



# **Butterfield Online**

Corporate User Approvals

VERSION 1.0 | 01 AUGUST 2020

# Butterfield Online Corporate User Approvals

NOTE: Corporate users who have secondary customer access (Act on Behalf of) will be required to select and access the Customer (CIF) that a transaction or transactions were initiated for in order to view the transactions for approval following the below steps.

Login to Butterfield and access the view **Corporate User – Approver** from the menu option.

Dashboard

Change Customer [v] Submit

Change Customer NAME\_100040098 - 100040098

FULL\_NAME\_100040098 - 100040098

Welcome Vern Butterfield  
Your last login was on 23 Jul 2020 01:39:01 PM EST  
Your last failed login was on 23 Jul 2020 01:28:23 PM EST

Your current view is Approver

Mailbox

Security Settings

Pending for Approvals

Accounts (0) Payments (3) Bulk Record (0)

| Reference No | Date           | Description       | From Account | Amount |
|--------------|----------------|-------------------|--------------|--------|
| 2307808F30AE | 23 Jul 1:27 PM | Wire Transfer     |              | 30     |
| 2307CB45A352 | 23 Jul 1:25 PM | Domestic Transfer |              | 20     |
| 2307A77EAF09 | 23 Jul 1:24 PM | Internal Transfer |              | 10     |

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

My Approved List

Accounts (0) Payments (0) Bulk Record (0)

| Reference No        | Date | Initiated By | Description | Account Number |
|---------------------|------|--------------|-------------|----------------|
| No data to display. |      |              |             |                |

Page 1 (0 of 0 items)

Approver dashboard will be displayed showing the transaction queue labelled **Pending for Approvals**. Transactions awaiting authorisation will be displayed in this queue for assigned user profile under **Financial** or **Non-Financial**.

Pending for Approvals

Accounts (0) Payments (3) Bulk Record (0)

| Reference No | Date           | Description       | From Account | Amount     | Payee Account          |
|--------------|----------------|-------------------|--------------|------------|------------------------|
| 2307808F30AE | 23 Jul 1:27 PM | Wire Transfer     |              | USD 300.00 | John Doe 8674574574575 |
| 2307CB45A352 | 23 Jul 1:25 PM | Domestic Transfer |              | KYD 200.00 | John Doe 745727232346  |
| 2307A77EAF09 | 23 Jul 1:24 PM | Internal Transfer |              | KYD 100.00 | John Doe 02101026161   |

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My Approved List

Accounts (0) Payments (0) Bulk Record (0)

| Reference No        | Date | Initiated By | Description | Account Number | Amount | Stz |
|---------------------|------|--------------|-------------|----------------|--------|-----|
| No data to display. |      |              |             |                |        |     |

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International Draft  
Min. Amount KYD 0.01  
Max. Am KYD 15  
Daily

Own Transfer  
Min. Amount KYD 0.01  
Max. Am KYD 10  
Daily

Corporate Limits

Internal Transfer  
Min. Amount KYD 0.01  
Max. Am KYD 10  
Daily

Domestic Draft  
Min. Amount KYD 0.01  
Max. Am KYD 15

The Grace Period is applicable once the value date of a transaction pending authorisation has passed and the transaction has not been authorised. The allowed period to authorise is up until 21 days. A transaction which is not authorised within this period will automatically be rejected. Click on the hyperlink **Grace Period** to view the expiration date of the transaction.

Pending for Approvals

Accounts Payments Bulk Record

| Reference No | Date           | Description       | From Account | Amount    | Payee Account Details        |
|--------------|----------------|-------------------|--------------|-----------|------------------------------|
| 1506486D0962 | 15 Jun 4:39 PM | Domestic Transfer |              | KYD 1.00  | test 78945                   |
| 1506344C3CDB | 15 Jun 4:35 PM | Bill Payment      |              | USD 80.00 | Credit Card 4513881100917686 |
| 26053B857B85 | 26 May 2:48 PM | Wire Transfer     |              | USD 10.00 | Chris Gourzong 123456        |

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My Approved List

Accounts Payments Bulk Record

| Reference No | Date           | Initiated By      | Description  | From Account | Amount   | Payee Ac   |
|--------------|----------------|-------------------|--------------|--------------|----------|------------|
| 1506E819176C | 15 Jun 4:33 PM | FNNNNN LNNNNNNNNN | Bill Payment | 02101040098  | KYD 5.00 | CUC 123456 |



Transactions can be authorised or rejected in bulk by selecting the check box next to each required transaction or individually and then clicking on the option **Approve** or **Reject**.

To view full details of the transaction, click on the link for the **Reference Number**.

Full transaction details are displayed with the options to **Approve** or **Reject** the transfer.

Transaction journey will display initiator and authoriser details of the transaction.

The transaction queue **My Approved List** will allow a corporate user to view the transactions they've authorised and view full details by clicking on the link **Reference Number**.

| Reference No | Date                | Initiated By  | Description       | From Account  | Amount     | Payee    |
|--------------|---------------------|---------------|-------------------|---------------|------------|----------|
| 2307808F30AE | 23 Jul 2020 1:37 PM | Aaron Haylock | Wire Transfer     | 0120104009800 | USD 300.00 | John Doe |
| 2307CB45A352 | 23 Jul 2020 1:23 PM | Aaron Haylock | Domestic Transfer | 0120104009800 | KYD 200.00 | John Doe |
| 2307A77EAF09 | 23 Jul 2020 1:24 PM | Aaron Haylock | Internal Transfer | 0120104009800 | KYD 100.00 | John Doe |

**One-time Wire Fund Transfer Details**

Transfer Type: Wire

Beneficiary Account Number: 8674574574575

Beneficiary Name: John Doe

Pay Via: SWIFT Code

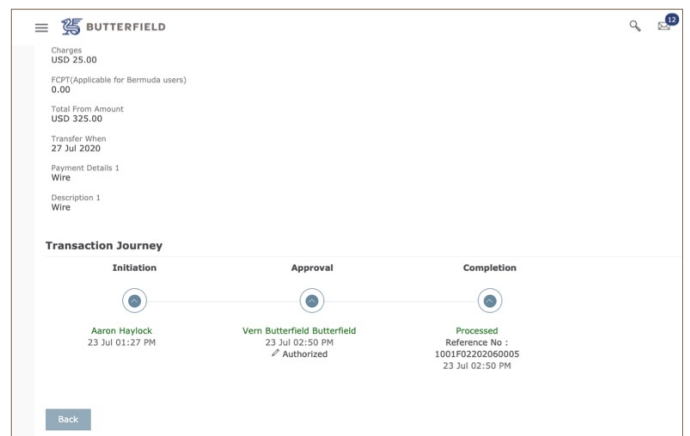
SWIFT Code: PNBUS33NYC  
WELLS FARGO BANK, N.A.  
375 PARK AVENUE  
NY  
US

Beneficiary Address: Butterfield, George Town, GCM, Cayman Islands

Transfer From: 0120104009800

Amount: USD 300.00

Exchange Rate:



Search capability based on date is also available if a user requires to view transactions that were authorised on a specific date.

| Reference No        | Date | Initiated By | Description | From Account | Amount | Payee |
|---------------------|------|--------------|-------------|--------------|--------|-------|
| No data to display. |      |              |             |              |        |       |