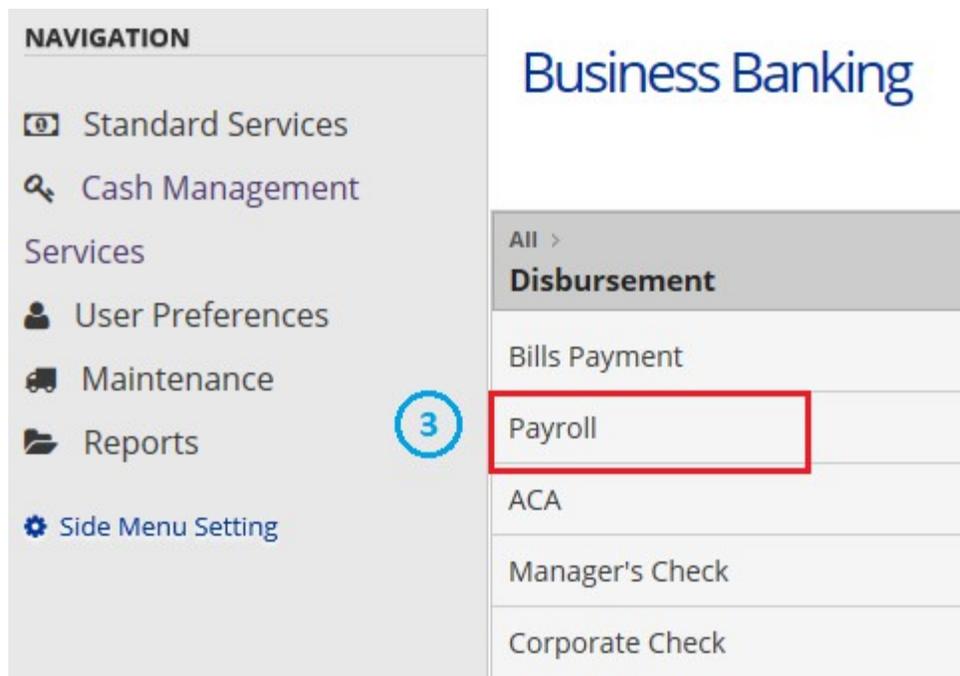
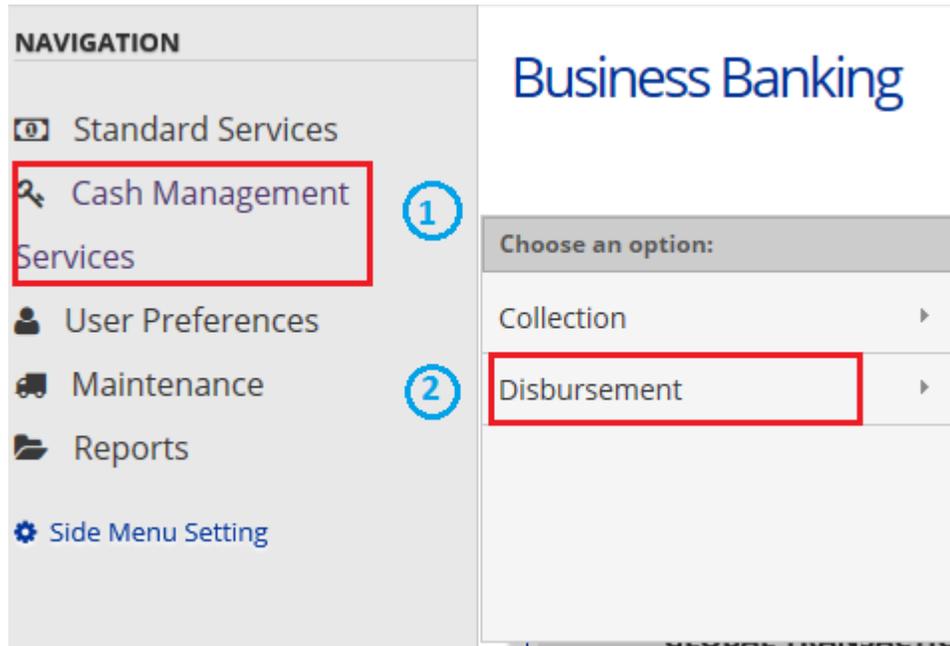


