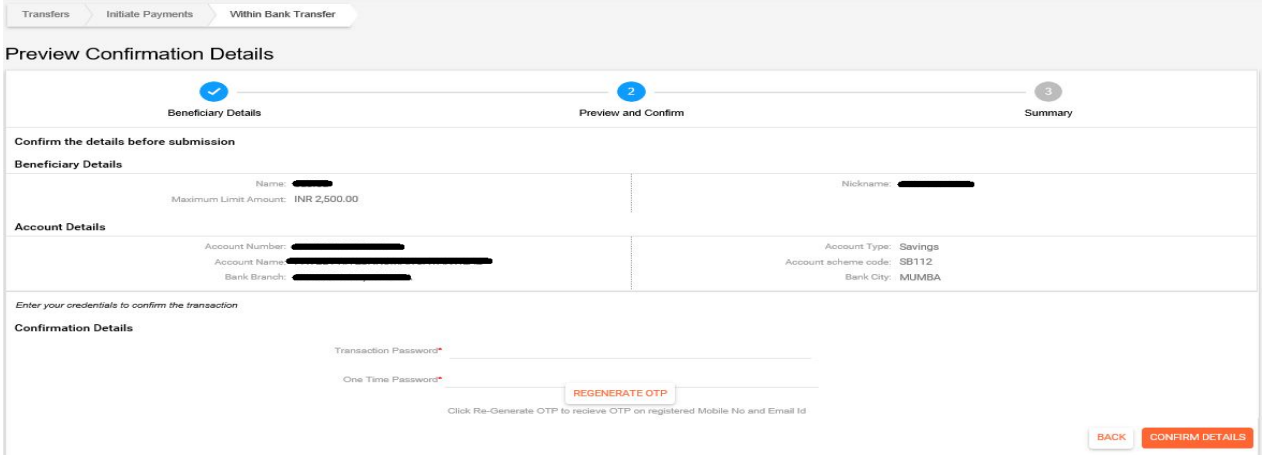


e

8.1.2.3 **Add New Beneficiary:** Click on "Add New Beneficiary" button to add the new beneficiary for third party/within bank transactions. Enter the name, Nickname, Account Number, confirm the Account number and Click on CONTINUE button. Also user can set the beneficiary specific amount limit by selecting "Set Beneficiary Limit Amount" and enter the amount. User can only transfer less than equal to that set amount to that particular beneficiary. User can also modify it by using modify beneficiary option in future anytime.

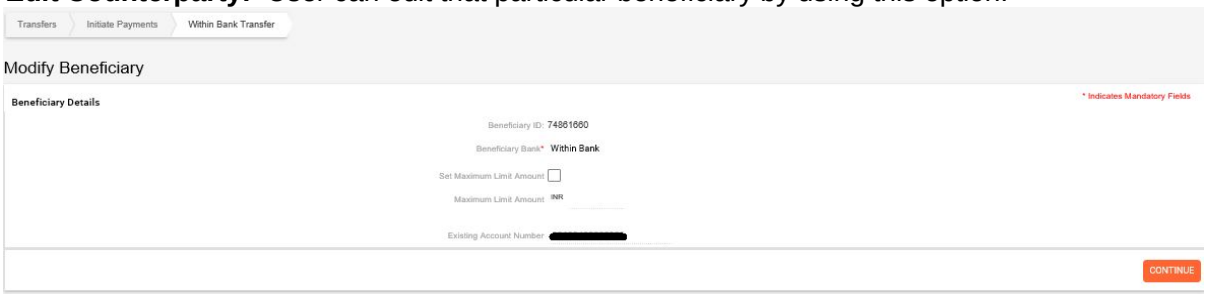


In the next screen it will display the details, where user has to enter the Transaction password and OTP and clicks on CONFIRM DETAILS button to confirm the addition of this beneficiary. OTP will be automatically sent by the system when user clicks on the CONTINUE button in the above screen. After successful validation of the transaction password and OTP, the beneficiary will be added successfully. 4hrs cooling period will be applied.

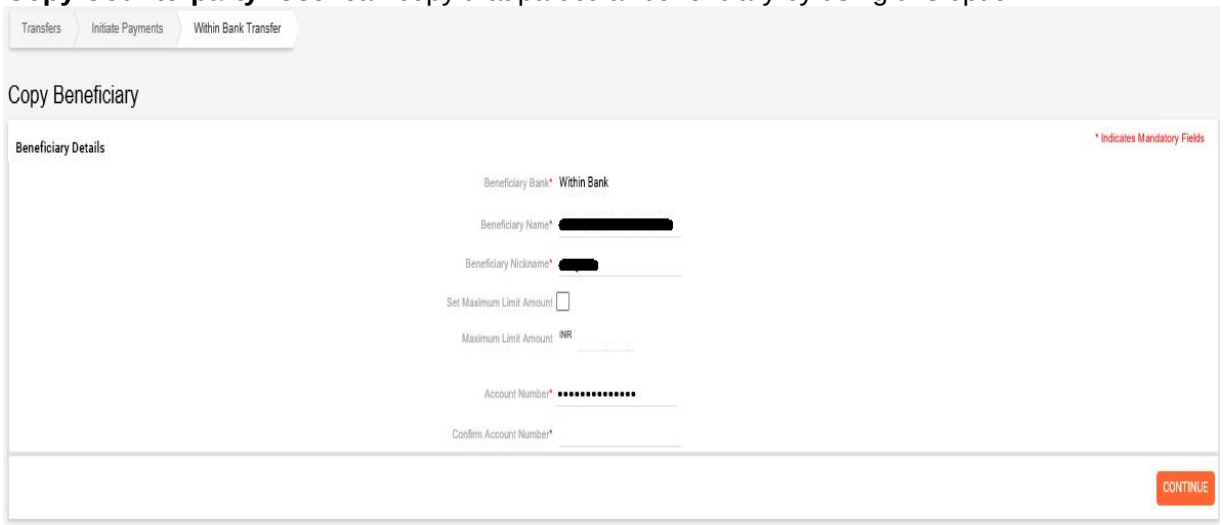


8.1.2.4 Three DOTS more option: It will display the more option by clicking this Three DOTS.

8.1.2.4.1 Edit Counterparty: User can edit that particular beneficiary by using this option.



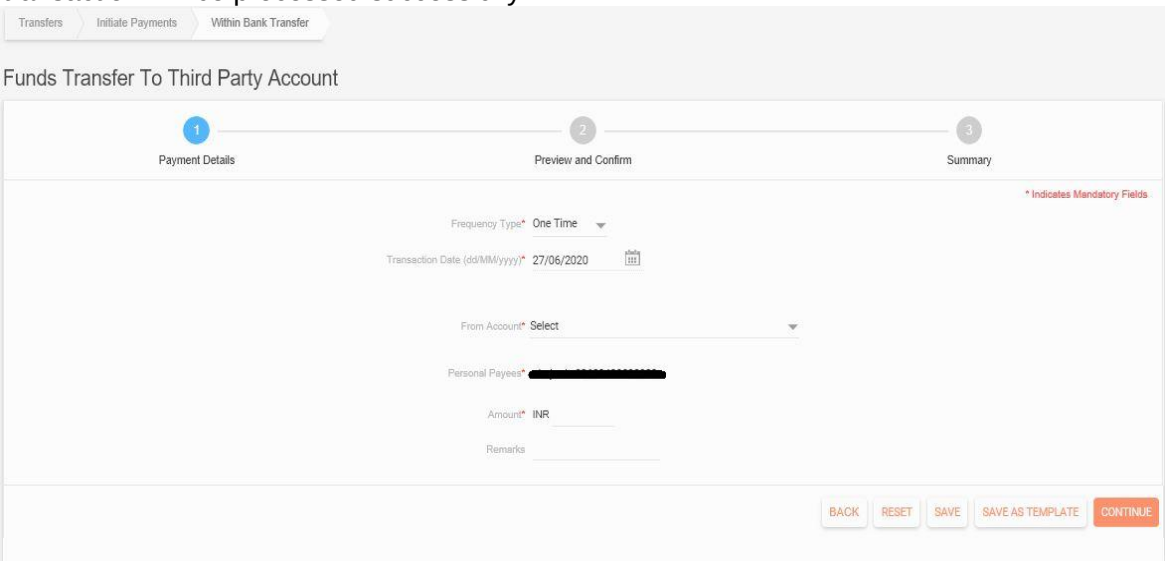
8.1.2.4.2 Copy Counterparty: User can copy that particular beneficiary by using this option.



8.1.2.4.3 Delete Counterparty: User can delete that particular beneficiary by using this option.

8.1.2.4.4 Make a Transaction: User can perform the one-time, recurring or scheduled transactions.

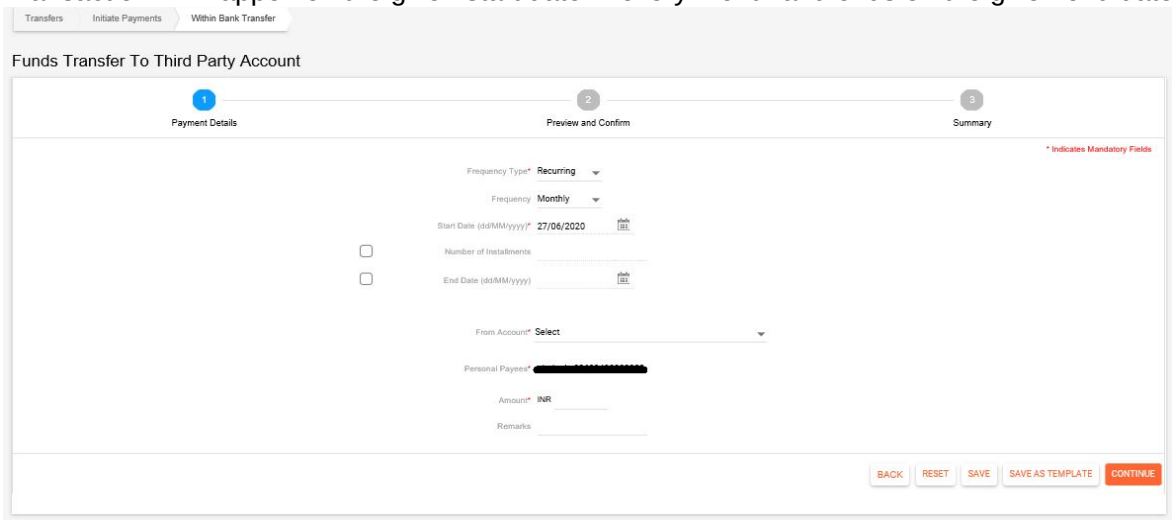
8.1.2.4.4.1 **One-Time:** Select the debit account in the “From account”, enter the amount and Remarks, click on CONTINUE button. In the next screen it will display the details, where user has to enter the transaction password and click the SUBMIT button. After successful validation of the transaction password, the transaction will be processed successfully.



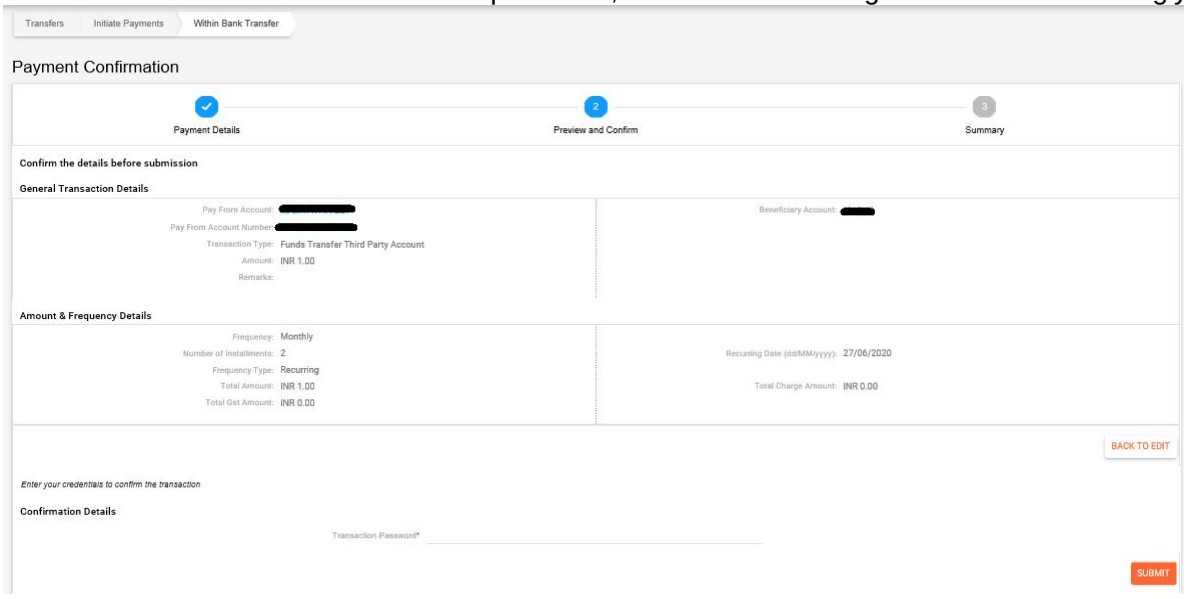
8.1.2.4.4.2 **Recurring:** User can also make the recurring transactions by using number of instalment or by selecting the end date option.

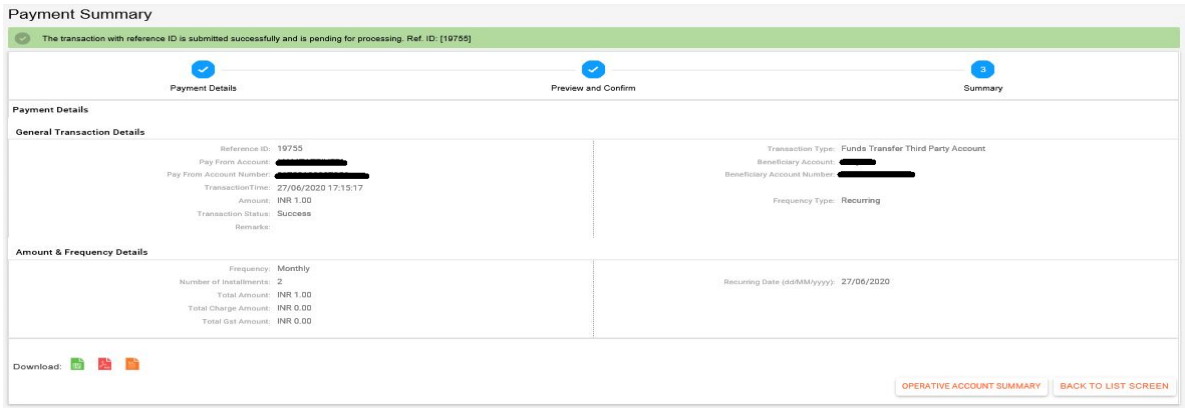
By using number of Instalment option: User has to enter the start date and number of instalment, amount and remarks. Transaction will happen on the given start date in every month and ends after completing the given number of instalments.

By using End date option: User has to enter the start date and the end date, amount and remarks. Transaction will happen on the given start date in every month and ends on the given end date.



User clicks on continue button, it will display the details of the recurring transactions in the next screen, where user has to enter his/her Transaction password and clicks on SUBMIT button. After successful validation of the transaction password, the transaction will get scheduled accordingly.

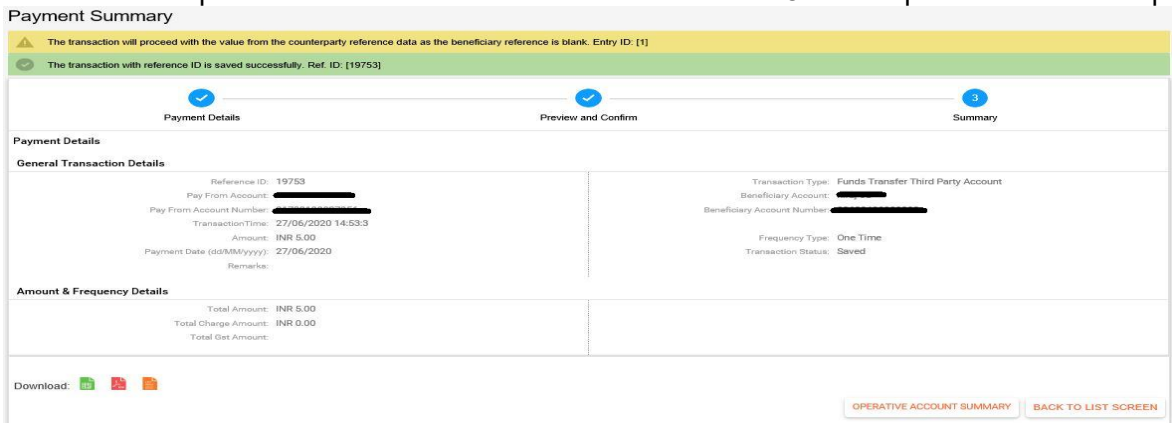




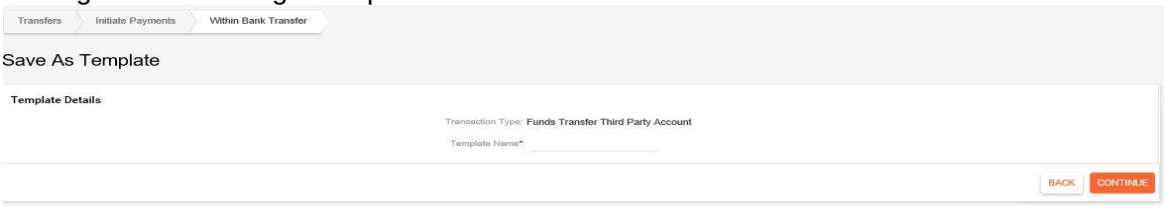
If user clicks on OPERATIVE ACCOUNT SUMMARY button, it will navigate user to the operative account main page.

