Retail Bill Payments User Manual Oracle Banking Digital Experience Patchset Release 21.1.2.0.0

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Retail Bill Payments User Manual

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Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway

Goregaon (East)

Mumbai, Maharashtra 400 063

India

Worldwide Inquiries:

Phone: +91 22 6718 3000 Fax:+91 22 6718 3001

www.oracle.com/financialservices/

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Table of Contents

1.	Pre	eface	1–1
	1.1	Intended Audience	1–1
	1.2	Documentation Accessibility	1–1
	1.3	Access to Oracle Support	1–1
	1.4	Structure	1–1
	1.5	Related Information Sources	1–1
2.	Tra	ansaction Host Integration Matrix	2–1
3.	Ele	ectronic Bill Presentment and Payment	3–1
4.	Ret	tail Servicing - Bill Payments Widget - Bills	4–1
5.	Ad	d Biller	5–1
6.	Bill	ls	6–1
	6.1	Pay Bills - Summary	6–2
	6.2	Pay Presented Bills	6–4
	6.3	Pay Bills - Payment Type	6–10
	6.4	Pay Bills - Presentment and Payment Type	6–14
	6.5	Recharge Type	6–19
7.	Ма	nage Billers	7–1
	7.1	Manage Billers - Delete	7–10
8.	Qu	ick Bill Pay	8–1
9.	Qu	ick Recharge	9–1
10). F	Payment History	10–1
11	Δ	Merts	11_1

1. Preface

1.1 <u>Intended Audience</u>

This document is intended for the following audience:

- Customers
- Partners

1.2 **Documentation Accessibility**

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs_if you are hearing impaired.

1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields
 of the transaction are explained in the procedure. If a transaction contains multiple
 procedures, each procedure is explained. If some functionality is present in many
 transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 21.1.2.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals



2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Third Party	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle FLEXCUBE Universal Banking 14.5.0.0.0
1	Pay Bills	✓	×	×
2	Add Biller*	✓	×	×
3	Manage Billers*	✓	×	×
4	Quick Bill Pay	✓	×	×
5	Quick Recharge	✓	×	×
6	Payment History	✓	×	×

<u>Home</u>



3. Electronic Bill Presentment and Payment

Electronic bill presentment and payment (EBPP) is a process that enables the billers to create, and present the bills / invoices online to their customers. This feature also enables the customers/ users to pay the bills online. The EBPP services are widely used in many areas like utility bill payment, fund transfer through net banking against various purchases of utility products and services by the users, payment to service providers, mobile/ DTH bill payment etc.

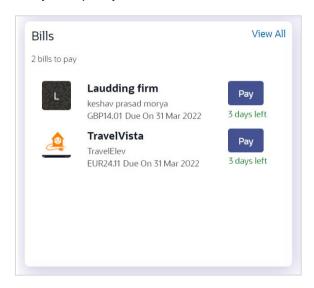
The main advantage of electronic bill presentment and payment is that users/ customers can pay their bills anytime quickly and conveniently, which saves lots of time and paper work.

Home



4. Retail Servicing - Bill Payments Widget - Bills

The Bills' widget present on the retail user dashboard enables the user to access the bill payment transactions. All the bills, that are due to be paid are listed in this widget, users can pay their bills easily and quickly.



Bill Payments - Bills Overview

The bill payments widget enables the user to gain easy access to the following transactions and features:

Pay Bills

This feature enables users to pay utility bills towards various types of billers like 'payment', 'payment and presentment, recharge.

View All

This feature enables users to view all the billers.

Home



5. Add Biller

The online banking application enables the user to add billers of the specific categories for the payment of bills and prepaid recharge electronically. Following types of billers are added.

- Presentment type: Billers presents the bill or invoice to the customer/ user online before paying the bill
- Payment type: Biller does not present bills. Biller allows the users to pay their bills anytime
 using their current and savings or credit card account that is credited to the billers account
- Presentment and Payment type: Billers has features similar to both Presentment as well as Payment type of billers. The bills/ invoice can be presented to the users for bill payment or the users can pay bills without the invoice
- Recharge type: Billers allows users to do "Recharge" their prepaid services like Mobile, DTH
 or Internet

Users can add billers by specifying the Nickname of the biller(nickname should be unique), biller specific single /multiple unique customer IDs e.g. Relationship no, Account number etc., and other Biller labels as maintained in the Biller Maintenance administration screen. Multiple but unique registrations with the same biller are allowed.

When a channel customer does an "Add Biller" transactions, he is essentially registering with the biller to make online bill payments. At this stage some billers may want to validate that the customer is a genuine customer. The behaviour is based on how customer validation has been set up when biller got on-boarded

Auto: When a biller is of Customer Validation type as "Auto", customers who add this biller do not need any validation from biller and their registrations are auto-approved and they can initiate online bill payments to this biller

Offline: When a biller is on boarded with Validation type as "Offline", for retail or corporate customers who add this biller, their registration status will be "Pending". This means that the biller will have to do an offline validation of these registrations and can approve or reject them. <u>OBDX</u> does not provide any OOTB (Out of the box) mechanism for downloading the "Pending" registrations and changing their status by banker or biller.

Online: When a biller is on boarded with Validation type as "Online", for retail or corporate customers who add this biller, their registrations need to be validated by biller online. The online validation could be a redirect to the biller's website where he can do the validation through REST type web service through which validation happens. <u>OBDX does not provide for OOTB implementation of the online validation</u>.

Prerequisites:

- Transaction access is provided to the retail user
- Billers are maintained in OBDX by administrator
- Admin Biller Category maintenance is done

Features supported in the application

Add Biller

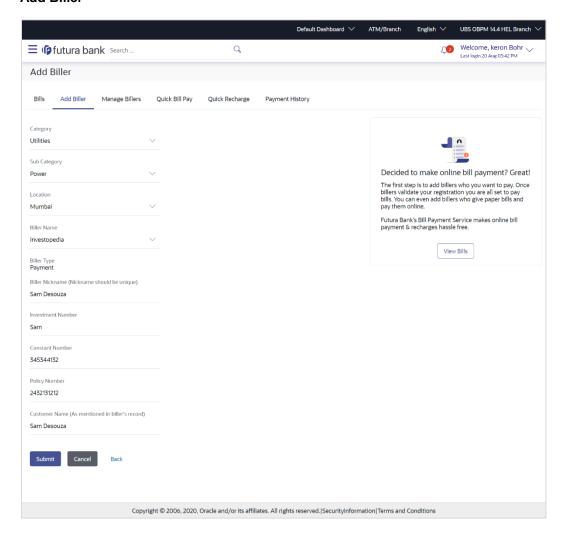


How to reach here:

Dashboard > Toggle Menu > Bill Payments > Add Billers
OR

Dashboard > Toggle Menu > Bill Payments > Bills > Add Billers

Add Biller





Field Name Description

The category of the biller to be added. Category

Sub-Category The sub-category of the biller to be added.

This will be shown and listed if sub-categories are maintained under the selected Biller Category.

Location Operational area of the biller of the biller as maintained in the administrator biller maintenance.

Biller Name Name of the biller as maintained in the administrator biller maintenance.

Biller Type On selecting the biller name, the biller type is displayed.

The biller type can be:

- Presentment: Biller is of Presentment type
- Payment: Biller is of Payment type
- Presentment and Payment: Biller is of Presentment and Payment type
- Recharge: Biller is of Recharge type

Biller

Nickname of the biller. The nickname has to be unique i.e. same nickname Nickname cannot be used for more than one biller.

Sample Bill Link to upload the image of the physical bill presented by the biller.

This field appears for 'Presentment' and 'Presentment and Payment' type of billers.

Biller Labels

Biller labels as maintained by the bank administrator, for which user has entered the data are displayed. Only biller labels that are defined as mandatory in the administrator biller maintenance requires customers to enter the appropriate values.

Customer Name

Customer name as maintained in biller records (entered by user while adding the biller).

Following fields appears for Presentment and Presentment and Payment type of billers.

Auto Pay The facility to automatic pay the bills on the specified date.

The options are:

- Yes
- Nο

This feature is available for Presentment and Presentment & Payment type billers only.



Field Name Description

Note

The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.

This field appears if you select Yes option in the Auto Pay field.

Payment Method

The payment methods accepted as maintained for the biller by Bank Administrator.

The payment type can be:

- Account: The user can pay bills using their current and savings bank account
- Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
- Debit Card: The user can pay bills using their debit cards.

This field appears if you select **Yes** option in the **Auto Pay** field.

Pay From

Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.

This field appears if you select Yes option in the Auto Pay field.

Pay

Indicates the current selection for bill pay amount.

The options are:

- Bill Amount: Whether the user want to pay full bill amount.
- Limit Amount: Whether the user want to pay the limit amount.

