Quickguide

Confidential payments

Entering and uploading salary or confidential payments

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Content

PRECONDITION

A Corporate or Corporate MulitBank Edition is required for use. *Use with the Business version is not possible.*

ADMINISTRATION

CREATION OF THE PAYMENT CATEGORY

First you need to create a new category (in this example "Salary" - but you can choose the name freely).

Administration – Payment Category – Create
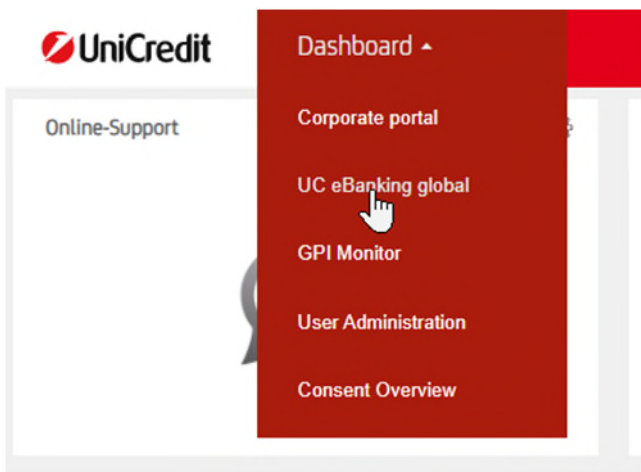
Save the newly created category and confirm the change via UC Mobile Token or photoTAN.

After signing, the view jumps to the dashboard.

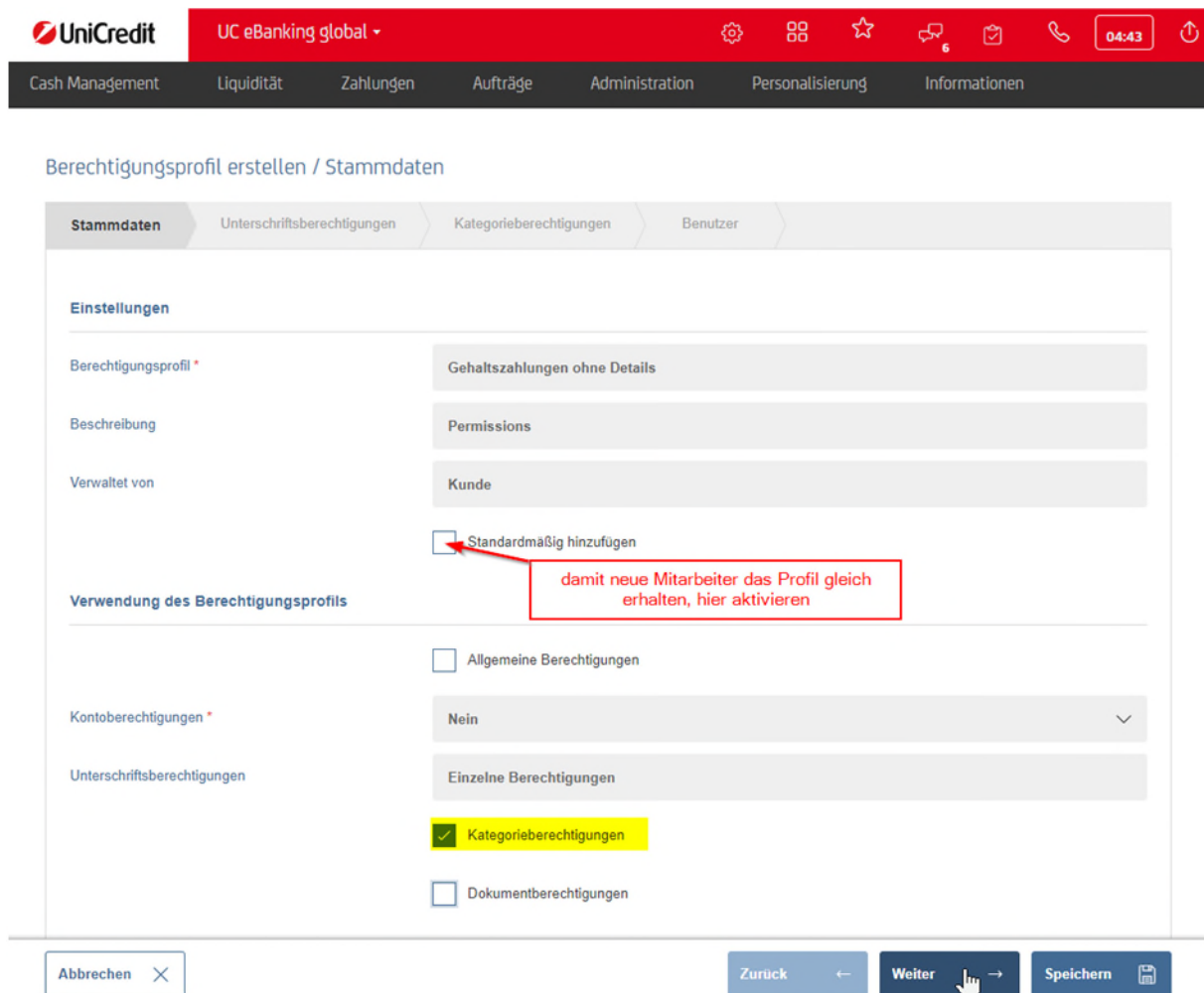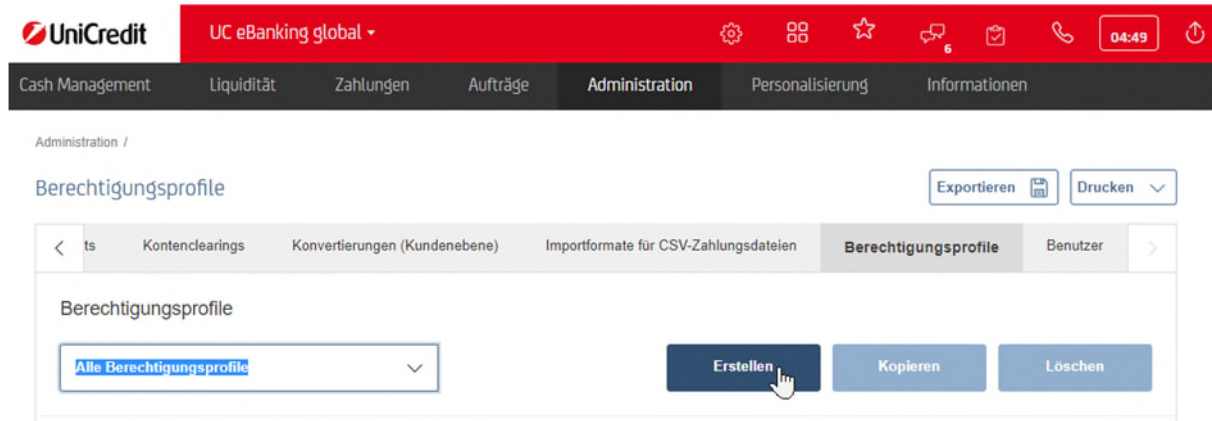At the top left you return to the UC eBanking global