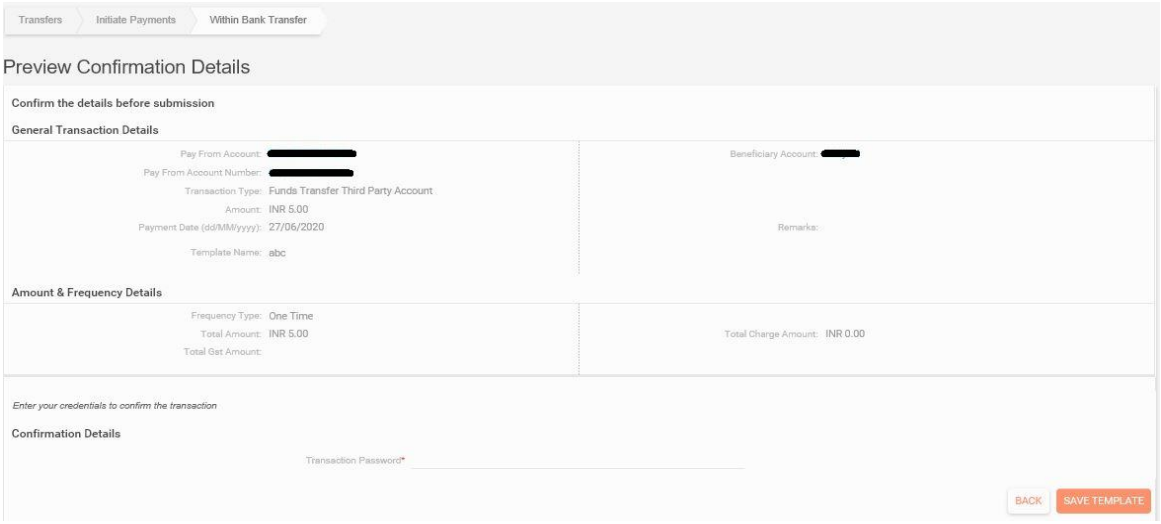
If user click on BACK TO LIST SCREEN, it will navigate the user back to the within bank beneficiary list page.

8.1.2.4.4.3 **Save:** By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “View Incomplete Transaction” option.



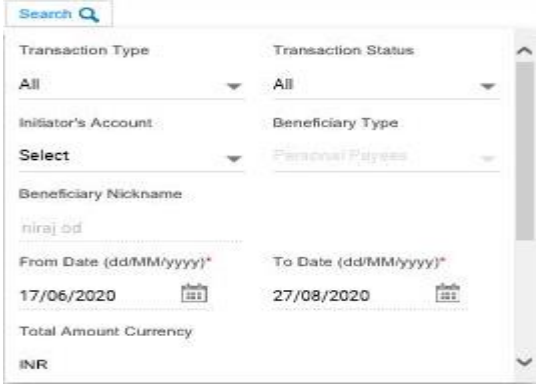
8.1.2.4.4.4 **Save as Template:** By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu





8.1.2.4.5 View Completed Transaction: User can view their completed transactions of that particular beneficiary.

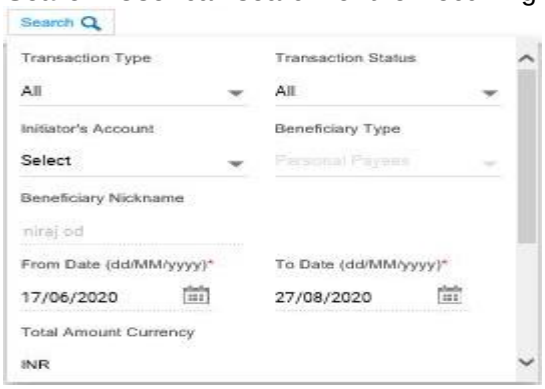
8.1.2.4.5.1 **Search:** User can search for their completed transactions by using this option.



8.1.2.4.6 **View History:** User can view the history of that particular beneficiary.

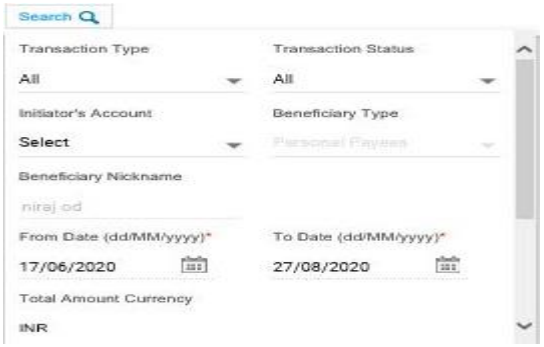
8.1.2.4.7 View Recurring Instruction: User can view the Recurring transactions of that particular beneficiary.

8.1.2.4.7.1 **Search:** User can search for the Recurring transactions by using this option.



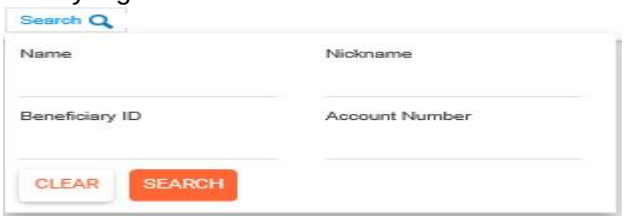
8.1.2.4.8 View Scheduled Transaction: User can view the scheduled transactions of that particular beneficiary.

8.1.2.4.8.1 **Search:** User can search for the Scheduled transactions by using this option.

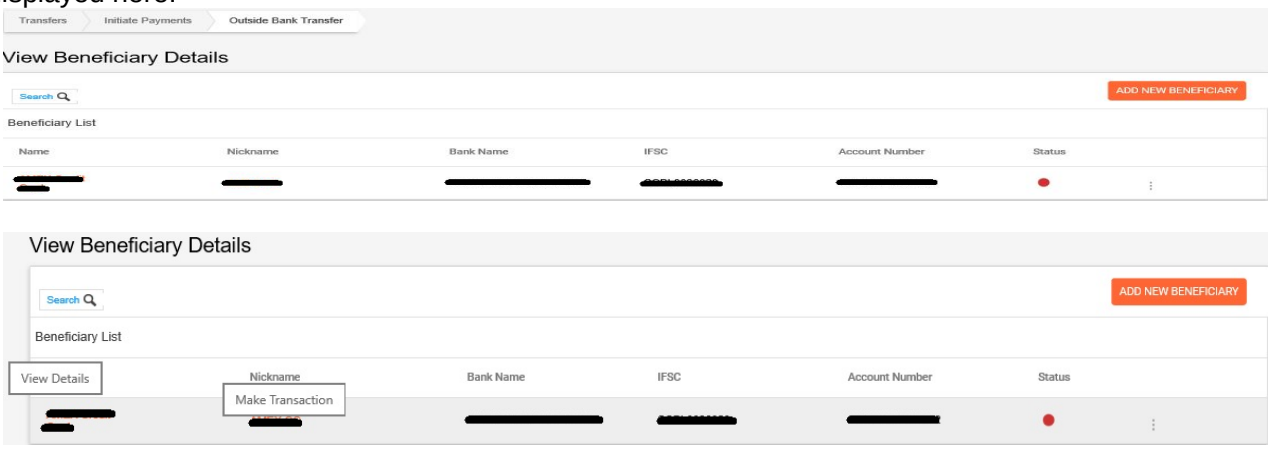


8.1.3 Outside Bank Transfer: For transfer of amounts to Other/Outside Bank's Accounts, user has to use this option. First of all the account will be registered as beneficiary and will be completed the 4hrs cooling period, then only user will be allowed to do the Other/Outside bank transactions.

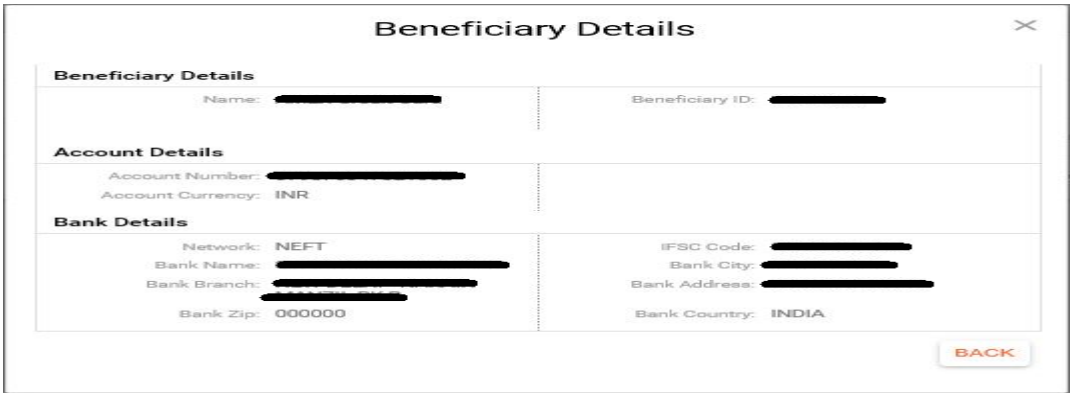
8.1.3.1 **Search:** This search will be used for searching the registered beneficiary, if the registered beneficiary list is very high or not visible in one screen.



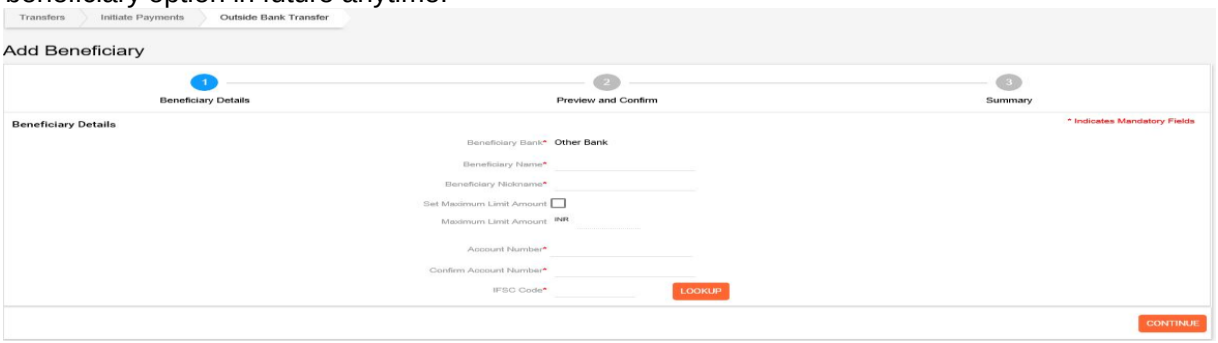
8.1.3.2 **Beneficiary Details:** The list of registered beneficiary for Other/Outside Bank transactions will be displayed here.



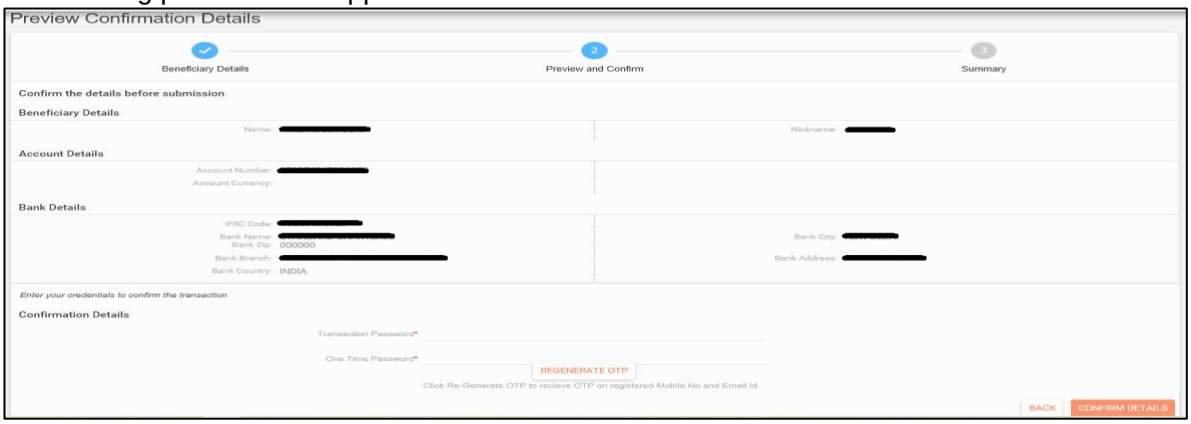
To view the Beneficiary details clicks on Name of the Beneficiary, it will display the details in other screen as shown below. Click the Nickname of the Beneficiary for doing the transaction.



8.1.3.2.1 **Add New Beneficiary:** Click on “Add New Beneficiary” button to add the new beneficiary for Other/Outside bank transactions. Enter the name, Nickname, Account Number, confirm the Account number, IFS Code and Click on CONTINUE button. Also user can set the beneficiary specific amount limit by selecting “Set Beneficiary Limit Amount” and enter the amount. User can only transfer less than equal to that set amount to that particular beneficiary. User can also modify it by using modify beneficiary option in future anytime.



In the next screen it will display the details, where user has to enter the Transaction password and OTP and clicks on CONFIRM DETAILS button to confirm the addition of this beneficiary. OTP will be automatically sent by the system when user clicks on the CONTINUE button in the above screen. After successful validation of the transaction password and OTP, the beneficiary will be added successfully. 4hrs cooling period will be applied.



8.1.3.2.2 **Three DOTS more option:** After clicking this three DOTS it will display the more options.

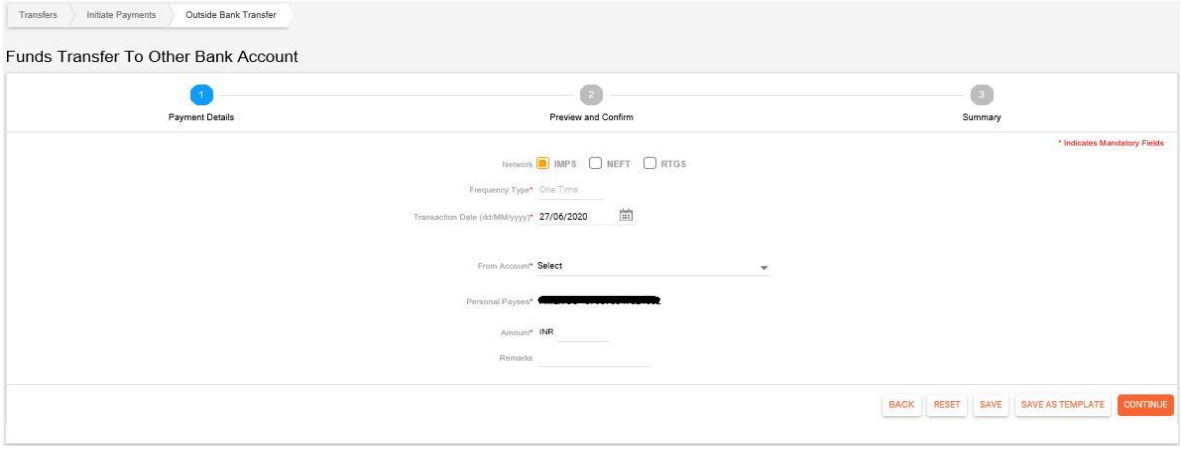
8.1.3.2.3 **Edit Counterparty:** User can edit that particular Beneficiary by using this option.

8.1.3.2.4 **Copy Counterparty:** User can copy that particular Beneficiary by using this option.

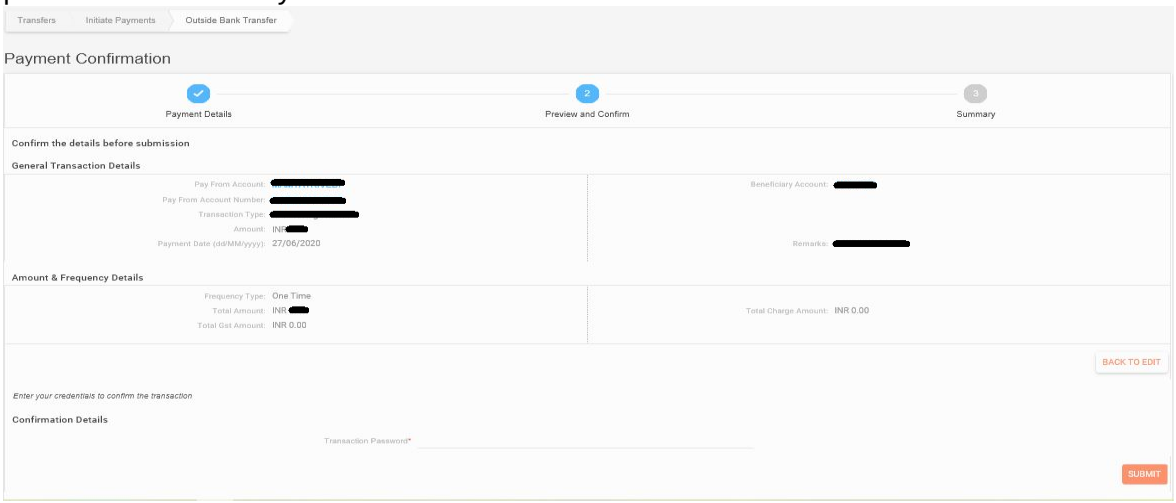
8.1.3.2.5 Delete Counterparty: User can delete that particular Beneficiary by using this option.

8.1.3.2.6 Make a Transaction: User can perform the one-time, recurring or scheduled transactions. Recurring Transactions will be allowed only for NEFT.

8.1.3.2.6.1 **One-Time:** IMPS or NEFT or RTGS: First select checkbox IMPS/NEFT/RTGS and then select the debit account in the "From account", enter the amount and Remarks, click on CONTINUE button.



In the next screen it will display the details, where user has to enter the transaction password and click the SUBMIT button. After successful validation of the transaction password, the transaction will be processed successfully.



8.1.3.2.6.2 **Recurring:** User can also make the recurring (only for NEFT) transactions by using number of instalment or by selecting the end date option.

