

FBC Internet Banking Tips: How to get your corporate Proof of Payment

Dear Valued Corporate Client,

We share with you the steps to retrieve your Proof of Payment on the FBC Internet Banking platform. Please note that the steps below are for the Corporate client.

Step 1: Click on "Activity Log".

The screenshot shows the FBC Internet Banking Dashboard. At the top, there's a navigation bar with the FBC logo, 'Dashboard', a search icon, a welcome message, and a 'Logout' button. Below this, the dashboard is divided into several sections: 'Current & Savings' (3 Total Accounts, ZWL3,667.64), 'Term Deposits' (You do not have any Term Deposit), and 'Loans and Finances' (You do not have any Loans). To the right, there's a 'Quick Links' section with icons for 'Own Account Transfer', 'Adhoc Payment', 'File Upload', 'Funds Transfer', 'Issue Draft', and 'Uploaded Files Inquiry'. Below that is a 'Work Snapshot for today As on 25 Nov 2020' showing 1 Processed, 0 In Progress, and 0 Rejected items, with a 100% completion indicator. The main content area features an 'Accounts Summary' table with columns for Customer Name, Account Number, Account Type, and Net Balance. Below the table is a pagination control showing 'Page 1 of 1 (1-3 of 3 items)'. At the bottom of the dashboard, the 'Activity Log' link is highlighted with a green border and a red arrow pointing to it.

Step 2: Click on the search icon (highlighted in green).

The screenshot shows the 'Activity Log' page in the FBC Internet Banking system. The top navigation bar is the same as in the previous screenshot. Below it, the 'Accounts Summary' table is visible. The 'Activity Log' section is expanded, showing a search interface with 'From Date' and 'To Date' fields, a 'Search' button, and a 'Financial' dropdown menu. A search icon is highlighted with a green border and a red arrow pointing to it. Below the search interface is a summary table for various activity categories: Accounts (0), Payments (0), Bill Payments (0), Bulk File (0), and Bulk Record (0). Each category has sub-rows for 'Processed', 'In Progress', and 'Rejected', all showing 0. Below this is a table header with columns: Date, Description, Account Number, Amount, Reference No, and Status. The table currently displays 'No data to display.' and a pagination control showing 'Page 1 (0 of 0 items)'.

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Step 3: Input the "From Date" and "To Date" (highlighted in green). Click the "Search" button.

Dashboard | Welcome, [User] | Last login 25 Nov 04:12 PM | Logout

Customer Name	Account Number	Account Type	Net Balance
MURINGANI RUFARO	STAFF FCA ACCOUNTS	Saving Account	ZWL3,166.41
MURINGANI RUFARO	STAFF FCA ACCOUNTS	Saving Account	\$11.72
MURINGANI ETHEL	STAFF FCA ACCOUNTS	Saving Account	ZWL501.23

Page 1 of 1 (1-3 of 3 items) | Download

Work Snapshot for today As on 25 Nov 2020

1 Processed | 0 In Progress | 0 Rejected | 100%

Activity Log

From Date: [] To Date: [] Search

Accounts (0)	Payments (0)	Bill Payments (0)	Bulk File (0)	Bulk Record (0)
Processed: 0	Processed: 0	Processed: 0	Processed: 0	Processed: 0
In Progress: 0	In Progress: 0	In Progress: 0	In Progress: 0	In Progress: 0
Rejected: 0	Rejected: 0	Rejected: 0	Rejected: 0	Rejected: 0

Date	Description	Account Number	Amount	Reference No	Status
No data to display.					

Page 1 (0 of 0 items) | Download

Step 4: The number of payments done per requested search will be displayed.

Dashboard | Welcome, [User] | Last login 25 Nov 04:12 PM | Logout

Accounts Summary

Customer Name	Account Number	Account Type	Net Balance
MURINGANI RUFARO	STAFF FCA ACCOUNTS	Saving Account	ZWL3,166.41
MURINGANI RUFARO	STAFF FCA ACCOUNTS	Saving Account	\$11.72
MURINGANI ETHEL	STAFF FCA ACCOUNTS	Saving Account	ZWL501.23

Page 1 of 1 (1-3 of 3 items) | Download

Work Snapshot for today As on 25 Nov 2020

1 Processed | 0 In Progress | 0 Rejected | 100%

Activity Log

From Date: 01 Nov 2020 To Date: 25 Nov 2020 Search

Accounts (0)	Payments (5)	Bill Payments (0)	Bulk File (0)	Bulk Record (0)
Processed: 0	Processed: 5	Processed: 0	Processed: 0	Processed: 0
In Progress: 0	In Progress: 0	In Progress: 0	In Progress: 0	In Progress: 0
Rejected: 0	Rejected: 0	Rejected: 0	Rejected: 0	Rejected: 0

Date	Description	Account Number	Amount	Reference No	Status
No data to display.					

