

A Step-By-Step Guide to RTGS

1. Navigate to the payment menu - then click on the payment option. Click on Initiate New payment

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6) DASHEGARD	Payment						
±	Templates	- in in					NEW PAYMENT
	Initiate New Payment	·					
PENDING	Billers						^
		led Awaiting Approvals Scheduled Draft					
		Ē	To Data 16-01-2024		Initiated by Me		0
CASH POSITION		<u> </u>					
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2. Select payment option as RTGS then Select the debit account. Note that remarks entered under "Sender to Receiver Information" will reflect in the advice generated for the transaction.

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(д) БАЗНЕСАНО	Payments Initiate Payment 🔇		
	Payment Type TGS Transfer to Other Bank Account	Want To Make A Payment Using Template ? SELECT	
	PAYMENT DETAILS		
	PRIMENET DEMO A/C 3000097672 SELECT	F test SELECT	
BENEFICIARES	Available balance KSh 3,611.93	ADD NEW	
PARMENT	Amount 😂 KES 💌	Beneficiary Account Number 1234567890	
САЗН РОБІТОН	Beneficiary Bank Name KENYA COMMERCIAL BANK LTD.	Transaction Remarks (Account Statement)	
MALS	SENDER TO RECEIVER INFORMATION	•	
NEPOINTS	Remarks	PIN/Remarks	
& ADMINISTRATION			
SERVICE SERVICE	Customs/Remarks	5 Additional Remarks	
August 313			





3. Select your existing beneficiary. If you don't have one, simply click on add new beneficiary option.

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	BENEFICIARY DETAILS		
	Beneficiary Name	Beneficiary Nickname	
BENERICARIES	Account Number	Image: Confirm Account Number	
PARMENT	Bank Name	Q	
	Save As Beneficiary	\bigcirc	
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REPORTS			

4. Enter beneficiary details and if you need the beneficiary to remain in your beneficiary list click on save as beneficiary.

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ි DASHBOARD	Payments Initiate Payment 🛞 New Bene	fidary 📀	
±	BENEFICIARY DETAILS		
	Beneficiary Name Manju	Beneficiary Nickname Manju1	
	Account Number	Confirm Account Number 102030	
	Bank Name GUARANTY TRUST BANK KENYA LTD Q		
Ċ	Save As Beneficiary		
		PROCEED	





5. Easily schedule payment as follows

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	PrimeNet		Q Search			$\bigcap_{USER2} \stackrel{\textcircled{0}}{\longrightarrow} \qquad \qquad$
ි Dasheoard	Payment	Current, Business and Loa	ins	Accounts in C	PENDING APPROVALS	
	Templates	No. of Accounts	Ledger Balance	Available Balance	Approval Type	No. of Records
Ø	Initiate New Payment	0	0.00	0.00	Payments	Q
PENDING APPROVALS	Billers	0	0.00	0.00	Beneficiaries	<u>45</u>
BENEFICIARIES		0	0.00	0.00	File Upload	17
8					Beneficiary Linkages	٥
PAYMENT					Administration	1
					Service Requests	<u>0</u>
he		G WITH ME			FOREX	
REPORTS		Beneficiary Name	Transaction Type	Amount	Currency Se	ell Buy

6. For substantial transfers above 1.5 million Kenya Shillings, upload any supporting documents that may be required. Enter a 5-digit Reference Number if you have pre-negotiated FX rates

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	PrimeNet	Q Search	
(Д) DASHBOARD	Forex Rate FETCH	Total Debit Amount	
E BULK PRIMENT Ø	If you have negotiated rate for the transfer, please enter the deal reference number and fetch rates	Deal Reference Number 87589 FETCH	
	Upload Document UPLOAD 1 Attachment(s)		
	OpTransactionHistoryReportFri_Jan_12_2024_ kb) 🔇	08_19_12_AM.pdf (716	I
CASH FOSTION	Schedule 🔨		
MAILS	Once	17-01-2024	
	SAVE AND ADD ENTRY CANCEL	SAVE AS DRAFT PROCEED	





7. If you need to schedule future dated or Recurring transactions to a beneficiary, the upgraded system allows easy input of periodic payment Frequency like weekly, monthly, quarterly etc.

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Casheoard	If you have negotiated rate for the transfer, please enter the deal reference number and fetch rates	Deal Reference Number 87589	FETCH		*
	Upload Document UPLOAD				
Ø	1 Attachment(s)				
PENDING	OpTransactionHistoryReportFri_Jan_12_2024 kb) 🕱	_08_19_12_AM.pdf (716			
BENERIGARES					
8	Schedule 🔨				
PAYMENT	Once Recurring	Start Date 17-01-2024	Ē		
CASH POSITION	Frequency	Number Of Occurrences			
	Bi-Weekly -	2			
MAILS	SAVE AND ADD ENTRY CANCEL				
		SAVE AS DRAFT PROCEED			
					*
	1				

8. Edit, delete, activate or deactivate beneficiaries with a single click using the Save and Add Entry feature. Search bars allow filtering long lists in moments. No more hunting in a haystack.