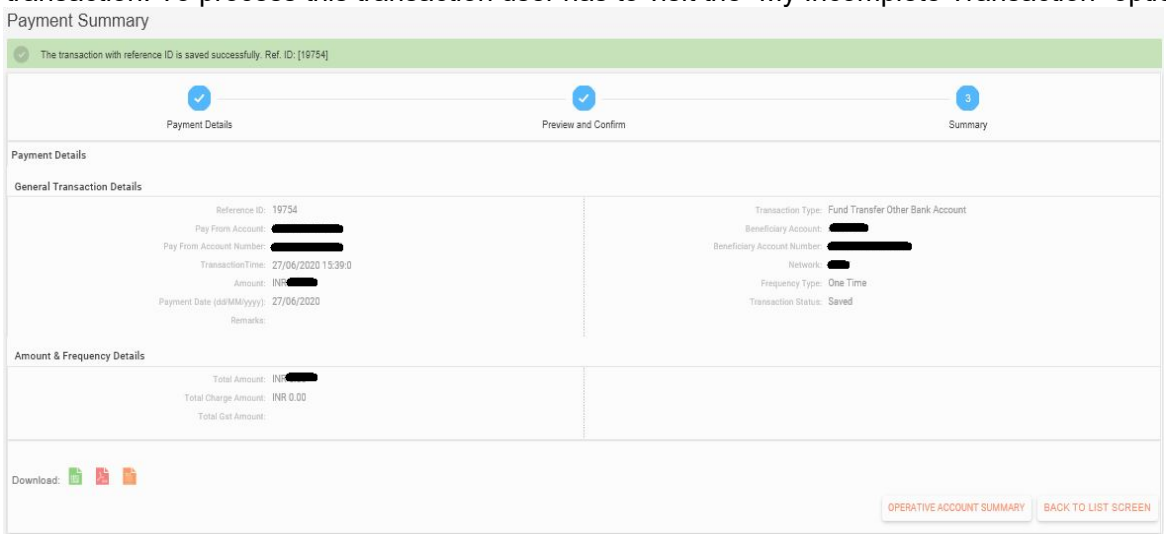
By using number of Instalment option: User has to enter the start date and number of instalment, amount and remarks. Transaction will happen on the given start date in every month and ends after completing the given number of instalments.

By using End date option: User has to enter the start date and the end date, amount and remarks. Transaction will happen on the given start date in every month and ends on the given end date.

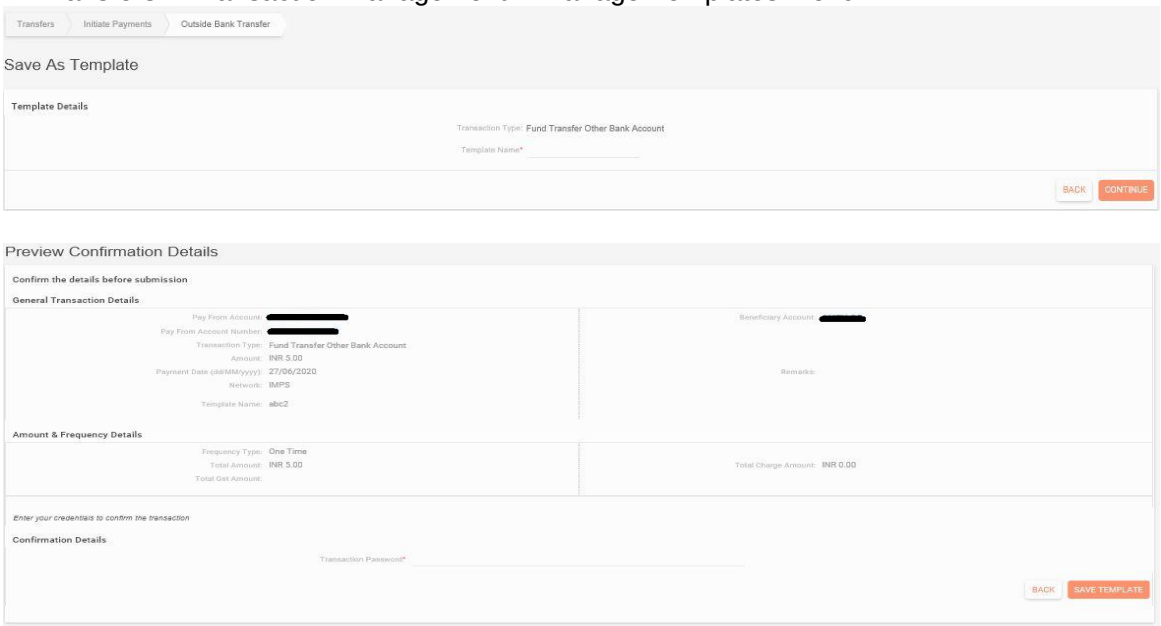
User clicks on continue button, it will display the details of the recurring transactions in the next screen, where user has to enter his/her Transaction password and clicks on SUBMIT button. After successful validation of the transaction password, the transaction will get scheduled accordingly.

If user clicks on OPERATIVE ACCOUNT SUMMARY button, it will navigate user to the operative account main page.
If user click on BACK TO LIST SCREEN, it will navigate the user back to the within bank beneficiary list page.

8.1.3.2.6.3 **Save:** By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incomplete Transaction” option.

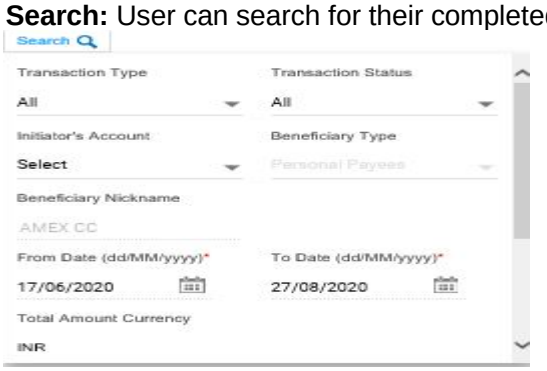


8.1.3.2.6.4 **Save as Template:** Save as Template: By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu.

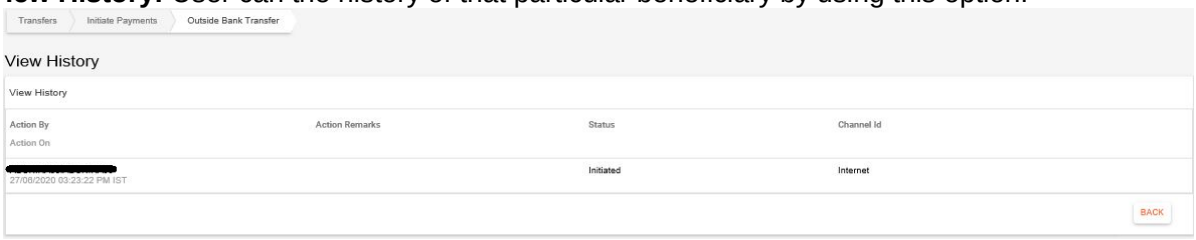


8.1.3.2.7 View Completed Transaction: User can view the Completed Transactions of that particular beneficiary by using this option.

8.1.3.2.7.1 **Search:** User can search for their completed transactions by using this option.

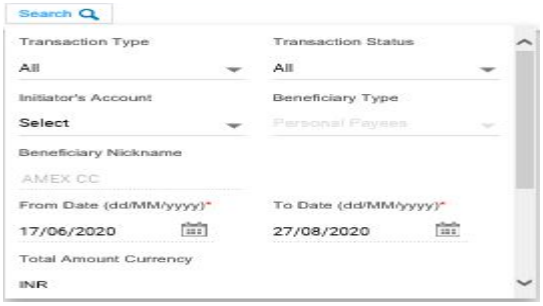


8.1.3.2.8 View History: User can the history of that particular beneficiary by using this option.



8.1.3.2.9 View Recurring Instruction: User can view the Recurring Transactions of that particular beneficiary by using this option.

8.1.3.2.9.1 Search: User can search for the Scheduled transactions by using this option.

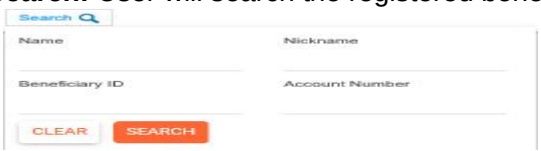


8.1.3.2.10 View Scheduled Transaction: User can view the Scheduled Transactions of that particular beneficiary by using this option.

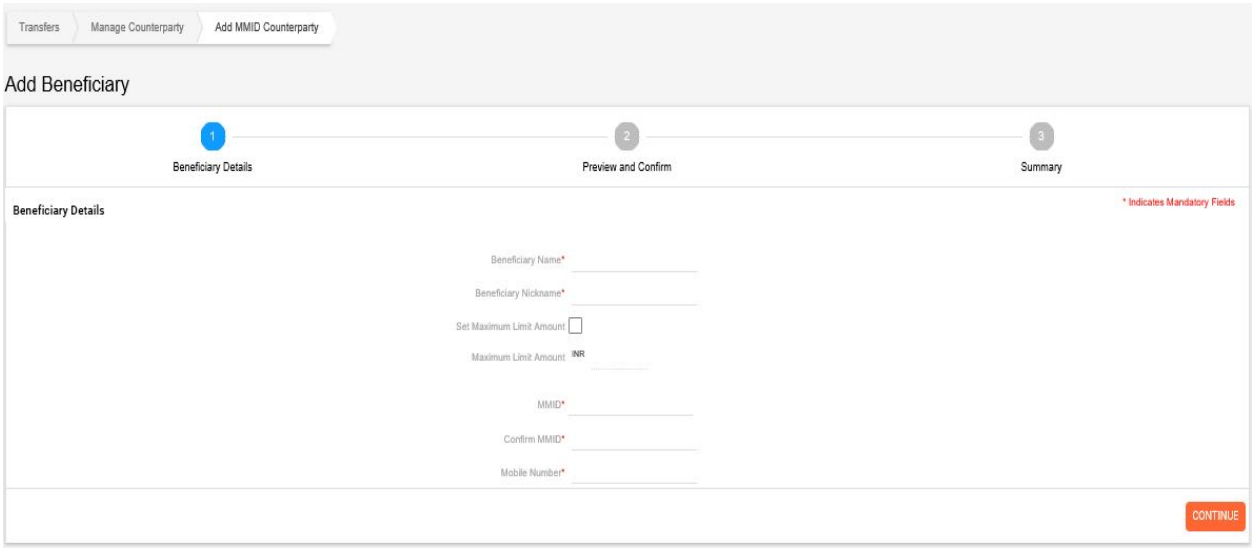
8.1.3.2.10.1 Search: User can search for the Scheduled transactions by using this option.

8.1.4 Initiate IMPS using MMID Payee: For IMPS transaction using MMID and mobile number, user has to use this option, where again user has to add the beneficiary by using “Add MMID Counterparty” option.

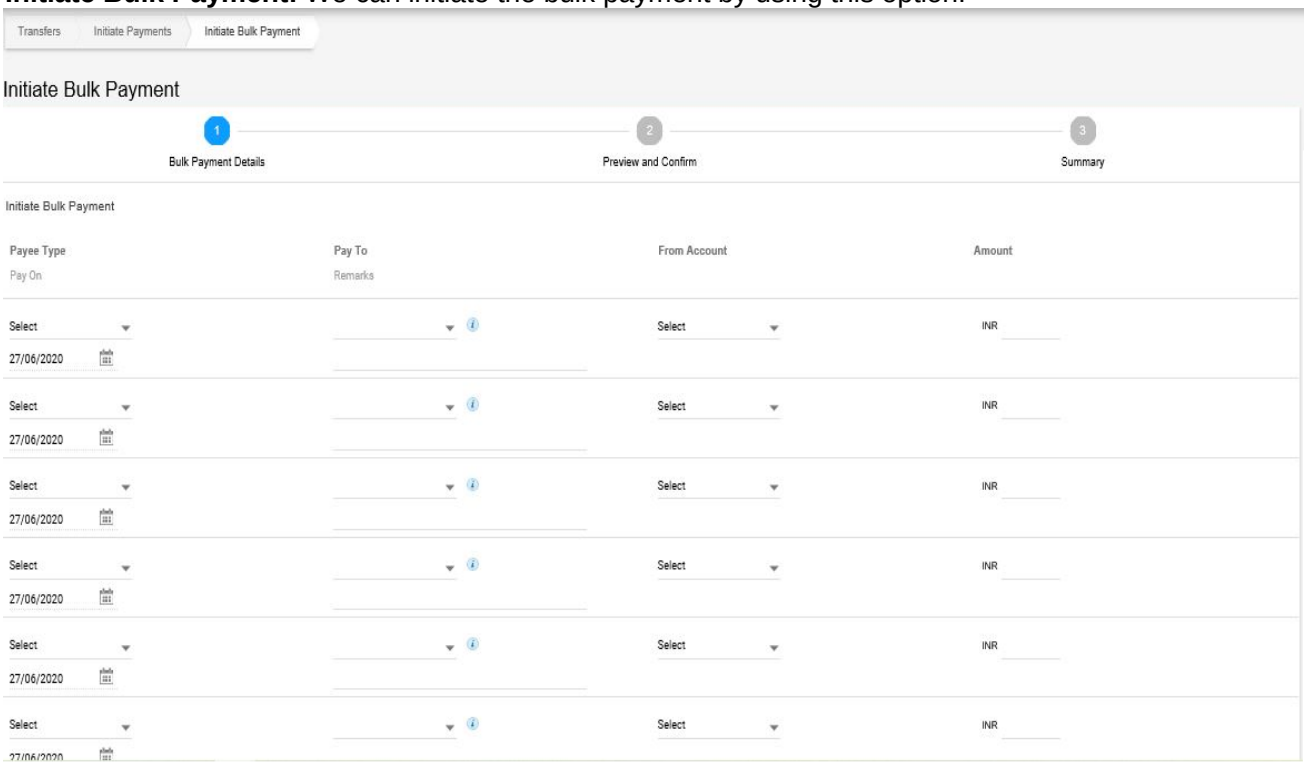
8.1.4.1 **Search:** User will search the registered beneficiary by using this option.



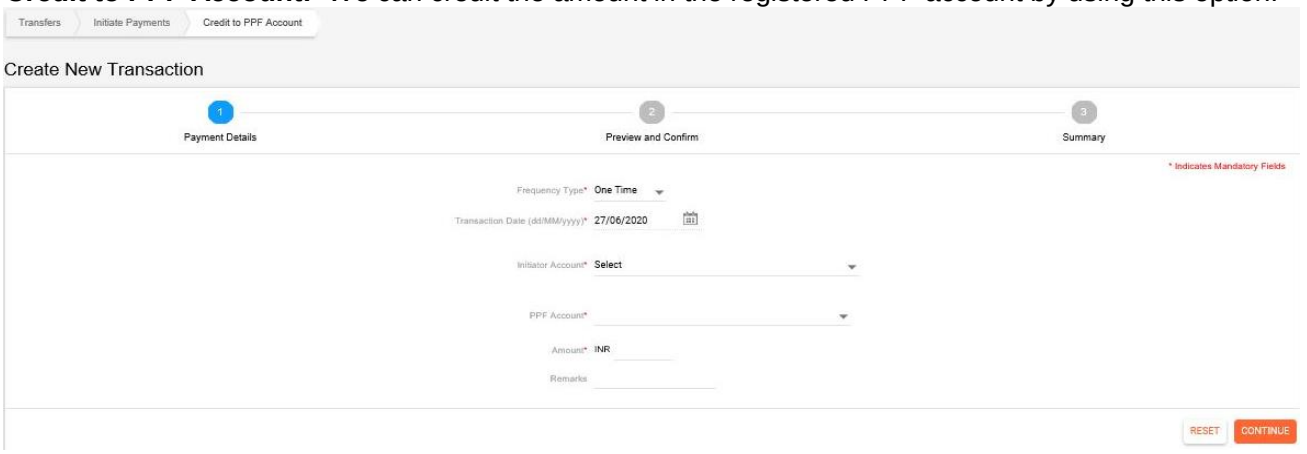
8.1.4.2 **Add MMID Counterparty:** For adding the beneficiary for IMPS transactions using MMID and Mobile Number.



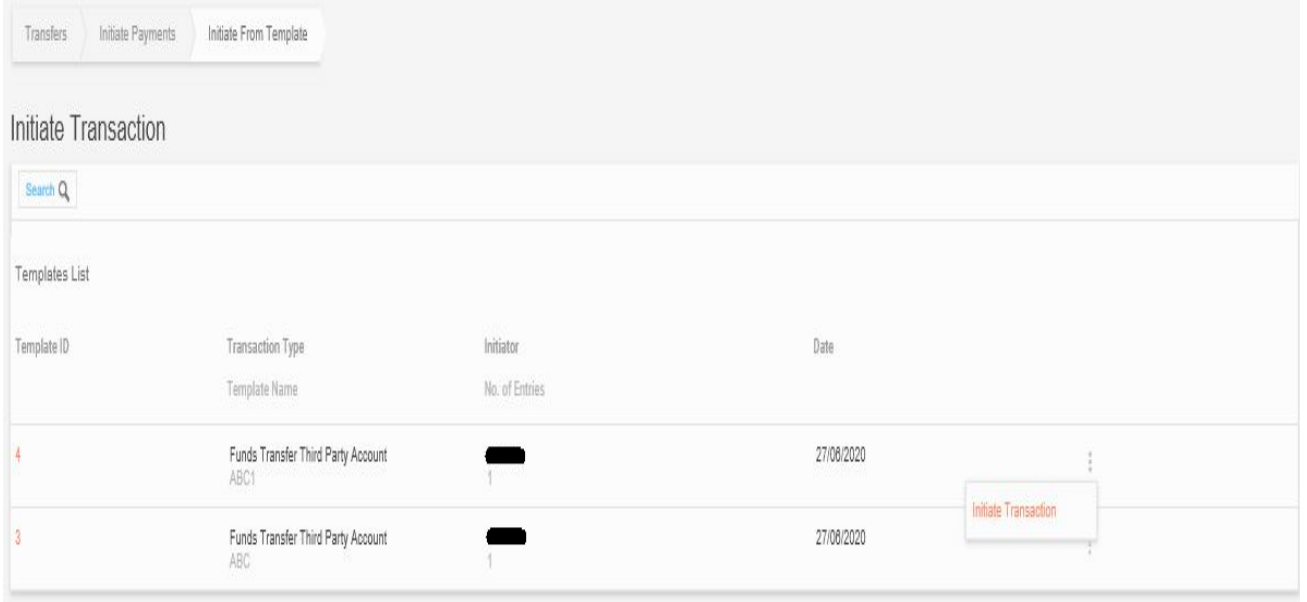
8.1.5 Initiate Bulk Payment: We can initiate the bulk payment by using this option.



