

5 Bill Payment

5.5.1 Approval Workflow for Bill Payments

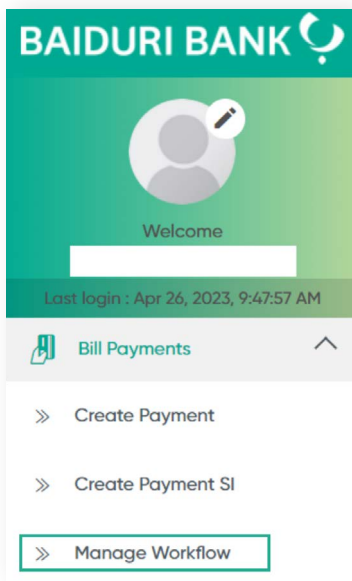
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To view a video tutorial on approving transactions, [click here](#).

For Baiduri b.Digital Business, there are 2 types of user access; Initiator and Approver.

Payments are submitted by the initiator, then an approver can approve, reject and make amendments to the request.

From the menu, go to **Bill Payment** → **Manage Workflow**.



Manage Workflow
Bill Payments > Manage Workflow

Filter Transaction
Bill Payment

Workflow List	Select	Search					
Bill Payment Reference	Pay From	Pay To	Payment Date	Currency	Payment Amount	Status	Action
2021021691349556	RGU2 / RUCR100008 / BND / BBB	Credit Cards/AutoBill/BNDOpen /AutoBill/BNDOpen/BillerAuto	Feb 16, 2021	BND	100.00	Pending Approval	▼
2021021610029985	RGU2 / RUCR100008 / BND / BBB	Credit Cards/visa1/visa1/blue12	Feb 16, 2021	BND	100.00	Pending Approval	▼
2021021515149710	RGU2 / RUCR100008 / BND / BBB	Broodband/Telecom/TC Biller/Telecom	Feb 15, 2021	BND	100.00	Pending Approval	▼
2021020990059790	RGU2 / RUCR100008 / BND / BBB	Credit Cards/AutoBill/BNDOpen /AutoBill/BNDOpen/BillerAuto	Feb 9, 2021	BND	10.00	Pending Approval	▼
202102098110253	RGU2 / RUCR100008 / BND / BBB	Credit Cards/VISA /VB/OfflineBiller	Feb 9, 2021	BND	100.00	Pending Approval	▼
20210204112823569	RGU2 / RUCR100008 / BND / BBB	Broodband/Telecom/TC Biller/Telecom	Feb 4, 2021	BND	100.00	Pending Approval	▼
2021012912310188	RGU2 / RUCR100008 / BND / BBB	Credit Cards/VISA/VB/VisaCard	Jan 29, 2021	BND	11.00	Pending Approval	▼
2021012812035615	RGU2 / RUCR100008 / BND / BBB	Credit Cards/VISA/VB/VisaCard	Jan 28, 2021	BND	89.00	Pending Approval	▼
2021012770042817	RGU2 / RUCR100002 / INR / SCB	Broodband/Billonline/bill online/bill online	Jan 27, 2021	INR	100.00	Pending Approval	▼
2021012710808487	RGU2 / RUCR100002 / INR / SCB	Credit Cards/CC Bill/CC Bill/VisaPayee	Jan 27, 2021	INR	12.00	Pending Approval	▼

Items per page 10 | 1 - 10 of 119 | 1 2 3 4 5 >

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Step 1

From the **Filter Transactions** drop down list, select either **Bill Payment** or **Bill payment Sl.**

Step 2

Bill Payment – records related to bill payments will be displayed.

Click 'Search' to search for specific bill payments.
You may also view a more detailed record of the transaction by clicking the reference number.