Page 1 (0 of 0 items) | Download

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Step 5 - Click on "Processed".

Dashboard | Welcome, [User] | Last login 25 Nov 04:12 PM | Logout

MURINGANI RUFARO	STAFF FCA ACCOUNTS	Saving Account	ZWL3,166.41
MURINGANI RUFARO	STAFF FCA ACCOUNTS	Saving Account	\$11.72
MURINGANI ETHEL	STAFF FCA ACCOUNTS	Saving Account	ZWL501.23

Page 1 of 1 (1-3 of 3 items) | Download

Work Snapshot for today As on 25 Nov 2020

1 Processed | 0 In Progress | 0 Rejected | 100%

Activity Log

From Date: 01 Nov 2020 | To Date: 25 Nov 2020 | Search

Accounts (0)	Payments (5)	Bill Payments (0)	Bulk File (0)	Bulk Record (0)
Processed: 0	Processed: 5	Processed: 0	Processed: 0	Processed: 0
In Progress: 0	In Progress: 0	In Progress: 0	In Progress: 0	In Progress: 0
Rejected: 0	Rejected: 0	Rejected: 0	Rejected: 0	Rejected: 0

Date	Description	Account Number	Amount	Reference No	Status
No data to display.					

Page 1 (0 of 0 items) | 1

Step 6: You will see a list of transactions as shown below.

Dashboard | Welcome, [User] | Last login 25 Nov 04:12 PM | Logout

Activity Log

From Date: 01 Nov 2020 | To Date: 25 Nov 2020 | Search

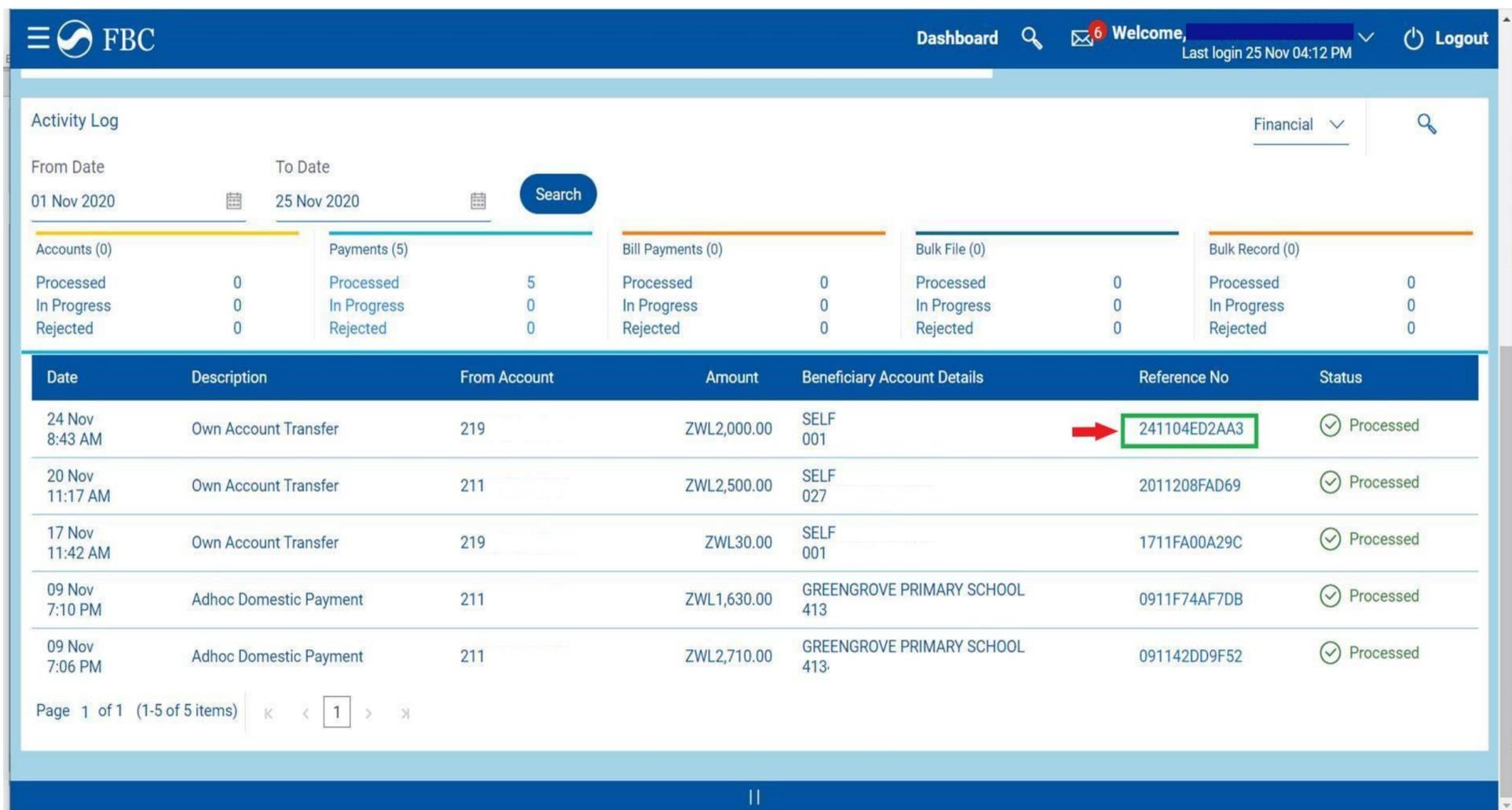
Date	Description	From Account	Amount	Beneficiary Account Details	Reference No	Status
24 Nov 8:43 AM	Own Account Transfer	219	ZWL2,000.00	SELF 001	241104ED2AA3	Processed
20 Nov 11:17 AM	Own Account Transfer	211	ZWL2,500.00	SELF 027	2011208FAD69	Processed
17 Nov 11:42 AM	Own Account Transfer	219	ZWL30.00	SELF 001	1711FA00A29C	Processed
09 Nov 7:10 PM	Adhoc Domestic Payment	211	ZWL1,630.00	GREENGROVE PRIMARY SCHOOL 413	0911F74AF7DB	Processed
09 Nov 7:06 PM	Adhoc Domestic Payment	211	ZWL2,710.00	GREENGROVE PRIMARY SCHOOL 413	091142DD9F52	Processed