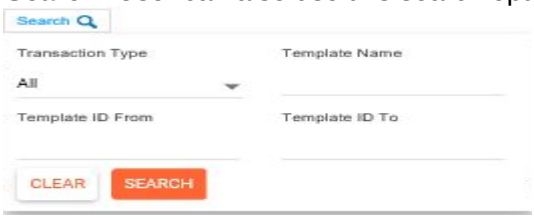
8.1.6 Credit to PPF Account: We can credit the amount in the registered PPF account by using this option.



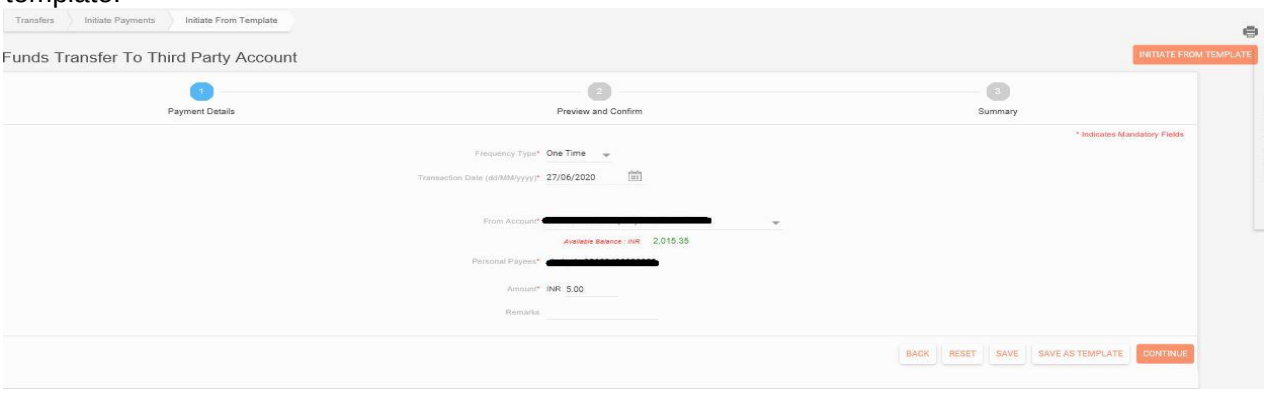
8.1.7 Initiate From Template: All the saved templated will be displayed here by clicking this option. User can initiate transaction from their saved templates.



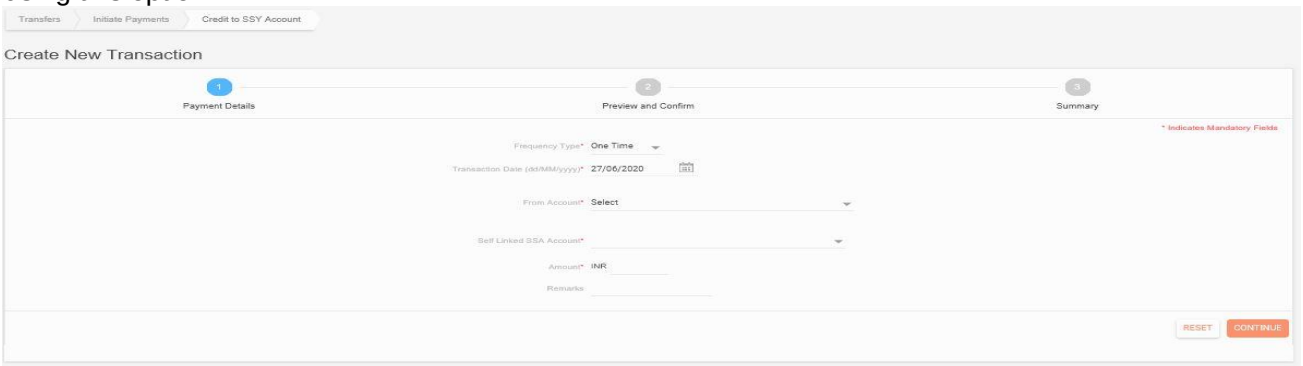
8.1.7.1 **Search:** User can also use this search option for searching the particular saved templates.



8.1.7.2 **Initiate Transaction:** User can initiate the transaction by using this option from the particular saved template.

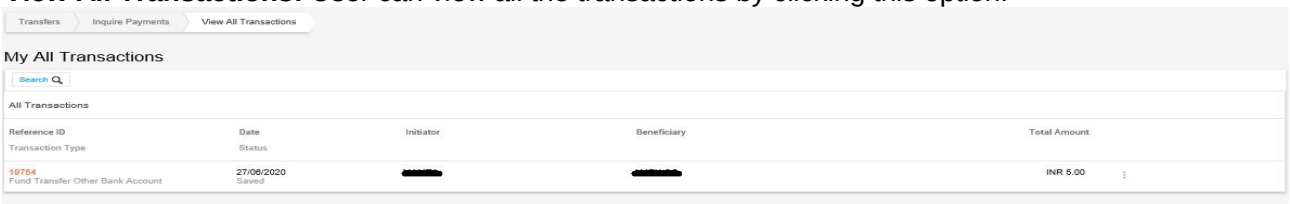


8.1.8 Credit to Sukanya Samriddhi Account: We can credit the amount in the registered SSY account by using this option.

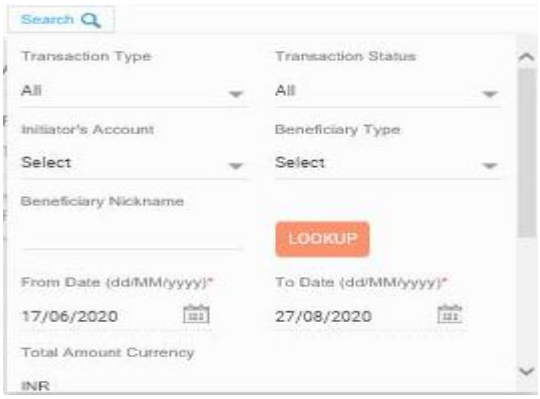


8.2 Inquire Payments: All type of transactions inquiry, repeating any completed transactions, Modify/Delete any recurring/scheduled/in-completed transactions etc., can be done by the user by using this menu and their sub-menus.

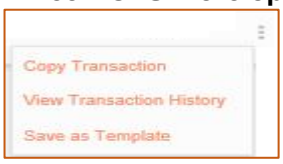
8.2.1 View All Transactions: User can view all the transactions by clicking this option.



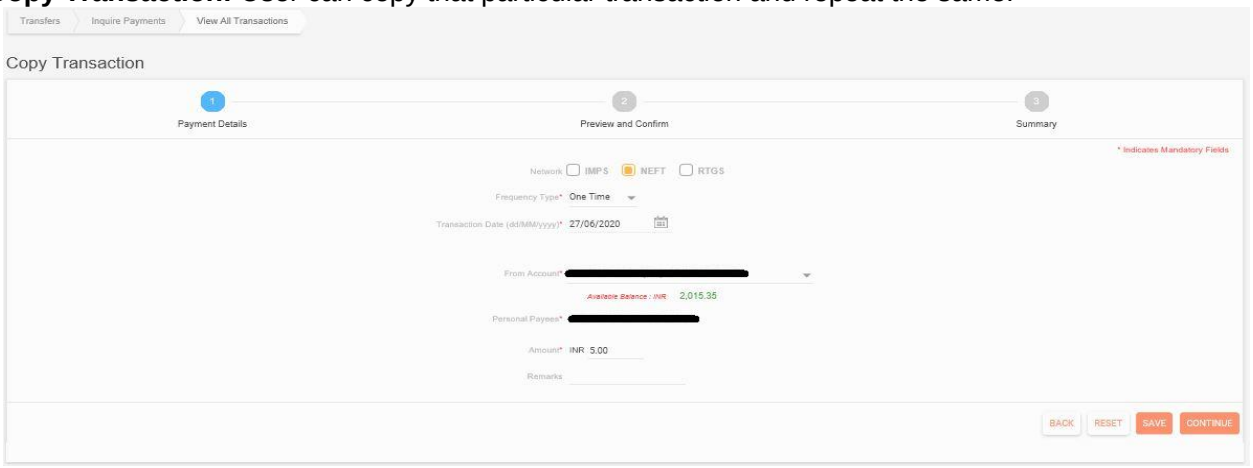
8.2.1.1 **Search:** User can search the transactions by using this search option.



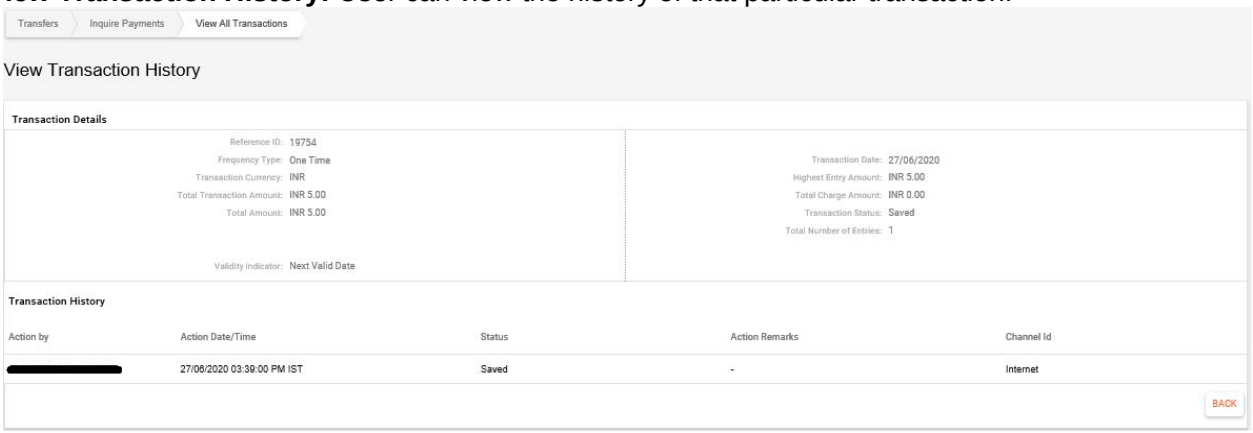
8.2.1.2 **Three DOTS more option:** User will get more option by clicking this three DOTS.



8.2.1.3 **Copy Transaction:** User can copy that particular transaction and repeat the same.

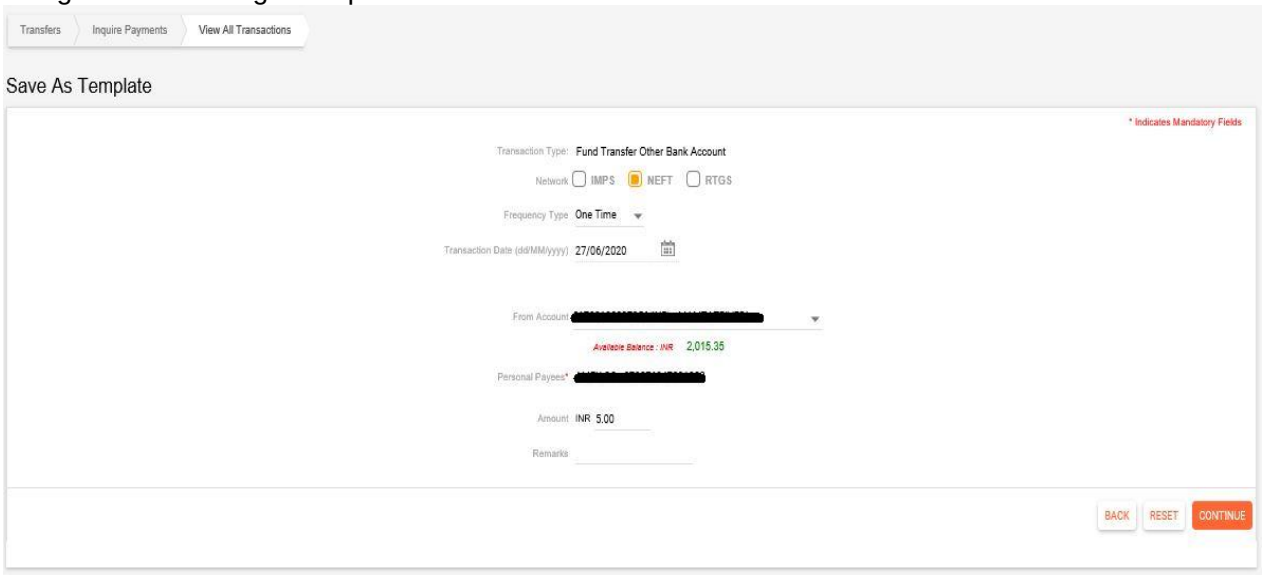


8.2.1.4 **View Transaction History:** User can view the history of that particular transaction.

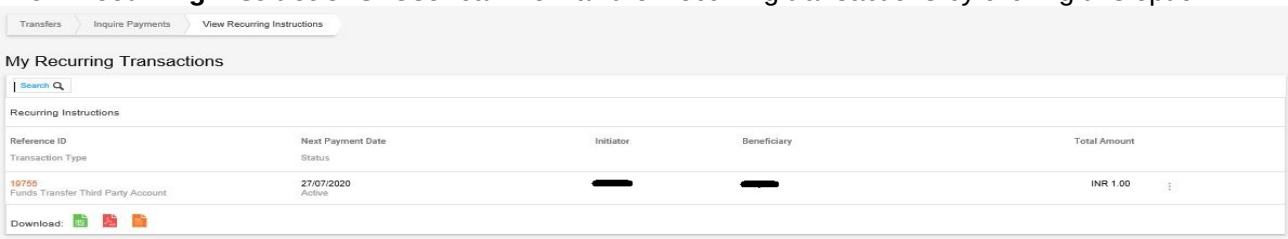


8.2.1.5 **Save:** By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incomplete Transaction” option.

8.2.1.6 **Save as Template:** By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu.

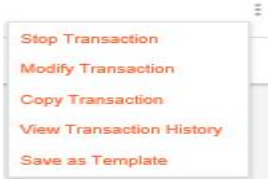


8.2.2 View Recurring Instructions: User can view all the Recurring transactions by clicking this option.

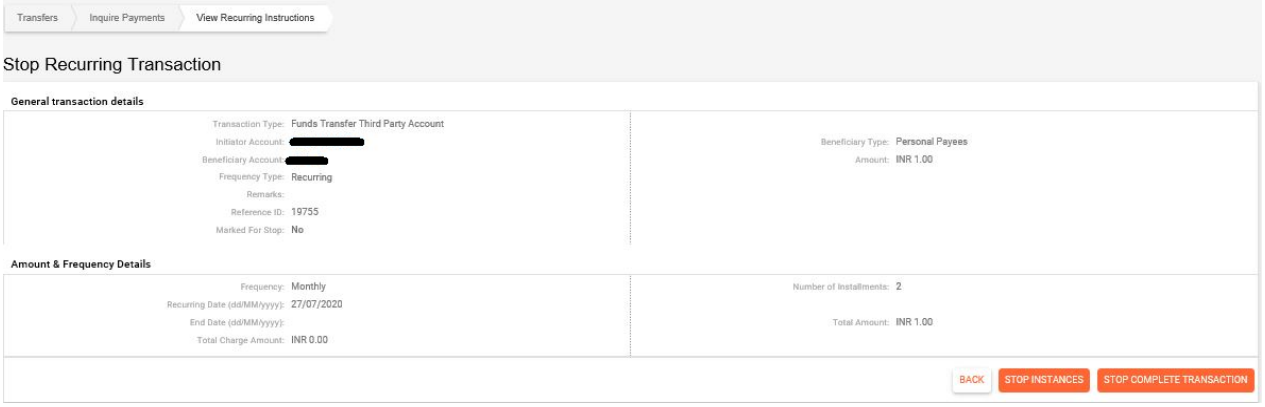


8.2.2.1 **Search:** User can search the transactions by using this search option.

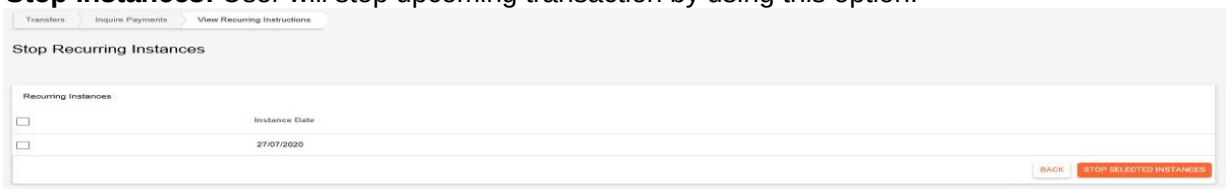
8.2.2.2 **Three DOTS more option:** User will get more option by clicking this three DOTS.

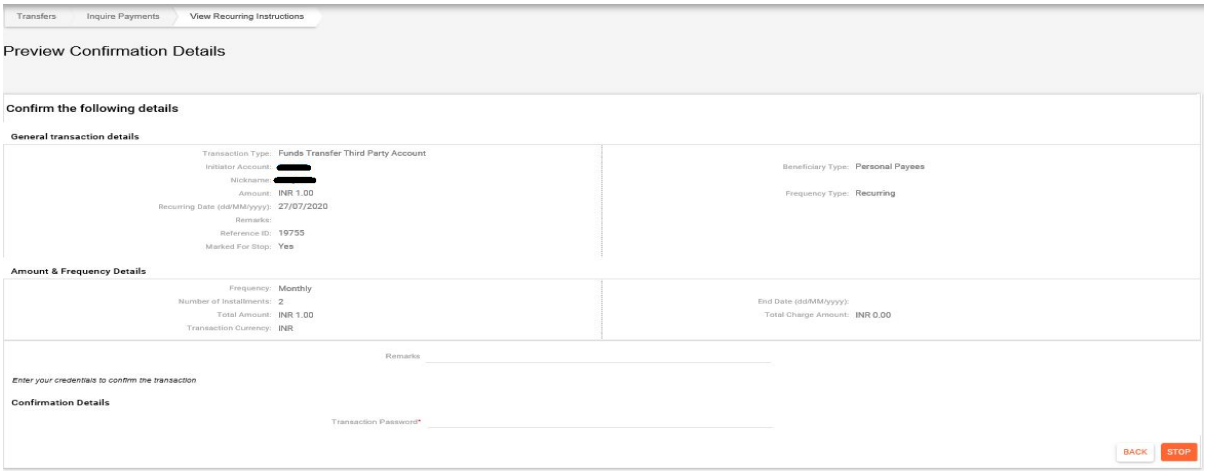


8.2.2.3 **Stop Transaction:** User can stop that particular Recurring Transaction one or all number of instances.