This field appears if you select Yes option in the Auto Pay field.

Limit Amount

The limit amount the user wants to pay to schedule the auto payment.

To add a biller:

- 1. From the Category list, select the category of the biller.
- 2. From the **Sub Category** list, select the sub-category of the biller.
- 3. From the **Location** list, select the category of the biller.
- 4. From the Biller Name list, select the registered biller name.
- 5. In the **Biller Nickname** field, modify the biller nickname if required.
- 6. In the Biller Label 1, 2 and 3, enter the required details.
- 7. In the Customer Name field, enter the name of the customer.
- If you have selected the Presentment or Presentment or Payment type of biller from the Biller Name list:



a. From the Auto Pay list, select the appropriate option;

Select option Yes to set up auto payment.

OR

Select the option **No**, if you do not want to set the auto payment and go to step 6 to continue to add billers process.

- b. From the Pay From list, select the source account/ debit card / credit card to be debited.
- c. In the Pay field, you can enter the entire bill amount in the Bill Amount field, or enter the limit amount in the Limit Amount field.
- 9. Click submit to add a biller.

OF

Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

ΛR

Click **Back** to navigate back to the previous screen.

10. The Add Biller - Review screen appears. Verify the details, and click Confirm.

OR

Click **Back** to navigate back to the previous screen.

OF

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

11. The success message appears along with the biller details.

Click Pay Bills to pay the bills.

OR

Click View Bills to view the bills.

OR

Click **Add More Biller** to add more billers.

OR

Click **Home**, to navigate to the dashboard.

OR

Click Feedback to add feedback for transaction.

FAQs

1. Can I delete billers that I no longer need to make payments to?

Yes, you can choose to delete the billers that you no longer need.

2. When can I make the payment to newly added biller?

After successfully adding a biller, you may proceed to pay bills towards the specific biller immediately. However, some billers need to validate your registration in which case you can start paying the biller after a successful validation.

3. If I delete or edit a biller, what will happen to the in-flight transactions?

Biller modification or deletion will not have any impact on the transactions which are initiated towards the payee and that are pending further processing.

Home



6. Bills

The Bill payment feature enables users to pay their utility bills online. Through this feature, users are able to pay their bills quickly, securely and at their own convenience.

Billers are maintained in OBDX either manually using Biller Maintenance functionality or through a bulk file upload. All the registered billers (of all types) and bills are displayed on the screen. The billers can be of 'Presentment', 'Payment', 'Presentment and Payment' and 'Recharge' type.

The user either can pay the bills instantly or can schedule it to a later date. The user also has an option to enter the payment amount, select the payment frequency and the source account from which payment can be made.

The online banking application enables users to register and maintain the billers towards whom utility payments are to be made frequently or on a regular basis.

Prerequisites:

- Transaction access is provided to the retail user
- Transaction working window is maintained
- Billers are maintained
- Transaction limits are assigned to the user to perform the transaction

Features supported in application

Bill Payment

How to reach here:

Dashboard > Toggle Menu > Bill Payments > Bills OR Dashboard > Bills Widget > View All > Bills



6.1 Pay Bills - Summary

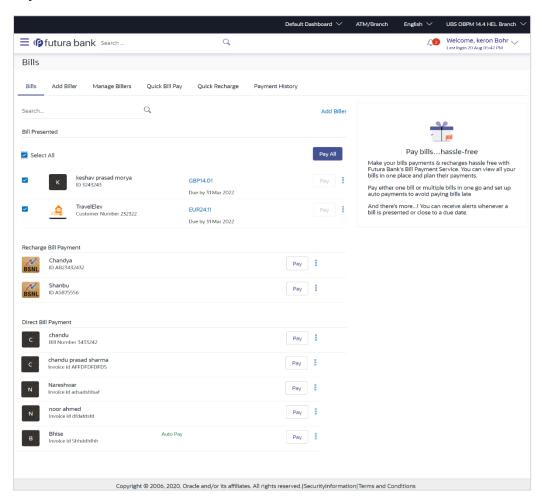
Users can initiate bill payments towards billers that they have already added/registered. All billers that are previously registered are listed for selection. Once the user selects a biller, the details of that biller are populated on the screen for the user to verify. The user can proceed to initiate the bill payment transaction by specifying details such as the amount to be paid, the account from which the funds are to be transferred, and the bill date and bill number.

The screen has divided into three sections which has the information of

- Bills presented for payment
- Billers registered under 'Recharge' category
- Billers registered under 'Presentment' and Presentment and Payment' category.

User can select multiple presented bills for payment from the same screen. Further, user will be able to specify payment details for each record.

Pay Bills





Field Name	Description
Select All	Click on checkbox to select all the presented bills at once.
Pay All	Click to initiate multiple bill payments of all the selected presented bills at once.
Biller Icon	The image associated with the biller.
Biller Name	Name of the biller as maintained in the administrator biller maintenance.
Biller Labels	Biller labels maintained for which user has entered the data are displayed.
Amount	The biller amount.
Bill Due Date	The date on which the bill is payable.

- 1. If you select single bill for payment,
 - a. Click **Pay** against the biller for which you want to pay the bills. The **Pay Bills** screen appears.

OR

Click against a specific biller and then click **Manage Biller** to manage the billers. The **Manage Billers** screen appears. OR

Click against a specific biller and then click **Delete Biller** to delete the billers.

Click **Add Biller** to add a new biller. The **Add Biller** screen appears.

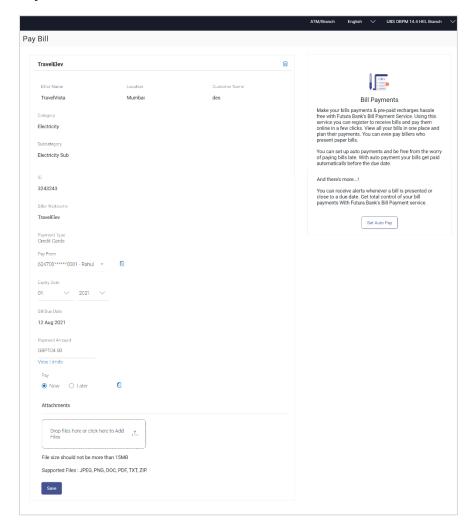
- 2. If you select multiple or all presented bills,
 - a. Select Select All checkbox to select all presented bill at once.
 OR
 Select checkboxes provided against each presented bill for initiating multiple bill payments.
 - b. Click Pay All to initiate multiple bill payments of all the selected presented bills at once.
 - c. The system displays the summary of all the selected bills along with an option to specify payment details.



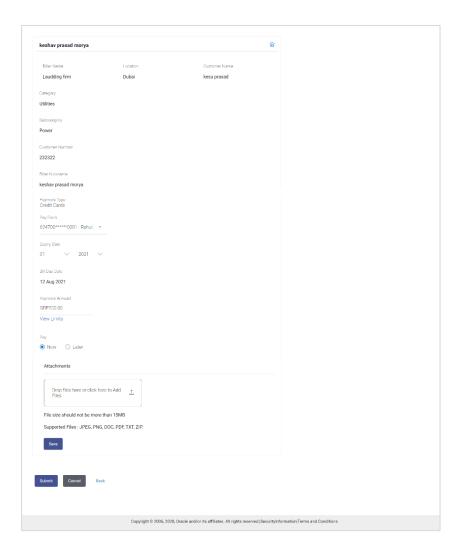
6.2 Pay Presented Bills

Presentment type of billers presents the bill or invoice to the customer/ user online before paying the bill. Bill payment feature enables users to pay their utility bills online. Through this feature, users are able to pay their bills immediately/ same business date or at some future date. The future date should be before the bill due date. The users can pay their bills from their current and savings account, Credit Cards or Debit Cards. The payment methods available for each biller is maintained as part of biller maintenance by bank administrator. The user can also partly pay or excess pay their bills (if allowed by biller, as maintained by bank administrator). User can choose specific bill, multiple bills or all presented bills, and initiate the payment at once.

Pay Presented Bills







Field Name	Description
Biller Name	Name of the biller as maintained in the administrator biller maintenance.
Category	The category of the biller to be added.
Sub-Category	The sub-category of the biller to be added. This will be shown and listed if sub-categories are maintained under the selected Biller Category.
Location	Operational area of the biller as maintained in the administrator biller maintenance.