Page 1 of 1 (1-5 of 5 items) | 1

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Step 7 - Click on a Reference number you wish to download the Proof Of Payment for, as shown in the example below.



Activity Log

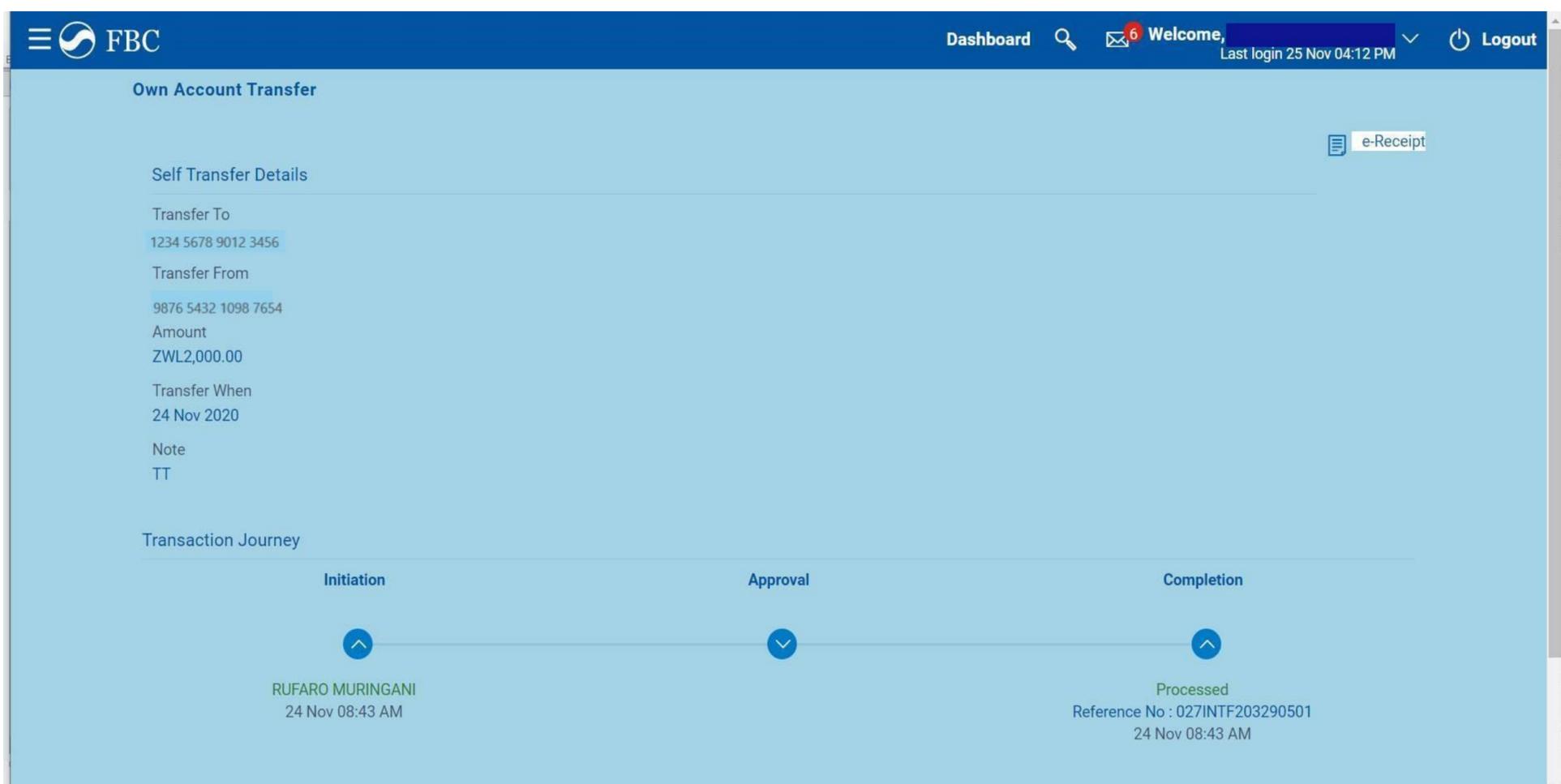
From Date: 01 Nov 2020 To Date: 25 Nov 2020 Search