RCBC Online Corporate User Guide (Payroll Uploading)

MAKER:

1. Cash Management Services -> Disbursement -> Payroll



2. Upload Payroll file

Payroll

Upload Payroll Create Payroll Payroll Inquiry

Payroll Details

Payroll Type: CASA Cash Card 4 Type: select whether Savings, Current, or Cash Card

Currency: PHP 5 Currency: select currency of Account

Source Account: 0000007589515530/GTB Test Account CA-P... 6 Source Account: from drop down box, select source account

Destination Account Type: Savings/Cash Card 7 Destination Account Type: select whether Savings/Cash Card or Current

Upload File: C:\Users\jdb55858\Desktop Browse... 8 Upload File: browse Payroll File

Transfer Schedule: Immediate Post-dated 9 * Transfer Schedule: Select whether Immediate or Post-Dated

Legend:
Post Dated: Approved a day before notification

10 Next Step

*Payroll Type and Destination Account Type both lets you choose what type of account the funds are to be transferred to. If for example the payroll type is current, select **CASA in Payroll Type** and select **Current from Destination Account Type** drop down box.

3. Submit

Payroll

Payroll Details

| Row # | Account Num | Last Name | First Name | Middle Name | Amount | Email | Mobile Numb | Error Message |
|-------|----------------|-----------|------------|-------------|--------|-------|-------------|---------------|
| 1 | 00000090038490 | | | | 2.00 | | | |

Page 1 of 1

Source Account: 0000007589515530/GTB Test Account CA-PHP-CA 10

File Name: C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll2.4.1v2\Uploads\GTBFP50213001.TXT

Transfer Schedule: Immediate

Total Count: 1

Total Amount: 2.00

11 Submit

Back

4. Transaction is now for verification or authorization, depending on the workflow.

Payroll



Payroll is for verification.

Your Transaction Reference Number is PAY-02132017-112004-00008685

Payroll Details

Reference Number **PAY-02132017-112004-00008685**

Status

✓ Pending
Transaction Status

Workflow Status
For Verification

Last Updated on 02/13/2017 11:20:04

[Workflow Progress](#)

| Reference Number | Account Number | Last Name | First Name | Middle Name | Amount | Email | Mobile Number | Error Message |
|-------------------------------|------------------|-----------|------------|-------------|--------|-------|---------------|---------------|
| PAY-02132017-112004-000086851 | 0000009003849086 | | | | 2.00 | | | |