Field Name	Description	
Biller Labels	Biller labels as maintained by the bank administrator, for which user has entered the data are displayed. Only biller labels that are defined as mandatory in the administrator biller maintenance requires customers to enter the appropriate values.	
Customer Name	Customer name as maintained in biller records (entered by user while adding the biller).	
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.	
Payment Type	 User has to select the payment methods accepted by biller. The payment type can be: Account: The user can pay bills using their current and savings bank account Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry. Debit Card: The user can pay bills using their debit cards. 	
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.	
Balance	Net balance in the selected account. This field appears if you select Account option in the Payment Type field.	
Bill Due Date	The date on which the bill is payable.	
Payment Amount	 The amount that is to be paid by the user. In the administrator biller maintenance screen if: Part payment flag is 'Yes': User can change the bill amount to any amount less than the initial bill amount shown. Bill amount cannot be zero. Excess payment flag is 'Yes': User can change the bill amount to any amount more than the initial bill amount as displayed on the screen. Part payment and Excess payment flags are set as "No": The bill amount will not be editable. 	

Late Payment flag is 'Yes': User is allowed to pay the bill after the due date. However even when Late payment flag is Yes, the editing

of the bill amount is as per above conditions.



Field Name	Description
Pay	The facility to specify when the bill payment will be processed.
	The options are:
	 Now: Bill payment processed on same business day subject to processing window availability.
	Later: Bill payment to be processed on a user specified future date
Scheduled	Future date on which the bill payment will be processed.
Date	This field appears if you select the option Later from the Pay list.
Attachments	Drag and drop or click icon to browse and attach a document against one bill payment record.
	Note: 1) Only one document per bill payment is allowed. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file. 2) By default, the supported formats are JPEG, PNG, PDF, TXT, ZIP, and DOC. 3) The maximum allowed file size will be 15 MB.

To pay a bill:

 Select Select All checkbox to select all presented bill at once. OR

Select checkboxes provided against each presented bill for initiating multiple bill payments.

- 2. Click **Pay All** to initiate multiple bill payments of all the selected presented bills at once. If you select multiple or all presented bills.
- 3. The system displays the summary of all the selected bills along with an option to specify payment details.

Note: For 'Auto Pay' billers, a warning message that auto pay option is set for the biller appears, if the user clicks the **Pay** button.

- 4. In the Payment Type field, select the appropriate payment method to pay the bills.
- 5. From the **Pay From** list, select the source account/ debit card / credit card to be debited.

Note: Click icon to default the selected account for all the bill payment records.

6. In the **Payment Amount** field, enter the payable amount.

OR

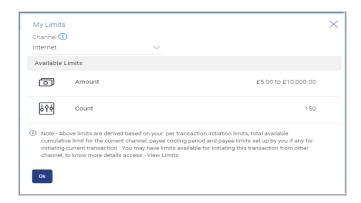
Click the **View Limits** link to check the transfer limit.

From the **Channel** list, select the appropriate channel to view its limits.

The utilized amount and the available limit appears.

View Limits





Field Name	Description
Channel	Channel for which the user wants to view the limits. This will be defaulted to the user logged in channel.
Min Amount	Channel for which the user wants to view the limits.
Max Amount	The per transaction limit - maximum amount.
Daily Limits	The daily amount limit and transaction count limit (available and utilized) of a transaction is displayed. This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Monthly Limits	The monthly amount limit and transaction count limit (available and utilized) of a transaction is displayed. This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Amount	An amount range between the transactions can be initiated.
Count	Transaction initiation limits allocated to you by the bank for the particular Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.

- 7. In the Pay field, select the option to indicate when the bill payment will be processed.
 - If you select the option Now, the bill payment will be processed on the same day.
 OR

If you select the option **Later**, select the date on which you want to process the bill, from the **Scheduled Date** field.

Note: Click icon to default the selected date for all the bill payment records.

8. Drag and drop or click $\stackrel{\uparrow}{=}$ icon to browse and attach zip file against one bill payment record.



Note: Click icon to remove the attached zip file from the bill payment record.

- 9. Click icon against the next bill to enter the payment details for specific bill.
 - a. Enter the details.
 - b. Click **Save** to save the payment details of selected biller.
- 10. Click Submit.

OR

Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'

OR

Click **Back** to navigate back to the previous screen.

1. The Pay Bills - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate to the previous screen.

- 2. The success message appears along with the reference number, status and payment details.
- 3. Click Pay Another Bill to pay another bills.

OR

Click **Home**, to navigate to the dashboard.

OR

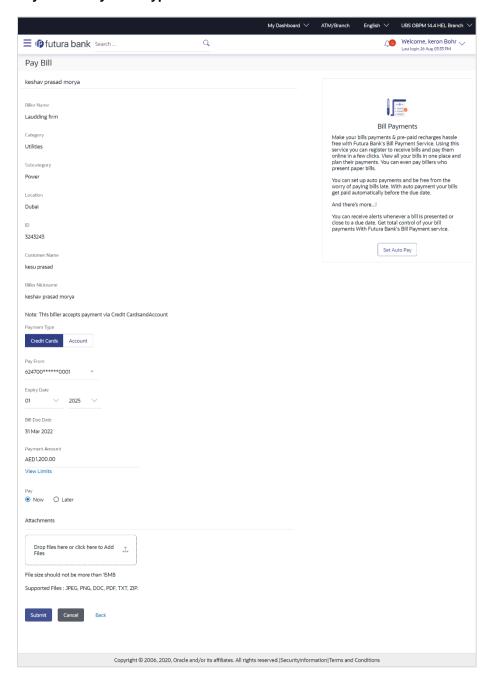
Click **Add Biller** to add the billers.



6.3 Pay Bills - Payment Type

Payment type of billers there is no bill presented online (there may be an offline bill presentation) and hence biller allows the users to pay their bills anytime using their current and savings or credit card account that is credited to the billers account. The users can pay their bills immediately/ same business date or can schedule the payment. The users can set up a recurring payment by selecting payment amount and payment frequency. This option allows the user to manually enter the payment amount.

Pay Bills - Payment Type





Field Name	Description		
Biller Name	Name of the biller as maintained in the administrator biller maintenance.		
Category	The category of the biller to be added.		
Sub-Category	The sub-category of the biller to be added.		
	This will be shown and listed if sub-categories are maintained under the selected Biller Category.		
Location	Operational area of the biller of the biller as maintained in the administrator biller maintenance.		
Biller Labels	Biller labels as maintained by the bank administrator, for which user has entered the data are displayed. Only biller labels that are defined as mandatory in the administrator biller maintenance requires customers to enter the appropriate values.		
Customer Name	Customer name as maintained in biller records (entered by user while adding the biller).		
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.		
Payment Type	User has to select the payment methods accepted by biller.		
	The payment type can be:		
	 Account: The user can pay bills using their current and savings bank account 		
	 Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry. 		
	 Debit Card: The user can pay bills using their debit cards. 		
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.		
Balance	Net balance in the selected account.		
	This field appears if you select Account option in the Payment Type field.		
Bill Due Date	The date on which the bill is payable.		
Payment Amount	The amount that is to be paid by the user.		



Field Name	Description
Pay	The facility to specify when the bill payment will be processed.
	The options are:
	 Now: Bill payment processed on same business day subject to processing window availability.
	• Later: Bill payment to be processed on a user specified future date
Pay Later -	Bill payment to be processed on a user specified future date.
One Time	This field appears if you select the option Later in the Pay field.
Scheduled	Future date on which the bill payment will be processed.
Date	This field appears if you select the option One Time in the Later field.
Pay Later - Recurring	Bill payment to be processed on user specified future date and at a set frequency.
	This field does not appear if there is already a scheduled pay set up for the biller.
	This field appears if you select the option Later in the Pay field.
Start Date -	The user can select future start date and end date.
End Date	This field appears if you select the option Recurring in the Later field.
Select	The user can set up the frequency for future bill payments.
Frequency	The user can select Start Date, End Date and frequency of payments.
	The frequency can be:
	• Daily
	Weekly
	 Fortnightly
	• Monthly
	Bi-Monthly
	Quarterly
	Semi-Annually
	Yearly
	This field appears if you select the option Recurring in the Later field.



Field Name	Description
------------	-------------

Attachments

Drag and drop or click icon to browse and attach a document against one bill payment record.

Note:

- 1) Only one document per bill payment is allowed. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file.
- 2) By default, the supported formats are JPEG, PNG, PDF, TXT, ZIP, and DOC.
- 3) The maximum allowed file size will be 15 MB.

To pay a bill:

- 1. Click Pay against the biller for which you want to pay the bills. The Pay Bills screen appears.
- 2. In the Payment Type field, select the appropriate payment method to pay the bills.
- 3. From the Pay From list, select the source account/ debit card / credit card to be debited.
- 4. In the Payment Amount field, enter the payable amount.
- 5. In the Pay field, select the option to indicate when the bill payment will be processed.
 - a. If you select the option ${f Now}$, the bill payment will be processed on the same day. OR
 - If you select the option **Later**, select the scheduled date to be **One Time** or **Recurring**. If you select **One Time** option, select the Scheduled date of bill processing.
 - If you select Recurring option, select the start date, end date and frequency of recurring.
- 6. Drag and drop or click $\stackrel{\hat{}}{=}$ icon to browse and attach zip file against one bill payment record.