Accounts (0)		Payments (5)		Bill Payments (0)		Bulk File (0)		Bulk Record (0)	
Processed	0	Processed	5	Processed	0	Processed	0	Processed	0
In Progress	0	In Progress	0	In Progress	0	In Progress	0	In Progress	0
Rejected	0	Rejected	0	Rejected	0	Rejected	0	Rejected	0

Date	Description	From Account	Amount	Beneficiary Account Details	Reference No	Status
24 Nov 8:43 AM	Own Account Transfer	219	ZWL2,000.00	SELF 001	241104ED2AA3	Processed
20 Nov 11:17 AM	Own Account Transfer	211	ZWL2,500.00	SELF 027	2011208FAD69	Processed
17 Nov 11:42 AM	Own Account Transfer	219	ZWL30.00	SELF 001	1711FA00A29C	Processed
09 Nov 7:10 PM	Adhoc Domestic Payment	211	ZWL1,630.00	GREENGROVE PRIMARY SCHOOL 413	0911F74AF7DB	Processed
09 Nov 7:06 PM	Adhoc Domestic Payment	211	ZWL2,710.00	GREENGROVE PRIMARY SCHOOL 413	091142DD9F52	Processed

Page 1 of 1 (1-5 of 5 items)

Step 8: The below screen will appear.



Own Account Transfer

Self Transfer Details

Transfer To: 1234 5678 9012 3456

Transfer From: 9876 5432 1098 7654

Amount: ZWL2,000.00

Transfer When: 24 Nov 2020

Note: TT

Transaction Journey

- Initiation: RUFARO MURINGANI, 24 Nov 08:43 AM
- Approval
- Completion: Processed, Reference No : 027INTF203290501, 24 Nov 08:43 AM

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Step 9: Click on 'e-Receipt' (highlighted in green below).

The screenshot shows the FBC Internet Banking interface. At the top, there is a navigation bar with the FBC logo, a search icon, a notification icon with '6', a 'Welcome,' message, and a 'Logout' button. The main content area is titled 'Own Account Transfer' and contains a 'Self Transfer Details' section with the following information: Transfer To (1234 5678 9012 3456), Transfer From (9876 5432 1098 7654), Amount (ZWL2,000.00), Transfer When (24 Nov 2020), and Note (TT). Below this is a 'Transaction Journey' section with three stages: 'Initiation' (24 Nov 08:43 AM), 'Approval', and 'Completion' (Processed, Reference No : 027INTF203290501, 24 Nov 08:43 AM). A green box highlights the 'e-Receipt' button in the top right corner, with a red arrow pointing to it.

Step 10: The PDF version of the Proof of Payment will be downloaded. You may proceed to open the file on your gadget.

The screenshot shows a PDF document titled 'SELF TRANSFER RECEIPT' from FBC Holdings Limited. The document contains the following details: Reference Number : 027INTF203290501, Beneficiary Account No : 1234 5678 9012 3456, Amount : ZWL 2,000.00, Value Date : 24 Nov 2020, Transaction Date : 24 Nov 2020, Purpose : TT, Sender Name : JANE, and eReceipt generation time : 25 Nov 2020 04:58:07 PM. At the bottom, it states: 'FBC Bank Limited is a registered Commercial Bank of Zimbabwe and a Member of the Deposit Protection Scheme. Terms and Conditions apply. 25 Nov 2020 04:58:07 PM'.