



BSP BUSINESS INTERNET BANKING

Quick Reference Guide

BUSINESS BANKING YOUR WAY
E-RECEIPTS FOR MAKERS AND
APPROVERS





Introduction

Use the **Activity Log** function to recover an e-Receipt as a Maker or an Approver.

Recover an e-Receipt as a Maker

1. In the **Activity Log**, select the **blue magnifying glass icon**

The screenshot shows the BSP Business Internet Banking dashboard. The top navigation bar includes the BSP logo, a search icon, a notification icon with a red '18' badge, and a Logout button. The dashboard is divided into several sections:

- Dashboard:** Three main cards: 'Current & Savings' (3 Total Accounts, PGK14.92 PGK (3 Accounts)), 'Term Deposits' (You do not have any Term Deposit), and 'Loans and Finances' (You do not have any Loans).
- Work Snapshot for today:** As of 06 Jun 2023. Shows 1 Processed, 0 In Progress, and 0 Rejected items, with a 100% completion indicator.
- Accounts Summary:** A table with columns: Party Name, Account Number, Account Type, Status, and Net Balance. It lists three accounts: IB PILOT 1, CGM PILOT 2, and CGM PILOT 1.
- Notifications:** 1 notification: 'Reminder: Re-Create new Payee/Beneficiary Details by 11.59pm, Friday 9th June, 2023'.
- Activity Log:** A section with a magnifying glass icon highlighted in blue. It contains a table with columns: Accounts (0), Payments (1), Bulk File (0), and Bulk Record (0). The table shows counts for Processed, In Progress, and Rejected items.
- Last 5 Payments:** One payment: '06 Jun 2:27 PM Own Account Transfer PGK3.00'.
- Quick Links:** A section for quick links.

Quick Reference Guide: Business Internet Banking - e-Receipts for Makers and Approvers

2. Search for a transaction using the **From Date** and **To Date** function
3. Select **Search**

The screenshot shows the 'Activity Log' interface. At the top, there are search filters for 'From Date' (04 Jun 2023) and 'To Date' (06 Jun 2023), with a 'Search' button. A red box highlights the search filters, and a red circle with the number '2' is next to the 'To Date' field. Another red box highlights the 'Search' button, with a red circle and the number '3' next to it. Below the filters, there are four summary cards: 'Accounts (0)', 'Payments (1)', 'Bulk File (0)', and 'Bulk Record (0)'. The 'Payments (1)' card is expanded to show a table of transaction details. Below this, there is a table with columns: Date, Description, From Account, Amount, Payee Account Details, Reference No, and Stat. The first row shows a transaction on 06 Jun 2:27 PM, 'Own Account Transfer', with a reference number '0606B1EE5FD9' highlighted in yellow.

Date	Description	From Account	Amount	Payee Account Details	Reference No	Stat
06 Jun 2:27 PM	Own Account Transfer	3417028866262	PGK3.00	SELF 3411007695461	0606B1EE5FD9	✓

A list of transactions within the selected date range will appear under the **Activity Log**.

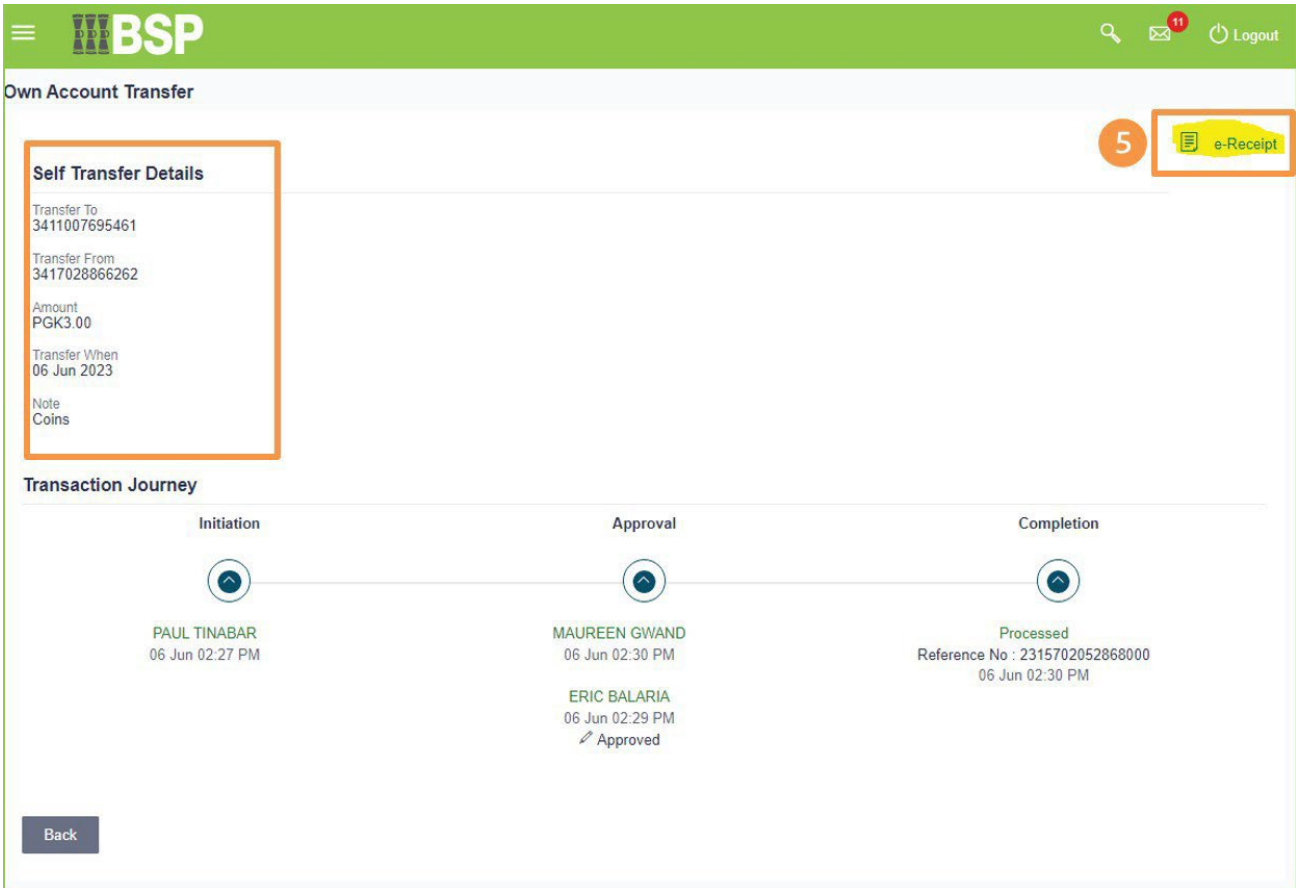
4. Select the reference **number** to recover the e-Receipt