The screenshot shows the 'Manage Workflow' interface. At the top left, there is a breadcrumb trail: 'Bill Payments > Manage Workflow'. Below this is a 'Filter Transaction' dropdown menu, which is currently set to 'Bill Payment'. The main area displays a 'Workflow List' table with columns for 'Bill Payment Reference', 'Pay From', 'Pay To', 'Payment Date', 'Currency', 'Payment Amount', 'Status', and 'Action'. The table contains 10 rows of data, all with a 'Pending Approval' status. The first row is highlighted with a green border. At the bottom right, there is a pagination control showing 'Items per page 10' and '1 - 10 of 119'.

Bill Payment Reference	Pay From	Pay To	Payment Date	Currency	Payment Amount	Status	Action
2021021691349556	RGUZ / RUCR100008 / BND / BBB	Credit Cards/AutoBill/BNDOpen /AutoBill/BNDOpen/BillerAuto	Feb 16, 2021	BND	100.00	Pending Approval	▼
20210216110029985	RGUZ / RUCR100008 / BND / BBB	Credit Cards/visa/visa/bluetZ	Feb 16, 2021	BND	100.00	Pending Approval	▼
20210215154970	RGUZ / RUCR100008 / BND / BBB	Broadband/Telecom/TC Biller/Telecom	Feb 15, 2021	BND	100.00	Pending Approval	▼
2021020990059190	RGUZ / RUCR100008 / BND / BBB	Credit Cards/AutoBill/BNDOpen /AutoBill/BNDOpen/BillerAuto	Feb 9, 2021	BND	10.00	Pending Approval	▼
202102098110253	RGUZ / RUCR100008 / BND / BBB	Credit Cards/VISA /VB/OfflineBiller	Feb 9, 2021	BND	100.00	Pending Approval	▼
20210204112823569	RGUZ / RUCR100008 / BND / BBB	Broadband/Telecom/TC Biller/Telecom	Feb 4, 2021	BND	100.00	Pending Approval	▼
2021012912310188	RGUZ / RUCR100008 / BND / BBB	Credit Cards/VISA/VB/VisaCard	Jan 29, 2021	BND	11.00	Pending Approval	▼
20210128112036615	RGUZ / RUCR100008 / BND / BBB	Credit Cards/VISA/VB/VisaCard	Jan 28, 2021	BND	89.00	Pending Approval	▼
20210127170042817	RGUZ / RUCR100002 / INR / SCB	Broadband/Billonline/bill online/bill online	Jan 27, 2021	INR	100.00	Pending Approval	▼
2021012710808467	RGUZ / RUCR100002 / INR / SCB	Credit Cards/CC Bill/CC Bill/VisaPayee	Jan 27, 2021	INR	12.00	Pending Approval	▼

Step 3

Under the **Action** column, click on the drop-down arrow. The sub-menu containing **Approve**, **Reject** and **Amendment** will be displayed.

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Step 4

Under the **Action** column, click the drop-down arrow.

The screenshot shows the 'Manage Workflow' interface for 'Bill Payments'. At the top, there is a 'Filter Transaction' dropdown set to 'Bill Payment'. Below this is a 'Workflow List' table with columns: Bill Payment Reference, Pay From, Pay To, Payment Date, Currency, Payment Amount, Status, and Action. The table contains 11 rows of bill payment data. The 'Status' column for all rows is 'Pending Approval'. The 'Action' column for the third row (reference 2021021515149170) has a dropdown menu open, showing three options: 'Approve', 'Reject', and 'Amendment'. The 'Approve' option is highlighted with an orange border. At the bottom right, there is a pagination control showing 'Items per page 10' and '1 - 10 of 119'.