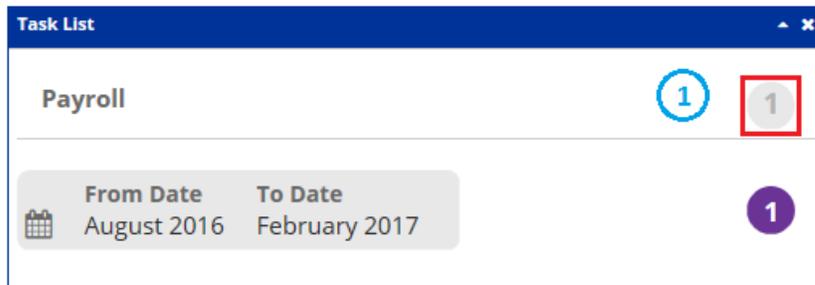
VERIFIER

1. Log in to ROC
 - a. Go to the Dashboard



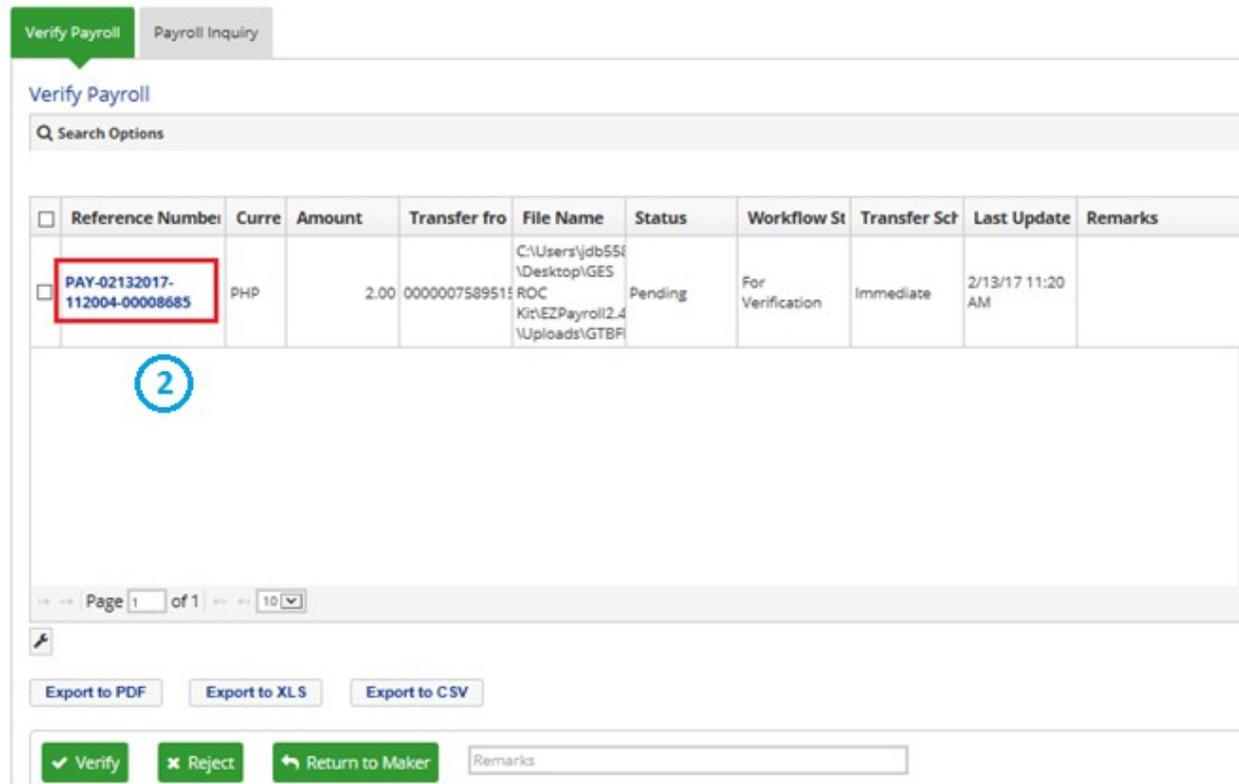
- b. Scroll down to the bottom of the page.
In the Task List pane, the verifier will see the transactions for verification.
Select the transaction to be verified. Click the Number icon.

The Number icon represents the number of transactions for verification.



- c. Click the reference number to see details of transaction.

Payroll



The image shows the 'Verify Payroll' interface. At the top, there are two tabs: 'Verify Payroll' (active) and 'Payroll Inquiry'. Below the tabs is a search bar labeled 'Search Options'. A table with the following columns is displayed: Reference Number, Curre, Amount, Transfer fro, File Name, Status, Workflow St, Transfer Sch, Last Update, and Remarks. The first row of the table is highlighted with a red box around the 'Reference Number' cell, which contains the value 'PAY-02132017-112004-0008685'. Below the table, there is a blue circle containing the number '2'. At the bottom of the interface, there are three buttons: 'Export to PDF', 'Export to XLS', and 'Export to CSV'. Below these buttons, there are three green buttons: 'Verify' (with a checkmark icon), 'Reject' (with an 'X' icon), and 'Return to Maker' (with a circular arrow icon). To the right of these buttons is a text input field labeled 'Remarks'.

| Reference Number | Curre | Amount | Transfer fro | File Name | Status | Workflow St | Transfer Sch | Last Update | Remarks |
|-----------------------------|-------|--------|---------------|---|---------|------------------|--------------|------------------|---------|
| PAY-02132017-112004-0008685 | PHP | 2.00 | 0000007589515 | C:\Users\jdb556\Desktop\GES Kit\EZPayroll2.4\Uploads\GTBF | Pending | For Verification | Immediate | 2/13/17 11:20 AM | |

d. Details will be shown. Click Back.