Note: Click icon to remove the attached zip file from the bill payment record.

Click Submit.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

8. The **Pay Bills - Review** screen appears. Verify the details, and click **Confirm**.

JК

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

ΛR

Click **Back** to navigate to the previous screen.

- 9. The success message appears along with the payment details.
- 10. Click **Pay Another Bill** to pay another bills.

ΟR

Click **Home**, to navigate to the dashboard.

OR

Click Add Biller to add the billers.



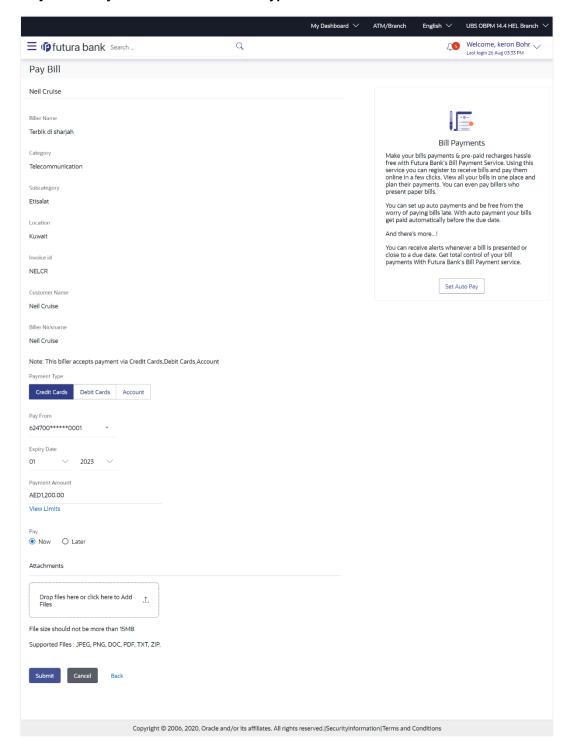
6.4 Pay Bills - Presentment and Payment Type

A Presentment and Payment type of biller has features similar to both Presentment as well as Payment type of billers. The bills/ invoice can be presented to the users for bill payment or bills can be paid by the users without the invoice. In the system when the biller presents a bill he will appear in the presentment section of the Bills screen and when there is no bill presented he will appear in the Payment section of the screen. This way user can be the biller when there is a bill presented or even otherwise when there is no bill presented.

The user has can pay the bills immediately or can schedule the payment. The users can set up a recurring payment or auto payment. Both auto pay and recurring pay (scheduled payment) cannot be active at the same time.



Pay Bills - Payment and Presentment Type





Field Name	Description		
Biller Name	Name of the biller as maintained in the administrator biller maintenance.		
Category	The category of the biller to be added.		
Sub-Category	The sub-category of the biller to be added.		
	This will be shown and listed if sub-categories are maintained under the selected Biller Category.		
Location	Operational area of the biller of the biller as maintained in the administrator biller maintenance.		
Biller Labels	Biller labels as maintained by the bank administrator, for which user has entered the data are displayed. Only biller labels that are defined as mandatory in the administrator biller maintenance requires customers to enter the appropriate values.		
Customer Name	Customer name as maintained in biller records (entered by user while adding the biller).		
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.		
Payment Type	User has to select the payment methods accepted by biller.		
	The payment type can be:		
	 Account: The user can pay bills using their current and savings bank account 		
	 Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry. 		
	Debit Card: The user can pay bills using their debit cards.		
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.		
Balance	Net balance in the selected account.		
	This field appears if you select Account option in the Payment Type field.		
Bill Due Date	The date on which the bill is payable.		
	This field appears if bills are presented.		



F'al I Nama	Para antique
Field Name	Description
Payment Amount	The amount that is to be paid by the user.
	In the administrator biller maintenance screen if:
	 Part payment flag is 'Yes': User can change the bill amount to any amount less than the initial bill amount shown. Bill amount cannot be zero.
	 Excess payment flag is 'Yes': User can change the bill amount to any amount more than the initial bill amount as displayed on the screen.
	 Part payment and Excess payment flags are set as "No": The bill amount will not be editable.
	 Late Payment flag is 'Yes': User is allowed to pay the bill after the due date. However even when Late payment flag is Yes, the editing of the bill amount is as per above conditions.
Pay	The facility to specify when the bill payment will be processed.
	The options are:
	 Now: Bill payment processed on same business day subject to processing window availability.
	• Later: Bill payment to be processed on a user specified future date
Pay Later -	Bill payment to be processed on a user specified future date.
One Time	This field appears if you select the option Later in the Pay field.
Scheduled Date	Future date on which the bill payment will be processed.
	This field appears if you select the option One Time in the Later field.
Following fields	s appear if the biller does not present bills.
Pay Later - Recurring	Bill payment to be processed on user specified future date and at a set frequency.
	This field does not appear if there is already a scheduled pay set up for the biller.
	This field appears if you select the option Later in the Pay field.
Start Date -	The user can select future start date and end date.

This field appears if you select the option Recurring in the Later field.



End Date

Field Name Description

Select Frequency

The user can set up the frequency for future bill payments.

The user can select Start Date, End Date and frequency of payments.

The frequency can be:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Semi-Annually
- Yearly

This field appears if you select the option **Recurring** in the **Later** field.

Attachments

Drag and drop or click icon to browse and attach a document against one bill payment record.

Note:

- 1) Only one document per bill payment is allowed. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file.
- 2) By default, the supported formats are JPEG, PNG, PDF, TXT, ZIP, and DOC.
- 3) The maximum allowed file size will be 15 MB.

To pay a bill:

- 1. Click Pay against the biller for which you want to pay the bills. The Pay Bills screen appears.
- 2. In the Payment Type field, select the appropriate payment method to pay the bills.
- 3. From the Pay From list, select the source account/ debit card / credit card to be debited.
- 4. In the Payment Amount field, enter the payable amount.
- 5. In the Pay field, select the option to indicate when the bill payment will be processed.
 - a. If the bills are presented:
 - If you select the option Now, the bill payment will be processed on the same day.
 OR
 - If you select the option **Later**, select the date on which you want to process the bill, from the **Scheduled Date** field.
 - b. If the bills are not presented:
 - If you select the option Later, select the scheduled date to be One Time or Recurring.
 - If you select **One Time** option, select the Scheduled date of bill processing.



If you select **Recurring** option, select the start date, end date and frequency of recurring.

6. Drag and drop or click icon to browse and attach zip file against one bill payment record.

Note: Click icon to remove the attached zip file from the bill payment record.

7. Click Submit.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

8. The Pay Bills - Review screen appears. Verify the details, and click Confirm.

)R

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate to the previous screen.

- 9. The success message appears along with the payment details.
- 10. Click Pay Another Bill to pay another bills.

OR

Click Home, to navigate to the dashboard.

OR

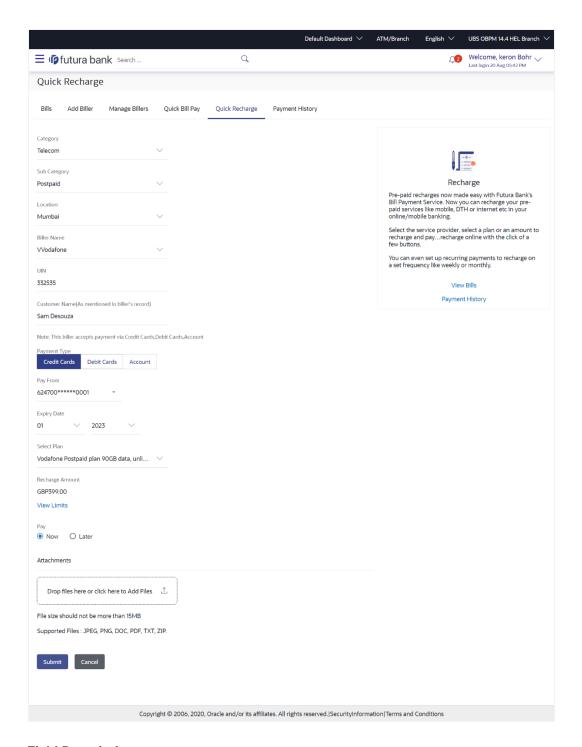
Click Add Biller to add the billers.

6.5 Recharge Type

Recharge type biller allows users to do "Recharge" their prepaid services like Mobile, DTH or Internet. The user can re-charge by selecting a "plan" offered by the biller or top –up/add money to an existing plan.

Pay Bills - Recharge Type





Field Name	Description
Biller Name	Name of the biller as maintained in the administrator biller maintenance.
Category	The category of the biller to be added.