PERMISSION PROFILES

The newly created category is now linked to 2 authorization profiles to be created.

CREATE PERMISSION PROFILE – *WITHOUT DETAILS*

Payment details are **not** visible to the user

Administration – Permission Profile – Create

Skip the next tab Signature permissions and in the Category permissions tab select the created category Salary and click Common settings.

Berechtigungsprofil erstellen: Gehaltszahlungen ohne Details / Kategorieberechtigungen

Stammdaten	Unterschriftsberechtigungen	Kategorieberechtigungen	Benutzer

Kategorieberechtigungen

Gemeinsame Einstellungen   **Zuweisen**   **Zuweisung aufheben**

▬ ▾	Kategorie ↑	▽	Zahlungen	▽	Sammelaufträge	▽	⚙
☐	Cashmanagement		☐ Zahlungen		☐ Sammelaufträge		
☑	Gehalt		☐ Zahlungen		☐ Sammelaufträge		
☐	Salary		☐ Zahlungen		☐ Sammelaufträge		

1 von 3 Einträge ausgewählt   Einträge pro Seite   15 ▾   ‹   1   ›

Abbrechen ✕   **Zurück** ←   **Weiter** →   **Speichern** 💾

Here the rights are assigned (restricted):

- Create Payments
- Create Send Jobs
- View Send Jobs

Individual payments (details) cannot be viewed in this way.

Save and Next

Now you can assign the new profile to the appropriate users who are not allowed to see details for the salary payments.

Then save and finish and sign the changes with UC Mobile Token or photoTAN.

CREATE PERMISSION PROFILE – *WITH DETAILS*

Payment details are visible to the user

Administration – Permission Profile – Create

Skip the next tab "Signature permissions" and select the Salary category in the "Category permissions" tab and click Common settings.