Payroll

Transaction Details

Payroll Details

Reference Number PAY-02132017-112004-00008685

Status **✓ Pending** Transaction Status Workflow Status For Verification Last Updated on 02/13/2017 11:20:04

Workflow Progress

Amount PHP 2.00

Transfer from 0000007589515530/GTB Test Account CA-PHP-CA

Remarks

Transfer Schedule Immediate

Total Count 1

| Reference Numbe | Transfer to | Last Name | First Name | Middle Name | Email | Mobile Nur | Amount | Status | Remarks |
|-------------------------------|------------------|-----------|------------|-------------|-------|------------|--------|---------|---------|
| PAY-02132017-112004-000086851 | 0000009003849086 | | | | | | 2.00 | Pending | |

Page 1 of 1

Export to PDF Export to XLS Export to CSV

Verify Reject Return to Maker Remarks

Back 3

e. Select transaction to be verified. Then click Verify.

Payroll

Verify Payroll Payroll Inquiry

Verify Payroll

Search Options

| <input checked="" type="checkbox"/> | Reference Number * | Currency | Amount | Transfer from | File Name | Status | Workflow Status | Transfer Schedule | Last Update Date | Remarks |
|-------------------------------------|------------------------------|----------|--------|------------------|--|---------|------------------|-------------------|------------------|---------|
| <input checked="" type="checkbox"/> | PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515530 | C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll\2.4.1v2\Uploads\GTBFP50213 | Pending | For Verification | Immediate | 2/13/17 11:20 AM | |

Page 1 of 1

Export to PDF Export to XLS Export to CSV

5 Click to Verify

Verify Reject Return to Maker Remarks

f. Submit

Payroll

Transaction Details

| Reference Number | Currency | Amount | Transfer from | File Name | Status | Workflow Status | Transfer Schedule | Last Update Date | Remarks |
|------------------------------|----------|--------|------------------|--|---------|------------------|-------------------|------------------|---------|
| PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515530 | C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll2.4.1v2\Uploads\GTBFP502130 | Pending | For Verification | Immediate | 2/13/17 11:20 AM | |

Page 1 of 1



Export to PDF Export to XLS Export to CSV

Workflow Details

Action Verify

Remarks

Back

6

Submit

g. Transaction is now for Authorization.

Payroll

Transaction Details

Selected Transactions were processed.

Please make sure to review the resulting Status and Workflow Status of your selected transactions. There may be transactions that were unsuccessful. You may refer to the Remarks field to know the reason of failed transactions.

| Reference Number | Currency | Amount | Transfer from | File Name | Status | Workflow Status | Transfer Schedule | Last Update Date | Remarks |
|------------------------------|----------|--------|------------------|--|---------|-------------------|-------------------|------------------|---------|
| PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515530 | C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll2.4.1v2\Uploads\GTBFP502130 | Pending | For Authorization | Immediate | 2/13/17 12:05 PM | |

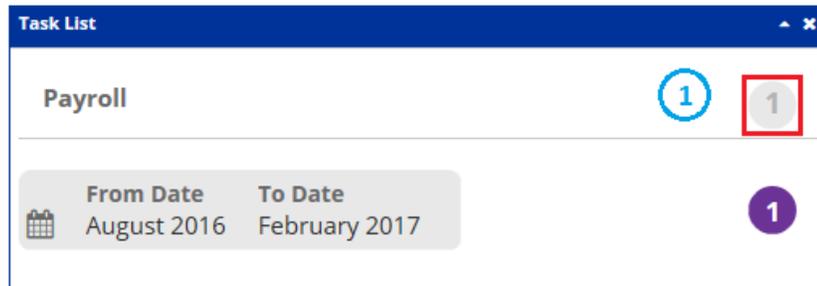
AUTHORIZER

1. Log in to ROC
 - a. Go to the Dashboard



- b. Scroll down to the bottom of the page.
In the Task List pane, the authorizer will see the transactions for authorization.
Select the transaction to be authorized. Click the Number icon.