Field Name	Description
Sub-Category	The sub-category of the biller to be added.
	This will be shown and listed if sub-categories are maintained under the selected Biller Category.
Location	Operational area of the biller of the biller as maintained in the administrator biller maintenance.
Biller Labels	Biller labels as maintained by the bank administrator, for which user has entered the data are displayed. Only biller labels that are defined as mandatory in the administrator biller maintenance requires customers to enter the appropriate values.
Customer Name	Customer name as maintained in biller records (entered by user while adding the biller).
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.
Payment Type	User has to select the payment methods accepted by biller.
	The payment type can be:
	 Account: The user can pay bills using their current and savings bank account
	 Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
	 Debit Card: The user can pay bills using their debit cards.
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.
Balance	Net balance in the selected account.
	This field appears if you select Account option in the Payment Type field.
Select Plan	The option to select a recharge plan.
Recharge Amount	The amount is populated, depending on the type of plan selected by the user from the Select Plan list. Alternatively, user can also manually enter the amount he wants to top-up/add to his existing pre-paid plan.



Field Name	Description
Pay	The facility to specify when the bill payment will be processed.
	The options are:
	 Now: Bill payment processed on same business day subject to processing window availability.
	Later: Bill payment to be processed on a user specified future date
Pay Later - One Time	Bill payment to be processed on a user specified future date.
	This field appears if you select the option Later in the Pay field.
Scheduled Date	Future date on which the bill payment will be processed.
	This field appears if you select the option One Time in the Later field.
Pay Later - Recurring	Bill payment to be processed on user specified future date and at a set frequency.
	This field does not appear if there is already a scheduled pay set up for the biller.
	This field appears if you select the option Later in the Pay field.
Start Date - End Date	The user can select future start date and end date.
	This field appears if you select the option Recurring in the Later field.
Select Frequency	The user can set up the frequency for future bill payments.
	The user can select Start Date, End Date and frequency of payments.
	The frequency can be:
	• Daily
	Weekly
	 Fortnightly
	Monthly
	Bi-Monthly
	Quarterly
	Semi-Annually
	Yearly
	This field appears if you select the option Recurring in the Later field.



Field Name Description

Attachments

Drag and drop or click icon to browse and attach a document against one bill payment record.

Note:

- 1) Only one document per bill payment is allowed. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file.
- 2) By default, the supported formats are JPEG, PNG, PDF, TXT, ZIP, and DOC.
- 3) The maximum allowed file size will be 15 MB.

To pay a bill:

- 1. Click Pay against the biller for which you want to pay the bills. The Pay Bills screen appears.
- 2. In the Payment Type field, select the appropriate payment method to pay the bills.
- 3. From the Pay From list, select the source account/ debit card / credit card to be debited.
- 4. From the Select Plan list, select the plan suitable to you.

The Recharge Amount field is populated depending on the selected plan.

OR

In the **Recharge Amount** field, enter the amount for recharge, if you have not selected any plan.

- 5. In the Pay field, select the option to indicate when the bill payment will be processed.
 - If you select the option Now, the bill payment will be processed on the same day.
 OR

If you select the option Later, select the scheduled date to be One Time or Recurring.

If you select One Time option, select the Scheduled date of bill processing.

If you select Recurring option, select the start date, end date and frequency of recurring.

6. Drag and drop or click icon to browse and attach zip file against one bill payment record.

Note: Click icon to remove the attached zip file from the bill payment record.

7. Click Submit.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

8. The Pay Bills - Review screen appears. Verify the details, and click Confirm.

OR

Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate to the previous screen.

9. The success message appears along with the payment details.



10. Click Pay Another Bill to pay another bills.

OF

Click **Home**, to navigate to the dashboard.

OR

Click Add Biller to add the billers.

FAQs

1. What is Electronic Bill Presentment and Payment (EBPP)?

Electronic Bill Presentment and Payment, the process by which companies send their bills to the customers and receive payments electronically. Users can pay their bills using current and savings account/ credit card or debit card.

2. Can I initiate future dated bill payments?

Yes, you can initiate future dated bill payments by using the "Pay Later" option under bill payment. Availability of this feature depends on whether the biller allows such payments.

3. Can I do part payment or excess payment to the biller?

Part payment and excess payment can be done only if it is allowed by biller, as maintained by bank administrator in Biller Maintenance screen.

4. Can I make a payment towards a biller who is currently not registered in my biller list?

Yes, using "Quick Bill Pay" functionality you can pay a bill without registering the biller provided the biller allows such payments.

5. Can I set an option to auto pay the bill amount of already generated bills?

Yes, you can set up auto pay for any bill that is presented and is not yet paid.

Home



7. Manage Billers

The online banking application enables users to maintain the billers towards whom utility payments are to be made frequently or on a regular basis. Manage biller functionality allows the users to modify and delete the details of the registered billers. Following details of the registered billers can be modified:

- Nickname
- Auto pay details: Change Bill Amount/ Limit Amount choice, Edit existing Bill Amount, Change Source of funds
- Scheduled Bill Payment/ Recharge: Modify Payment Amount, Specific Date (before the payment date)
- Scheduled Bill Payment/ Recharge Recurring: Modify Payment Amount, Start and End Dates, Payment Frequency

Prerequisites:

- Transaction access is provided to the retail user
- Billers are maintained in host system
- Admin Biller Maintenance is done

Features supported in the application

- Edit Biller
- Delete Biller

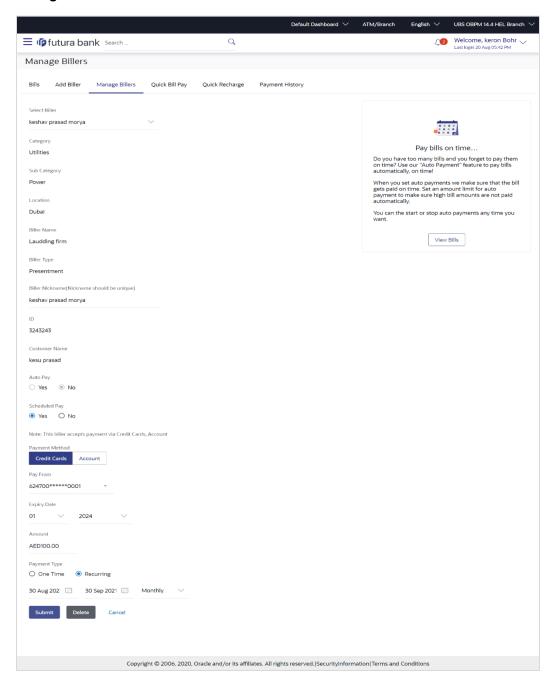
How to reach here:

Dashboard > Toggle Menu > Bill Payments > Manage Billers OR

Dashboard > Toggle Menu > Bill Payments > Bills > Manage Billers



Manage Billers



Field Description

Field Name	Description
Select Biller	The user has to select a biller for bill payments.
Category	The category of the registered biller.



Field Name	Description
Sub Category	The sub-category of the biller to be added.
Location	Location of the biller as maintained in the administrator biller maintenance.
Biller Name	Name of the biller as maintained in the administrator biller maintenance.
Biller Type	On selecting the biller, the biller type is displayed. The biller type can be: Presentment: Biller is of Presentment type Payment: Biller is of Payment type Presentment and Payment: Biller is of Presentment and Payment type Recharge: Biller is of Recharge type
Biller Nickname	Nickname of the biller.
Biller Labels	Biller labels as maintained by the bank administrator, for which user has entered the data are displayed. Only biller labels that are defined as mandatory in the administrator biller maintenance requires customers to enter the appropriate values.
Customer Name	Customer name as maintained in biller records (entered by user while adding the biller).
Following field	ds appears for Presentment type of billers.
Auto Pay	The facility to automatic pay the bills on the specified date. The options are: Yes No This feature is available for "Payment Type" and "presentment and Payment" type billers only. In case of "Presentment and Payment" type billers either Auto Pay or Scheduled Pay feature will be available.
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.

This field appears if you select Yes option in the Auto Pay field.



Payment Method

The payment methods accepted by the biller.

The payment type can be:

- Account: The user can pay bills using their current and savings bank account
- Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
- Debit Card: The user can pay bills using their debit cards.

This field appears if you select **Yes** option in the **Auto Pay** field.

Pay From

Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.

This field appears if you select **Yes** option in the **Auto Pay** field.

Pay

Indicates the current selection for bill pay amount.

The options are:

- Bill Amount: Whether the user want to pay full bill amount.
- Limit Amount: Whether the user want to pay the limit amount.

.This field appears if you select Yes option in the Auto Pay field.

Following fields appears for Presentment and Payment type of billers.

For Presentment and Payment type of billers user can setup either a **Scheduled Pay** or **Auto Pay**. Both can not be set up at the same time.

Auto Pay

The facility to automatic pay the bills on the specified date.

