

New Updates

on **GAPS**
Guaranty Trust Bank Automated Payment System



Guaranty Trust Bank (Kenya) Ltd

1. Uploader Page Update

The screenshot shows the 'Upload Bulk Payment' form. On the left is a navigation menu with 'Upload Payment File' highlighted and numbered 1. The main form has the following fields: 'Account to Debit' (dropdown menu, numbered 2), 'Payment Mode for Other Banks Transfer' (dropdown menu, numbered 3), 'Process Payment' (dropdown menu, numbered 4), 'SM Remarks' (text input field, numbered 5), and 'Payment File' (file selection button, numbered 6). An 'Upload' button is at the bottom right, numbered 7.

UPLOADING

1. Navigate to Bulk transactions and choose the option "Upload payment File."
2. Choose the account to debit for the payment.
3. Choose the mode of transfer i.e Mpesa, EFT, RTGS, Utility payment, GT to GT.
4. Select mode of debit from your account: **Single Debit Multiple Credit** will debit your account with lump sum principal and charges and credit the beneficiaries individually, while **Multiple Debit Multiple Credit** will debit your account with principal and charges with as many times as the number of transactions in your uploaded file.
5. Type in a remark for the transfer you are making. Kindly ensure to include a remark for all uploaded files.
6. Choose your file from the saved file location and click upload.

2. Uploader Preview Page

The screenshot shows an 'Alert!' box with the message 'Bulk payment uploaded successfully'. Below the alert are 'Ok' and 'Preview' buttons. The background shows the 'Upload Bulk Payment' form with 'EFT TRANSFER' selected in the 'Payment Mode for Other Banks Transfer' dropdown.

The screenshot shows the 'Preview Bulk Upload Transactions' page. It includes a table with columns: Amount, Reference, Beneficiary Name, Bank Name, Beneficiary NUBAN, Beneficiary Acct No, Customer Acct No, Remarks, and Pay Date. Below the table are summary statistics: 'No of Successful Validation: 5, KES 2,500.00' and 'No of Failed Validation: 0, KES 00.00'. Action buttons include 'Cancel', 'Check Failed Validation', 'Preview Payment', and 'Download File'.

Amount	Reference	Beneficiary Name	Bank Name	Beneficiary NUBAN	Beneficiary Acct No	Customer Acct No	Remarks	Pay Date
500.00	0-BULK UPLOAD TEST_819_2		EQUITY BANK LTD	0123456789	0123456789		BULK UPLOAD TEST	09-Sep-2020
500.00	0-BULK UPLOAD TEST_819_3		KENYA COMMERCIAL BANK	0123456789	0123456789		BULK UPLOAD TEST	09-Sep-2020
500.00	0-BULK UPLOAD TEST_819_4		COMMERCIAL BANK OF AFRICA LIMITED	0123456789	0123456789		BULK UPLOAD TEST	09-Sep-2020
500.00	0-BULK UPLOAD TEST_819_5		BARCLAYS BANK KENYA LTD	0123456789	0123456789		BULK UPLOAD TEST	09-Sep-2020
500.00	0-BULK UPLOAD TEST_819_6		STANDARD CHARTERED BANK	0123456789	0123456789		BULK UPLOAD TEST	09-Sep-2020

PREVIEW

1. The uploader at the point of uploading will preview the uploaded file by clicking the "Preview" button.
 - Once you click "Preview", select the transaction you wish to view
 - Click on "Preview Payment" to see the details of uploaded transactions
 - If the file has an error, you will see the details under the "Check Failed Validation" button
 - You can Cancel the batch before it is approved by any approver under the "Cancel" button. Please note if any approver approves before you cancel, you will not be able to cancel.
 - If the file is okay, exit the page by clicking on any other page.
2. The uploader can also preview any uploaded but unapproved file under "Bulk Transactions > View Unapproved File"

3. Approver Page Update

The screenshot shows the 'Approve Bulk Upload Transactions' page. On the left is a navigation menu with 'Approve Uploaded File' highlighted and numbered 1. The main form has a table with columns: 'Uploaded By', 'Date Uploaded', 'Type', and 'Transaction Total'. A 'Select' button is next to the first row, numbered 2. Below the table are summary statistics: 'No of Successful Validation: 5, KES 2,500.00' and 'No of Failed Validation: 0, KES 00.00'. Action buttons include 'Final Approval' (numbered 3), 'Cancel' (numbered 4), 'Check Failed Validation' (numbered 5), 'Preview Payment' (numbered 6), and 'Download File' (numbered 7).

APPROVING

1. Navigate to approvals and select "Approve Uploaded File."
2. Select the transactions batch you wish to approve.
3. Once you have verified the transactions, click on the approval page to process the transactions.
4. Option 4 will allow you to cancel the batch.
5. Option 5 will display any transactions in the batch that may have errors.
6. Option 6 allows you to preview the transactions in the batch before submitting but will only display up to 100 transactions.
7. Option 7 will allow you to download the uploaded file to view offline and is ideal for files with more than 100 transactions.

NB: Transactions initiated under the Single Transactions option (Where you are not required to upload any excel file) will be approved under the "Approve Single Transaction" option while transactions initiated by uploading a file will be approved under the "Approve Uploaded file" option.