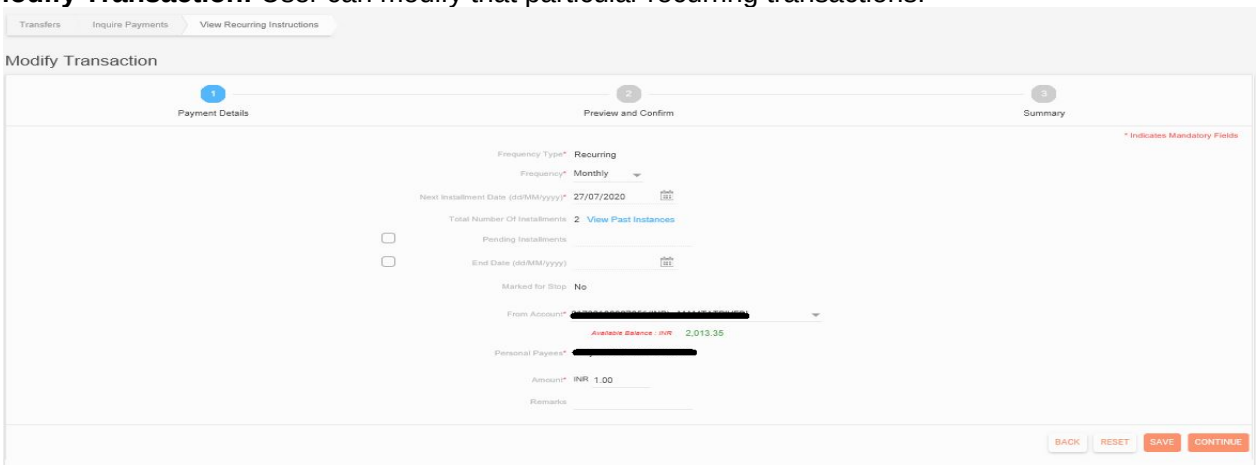
8.2.2.3.1 Stop Instances: User will stop upcoming transaction by using this option.



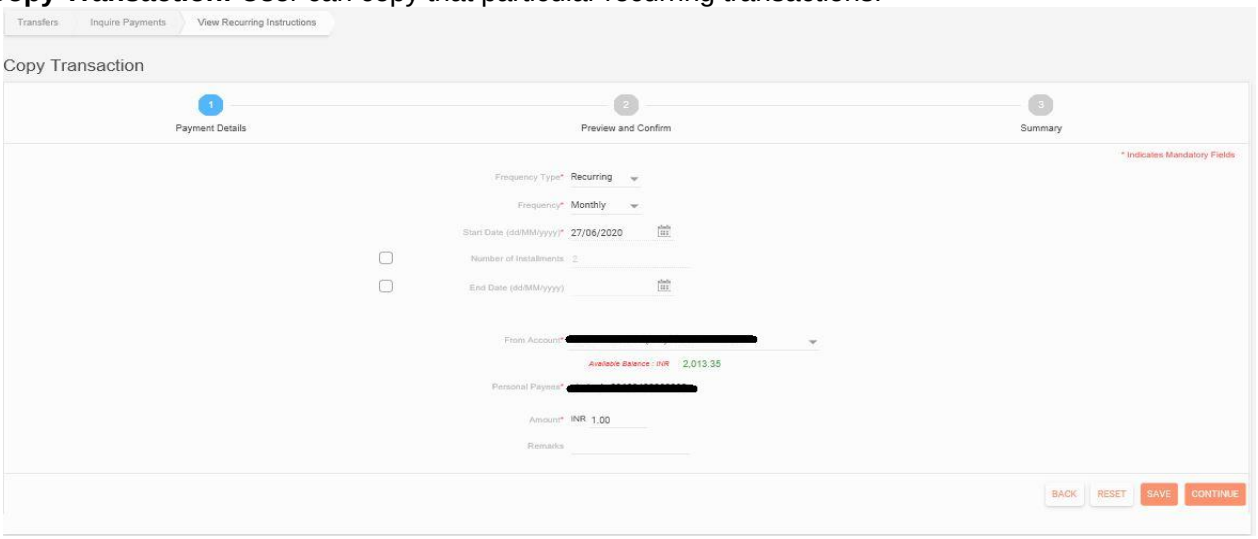


8.2.2.3.2 **Stop Complete Transaction**: User will stop that particular recurring transactions completely by using this option.

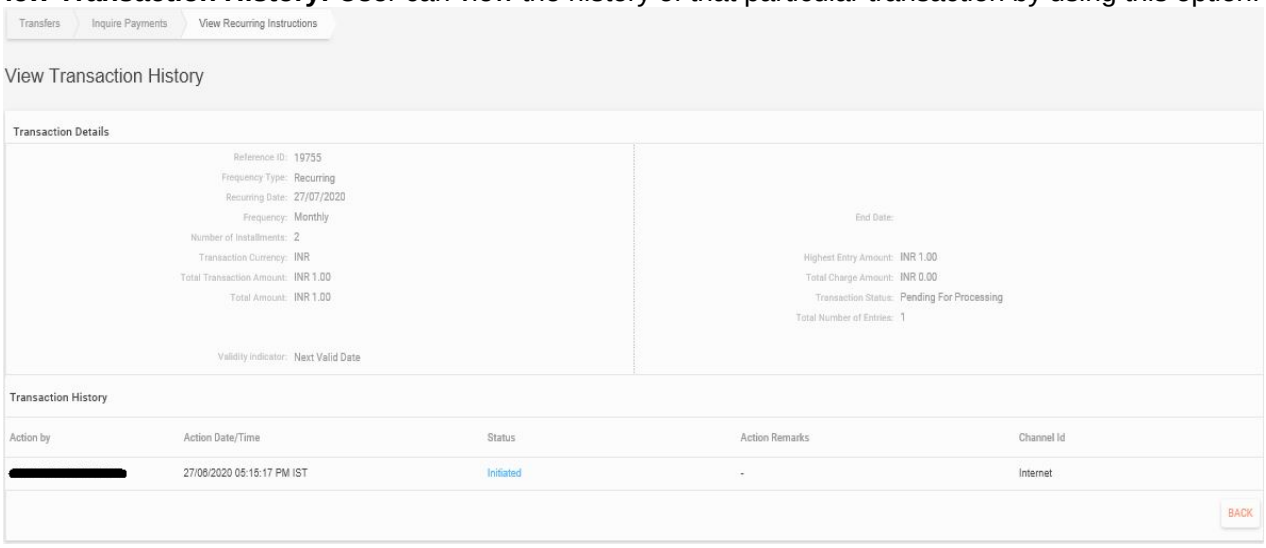
8.2.2.4 **Modify Transaction:** User can modify that particular recurring transactions.



8.2.2.5 **Copy Transaction:** User can copy that particular recurring transactions.

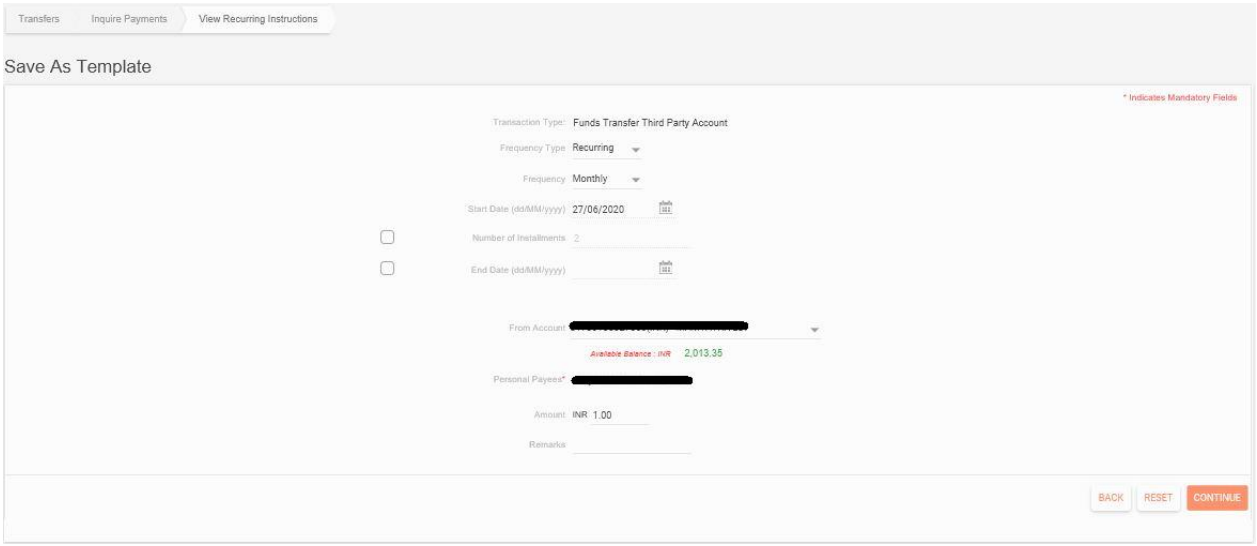


8.2.2.6 **View Transaction History:** User can view the history of that particular transaction by using this option.



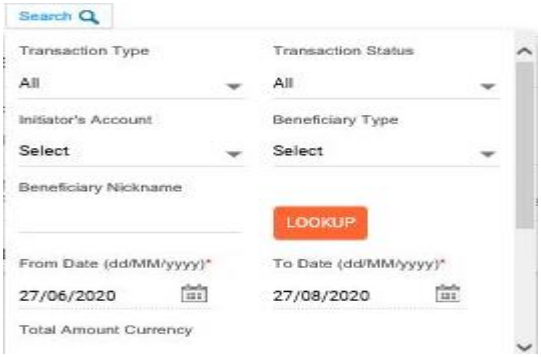
8.2.2.7 **Save:** By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incomplete Transaction” option.

8.2.2.8 **Save as Template:** By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu.



8.2.3 View Scheduled Transactions: User can view all the scheduled transactions by clicking this menu.

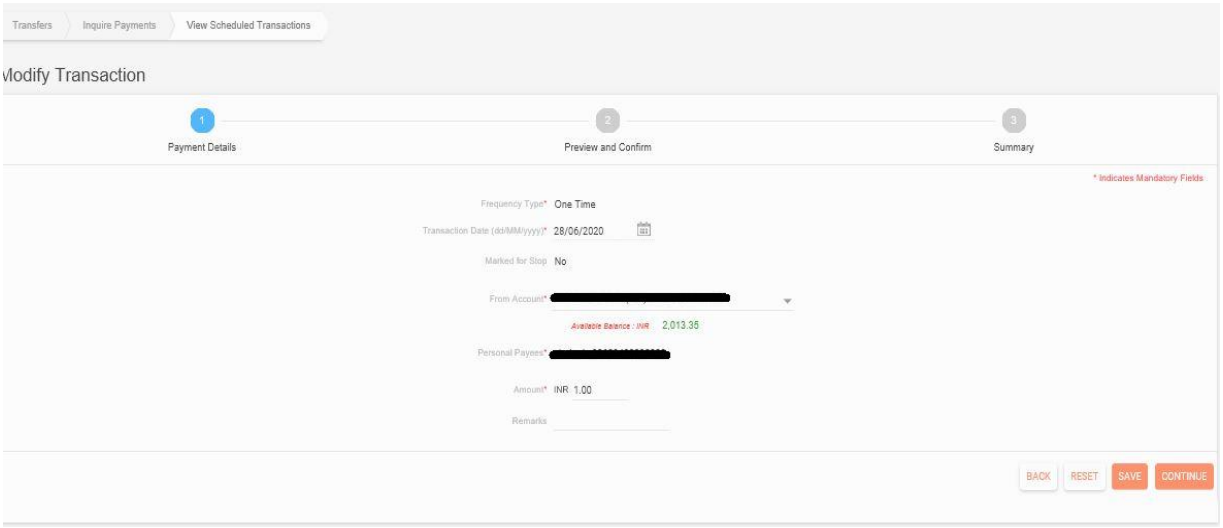
8.2.3.1 **Search:** User can search the transactions by using this search option.



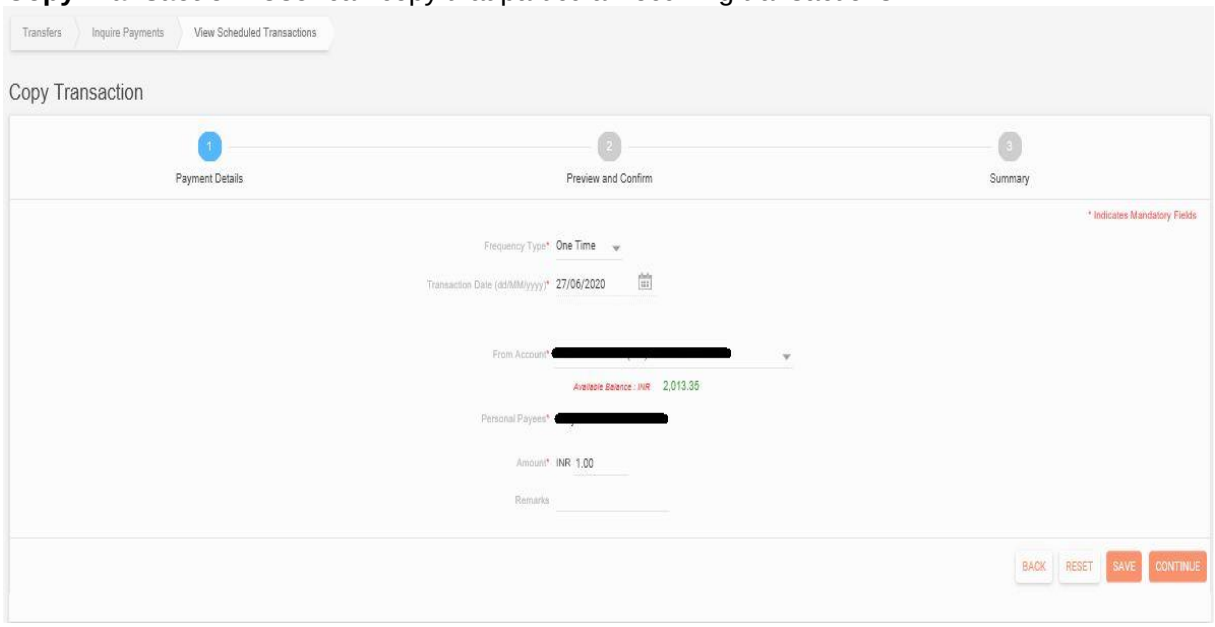
8.2.3.2 **Three DOTS more option:** User will get more option by clicking this three DOTS.

8.2.3.2.1 **Stop Transaction:** User can stops that particular scheduled transactions.

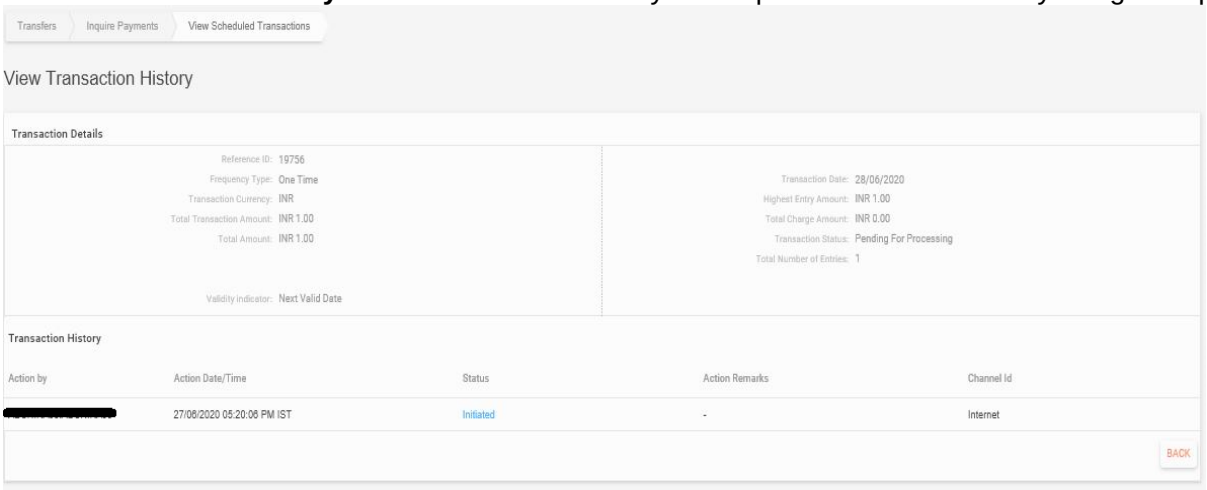
8.2.3.2.2 **Modify Transaction:** User can modify that particular recurring transactions.



8.2.3.2.3 **Copy Transaction:** User can copy that particular recurring transactions.