The options are:

- Yes If Auto Pay is set up for a biller, this flag will be maintained as yes. User can stop/cancel the ongoing autopay by changing this flag to No
- No Indicates that auto pay has not been set up for the biller

Note

The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.

This field appears if you select **Yes** option in the **Auto Pay** field.



Payment Method

The payment methods accepted by the biller.

The payment type can be:

- Account: The user can pay bills using their current and savings bank account
- Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
- Debit Card: The user can pay bills using their debit cards.

This field appears if you select Yes option in the Auto Pay field.

Pay From

Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.

This field appears if you select **Yes** option in the **Auto Pay** field.

Pay Indica

Indicates the current selection for bill pay amount.

The options are:

- Bill Amount: Whether the user want to pay full bill amount.
- Limit Amount: Whether the user want to pay the limit amount.

.This field appears if you select Yes option in the Auto Pay field.

The Scheduled Pay section is enabled if you select, **No** option in the **Auto Pay** field.

Scheduled Pay

The facility to specify if the bill payment is scheduled or not.

The options are:

- Yes If Scheduled Pay is set up for a biller, this flag will be maintained as yes. User can stop/cancel the ongoing scheduled pay by changing this flag to No
- No Indicates that scheduled pay has not been set up for the biller

In case of Presentment &Payment type billers either Auto Pay or Scheduled Pay feature will be available.

Note

The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.

This field appears if you select **Yes** option in the **Schedule Pay** field.



Payment Method

The payment methods accepted by the biller.

The payment type can be:

- Account: The user can pay bills using their current and savings bank account
- Credit Card: The user can pay bills using their credit cards, user has to select the month and year of expiry.
- Debit Card: The user can pay bills using their debit cards.

This field appears if you select Yes option in the Schedule Pay field.

Pay From

Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.

This field appears if you select **Yes** option in the **Schedule Pay** field.

Amount

The amount, which is to be paid by the user.

Scheduled Date

Future date on which the bill payment will be processed.

This field appears if you select Yes option in the Schedule Pay field.

Following fields appears for **Payment** and **Recharge** type of billers.

Scheduled

The facility to specify if the bill payment is scheduled or not.

Pay

The options are:

- Yes: Bill payment to be processed on a user specified future date
- No: Bill payment processed on same business day subject to processing window availability.

Note

The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.

This field appears if you select **Yes** option in the **Schedule Pay** field.

Payment Method

The payment methods accepted by the biller.

The payment type can be:

- Account: The user can pay bills using their current and savings bank account
- Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
- Debit Card: The user can pay bills using their debit cards.

This field appears if you select Yes option in the Schedule Pay field.



Field Name	Description
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.
	This field appears if you select Yes option in the Schedule Pay field.
Select Plan	Option to select a plan.
	This field appears for Recharge type of biller
Amount	The amount that is to be paid by the user.
Payment	The facility to specify when the bill payment will be processed.
Туре	The options are:
	 One Time: Bill payment to be processed on a user specified future date.
	 Recurring: Bill payment to be processed on user specified future date and at a set frequency.
Scheduled	Future date on which the bill payment will be processed.
Date	This field appears if you select the option One Time in the Payment Type field.
Start Date -	The user can select future start date and end date.
End Date	This field appears if you select the option Recurring in the Payment Type field.
Select	The user can set up the frequency for future bill payments.
Frequency	The user can select Start Date, End Date and frequency of payments.
	The frequency can be:
	• Daily
	Weekly
	 Fortnightly
	Monthly
	Bi-Monthly
	Quarterly
	Semi-Annually
	Yearly
	This field appears if you select the option Recurring in the Payment Type field.

To manage billers:



- 1. From the **Select Biller** list, select the appropriate **Biller**.
- 2. In the Biller Nickname field, modify the biller nickname if required.
- If you have selected the Presentment type of biller from the Select Biller list:
 - a. From the Auto Pay list, select the appropriate option;
 Select option Yes to set up auto payment.
 OR

Select the option **No**, if you do not want to set the auto payment method and go to step 6 to continue to manage billers.

- b. From the Pay From list, select the source account/ debit card / credit card to be debited.
- c. In the Pay field, you can enter the entire bill amount in the Bill Amount field, or enter the limit amount in the Limit Amount field.
- 4. If you have selected the **Payment and Presentment** type of biller from the **Select Biller** list: If you want to set up Auto Payment:
 - a. From the Auto Pay list, select the Yes option.
 - b. From the Pay From list, select the source account/ debit card / credit card to be debited.
 - c. In the Pay field, you can enter the entire bill amount in the Bill Amount field, or enter the limit amount in the Limit Amount field.

OR

If you want to set up **Schedule Payment**:

- a. From the Schedule Pay list, select the Yes option.
- b. From the Pay From list, select the source account/ debit card / credit card to be debited.
- c. In the Amount field, enter the bill amount.
- d. In the **Payment Type** field, select the appropriate option:
 - If you select One Time option, select the future date from the Scheduled Date list.
 - ii. If you select **Recurring** option, select the future start date, end date and frequency of recurrence.
- 5. If you have selected the Payment or Recharge type of biller from the Select Biller list.
 - a. From the Schedule Pay list, select the appropriate option;
 Select option Yes to set up schedule payment.

OF

Select the option No, if you do not want to set the schedule payment and go to step 6 to continue to manage billers.

- b. From the Pay From list, select the source account/ debit card / credit card to be debited.
- c. In the **Amount** field, enter the bill amount.

OR

From the **Select Plan** list, select the plan suitable to you.

The **Recharge Amount** field is populated depending on the selected plan.

- d. In the **Payment Type** field, select the appropriate option:
 - If you select One Time option, select the future date from the Scheduled Date list.
 - ii. If you select **Recurring** option, select the future start date, end date and frequency of recurrence.



6. Click Submit.

OR

Click **Delete** to delete the biller maintenance.

OR

Click Cancel to cancel the transaction.

7. The Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous page.

- 8. The success message appears along with the biller details.
- 9. Click Pay Bills to pay the bills.

OR

Click View Bills to view the bills.

OR

Click Add More Biller to add the billers.

OR

Click **Home**, to navigate to the dashboard.



7.1 Manage Billers - Delete

Using this option, you can delete the registered biller. If a bill has auto pay set up then user will not be allowed to delete the biller. User has to first remove the auto pay in order to be able to delete the biller.

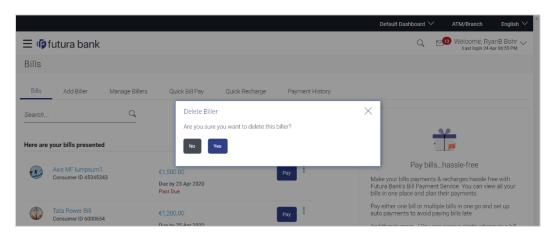
To delete a biller:

Navigate to the Manage Billers screen.

In the Bills screen Click option against a specific Biller which you want to delete, and then click Delete Biller

- 2. From the Select Biller list, select the appropriate Biller.
- 3. Click **Delete**. The **Delete Biller** pop up window appears with a warning message prompting the user to confirm the deletion.

Delete Biller



Click **Yes** to proceed with the deletion request.

Click **No** to cancel the deletion process.

- 5. The screen confirming biller deletion appears.
- 6. Click Pay Bills to pay the bills.

OR

Click View Bills to view the bills.

OR

Click Add More Biller to add the billers.

OR

Click **Home**, to navigate to the dashboard.

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FAQs

1. Can I delete billers that I no longer need to make payments to?

Yes, you can choose to delete the billers that you no longer need.

2. When can I make the payment to newly added biller?

After successfully adding a biller, you may proceed to pay bills towards the specific biller immediately.

3. If I delete or edit a biller, what will happen to the in-flight transactions?

Biller modification or deletion will not have any impact on the transactions which are initiated towards the payee and that are pending further processing.



8. Quick Bill Pay

The Quick Bill payment feature enables the users to pay their utility bills online without registration. Through this feature, users are able to pay their bills quickly, securely and at their own convenience.

The user can initiate bill payment transactions to 'Payment' and 'Presentment and Payment' type of billers who allow Quick payment.

The user also has an option to enter the payment amount, select the recharge plan, the source of funds from which payment can be made, and the date on which payment can be made. The user is allowed attach document like invoice or memo per bill payment. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file. It also allow user to register the biller from that payment to biller library.