Bill Payment Reference	Pay From	Pay To	Payment Date	Currency	Payment Amount	Status	Action
2021021691349556	RGUZ / RUCR100008 / BND / BBB	Credit Cards/AutoBillerBNDOpen /AutoBillerBNDOpen/BillerAuto	Feb 16, 2021	BND	100.00	Pending Approval	▼
2021021610029985	RGUZ / RUCR100008 / BND / BBB	Credit Cards/vsa1/vsa1/blue12	Feb 16, 2021	BND	100.00	Pending Approval	▼
2021021515149170	RGUZ / RUCR100008 / BND / BBB	Broadband/Telecom/TC Biller/Telecom	Feb 15, 2021	BND	100.00	Pending Approval	Approve Reject Amendment
2021020990059790	RGUZ / RUCR100008 / BND / BBB	Credit Cards/AutoBillerBNDOpen /AutoBillerBNDOpen/BillerAuto	Feb 9, 2021	BND	10.00	Pending Approval	▼
202102098110253	RGUZ / RUCR100008 / BND / BBB	Credit Cards/VISA /VB/OfflineBiller	Feb 9, 2021	BND	100.00	Pending Approval	▼
20210204112821569	RGUZ / RUCR100008 / BND / BBB	Broadband/Telecom/TC Biller/Telecom	Feb 4, 2021	BND	100.00	Pending Approval	▼
202101291230188	RGUZ / RUCR100008 / BND / BBB	Credit Cards/VISA/VB/VisaCard	Jan 29, 2021	BND	11.00	Pending Approval	▼
20210128112036615	RGUZ / RUCR100008 / BND / BBB	Credit Cards/VISA/VB/VisaCard	Jan 28, 2021	BND	8900	Pending Approval	▼
2021012710042817	RGUZ / RUCR100002 / INR / SCB	Broadband/Billonline/bill online/bill online	Jan 27, 2021	INR	100.00	Pending Approval	▼
2021012710808487	RGUZ / RUCR100002 / INR / SCB	Credit Cards/CC Bill/CC Bill/VisaPayee	Jan 27, 2021	INR	12.00	Pending Approval	▼

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Step 5

Click **Approve**. The Approve Payment screen will be displayed. Here you can verify the information.

Bill Payment Reference: 202102098110253

STEP 1 VERIFY STEP 2 APPROVE STEP 3 COMPLETE

Applicant

Reference	MM011
Company	RGUTL2 / RGUZ
Pay From	RGUZ / RUCR00008 / BND / BBB

Bill Information

Bill	Credit Cards / VISA / VB / OfflineBill
Card Number	12

Additional Information

Label1	tagit
Label2	Feb 9, 2021
Label3	Feb 9, 2021, 10:48:47 PM
Label4	BND2,333.00

Payment Details

Payment Date	Feb 9, 2021
Payment Currency	BND
Payment Amount	100.00 (One Hundred BRUNE DOLLAR)
Remarks	Monthly payment

Fees Information

Fee Amount	BND10.00
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APPROVE **CANCEL**

Note:

If a Bill Payment has not yet been approved after the requested date, an alert message will be prompted to the Approver. The Approver can choose to approve or reject transaction.

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Step 6

Click Approve. You will be prompted with a 2FA authentication step. You will be required to use the digital token.

On your **Baiduri b.Digital Business mobile app**, go to **Generate Secure Code** to generate the secure code.



Step 4

Enter the generated secure code in the respective field.