All checkmarks are now set here (all rights, **with details of the individual payments**)

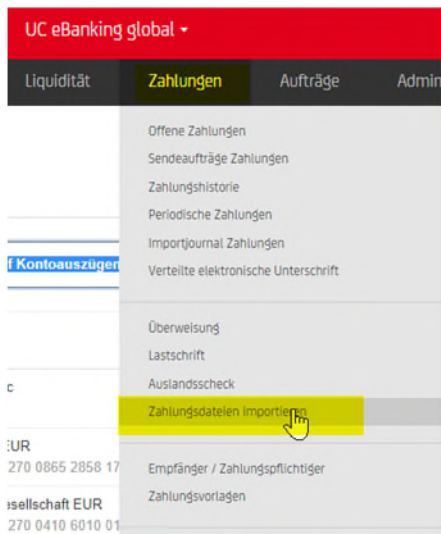Save and Next

In the next step you can assign the profile to the appropriate users.

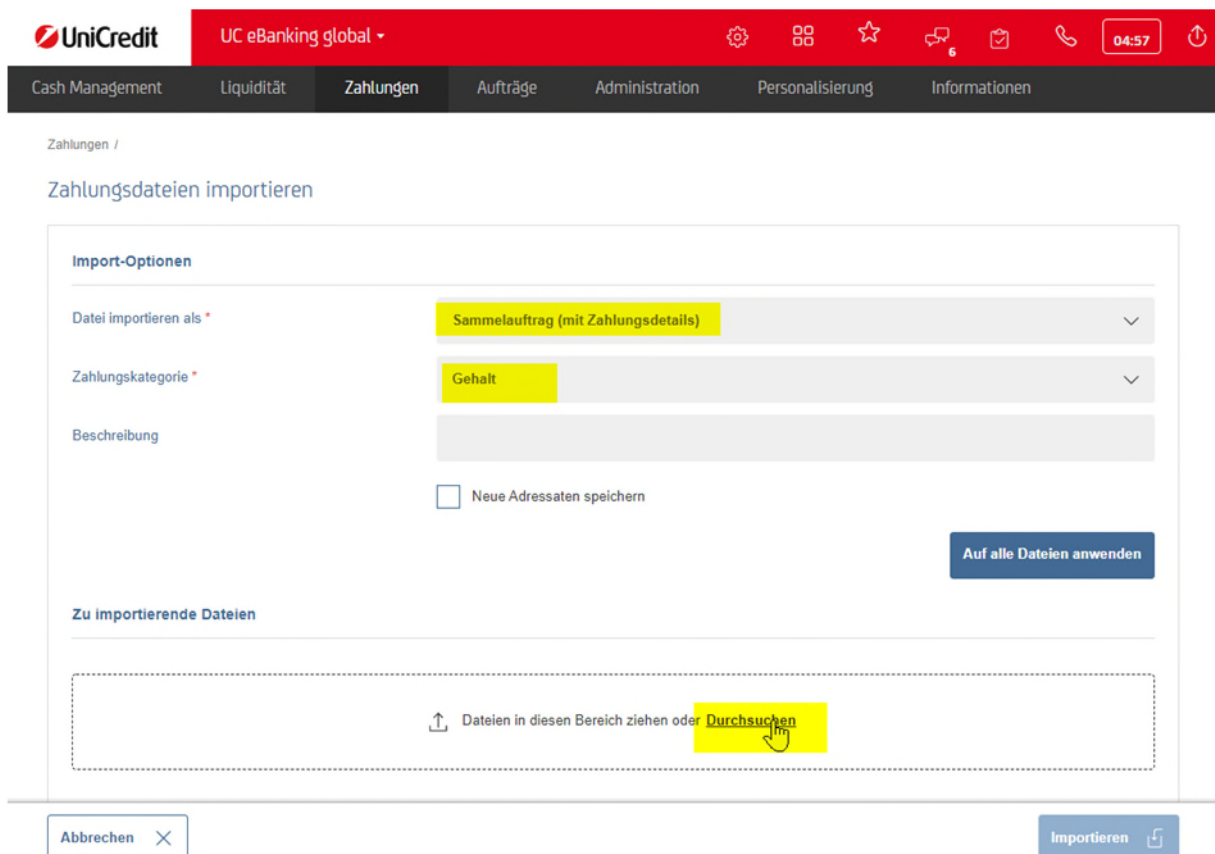Then save and finish and sign the change with UC Mobile Token or photoTAN.

ZAHLUNGEN

IMPORT OF PAYMENTS

Payments – Import Payment Files

Please select Batch (payment details can be displayed) and the payment category created above (salary in this example). Drag the file to the designated area or select it with "Browse".

It may be necessary to select the order type, e.g. CCT. Then import the payments via the button "Import".

ENTRY OF PAYMENTS

Payments – Credit Transfer

When entering the payment, you can select the category in the advanced details

The payment can then be signed or saved directly.