Prerequisites:

- Transaction access is provided to the retail user
- Transaction working window is maintained
- Billers are maintained
- Transaction limits are assigned to the user to perform the transaction

Features supported in application

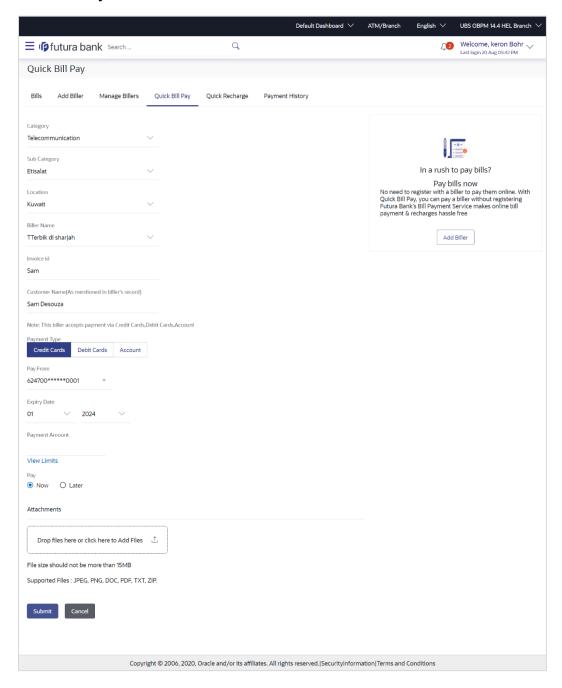
Quick Bill payment

How to reach here:

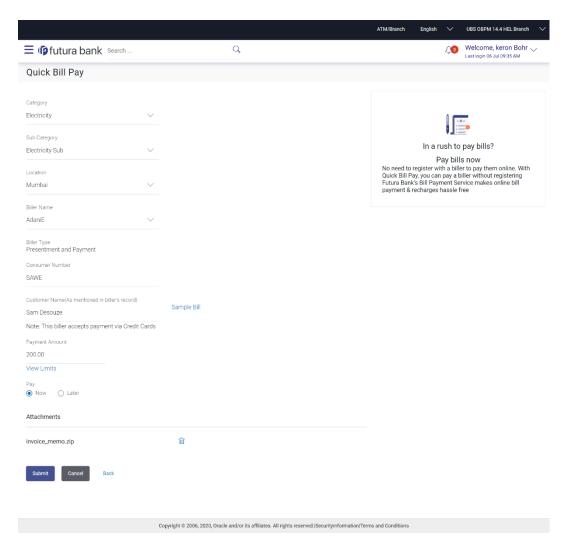
Dashboard > Toggle Menu > Bill Payments > Quick Bill Pay OR Dashboard > Toggle Menu > Bill Payments > Bills > Quick Bill Pay



Quick Bill Pay







Field Description

Field Name	Description
Category	The list of biller categories as maintained in the administrator biller maintenance.
Sub Category	The sub-category of the biller to be added.
	This will be shown and listed if sub-categories are maintained under the selected Biller Category.
Location	Location of the biller as maintained in the administrator biller maintenance.
Biller Name	Name of the biller as maintained in the administrator biller maintenance.
Biller Type	On selecting the biller name, the biller type is displayed as maintained in the administrator biller maintenance.



Field Name	Description
Biller Nickname	Nickname of the biller.
Biller Labels	Unique ID or relationship number provided by biller for customer identification. Example: Mobile No./ Account No. etc.
Customer Name	Customer name as maintained in biller records.
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.
Payment Type	The payment methods accepted by the biller.
	The payment type can be:
	 Account: The user can pay bills using their current and savings bank account
	 Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
	 Debit Card: The user can pay bills using their debit cards.
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.
Balance	Net balance in the selected account.
	This field appears if you select Account option in the Payment Type field.
Payment Amount	The amount, which is to be paid by the user as quick bill payment.
Pay	The facility to specify when the bill payment will be processed.
	The options are:
	 Now: Bill payment processed on same business day subject to processing window availability.
	 Later: Bill payment to be processed on a user specified future date
Scheduled Date	Future date on which the bill payment will be processed.
	This field appears if you select the option Later from the Pay list.



Attachments

Drag and drop or click icon to browse and attach a document against one bill payment record.

Note:

- 1) Only one document per bill payment is allowed. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file.
- 2) By default, the supported formats are JPEG, PNG, PDF, TXT, ZIP, and DOC.
- 3) The maximum allowed file size will be 15 MB.

To pay a bill:

- 1. From the Category list, select the category of the biller.
- 2. From the Sub Category list, select the sub category of the biller.
- 3. From the Location list, select the category of the biller.
- 4. From the Biller Name list, select the registered biller name.
- 5. In the Biller Nickname field, enter the biller nickname.
- 6. In the **Biller Label 1**, **2** and **3**, enter the relationship of the user with the biller. For example: In the **Mobile Number** field, enter the mobile number of the customer.
- 7. In the **Customer Name** field, enter the name of the customer.
- 8. In the **Payment Type** field, select the appropriate payment method to pay the bills.
- 9. From the Pay From list, select the source account/ debit card / credit card to be debited.
- 10. In the **Payment Amount** field, or enter the bill amount to be paid.
- 11. In the Pay field, select the option to indicate when the bill payment will be processed.
 - a. If you select the option Now, the bill payment will be processed on the same day.
 OR

If you select the option **Later**, select the date on which you want to process the bill, from the **Scheduled Date** field.

12. Drag and drop or click icon to browse and attach zip file against one bill payment record.

Note: Click icon to remove the attached zip file from the bill payment record.

13. Click Submit.

OR

Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

14. The Quick Bill Pay - Review screen appears. Verify the details, and click Confirm.

OR

Click **Back** to navigate back to the previous screen.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.



- 15. The success message appears along with the payment details.
- 16. Click Pay Bills to pay another bills.

OR

Click View Bills to view the bills which are ready the payment.

OR

Click **Add As Biller** to register the same biller from that payment to the biller library. The user will be directed to '**Add Biller**' screen with the biller data pre-filled.

OR

Click **Home**, to navigate to the dashboard.

FAQs

1. Why I have to use "Quick Bill Pay"?

Quick bill payment allows the user to pay the bills quickly, securely and conveniently without registering the billers.

2. Is payment through "Quick Bill Pay" secure?

Yes, the bill payments through quick bill pay is completely secure.

3. Is there any limit to the number of bills you can pay using the "Quick Bill Pay" feature?

There is no limit to the numbers of bills you can pay through the "Quick Bill Pay" feature.

4. Can I initiate a payment towards any biller using the "Quick Bill Pay"?

No, using this transaction, you can make payment only to the 'Payment' and 'Presentment and Payment' type' of billers.



9. Quick Recharge

The Quick recharge feature enables the users to initiate bill payments without registering the billers to the 'Recharge' type billers.

The user either can pay the bills immediately /same business date or can schedule it to a later date. The user also has options to set up a recurring pre-paid recharge to the biller, stop the ongoing recurring pay (scheduled pay) and modify an existing active recurring payment (scheduled payment).

The user can select the source of funds as allowed by the biller (maintained by bank administrator) like current and savings bank account, credit card or debit card. The user is allowed attach document like invoice or memo per bill payment. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file.

Prerequisites:

- Transaction access is provided to the retail user
- Transaction working window is maintained
- Billers are maintained
- Transaction limits are assigned to the user to perform the transaction

Features supported in application

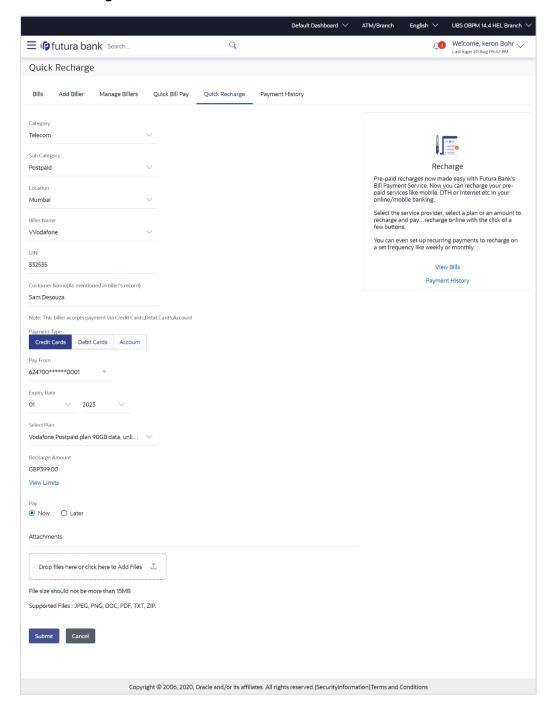
Quick Recharge

How to reach here:

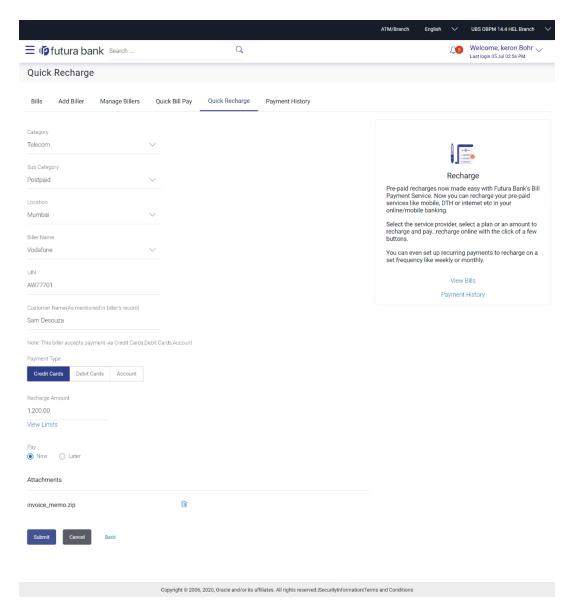
Dashboard > Toggle Menu > Bill Payments > Quick Recharge



Quick Recharge







Field Description

Field Name	Description
Category	The list of biller categories as maintained in the administrator biller maintenance.
Sub Category	The sub-category of the biller to be added. This will be shown and listed if sub-categories are maintained under the selected Biller Category.
Location	Location of the biller as maintained in the administrator biller maintenance.
Biller Name	Name of the biller as maintained in the administrator biller maintenance.