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ගි DASHBOARD 		Payment Type RTGS Transfer to Ot	her Bank Account		Want To Ma	ke A Payment Using Te	emplate ? SELECT					Î
		Payment Information	n									
PENDING		From Account	Beneficiary Name	Beneficiary Account Number	Payment Amount	Transaction Date	Remarks					
		3000097672	test	1234567890	KES 12.00	17-01-2024	Transaction rmkslRemarksl12356INHIFIPayi NHIF	EDIT ing	COPY	DELETE		
		3000097672	balraj s1	010001	KES 123.00	17-01-2024	Trans rmksltestlll	EDIT	COPY	DELETE		
DATMENT		+ ADD MORE										
CASH POSITION					SAVE AS DR	PROCEED						
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9. The Payment Confirmation screen would look something like this.

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ියි 545960480	P	Payments Initiate Payment 😣				· · · · · ·
±		RTGS Transfer to Other Bank Account				
Ø		From Account		Beneficiary Name		
		3000097672		Manju		^
BENEFICIARIES		KES 12.00 Amount		102030 Beneficiary Account Number		
PAYMENT		No Confidential Transaction		Transaction rmks Remarks 12356 NHIF Paying NHIF Remarks		
CASH POSITION		17-01-2024 Transaction Date		Bi-Weekly Frequency		
		2 No. of occurences		KES 0.00 Charge Amount		
MARS		KES 12.00 Total Amount		FIRST COMMUNITY BANK LTD. Bank Name		
REPORTS		OpTransactionHistoryReportFri_Jan_12_2024_08_19_12_AM.pdf Attachments				

10. For extra precaution, you may add an approver to authorize the RTGS transaction before it is processed.

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	PrimeNet Banking	Q Search	Q ⁽⁰⁾ C→	
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DASHBOARD				
	APPROVALS		1 Approver Workflow	
ø				
PENDING APPROVALS	Approver 1 Member			
BINEFCARES	SELECT APPROVERS			
8	Reason For Payment			
PAYMENT	remarks *			
ثق درما المعالم	7/50			
	AUTHORIZATION			
MALS				- 1
k	Transaction Password			
&		BACK		
ADMINISTRATION				





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	PrimeNet	Q Search			Q USER2. C→
ស	rayment type		Approver	0 Selected	· ·
DASHBOARD	From Account	Beneficiary	Q Search		
1 BULK PAYMENT	3000097672	James	E ELD1EDLBRNCH	ELD1 •	× 1
PENDING APPROVALS	APPROVALS		D DEMOUSER1	USER1 .	1 Approver Workflow
思 BENEFICIARIES			PRIMENETUSER 11	USER11 •	
B	Approver 1 Member		U USER20USER20	USER20 •	
8			USER22USER22	USER22	
	Reason For Payment		U USER4USER4	USER4 ●	
MAILS	7/50		CANCEL	ок	
	Transaction Password				

11. The Successful Transfer display highlights key details - the amount sent, beneficiary name, date of transaction etc. adding validation to your transaction

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PrimeNet Banking	Q Search	
The transaction with and is pending fo	reference ID is submitted successfully corporate user approval. Ref. ID: [308095]	
308095 Reference ID		
RTGS Transfer to Other Bank Account Payment type	Manju Beneficiary Name	
dummy Beneficiary Name	3000097672 From Account	
KES 12.00 Payment Amount	102030 Beneficiary Account Number	
KES 12.00 Total Amount	KES 0.00 Charge Amount	
Transaction rmks Remarks 12356 NHIF Paying NHIF Transaction remarks	17-01-2024 Transaction Date	
Bi-Weekly	Yes	
Frequency	Recurring payment	
2	FIRST COMMUNITY BANK LTD.	







12. Workflow: this will be sent from the approver to ensure existing workflow input is correctly inputed.

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	PrimeNet Banking	Q Search		Ω ^O USER2. C→
ියි DASHBOARD	Payments Initiate Payment 😵			
	PAYMENT DETAILS			
	Entered The transaction with pending for cor	reference ID is submitted successfully and is porate user approval. Ref. ID: [334057]		
BENEFICIARIES	334057 Reference ID			
PAYMENT	RTGS Transfer to Other Bank Account Payment type	James Beneficiary Name		
â	3000097672 From Account	KES 10.00 Payment Amount		
	3020102030 Beneficiary Account Number	KES 10.00 Total Amount		
MAILS	KES 0.00 Charge Amount	Testing Sender Remarks Transaction remarks		
	06-02-2024 Transaction Date	No Recurring payment		
	AFRIKA INVESTMENT BANK LTD Bank Name	Payment Advice		