

## eBanking User Manuals:

### How to Perform Transfer Within NRB Bank (Step By Step Process : )

#### 1. Login to NRB BANK eBANKING



#### 2. Click on the Funds Transfer Menu

#### 3. Under that Click on the Transfer within NRB Bank

#### 4. Input payment to data (\* Indicated mandatory field)

##### **Existing Template**

Click **Existing Template option button** to select the existing Payment template for funds transfer, which is already saved previously **Or**

##### **Make New Payment**

Click **Make New Payment option button** to make a new funds transfer entry.

By default new payment Option is selected.

5. Input **User Reference** for future reference if you want (non-mandatory field)
6. Select the **From Account** number from the drop-down list, this account will be debited after transaction (Mandatory Field)
7. Select the **To Account** number from the search button beside the field [If your beneficiary is not added yet, please go to manage beneficiary screen to add beneficiary], this account will be credited after transaction (Mandatory Field)

#### Transfer Within NRB Bank

**Payment To**

Existing Template

Make New Payment

User Reference:  Input your reference number for future reference

From Account\*:   Select Debit Account

**Beneficiary Details**

Beneficiary Account\*:

Beneficiary Branch\*:   Select Beneficiary / To account from here, This account will be Credited

Beneficiary Email(Optional):

**Payment Details**

Transfer Amount\*:  Enter Transfer Amount

Transfer Currency\*:   Select Currency, should select the currency your account is in.

Pay Now  Pay Now: for Instant Payment

Pay later    Pay Later: For Future date payment, payment will be done on your selected date

Setup Standing Instruction  Set up SI: Form here you can set Up SI of same Payment , For SI You need to fill up the below option

**Other Details**

Transaction Description:  Enter Transaction Narration

8. Input **transfer amount**
9. Type **the narrative**; this will be displayed as your transaction narration
10. Select **payment option**
  - a. **pay now**: For Instant payment
  - b. **pay later**: Select a post payment date to pay on future date
  - c. **Setup Standing Instruction**: For SI setup this will provide option for frequency, start date and end date of your SI.

**Payment Details**

Transfer Amount\*:

Transfer Currency\*:

Pay Now  Pay Now: for Instant Payment

Pay later    Pay Later: For Future date payment, payment will be done on your selected date

Setup Standing Instruction  Set up SI: Form here you can set Up SI of same Payment , For SI You need to fill up the below option

**SI Details**

SI Execution Frequency\*:   Select SI frequency

First Execution Date\*:   Select SI Start date

Expiry Date\*:   Select SI End date

**Other Details**

Transaction Description:

11. Press **Submit Button** for the Confirmation of Inputted Data.

Here the options are:

1. **View Limit:** check your available limit to perform the transaction
2. **Save as template:** This transaction format will be saved for later use.
3. **Save as draft:** Save as draft to perform the transaction later from where you stopped.
4. **Save and Submit:** This will save the format as draft and make the payment. If you initiate any payments transactions through any existing Draft. The system displays the **Save as Draft** screen.

**Payment Details**

Transfer Amount\*:

Transfer Currency\*:

Pay Now

Pay later

Setup Standing Instruction

**SI Details**

SI Execution Frequency\*:

First Execution Date\*:

Expiry Date\*:

**Other Details**

Transaction Description:

1      2      3      4      5

**View Limits**   **Save as Template**   **Save as Draft**   **Save and Submit**   **Submit**

1. View your limit to perform this transaction.
2. Save the transaction as Template for repetition of the same transaction multiple times
3. Save as draft for later use
4. Save for late use and Submit now for transaction
5. Make the payment now

12. On next screen press **Confirm** to confirm your transaction

### Own Account Transfer - Verify

User Reference :

From Account:

**Beneficiary Details**

To Account:

**Payment Details**

Transfer Amount:

Pay Now :

**Other Details**

Transaction Description:

**Change**   **Confirm**

13. Press **OK** and your transaction will be done.

 Transaction with reference number 754338424070925 is in Successful state.

**Own Account Transfer - Confirm**

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Host Reference Number:

User Reference :  
From Account:

**Beneficiary Details**

To Account:

**Payment Details**

Transfer Amount:  
Pay Now :

**Other Details**

Transaction Description:

**OK**

Your Transaction is done successfully.