Field Name	Description
Biller Labels	Unique ID or relationship number provided by biller for customer identification. Example: Mobile No./ Account No. etc.
Customer Name	Customer name as maintained in biller records.
Note	The text displaying payment methods accepted by the biller appears on the screen. The text is maintained for biller in the administrator biller maintenance.
Payment Type	The payment methods accepted by the biller.
	The payment type can be:
	 Account: The user can pay bills using their current and savings bank account
	 Credit Card: The user can pay bills using their credit cards; user has to select the month and year of expiry.
	 Debit Card: The user can pay bills using their debit cards.
Pay From	Depending on payment method selection, the values in the drop-down have active current accounts, savings account/ debit cards/ credit cards of the customer.
Select Plan	The option to select a recharge plan.
Recharge Amount	The amount is populated, depending on the type of plan selected by the user from the Select Plan list.
	If the user had not selected any plan, he has to enter the amount.
Pay	The facility to specify when the bill payment will be processed.
	The options are:
	 Now: Bill payment processed on same business day subject to processing window availability.
	 Later: Bill payment to be processed on a user specified future date
Scheduled	Future date on which the bill payment will be processed.
Date	This field appears if you select the option Later from the Pay list.
Pay Later - Recurring	Bill payment to be processed on user specified future date and at a set frequency.
3	This field does not appear if there is already a scheduled pay set up for the biller.
	This field appears if you select the option Later in the Pay field.



Field Name	Description
Start Date - End Date	The user can select future start date and end date.
	This field appears if you select the option Recurring in the Later field.
Select Frequency	The user can set up the frequency for future bill payments.
requeries	The user can select Start Date, End Date and frequency of payments.
	The frequency can be:
	Daily
	 Weekly
	 Fortnightly
	Monthly
	 Bi-Monthly
	 Quarterly
	 Semi-Annually
	Yearly
	This field appears if you select the option Recurring in the Later field.
Attachments	Drag and drop or click icon to browse and attach a document against one bill payment record.
	Note: 1) Only one document per bill payment is allowed. To attach multiple documents against one bill payment record, the user has to attach in the form of a ZIP file. 2) By default, the supported formats are JPEG, PNG, PDF, TXT, ZIP, and DOC. 3) The maximum allowed file size will be 15 MB.

To pay a bill:

- 1. From the Category list, select the category of the biller.
- 2. From the **Sub Category** list, select the sub category of the biller.
- 3. From the Location list, select the category of the biller.
- 4. From the Biller Name list, select the registered biller name.
- 5. In the **Biller Label 1**, **2** and **3**, enter the relationship of the user with the biller. For example: In the **Consumer Number** field, enter the consumer number of the customer.
- 6. In the **Customer Name** field, enter the name of the customer.
- 7. In the **Payment Type** field, select the appropriate payment method to pay the bills.
- 8. From the Pay From list, select the source account/ debit card / credit card to be debited.



9. From the Select Plan list, select the plan suitable to you.

The Recharge Amount field is populated depending on the selected plan.

OR

In the **Recharge Amount** field, enter the amount for recharge, if you have not selected any plan.

- 10. In the Pay field, select the option to indicate when the bill payment will be processed.
 - If you select the option Now, the bill payment will be processed on the same day.
 OR

If you select the option Later, select the scheduled date to be One Time or Recurring.

If you select One Time option, select the Scheduled date of bill processing.

If you select Recurring option, select the start date, end date and frequency of recurring.

11. Drag and drop or click icon to browse and attach zip file against one bill payment record.

Note: Click icon to remove the attached zip file from the bill payment record.

12. Click Submit.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

ΩR

Click **Back** to navigate back to the previous screen.

13. The Quick Bill Pay - Review screen appears. Verify the details, and click Confirm.

OR

Click **Back** to navigate back to the previous screen.

OR

Click Cancel to cancel the operation and to navigate back to 'Dashboard'.

- 14. The success message appears along with the payment details.
- 15. Click Pay Bills to pay another bills.

OR

Click View Bills to view the bills which are ready the payment.

OR

Click Home, to navigate to the dashboard.

OR

Click Add Biller to add the billers.

FAQs

1. Where I can use Quick Recharge"?

You can use quick recharge to pay the bills of only 'Recharge' type of billers who allows quick recharge.

2. Can I set up recurring payment using "Quick Recharge"?

Yes, there is an option 'Pay Later - Recurring' to set the recurring payment of your recharge.



10. Payment History

Payment history allows the users to review and keep track to all the payment transactions done by him in a given period. The user can search and view his past bill payment transactions done for both registered and un-registered billers. A user can search transactions based on category and biller nickname.

The user can view the following details of past bill payment transactions in the 'Payment History' screen.

- Date of bill payment
- Name of the biller (nick name for registered billers and official name for unregistered billers)
- Category of the biller
- Bill Amount
- Reference number of the payment transaction
- Status of the bill payment transaction
- Attached Documents

Prerequisites:

- Transaction access is provided to the retail user
- Transaction working window is maintained
- Billers are maintained
- Transaction limits are assigned to the user to perform the transaction

Features supported in application

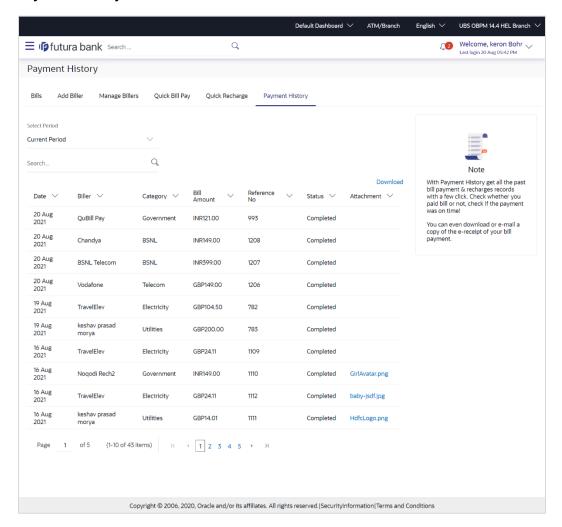
Payment History

How to reach here:

Dashboard > Toggle Menu > Bill Payments > Payment History



Payment History



Field Description

Field Name Description

Select Period Period for which payment history search is to be executed.

The options are:

- Current Period
- Previous Month
- Previous Quarter
- Date Range

From Date - To Date

The date range to view the bill payments done during the specific date.

This field appears if you select **Select Date Range** option from the **Select Period** list.



Field Name	Description
Search By	The user can search a specific biller by entering the Biller Nickname or Biller Category.
Download	The user can download the payment history in csv or pdf format.
Search Results	S
Date	Date on which the bill payment is made.
Biller	The nickname of the biller is displayed if the biller is a registered biller; if the biller is not registered the official name as maintained in the administrator Biller Maintenance is displayed.
Category	The category of the biller as maintained in the administrator biller maintenance.
Bill Amount	The amount paid by the user.
Reference No.	Host reference number generated at the time of the payment transaction.
Status	Status of the payment transaction.
Attachment	View and download the attachment added to bill payment record.

To view the payment history of the specific period:

- 1. From the **Select Period** list, select the appropriate transaction period.
 - a. If you have selected the **Date Range** option, select the required date from the **From Date To Date** field.
- 2. In the **Search By** field, enter the biller **Category** or **Biller Nickname** to search the specific biller.
- 3. Click on the file under **Attachment** column to view the attached document of the bill payment.
- 4. From the **Download** list, select the format in which you want to view and download the payment history.



11. Alerts

Alerts are generated in case of following instances.

- · When a biller is added, modified, deleted
- When a new bill is presented or Initiated by OBDX.
- When a payment is set up, modified and cancelled/stopped

Example of Alerts

