



KEB Hanabank corporate Banking User Manual

Transfer

Massive Transfer > Register Massive Transfer

Register Bulk Transfer

Step 1. After entering withdrawal information, you can designate the options including scheduled transfer, secure data masking, etc.

Register Bulk Transfer

1. Register

2

3

Withdrawal Information

Items marked with an asterisk * are required fields.

*Withdrawal Account	Select Account 1 ✓ Summarized Record
	<input type="button" value="Set priority order of withdrawal accounts"/> <input type="button" value="View Transfer Limit"/>
	(Balance Balance Available for Withdrawal Other Bank's Check Deposited but not Cleared KRW 0)
*Account Password	<input type="text" value="4 numerical digits"/>
Scheduled Transfer	<input type="checkbox"/> Request <input type="button" value="⋮"/> <input type="text" value="Please select."/>
Reasons of Transfer	<input type="text" value="Not Applicable"/> Criteria for Items Recognized as Salary ⓘ <input type="checkbox"/> Batch Update 'Messages Displayed in Deposit Account Bankbooks'
2 Secure Data Masking	<input type="text" value="Not Applicable"/> If you select [Apply], you will not be able to view transfer amounts with unregistered IDs. (You can view the information if you set ID exceptions)
Fee Deduction Method	<input type="checkbox"/> Transfer after Fees Deduction(Fees will be deducted from the transfer amount.)

Detailed procedure

- Whether to select Summarized Record: If you select Summarized Record, transfer amount will be withdrawn in a single transaction, and if you don't select it, withdrawals will be made in multiple transactions.
- Whether to apply Secure Data Masking: If you select [apply], transfer amount can't be inquired with unregistered IDs (available to designate ID exceptions).

Register Bulk Transfer

Step 2. You can select 'Register File' in Deposit Information.

Deposit Information

 Register File

 Register Individually

 Import the items to be processed

Select File

Massive Transfer Name

File Name

File Auto Save

Guide File Generation

- Recipient Bank Code, Deposit Account Number, and Deposit Amount are required fields.
- If you click the [Download Form] button and download the form, the process will become much easier. Also, you can prevent any mistakes from changing various items.
- To ensure the transfer is recognized as the recipient's salary, add terms accepted as salary items e.g. salary, bonus, allowance, performance pay, etc.

List of Deposit Accounts

NO	<input type="checkbox"/> Select	Recipient Ban	Deposit Account	Deposit Amount	Expected Acco	Account Holde	Displayed in Benefici	Description o
			Total Transfer		0	Total Number		

Detailed procedure

1. To ensure the transfer is recognized as the recipient's salary, add terms as salary items e.g. salary, bonus, allowance, performance pay, etc. (ex. File name: massive_20170724 → salary_20180724)

Register Bulk Transfer

Step 2-1. You can select 'Register Individually' in Deposit Information.

Deposit Information

 Register File

 Register Individually

 Import the items to be processed

Massive Transfer Name

 File Name
 File Auto Save

 Search




*Beneficiary Bank and Account Number

*Transfer Amount

Contents noted in Passbook

Register Bulk Transfer

Step 2-2. You can select 'Import Items to be Processed', if there are registered but unprocessed items.

Deposit Information

 Register File

 Register Individually

 Import the items to be processed

- When 10 days elapse after registration, the item will be deleted automatically.
- Please check the transfer details again to ensure no redundant transfers.

Search Registered, but Unprocessed Items

Withdrawal Account	Select Account ▼
Transfer Type	<input checked="" type="radio"/> All <input type="radio"/> Massive Transfer <input type="radio"/> Bulk Reservation

Inquire

List of Registered, but Unprocessed Items

Grid Guide

Download Excel

Print Grid

NO	<input type="checkbox"/> Select File Name ▼	Scheduled Transfe	Date/Time of Regi	Withdrawal Acco	case(s) ▼	Total Deposit	of Transfer ▲
Total Number						0	0

View Details

Delete

1

Register

Detailed procedure

1. You can inquire lists of unprocessed items and register them.

Register Bulk Transfer

Step 3. Confirm the account holder and execute the transfer.

Register Bulk Transfer

1

2. Confirm Account Holder and Execute

3

Account Holder Confirmation Status

100.00% (Remaining Balance:0)

🕒 Date and Time of Inquiry 2018-11-07 15:15:58

(All : 17)

Match : 0

Mismatch : 16

Error : 1

Transfer Details

Massive Transfer Name	20180227_대량이체_01	Registration Date	2018-11-07 15:15:43
Total Transfer Amount	13,190 KRW	Summarized Record	Use
Scheduled Transfer			
Reasons of Transfer			
Secure Data Masking	Not Applicable		
Transfer after Fee Deduction	Deduction after Transfer		
Memo			

List of Deposit Account

					13,190	1,000			
< >									

Edit

Delete

Confirm

Cancel

Register Bulk Transfer

Step 4. Execute massive transfer by entering OTP password and digital certificate password.

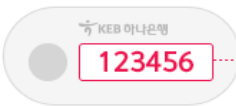
Executed Transfer History

• Total No. of Transfers Requested : 17message(s)
17message(s) • Total No. of Transfers Executed : 17message(s)

Summarized Record	Yes	Number of Errors	1message(s)
Total Transfer Amount	13,190KRW	Total Fee	1,000KRW

Enter OTP Password

OTP Pass-code



Enter the **six digits displayed on the OTP screen.**
 Example)123456

- Service will be suspended if an incorrect OTP is entered 10 consecutive times, regardless of transaction date.
- Enter OTP pass-code only after completing the form.
- An OTP is assigned for use with a particular electronic financial transaction. Please use it to complete the transaction as soon as possible.

Execute Transfer

Cancel

Creating a digital signature

Please verify the contents before signing.

Total Transfer Amount	13190
File Name	XXXXXXXXXXXXXXXXXXXX
Total Number of Transfers	17
Scheduled Transfer Date	XXXXXXXXXX
Transfer Type	XXXXXXXXXX
Fee	1000

Please select a location to store the digital certificate.

Hard Disk

Removable

HSM

Phone/ Usim

SafeDisk

OneSign

Please select a digital certificate to be used.

Type	User	Expiry Date	Issuer
	Financi...	-12-06	yessign...

View

Search

Delete

Please enter the certificate password.

Please change the certificate password every six months.

OK

Cancel

Register Bulk Transfer

Step 5. Registration of massive transfer is completed.

Register Bulk Transfer

1

2

3. Confirm



Bulk transfer was registered successfully.

Please confirm the transfer results again.

Caution : You can print your Transfer Receipt from the 'Bulk Transfer Results' screen.

[View Transfer Results](#)[View Transaction Details](#)[Continue with Transfer](#)

THANK YOU