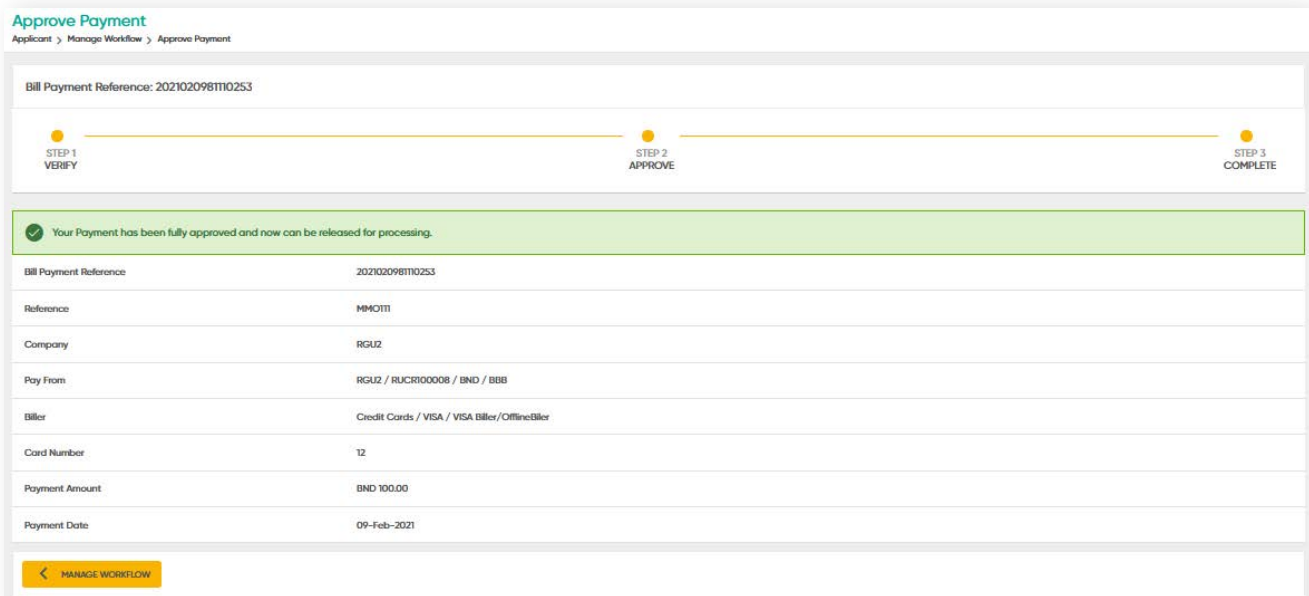
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Step 7

Then Click **Submit**. A confirmation message will be prompted and the Bill Payment is considered approved. The approved details will be sent to the **Payment List**.



If a Bill Payment fails, this might be due to technical issues. In the event this happens, a Release Failed status will be reflected.

Click on the drop-down arrow. From here, you can choose to resubmit the approval or cancel the release.

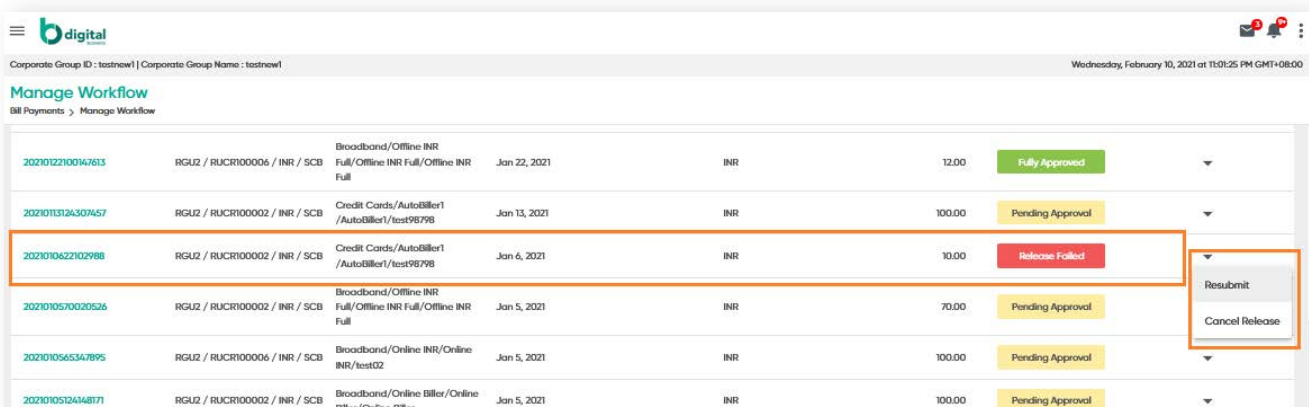


Figure 4: Manage Workflow screen

Note:

If a Bill Payment has not yet been approved after the requested date, an alert message will be prompted to the Approver. The Approver can choose to approve or reject the transaction.