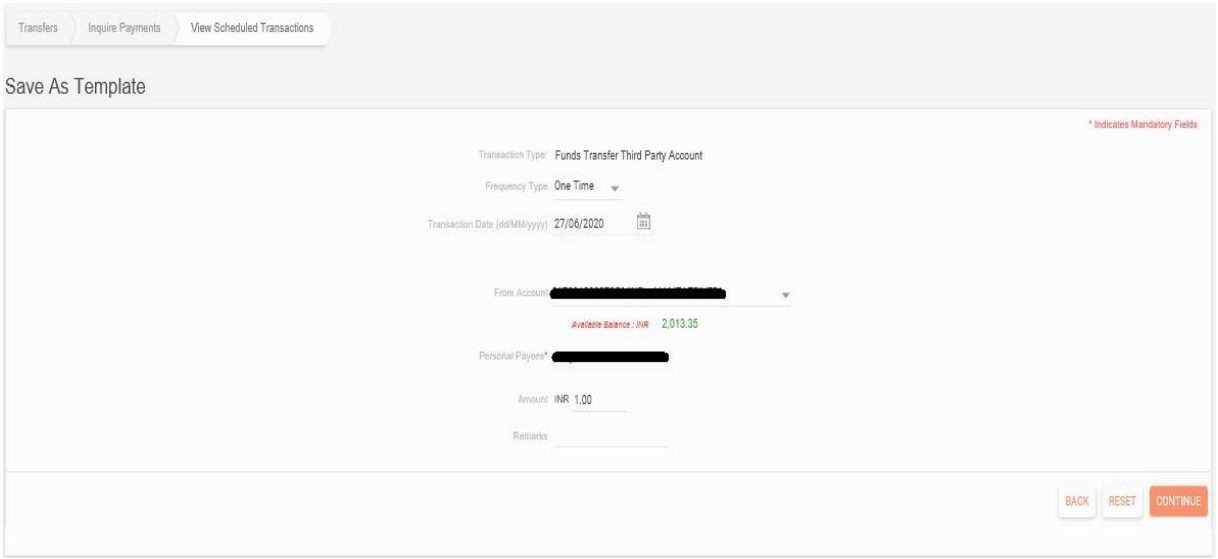


8.2.3.2.4 **View Transaction History:** User can view the history of that particular transaction by using this option.



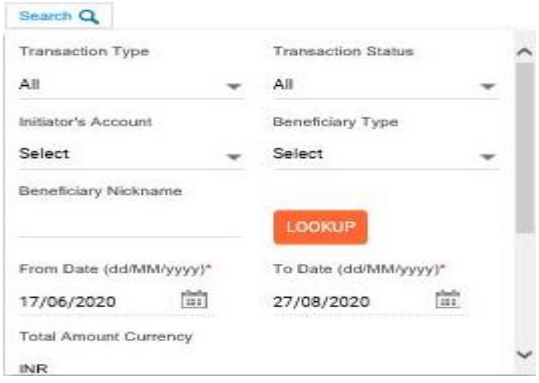
8.2.3.2.5 **Save**: By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incomplete Transaction” option.

8.2.3.2.6 **Save as Template:** By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu

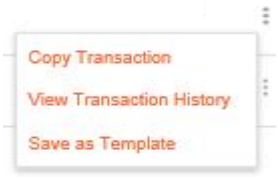


8.2.4 View Completed Transactions: User can view all the completed transactions by clicking this menu.

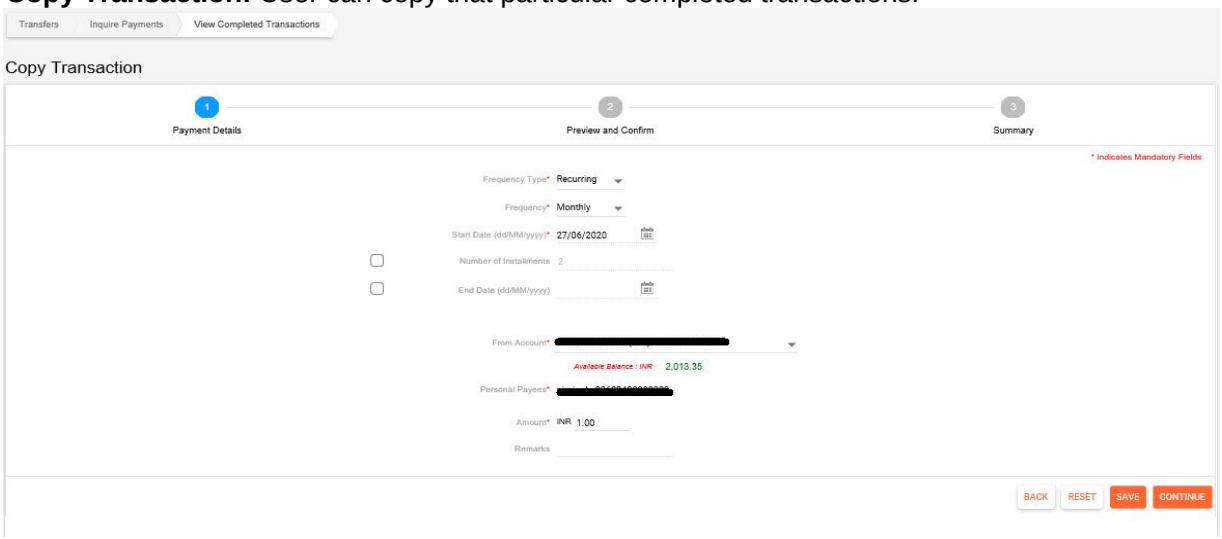
8.2.4.1 **Search:** User can search the transactions by using this search option.



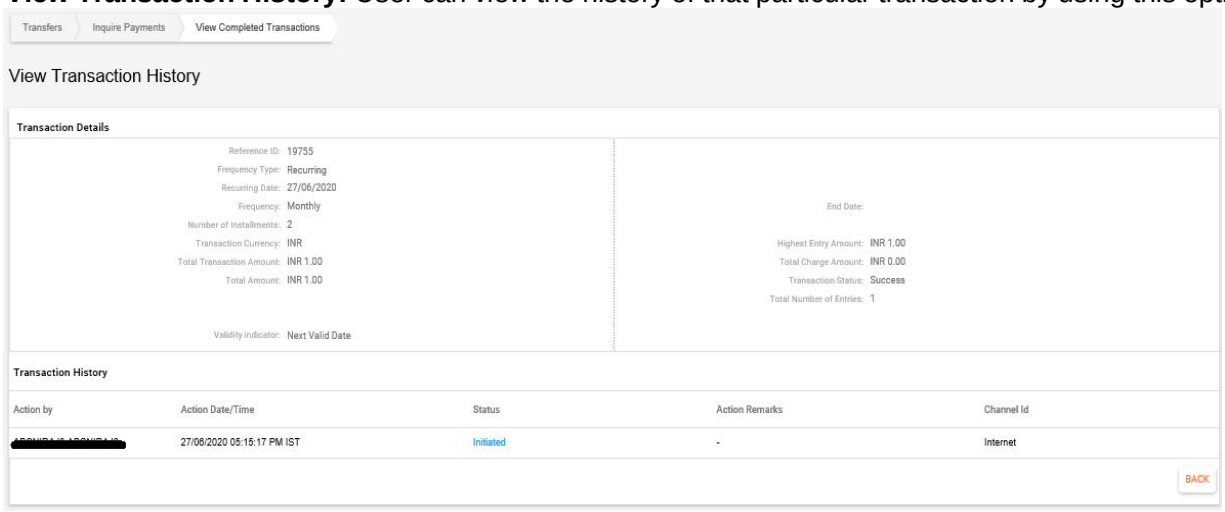
8.2.4.2 **Three DOTS more option:** User will get more option by clicking this three DOTS.



8.2.4.2.1 Copy Transaction: User can copy that particular completed transactions.

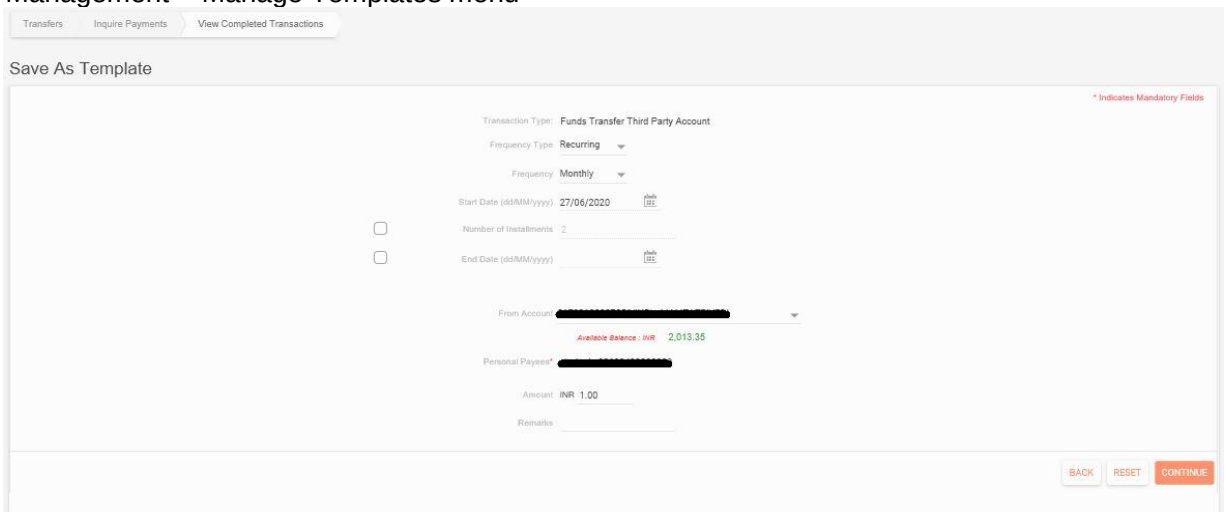


8.2.4.2.2 View Transaction History: User can view the history of that particular transaction by using this option.

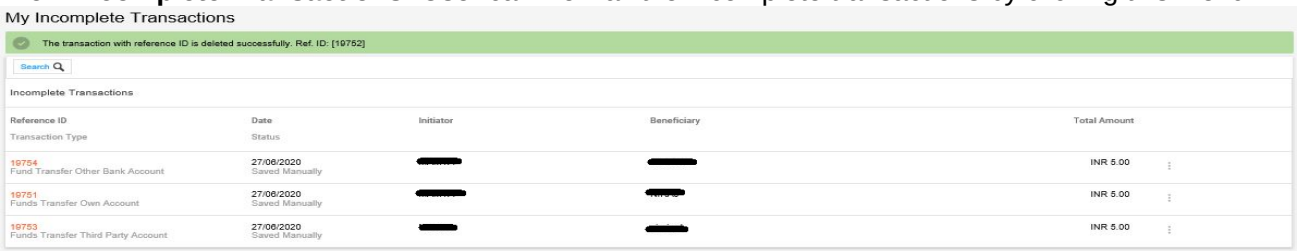


8.2.4.2.3 Save: By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incomplete Transaction” option.

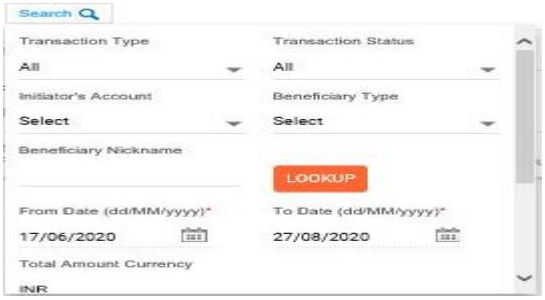
8.2.4.2.4 Save as Template: By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu



8.2.5 View Incomplete Transactions: User can view all the incomplete transactions by clicking this menu.

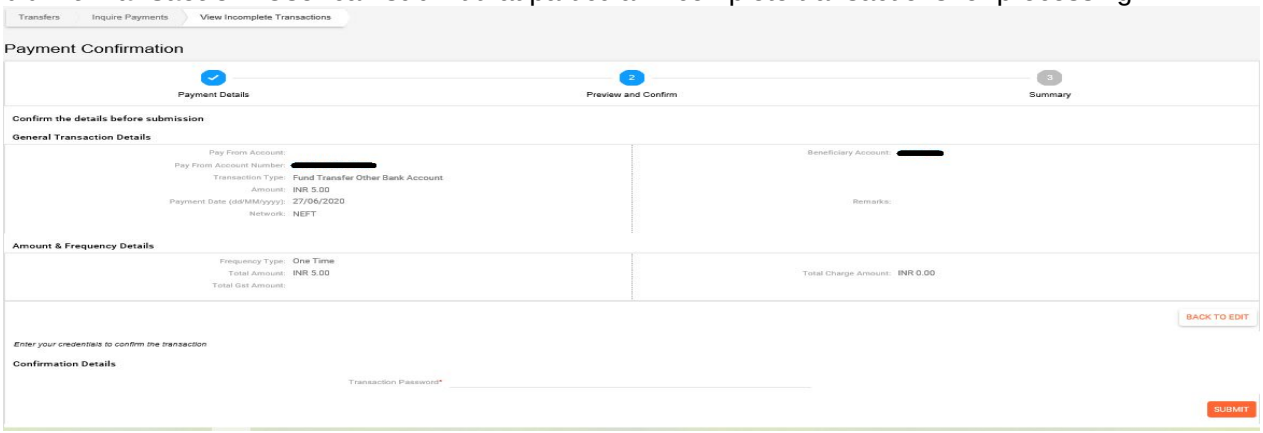


8.2.5.1 **Search:** User can search the transactions by using this search option.



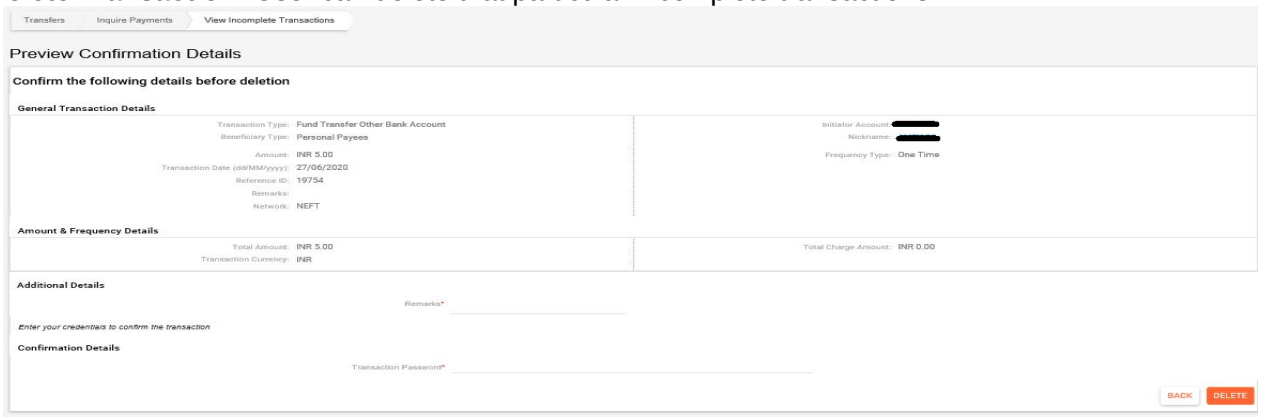
8.2.5.2 **Three DOTS more option:** User will get more option by clicking this three DOTS.

8.2.5.3 **Submit Transaction:** User can submit that particular Incomplete transactions for processing.

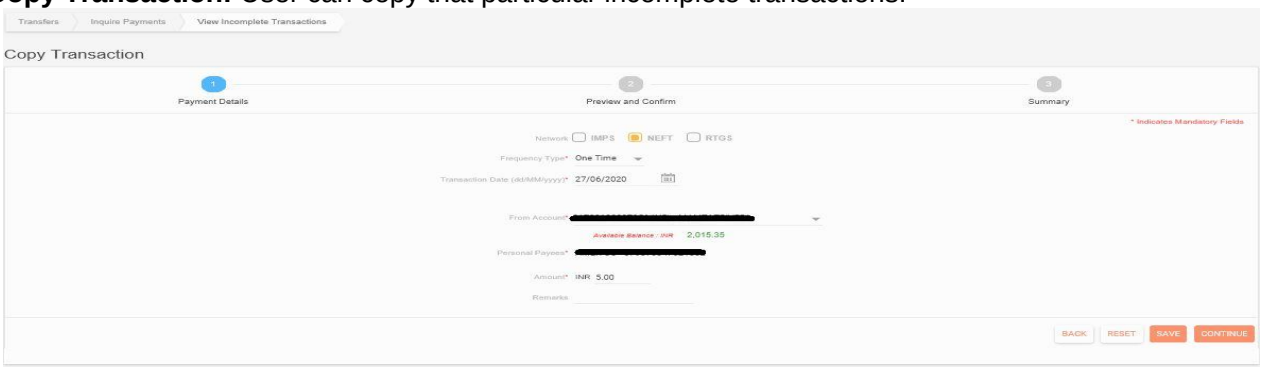


8.2.5.4 **Modify Transaction:** User can modify that particular incomplete transactions.

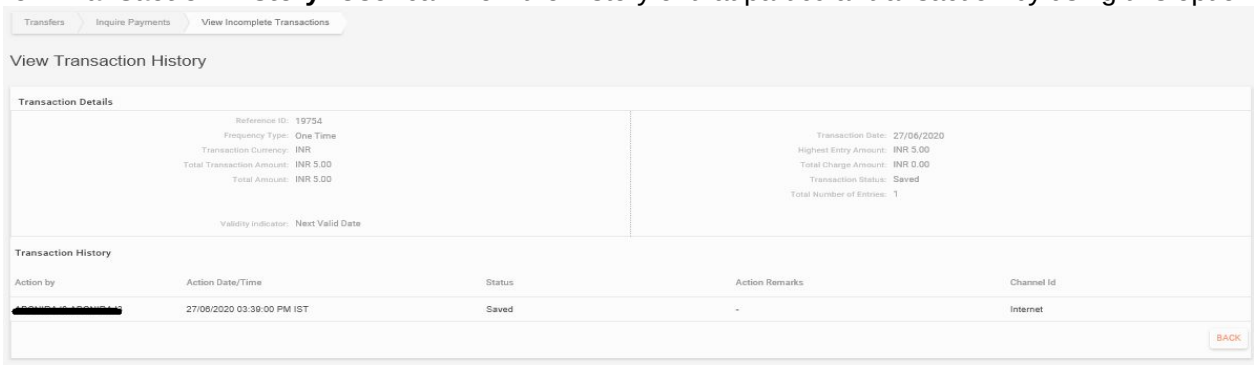
8.2.5.5 **Delete Transaction:** User can delete that particular incomplete transactions.