The Number icon represents the number of transactions for authorization.



- c. Click the reference number to see details of transaction.

Payroll

Authorize Payroll Payroll Inquiry

Authorize Payroll

Q Search Options

| <input type="checkbox"/> | Reference Number | Curre | Amount | Transfer fro | File Name | Status | Workflow St | Transfer Sct | Last Update | Remarks |
|--------------------------|-------------------------------------|-------|--------|---------------|---|---------|-------------------|--------------|------------------|---------|
| <input type="checkbox"/> | PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515 | C:\Users\jdb556\Desktop\GES Kit\EZPayroll2.4\Uploads\GTBF | Pending | For Authorization | Immediate | 2/13/17 12:05 PM | |

2

Page 1 of 1

Export to PDF Export to XLS Export to CSV

d. Details will be shown. Click Back.

Payroll

Transaction Details
Payroll Details

Reference Number PAY-02132017-112004-00008685

Status **✓ Pending**
Transaction Status
Workflow Status For Authorization
Last Updated on 02/13/2017 12:05:29

Workflow Progress

Amount PHP 2.00

Transfer from 0000007589515530/GTB Test Account CA-PHP-CA

Remarks

Transfer Schedule Immediate

Total Count 1

| Reference Numbe | Transfer to | Last Name | First Name | Middle Name | Email | Mobile Nurr | Amount | Status | Remarks |
|-------------------------------|------------------|-----------|------------|-------------|-------|-------------|--------|---------|---------|
| PAY-02132017-112004-000086851 | 0000009003849086 | | | | | | 2.00 | Pending | |

Page 1 of 1

Export to PDF Export to XLS Export to CSV

Authorize Reject Return to Maker

Back 3

e. Select transaction to be authorized. Then click Authorize.

Payroll

Authorize Payroll Payroll Inquiry

Authorize Payroll

Search Options

| <input checked="" type="checkbox"/> | Reference Number * | Currency | Amount | Transfer from | File Name | Status | Workflow Statu |
|-------------------------------------|------------------------------|----------|--------|------------------|---|---------|-------------------|
| <input checked="" type="checkbox"/> | PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515530 | C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll2.4.1.v2\Uploads\GTBFP50213001.TXT | Pending | For Authorization |

Page 1 of 1

Export to PDF Export to XLS Export to CSV

Authorize Reject Return to Maker

5 Click to Authorize

f. Submit.

Payroll

Transaction Details

| Reference Number ^ | Currency | Amount | Transfer from | File Name | Status | Workflow Status | Transfer Schedule | Last Update Date | Remarks |
|------------------------------|----------|--------|------------------|--|---------|-------------------|-------------------|------------------|---------|
| PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515530 | C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll2.4.1v2\Uploads\GTBFPS02130 | Pending | For Authorization | Immediate | 2/13/17 12:05 PM | |

Page 1 of 1



Export to PDF Export to XLS Export to CSV

Workflow Details

Action Authorize

Remarks

Back

6

Submit

g. Transaction is successfully processed.

Payroll

Transaction Details

Selected Transactions were processed.

Please make sure to review the resulting Status and Workflow Status of your selected transactions.

There may be transactions that were unsuccessful. You may refer to the Remarks field to know the reason of failed transactions.

| Reference Number ^ | Currency | Amount | Transfer from | File Name | * Status | Workflow Status | Transfer Schedule | Last Update Date | Remarks |
|------------------------------|----------|--------|------------------|--|----------------|-----------------|-------------------|------------------|---------|
| PAY-02132017-112004-00008685 | PHP | 2.00 | 0000007589515530 | C:\Users\jdb55858\Desktop\GES ROC Kit\EZPayroll2.4.1v2\Uploads\GTBFPS02130 | For Processing | Approved | Immediate | 2/13/17 1:00 PM | |

*Legend:

POSSIBLE STATUS

DESCRIPTION

For Processing

For Immediate transactions: this will be completed 1 (one) hour from approval.

For Post Dated Transactions: this will be completed 1 (one) hour from the time specified in the post-dated instruction.

Failed

Either host timed-out or source account has insufficient funds.