The screenshot shows the 'My Approved List' interface. It has the same search filters as the previous screenshot, with a 'Search' button. Below the filters, there are four summary cards: 'Accounts (0)', 'Payments (1)', 'Bulk File (0)', and 'Bulk Record (0)'. The 'Payments (1)' card is expanded to show a table with columns: Description, From Account, Amount, Payee Account Details, Reference No, and Status. The first row shows a transaction with a reference number '0606B1EE5FD9' highlighted in yellow. A red circle with the number '4' is next to the reference number. Below the table, there is a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and a page number '1' in a box.

Description	From Account	Amount	Payee Account Details	Reference No	Status
Own Account Transfer	3417028866262	PGK3.00	SELF 3411007695461	0606B1EE5FD9	✓ Processed

Quick Reference Guide: Business Internet Banking - e-Receipts for Makers and Approvers

5. Confirm the transaction details and select **e-Receipt** at the top right of the screen to start the download



Quick Reference Guide: Business Internet Banking - e-Receipts for Makers and Approvers

Recover an e-receipt logged on as an Approver

1. Under **My Approved List**, select the **blue magnifying glass** icon

The screenshot shows the BSP Business Internet Banking dashboard. The 'My Approved List' section is highlighted with an orange box. A blue magnifying glass icon is also highlighted with an orange box and a red circle with the number '1'. The dashboard includes a navigation menu, a search bar, a notification bell with '11' alerts, and a 'Logout' button. The main content area is divided into several sections: 'Notifications' (with a reminder message), 'Pending For Action' (Financial), 'Quick Links' (Own Account Transfer, Adhoc Payment, File Upload, Funds Transfer, Uploaded Files Inquiry), 'Pending for Approvals' (Accounts, Payments, Bulk File, Bulk Record), 'My Limits' (Internal Transfer, Domestic Transfer- RTGS, Domestic Transfer- NEFT), and a bottom navigation bar (Current & Savings, Term Deposits, Loans and Finances).

2. Search for a transaction using the **From Date** and **To Date** function

3. Select **Search**

The screenshot shows the 'My Approved List' search results. The search criteria are 'From Date: 04 Jun 2023' and 'To Date: 06 Jun 2023', both highlighted with orange boxes and red circles with the number '2'. A 'Search' button is highlighted with an orange box and a red circle with the number '3'. The results table shows one transaction: 'Own Account Transfer' with 'From Account: 3417028866262', 'Amount: PGK3.00', 'Payee Account Details: SELF 3411007695461', and 'Reference No: 0606B1EE5FD9' (highlighted in yellow). The status is 'Processed'. The page number is 'Page 1 of 1 (1 of 1 items)'.

Quick Reference Guide: Business Internet Banking - e-Receipts for Makers and Approvers

A list of transactions within the selected date range will appear under the **Activity Log**.

4. Select the reference **number** to recover the e-Receipt

My Approved List

Financial

From Date: 04 Jun 2023 To Date: 06 Jun 2023 Search

Accounts (0) Payments (1) Bulk File (0) Bulk Record (0)

Description	From Account	Amount	Payee Account Details	Reference No	Status
Own Account Transfer	3417028866262	PGK3.00	SELF 3411007695461	0606B1EE5FD9	Processed

Page 1 of 1 (1 of 1 items) < 1 >

5. Confirm the transaction details and select **e-Receipt** at the top right of the screen to start the download

BSP

Own Account Transfer

5 e-Receipt

Self Transfer Details

Transfer To: 3411007695461
Transfer From: 3417028866262
Amount: PGK3.00
Transfer When: 06 Jun 2023
Note: Coins

Transaction Journey

Initiation: PAUL TINABAR, 06 Jun 02:27 PM

Approval: MAUREEN GWAND, 06 Jun 02:30 PM; ERIC BALARIA, 06 Jun 02:29 PM, Approved

Completion: Processed, Reference No: 2315702052868000, 06 Jun 02:30 PM

Back

Quick Reference Guide: Business Internet Banking - Recover an e-receipt

Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 3201212 or 7030 1212

Email: servicebsp@bsp.com.pg

Copyright Information

All rights reserved world-wide under international copyright agreements. No part of this document can be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of BSP Financial Group Limited.