8.2.5.6 **Copy Transaction:** User can copy that particular incomplete transactions.

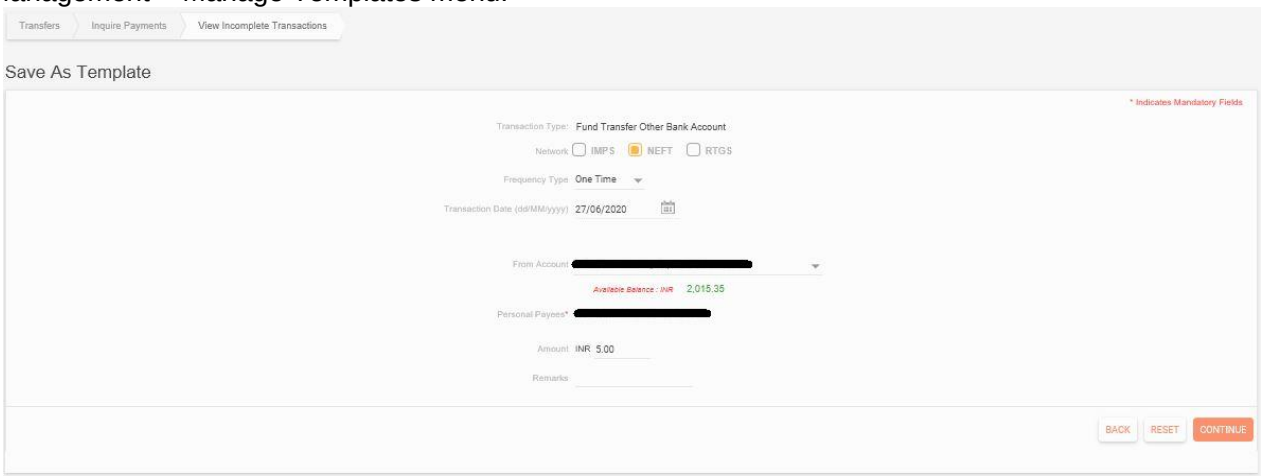


8.2.5.7 **View Transaction History:** User can view the history of that particular transaction by using this option.



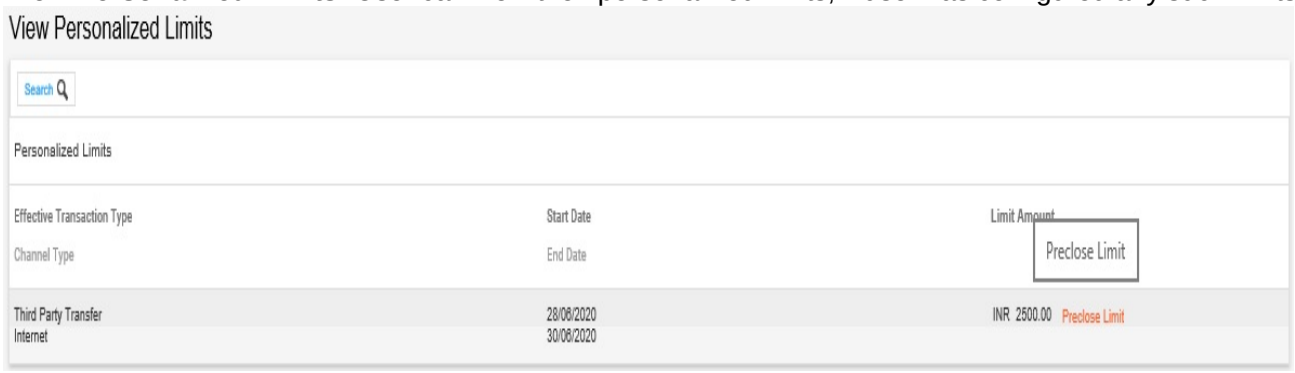
8.2.5.8 **Save:** By clicking this button, this transaction entry will get saved only. It will not process this transaction. To process this transaction user has to visit the “My Incomplete Transaction” option.

8.2.5.9 **Save as Template:** By clicking this button, it will save the transaction as template, which user can use in the future. To view this saved template user has to visit the >>Transfers>>Transaction Management>>Manage Templates menu.

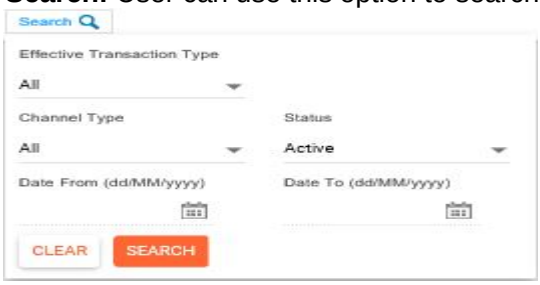


8.3 Personalize Limit

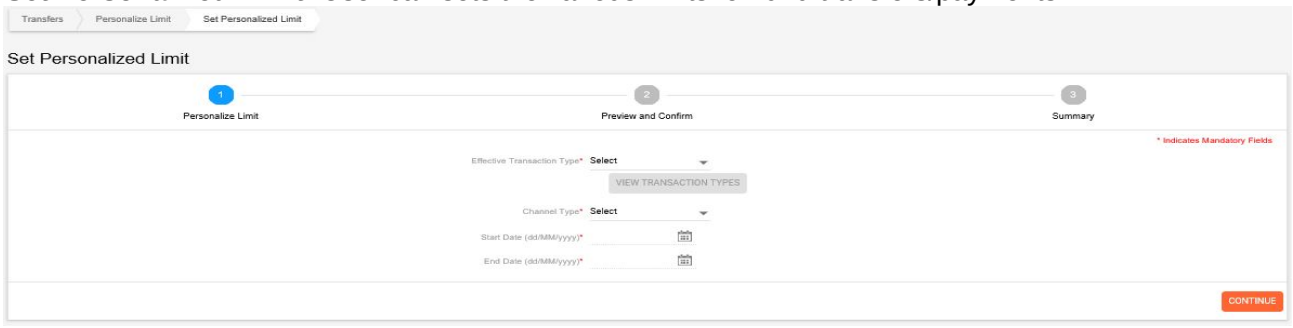
8.3.1 View Personalized Limits: User can view their personalized limits, if user has configured any such limits.

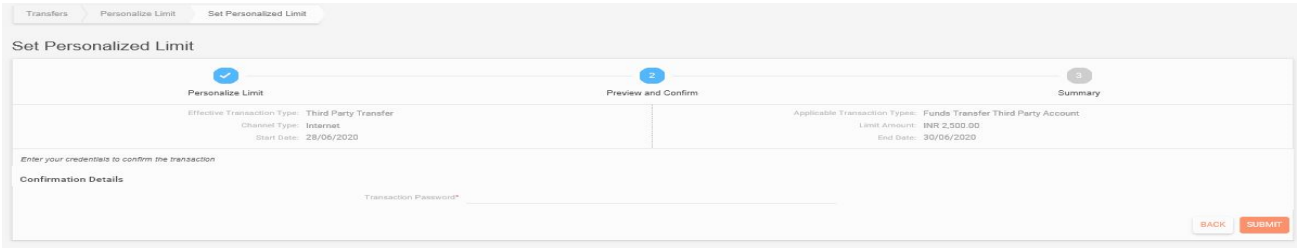


8.3.1.1 **Search:** User can use this option to search the personalized limits.

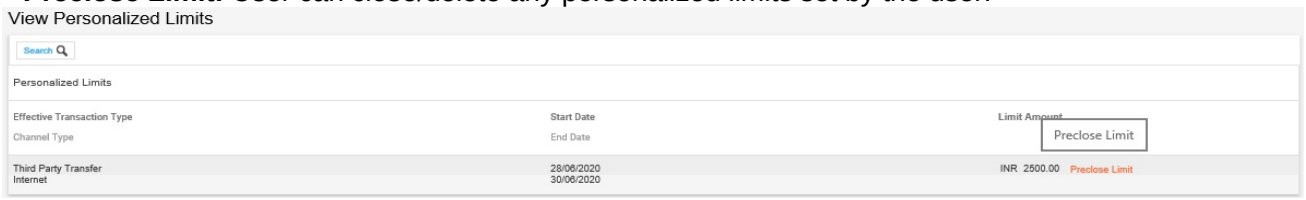


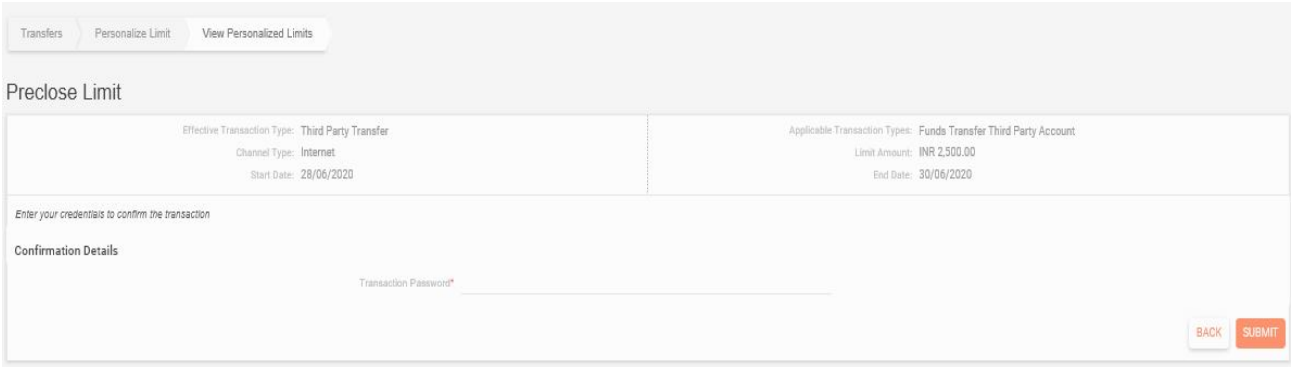
8.3.2 Set Personalized Limit: User can sets the various limits for fund transfers/payments.





8.3.3 Preclose Limit: User can close/delete any personalized limits set by the user.

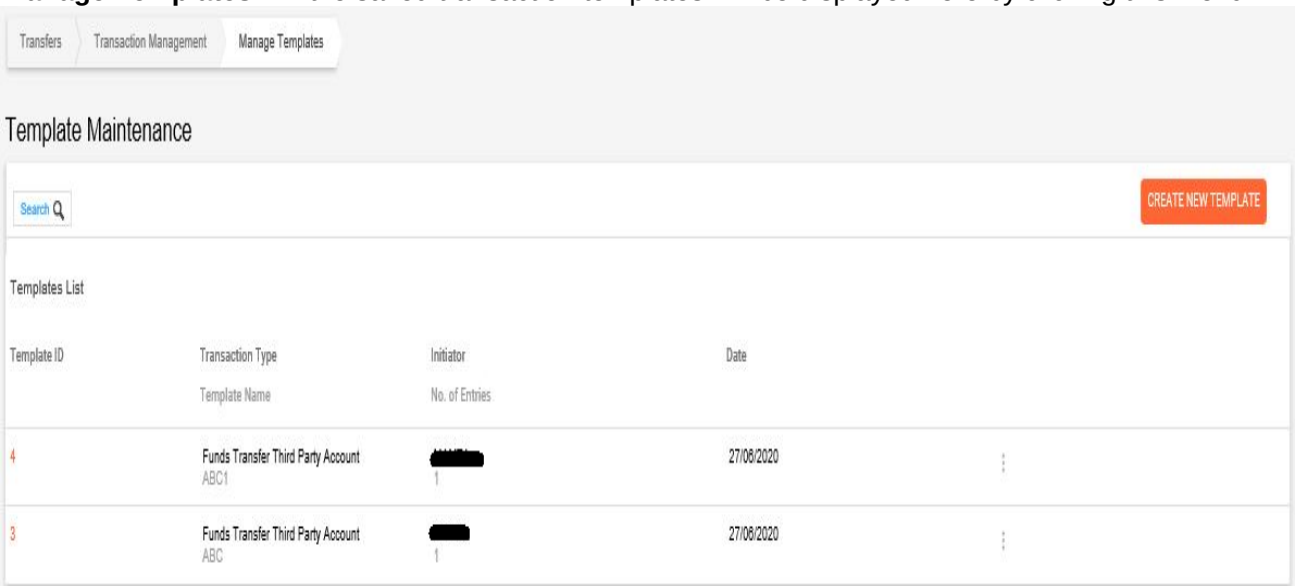




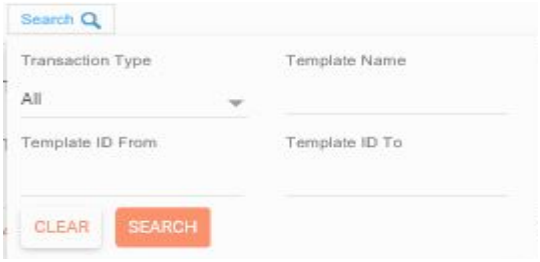
8.4 Quick Transfers: It will be allowed for WITHIN AND OUTSIDE BANK (NEFT AND IMPS USING IFSC AND MMID). Select the From Account, enter the IFS Code, enter the account number twice, enter the amount and remark and click on CONTINUE button. On the next screen it will display the detail where user has to eneter the transaction password and click the SUBMIT button. After successful validation of the transaction password, transaction gets processed successfully

8.5 Transaction Management: User can view and manage their saved transaction templates.

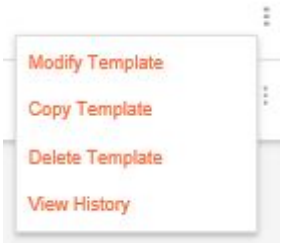
8.5.1 Manage Templates: All the saved transaction templates will be displayed here by clicking this menu.



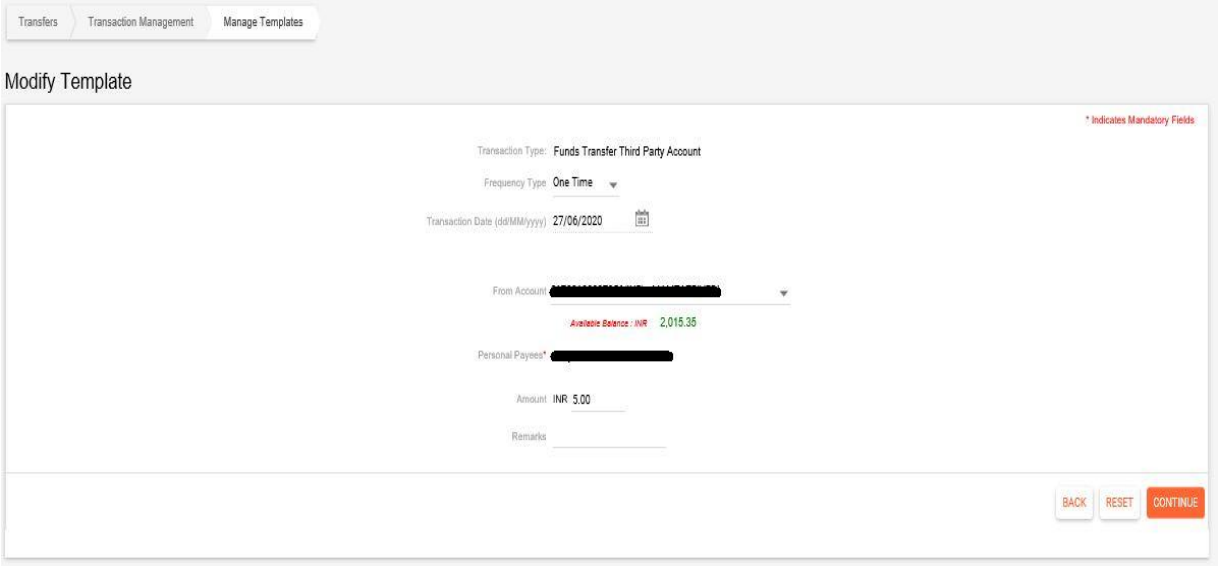
8.5.1.1 **Search:** User can search for the saved transaction templates.



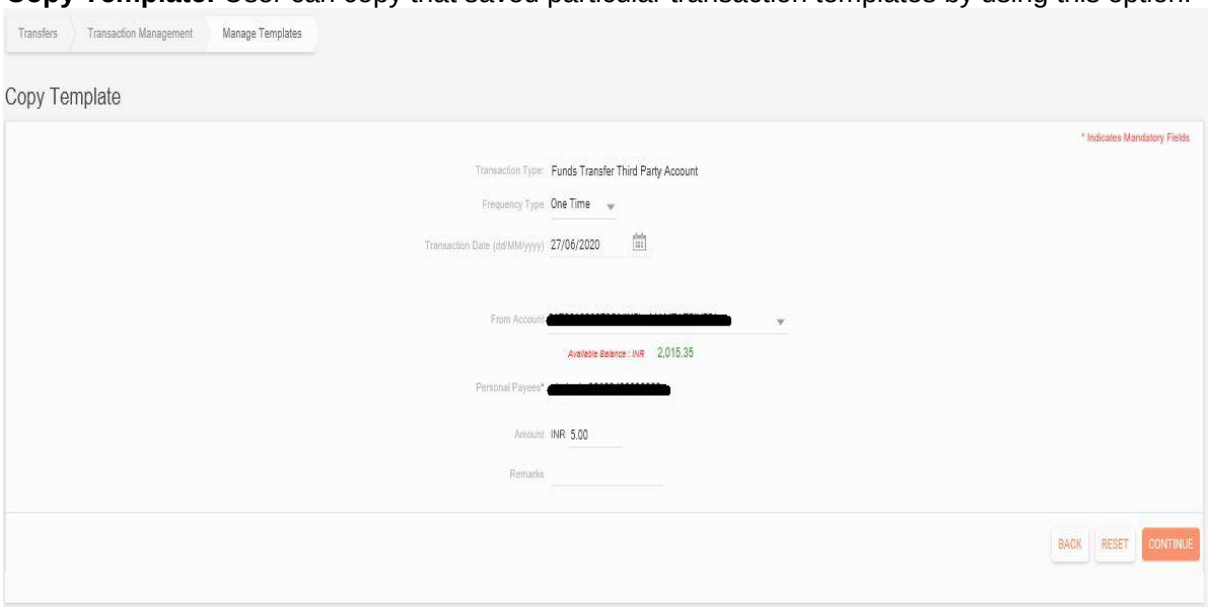
8.5.1.2 **Three DOTS more option:** It will show more option to the user by clicking this three DOTS.



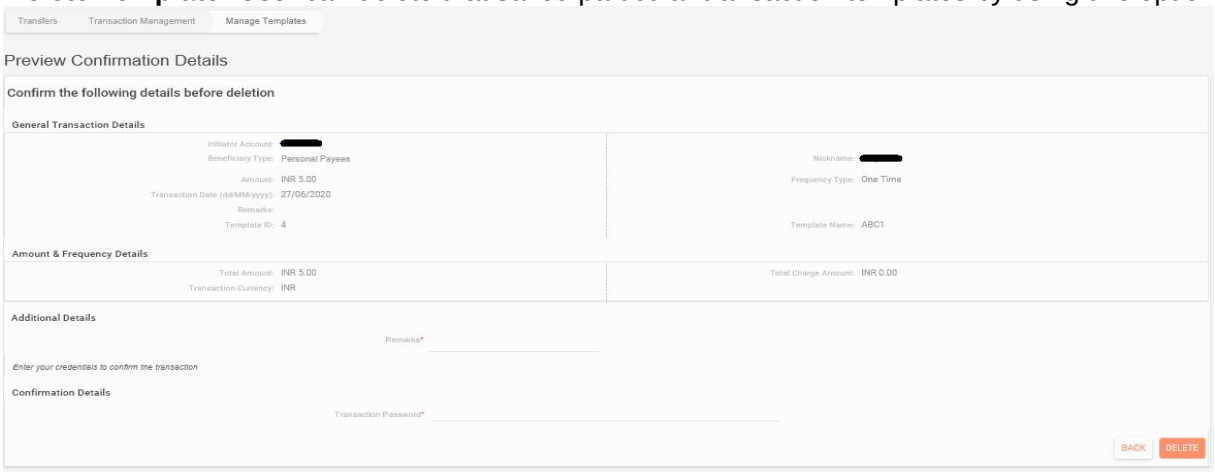
8.5.1.2.1 Modify Template: User can modify that saved particular transaction templates by using this option.



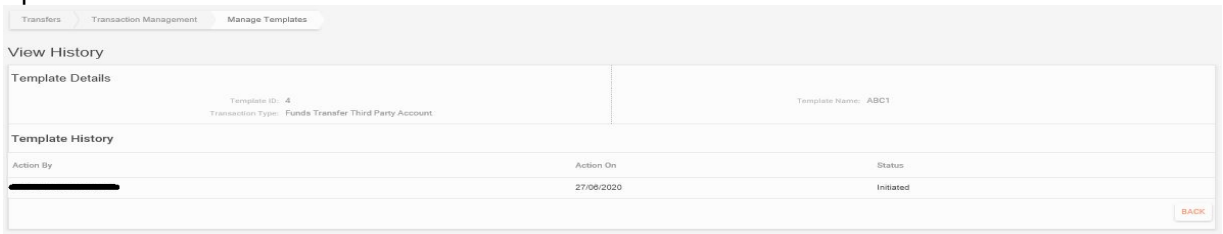
8.5.1.2.2 Copy Template: User can copy that saved particular transaction templates by using this option.



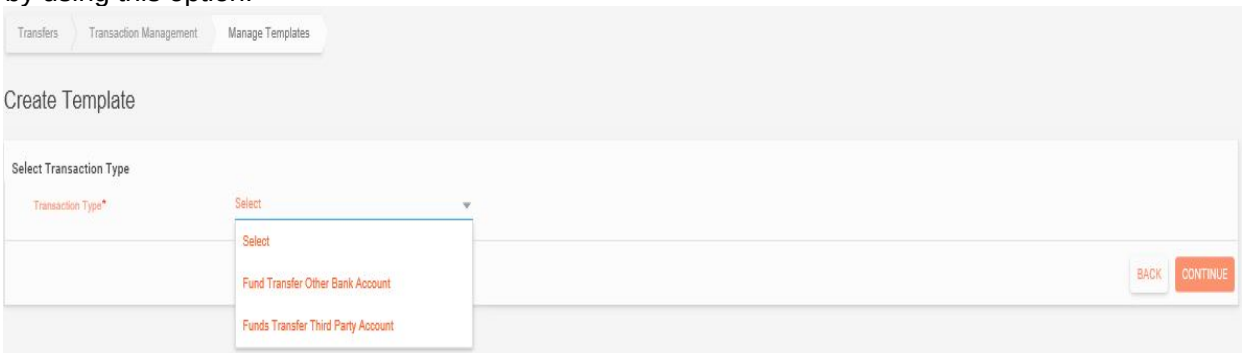
8.5.1.2.3 Delete Template: User can delete that saved particular transaction templates by using this option.



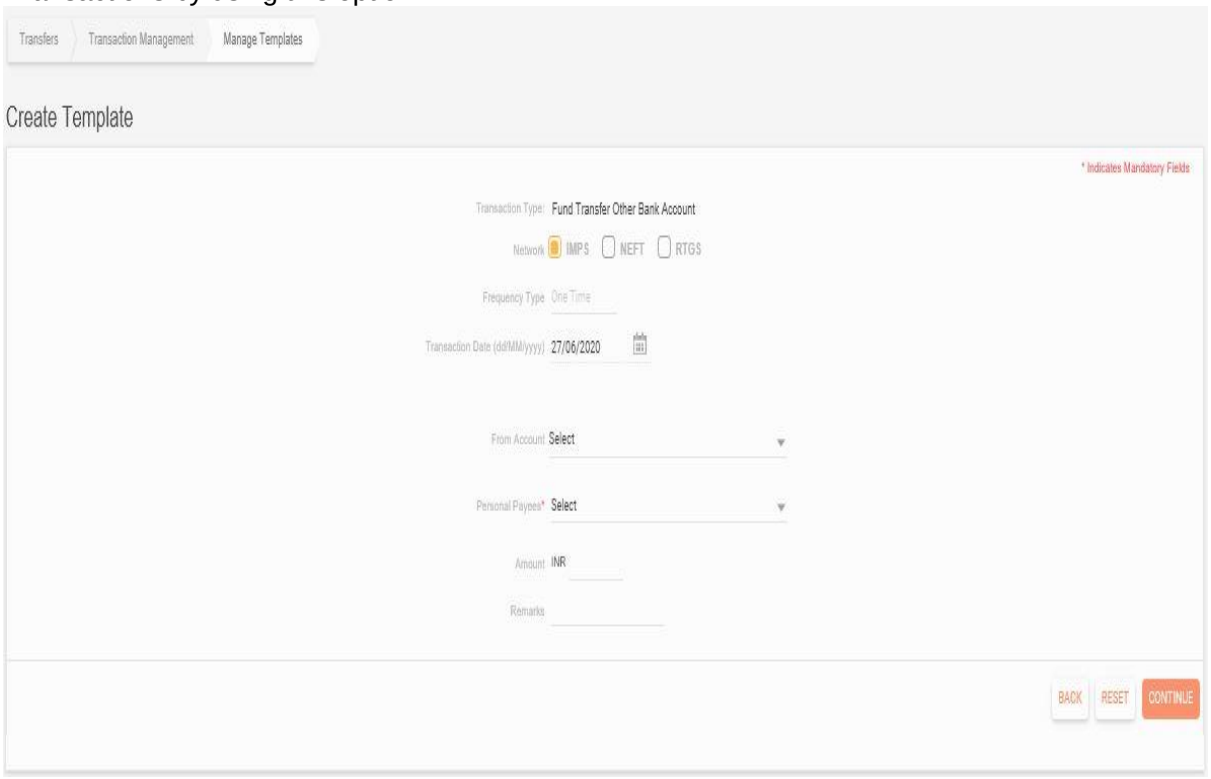
8.5.1.2.4 View History: User can view the history of that saved particular transaction templates by using this option.

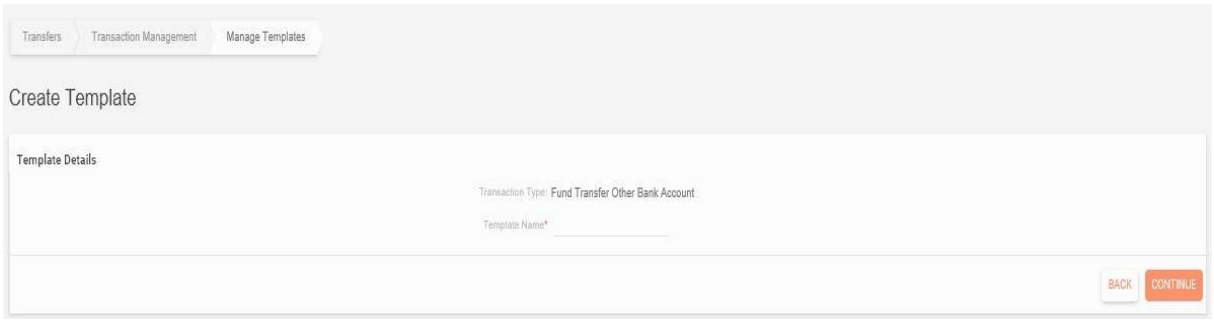


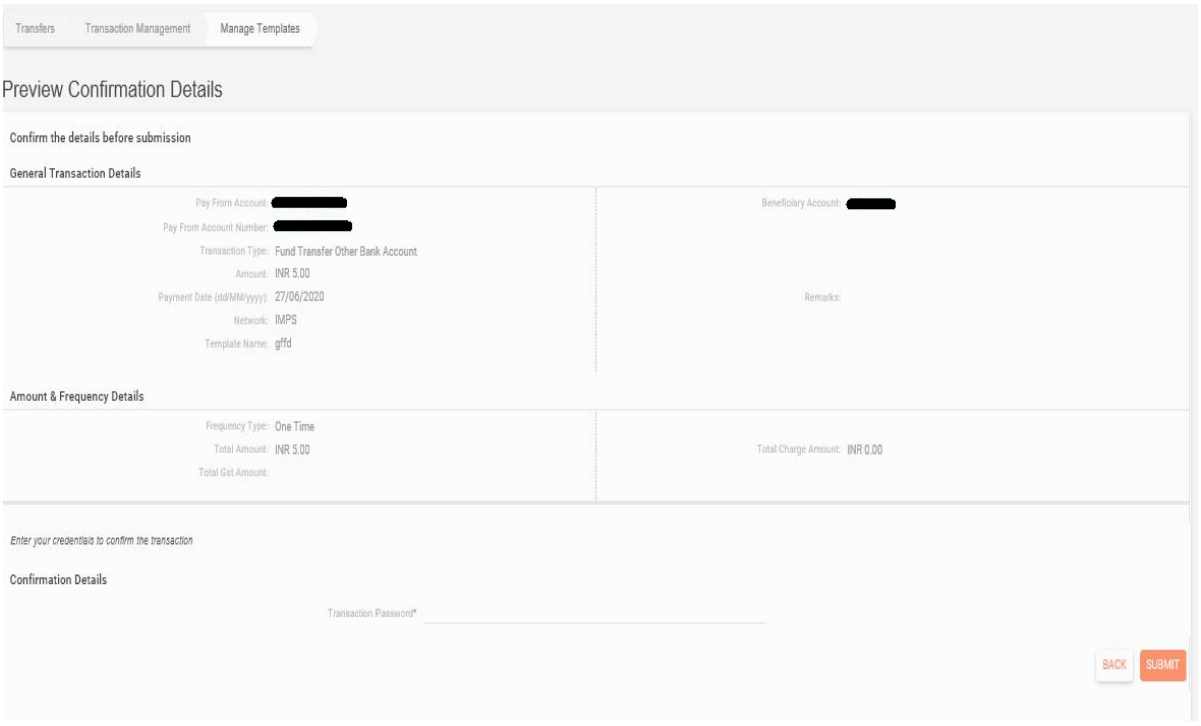
8.5.1.3 **Create New Template:** User can create a new transaction template for within/Outside Bank Transactions by using this option.



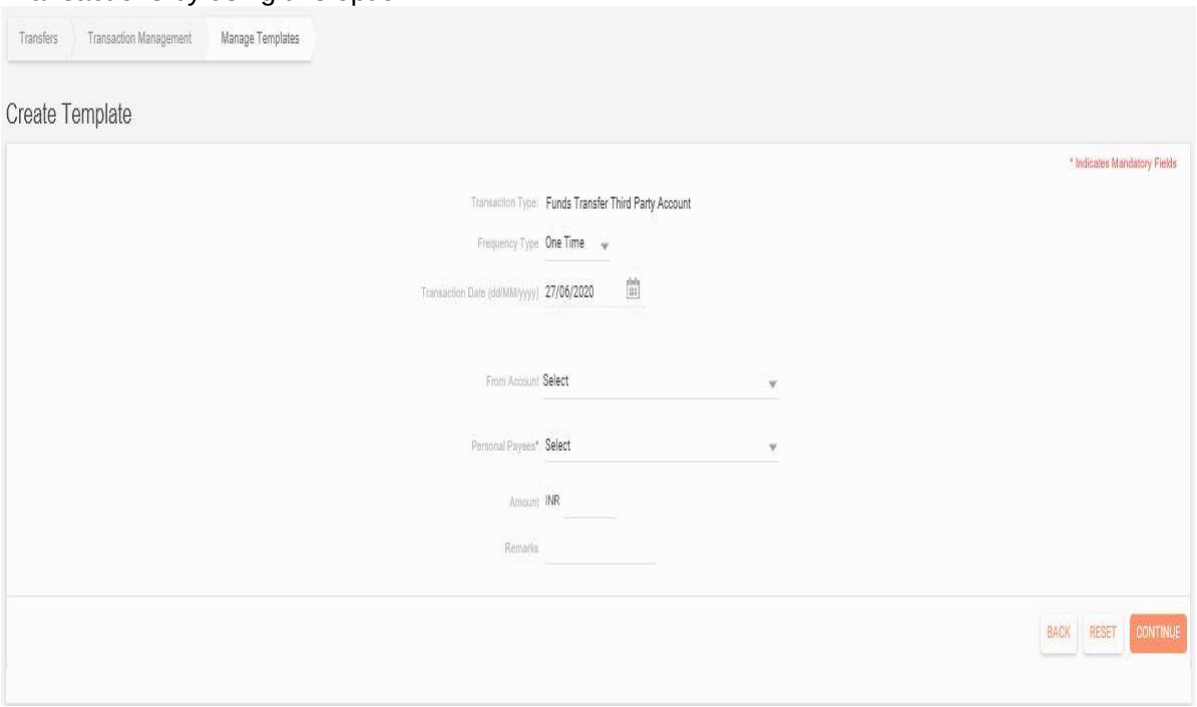
8.5.1.3.1 Fund Transfer Other Bank Account: User can create a new transaction template for Outside Bank Transactions by using this option.





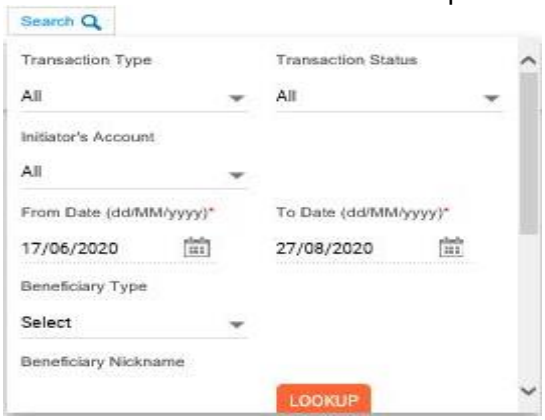


8.5.1.3.2 Fund Transfer Third party Account: User can create a new transaction template for within Bank Transactions by using this option.



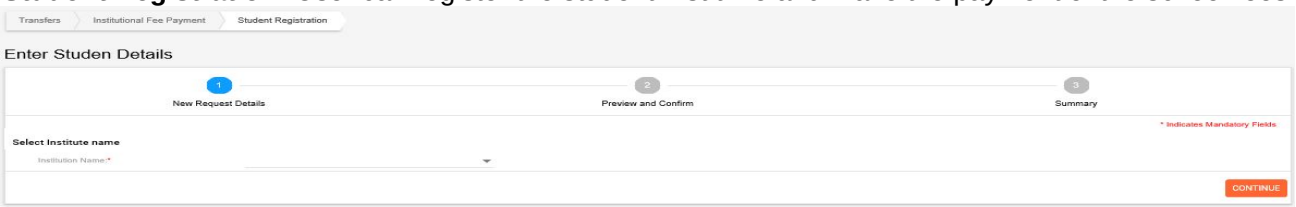
8.5.2 View Approval Queue: This will be used by user when any transaction is pending for their approval.

8.5.2.1 **Search:** User can use this search option to search any transaction pending for approval.

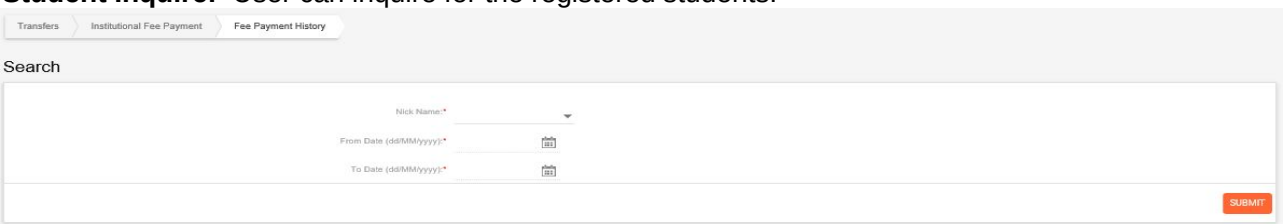


8.6 Institutional Fee Payment: This option will be used for school fee payment.

8.6.1 Student Registration: User can register the student first time and make the payment of the school fees.



8.6.2 Student Inquire: User can inquire for the registered students.



8.6.3 **Fee Payment History:** User can view the school fee payment history.